RN Nursing Student Guidelines
2012-2013

Atchison, Kansas
Serving Northeast Kansas since 1966

Highland Community College Technical Center are authorized to operate by the Kansas Board of Regents and are 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

The LPN to RN Completion Program is approved by:

Kansas State Board of Nursing
900 SW Jackson St., Suite 1051
Topeka, KS 66612
(785)-296-4929

Highland Community College 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
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: Highland Community College

Highland Community College exists to serve the community which includes Doniphan County and other areas which the Kansas Board of Regents has assigned as the College’s “service area.” The College serves the community by offering educational programs as well as cultural and recreational activities. The College also exists to serve each student. It provides educational leadership to help each individual become a well-informed, responsible citizen and a productive member of society.

Mission: LPN to RN Completion Program

The mission the HCCTC LPN to RN Completion Program is to enhance the quality of life and personal satisfaction of the nurse in professional practice; to contribute to life-long learning for LPNs wishing to continue education for more advanced levels of nursing practice; to support communities in Northeast Kansas and beyond by providing qualified registered nurses to practice in these communities.

Program Description

The LPN to RN Completion Program enables the qualified LPN to obtain the knowledge, skills, and abilities of the entry level Registered Nurse and to obtain an Associate of Applied Science Degree of Nursing (ADN). Through a series of courses that build upon the knowledge and experience of the LPN, the LPN to RN Completion Program encourages critical thinking, ethical, and legal practice of professional nursing within the scope of practice established in the Kansas Nurse Practice Act. Successful completion of this program enables the graduate to take the national licensure examination (NCLEX-RN ®) to become a registered nurse.
Philosophy: LPN to RN Completion Program

PERSON
We believe that the person is a unique being of value, with individual perceptions of self, health, and environment based on motives, culture, and values acquired in living.
We believe that the client is a person receiving holistic nursing care directly or indirectly, as a family member or significant other. A person integrates biologic, psychological, and social functions and influences to mold a unique perception of personal health and wellness and the right to make decisions about them.
We believe that the nursing student is a person engaged in acquiring nursing education.

ENVIRONMENT
We believe that environment has internal and external components that influence a person, with or without the person’s perceptions of those influences. We believe that these influences result in action or non-action by persons whether client or nursing student.
We believe that the client’s environment includes the nursing student, family, community, health or illness and role in society.
We believe that the environment of the nursing student is a learning environment which includes any influence on the student acting in a student role. The learning environment is goal directed, open to unplanned events, as a student acquires both the knowledge and skills to function as an entry level ADN registered nurse. This environment fosters inquisitiveness, caring, critical thinking, creativity, sound decision-making, and individuality to provide evidence-based nursing care in the educational setting or later in the practice setting as a registered nurse.

HEALTH
We believe that health is a dynamic state of perceived well-being wherein the person functions to his satisfaction. We believe that health has value, is individually defined, and includes the ability to provide self-care.
We believe that the nurse’s role is to facilitate client health by promotional, restorative, and/or maintenance activities using the nursing process to address client health needs.
NURSING
We believe that the licensed practical nurse brings learning and practical experiences to the professional practice of nursing as a registered nurse. We believe that nursing is an art and science based on accepted clinical practice and research that integrates scientific concepts and general education courses. We believe that the practice of nursing is directed across the life span with the goals of preventing illness, providing comfort, restoring health, and easing death using the nursing process to determine and address client needs.
We believe that nursing care should be competent, ethical, and legal whether the nurse performs as a provider of care, manager of care, or as a member of the nursing profession.

Program Learner Outcomes

Seven program outcomes have been identified and agreed upon by the Associate Degree nursing programs in Kansas. The LPN to RN Completion Program will adopt these outcomes.

- Demonstrate through the use of the nursing process the ability to think critically and make safe and effective clinical judgments incorporating evidence based practice
- Integrate caring behaviors in practicing the art and science of nursing within a diverse community
- Use effective communication methods to manage client needs and to interact with other health care team members
- Collaborate with clients and members of the interdisciplinary health care team to optimize client outcomes
- Adhere to professional standards and scope of practice within legal, ethical, and regulatory frameworks
- Manage care and provide leadership to meet client needs using available resources and current technology
Advisory Committee

The LPN to RN Completion Program is guided by an Advisory Committee, consisting of members of the nursing profession representing various levels of nursing care (such as long-term care, acute care, and rehabilitative care) and nursing education. Also included on this committee is at least one nursing student representative, selected by the nursing faculty to bring information from these meetings to the nursing students, and a member-at-large from the community. This Committee meets at least twice a year.
Organizational Plan: LPN to ADN

Kansas State Board of Regents

HCC President: David Reist

HCC Vice President for Academic Affairs: Cia Verschelden

Director of Technical Education: Terri Ball

LPN to ADN Completion Nursing Program

Director of Nursing: Jennifer Hamilton, RN, MSNed

Instructor: Stephanie Stewart, RN, BSN

Instructor: TBA

RN Advisory Board

LPN to ADN Students

Board of Trustees

Kansas State Board of Nursing

RN Advisory Board

NLNAC
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 by a licensed social worker.

HCCTC nursing faculty offer the following services:
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.
1. Information about licensure.
2. Communication of employment opportunities.
4. Information concerning articulation to the next level of nursing education.

Nursing faculty have posted office hours, meaning that they are available to students at these times. Therefore, students should make and keep appointments made with any member of the nursing faculty or notify the faculty member if it is necessary to change or cancel the appointment. Students should be prompt and come prepared for the session with specific questions, references, schedules, as needed.
LPN to RN Courses

**Prerequisites** to LPN to RN Completion: to be completed prior to taking nursing courses.

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>English Comp I (ENG 101)</td>
</tr>
<tr>
<td>4-5</td>
<td>Microbiology (BS 203 is 5 cr)</td>
</tr>
<tr>
<td>3</td>
<td>Gen Psyche (PSY 101)</td>
</tr>
<tr>
<td>1-3</td>
<td>Computer literacy BUS 130 or 181 (3 cr each)</td>
</tr>
<tr>
<td>3</td>
<td>Speech (SP 101) or English Comp II (ENG 102) or Interpersonal Communications (SP 105)</td>
</tr>
<tr>
<td>3</td>
<td>Humanities/FA</td>
</tr>
<tr>
<td>17-20</td>
<td>credits</td>
</tr>
</tbody>
</table>

**Semester 2 (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 220</td>
<td>1</td>
<td>LPN to RN Transition</td>
</tr>
<tr>
<td>NUR 225</td>
<td>4 (2/2)</td>
<td>Advanced Nursing Skills</td>
</tr>
<tr>
<td>NUR 230</td>
<td>6 (3/3)</td>
<td>Advanced Medical-Surgical Nursing</td>
</tr>
<tr>
<td>NUR 235</td>
<td>3 (1.5/1.5)</td>
<td>Advanced Mental Health Nursing</td>
</tr>
<tr>
<td>Spring</td>
<td>14 credits</td>
<td></td>
</tr>
</tbody>
</table>

**Semester 3 (Summer)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 240</td>
<td>2</td>
<td>Nurse as Manager of Care</td>
</tr>
<tr>
<td>NUR 250</td>
<td>4</td>
<td>Professional Nursing Practicum</td>
</tr>
<tr>
<td>NUR 245</td>
<td>2</td>
<td>High-Risk Maternal-Child Nursing</td>
</tr>
<tr>
<td>Summer</td>
<td>8 credits</td>
<td></td>
</tr>
</tbody>
</table>

Gen. Ed = 17-20 credits
Nursing = 22 credits
NUR 220  LPN to RN Transition  1 Credits
Prerequisites: current Kansas LPN license, Anatomy, General Psychology, Human Growth and Development, Physiology and Lab, Microbiology and lab, English Composition I, Computer Literacy, Speech or English Comp II and Humanities/Fine Arts elective. Students must be IV certified.
Co-requisite:  Advanced Nursing Skills

This lecture/discussion course prepares the LPN to perform as a registered nurse by expanding the LPN knowledge base and exploring the scope of practice of the registered nurse. The course begins with a review of nursing process, communication, client teaching, and critical thinking. The philosophy of ADN nursing is discussed and the philosophy and objectives of the LPN to RN Completion Program are presented. The scope and the standards of practice for the professional nurse will be stressed. Finally, the results of entrance testing provide a blueprint for the LPN student to use for content review and remediation.
18 lecture/discussion hours

NUR 225  Advanced Nursing Skills  4 Credits
Prerequisites: current Kansas LPN license, Anatomy, General Psychology, Human Growth and Development, Physiology and Lab, and Microbiology and lab, English Composition I, Computer Literacy, Speech or English Comp II or Interpersonal Communications, and Humanities/Fine Arts elective.
Co-requisite:  LPN to RN Transition

The purpose of this combination course is to prepare the LPN to perform a thorough health assessment of clients, to provide IV fluid and pharmacologic therapy for clients, and to perform advanced technical skills in the areas of airway management, sterile procedures, and cardiac monitoring in preparation for clinical experiences.
32-36 lecture/discussion hours and 90 clinical lab hours

NUR 230  Advanced Medical-Surgical Nursing  6 Credits
Prerequisites:  C in Advanced Nursing Skills; C in LPN to RN Transition

The client need for physiologic integrity is the focus of this combined lecture/discussion and clinical course. The four primary areas addressed are basic to complex care and comfort, pharmacological and parenteral therapy management, reduction of client risk, and physiologic adaptation. Nursing process, caring, communication and documentation, and teaching/learning are integrated throughout the course.
54 hours lecture/discussion/ 135 hours of clinical and/or simulation
NUR 235  Advanced Mental Health Nursing       3 Credits
Prerequisites: C or better in Advanced Medical –Surgical Nursing

The focus of this combined lecture/discussion and clinical course is the client need for care and/or support in times of stress, crisis, and acute or chronic mental illness. Students will explore selected mental illnesses and their treatment modalities, care for clients with dependencies (substance and non-substance), care for clients in crisis, and care for clients and families experiencing end-of-life. Critical thinking, nursing process, caring, therapeutic communication and documentation, and teaching/learning are integrated throughout the course.
27 hours lecture/discussion and 67-70 hours clinical

NUR 240  Nurse as Manager of Care    2 Credits
Prerequisites: C or better in Advanced Mental Health Nursing

In this lecture/discussion course, students learn the principles of management used in the professional nurse role. Client and staff safety are presented as part of the manager role. Various legal and ethical issues pertaining to management will be addressed. The student who completes this course will demonstrate novice level competency in such areas as delegation, client/time/resource management, evaluation, patient teaching, and communication skills with a multidisciplinary health care team.
32-36 hours lecture/discussion

NUR 245  High-Risk Maternal-Child Nursing     2 Credits
This lecture/discussion course provides content needed for the registered nurse to care for the high-risk maternal, newborn, and pediatric client not covered by the basic LPN curriculum. The nursing process, developmental age, communication, and pharmacology are integrated into this course.
32-36 hours lecture/discussion

NUR 250  Professional Nursing Practicum        4 credits
Prerequisites: C or better in Advanced Medical-Surgical Nursing and Advanced Mental Health Nursing

This clinical course is intended to assist students in the transition from novice competency to advanced beginner competency as a professional nurse by managing and providing care for a culturally, economically, medically, developmentally, and socially diverse clientele in a variety of clinical settings. Students will develop and implement plans of care using critical thinking and the nursing process, employ therapeutic communication, support physiologic and psychosocial integrity, and promote a safe environment for clients. Each student will spend a minimum of five clinical days in the following: OB, ER, ICU, and acute care. The remaining clinical time will be assigned to meet the individual needs of each student.
180 clinical and simulation hours
Progression Policy

1. Students must meet requirements for theory and clinical coursework of the LPN to RN Completion Program.
2. Students must pass designated benchmark scores on externally prepared standardized exams during the nursing program.
3. Students who fail these exams will be required to complete remedial activity as assigned.
4. A minimum of “C” must be earned in all nursing courses to progress in the RN Completion Program.
5. Health reports, criminal background check, and CPR certification must be on file in the office of the Nursing Director to attend clinical experiences.

Failure to Progress

A student will not be permitted to continue courses for the RN 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 these Guidelines under Notification of Unsatisfactory Performance.
4. Non-compliance with attendance criteria as outlined in Attendance Policy.

Time Limit of Degree Completion

Requirements for the Associate of Applied Science Degree in Nursing must be completed within two years of the date of the first enrollment in the LPN to RN Completion Program.

Readmission Policy

Students who have not been dismissed may be considered one time for readmission to the nursing program on an individual basis. A complete application must be presented for readmission consideration. All readmissions will take into account class and clinical space available.

Priority will be given to readmitting students who left the RN program in good standing (withdrew without receiving notification of unsatisfactory performance). These students should
apply to the Nursing Director in writing. Upon readmission, students are required to successfully complete the remaining courses, pay fees, and apply for graduation.

Any student who has left the program failing a course (withdrew failing) should petition the Nursing Director in writing for readmission. S/he should indicate why s/he feels that s/he will be successful if permitted to re-enter the RN program. Students permitted to re-enter the program will begin with the course previously failed and continue with the remainder of courses as detailed above.

Any student who has been dismissed from the RN program for non-academic unsatisfactory performance should petition the Nursing director in writing for readmission. Such a student may be readmitted at the discretion of the Nursing Director and a member of the administration. At the time of dismissal, corrective actions that would be needed for possible readmission will be discussed with the student. It is the student’s responsibility to have fulfilled any requirements requested at the time of dismissal in order to be readmitted. There is no guarantee of reinstatement.

**Academic Policies and Procedures: Academic Integrity**

See HCC Student Handbook p 9.

**Academic Policies and Procedures: Grading**

**Prerequisite Courses**

All prerequisite courses must be competed with a grade of C or better to be accepted into the LPN to RN Completion Program. There is no age limit for non-science prerequisites. However, Anatomy & Physiology and Microbiology must have been taken no more than 7 years prior to the start of nursing courses. For example, for a student entering nursing courses January 2011, the science courses must have been completed, at the earliest, during spring semester 2004.

**Nursing Courses**

All nursing courses have been approved by the Kansas State Board of Nursing. Students are advised that all nursing courses must be passed and that 80% is the passing standard.

At the completion of NUR 220 (LPN to RN Transition) and NUR 225 (Advanced Nursing Skills), students with less than 80% in either course will not be allowed to continue in remaining nursing courses in the RN Completion sequence. Such a student will need to reapply the following year.
For the remainder of the LPN to RN Completion Program, grades are evaluated at the completion of every course. Students must pass each course with 80% or better to continue to the next scheduled class. For those courses that combine lecture and clinical, both components must be passed to pass the course.

- Students have access to their course grades but will also be notified during program per HCCTC policy if they are not successfully completing academic requirements for the Program. Failure to achieve 80% or better for any nursing course may have the following consequences: 1) if the course is taken after NUR220 and NUR 225, the student can continue to the end of the semester but must repeat the failed course before being allowed to enter Summer semester; 2) if the course is during Summer semester, the student can complete any course still in good standing but must repeat the failed course the following year.

- All students do their own class work unless assigned to a group activity.
- All projects and assignments are due on the assigned day at the beginning of the assigned class period.

- If absent on a test day students receive a 5% penalty for that test.
- 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 or receive zero for that test.
- It is the student’s responsibility to obtain materials and assignments given in the event of absence from the proper instructor.
- If absent for only part of a day, assignments are still due that day. Tests may also be due that day unless the student leaves school ill.
- All assignments and tests must be completed in a satisfactory manner and turned in to complete each course.
- 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. Penalties may be levied for the missed work.
- 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.
- Pop quizzes and attendance quizzes cannot be made up.

Students are kept informed on classroom progress by notations on tests and assignments, by formal or informal conferences, and by posted grades, including MyHCC.

The RN Completion Program includes competency testing through Assessment Technologies Institute (ATI) for a number of the nursing courses: Adult Medical-Surgical Nursing, Community Health Nursing, Pharmacology, Nutrition, Leadership and Management, Maternal Newborn, Nursing of Children, and Mental Health Nursing. Students must have 100% on the practice tests before being permitted to take the competency test. The minimum goal is to achieve a level 2 on the ATI competency tests; however, every level is awarded points that are
included in the final course grade. Students will be given two attempts to achieve level 2 however the first test grade will be used. Remediation is required after the first unsuccessful attempt of the competency test. All nursing courses have a Capstone exam. ATI tests may serve as this exam for the courses for which they are available unless the instructor wishes to substitute a cumulative exam of his/her choosing.

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

Grades for nursing courses are provided to each student during and at the end of each course and semester. Upon successful completion of the LPN to RN Completion Program, the student is given the HCC Registered Nursing pin and a diploma indicating awarding of the Associate of Applied Science Degree in Nursing. The student is then eligible to take the NCLEX-RN® licensing examination, for Registered Nursing.

A final grade for the LPN to RN Completion Program will be computed at the end of the program based on all nursing courses. RN program GPA does not include prerequisite college courses.

**Clinical Courses**

Students must pass Advanced Nursing Skills to continue in the clinical courses of the LPN to RN Completion Program.

Clinical evaluations are made daily during 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 (1 or 2) and what correction is needed. Students must pass each clinical experience with a minimum grade of 3 or they will not be allowed to progress to the next clinical experience. Criteria for achieving a grade of 3 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 instructor anecdotal notes are used to substantiate clinical performance of each student.

**APA Format**

The LPN to RN Completion Program will require writing papers for some courses. APA format (American Psychological Association) is the accepted style for scholarly works in the nursing field. Students will be introduced to this format and will be expected to apply information presented in at least one assigned paper.
Unsatisfactory Performance

Students are notified in writing of unsatisfactory performance. This leads to a probationary period during which a problem-solving approach is 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 Nursing 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 is unable to progress in the LPN to RN Completion 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.

Attendance Policy (also see HCC Student Handbook p8-9)

Daily, punctual attendance is a demonstration of professional conduct. Attendance records are maintained by nursing faculty and/or secretary for classes and clinical experiences. Students are responsible for their own transportation to and from classes and clinical facilities. All clinical time is essential and absences from clinical means that experiences occurring on that day are lost to the student. Experiences cannot be recreated. For extenuating circumstances (such as having surgery or jury duty), clinical time may be made up if: 1) the instructor is willing, 2) the instructor is available, 3) the clinical site is available, and 4) the student pays for the instructor’s time for the shift at $20 per hour. The faculty member will decide what learning assignments or experiences will be required of the student to achieve the course objectives.

To encourage students to attend as many hours of class, students are given points each time a class meets. Thus grades reflect attendance. All absences will be calculated in hours. Students must attend 90% of program hours each semester. Students exceeding this number will be dropped from the program. Students are advised to keep absences at a minimum. If a student misses 5 consecutive school days, that student will be dropped from the program.

Students will be informed as to their attendance status at the following times:

1. After 24 hours have been missed (12 hours for part-time), the instructor will meet with the student for verbal warning.
2. After 48 hours have been missed (24 hours for part time), student services personnel will meet with the student to provide written notification.
3. After 62 hours have been missed (31 hours for part-time) student services personnel will meet with the student to complete withdrawal forms.

Class

The student must call the nursing department within the first class period for proper documentation. Failure to notify properly is seen as a poor employability indicator. No attendance points will be given and penalties will apply to tests and assignments due that day.

Clinical

A student may be removed from the clinical setting based on the professional opinion of the faculty. Situations include the students being unprepared for clinical assignment, student performing nursing care in a manner detrimental to the patient’s welfare, student appearing under the influence of drugs of alcohol.

A student may be asked to withdraw from clinical or lab experiences if the following maximums are exceeded:

Absence: two absences regardless of time involved or clinical site

Tardiness: being later more than 30 minutes is counted as an absence at the discretion of the instructor.

Clinical

The student must notify the instructor 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 results in zero in one field for each competency. Failure to notify properly is seen as unprofessional conduct and will result on the student’s clinical grade sheet as zero in all fields for the day.

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 time will be counted as an absence.

In the event of unusual circumstances of absences during the final semester which jeopardizes graduation for a student who has otherwise had excellent attendance and satisfactory academic progress, the nursing faculty and administration can set up a contract outlining requirements for program completion.
Tardiness will not be tolerated. Tardiness is defined as missing the initial part of class or clinical for less than an hour. Tardy students will not receive attendance points for the class for which they are late. Tardiness as a trend will be subject to Unsatisfactory Performance guidelines.

**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 for which the duties, as outlined in a job description, are within the legal scope of practice for a licensed practical nurse. Students **may NOT work in the capacity of a student RN.**
4. HCC Technical Center assumes no responsibility for actions of nursing students while employed by any agency.
5. Students may not use their current place of employment as a clinical site during Professional Nursing Practicum (NUR 250).

**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 approval 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

**Dress Code**

Dress and grooming shall be dictated by good taste and pride in one's appearance and pride in the profession and 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 for men will not be exposed.

**Classroom**

Students are expected to be clean and without body odor. Clean professional clothing and appropriate shoes are to be worn to classes. Hair, piercing, and jewelry restrictions do not apply however, it is hoped that students will choose professional appearance for all occasions where nursing is represented. Students will be asked to leave class to get properly dressed when the dress code is not followed. The only exceptions to this code are approved “dress down days.”
Clinical

Students are expected to be clean and without body odor. The student's hair must be neat, away from the face and off the collar so that it will not fall forward and touch the patient. 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 clean, short enough in length that when viewed from palm side of hand they cannot be seen over the finger tips. Natural or clear polish is permitted but cannot be chipped. If chipped it must be removed prior to patient contact. 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.

Library

HCCTC nursing library references and periodicals may NOT be checked out but may be copied. Periodicals available as hard copy include Nursing, AJN, Nursing Made Incredible Easy, and Nurse Educator. 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. All students have access to online databases through the main campus library in Highland, Kansas. Of particular interest is the ProQuest online database located from the Highland Community College website under the Community tab, under library, Allied Health and Nursing.

Smoking (see HCCTC Handbook p 15)

Smoking is not allowed in the clinical setting.

Parking (also see HCCTC Handbook p 15-16)

A parking sticker may be required by the administration to park in any HCCTC parking lot. Curbs that are painted white indicate parking spaces reserved for faculty. If a student is observed parking in a faculty parking zone, the student will lose attendance points for the entire day. Handicap parking is available for those needing closer access to Building E or F. 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 unless the student alerts the Director of Nursing that problems and/or restrictions related to the pregnancy have occurred. Notification should be given as soon as the student is made aware of any unusual findings so that proper documentation can be obtained from the physician as to the safety of the student to perform in the class or clinical setting. Attempts will be made to accommodate short term restrictions without compromising course requirements; 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. Failure to notify the director upon entry into the Program is considered falsification of documents and grounds for dismissal. Failure to notify properly and take corrective action puts students, faculty, and patients at unnecessary risk.

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. Breaks are not a right but a privilege. Loss of attendance points will occur if students return to class late from a break. Clinical grading will be reduced if students return late from break at clinical.

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. Cell phones are to be off while a student is in class or on duty at the clinical site. Cell phones may be used during breaks.

Fees

Students must pay their accounts in full before a final grade and diploma will be issued.

Student Organizations

Kansas Association of Nursing Students

KANS operates under the sponsorship of the Kansas Nurses Association in Topeka, Kansas and is associated with the National Student Nurses Association. NSNA’s mission is to mentor students preparing for initial licensure as registered nurses, and to convey the standards, ethics,
and skills that students will need as responsible and accountable leaders and members of the profession. Students are encouraged to participate in this association.

**Student Senate**

Student Senate is composed of representatives of the entire NEKTC student body. This organization sponsors events during the year that may be social or promote community service. Two representatives attend on behalf of Registered Nursing. A faculty member attends all meetings and acts as Senate Advisor.

**Substance Abuse Policy (also see HCCTC Handbook p29-35)**

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 LPN to RN Completion 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 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:

**In Class**

If the student is at school when signs, symptoms, or behaviors are observed, the student will be counseled and documentation of “Unsatisfactory Performance” will be made in accordance with the Registered Nursing Student Guidelines. The student will be asked to provide a copy of the prescription for any medication that may be causing signs, symptoms, or behaviors of drug use and may also be asked to submit to a drug screen at this time.

**In 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**

All students submit information for a criminal background check. Currently that check is provided by the Kansas Bureau of Investigation for Kansas which searches by county anywhere in the US. These agencies and sites may be changed without notice to students. Clinical sites used by this nursing program require background checks for all students using these sites. Each clinical site has the right to refuse a student access to that facility based on the background check.

**Reinstatement**

For all reinstatements, the following guidelines will apply:

1. Students can be reinstated only for the academic year following the academic year they left the program.
2. All students seeking reinstatement to the RN program are subject to clinical space available.
3. Established admission procedure will be followed for readmission to the RN Program.
4. 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.
5. Placement will be determined by previous satisfactory academic and clinical achievement.
6. Tuition and other expenses will be the same as those incurred by generic or transfer students per HCCTC policy.
7. Only one reinstatement will be permitted.

**Requirements for Kansas 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:
(a) Fees for professional nurses.
(1) Application for license by endorsement to Kansas ................................................................. $75.00
(2) Application for license by examination .................................................................................... 75.00

NCLEX-RN® Examination

Exam fee for NCLEX-RN: $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. 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
licensure 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.

c) **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 negligenceness, 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 Registered 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 LPN to RN Completion 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 RN program.
3. Students must have met Program Competencies and demonstrated entry level Registered Nursing skills in written and oral communication and in making judgments by acquiring, analyzing, synthesizing, and evaluating information.
4. Students must file an application for graduation at the beginning of the Summer Session.
5. All bills and fees owed to HCCTC must be paid prior to receiving a diploma.
6. A diploma from Highland Community College conferring the Associate of Applied Science in Nursing will be awarded to individuals who meet all graduation requirements.