

STUDENT HANDBOOK

May 2020



ALLIED HEALTH DEPARTMENT

PRACTICAL NURSING PROGRAM

**2208 Plaza East Place
McPherson, Kansas 67460**

**8044 Normandy Drive
Fort Riley, Kansas 66442**

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The Hutchinson Community College Practical Nursing program reserves the right to modify this handbook without prior notice. Students will be notified in writing and requested to have an updated signature verification prior to enforcement by the program.

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PROGRAM INFORMATION

Welcome

Dear Student:

Welcome to Hutchinson Community College Practical Nursing (PN) Program.

The nursing coordinator, faculty and staff are here to assist you toward your goal of becoming a Licensed Practical Nurse. This handbook is a compilation of recommendations and requirements that, if followed, will help you obtain status as a graduate practical nurse.

In addition, Hutchinson Community College Practical Nursing Program abides by the HutchCC policies and procedures as written in catalog <http://www.hutchcc.edu/catalog/> unless superseded by HutchCC PN Program policy as indicated in this handbook.

Approved and/or Accredited by:

Kansas State Board of Nursing (KSBN), Landon State Office Bldg., 900 SW Jackson, Suite 551-S, Topeka, KS., 66612-1230 (785-296-3782); www.ksbn.org

The Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 (1-404-975-5000); www.acenursing.org

Kansas Board of Regents, 1000 SW Jackson St., Suite 520, Topeka, KS 66612-1321 (784-296-3421); www.kansasregents.org

The Higher Learning Commission and a member of the North Central Association, 30 North LaSalle, Suite 2400, Chicago, IL 60602-2504 (312-263-0456)
www.ncahigherlearningcommission.org

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MISSION, PHILOSOPHY, & VALUES

Mission Statement

The Mission of **Hutchinson Community College**: expanding the tradition of excellence in higher education through learning and collaboration.

The Mission of the **Hutchinson Community College Practical Nursing Program**: prepare graduates to embrace the idea of lifelong learning and enter the role of practical nursing, as safe practical nursing generalists, in a variety of settings.

Hutchinson Community College Vision Statement

Hutchinson Community College will be the premier, two-year educational institution in Kansas, delivering accessible opportunities for learning, growth and improved quality of life.

Hutchinson Community College Values

Teaching and Learning—HutchCC empowers students and other stakeholders to develop abilities, talents, and skills while assessing outcomes, celebrating achievements, and encouraging lifelong learning

Integrity and Social Responsibility—HutchCC contributes to the public good by demonstrating responsible institutional citizenship and treating people and organizations with equity, civility, and respect

Service and Collaboration—HutchCC provides a dynamic environment of active internal and external partnerships embracing the potential for innovation

Diversity—HutchCC celebrates the uniqueness of individuals, ideas, and forms of expression

Leadership—HutchCC fosters the development of and provides opportunities for leadership within the institution and community

Responsiveness—HutchCC is future-focused, examining trends to better predict how conditions will change and innovating to better meet the mission-driven needs of our students and other stakeholders

Philosophy

The faculty believes 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 faculty 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 faculty 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 faculty 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 problem-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 faculty 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 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 lifelong learning is integral to success of the nursing discipline.

Environment – The faculty 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.

CONCEPTUAL FRAMEWORK (Definitions of Curriculum Concepts)

Nursing Process – a scientific approach to clinical decision making which incorporates evidence-based practice and critical thinking. The steps of the process include data collection, planning, implementation and evaluation.

Professional Behavior – behaviors that demonstrate intellectual and personal integrity which include: dedication to the client’s welfare, commitment to the discipline of nursing, adherence to college, program, and agency policies. Professional behavior involves participation in life long self-development activities to enhance and maintain current knowledge and skills for continuing competency.

Collaboration/Communication – the verbal and non-verbal interaction among the practical nurse and members of the health care team with clients, families, and significant others. Events and activities associated with client care are validated in written and/or electronic records that reflect standards of practice and accountability in the provision of care.

Basic Needs – physiological, psychosocial, and spiritual requirements necessary for optimal functioning.

Physiological needs are needs related to the functioning of body systems essential to life: oxygenation, hydration, nutrition, bowel elimination, urinary elimination, activity/mobility, rest and sleep, hygiene, skin/tissue integrity, comfort and physiological safety.

Psychosocial and spiritual needs include: sexuality, emotional security, communication, and cognition, love and belonging, self-esteem, and self-actualization. As physiological needs are sufficiently satisfied, psychosocial and spiritual needs emerge. When there is an interference with one’s ability to meet basic needs, health problems may result.

Safety – a safe and effective care environment includes providing protection of clients and health care personnel from health and environmental hazards.

INSTITUTIONAL/PROGRAM POLICIES

Acquaintance with Policies, Rules, and Regulations

Each student is expected to be fully acquainted with all published policies, rules, and regulations of the College, copies of which shall be available online on the Hutchinson Community College website and the HutchCC PN Program Student Handbook. The College holds each student responsible for compliance with these policies, rules, and regulations.

The student is responsible for obtaining and understanding published materials. Students are also expected to comply with all federal, state, and local laws. This principle regarding compliance extends to conduct off-campus, as the College reserves the right to act on incidents occurring on-campus or off-campus when the off-campus conduct could have an on-campus impact or could impact the educational mission of the College.

ALLIED HEALTH DEPARTMENT TECHNICAL STANDARDS POLICY

Students in the Hutchinson Community College Allied Health Department must have the following minimum abilities:

Essential Functions/Technical Standards

Essential functions/technical standards define the attributes that are considered necessary for students to possess in order to complete their education and training, and subsequently enter clinical practice. These essential functions/technical standards are determined to be prerequisites for entrance to, continuation in, and graduation from a student's chosen discipline in the HutchCC Allied Health Department.

Students must possess aptitude, ability and skills in five areas:

1. Observation
2. Communication
3. Sensory and motor coordination and function
4. Conceptualization, integration and quantification
5. Behavioral and social skills, ability, and aptitude

The essential functions/technical standards described by a student's chosen discipline are critically important to the student and must be autonomously performed by the student. It should be understood that these are essential function/technical standards for minimum competence in a student's discipline. Contact specific programs for detailed essential functions/technical standards. Reasonable accommodation of disability will be provided after the student notifies the department of the disability, and the disability has been documented by appropriate professionals.

PN PROGRAM TECHNICAL STANDARDS POLICY

Students in the Allied Health Department PN Program must have the following minimum abilities:

COGNITIVE

Observation – Students must

- o Be able to observe lectures and demonstrations.

Communication – Students must

- o Be able to use multiple communication techniques including verbal, nonverbal, written, group processes, computer, internet access, and information technology in order to communicate with instructors, peers, health professionals, patients and others.

- o Be able to speak, read and write in English

Intellectual/Conceptual/Integrative/Quantitative – Students must

- o Read, understand and be able to discuss information from reading.
- o Acquire and apply information from classroom instruction, lectures, laboratory experience, independent learning and team projects.
- o Measure, calculate reason, analyze, evaluate, and process information

EMOTIONAL

Behavioral, Emotional and Social – Students must

- o Possess the emotional health required for full use of his or her intellectual abilities.
- o Be able to function under stress.
- o Develop mature, sensitive and effective relationships with others.
- o Adapt to changing environments.
- o Work cooperatively with instructors, peers, health professionals, patients and others.

PHYSICAL

Motor Function – Students must

- o Possess the skills necessary to carry out the procedures in their discipline.

Physical Endurance – Students must possess

- o Physical stamina sufficient to complete assigned periods of clinical practice within allotted time frames specific to their discipline.

OUTCOMES

Institutional Outcomes

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

End-of-Program Student-Learning Outcomes (SLO's)

1. Provide nursing care that is relationship centered, caring, culturally sensitive and based on the physiological and spiritual needs of clients with commonly occurring health alterations that have predictable outcomes.
2. Collaborate with the client and members of the inter-professional health care team to promote continuity of client care and shared decision making.
3. Use current evidence as a basis for nursing practice.
4. Use information and client care technology to support the delivery of safe, quality client care.
5. Participate in quality improvement activities assessing their effect on client outcomes.
6. Provide an environment that is safe and reduces risk of harm for clients, self, and others.
7. Demonstrate accountability for client care that incorporates legal and ethical principles regulatory guidelines, and standards of nursing.
8. Use leadership skills that support the provision and coordination of client care.

PN Program Graduate Outcomes

1. Hutchinson Community College Practical Nursing graduates pass rate will be at least 80% or higher for all first-time NCLEX PN test takers during the same 12-month period.
2. At least 80% of the HutchCC PN Program students will successfully complete the nursing program within 150% of the time from entry into the program
3. 90% of graduates will be employed or continuing in their education within 6-12-months of HutchCC PN Program completion

References

Kansas State Board of Nursing (January 2018) *Nurse Practice Act, Statutes and Administrative Regulations*

National Association for Practical Nurse Educators and Service (NAPNES) (2007)
Standards of Practice for LPN/VNs, Silver Spring, MD: Author

National Council of State Boards of Nursing (April 2017) NCLEX® – PN
Examinations; Detailed test plan for the National Council Licensure examination for Licensed Practical/Vocational Nurses.

QSEN competencies can be found at: <https://qsen.org/competencies/pre-licensure-ksas/>

Hutchinson Community College

Practical Nursing Program Core Curriculum

Full-time	
Admission Requirement: Active Kansas CNA credential	
Prerequisite Courses	Credit Hours
PS100 General Psychology	3
PS102 Human Growth and Development	3
HE202 Nutrition <u>or</u> HR105 Medical Terminology	3
BI103 Human Anatomy and Physiology	6
Fall Semester	
PN104 PN Program Orientation	1
PN100 Foundations of Nursing	4
PN115 Foundations of Nursing Clinical	2
PN119 Fundamentals of Pharmacology and Safe Medication Administration	2 (1.5/0.5)
PN106 Nursing Care of Adults I	5
PN116 Nursing Care of Adults I Clinical	2
PN120 Mental Health Nursing	2
Spring Semester	
PN112 Nursing Care of Adults II	5
PN117 Nursing Care of Adults II Clinical	2
PN108 Maternal Child Nursing	2
PN118 Maternal Child Nursing Clinical	1
PN107 Care of Aging Adults	2
PN114 Leadership, Roles, and Issues	2
Total:	
46	

**Hutchinson Community College
Practical Nursing Program
Core Curriculum**

Part-time	
Admission Requirement: Active Kansas CNA credential	
Prerequisite Courses	Credit Hours
PS100 General Psychology	3
PS102 Human Growth and Development	3
HE202 Nutrition <u>or</u> HR105 Medical Terminology	3
BI103 Human Anatomy and Physiology	6
Spring Semester	
PN104 PN Program Orientation	1
PN100 Foundations of Nursing	4
PN115 Foundations of Nursing Clinical	2
PN119 Fundamentals of Pharmacology and Safe Medication Administration (1.5/0.5)	2
Summer Semester	
PN106 Nursing Care of Adults I	5
Fall Semester	
PN120 Mental Health Nursing	2
PN116 Nursing Care of Adults I Clinical	2
PN108 Maternal Child Nursing	2
Spring Semester	
PN118 Maternal Child Nursing Clinical	1
PN107 Care of Aging Adults	2
PN112 Nursing Care of Adults II	5
Summer Semester	
PN117 Nursing Care of Adults II Clinical	2
PN114 Leadership, Roles, and Issues	2
Total:	
	46

STUDENT LIFE

Student Contact Information Changes

It is essential to keep student contact information updated via Dragon Zone. At times it is critical for instructors to be able to contact students so updated information is necessary. HutchCC Dragon email address is the official means of communication once application is received into the PN Program. It is important that students check DragonZone email daily. Program/faculty/staff cannot be held accountable for information students did not receive due to inaccurate student contact information or failure of students to open and read HutchCC email.

Transportation and Parking (staff and students)

Due to the locations of cooperating agencies, long distance drives will be required. Transportation arrangements are the student's responsibility. Clinical scheduling is at the discretion of the PN faculty, and is completed related to clinical experience/competencies to be achieved, carpooling and personal preferences will not be given precedence. Clinical/Classroom absences that occur as a result of transportation problems will not be excused.

McPherson student parking

- Students are responsible for securing the HutchCC parking sticker and adhering to college parking regulations.
- Students are not to park in front of other businesses when attending classes.
- Students will be expected to adhere to clinical agencies' parking regulations.

McPherson staff parking

- The back lot area is for staff parking ONLY
- Students should not be present in the back lot area unless there is a physical emergency OR with a staff/faculty member during activities

Fort Riley parking

- Students and faculty will park in the lot in front of Building 8044
- Students will be expected to adhere to clinical agencies' parking regulations.

Employment

Due to the demands of the nursing program, the number of hours a student is employed influences the student's ability to succeed. Each student is encouraged to maintain a healthy balance between academic, work, and personal life. For the safety of patients, students cannot work the shift prior to attending clinical.

Students employed as a care provider may practice only at the level of current certification. **Under no circumstances is the college or the nursing faculty responsible for the actions of a student while working for compensation.** Students will not be excused from class and/or clinical/lab assignments for personal work schedules.

Students attending clinical at their personal workplace will function only in a student role while at clinical, and will only provide care that has had prior satisfactory evaluation by an instructor. The student uniform and name pin is to be worn only when the student is receiving clinical/lab experience through Hutchinson Community College.

Counseling & Guidance

Counseling and guidance from faculty members may be provided in the area of academic study and clinical practice. Recognizing the impact of life skills and personal problems on the success of students, a professional counselor is also available for students.

- A student may schedule a conference with a faculty member at the convenience of both parties through the program secretary.

- Faculty reserve the right to schedule a student for conference as deemed necessary for the welfare of student and/or program.
- The McPherson Center counselor is available for students experiencing academic or personal problems at the McPherson Center. Students may schedule appointment(s) by contacting the McPherson Center counselor, or by contacting the PN Program secretary.
- The Fort Riley Military Education counselors are available in Building 211 for Active Duty Soldiers, their family members, and veterans.

Hutchinson Community College counselors on main campus are also available for students with academic or personal problems. For these services, please contact the Student Success Center. Mental health services are also available through local agencies. Contact information can be found in Appendix C.

Tutoring Services Process

Expectations of the Student(s): *

- Report to faculty and/or the program counselor for test anxiety
- Report to course faculty and/or tutors for difficulties with content
- Report to course faculty for difficulties with assignments
- Report to any faculty or tutor for difficulties with test taking strategies
- Schedule appointment(s) and/or sign up on group tutoring session sheets

**Tutoring services are available for course content, test review, and test anxiety through the tutors, any faculty member, and the PN Program counselor throughout the entirety of the program and following graduation to prepare for the NCLEX® examination*

Cancellations, Closings & Weather Emergencies

Students are encouraged to check their HutchCC email prior to leaving home on days when the weather is questionable. Students are also encouraged to activate the text-alert through their Dragon Zone account.

In addition, students are encouraged to use sound judgment concerning hazardous road conditions.
Call 1-800-585-ROAD

McPherson Center shelter locations for a tornado alert include the following:

- Conference Room
- Center administration hallway

Fort Riley shelter locations for a tornado alert include the following:

- Building 8044

In the case of building evacuation, students are to report to the following location(s):

- McPherson Center to meet in Aaron's parking area/lot
- Fort Riley to meet within the vending gazebo

In the event of inclement weather at the Fort Riley location, post closures, or delays; students are encouraged to register to receive Ad Hoc advisories, which will notify students and staff of post closures or delays by registering at: www.riley.army.mil/default.aspx

Immunization Requirements (See Appendix H)

Student Health Resources:

HutchCC students can be seen/screened for medical complaints, illnesses, or injuries.

Additional resources are as follows:

- Hutchinson Area Student Health Services (HASHS): 516 East 14th, Hutchinson Kansas, 620-662-7416
<https://dz.hutchcc.edu/emp/prg/pol/polViewHB.php?hbid=1&doctype=hb#doc637>
 - The HASHS provides primary care for illnesses, minor injuries, family planning and health-related social issues for HutchCC students with a current HutchCC student ID. At the student's request, the HASHS staff will consult with the student's hometown physician. The medical staff consists of physician assistants and nurse practitioners who are under the supervision of a local physician.
 - HASHS suggests that students establish themselves with a local physician for the management of chronic medical problems. HASHS will assist with referrals if desired.
 - HASHS prefers to see patients by appointment only, but every effort is made to offer same-day appointments. It is important that students call or stop by to make an appointment no later than 0830 or 0900 because the medical staff leaves for the day after the last appointment. Students need to present their HutchCC student ID at the time of the appointment. Walk in appointments will be seen only if staff schedules allow.
 - HutchCC student enrollment fees cover only the cost of office visits. Medications, labs, x-rays, etc. are not included. Hospitalization and emergency room visits also are not included. HutchCC students are encouraged to carry private medical insurance to cover these expenses. Information about insurance plans for students is available in the Student Success Center, Parker Student Union.
- McPherson Health Department: 1001 North Main Street, McPherson Kansas, 620-241-1753
www.mcphersoncountyks.us
- Fort Riley Medical Department Activity (MEDDAC): 8072 Normandy, Fort Riley Kansas, 785-239-3627
<http://iach.amedd.army.mil/> *Fort Riley is for service members and family only unless there is a medical emergency*
- Geary County Health Department: 1102 St. Mary's Road, Junction City Kansas, 785-238-4131
<https://www.gearycounty.org/1398/Health-Department>

Health and Welfare

- It is recommended that students enrolled in the Practical Nursing Program carry health insurance. Any health care costs incurred by the student is the responsibility of the student and is not the responsibility of Hutchinson Community College, Hutchinson Community College Practical Nursing Program or any of the cooperating agencies who provide experiences for students. The Hutchinson Community College Practical Nursing Program Insurance Form must be signed by the student and notarized prior to the student attending any clinical/observational experience.
- The Hutchinson Community College provides students with practice liability insurance only during school clinical activities.
- In the case of illness or injury at the school or clinical/observation site the student will report the illness/injury immediately to the instructor and/or coordinator as applicable. The college/cooperating agency's process will be followed. If emergency care is required, the student is responsible for any costs incurred as stated above.
- Faculty cannot be responsible for identifying whether or not a student should come to clinical/observational experiences due to illness. Students should assess their individual illness and make the proper decision regarding attendance. Surgery/hospitalization/or physical injury will require a physician release to participate in clinical experiences.

SUBSTANCE ABUSE, USE, AND SCREENING POLICY

The possession, use, or distribution of illicit drugs and alcohol by students or employees on the property of Hutchinson Community College or as part of any of the activities of the college is strictly prohibited.

HutchCC Alcohol and Drug Policy and Prevention Program

****Refer to the information at: <https://dz.hutchcc.edu/emp/prg/pol/polViewHB.php?hbid=1&doctype=hb#doc547>**

Allied Health Department Policy

Students in the Allied health programs have a special responsibility to abstain from the use of illicit drugs and/or alcohol. A student whose judgment and/or motor skills are affected by illicit drugs and/or alcohol could injure a patient. Consequently, this special drug and alcohol policy is applicable to students in the program. Hutchinson Community College Allied health students who are involved in clinical activities at health Care Facilities must comply with substance abuse regulations of the facilities as well.

It is further an expectation that students will abstain from the use of illicit drugs and/or alcohol within the 8 hours prior to participation in a professional practice.

In the event the use of drugs and/or alcohol is suspected the college will be notified immediately. Cause for suspicion of illicit drug and/or alcohol use may be based upon such things as appearance, behavior, speech, breath, odor, possession or use of alcohol or drug containers or paraphernalia. Cause may also be based on a poor safety record, impairment of job performance, evidence or suspicion of impairment, or involvement in an incident or incidents which may pose a threat or potential liability to the clinical site. Arrangements for transportation from the classroom, lab or clinical site will be made in collaboration with the student, the college, and the student's supervisor. Follow-up referral will be made within two working days to the chairperson of the HutchCC Substance Abuse Committee or appropriate designee. The committee will determine what sanctions and/or intervention referral the student will be subject to as described in the HutchCC policy.

Testing

The clinical site and college maintains the right to require students to provide urine and blood samples for chemical tests/analysis and to submit to breathe analysis or other tests as necessary. Hutchinson Community College Allied Health programs will use the confirmatory method drug/alcohol screen. This is a two-step process. If a positive result is obtained from the screening method, the sample will be retested using the confirmatory method. Should the confirmatory test result be positive, the student will be notified and will have the opportunity to immediately submit a second sample for testing at their own cost/expense.

Students have the right to refuse to consent and cooperate in the required tests. Refusal to consent and cooperate in such tests by any student will be cause for dismissal from the program.

Consent

Students shall be required to sign a consent form authorizing an immediate urinalysis, blood test, breath test and/or other appropriate test when testing is required under this policy. The consent form also authorizes the laboratory to inform the college of the test results. Students refusing to sign a consent form or to be tested, including refusing to submit to tests immediately will be dismissed from the program. The student agrees that there is no physician-patient privilege implicated in obtaining the screen and that the appropriate Allied Health Program Coordinator, Director, or their designee is entitled to know the results of the screen.

Positive Results

While waiting for the results of the confirmatory test, the student will be allowed to continue in the Allied Health Program on probationary status. The student will be allowed to participate in the classroom and lab setting. No admittance to clinical will be permitted.

Cost of Testing

The college will be responsible for the cost of the initial drug and/or alcohol testing. Any retesting of a second sample is at the student's expense.

STUDENT CODE OF CONDUCT

<https://dz.hutchcc.edu/emp/prg/pol/polViewHB.php?hbid=1&doctype=hb#doc515>

Hutchinson Community College strives to provide an opportunity for education to all its students. In order to achieve this objective, it is important to define a standard or a code of conduct for behavior that will enable students to work together and with the faculty, staff, and administration in a positive manner.

Enrollment at Hutchinson Community College is not compulsory. The voluntary entrance of a student into the College means that the student also voluntarily assumes obligations of performance and behavior reasonably imposed by the College. The discipline of students at Hutchinson Community College is, in all but the case of expulsion, a part of the educational process.

Hutchinson Community College is an institution of higher learning. The rules and regulations designed to ensure optimal conditions for learning for all students. The standard or code of conduct for students is seen as a foundation of behavior rather than arbitrary limits on behavior.

Students failing to follow the HutchCC and PN standards of conduct (*See Appendix Q*) may be referred to the HutchCC Behavioral Intervention Team (BIT) for behavioral management.

Practical Nursing Program Code for Nursing Students (Appendix Q)

As students are involved in the clinical and academic environments, we believe that the ethical principles are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely, and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and personal development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Cooperate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing a technique or procedure for which the student has not been adequately trained.
13. Refrain from any action or omission of care in the academic or clinical setting that creates unnecessary risk or injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances that impair judgment in the academic and in clinical setting.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.

Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Student Civility (Appendix R)

CIVILITY is the behavior that: 1) shows respect toward one another 2) causes others to feel valued, 3) contributes to mutual respect, effective communication and team collaboration.

Primary student commitment is to learn from instructors, peers, from the material presented in the classroom, and clinical setting. The student acknowledges differences amongst others in values, interests and experiences. By sharing the student's views openly, listening respectfully, and responding constructively, the student will learn. The nursing student will behave appropriately and will follow the HutchCC *Standards of Conduct for Students* and the *Practical Nursing Program Code for Nursing Students* and abide by the *Student Civility Contract (Appendix Q and R)* in the classroom and clinical setting.

Learning is a group activity and the behavior of each person in the classroom or clinical setting will affect the learning outcomes of others, if the students remain civil and practice professionalism, the learning experience will benefit all.

HutchCC PN Faculty Promise to students:

- *As HutchCC PN Faculty, we trust that you want our honest feedback to help you achieve your goal, thus we will honor you by sharing our observations.*
- *We ask that you trust that our sole purpose in sharing both positive and constructive feedback is to help you achieve your goal.*

ACADEMIC

**Refer to the HutchCC Policies associated with Academic processes for further information

ADMISSIONS

**Refer to the HutchCC PN Program admission check-list: www.hutchcc.edu/lpn-application

ENROLLMENT & PROGRESSION

Progression and Graduation Requirements

In order to be eligible for progression, graduation, and examination for licensure by the Kansas State Board of Nursing, students of the Practical Nursing Program are required to complete the following:

1. A grade of a “C” or better must be achieved in each course required for the Practical Nursing Program.
2. A student cannot progress to the next semester with a grade of Incomplete (I) unless approved by the Practical Nursing Coordinator.
3. Students failing to resolve probation status may not progress to the next semester.

Withdrawal

Prior to considering withdrawal from the PN program, students must request a withdrawal conference with the McPherson Center Counselor in order to ensure maintenance of credits earned for re-admission or transfer and to review the process for re-admission and/or transfer. Students failing to meet with the McPherson Center Counselor prior to withdrawal will NOT be eligible for readmission.

KSBN/NCLEX® Applications

Applications shall be completed and filed by the student, 60-days before graduation. Students are responsible for payments of approximately \$300.00, to cover the cost of licensure and the background check. Graduation from this program does not guarantee the ability to obtain a nursing license

Students receiving accommodations for PN Program courses may or may not be granted accommodations by the Kansas State Board of Nursing for NCLEX Testing. Guidelines for accommodations for NCLEX testing can be found at <https://ksbn.kansas.gov/guidelines-for-accommodations-for-nclex-testing/>
If you have further questions, please visit with the PN Program Coordinator.

LPN to RN Programs

HutchCC has two programs that allow an LPN to apply to enter the RN program. One program is the LPN to RN Traditional (AAS) and the other program is the LPN to RN Online Bridge (AAS) combining online classes with face-to-face clinical. Please see link for further information and application deadlines: (www.hutchcc.edu/rn)

FILING AN ACADEMIC APPEAL

**Refer to the HutchCC Policies associated with Filing an Academic Appeal for further information
<http://www.hutchcc.edu/catalog/policy/?id=1>

CONCERNS

Students who have individual issues must attempt resolution of concerns or issues with the other party prior to moving up the chain of command. Assistance from the Counselor and/or the Program Coordinator may be requested. Prior to concerns being addressed by the HutchCC PN Program, a Student Resolution Form must be completed, signed, and turned in to PNSA, Counselor, Program Coordinator, or placed in the locked box. Unsigned forms will not be addressed. Student Resolution Forms are completed to address overall program issues only. (*See Appendix F*)

TRANSFER POLICIES

Transfer and Advance Standing Policy

Any student who has taken nursing courses or is currently taking nursing courses through Hutchinson Community College or another institution may request transfer or advanced standing to the Practical Nursing Program at Hutchinson Community College within one year of exiting a nursing program. Advanced Standing is only granted one-time.

The following steps must be completed prior to the start of class to be eligible:

1. Must have completed the following pre/co-requisite education courses with a grade of “C” or higher prior to beginning any nursing courses:
 - a. General Psychology
 - b. Human Anatomy and Physiology (must be within the last 5 years)
 - c. Nutrition or Medical Terminology
 - d. Human Growth and Development
2. All courses within the nursing curriculum must be passed with a grade of “C” or higher.
3. Submit unofficial transcript(s) to Program Coordinator or designee for any courses that may transfer into the HutchCC Practical Nursing Program
4. Meet with Program Coordinator or designee for determination of requirements and provide a transcript and syllabi for each course to be considered for transfer.
5. Submit a completed Hutchinson Community College application if not already attending.
6. Submit a completed Practical Nursing Program application.
7. Complete the competency examinations related to each course being considered for transfer or advanced standing at or above the percentage ranking for that course. These exams can only be taken once, so please review ahead of time.
8. Practice exams for content areas from Kaplan® will be made available once approved by Coordinator or designee.
9. Complete Math test with a 95% or better
10. Demonstrate technical competency at the level of requested transfer or advanced standing through skills check-off (Foley catheterization, ID, SQ, IM injections, tracheotomy care & suctioning). Individual must demonstrate each skill accurately without assistance from instructor/tutor. **Failure to complete said check-offs will result in failure to be accepted for transfer or advanced standing.**
11. Meet with the PN Program counselor prior to acceptance in program to assist with transition.
12. Any student who has received a grade below a “C” in Practical Nursing courses through Hutchinson Community College or any other institution is not eligible for transfer or advanced standing into the Hutchinson Community College Practical Nursing Program, but they may apply through regular admission process to begin program over.
13. **All requests will be evaluated by the PN Faculty and Staff on an individual basis.**

ATTENDANCE

**Refer to the HutchCC Policies associated with Attendance processes:
<https://dz.hutchcc.edu/emp/prg/pol/polViewHB.php?hbid=1&doctype=hb#doc668>

All students are encouraged to contribute to a positive, dynamic learning environment. The curriculum is intensive and requires consistent, committed attendance to master the instructional content. Regular and prompt attendance also demonstrates to faculty and prospective employers that you have an attitude of success and dedication to the nursing profession.

STRICT attendance is required during the progress that leads towards licensure. Active Duty Soldiers (or their family members) should ensure that duty requirements will not interfere before enrolling in the program.

Irregular attendance policy

If extensive health or personal issues arise that cause a student to be unable to make up the excess of 15% of the course, the student may be dropped from the course.

Notification of Absence

If for any reason the student is going to be absent or late for any course, the student is to e-mail each instructor for the course, prior to starting time within that learning environment.

Failure to e-mail the instructor(s) will be reflected in the clinical evaluation and the ability to apply for a leave-of-absence (LOA)

Leave-of-Absence Request

For any classroom or clinical absence due to extreme extenuating circumstances, a Leave-of-Absence (LOA) may be requested. A LOA request will not be granted for any non-emergent appointments. A LOA Request form (*See Appendix G*) **MUST BE INITIATED BY THE STUDENT** and submitted to **ALL** course instructors with supporting documents **prior to, or on the first day of return** following the absence. Failure to do so will result in denial of LOA. Approval of LOA is at the discretion of program coordinator and/or faculty. If unable to contact instructor in person on the first day of return the student must email the instructor on that day.

All assignments (alternative or make-up) are due on the date determined by the instructor and/or advisor at class start time. A LOA must be granted for any clinical absence in order to receive points in the grade book.

Without LOA approval, a zero (0) will be recorded for all the clinical evaluation tool (CET for clinical experiences).

Didactic Course Make-up Policy

- Daily quizzes and In-class activities cannot be made up and a score of zero (0) will be entered unless a LOA is granted; approval of a LOA will result in an “EX” in the gradebook, not the original point value(s)
- It is the student’s responsibility to get notes and/or assignments given during any absence
- Failure to notify instructor(s) upon immediate return for make-up assignment may result in a zero (0) for each assignment

Clinical Course Attendance/Make Up Policy

Clinical attendance is mandatory. At times, attendance may be required as early as 0530 and as late as 2300; Sunday through Saturday. Occasional overnight stays will be required for clinical course(s).

Clinical time is important and must be attended to determine proof of nursing competency. All missed clinical time will require make up, at the discretion of the lead course instructor. If it is not made up on the date assigned by clinical coordinator for any reason without an approved LOA, a zero (0) will be recorded for that week. The student will still be required to make up the clinical hours missed, at the discretion of the instructor. This will likely be on alternative dates or times than the students' regular schedule. Any clinical tardy over 15-minutes may result in the student(s) being dismissed from clinical and make-up required, and above policy will be applied.

GRADE POLICIES & STANDARDS

Students are encouraged to be supportive of each other in the educational environment without sharing the details of their grades, assignments and examinations.

Grading Scale & Category Weights

Students of the Practical Nursing Program are graded according to the following percentage scale:

		(GPA)
A = 92-100	Excellent	4.0
B = 84-91	Above Average	3.0
C = 75-83*	Average	2.0
D = 66-74	Below Average/	
	Failing PN program	1.0
F = 0-65	Failing	

*** NOTE:** *Grades will not be rounded and every didactic and clinical course must have a minimum overall course grade of 75% to be considered passing. IN ADDITION, Foundations, Nursing Care of Adults I, Nursing Care of Adults II, Fundamentals of Pharmacology, and Care of Aging Adults must have an examination category grade of 75% or greater to pass. If a student does not obtain a 75% in the exam category for the courses listed, the exam category grade will be the final grade for the course and the grade recorded on the transcript.*

The grade book entries are divided into categories that are weighted according to the applicable placement of each graded item towards the overall grade for that course. All didactic and clinical courses will be weighted according to the following:

The following course(s) apply to these categories: **PN104**

Examinations	55%
Assignments	45%

The following course(s) apply to these categories: **PN100, PN106, PN107, PN108, PN112, PN120**

Examinations (integrated A)	60%
Assignments	30%
Kaplan® focused review A & remediation; math quiz	5%
Kaplan® integrated B & remediation	5%

The following course(s) apply to these categories: **PN114**

NCLEX® Prep (Kaplan® exam A)	50%
Discussions & Assignments	40%
Kaplan® integrated exam B	5%
Kaplan® remediation	5%

The following course(s) apply to these categories: **PN115**

Skills Check-off; clinical expectations (integrated A)	60%
Assignments and Activities	30%
Kaplan® integrated B & remediation	5%
Kaplan® focused review A & remediation	5%

The following course(s) apply to these categories: **PN116, PN117, PN118**

Clinical experience	55%
Clinical paperwork	45%

The following course(s) apply to these categories: **PN119**

Assignments	30%
Exams	30%
Check-Offs	30%
Kaplan Focus Review A and Remediation and Mid-Term Math	5%
Kaplan Exams B and Remediation	5%

LATE ASSIGNMENT POLICY

In order to prepare you for a successful nursing career, the faculty strives to provide a variety of learning opportunities. It is therefore expected that all assignments will be completed and turned in on time. Assignments not received at the scheduled time are considered late and points will be deducted in the following manner:

Up to 24 hours	– 10%
>24 – 48 hours	– 25%
>48 – 72 hours	– 50%
>72 – 96 hours	– 75%

Late hours for assignments are calculated on a 7-day/week schedule unless otherwise indicated by the assigning instructor. After 96 hours, zero points will be awarded.

Late policy does not apply during finals week. All assignments that are due during finals week must be submitted by the due date, or a zero (0) will be recorded.

All late assignments must:

- be completed prior to finals week, even if no points will be received, in order to achieve competencies
 - failure to do so will result in a Failure (F) to be recorded as the final grade and the student will not be able to progress in the program

All assignments must:

- be turned into faculty in a folder/pocket folder (if done on paper), in order to comply with FERPA (Family Educational Rights and Privacy Act) policy
 - failure to do so will result in assignment(s) not being accepted and/or implementation of late assignment policy

TESTING POLICIES

Student Testing Policy

Students, who are having difficulties with any testing process in any capacity, can schedule an appointment with an instructor or directly with McPherson Center counselor for further evaluation and assistance to facilitate their success.

Test Administration

1. **Test Administration on scheduled test day:**

- a. Cell phones, other electronic devices, books, dictionaries, or any personal belongings cannot be taken into the computer lab or allowed to be left on person (in the student's possession) during the test
- b. Failure to adhere to 1a. will result in a zero "0" for that exam grade
- c. All tests, answer sheets, scratch paper or white boards must be turned in to the instructor at the end of the test period and accounted for prior to students leaving
- d. NO assistance with testing in any form is allowed, unless it is a computer issue
- e. If a student is tardy/absent and unable to test at the scheduled time, Make-up Policy/Process will be enforced as stated below.
- f. Use of calculators—the calculator used will be on computer for computerized exams. During in-class math proficiencies the calculators used will be provided by the nursing department
- g. All students are required to return to the class room after a short rest room break after completing the examination

2. **Missed Exams Policy:** If the student misses an exam on the date that it is scheduled, without an approved LOA, the student will be responsible to make up the exam at the program's determined time, unless otherwise assigned by instructor. An alternative test may also be utilized.

- a. If the test is not made up on the date that the program has determined, without an approved LOA, then the late policy will be implemented as follows:

Up to 24 hours	-10%
>24-48 hours	-25%
>48-72 hours	-50%
>72-96 hours	-75%
>96 hours	a zero (0) will be recorded

3. **Math mastery exams:** Math items are considered mastery items. The exam will include medication math and pediatric math. The following applies to the mastery exams:

- All students will be required to take 2 math exams, a score of 95% or higher on at least one of the exams is considered passing
- If a student does not pass the 1st or 2nd math exam, then a 3rd math exam will be given
- Failure to pass the 3rd math exam with a score of 95% or higher will not meet the math competency for the program and will result in dismissal from the program

4. **Laboratory value mastery items:** Laboratory items are considered mastery items, and are included in the national board examination. There will be a lab value mastery exam in PN106 and PN112. The following applies to this mastery exam:

- All students will be required to take a practice lab exam and 2 lab exams, a score of 95% or higher on at least one of the exams is considered passing.
- Failure to pass the 1st or 2nd lab exam with a score of 95% or higher will result in mandatory remediation to be completed by a date determined by the course instructor.

- Remediation must be completed by the date set by the course instructor or it will be considered a missing assignment and late policy will apply. See “Late Assignment Policy”.
5. **IV Certification mastery items:** IV certification items are considered mastery items. The exam will include IV medication math and KSBN regulations. The following applies to the mastery exams:
- All students will be required to take 2 IV certification exams, a score of 95% or higher on at least one of the exams is considered passing
 - If a student does not pass the 1st or 2nd IV certification exam, then a 3rd IV certification exam will be given
 - Failure to pass the 3rd IV certification exam with a score of 95% or higher will not meet the IV certification competency for the program and will result in not being IV certified.

Student Test Review

1. Test scores will be posted on the online grade book no later than one week after test administration
2. Review of tests:
 - a. Students may not access proctored examinations outside of the computer lab
 - b. Supervised review of tests may be allowed for the purpose of test-taking skills
 - c. Prior to exams being reviewed, faculty will not discuss test questions during class time or during office hours.
3. Students are encouraged to make an appointment with the faculty member(s) to go over test questions after the test has been reviewed.
4. Students questioning an item should submit their concerns in writing prior to exiting the computer lab, using the Test/Lesson Item Challenge Form (*Appendix K*)
 - a. Citations from the current textbook, supporting student’s viewpoint, for alternative correct answer are required
 - b. Faculty member(s) responsible for test content will respond to the student, in writing, within one week
5. Students are encouraged to utilize tutoring services prior to scheduled proctored exams and/or for test-taking review

Kaplan Test Policy

Mastery of Content

The Hutchinson Community College Practical Nursing (PN) Program believes that the utilization of a nationally normed exam, Kaplan®, is beneficial to students and their learning. All policies related to the use of these exams will be subject to the Hutchinson Community College PN Program Testing Policy.

The Hutchinson Community College Practical Nursing Program utilizes the Kaplan® Testing & Remediation program as a tool to help students prepare more efficiently, as well as increase confidence and familiarity with content. Near the end of select nursing courses, students will take the Proctored Kaplan® Integrated Examinations A and B. Students are also required to participate in the Focus Review Exam areas on the Kaplan® site in preparation for these tests. It is extremely important that students take the proctored exams on the date that they are scheduled.

Course	Proctored Integrated Tests	Grading Scale	Required Focus Reviews																						
KSBN PN100 Foundations of Nursing	<p>Foundations of Nursing B Proctored exam</p> <p>Worth 5% of your grade. Entered into the grade book as a separate category worth 100 points. Given 1 week prior to the end of the course. Remediation of 120 seconds per question will be due morning of Kaplan Exam A and will be worth 100 points in the same 5% category.</p> <p>Foundations of Nursing A Proctored Exam (Final)</p> <p>This is an exam grade and will fall under the exam category worth 60% of your grade.</p> <p>If you are absent for either exam you must contact instructor of course first day upon return and make</p>	<p>Foundations of nursing B grading scale</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">59% or above</td> <td style="width: 40%;">100 pts.</td> </tr> <tr> <td>55%-58.9%</td> <td>85 pts.</td> </tr> <tr> <td>50%-54.9%</td> <td>70 pts.</td> </tr> <tr> <td>49.9% or below</td> <td>55 pts.</td> </tr> </table> <p>Foundations of nursing A grading scale</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">59% or above</td> <td style="width: 40%;">100 pts.</td> </tr> <tr> <td>55%-58.9%</td> <td>85 pts.</td> </tr> <tr> <td>50%-54.9%</td> <td>70 pts.</td> </tr> <tr> <td>49.9% or below</td> <td>55 pts.</td> </tr> </table>	59% or above	100 pts.	55%-58.9%	85 pts.	50%-54.9%	70 pts.	49.9% or below	55 pts.	59% or above	100 pts.	55%-58.9%	85 pts.	50%-54.9%	70 pts.	49.9% or below	55 pts.	<p>Kaplan Focus Review B and remediation of 120 seconds per question will be due prior to chapter exam. To be completed at home. This will be an assignment and will fall under the assignment category worth 30% of your grade. The Kaplan B Exam will be worth up to 15 pts in the grade book. Remediation must be complete or a 0 will be entered in grade book. Late policy will apply.</p> <p>Kaplan Focus Review A's and remediation will be due on day of the chapter exam and are worth 5% of your grade. Will be entered in the gradebook as a separate category and will be scored as follows.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Nutrition A</td> <td style="width: 20%; text-align: right;">33 pts.</td> </tr> <tr> <td>Fluid & Electrolytes A</td> <td style="text-align: right;">33 pts.</td> </tr> <tr> <td>Fundamentals A</td> <td style="text-align: right;">34 pts.</td> </tr> </table>	Nutrition A	33 pts.	Fluid & Electrolytes A	33 pts.	Fundamentals A	34 pts.
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KSBN PN100 Foundations of Nursing	<p>Nutrition B Proctored exam</p> <p>Worth 5% of your grade. Entered into the grade book as a separate category worth 100 points. Given 1 week prior to the end of the course. Remediation of 120 seconds per question will be due morning of Kaplan Exam A and will be worth 100 points in the same 5% category.</p> <p>Nutrition A Proctored Exam</p> <p>This is an exam grade and will fall under the exam category worth 60% of your grade.</p> <p>If you are absent for either exam you must contact instructor of course first day upon return and make arrangements to take exam.</p>	<p>Nutrition B Proctored Exam grading scale</p> <table> <tr> <td>65% or above</td> <td>100 pts</td> </tr> <tr> <td>61%-64.9%</td> <td>85 pts</td> </tr> <tr> <td>56%-59.9%</td> <td>70 pts</td> </tr> <tr> <td>55.9% or below</td> <td>55 pts</td> </tr> </table> <p>Nutrition B Proctored Exam Grading scale</p> <table> <tr> <td>65% or above</td> <td>100 pts</td> </tr> <tr> <td>61%-64.9%</td> <td>85 pts</td> </tr> <tr> <td>56%-59.9%</td> <td>70 pts</td> </tr> <tr> <td>55.9% or below</td> <td>55 pts</td> </tr> </table>	65% or above	100 pts	61%-64.9%	85 pts	56%-59.9%	70 pts	55.9% or below	55 pts	65% or above	100 pts	61%-64.9%	85 pts	56%-59.9%	70 pts	55.9% or below	55 pts	<p>Kaplan Focus Review B and remediation of 120 seconds per question will be due prior to chapter exam. To be completed at home. This will be an assignment and will fall under the assignment category worth 30% of your grade. The Kaplan B Exam will be worth up to 15 pts in the grade book. Remediation must be complete or a 0 will be entered in grade book. Late policy will apply.</p> <p>Kaplan Focus Review A's and remediation will be due the day of the chapter exam and are worth 5% of your grade. Will be entered in the gradebook as a separate category and will be scored as follows.</p> <table> <tr> <td>Nutrition A</td> <td>33 pts.</td> </tr> <tr> <td>Fluid & Electrolytes A</td> <td>33 pts.</td> </tr> <tr> <td>Fundamentals A</td> <td>34 pts.</td> </tr> </table>	Nutrition A	33 pts.	Fluid & Electrolytes A	33 pts.	Fundamentals A	34 pts.
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KSBN PN119 Fundamentals of	Pharmacology 1B Proctored Exam	Pharmacology 1B Grading Scale	Kaplan Focus Review B and remediation of 120 seconds per question will be due day of																						

Pharmacology & Safe Medication Administration	<p>Worth 5% of your grade. Entered into the grade book as a separate category worth 100 points. Given 1 week prior to the end of the course. Remediation of 120 seconds per question will be due morning of Kaplan Exam A and will be worth 100 points in the same 5% category.</p> <p>Pharmacology 1A Integrated Exam</p> <p>This is an exam grade and will fall under the exam category worth 30% of your grade.</p> <p>If you are absent for either exam you must contact instructor of course first day upon return and make arrangements to take exam</p>	<table border="0"> <tr> <td>66% or above</td> <td>100 pts.</td> </tr> <tr> <td>61%-65.9%</td> <td>85 pts.</td> </tr> <tr> <td>56%-60.9%</td> <td>70 pts.</td> </tr> <tr> <td>55.9% or below</td> <td>55 pts</td> </tr> </table> <p>Pharmacology 1 A Grading Scale</p> <table border="0"> <tr> <td>66% or above</td> <td>100 pts.</td> </tr> <tr> <td>61%-65.9%</td> <td>85 pts.</td> </tr> <tr> <td>56%-60.9%</td> <td>70 pts.</td> </tr> <tr> <td>55.9% or below</td> <td>55 pts</td> </tr> </table>	66% or above	100 pts.	61%-65.9%	85 pts.	56%-60.9%	70 pts.	55.9% or below	55 pts	66% or above	100 pts.	61%-65.9%	85 pts.	56%-60.9%	70 pts.	55.9% or below	55 pts	<p>the Kaplan B Exam. To be completed at home. This will be an assignment and will fall under the assignment category worth 30% of your grade. The Kaplan B Exam will be worth up to 15 pts in the grade book. Remediation must be complete or a 0 will be entered in grade book. Late policy will apply.</p> <p>Mid Term Math Exam will be given and will be worth 50 pts in the gradebook worth 5% of your grade and will be shared with the Kaplan Focus review A category.</p> <p>Kaplan Focus review A and remediation will be due the day of the Kaplan Integrated A and will be worth 5% of your grade. Will be scored as follows.</p> <p>Mid Term Math Exam 50 pts Pharmacology 1A 50 pts</p>
66% or above	100 pts.																		
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Course	Proctored Integrated Tests	Grading Scale	Required Focus Reviews																
KSBN PN107 Care of Aging Adults	<p>Gerontology Exam B</p> <p>Worth 5% of your grade. Entered into the grade book as a separate category worth 100 points. Given 1 week prior to the end of the course. Remediation of 120 seconds per question will be due morning of Kaplan Exam A and will be worth 100 points in the same 5% category.</p>	<p>Gerontology Exam B Grading Scale</p> <table border="0"> <tr> <td>62% or above</td> <td>100 pts.</td> </tr> <tr> <td>56%-61.9%</td> <td>85 pts.</td> </tr> <tr> <td>50%-55.9%</td> <td>70 pts.</td> </tr> <tr> <td>49.9% or below</td> <td>55 pts.</td> </tr> </table>	62% or above	100 pts.	56%-61.9%	85 pts.	50%-55.9%	70 pts.	49.9% or below	55 pts.	<p>There is no Kaplan Focus Review B for Gerontology</p>								
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50%-55.9%	70 pts.																		
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	<p align="center">Gerontology Exam A</p> <p>This is an exam grade and will fall under the exam category worth 60% of your grade.</p> <p>If you are absent for either exam you must contact instructor of course first day upon return and make arrangements to take exam</p>	<p align="center">Gerontology Exam A Grading Scale</p> <table> <tr> <td>62% or above</td> <td>100 pts.</td> </tr> <tr> <td>56%-61.9%</td> <td>85 pts.</td> </tr> <tr> <td>50%-55.9%</td> <td>70 pts.</td> </tr> <tr> <td>49.9% or below</td> <td>55 pts.</td> </tr> </table>	62% or above	100 pts.	56%-61.9%	85 pts.	50%-55.9%	70 pts.	49.9% or below	55 pts.	<p>Kaplan Focus review A and remediation will be due the day of the Kaplan Integrated A and will be worth 5% of your grade. Will be scored as follows.</p> <p>Mid Term Math Exam 50 pts Gerontology A 50 pts</p>								
62% or above	100 pts.																		
56%-61.9%	85 pts.																		
50%-55.9%	70 pts.																		
49.9% or below	55 pts.																		
Course	Proctored Integrated Tests	Grading Scale	Required Focus Reviews																
<p>KSBN PN106 Nursing Care of Adults I</p>	<p>PN HCC AH 106B_19 Worth 5% of your grade. Entered into the grade book as a separate category worth 50 points. Given 1 week prior to the end of the course. Remediation of 120 seconds per question will be due morning of Kaplan Exam A and will be worth 50 points in the same 5% category.</p> <p>PN HCC AH 106A_19</p> <p>This is an exam grade and will fall under the exam category worth 60% of your grade.</p> <p>If you are absent for either exam you must contact</p>	<p align="center">Adult Health Exam B grading scale</p> <table> <tr> <td>60% or above</td> <td>100 pts.</td> </tr> <tr> <td>54%-59.9 %</td> <td>85 pts.</td> </tr> <tr> <td>48%-53.9%</td> <td>70 pts.</td> </tr> <tr> <td>47.9% or below</td> <td>55 pts.</td> </tr> </table> <p align="center">Adult Health Exam A Grading Scale</p> <table> <tr> <td>60% or above</td> <td>100 pts.</td> </tr> <tr> <td>54%-59.9 %</td> <td>85 pts.</td> </tr> <tr> <td>48%-53.9%</td> <td>70 pts.</td> </tr> <tr> <td>47.9% or below</td> <td>55 pts.</td> </tr> </table>	60% or above	100 pts.	54%-59.9 %	85 pts.	48%-53.9%	70 pts.	47.9% or below	55 pts.	60% or above	100 pts.	54%-59.9 %	85 pts.	48%-53.9%	70 pts.	47.9% or below	55 pts.	<p>Kaplan Focus Review B and remediation of 120 seconds per question will be due prior to chapter exam. To be completed at home. This will be an assignment and will fall under the assignment category worth 30% of your grade. The Kaplan B Exam will be worth up to 15 pts in the grade book. Remediation must be complete or a 0 will be entered in grade book. Late policy will apply.</p> <p>Kaplan Focus Review A's and remediation will be due the day of the chapter exam and are worth 5% of your grade. Will be entered in the gradebook as a separate category and will be scored as follows.</p> <p>Respiratory A 25 pts</p>
60% or above	100 pts.																		
54%-59.9 %	85 pts.																		
48%-53.9%	70 pts.																		
47.9% or below	55 pts.																		
60% or above	100 pts.																		
54%-59.9 %	85 pts.																		
48%-53.9%	70 pts.																		
47.9% or below	55 pts.																		

	instructor of course first day upon return and make arrangements to take exam		Cardio A 25 pts Endocrine A 25 pts Late policy does apply
Course	Proctored Integrated Exams	Grading Scale	Required Focus Review
KSBN PN106 Nursing Care of Adults I	<p>Pharmacology Exam 2B</p> <p>Worth 5% of your grade. Entered into the grade book as a separate category worth 100 points. Given 1 week prior to the end of the course. Remediation of 120 seconds per question will be due morning of Kaplan Exam A and will be worth 100 points in the same 5% category.</p> <p>Pharmacology Exam 2A</p> <p>This is an exam grade and will fall under the exam category worth 60% of your grade.</p> <p>If you are absent for either exam you must contact instructor of course first day upon return and make arrangements to take exam</p>	<p>Pharmacology Exam 2B grading scale</p> <p>54% or above 100 pts. 49%-53.9% 85 pts. 43%-48.9 % 70 pts. 42.9% or below 55 pts.</p> <p>Pharmacology Exam 2A grading scale</p> <p>54% or above 100 pts. 49%-53.9% 85 pts. 43%-48.9 % 70 pts. 42.9% or below 55 pts.</p>	<p>Kaplan Focus Review B and remediation of 120 seconds per question will be due day of Kaplan B Exam. To be completed at home. This will be an assignment and will fall under the assignment category worth 30% of your grade. The Kaplan B Exam will be worth up to 15 pts in the grade book. Remediation must be complete or a 0 will be entered in grade book. Late policy will apply.</p> <p>Kaplan Focus Review A & Remediation for Pharmacology 2 A will be due at mid-term on day of Kaplan Exam A. Pharmacology 2 A Exam and will be worth 5% of your grade. Will be entered in the gradebook as a separate category and will be scored as follows.</p> <p>Pharmacology 2 A 25 pts Late Policy will apply</p>
Course	Proctored Integrated Tests	Grading Scale	Required Focus Reviews
PN108 Maternal Child Nursing	<p>Developing Family Exam B</p> <p>Worth 5% of your grade. Entered into the grade book</p>	<p>Developing Family Exam B Grading Scale</p> <p>66% or above 100 pts. 61%-65.9% 85 pts. 56%-60.9% 70 pts.</p>	<p>Kaplan Focus Review B and remediation of 120 seconds per question will be due on Day of Kaplan B Exam. To be completed at home. This will</p>

	<p>as a separate category worth 100 points. Given 1 week prior to the end of the course. Remediation of 120 seconds per question will be due morning of Kaplan Exam A and will be worth 100 points in the same 5% category.</p> <p>Developing Family Exam A</p> <p>This is an exam grade and will fall under the exam category worth 60% of your grade.</p> <p>If you are absent for either exam you must contact instructor of course first day upon return and make arrangements to take exam</p>	<p>55.9% or below 55 pts.</p> <p>\</p> <p>Developing Family Exam A Grading Scale</p> <p>66% or above 100 pts. 61%-65.9% 85 pts. 56%-60.9% 70 pts. 55.9% or below 55 pts.</p>	<p>be an assignment and will fall under the assignment category worth 30% of your grade. The Kaplan B Exam will be worth up to 15 pts in the grade book. Remediation must be complete or a 0 will be entered in grade book. Late policy will apply.</p> <p>Kaplan Focus Review A's and remediation will be due on day of Kaplan A Exam and will be worth 5% of your grade. Will be entered in the gradebook as a separate category and will be scored as follows.</p> <p>Maternity A 50 pts Pediatrics A 50 pts Late policy will apply</p>
Course	Proctored Integrated Tests	Grading Scale	Required Focus Reviews
KSBN PN112 Nursing Care of Adult II	<p>Pharmacology Exam 3B (Final) Worth 5% of your grade. Entered into the grade book as a separate category worth 50 points. Given 1 week prior to the end of the course. Remediation of 120 seconds per question will be due morning of Kaplan Exam A and will be worth 50 points in the same 5% category.</p>	<p>Pharmacology Exam 3B grading scale</p> <p>63% or above 100 pts. 57-62.9 85 pts. 51%-56.9% 70 pts. 50.9% or below 55 pts.</p>	<p>Kaplan Focus Review B and remediation of 120 seconds per question will be due day of Kaplan B Exam. To be completed at home. This will be an assignment and will fall under the assignment category worth 30% of your grade. The Kaplan B Exam will be worth up to 15 pts in the grade book. Remediation must be complete or a 0 will be entered</p>

	<p>Pharmacology Exam 2A (Mid Term) This is an exam grade and will fall under the exam category worth 60% of your grade. If you are absent for either exam you must contact instructor of course first day upon return and make arrangements to take exam</p>	<p>Pharmacology Exam 3A grading scale</p> <table> <tr> <td>63% or above</td> <td>100 pts.</td> </tr> <tr> <td>57-62.9</td> <td>85 pts.</td> </tr> <tr> <td>51%-56.9%</td> <td>70 pts.</td> </tr> <tr> <td>50.9% or below</td> <td>55 pts.</td> </tr> </table>	63% or above	100 pts.	57-62.9	85 pts.	51%-56.9%	70 pts.	50.9% or below	55 pts.	<p>in grade book. Late policy will apply. Kaplan Focus Review A & Remediation for Pharmacology 3 A will be due the day of the Kaplan Integrated A and will be worth 5% of your grade. Will be entered in the gradebook with Pharmacology 2 A Focus Review and will be scored as follows. Pharmacology 3-A 15 pts Late Policy will apply</p>								
63% or above	100 pts.																		
57-62.9	85 pts.																		
51%-56.9%	70 pts.																		
50.9% or below	55 pts.																		
Course	Proctored Integrated Tests	Grading Scale	Required Focus Reviews																
KSBN PN112 Nursing Care of Adult II	<p>Adult Health Exam B Worth 5% of your grade. Entered into the grade book as a separate category worth 50 points. Given 1 week prior to the end of the course. Remediation of 120 seconds per question will be due morning of Kaplan Exam A and will be worth 50 points in the same 5% category.</p> <p>Adult Health Exam A This is an exam grade and will fall under the exam category worth 60% of your grade.</p>	<p>Adult Health Exam B grading scale</p> <table> <tr> <td>61% or above</td> <td>100 pts.</td> </tr> <tr> <td>55%-60.9 %</td> <td>85 pts.</td> </tr> <tr> <td>49%-54.9%</td> <td>70 pts.</td> </tr> <tr> <td>48.9% or below</td> <td>55 pts.</td> </tr> </table> <p>Adult Health Exam A Grading Scale</p> <table> <tr> <td>61% or above</td> <td>100 pts.</td> </tr> <tr> <td>55%-60.9 %</td> <td>85 pts.</td> </tr> <tr> <td>49%-54.9%</td> <td>70 pts.</td> </tr> <tr> <td>48.9% or below</td> <td>55 pts.</td> </tr> </table>	61% or above	100 pts.	55%-60.9 %	85 pts.	49%-54.9%	70 pts.	48.9% or below	55 pts.	61% or above	100 pts.	55%-60.9 %	85 pts.	49%-54.9%	70 pts.	48.9% or below	55 pts.	<p>Kaplan Focus Review B and remediation of 120 seconds per question will be due prior to chapter exam. To be completed at home. This will be an assignment and will fall under the assignment category worth 30% of your grade. The Kaplan B Exam will be worth up to 15 pts in the grade book. Remediation must be complete or a 0 will be entered in grade book. Late policy will apply. Kaplan Focus Review A's and remediation will be due the day of the chapter exam and are worth 5% of your grade. Will be entered in the gradebook as a separate category and will be scored as follows.</p>
61% or above	100 pts.																		
55%-60.9 %	85 pts.																		
49%-54.9%	70 pts.																		
48.9% or below	55 pts.																		
61% or above	100 pts.																		
55%-60.9 %	85 pts.																		
49%-54.9%	70 pts.																		
48.9% or below	55 pts.																		

	If you are absent for either exam you must contact instructor of course first day upon return and make arrangements to take exam		GI A 14 pts Renal A 14 pts Repro A 14 pts Neuro A 14 pts Hematology 14 pts Musculoskeletal 15 pts Late Policy will apply
Course	Proctored Integrated Tests	Grading Scale	Required Focus Reviews
PN120 Mental Health Nursing	Psychosocial Exam B Worth 5% of your grade. Entered into the grade book as a separate category worth 50 points. Given 1 week prior to the end of the course. Remediation of 120 seconds per question will be due morning of Kaplan Exam A and will be worth 50 points in the same 5% category. Psychosocial Exam A This is an exam grade and will fall under the exam category worth 60% of your grade. If you are absent for either exam you must contact instructor of course first day upon return and make arrangements to take exam	Psychosocial Exam B Grading Scale 71% or above 100 pts. 65%-70.9% 85 pts. 59%-64.9% 70 pts. 58.9 or below 55 pts. Psychosocial Exam A Grading Scale 71% or above 100 pts. 65%-70.9% 85 pts. 59%-64.9% 70 pts. 58.9 or below 55 pts.	Kaplan Focus Review B and remediation of 120 seconds per question will be due day of Kaplan B Exam. To be completed at home. This will be an assignment and will fall under the assignment category worth 30% of your grade. The Kaplan B Exam will be worth up to 15 pts in the grade book. Remediation must be complete or a 0 will be entered in grade book. Late policy will apply. Mid Term Math Exam will be given and will be worth 50 pts in the gradebook worth 5% of your grade and will be shared with the Kaplan Focus review A category. Kaplan Focus Review A's and remediation will be due on day of Kaplan A Exam and will be worth 5% of your grade. Will be entered in the gradebook as a separate category and will be scored as follows. Mid Term Math Exam 50 pts Psychosocial A 50 pts

Course	Proctored Integrated Tests	Grading Scale	Required Focus Reviews																
PN114 Leadership Roles, Trends and Issues	<p>PN Readiness Exam B Worth 5% of your grade. Entered into the grade book as a separate category worth 100 points. Given 1 week prior to the end of the course. Remediation of 120 seconds per question will be due morning of Kaplan Exam A and will be worth 100 points. Entered into the grade book as a separate category worth 5% of your grade..</p> <p>PN Readiness Exam A</p> <p>In the NCLEX Prep category and will be worth 50% of your grade.</p> <p>If you are absent for either exam you must contact instructor of course first day upon return and make arrangements to take exam</p>	<p>PN Readiness Exam B Grading Scale</p> <table> <tr> <td>76% or above</td> <td>100 pts.</td> </tr> <tr> <td>71%-75.9%%</td> <td>85 pts.</td> </tr> <tr> <td>61%-70.9%</td> <td>70 pts.</td> </tr> <tr> <td>65.9% or below</td> <td>55 pts</td> </tr> </table> <p>PN Readiness Exam A Grading Scale</p> <table> <tr> <td>76% or above</td> <td>100 pts.</td> </tr> <tr> <td>71%-75.9%%</td> <td>85 pts.</td> </tr> <tr> <td>61%-70.9%</td> <td>70 pts.</td> </tr> <tr> <td>65.9% or below</td> <td>55 pts</td> </tr> </table>	76% or above	100 pts.	71%-75.9%%	85 pts.	61%-70.9%	70 pts.	65.9% or below	55 pts	76% or above	100 pts.	71%-75.9%%	85 pts.	61%-70.9%	70 pts.	65.9% or below	55 pts	Revised May 2020
76% or above	100 pts.																		
71%-75.9%%	85 pts.																		
61%-70.9%	70 pts.																		
65.9% or below	55 pts																		
76% or above	100 pts.																		
71%-75.9%%	85 pts.																		
61%-70.9%	70 pts.																		
65.9% or below	55 pts																		

- Each Proctored Integrated Exam A is required of **all** students and will go in your exam category which is 60% of your grade **except for PN Integrated Readiness Exam which will be in PN Leadership Roles, Trends & Issues Course is worth 50% of your grade & in Fundamentals of Pharmacology and Safe Medication Administration will be 30% of your grade.**
- **Scoring for Kaplan B proctored examination and remediation will be entered into the grade book as a separate category worth 5%, of your grade. Remediation will be worth 100 points in this category.**
- **The Kaplan Focus Review A and remediation is due the morning of the Chapter Exams. If either of these are not completed by the day of the exams, the late policy will apply. The final Focus Review A of every course will be due the day of the final Chapter Exam/Kaplan Integrated Exam A and late policy will not apply. If not completed by that day before testing a 0 will be recorded in the grade book.**

- Each Student will be required to take a Critical Thinking Exam in Foundations and another Critical Thinking Exam during Adult Health II. Neither exam will be worth any points.
- **Reminder to all students: Receiving a 55% or a 70 % on the integrated exams is not a passing score for that exam.**

HINT: In order to maintain the clock counter during remediation, the “quit” or “suspend” buttons CANNOT be used, and ONLY the forward and back buttons within the Kaplan window itself to allow movement will accumulate time. Otherwise time is eliminated and CANNOT be retrieved, and will have to be restarted.

****NOTE: If students are “kicked out” of the test due to server error at any point, they should close the window, log back in, click on resume test, and will automatically be placed back into the area of the test that they were at when the point of exit occurred****

CLASSROOM POLICIES

School Dress

All clothing should be neat, clean, and appropriately fitting. Students' clothing is expected to meet standards for mature adults, and not provide any distractions to the students/adults around them. Classroom temperature is at the instructor's comfort, please bring jacket as needed. In the interest of infection control, scrubs and/or uniforms are not to be worn in the classroom unless specifically instructed by faculty. Shoes must be worn at all times when in the building.

Computer Lab (Room 120)

The McPherson Center has provided a computer lab for student use, with the following guidelines:

- Computer lab is to be used for HutchCC homework and assignments only
- Absolutely no food or drink is allowed in the computer lab
- Computer lab door is to remain unlocked at all times
- If the computer lab is not reserved you may use it, but be sure to vacate the lab 15-minutes before the next reservation
- The computer lab is not to be used for visitation, personal email, Facebook, online shopping, etc.
- Please be courteous to your fellow students and remain quiet during your time in the lab

Copies

In the McPherson and Fort Riley Center, computers and printers are available for student use. Students should use discretion when printing. If you print power points, please make sure that you are using the handout format (6 slides per page).

Under **no circumstance** can faculty, staff, or students duplicate copyrighted material. Students must go through PN faculty in order to copy any document. No color printing will be completed for any purpose.

Classroom Policies

1. The Practical Nursing Program is not responsible for items lost, damaged, stolen, or left unattended in the educational environment(s)
2. Students will address faculty by their surname and an appropriate prefix unless told differently by the faculty.
(Ms. Mrs. Mr. Miss)
3. Classroom doors will be locked upon the start of the classroom session
4. Late students will not be allowed into the classroom until the next scheduled break. Students that are arriving late need to report to coordinator, counselor, or faculty that are not currently involved in the classroom activities
5. Unless there is documented health history, students that exit the classroom will not be readmitted until the next scheduled break
6. Computer usage during class-time is limited to class activities or note taking purposes ONLY at faculty discretion
 - a. Inappropriate use of electronic devices in the classroom, computer lab, or clinical areas will result in the revocation of further privileges and a request to exit the educational area for the rest of the scheduled meeting time and possible dismissal from the program.
 - b. Refer to the following link for Social Media Guidelines for Nurses
<https://www.ncsbn.org/347.htm>
7. Audio/Video recording during any portion of the Practical Nursing Program may only be undertaken by students with written permission of the individual faculty member or guest speaker. A student must complete the Student Audio/Video Recording Agreement form (*See Appendix I and J*) and receive approval for any course they wish to record.

****Individual instructors may have additional rules in the course and/or the classroom****

CRIMINAL BACKGROUND CHECK FOR CLINICAL ASSIGNMENT

In compliance with the clinical practice agreement between Hutchinson Community College and practice facilities, a criminal background check-drug screen is now required for all students attending clinical practice. The enforcement of this new policy is in conjunction with the hospital's compliance with **The Joint Commission**, which requires criminal background checks on anyone providing care, treatment, or services.

Purpose of This Policy:

1. Promote and protect patient/client safety
2. Comply with clinical affiliates who may require a student background check as a condition of their contract.
3. Promote early submission by students of petition for a review of convictions in order to be admitted to a health science program.
4. Provide early identification of students who may have difficulty meeting eligibility for licensure requirements.

Conduct of Criminal Background Check

All students will be required to have a criminal background check prior to starting clinical experiences. Students are to contact the designated agency selected to perform the criminal background check and/or drug screen. Results of the criminal background check and/or drug screen will be made available to the program's department chair and to the student. The department chair/coordinator will validate to the appropriate clinical agency that the student has passed a criminal background check and/or drug screen.

The student will pay the cost of the criminal background check and/or drug screen directly to the designated investigative agency. Failure to comply with this mandated requirement may result in the student not being accepted into a health science program or being withdrawn from their present program. The student will sign a consent form indicating knowledge of this policy and their belief that they do not have any criminal history that would disqualify them from clinical practice.

Unsatisfactory Results & Record Keeping

Failure to pass a criminal background check and/or drug screen may prevent an applicant from being admitted to the program based on departmental requirements. A current student with a significant criminal background check and/or drug screen will be required to withdraw from their present program.

A significant criminal background screen means a conviction for any matter listed in the Kansas Statutes Annotated, Article 34, chapter 21 noted by any program accredited agency, or hospital affiliate.

All criminal background information will be kept in confidential electronic files by the investigating agency and archived for at least seven years. The program director or coordinator will have access to these files.

Student Rights

If the student believes their background information is incorrect, the student will have an opportunity to demonstrate the inaccuracy of the information to the investigating agency. The search of court records and documents is the responsibility of the student. The student will not be able to participate in a clinical experience and could prevent a student from meeting course objectives and result in failure of the course.

Consent for Release of Information

Students will sign a release form that gives the program director the right to receive their criminal background check and/or drug screen information from the investigation agency.

CLINICAL POLICIES AND EXPECTATIONS

Clinical Assignments

- Electronic copies of clinical paperwork and reflective journal are generated using electronic health records, and the clinical evaluation tool (CET) is available within Canvas®; comments, feedback, and the grade for each clinical week will be provided within these systems
- Clinical paperwork will be submitted in electronic health records, or will be submitted as an attachment to the appropriate submission area in Canvas® if indicated. This submission is due **2 days AFTER the end of the student's clinical week by 2359 (Monday group due Wednesday @ 2359; Thursday/Friday group due Sunday @ 2359; Saturday group due Monday @ 2359)**
- **Late policy will apply**

Hygiene and Professional Appearance for Clinical

- Good personal hygiene is expected during all school activities. This includes regular bathing, use of deodorants, shampooing of hair and excellent oral hygiene.
- Moderation should be used in cosmetics, cologne, aftershave, and perfume. Fake/false eyelashes may not be worn.
- Many residents/clients are sensitive to cigarette smoke. For this reason, use of tobacco of any form is prohibited while in uniform prior to and during time at clinical agencies.
- Fingernails should be clean and well-groomed with smooth edges. Natural fingernail tips are to be kept less than ¼ inch long. The use of artificial fingernails or extenders is prohibited. Polish or overlay nails, according to clinical site policy.
- Hair shall be kept neat, clean and well-combed, natural shades of hair only. Students who prefer long hair must have the hair tied back and styled so the hair does not fall forward.
- Male students must be clean shaven. If a student entered the program with a mustache, beard, or goatee they may keep it as long as it is neatly trimmed on a regular basis. Otherwise, no facial hair is allowed.
- Jewelry allowances/preferences according to clinical site policy.
- Tattoos must be covered during clinical activities according to clinical site policy and/or faculty preference.

Uniform for Clinical

- The uniform is a symbol of your program and should be worn with pride during all clinical/lab/observational activities. The uniform should be clean, unwrinkled and fit properly. When you look professional, you will find it easier to act professionally and be treated as a professional. The complete student uniform consists of the following items and should be worn or brought to all clinical/lab/observational experiences unless otherwise instructed by the faculty member in charge. Maternity wear, or changes in uniform requirements due to religious or health reasons, may be approved as applicable, at additional student cost.
 - Royal blue scrub top with HutchCC Practical Nursing Program patch attached 1.5-inches below left shoulder seam (both scrub tops)
 - A solid color (white, black, grey, blue, or red) undershirt may be worn under the scrub top. However, if it is short-sleeved the sleeves cannot hangout of the scrub top. If it is long-sleeved, the sleeves must be form-fitting (not loose).
 - School purchased royal blue scrub pants or skirt
 - Pants cannot have frays and must be hemmed so they do not drag on the floor. This is an infection control issue.
 - School purchased royal blue lab coat with HutchCC Practical Nursing Program patch attached 1.5-inches below left shoulder seam.
 - Clean (predominately) leather shoes
 - No open back, open toe, or canvas shoes allowed.
 - Shoes must be kept clean at all times.
 - Socks are required
 - HutchCC Practical Nursing Program name tag
 - Nurse kit for skills check-off only
 - Stethoscope (no covers)

- Watch (with second-hand capabilities)
- Bandage scissors
- Kelly clamp
- Black pen
- Pen light
- Drug Book
- Replacement name tags may be ordered through the program secretary. The cost of replacement is student's responsibility.
- Specialized clinical settings may have different policies for attire. These are to be adhered to by students while in these facilities.

Clinical Expectations

Failure to abide by these requirements will result in the student being sent home and receiving an unexcused absence for the day

For Clinical Attendance policy refer to page 23.

Please review each Clinical Site Policy, that is listed in the clinical course, prior to attending that clinical site.

1. Compliance with the agreement policy between Hutchinson Community College and the clinical institutions (these policies will be discussed prior to clinical experiences) is of utmost importance to ensure further clinical experiences at these institutions.
 - Appropriate clinical interaction includes the limitation of students approaching the clinical agency for post-education employment. This may be visualized as a negative clinical impression and an attempt to create bias between the clinical site and other participating students. This includes any verbal or written request for post-education employment during the clinical practice hours.
2. Follow facility policies, HutchCC PN Nursing Student Processes/Policies/Procedures (as outlined in the HutchCC PN Nursing Student Handbook) and course syllabus and HutchCC Policies.
3. All immunization records must be submitted, uploaded, and accepted by CastleBranch prior to clinical attendance. (Appendix H)
 - Failure to complete immunizations and/or upload them to CastleBranch may result in student not participating in clinical until it is completed.
 - Student may be required to do a make-up clinical for missed clinical time. See Clinical Attendance Policy.
4. The Kansas State Boards of Nursing does not allow the practical nursing student to do any hands on tasks during observation clinical; UNLESS Clinical Instructor is notified and present.
5. Maintain professional behavior and appearance at all times
 - Should a student violate any clinical agency's policy, that student can be removed from the clinical agency for the rest of the scheduled clinical time that day. The student will not be given a transfer to another clinical site. The student must conduct themselves in a professional manner in order to complete the required competencies.
 - **Any unprofessional behavior as defined by the faculty or staff may result in immediate dismissal from the program.**
6. Abide by all safety & infection control rules to protect all residents. Failure may result in being sent home and/or failure of rotation or dismissal from the program.
7. If at any time during a clinical experience you have concerns or problems, seek out your instructors **first**, they will assist you in determining the correct course of action.
8. It is expected that all students will maintain accepted standards of professional ethics and confidentiality; observing etiquette and common courtesies at all times, including the use of social media.
9. Facility documentation with resident identifiers (full name, SSN, MRN, etc.), student worksheets, student assignments will be managed according to clinical facility policy. Students may not scan, photograph, or

copy via electronic or digital media, according to clinical facility preferences. These may be HIPAA violations and can result in disciplinary action.

10. Clinical paperwork, textbooks, and other references are to be used during clinical/lab/observational experiences at the discretion of the instructor(s).
11. Students are expected to administer resident or patient care as decided by the instructor. Students are expected to know rationale associated with care and procedures performed.
12. Administration of medications or injections should be directly supervised by instructor or a licensed facility nurse. Students are expected to know the correct administration of medications and injections in addition to the purpose that the patient is receiving the medication and any adverse reactions.
13. Clinical learning is directed by the clinical instructor.
14. Students will use institution and client supplies carefully and economically.
15. Adhere to time sensitive procedures and resident/patient care. Apply time management skills.
16. Students may not solicit or accept gratuities from clients.
17. Students are required to park in the designated areas for each clinical facility.
18. Student will arrive at clinical site, in clinical attire, at time designated by clinical instructor, with paperwork and all necessary items to successfully complete the clinical experience
19. When calling in sick, students **MUST** follow the process designated by the clinical instructor.
20. Lunch times/breaks are determined by the faculty and resource nurse(s) within each clinical site
21. Student must report off to clinical instructor prior to leaving the floor for break and before leaving at the end of the shift. *THE STUDENT IS NOT ALLOWED TO LEAVE THE CLINICAL EDUCATIONAL AREA DURING SCHEDULED CLINICAL TIME FOR ANY REASON, UNLESS APPROVED BY CLINICAL INSTRUCTOR.*
22. If a student is late to clinical, student **must** check in with instructor upon arrival.
23. **NO PERSONAL CELL PHONES** allowed on clinical units, unless instructor authorized.
 - Students are responsible for notifying significant others, teachers, and day care providers of the phone number for the PN program secretary. If a significant other, teacher, or day care provider contacts the PN program secretary for an emergency please have them identify themselves and that you are a HutchCC Practical Nursing student and it is an emergency phone call. The secretary will then contact the instructor to notify the student.
 - Permission must be granted by the clinical instructor prior to making any phone call.
 - At no time should long distance phone calls be placed from the school or a clinical facility telephone.
 - Utilizing a cell phone or accessing the internet without clinical instructor permission will result in being dismissed for the day and will reflect on the clinical evaluation.
 - If a student is caught with a cell phone on the clinical floor, they will be asked to leave the facility and will have to meet with the program coordinator before returning to clinical rotation. Being caught with a cell phone on the floor may be grounds for dismissal from the program.
24. If a student is unable to or refuses to perform a skill in clinical that is within their scope, the student may be required to meet with Simulation Coordinator/tutor(s) prior to their next clinical week to demonstrate skill competency. The student will also be required to view/review the assigned corresponding skills video(s) as remediation.
 - Failure to do this may put the student at risk for failure of the clinical rotation.

PROBATION PLAN

Introduction:

In every educational program, a certain number of students are considered to need additional interventions due to a variety of factors. These students are unable to complete the educational process without additional support. Unfortunately, without appropriate identification and intervention, these students are often in severe crisis before any intervention is attempted.

Students are also held to specific performance expectations in the clinical (*See Clinical Expectations*) and classroom setting (*See Progression and Graduation*). Students are encouraged to seek assistance from instructors but often deny a problem exists and/or refuse to ask for help. This places the student at risk.

In order to assist students toward successful completion of the nursing program, a probation plan is utilized. The focus of the plan is early identification, interventions, & recommendations to help the student achieve specific outcomes.

Criteria:

A student with any of the following (but not limited to) identified factors is a candidate for intervention assistance:

1. Substance abuse
2. Unprofessionalism
3. Violation of program and/or HutchCC policies
4. Interpersonal problems with staff or other students

Identification:

The advisor, faculty, or staff may begin the process of this plan. Whenever a student is identified, a Probation Plan form will be completed and the coordinator will be informed.

Interventions/Recommendations:

A conference will take place where the student, in conjunction with advisor/faculty/staff/coordinator, will develop possible interventions/recommendations to assist in meeting the expected outcomes. There will be a minimum of 2 faculty/staff members present when meeting with a student. The student behavior may be referred to the HutchCC Behavioral Intervention Team for further review.

Expected Outcomes:

When problems are identified, then expected outcomes are developed in conference with the student and the faculty/staff members. These outcomes will serve as a guide for the student as to what the expectations will be. Dismissal from the PN Program may occur for failure to meet expected outcomes. The Probation Plan will be dated according to expected date of completion. Students will not graduate from the PN Program if the Probationary contract has not been resolved.

Documentation:

The Probation Plan will be reviewed by the coordinator, faculty, advisor or staff person after student has identified interventions for improvement. The form will be filed in the student's program file, and a copy provided to the McPherson Center counselor.

APPENDICES

APPENDIX A: Helpful Phone Numbers and Websites

Common contact information: Complete listing www.hutchcc.edu/directory

- Fort Riley Coordinator: Walter Horbotowicz 785-239-2551
- Fort Riley PN Faculty: 888-464-8824
- McPherson PN Program Coordinator: Sandy Pangburn 620-245-0202
- McPherson Center Coordinator: Laura Bretz 620-245-0202
- McPherson Center PN Faculty: 620-245-0202
- HutchCC Health Care Career Development Coordinator: 620-694-2437
- General Information info@hutchcc.edu by phone: 620-665-3500 or 888-GO-HUTCH
- Admissions admissions@hutchcc.edu by phone: 620-664-3535
- Online Course Information and Enrollment online@hutchcc.edu by phone: 620-665-3352
- Online Course Technical Issues and Problems itde@hutchcc.edu by phone: 620-665-3332
- McPherson Center mcpherson@hutchcc.edu by phone: 620-245-0202
- Records records@hutchcc.edu by phone: 620-665-3520
- Technical Support techsupport@hutchcc.edu by phone: 620-665-3524
- PN Program LPNProgram@hutchcc.edu by phone: 620-245-0202

Campus maps: www.hutchcc.edu/maps

<u>Kansas State Board of Nursing</u>	785-296-3350
<u>KSBN website:</u>	https://ksbn.kansas.gov/
<u>The Accreditation Commission for Education in Nursing (ACEN)</u>	404-975-5000
<u>ACEN website:</u>	www.acenursing.org
<u>Social Rehabilitation Services</u>	
Abuse and neglect or adult abuse, neglect or exploitation	800-922-5330
Abuse Hotline for Institutions	800-221-7973
Fraud and Recovery	800-432-3913
<u>Kansas Department of Aging and Disability Services</u>	785-296-4986
Adult Care Complaint Hotline	800-842-0078
<u>Bureau of Health Facilities</u>	
Kansas Department on Aging Adult Care Homes	785-296-4986
<u>Attorney General Office</u>	
Medicaid Fraud Unit	785-368-6220
GoArmyEd Help Desk	800-817-9990
	www.goarmyed.com
Joint Services Transcript	https://jst.doded.mil/jst/
Fastweb Scholarship Database	www.fastweb.com
VA Benefits	888-442-4551
	www.gibill.va.gov
Online Academic Skills Course (OASC)	www.nelnetsolutions.com/DantesNet/
Army Nurse Corps	http://armynursecorps.amedd.army.mil
Accreditation Search	https://ope.ed.gov/dapip/#/home
Green to Gold	www.goarmy.com/rotc/enlisted-soldiers.html

APPENDIX B: Listing of Available Student Services (Criteria 3.4)

Student services available, include but are not limited to:

- Financial Aid
 - EMAIL: Finaid@hutchcc.edu
 - PHONE: 620-665-3568
 - Fort Riley: 785-238-5200; TRiO/FAFSA Advisor
- Business Office
 - EMAIL: Studentbill@hutchcc.edu
 - PHONE: 620-665-3509
 - FAX: 620-665-3316
- Book Store
 - McPherson Center- 620-245-0202
 - Main Campus
 - EMAIL: Campusstore@hutchcc.edu
 - PHONE: 620-665-3517
- Counseling
 - McPherson Center- Debbie Gieselman
 - EMAIL: gieselmand@hutchcc.edu
 - PHONE: 620-245-0202
 - Fort Riley
 - EMAIL: gieselmand@hutchcc.edu
 - PHONE: 620-665-3377
 - Main Campus Student Success Center
 - EMAIL: worthamm@hutchcc.edu
 - PHONE: 620-665-3377
- Accessibility Services- Lisa Jolliff
 - PHONE: 620-665-3554
 - EMAIL: jolliff1@hutchcc.edu
- Hutchinson Area Student Health Services
 - PHONE: 620-662-7416
- Test Proctoring
 - ENROLLMENT CLERK/TEST PROCTOR
 - PHONE: 620-245-0202
- Library Services
 - Rimmer Learning Center
 - PHONE: 620-665-3560
 - Printed resources on site
- Advising Services
 - McPherson Center: 620-245-0202
 - Fort Riley: 785-239-2551
 - Main Campus: 620-665-3377; The Student Success Center
- Fort Riley Main Post Learning Center
 - Fort Riley: 785-239-6481
 - EMAIL: usarmy.riley.imcom.mbx.education-service@mail.mil
 - WEB: <http://www.riley.army.mil/Services/EducationandTraining.aspx>
- Tutoring
 - Fort Riley Post Tutor Center: 785-240-3617
 - Fort Riley faculty: ext. 6402 or ext. 6404
 - McPherson faculty: 620-245-0202; or tutors ext. 6263
 - WEB: <http://www.hutchcc.edu/student-success-center>
- HutchCC Coordinator of Equity and Compliance (Title IX Coordinator)
 - PHONE: 620-665-3512

APPENDIX C: Listing of Resources Available to Students (Criteria 5.3)

Listing of resources available to the students, include but are not limited to:

- LMS (Learning Management System)
 - Canvas®
- MedCom® videos
- Kaplan® Learning System
- Audiovisual(s)
 - Movies geared towards topic(s)
 - Memory Notebooks
 - Skills demonstration(s)
 - Lecture or informational segment(s)
- DocuCare charting systems®
- Rimmer Learning Center
 - Online Library Resources
 - Main Campus Library Resources
- Microsoft® Office 365

HUTCHCC RESOURCES			
Accessibility Services Student Success Center	620-665-3554 https://www.hutchcc.edu/student-success-center	Mon-Fri 8am-5pm, by appointment	Accessibility arrangements, free to students
Counseling Services Student Success Center	620-665-3377 https://www.hutchcc.edu/student-success-center#counseling	Mon-Fri 8am-5pm, by appointment	Personal counseling, free to students
Equity & Compliance (Title IX) Office	620-665-3512 http://www1.hutchcc.edu/administration/campus-safety-and-compliance/equity-and-compliance	Mon-Fri 8am-12pm & 1pm-5pm, and by appointment	Report complaints of sexual discrimination, harassment or misconduct, including stalking or relationship violence or other Title IX policy violations
HutchCC Child Care Center 512 E. 15th	620-665-3599	Mon-Fri 7:15am-5:15pm	Child care for children ages 2.5 years old (and toilet trained) - 6 years old. Daily, hourly, and drop in rates available.
Hutchinson Area Student Health Services 516 E 14 th Ave	620-662-7416 https://dz.hutchcc.edu/emp/prg/pol/polViewHB.php?hbid=1&doctype=hb#doc641	Mon-Thurs 8am-12pm Weds 8am-12pm & 1pm-3:30pm	Primary health care, free to students
Tutoring Services Rimmer Learning Resource Center	620-665-3449 http://www.hutchcc.edu/administration/rimmer-learning-resource-center/tutoring	Drop-in or by appointment	Tutoring, free to Students
HUTCHINSON COMMUNITY RESOURCES			
Name	Phone/Website	Hours	Services
BrightHouse 335 N Washington St #240	620-665-3630 or 24/7 Crisis Hotline: 800-701-3630 https://www.brighthouseks.org/	Mon-Fri 8am-4:30pm	Emergency shelter, neutral child visitation/exchange center

Christian Soup Ministry and Clothing Bank 301 E 3 rd Ave	620-662-6468 https://www.facebook.com/pages/Christian-Soup-Ministry/111094988954387	Mon, Tue, Thurs, Sat 5pm	Prepared hot meal free, free clothes
Crisis Management Services 1701 E 23 rd Ave	800-794-0163	24/7	Mental health crisis intervention
First Call for Help 721 W 2 nd Ave	620-669-0159 www.FirstCallReno.com	Mon-Thurs 8:30am-11:30am & 12:30pm-4pm	Provides essential, emergency and life-enhancing services to Reno County residents
Food Bank of Reno County 700 N Walnut St	620-665-4076 https://www.unitedwayofrenocounty.org/food-bank-reno-county	By appointment	Food on an emergency basis, free
Goodwill Industries 1707 Waldron St	620-662-6500 https://goodwillks.org/	Mon-Sat 9am-8pm Sun 1pm-6pm	Used clothing store
Horizons Mental Health Center 1600 N Lorraine St #202	620-663-7595 https://www.hutchregional.com/locations-services/horizons-mental-health-center	Mon-Thurs 8am-7pm Fri 8am-5pm	Mental health services
Interfaith Housing & Community Services 1326 E Ave A	620-662-8370 https://www.interfaithks.org/	Mon 9am-12pm & 1pm-5pm Tue-Thurs 7:30am-12pm & 1pm-5pm Fri 8am-1pm	Housing assistance, financial education and individual empowerment
Kansas WIC	620-259-8442 http://www.kansaswic.org/families/	Mon, Weds, Thurs 7am-6pm Tue 9am-6pm	Food assistance, breastfeeding class, pregnancy and baby information by text
New Beginnings (Oxford House, Noel Lodge and others) 100 E 2 nd Ave	620-314-8088 http://www.newbeginnings-inc.org/		Emergency/Transitional Housing, Sober Living and Transitional Employment Program
Our Redeemer Lutheran Food Bank 407 E 12 th Ave	620-662-5642 https://www.orlhutch.org/orl-food-bank/		Food, free for pick up
PrairieStar Health Center 2700 E 30 th Ave	Medical: 620-663-8484 Dental: 620-802-0090 https://www.prairiestarhealth.org/	<u>Walk-in/Urgent Care Clinic</u> : Mon-Fri 8am-6pm	Offers comprehensive medical, pediatric, dental, lab, x-rays, mammograms, behavioral health and money saving pharmacy programs to people of all ages

Reno County Area Transit (RCAT)	620-694-2913 https://www.renogov.org/222/Reno-County-Area-Transit-RCAT	Mon-Fri 6am-7pm Sat 7am-6pm	A service of Reno County Public Transportation
Reno County Health Department	620-694-2900 https://www.renogov.org/453/Clinic-Services	Mon, Weds & Thurs 7am-6pm Tue 9am-6pm Fri 7am-5pm	Diagnostic tests, screenings, sexual health, immunizations and women's health/prenatal care; offered with sliding-scale for payment
Salvation Army 200 S Main St	620-662-6220	Mon-Sat 9am-9pm	Used clothing store
Second Missionary Baptist Church Food Bank 1008 N Ford	620-662-3053 https://secondbaptisthutch.wordpress.com https://www.facebook.com/secondbaptisthutch/	Mon-Sat 8:30am-12pm	Food, free for pickup
United Way 924 N Main St	620-669-9329 211 in KS for service referrals www.unitedwayofrenocounty.org	Mon-Fri 9am-5pm	United Way of Reno County's mission is to improve lives by mobilizing the caring power of the community to advance the common good.
MCPHERSON COMMUNITY RESOURCES			
Churches United in Ministry 215 S. Main	620-241-8331	Mon, Wed, Fri 1:30-4:30	Provides essential, emergency services such as assistance with rent, utility, and prescription expense; food pantry, clothing, and household goods
McPherson County Food Bank 707 S. Main St.	620-241-8050	By appointment	Food on an emergency basis, free
Save N-Share 209 S. Main	620-241-7389	Tues-Wed 9:30am-4:30pm Sat 9:30-1:30pm	Used clothing store and household items
FUMC Assistance Ministry 1200 E Kansas Av	620-241-3626 https://www.mcphersonfumc.com/assistance/	Mon-Thurs 8am-4:30pm	Food & diapers, free for pickup
United Way 306 N. Main McPherson	620-241-5152 http://www.unitedwaymcpherson.org/ 211 in KS for service referrals http://www.unitedwayplains.org/2-1-1-landing-page		United Way of McPherson supports programs providing basic needs, rebuilding lives, preparing for life, and building self-reliance
Prairie View 1102 Hospital Dr.	620-245-5000 Crisis line 800-363-0180 (24/7) http://www.prairieview.org	Mon & Thu 8-7 Tue & Wed 8-5 Fri 8-12	Mental health services

Veridian Behavioral Health Salina	400 S. Santa Fe Site 785-452-6113 730 Holly Lane Site 785-452-4930 800-284-6027 http://www.veridianbh.com/	Mon-Fri Office 8-5 Appts. 8-7	Mental health services
Client Centered Counseling 121 W Marlin Suite 300	620-241-2300 http://www.clientcenteredcounselingks.com/	By appointment	Counseling Services
Central Kansas Foundation (CKF) Addiction Treatment 208 S. Main St.	620-241-5550 https://ckfaddictiontreatment.org/		Addiction treatment services offered on sliding scale
Safehope 122 W. Marlin Ste. 208	620-241-6615, 313-283-0350 or 24/7 Crisis Hotline: 800-487-0510 http://www.safehope.net/	24/7	Serving victims of domestic abuse & sexual assault in McPherson, Harvey & Marion counties. Emergency shelter, 24 Hour Help Line, crisis intervention, advocacy
McPherson County Health Dept. 1001 N. Main St.	620-241-1753 https://www.mcphersoncountyks.us/15/Health-Department	Clinic: Mon&Fri 8:30-4:00 Office: Mon- Fri 8-12 & 1-5	Diagnostic tests, screenings, sexual health, immunizations and women's health/prenatal care; offered with sliding-scale for payment
Kansas WIC 1001 N Main St.	620-241-1753 http://www.kansaswic.org/families/	Mon -Fri 8-12 & 1-5	Food assistance, breastfeeding class, pregnancy and baby information by text
GraceMed 322 North Main Suite 101	620-504-6187 https://gracemed.org/mcpherson-family-clinic	Mon-Fri 8am-5pm	Providing primary medical and dental care to the uninsured and underinsured. Fee-based, vouchers available to eligible patients
McPherson Hospital 1000 Hospital Dr.	620-241-2250 In case of Emergency #911 http://www.mcphersonhospital.org/	24/7	Emergency, surgical, obstetric, radiology and laboratory, and physical therapy services
Urgent Care Clinic 823 North Main	620-504-6241 http://www.mcphersonhospital.org/services/urgent-care-clinic	Mon-Sat 8am-8pm	Diagnose and treat a variety of minor and common illnesses and minor emergencies on a walk-in basis
GEARY COUNTY RESOURCES			
Pawnee Mental Health 814 Caroline Ave. in Junction City	Regular office hours call 785-762-5250 Emergency hotline 1-800-609-2002 24/7	8:00am until 5:00pm, Monday through Friday	Therapy and Evaluation Services, Medical Services, Crisis Services, Substance Treatment Services
The Crisis Center Inc.	Manhattan (785)539-2785 Junction City (785)762-8835 Kansas Hotline (888) 363-2287 http://www.thecrisiscenterinc.org	24/7	Serves victims of domestic abuse and sexual assault in Clay, Geary, Marshall, Pottawatomie, and Riley counties. Provides free, confidential services such as: 24- Hour Hotline & Crisis Intervention, safe shelter, and assistance with Protection Orders.
Outreach, Prevention, and Early Intervention Services	(758)726-5724	Monday- Friday 8:00am- 5:00pm	Works with low-income and high-risk families to prevent child abuse and neglect. Provides prevention and early intervention services, especially to new parents.

1018 W 6th St, Junction City			
The Junction City Caring Place 1013 W 8th St Ste B., Junction City	(785)-238-4428 https://www.facebook.com/jccommunitypartnership/	See website as hours differ daily	They offer a variety of free food and pre-made food bags to support families. They have clothing for families and offer FREE basic computer classes and FREE financial management classes.
Housing and Credit Counseling Inc	(785)234-0217 https://hcci-ks.org/	Monday-Friday 8:00am-5:00pm	HOPE (Helping Ourselves to Prosper Economically) is a Financial Mentoring Program to help families manage finances more effectively.
Geary County Health Department 1212 W Ash St, Junction City	(785)762-5788	Monday-Friday 8:00am-5:00pm	Services include: Blood Pressure Checks, STI/HIV/AIDS Testing, Paternity Testing, TB Testing, Well Women Clinic, Immunizations, and Physicals
Geary County WIC Office Located at the Geary County Health Department	(785)239-5730	Monday-Friday 8:00am-5:00pm	WIC provides free nutrition, education, and supplemental foods to income eligible Kansas women who are pregnant, postpartum or breastfeeding. Services are also provided to infants and children under the age of 5 years.
FORT RILEY RESOURCES			
Walk-In Behavioral Health Walk-in services at IACH (4th floor) or the Service Member's Embedded Behavioral Health clinic		Monday-Friday 8:00am-3:30pm 24/7 at the IACH Emergency Department.	Behavioral Health
Child & Family Behavioral Health Services (CAFBHS) Located in Behavioral Health at IACH	(785) 239-3627		Services provided are: couples counseling/marital therapy, individual therapy, family therapy, child psychological testing, education and therapeutic groups, Parent Child Interactive Therapy (PCIT), play therapy, medication management, emergency consultation, inpatient admission referrals, and network referrals as needed.
School Behavioral Health (SBH) Located in Behavioral Health at IACH	(785) 239-3627		Services include individual/family therapy, Parent Child Interactive Therapy (PCIT), collaboration/coordination with school staff regarding on-going care of the patient, educational and therapy groups, teacher and parent education, behavioral health evaluation and diagnosis, and communication with military medical services.

Army Community Services (ACS) 7264 Normandy Dr.	785-239-9435 (Main Line)	Monday-Friday from 8am to 5pm	ACS offers services dedicated to maintaining the readiness of Service Members and their Families by fostering self-reliance and resiliency.
Family Advocacy Program (FAP) Located in ACS.	(785) 239-3627	Time frames for all groups will vary.	The FAP primary mission is to prevent all forms of abuse, encourage reporting of abuse, ensuring the prompt assessment and investigation of abuse, to protect victims of abuse, and treatment of family affected by or involved in abuse.
Victim Advocacy Program (VAP) Located in ACS	(785)-307-1373	24/7	The VAP provides crisis intervention, support services, information and education to victims. Victim Advocates help clients develop safety plan, obtain protection from abuse orders, provide legal assistance referrals and accompany clients to domestic violence related court hearings.
Military Family Life Counseling (MFLC) Located in ACS	(785)-239-1883		The Military and Family Life Counseling Program supports service members, their families and survivors with non-medical counseling. No charge.
New Parent Support Program Located in ACS	785-239-9435		NPSP services offered include: home visits, support groups, parenting classes, and activities.
Financial Readiness Located in ACS	785-239-9435		They ensure emergency assistance is available when needed and educate the military community on debt management, consumer awareness, credit reports and more.
Employment Readiness Located in ACS	785-239-9435		The Employment Readiness Program provides employment assistance. They also provide resume assistance.
Exceptional Family Member Program (EFMP) Located in ACS	785-239-9435		The EFMP assists military personnel agencies in making assignments for the Soldier, accompanied by Family members as often as possible, based on the documented medical and special education needs of the Soldier's Exceptional Family Member (EFM).
Child Youth and School Services 6620 Normandy Dr.	785-239-9985	Monday-Friday 8:00am-5:00pm	Parent and Outreach Services connects families to CYS programs. Its mission is to support Readiness and Well-Being of Families by helping to balance military mission requirements and parental responsibilities.
USO 6918 Trooper Dr.	785-240-5326	Monday-Friday 8:00am-6:00pm, Saturday and Sunday 10:00am-3:00pm	USO centers provide a place where service members can connect to loved ones via Internet or phone, play a video game, catch a movie, and relax. They also provide information services, and host family friendly events.

American Red Cross 510 Reed Ave, Grimes Hall second floor	785-239-1887 https://www.redcross.org/	24/7 online	You can initiate a request for Red Cross emergency communication assistance for members of the military currently serving on active duty.
Fort Riley WIC Office Located at IACH	785-239-5730	Monday-Friday 8:00am-5:00pm	WIC provides free nutrition, education, and supplemental foods to income eligible Kansas women who are pregnant, postpartum or breastfeeding. Services are also provided to infants and children under the age of 5 years.
Military OneSource	800-342-9647 https://www.militaryonesource.mil/		To give you expert support and information that is proven and practical, private and confidential. They offer off post, confidential counseling resources.
Chaplain Services 2650 Trooper Dr.	Regular hours: 785-239-3359 Emergency Hotline: 785-239-4375	Monday-Friday 8:00am-5:00pm 24/7 for emergencies	Provides religious support as well as marriage and family counseling. Hosts regular children's and couple's events.
NATIONAL SUICIDE PREVENTION HOTLINE – (800) 273-8255			

APPENDIX D: Listing of Information Contained in Student Files (Criteria 3.5)

Student files information, include but are not limited to:

- Application
- Kaplan®
- C.N.A, C.M.A, CPR
- Health
- Transcripts
- Student Concerns
- Evaluations
- Graduation Paperwork
- Miscellaneous

APPENDIX E: HutchCC, Practical Nursing Students Association (PNSA) Constitution and Bylaws

ARTICLE I. NAME AND OBJECT

- Section 1.** The name of this organization shall be the Hutchinson Community College (HutchCC) Practical Nursing Students Association (PNSA).
- Section 2.** The objectives of the nursing organization, hereinafter referred to as PNSA, shall be:
1. To develop participation skills in the democratic process and in preparation for membership in nursing organizations for the licensed practical nurse.
 2. To promote cohesion & positive interaction among nursing students.
 3. To promote positive student-faculty communication by having a sanctioned student group representing the students in the PN Program.
 4. To organize & implement student functions.

ARTICLE II. MEMBERSHIP

- Section 1.** The membership shall consist of all students enrolled in the Hutchinson Community College Practical Nursing Program.

ARTICLE III. OFFICERS/COMMITTEES

- Section 1.** The duties of the PNSA Council shall be as follows:
- A. Shall attend monthly PNSA Council meetings to decide as a council how to solve minor student concerns brought forth on Student Resolution Forms and make suggestions for the good of the nursing student body and the Practical Nursing Program.
 - B. Shall attend monthly PNSA Council/Faculty meetings and communicate significant information from the monthly PNSA Council/Faculty Meetings to students and from students to faculty/staff.
 - C. Shall request additional class meetings as necessary.
 - D. Shall attend bi-annual Advisory Committee meetings.
 - E. If selected, shall fulfill duties of specific office or chair as follows:
 - i. President shall preside at all meetings of the PNSA and the association
 - ii. Vice-President shall assume the responsibilities of President in the absence of the President or in the event of a vacancy occurring in the office of the President
 - iii. Secretary shall prepare minutes of all PNSA and association meetings
 - F. If a student is placed on a Probation plan, then they may not hold an officer position and must relinquish the position.
- Section 2.** Selection of the PNSA Council Members
- A. The PNSA Council Members shall be selected at the beginning of each Fall & Spring semester
 - B. Members will be elected by written ballot by classmates.
 - C. Each program will have a minimum of one representative for every 10-students
 - D. A student may serve up to two terms as a PNSA Council Member
- Section 3.** Selection of President, Vice President and Secretary (Whichever location (McPherson or Fort Riley) the President is from, the other location has the first opportunity for the position of Vice-President. If there are no nominations for the position from that site, the position will be open for the other location)
- A. Shall be elected at the beginning of each Fall & Spring semester.
 - B. Members will be elected by written ballot by PNSA Council Members. The President and the Vice-President and the Secretary MUST BE from different cohorts.
- Section 4.** The duties and membership of the committees shall be as follows:

Community Service Committee: Shall assist in the planning and organization of community service projects that are suggested by the class and/or instructors/staff. Membership of committee is open to any PN student who volunteers to serve in at least one project and regularly attend service committee meetings.

Social Committee: Shall assist in the planning of social events, at least monthly, of the class. Class member participation at such events is voluntary, but strongly encouraged, to promote class cohesion and interaction. Membership of committee is open to any PN student who volunteers to serve in said capacity and regularly attend social committee meetings.

Digital Yearbook Committee: Shall plan and carry out the production of a power point or a digital yearbook for the class, to be submitted for review by faculty, at least 3-weeks prior to the pinning ceremony. Class members are allowed to vote on any committee recommendations. Membership of committee is open to any PN student who volunteers to serve.

Pinning Committee: Students shall assist in the planning of the class pinning under faculty/staff direction, with the duties to be completed at least 2- weeks prior to the pinning ceremony taking place. Class members will vote on committee recommendations. Three-five PN students will be elected by written ballot approximately 4 months prior to pinning.

Section 6. Each committee will have the following leadership:

A. Secretary will be elected by committee members via nomination/vote in the Fall semester:

Duties Include:

- i. Keep record of meeting attendance
- ii. Keep meeting minutes and disseminate to committee members, faculty facilitators, PN Program coordinator (once minutes approved, staff will record minutes on Common Drive)

ARTICLE IV. FACULTY ADVISORS

Section 1. The HutchCC McPherson Center Counselor or Nursing Program Coordinator will be the advisor for the PNSA and each committee shall have one to two PN faculty advisors to be appointed by the Nursing Program Coordinator. Faculty Advisor's duties include being present at all meetings, restoring order/focus if group begins to stray from objective, and making administrative judgments.

ARTICLE V. PARLIAMENTARY PROVISIONS

Section 1. Robert's Rules of Order, Revised, shall govern all proceedings except when inconsistent with the Constitution and By-Laws of this organization.

ARTICLE VI. AMENDMENTS

Section 1. This constitution may be amended by a two-thirds majority vote of members present at a regularly-called meeting.

Section 2. The call of the meeting must include the proposed amendments.

APPENDIX F: STUDENT RESOLUTION FORM

NOTE: *This form is to be completed and turned in to the PNSA Council, PNSA locked box, faculty, Program Coordinator, or counselor, for any concerns a student may have regarding the program*

Concern:

Specific Example(s):

***Have you attempted to resolve this on your own by discussing it with the parties involved?**

***What was the outcome?**

Possible Solution(s):

Student Name (Printed): _____ **(required)**

Signature: _____ **(required)**

Date: _____

PNSA Response:

Coordinator/Faculty/Counselor Response:

PNSA Signature: _____ **(required)**

Coordinator/Faculty/Counselor Signature: _____ **(required)**

Date: _____

Revised 09072016; 11202018 sr

*this step must be completed prior to any action by student council or faculty being taken

APPENDIX G: LEAVE-OF-ABSENCE REQUEST

Date: _____ Name: _____

Program: FT ___ PT ___

PURPOSE OF LEAVE (attach any supporting documents):

DATE OF LEAVE: From _____ AM/PM to _____ AM/PM

TOTAL HRS _____

DATE REQUEST IS INITIATED * _____

Date/Time	Assignment/Content	Instructor Initials	Date Due**	Instructors Signature & Date Assignment Completed

Faculty SIGNATURE: _____

Faculty SIGNATURE: _____

Faculty SIGNATURE: _____

Faculty SIGNATURE: _____

Faculty SIGNATURE: _____

Faculty SIGNATURE: _____

GRANTED: Yes ___ No ___ DATE _____

COMMENTS: _____

** For further LOA information and instructions, please refer to attendance policy. (page 22)

An LOA should only be used for extreme extenuating circumstances.

APPENDIX H: Immunization Requirements

PRINT Student Name: _____

Documentation for the following requirements MUST be from a medical facility and/or from your pink immunization card.

All immunization information must be submitted, uploaded, and accepted into Castle Branch prior to any clinical attendance. See Clinical Expectations.

Updated 05/2016; 05/2018, 05/2020

1. **Tuberculosis screening**

- Two-Step Method or proof of two consecutive yearly tests (Mantoux only, NO TINES ACCEPTED). The Two-Step Method must have injections given at least 7 days and no more than 28 days apart. Consecutive annual tests **must** be at least 10 months and no more than 12 months apart. If the student has a positive reaction to this test, the results of a current, negative chest x-ray must be submitted yearly from date of last chest x-ray.

2. **Measles, Mumps & Rubella**

- Titer (must show student is resistant to all 3)
OR
- Documentation of 2 MMR's

3. **Chicken Pox**

- Titer
OR
- Documentation of 2 vaccinations (a signed statement stating you had the chicken pox is no longer accepted)

4. **Tetanus Toxoid, Diphtheria and Pertussis**

Documentation of one booster dose of T-dap vaccine within last 10 years.

5. **Hepatitis B**

- Documentation of vaccination series
OR
- Titer
OR
- Notarized Student signed waiver of vaccinations statement (upon request)

6. **Influenza Vaccine**

Most Current Season (if in the part-time program, a flu shot each season will be required)

Printed Name: _____

Signature: _____ Date: _____

APPENDIX I: AUDIO/VIDEO RECORDING AGREEMENT

I, _____ (name), request permission to audio/video record during lectures presented and class discussion led by _____ (faculty member/guest speaker) in _____ (course) during _____ semester, _____ (year).

I wish to undertake audio/video recording for the following purpose(s): _____

Audio/video recording at any time, during any portion of the Practical Nursing Program, may not be undertaken by anyone without the written permission of the instructor/guest speaker, and the verbal consent of all students present.

Restrictions on audio/video recording are based on:

1. The legal issues related to use of copyright materials which may be used in class;
2. Ethical issues related to confidentiality of personal and patient information which may be shared in class;
3. The potential impact of audio/video recording on the quality of teaching and class discussion.

I understand that the privilege of audio/video recording is extended by the course faculty, guest speaker, and the other students in the class with the understanding that I will fulfill all of the following responsibilities:

1. Announce my intention to audio/video record to all students at the beginning of the course and request that any objections to recording on a regular basis be submitted in writing to the course faculty;
2. Carry out all audio/video recording in a manner that does not disrupt lecture or class discussion at any time;
3. Keep all audio/video recordings under my direct control and not allow access to those recordings by any other individual (unless recording for an absent student);
4. Allow no additional copies to be made of audio/video recordings I make in this course;
5. Completely erase all audio/video recordings made in the course at the end of the semester;
6. Stop audio/video recording at the following times:
 - a. During any audio or video presentation containing copyrighted material,
 - b. During lectures or discussions directed by anyone other than the regular course faculty,
 - c. At any time, any student in the class requests no audio/video recording,
 - d. At any time, the course faculty/guest speaker requests no recording.

I understand and agree to the conditions and responsibilities stated above. I understand that the privilege of audio/video recording can be rescinded immediately at any time if I fail to comply with any of the conditions and responsibilities in this agreement.

Student (Print): _____

Signature: _____ Date: _____

Faculty/Guest Signature: _____ Date: _____

APPENDIX J: PHOTO RELEASE FORM

Hutchinson Community College

Media/Photo Release Form

Name: _____

Grants Hutchinson Community College permission to use his/her photograph, video image and/or quotation in promotional and educational pieces for Hutchinson Community College, including all subsidiaries and centers of Hutchinson Community College. This release includes use by print, video and television media, internet and social media, and other purposes as may be deemed appropriate and necessary by the Hutchinson Community College Office of Marketing and Public Information.

This permission is granted gratis, with the understanding that there will be no remuneration given for this permission or image.

Signed: _____

Date: _____

Witness: _____

APPENDIX K: STUDENT TEST / LESSON ITEM CHALLENGE

NOTE: This form must be completed and turned in within 24-hours into the appropriate faculty member(s) prior to any discussion regarding test/lesson concerns.

Name: _____

COURSE NAME: _____

Instructor(s): _____

Program: FULL-TIME PART-TIME

EXAM: _____ **Date form completed:** _____

I am contesting the following item:

Rationale: _____

References: (cite published resources to validate)

Instructor(s) response/reply to challenge:

Instructor(s) signature(s): _____

Date of Response to Challenge: _____

APPENDIX L: CRIMINAL CONVICTION INFORMATION

65-1120. Grounds for disciplinary actions; proceedings; witnesses; costs; professional incompetency defined; criminal justice record information.

APPENDIX M: ABSOLUTE BARS TO LICENSURE: Practical or Registered Nurse in KS

Felony Crimes against Persons Chapter 34, Article 21

APPENDIX N: Cultural Diversity across the Curriculum

The students address cultural diversity throughout every course and every semester throughout the PN Program. The students participate in an additional project to reflect community education and cultural diversity education.

The Cultural Diversity Project is a group presentation involving the Practical Nursing Students, and the communities surrounding the McPherson Center, and is assigned and completed during clinical time. Each group is responsible for completing a “visual” presentation for others to view and be responsible for responding to questions about the information. Advertising is utilized to promote community interest and involvement.

The objectives for this project are:

1. To examine the effects of culture on health care beliefs and practices of clients and its impact on nursing practice.
2. Utilize teamwork to create a display table exploring an identified culture.

The table below reflects the cultural education and information that is completed in each course:

Course	Chapter(s) and/or Textbook	Information
PN100 Foundations	Kaplan® Nursing: The Basics	Cultural sensitivity snapshots throughout the chapters, including ethno-pharmacy Chapter content covers cultural influences and choices, cultural competence, boundaries related to religious beliefs, spiritual distress, cultural groups and medical intervention(s), dietary and nutritional choices among cultural and religious groups Associated chapters to course
PN115 Foundations Clinical	Clinical area is focused on the simulation lab and scenarios, sim-pads, and the mannequins for skills experience(s)	Clinical reinforces didactic information
PN106 Nursing Care of Adults I		Cultural considerations throughout the chapters Chapter content covers cultural concepts, healthcare values, beliefs and practices, characteristics of cultural diversity, ethnic and cultural groups in the United States, health care considerations, competent care
PN116 Nursing Care of Adults I Clinical	Clinical areas are in the long-term care areas, and simulation lab for scenarios Cultural Diversity Project	Clinical reinforces didactic information Teaches the students to recognize and be culturally competent in all healthcare environments
PN107 Care of Aging Adults		Increasing diversity of the older aging population Overview of diverse groups in the United States Nursing considerations for culturally sensitive care of older adults
PN108 Maternal Child		Cultural Snapshots throughout the chapters Chapter content covers culture, health care settings, communities, and families

PN118 Maternal Child Clinical	Clinical areas include mother baby units in the acute care setting, the daycare setting, pediatrics, simulation lab and scenarios, and the labor and delivery unit in the acute care setting	Clinical reinforces didactic information
PN119 Fundamentals of Pharmacology and Safe Medication Administration		Pharmacology in Practice segments throughout the chapters focus on individual case studies, data collection, administration of drugs, and/or teaching issues Chapter content covers cultural competency
PN112 Nursing Care of Adults II		Cultural considerations throughout the chapters Chapter content covers cultural concepts, healthcare values, beliefs and practices, characteristics of cultural diversity, ethnic and cultural groups in the United States, health care considerations, competent care
PN117 Nursing Care of Adults II Clinical	Clinical settings include long-term care environment, acute care settings, and observational and specialty areas, simulation lab and scenarios	Clinical reinforces didactic information
PN120 Mental Health		Cultural Considerations throughout the chapters Chapter content covers culture, religion, spirituality, abuse and neglect, stereotype, prejudice, homelessness, parenting, ethnicity
PN114 Leadership, Roles, and Issues	Kaplan® Nursing: NCLEX®-PN Content Review Guide Online course, includes discussion board post(s) with peer/instructor feedback/discussion(s)	Associated chapters to course Test bank questions over all content areas in Kaplan®, NCLEX® prep textbooks, and all course textbooks
PN104 PN Orientation		Introduction to learning styles, leadership styles, and nursing as a profession

APPENDIX O: Clinical Placement Policy

Courses: PN115: Foundations of Nursing (Simulation Lab/Skills experiences)
PN116: Nursing Care of Adults I
PN117: Nursing Care of Adults II
PN118: Maternal-Child Nursing
PN120: Mental Health Nursing (clinical experience included in PN117)

Affiliations:
(Contracts may vary)

Alzheimer’s Association, Hutchinson Kansas
Bethany Home, Lindsborg Kansas
Bethesda Home, Goessel Kansas
Hutchinson Regional Medical Center, Hutchinson Kansas
Kansas Lions Sight Foundation, Goddard Kansas
Larned State Hospital, Larned Kansas
Lindsborg Community Hospital, Lindsborg Kansas
McPherson Joint Law Enforcement Center, McPherson Kansas
Meadowlark Hills, Manhattan Kansas
Pine Village, Moundridge Kansas
Pleasant View Home, Inman Kansas
Presbyterian Manor, Salina Kansas
Salina Regional Health Center, Salina Kansas
Simulation Lab, McPherson Kansas
Stormont Vail Hospital, Topeka Kansas
The Cedars, McPherson Kansas
USD 313 Buhler Grade School, Buhler Kansas
USD 313 Plum Creek Elementary School, Hutchinson Kansas
Valley View Senior Life, Junction City Kansas
Village Manor, Abilene Kansas
Wesley Towers, Hutchinson Kansas

These assignments may be considered related to any of the following factors (though not all inclusive):

- Educational goals, course objectives and outcomes

Clinical Placement Goals

1. Locating each student in a clinical site suitable to foster and promote professional attitudes and judgments, and growth, while working towards the outcomes of the course/program/institution.
2. Avoiding a conflict of interest for the student, and HutchCC PN Program, when a clinical site is also a student’s place of employment. The student functions in the student nurse capacity regardless of job title or training during working hours while at that clinical site under HutchCC PN Program supervision.

For all clinical courses; students will be provided clinical experiences within the community, with DocuCare experiences, and within the Simulation laboratory at the McPherson and/or Fort Riley Center, all depending on the availability of contracted resources within each of these areas.

APPENDIX P:

Practical Nursing Program Code for Nursing Students

As students are involved in the clinical and academic environments, we believe that the ethical principles are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely, and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and personal development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Cooperate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing a technique or procedure for which the student has not been adequately trained.
13. Refrain from any action or omission of care in the academic or clinical setting that creates unnecessary risk or injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances that impair judgment in the academic and in clinical setting.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

I have read and understand the above Code for Nursing Students and promise to abide by the code as it is written.

Student (Print): _____

Signature: _____ Date: _____

APPENDIX Q:

Student Civility Contract

I acknowledge differences amongst us in values, interests and experiences. By sharing my views openly, listening respectfully, and responding constructively, I will learn. As a nursing student I will behave appropriately and will follow the HutchCC *Standards of Conduct for Students* and the *Practical Nursing Program Code for Nursing Students* and abide by the *Student Civility Contract (Page 18 and 19)* in the classroom and clinical setting.

As future nurses and leaders I must manage disruptive and inappropriate behavior within myself, among my peers, and others.

By signing this contract, I acknowledge receipt and understanding of this contract. I understand that any behavior or action determined to breach this contract may result in immediate dismissal from the HutchCC PN program.

Student (Print): _____

Signature: _____ Date: _____

APPENDIX R:

Clinical Attendance Policy Signature Page

Clinical attendance is mandatory. At times, attendance may be required as early as 0530 and as late as 2300; Sunday through Saturday. Occasional overnight stays will be required for clinical course(s)

Clinical time is important and must be attended to determine proof of nursing competency. All missed clinical time will require make up, at the discretion of the lead course instructor. If it is not made up on the date assigned by clinical coordinator for any reason, without an approved LOA, a zero (0) will be recorded for that week. The student will still be required to make up the clinical hours missed, at the discretion of the instructor. All missed clinical time may require make up at the discretion of the lead course instructor or designated faculty. This will likely be on alternative dates or times than the students' regular schedule.

- The student will be responsible for contacting the clinical instructor to set up a make-up time.
- Any clinical tardy over 15-minutes will result in the student(s) being dismissed from clinical and make-up required, and above policy will be applied.

If clinical time has not been made up prior to the end of the course, an incomplete will be given for the course.

Please initial each line.

_____ I understand I will be required to travel to various assigned clinical sites.

_____ The clinical sites will be in a variety of towns.

_____ I have the ability and access to travel to assigned clinical locations during daytime and nighttime hours.

I have received, understand, and agree to abide by the above Clinical Expectations. I understand that I am responsible for maintaining my clinical expectation responsibilities in Canvas® through discussion board posts following this initial signature page _____ (student initials here)

Student (Print): _____

Signature

Date

Revised/Updated: 10/12, 08/13, 12/16/2013, 1/7/2014, 05/15/2014, 12/12/2014, 07/28/2015; 05/2016; 12/2017; 05/2018; 11/2018, 12/2019,4/2020

**HUTCHINSON COMMUNITY COLLEGE (HUTCHCC)
PRACTICAL NURSING PROGRAM**

HANDBOOK SIGNATURE PAGE

**I read, I understand, and I agree to uphold the regulations outlined in the Hutchinson Community College
Student Handbook, The HutchCC Catalog
And the HutchCC Practical Nursing Student Handbook.**

Student Name (Print)

Student Signature

Date