

NURSING STUDENT HANDBOOK



HUTCHINSON
COMMUNITY COLLEGE

Revised 12/2025

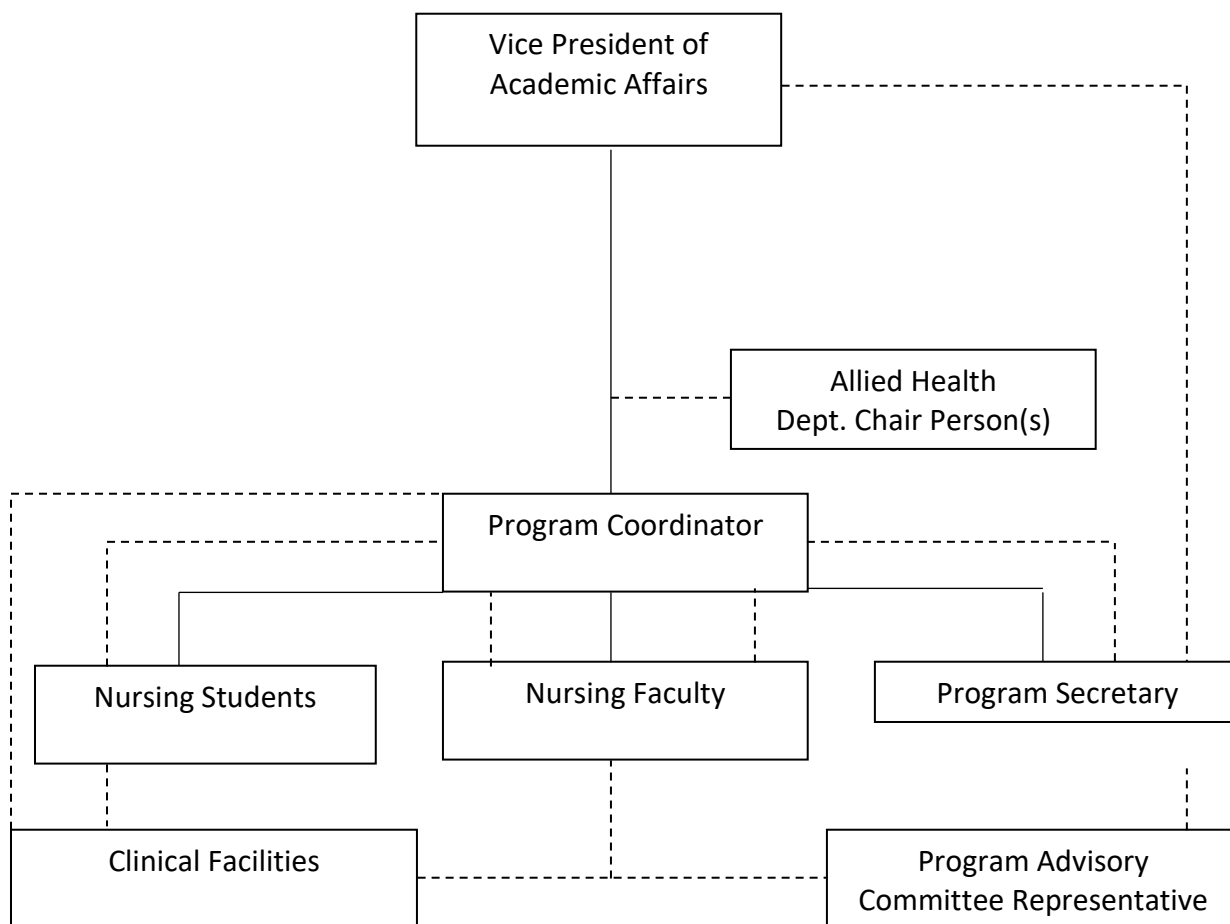
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1. HUTCHCC INFORMATION

1.01 Practical Nursing Program Organizational Chart



7.11, rev. 12.25

1.02 Contact Information

Main Campus	1.800.GO.HUTCH (620.665.3500)
Business Office	620.665.3509
Campus Book Store.....	620.665.3517
Financial Aid	620.665.3568
Information Technology Services (Tech Support)	620.665.3524
Online Education	620.665.3352
Records Office	620.665.3530
Student Success Services	620.665.3564

McPherson Center: 2208 Plaza East Place, McPherson, Kansas	620.242.0202
Fax	620.245.0257

Rev. 8/22

2. PROGRAM INFORMATION

2.01 Purpose and Philosophy

Mission

Hutchinson Community College's (HutchCC) mission is to expand the tradition of excellence through learning and collaboration.

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

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 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.

2.01.1 Conceptual Framework

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 lifelong 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.

2.01.2 PN Alignment

Student Learning Outcomes (Approved 2020, Rev. 2025)

1. Relationship-Centered Care: Provide nursing care that is relationship-centered, caring, culturally sensitive and based on the physiological, psychosocial, and spiritual needs of clients with commonly occurring health alterations that have predictable outcomes.

2. Teamwork and Collaboration: Collaborate with the client and members of the interprofessional health care team to promote continuity of client care and shared decision-making.
3. Evidence-Based Practice: Use current evidence as a basis for nursing practice.
4. Informatics: Use information and client care technology to support the delivery of safe, quality client care.
5. Quality Improvement: Participate in quality improvement activities assessing their effect on client outcomes.
6. Safety: Provide an environment that is safe and reduces risk of harm for clients, self, and others.
7. Professionalism: Demonstrate accountability for client care that incorporates legal and ethical principles, regulatory guidelines, and standards of nursing practice.
8. Leadership: Use leadership skills that support the provision and coordination of client care.

Approved 8/20, Revised 8/25

Program Outcomes

Pass Rate

- The program's most recent annual licensure examination pass rate will be at least 80% for all first-time test-takers during the same 12-month period.

Graduation Rate

- At least 70% of the Hutchinson Community College Practical Nursing Program students will successfully complete the nursing program on time from the beginning of PN104 PN Program Orientation and the end of the PN114 KSPN Leadership, Roles, and Issues.

Job Placement Rate

- Eighty percent (80%) of graduates responding to the survey will be employed or continuing their education within 6-12-months of HutchCC PN Program completion.

Incorporating Assessment Results

- Assessment data will be utilized for curriculum evaluation, to identify both strengths and weaknesses resulting in changes, as indicated.

Revised 5/14, 10/15, 3/17 Reviewed 8/21

2.02 Curriculum

*Hutchinson Community College Practical Nursing Program Core Curriculum **Full-Time Option***

Prerequisite Courses	Credit Hours
PS100 General Psychology	3 credits
PS102 Human Growth and Development	3 credits
HE202 Nutrition <u>or</u> HR 105 Medical Terminology	3 credits
BI103 Human Anatomy and Physiology**	6 credits

Fall Semester

Course	Title	Credit Hours
PN 104	PN Program Orientation	1 credit
PN 100	Foundations of Nursing	4 credits
PN 115	Foundations of Nursing Clinical	2 credits
PN 119	Fundamentals of Pharmacology and Safe Medication Administration	2 (1.5/.05) credits
PN 106	Nursing Care of Adults I	5 credits
PN 116	Nursing Care of Adults I Clinical	2 credits
PN 120	Mental Health Nursing	2 credits

Spring Semester

Course	Title	Credit Hours
PN 112	Nursing Care of Adults II	5 credits
PN 117	Nursing Care of Adults II Clinical	2 credits
PN 108	Maternal Child Nursing	2 credits
PN 118	Maternal Child Nursing Clinical	1 credit
PN 107	Care of Aging Adults	2 credits
PN 114	Leadership, Roles, and Issues	2 credits
	Total:	47 credits

*Hutchinson Community College Practical Nursing Program Core Curriculum **Part-Time Option***

Prerequisite Courses	Credit Hours
PS100 General Psychology	3 credits
PS102 Human Growth and Development	3 credits
HE202 Nutrition <u>or</u> HR 105 Medical Terminology	3 credits
BI103 Human Anatomy and Physiology**	6 credits

Spring Semester

Course	Title	Credit Hours
PN 104	PN Program Orientation	1 credit
PN 100	Foundations of Nursing	4 credits
PN 115	Foundations of Nursing Clinical	2 credits
PN 119	Fundamentals of Pharmacology and Safe Medication Administration	2 (1.5/.05) credits

Summer Semester

Course	Title	Credit Hours
PN 106	Nursing Care of Adults I	5 credits

Fall Semester

Course	Title	Credit Hours
PN 120	Mental Health Nursing	2 credits
PN 116	Nursing Care of Adults Clinical	2 credits

PN 108	Maternal Child Nursing	2 credits
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Spring Semester

Course	Title	Credit Hours
PN 118	Maternal Child Nursing Clinical	1 credit
PN 107	Care of Aging Adults	2 credits
PN 112	Nursing Care of Adults II	5 credits

Summer Semester

Course	Title	Credit Hours
PN 117	Nursing Care of Adults II Clinical	2 credits
PN 114	Leadership, Roles, and Issues	2 credits
	Total:	47 credits

*Anatomy and Physiology has pre-requisites set by the Natural Science Department that may be required.

Students will need to refer to the HutchCC Catalog. (BI100 – 1 credit)

** Must be completed with 5 years of beginning the program.

Total laboratory/clinical hours = 337.5 (112.5 hours in Lab/225 hours clinical)

2.03 Student Behavior

The student acknowledges differences among others in values, interests, and experiences.

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.

General Professional Behaviors

1. Respect for self, peers, faculty and staff as shown by punctuality, courteously, honesty, and cooperative attitude.
2. Verbal and nonverbal communication that is professional, effective, and relevant.
3. Accountability and responsibility for actions and behavior revealed through previous program evaluation and/or documentation, and public comments in public and/or social media.

Examples of Unsafe or Unprofessional Behavior

1. Dishonest or unprofessional interactions with patients, families, staff, faculty or peers.
2. Dishonest including but not limited to, cheating, plagiarism, fabrication, and misrepresentation.
 - a. Cheating – using or attempting to use unauthorized materials, information, study aids, computer-related information, or other people.
 - b. Plagiarism – representing the words, data, works, ideas computer program or output, or anything not generated in an authorized

- fashion, as one's own.
- c. Fabrication – presenting as genuine any invented or falsified citation or material.
- d. Misrepresentation – falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.
- 3. Abusive or profane language, or behavior used with the intent to malign, harm, or discredit another.

2.04 Allied Health Technical Standards

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

COGNITIVE

Observation – Students must

- Be able to observe lectures and demonstrations.

Communication – Students must

- Be able to use multiple communication techniques including verbal, nonverbal, written, group processes and information technology in order to communicate with instructors, peers, health professionals, patients and others.
- Be able to speak, read and write in English

Intellectual/Conceptual/Integrative/Quantitative – Students must

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

EMOTIONAL

Behavioral, Emotional and Social – Students must

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

PHYSICAL

Motor Function – Students must

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

Physical Endurance – Students must possess

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

Revised 2/12. Reviewed 5/14, 3/2016, 8/21

2.05 Program Technical Standards

The Hutchinson Community College Practical Nursing Program's faculty has identified specific abilities that are critical to the nursing student's success. Students must demonstrate the ability to meet these standards, with or without reasonable accommodations.

Physical

- Ability to manipulate equipment and supplies as required in providing nursing care.
- Ability to use senses of hearing, seeing, touch, and smell to make observations regarding client conditions for the purpose of demonstrating competency to engage in nursing practice.
- Ability to lift a minimum of 50 pounds.

Communication

- Ability to effectively communicate with members of the health care team, clients, peers, and faculty. Skills include verbal, written/computerized, and non-verbal abilities.
- The clinical rotations require independent reading of medical records and independent recording of nursing care plans and communication analysis.

Emotional

- Ability to demonstrate emotional coping skills necessary to provide nursing care as determined by standards of practice.
- Ability to carry out activities consistent with safe nursing practice without demonstrated behaviors of addiction to, abuse of, or dependence on any drug that might impair behavior or judgment.

Cognitive

- Ability to measure, calculate and problem solve to engage in the safe practice of nursing.
- Ability to exercise judgment skills as required in providing nursing care.
- Ability to identify, gather data, and understand patient conditions to provide nursing care.
- Ability to determine appropriate conclusions and course of action necessary for providing client care.
- Ability to demonstrate responsibility and accountability for actions as a student that are required by nursing practice.

The Practical Nursing Program adheres to the Kansas Act Against Discrimination (KAAD) which prohibits discrimination against those with a disability. The KAAD is in compliance with the Federal Americans with Disabilities Act.

If a student needs accommodations to meet the above criteria, contact the Program Director or the Hutchinson Community College Director of Accommodations.

Reviewed 5/14, 3/16, 8/21

3. HEALTH & SAFETY POLICIES

3.01 Health Requirements

Incoming Students

A comprehensive health evaluation is required for all incoming practical nursing students. Completed health forms and background checks must be submitted by the date and time to the approved 3rd party provider indicated in the Welcome Packet. The requirements include:

1. MMR: Measles (Rubeola), Mumps, and Rubella:
 - a. Documentation of 2 MMR vaccines **or**
 - b. laboratory evidence of immunity (positive titer)
2. Varicella (chicken pox):
 - a. Documentation of 2 Varicella vaccines **or**
 - b. laboratory evidence of immunity (positive titer)
3. Tetanus, Diphtheria, and Pertussis:
 - a. Documentation of a single dose of Tdap (ADACEL™) within the last 10 years
4. Hepatitis B:
 - a. Documentation of Hep B vaccine series (3 injections over a 6-month period)
5. TB Screening Documentation: **required annually**
 - a. Skin test: Mantoux tuberculin skin test two-step (2 tests done 1-3 weeks apart) TB test, unless evidence of yearly testing **or**
 - b. Blood test: TB Gold test **or** T-Spot test
6. Influenza vaccination: **required annually (by Oct. 1)**
 - a. Documentation of flu shot administered during the current flu season **OR**
 - b. Exemption (will be required to wear a mask at clinical during the flu season)
7. Physical examination: **required annually**
 - a. Physical Requirements form, completed at time of physical examination. Form 3.01.01
8. COVID-19 vaccination Status
9. Drug Screening: **required annually**

After notification of acceptance is received, students should make arrangements with their private physician for the above examination and immunizations. Cost for these items will be borne by the student. Skin tests, immunizations, and serology are available at the Reno County Health Department.

Illness

*Students with any of the following conditions or illnesses may not participate in the clinical experience.

- | | |
|---|----------------------------------|
| a. Streptococcal infections of the throat | d. Dysentery, confirmed organism |
| b. Herpes simplex | e. Staphylococcal infections |
| c. Herpes zoster (shingles) | f. Hepatitis |

- | | |
|---------------------------------|--|
| g. AIDS | m. Draining abscesses, boils, impetigo |
| h. Tuberculosis | n. Influenza |
| i. Fever of Undetermined origin | o. Acute Diarrhea |
| j. Recent Surgery | p. Chickenpox, Pertussis, Measles, Mumps,
Rubella |
| k. Hospitalization | q. Other conditions as determined by the faculty |
| l. Scabies | |

* A statement of release from a physician is necessary before returning to the clinical setting. It is the student's responsibility to keep faculty informed of health limitations. The PN program adheres to clinical agency health policies.

Reviewed 5/14; 10/15; 3/16, 8/21

Active Students

Students will be notified, 30 days or more, prior to expiration of required health documents. Students must present a renewed document at the time of expiration. Students not complying with this will be **removed from the clinical schedule, which may result in practicum course failure and prevent the student from progressing in the program.**

3.02 Criminal Background Check / Drug Screen Policy for Clinical Placement

In compliance with the clinical practice agreement between HutchCC and clinical facilities, a criminal background check/drug screen is required for all students attending clinical practice.

The purpose of this policy is to:

1. Promote and protect patient/client safety
2. Comply with clinical affiliates who may require a student background check and/or drug screen 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 experience. 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 will validate to the hospital 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 mandate 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

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 screen 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. Reviewed 8/21

3.02.1 Record Keeping

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 until the matter is resolved. The inability to participate in a clinical experience 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 investigative agency.

Reviewed 7/12; 8/13; 5/14; 3/16, 8/21

3.03 Substance Abuse Policy

Allied Health Department Policy

In addition to the college Alcohol & Drug Policy and Prevention Program (Hutchcc Policy 1036), students in the Allied Health Programs have a professional 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 specific 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 the expectation that students will abstain from the use of illicit drugs.

In the event the use of drugs and/or alcohol is suspected, a college representative 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 involvement in 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 breath 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 dropped from the program. If the test result from the 1st step is positive, the student will be notified and will have the opportunity to immediately submit a second sample for testing at their own 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.

Reviewed 8/21

Consent Form 3.03.01

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.

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 settings. 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. ***See Appendix, Form 3.03.01**

Reviewed 7/12; 8/13; 11/15; 3/16, 8/21

3.04 Exposure to Infectious Disease/Needle Sticks

During the course of the program, students will be assigned to care for clients who have infectious diseases. Guidelines established by the Centers for Disease Control (Standard Precaution) and OSHA (Universal Precaution) and the policies and procedures of the clinical agency are to be followed.

In the event of exposure to blood or body fluids, management of the exposure will be handled according to the policy and procedure of the agency in which the exposure occurred.

*In light of the current health care environments and the known risk of acquiring Hepatitis B in certain high-risk areas, it is recommended that students receive the Hepatitis B vaccine series. Students receiving the vaccine must begin the series prior to entry into the program. Students are to consult their private physicians for assessment and recommendation prior to receiving the series. Students who do not receive the series must sign a waiver releasing HutchCC and clinical agencies of responsibility should infection occur.

In some clinical areas, students may be exposed to hazardous medications or environments. It is in the best interest of the student to inform the clinical instructor if the student is immune compromised, pregnant or breastfeeding. In these situations, the clinical faculty can adjust the assignment to maintain safety for the student.

Revised 4/11 Reviewed 7/12;5/14; 3/16, 8/21

3.05 Health Insurance Policy

It is strongly recommended that students enrolled in the nursing program carry health insurance. Any health care cost incurred by the student is the responsibility of the student and is not the responsibility of HutchCC or any of the clinical agencies who provide experience for students. **Form 3.05.01**

- The Hutchinson Community College provides students with practice liability insurance only during school clinical activities.

3.06 Blood Exposure in the Simulation Laboratory

Procedures that result in blood and body fluid exposure may not be practiced in the simulation laboratory. Universal and standard precautions must be exercised when appropriate.

Reviewed 4/11;7/12;8/13;5/14;5/15;3/16 Revised 8/21

3.07 CPR Policy

Students will obtain the American Heart Association CPR Certification before starting their nursing courses.

Certification must remain current until completion of the selected nursing program.

Revised 5/14; 5/15; 3/16 Reviewed 8/21

4. ACADEMIC PROGRESS

4.01 Requirements for Satisfactory Academic and Clinical Progress

Practical Nursing students must meet the college requirements for satisfactory academic progress. Refer to the HutchCC catalog sections on “Satisfactory Progress” and “Academic Probation and Dismissal.”

Students must receive a “C” or above in nursing curriculum courses in order to continue in the nursing program as defined below:

Within PN100, PN106, PN112 the following requirements must be met:

- a minimum of 75% in the exam category and overall grade category
- Compliance with any Learning Contract

Within PN119 the following requirements must be met:

- a minimum of 75% in the exam category and overall grade category
- a minimum of 92% on all dosage calculation exams completed in the course
- Compliance with any Learning Contract

All other courses in the program the following requirements must be met:

- a minimum of 75% in the overall grade category
- Compliance with any Learning Contract

IV Certification Exam:

IV items are considered mastery items and are included in the national board exam. There will be IV medication, IV math and KSBN regulations on the IV Certification Mastery Exam in Nursing Care of Adult I (PN 106). The following applies to this IV Certification Mastery Exam:

- All students will be required to obtain a score of 75% or higher
- Failure to pass the 1st attempt will result in mandatory tutoring prior to the 2nd IV exam attempt
- A score of 75% or lower on the 2nd attempt will result in mandatory tutoring to be completed by a date determined by the course instructor.
- A score of 75% or lower on the 3rd attempt will result in failure of the course and the student must withdraw from the program.

If the student fails to meet the above requirements, the student will fail the course and will not be allowed to continue in the nursing program.

Revised 12/25

Dosage Calculation Competency

The student is required to show competency in medication administration safety & common clinical calculations exam necessary for safe clinical practice with a minimum of 92% accuracy

Revised 12/2025

(23/25). The student is allowed two (2) attempts. Students who do not pass the calculation competency requirement on the first attempt will be required to complete remediation with course faculty prior to the second attempt.

If student is unsuccessful on the second attempt, the student must complete the following remediation in the assigned ATI module to remain enrolled in the clinical and corresponding theory courses based on the score of the second attempt:

- Score of 84% – 91.99%: 45 Minutes of ATI remediation & post-test
- Score of 68% – 83.99%: 90 Minutes of ATI remediation & post-test
- Score of 0 – 67.99%: 135 Minutes of ATI remediation & post-test

Competency after remediation time will be defined as a score of 100% on the post-test by the assigned due date. If the student is not successful by this date, the student must withdraw from all PN courses and may request readmission following the readmission policy.

Revised 12/25

Performance in the Clinical Area

Students successfully completing a nursing course must demonstrate the ability to: 1) minimally meet the course outcomes; 2) build on concepts learned in previous courses; and 3) apply concepts learned in theory to practice.

Student's progress toward meeting course objectives is documented through formative and/or summative evaluation by clinical instructors on the Clinical Evaluation Tool. Students have an opportunity to evaluate their clinical performance on the Clinical Evaluation Tool as well as to respond to instructor comments.

Reviewed 12/25

4.01.01 Grading Policies and Standards

Incomplete Grade

A grade of "incomplete" (I) must be removed before beginning the next semester of the ADN curriculum (As per HutchCC Student Handbook).

Grade Determination

The PN program adheres to the following schedule for the determination of letter grades:

A 100-92	D 75-66
B 91-84	F 65-0
C 83-75	

Anything below a 75% fails to meet the minimum course objectives.

Revised 12/25

4.02 Learning Contract Policy

Students having difficulty meeting the course or clinical objectives will be counseled and have a contract established. The contract will list corrective actions required to complete the course

or clinical outcomes. The terms of the contract will be individualized to each student situation.

A contract may be initiated for the following reasons:

- Failure to achieve competencies related to course outcomes
- Failure to meet clinical and/or online classroom commitments
- Excessive clinical and/or online classroom absences
- Unprofessional or inappropriate conduct in online classroom or clinical

The appropriate faculty will counsel the student to identify the concerns prior to establishing the contract. The faculty will establish the terms of the contract. A copy of the signed contract will be given to the student. The original will be filed in the student nursing record.

An outstanding contract at the end of the semester may result in the student being unable to progress to the next semester. **Form 4.02.01**

Reviewed 4/11, 7/12, 8/13, 5/14; 3/16, 8/21

4.03 Attendance Policy

The nature of the content and experiences within the nursing curriculum requires attendance in class, simulation/laboratory, and clinical. The faculty recognizes that because of illness and other unexpected circumstances some absences will occur. It is then the responsibility of the student to contact the faculty member involved and make appropriate arrangements. For Lecture courses: 5 tardies equals 1 absence. If late 30 minutes or more, the student is considered absent. If the student leaves 30 minutes or more prior to the end of lecture, the student is considered absent.

The assignment of make-up work such as readings, papers and/or additional clinical experiences will be determined on an individual basis and will be at the discretion of the faculty member and the teaching team.

Students are to refer to the HutchCC Attendance and Roster Certification Policy (1010).

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.

Lab and Clinical Attendance

Students are expected to be in lab and clinical on their scheduled day, unless prior arrangements have been made. Students are not allowed on the clinical floor unless scheduled (if not scheduled will be sent home). No Call/No Show to clinical experiences will result in a zero (0) will be recorded for that clinical day.

PN Program Lab and Clinical Absences Make-up Policy

All missed clinical time will require make-up, at the discretion of the clinical coordinator. If it is not made up on the date assigned by the clinical coordinator a zero (0) will be recorded for that

clinical day. 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. If the make-up hours are scheduled after the end date of the course, the student needs to refer to the HutchCC [Incomplete Grades](#) policy.

Any clinical tardy over 15 minutes may result in the student(s) being dismissed from clinical and make-up required, and the above policy will be applied. Students are to follow the lab and clinical absence make-up policy.

Reviewed 12/25

4.04 Academic Appeal (HutchCC Policy 1001)

The program follows the Academic Appeal policy (1001).

4.05 Appeal Course Grades (HutchCC Policy 1025)

If a student is dissatisfied with a course grade issued by an instructor and believes the grade issued is incorrect, the student may follow the Appeal Course Grade policy (1025).

4.06 Withdrawal from a Course (HutchCC Policy 1035)

Student who choose to withdraw from a course are to follow the HutchCC Policy, Withdrawal from a Course (HutchCC Policy 1035).

Withdrawal from the Nursing Program

Prior to withdrawal from the nursing program, a conference with the student's advisor and course coordinator is recommended. The reason(s) for withdrawal will be discussed. Actions to assist the student in further academic pursuits will be explored, i.e. withdrawal and readmission policies. Students with a program concern or grievance are to request an interview with the Program Coordinator. Student Withdrawal Form to be completed by student, advisor and/or course coordinator. **Form 4.06.01**

Reviewed 12/25

4.07 Admission & Readmission Processes

Admission: Refer to the HutchCC PN Program admission checklist found on the program website: www.hutchcc.edu/pn

If a student has been dismissed from an HutchCC Allied Health Program, for any of the above, they may not be eligible for admission to another HutchCC Allied Health Program.

Revised 5/14; 11/15; 3/16 Reviewed 8/21

4.07.1 Readmission Policy

Readmission

Decisions regarding readmission of students to the nursing program will be made on an individual basis. Readmission is **not automatic**. Students who withdraw from the nursing

program or receive a grade of "D" or lower in a nursing course or a required support course while in the nursing program, may re- enter the nursing program within one year at the level of the most recently passed semester, pending successful demonstration of theory and technical competency.

Applicants who do not re-enter the program within one year must reapply to the Nursing Program and meet current admission requirements (See Admission Policy). The student will be required to meet current admission requirements, prior to determination of re-entry. The student must repeat the course the next time it is offered. Readmission will be on a space available basis. Placement in the program may be affected by changes in the curriculum and the length of time elapsed since withdrawal from the program.

Applying for readmission.

The Student will not be readmitted if:

1. The present faculty-student ratio in the nursing course is such that no additional students can be admitted.
2. Student has failed in clinical performance.
3. Student has been expelled from the program after being judged to have committed academic dishonesty.
4. The student has been previously readmitted to the nursing program.
 - a. Extenuating circumstances resulting in a 2nd readmission request will be reviewed by the nursing program admission committee. The student may be asked for documentation to support circumstances.

4.07.2 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. **Advance Standing is only granted one time.**

The following steps must be completed before 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 before beginning any nursing courses:
 - a. General Psychology
 - b. Human Anatomy and Physiology (must be within 5 years of the program application deadline)
 - 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. Meet with the Program Coordinator or designee for determination of requirements and provide a transcript and syllabi for each course to be considered for transfer.
4. Submit a completed Hutchinson Community College application if not already

- attending.
5. Submit a completed Practical Nursing Program application before deadline:
 - a. Full-Time: March 1
 - b. Part-Time: August 1
 - c. Or 4 months before the entry date of the Transfer or Advanced Standing Admission.
 6. 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.
 7. Complete the math test with a 95% or better.
 8. 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 the instructor/tutor. **Failure to complete said checkoffs will result in failure to be accepted for transfer of advanced standing.**
 9. Meet with the PN Program Counselor before acceptance into the program to assist with the transition.
 10. Any student who has received a grade below a "C" in Practical Nursing courses through HutchCC or any other institution is not eligible for transfer or advanced standing into the HutchCC Practical Nursing Program but may apply through the regular admission process to start the program at the beginning.

All requests will be evaluated by the PN Faculty and Staff on an individual basis.

5. CLINICAL / CLASSROOM POLICIES

5.01 Counseling and Guidance Policy

Counseling and guidance from the faculty members may be provided in the area of academic study and clinical practice. Faculty recognize the impact of life skills and personal problems may have on the success of students and may refer students to a professional counselor located in the Parker Student Union/Student Success Center on Main Campus or the McPherson Center.

- A student may schedule a conference with a faculty member at the convenience of both parties.
- Faculty reserve the right to schedule a student for a conference as necessary for the welfare of the student and/or program.
- Allied Health Retention Compliance Coordinator is available for at risk students to evaluate available student resources.
- Students may seek the Guidance & Counseling services independently.

Reviewed 4/11, 8/13, 5/14, 11/15, 3/16. Revised 8/2021

5.02 Written Work and Exams

The faculty believes exams are a valuable learning experience. When exams are taken late or papers are written late, the value of this learning experience decreases.

Exams

1. Students are expected to take all examinations during the scheduled time frame, unless documentation of a legitimate absence is on file. **Legitimate absence:**
 - a. Illness: official documentation from medical provider allowing return to clinical, to be placed in student file.
 - b. Bereavement: proof of funeral attendance with date of ceremony clearly listed (obituary), to be placed in student file. Granted for the death of: a child, parent, sibling, grandparent, aunt, uncle; or mother/father/brother/sister/grandparent/aunt/uncle/in-law; and niece/nephew.
 - c. Mandatory courtroom appearance: copy of court summons with date of required attendance, to be placed in student file.
 - d. Military duty: copy of orders with date of required attendance, to be placed in student file.
2. Any other missed exam will result in a “zero” for the exam.
3. Students are responsible for making arrangements with the course instructor for exam make-up within 24 hours of the exam deadline. Failure to make arrangements within 24 hours of the exam deadline will result in a “zero” for the exam.
4. Exams will start and end on time. The exams are timed.
 - a. Once you sign into the exam, the time clock for the exam will begin. The faculty highly recommend you arrive 10 minutes before your assigned exam start time.
 - b. Students who arrive late for the start of an exam will not be admitted to the testing room. The student will have to re-schedule this exam with the student’s preferred testing center and this would count/classify as their 1 missed exam and would follow the missed exam policy.Contact information for testing centers:
 - i. Hutchinson: 620-665-3359 or RLRCproctor@hutchcc.edu
 - ii. McPherson: 620-245-0202 or mcperson@hutchcc.edu
 - iii. Newton: 316-283-7000 or newton@hutchcc.edu
5. Calculators must be exclusively used on course and standardized exams. Cell phone or smart watch are not allowed for calculations. Students should be aware that standardized integrated testing, such as ATI and NCLEX utilize on screen calculators only.
6. Whiteboards must be turned in to the instructor at the end of the test period and accounted for before students leave.
7. NO assistance with testing in any form is allowed unless it is a computer issue.
8. All students are required to return to the classroom immediately after completing the examination.

9. Face-to-face exams are monitored by one or more members of the nursing faculty. If a student is suspected of cheating on an exam, “zero” points may be allocated for that exam.
10. No personal electronic devices allowed during testing. Necessary equipment will be provided for all exams.

Revised 12/25

Test Review System

Students may request to review an exam after all students have tested and the exam analysis is complete to provide feedback for student learning. Correct answers with rationale are available to students after each exam by scheduled faculty appointment.

Written Work/Course Assignments

Policies relating to written work/course assignments will be addressed in each course syllabus.

Written examination, clinical evaluation tools and lecture materials are the property of the ADN program. Formal papers written by students may be kept on file in the department. If students wish to have copies of their written works, they are expected to make copies of their written work before submitting the work to faculty.

Materials and Forms

Students are responsible for any additional copies. Materials and forms necessary to meet course requirements are readily available online.

Late Work

All assignments/discussion boards/quizzes/exams are due at the assigned time. Requests for coursework extensions may be granted on a case-by-case basis for extenuating circumstances (medical emergency, death of family member, etc.) with appropriate documentation (healthcare provide note, obituary, etc.). Students must email their instructor prior to the due date (*24 hours in advance, when applicable*) to request course work extensions. Instructors have the right to refuse an extension if the student requests an extension with less than 24-hour notice or lacks documentation.

Orientation Paperwork

All required orientation paperwork must be submitted for student clinical placement.

Reviewed 12/25

5.03 Standardized Integrated Assessment

The Practical Nursing Program incorporates a standardized assessment program. The cost for this assessment system products and testing is included in student fees paid each semester.

All nursing students are required to participate in the assessment and review/remediation program. The assessments are integrated throughout the curriculum to meet the learning

outcomes of each course and the program as a whole. Assessments are administered on computers and will be proctored. Assessment dates will be available on the course calendar or content schedule sheets at the beginning of each course. Immediate feedback is provided regarding the student's performance following each assessment.

Benchmark scores for individual assessments have been derived based on content and difficulty.

Reviewed 12/25

5.04 Proctoring of Exam and Fees

HutchCC testing centers, Proctorio and RPNOW proctoring services are the only approved proctoring services utilized by the nursing program as needed.

5.05 Student Test Review

1. Test scores will be posted on the online gradebook no later than one week after test administration.
2. Review of tests: (with the exception of ATI proctored 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. Before exams are 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. No exams will be reviewed until the entire class has completed the exam.

Students are encouraged to utilize tutoring services before scheduled proctored exams and/or for test-taking review.

5.05 Student vs. Employee Role Policy

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 scheduled clinical/practicum 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.

5.06 Clinical Misconduct Policy

1. Any unprofessional behavior as defined by the faculty or clinical site will result in immediate dismissal from the clinical site and possible dismissal from the program.
2. Any unprofessional behavior or action that jeopardizes clinical site placement will result in immediate dismissal from the program.
3. Hutchinson Community College Student Handbook, Disciplinary Proceedings Policy 1047 located in HutchCC Student Handbook or HutchCC College catalog. (HutchCC Policy 1047).

5.07 Preparation for Clinical Experience

Each student has the responsibility to come to the clinical area prepared for that day's learning experience. The amount of preparation is determined within each nursing course. The faculty has the responsibility to evaluate each student's preparation for the clinical learning experience. Any student who, in the instructor's judgment, is not sufficiently prepared to provide safe client care will not be allowed to remain on the clinical area. The hours away from the clinical area will be counted as hours absent and may jeopardize the student's progress in satisfactory completion of the course.

5.08 Reporting a Variance

A variance may occur during clinical or lab which affects safety. Analysis of these variances is an important part of learning to demonstrate accountability for nursing actions. Instructors require that students complete a program variance report. The report should be completed and returned to the instructor. The report will be retained as a part of the student's record. See Dept 1 policy. **Form 5.09.01**

5.09 Electronic Device Policy/Technology Support

HutchCC PN program believes that clinical and lab practice is facilitated by the use of readily available technology resources.

Use of Personal Electronic Devices in Clinical

1. Students must follow all applicable professional guidelines and laws (HIPAA) when using technology. Students who violate patient privacy with the electronic device will be subject to HIPAA infractions of the clinical agency and immediate dismissal from the PN program.
2. There is no personal use of devices while in clinical.
3. The phone, camera, & texting functions on personal devices or phones must be turned off during clinical according to the devices instructions. It is the responsibility of the student to keep the device in the "airplane" setting and the camera covered during clinical. Failure to adhere to this policy will result in the students' dismissal from the clinical setting for the day.

4. When accessing information on the device students must step away from public view. Patients & visitors do not know if students are using the device for work or personal business.
5. Take no photographs of any kind anywhere inside the clinical area, with the exception of the simulation lab with instructor permission only.
6. Medical equipment may act as a reservoir for microorganisms and contribute to the transfer of pathogens. Be sure to disinfect/decontaminate the mobile device as indicated.
7. Students are not allowed to take any electronic devices to clinical at the Department of Corrections facilities.

Refer to the HutchCC Standard of Conduct for Students Policy # 1047

Reviewed 12/25

5.10 Uniform Policy

1. HutchCC Nursing Uniforms are to be worn **only** when clinical or lab time is scheduled. These uniforms are not to be worn in any way as personal work uniforms.
2. Work uniforms or scrubs, and HutchCC uniforms are **not** to be worn to classroom situations (unless designated by instructor). Remember the potential spread of infection to students, instructors and staff. The same would be true if going from work to class – infection to clients will be increased.
3. It is expected that uniforms not be worn to social environments before or after clinical.

Reviewed 12/25

Attire in the Clinical Area

Attire signifying an individual as a nursing student is to be worn only in conjunction with designated clinical experiences.

All students in the nursing program must adhere to the following guidelines or will be sent home, unless able to correct onsite prior to the beginning of the clinical day:

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, after-shave, and perfume.
- No tobacco products of any kind are allowed at any clinical facility. Students are NOT to smoke while in clinical uniform before or during clinical except for foundations clinical/simulation days. A student is not to smell like tobacco products.
- No vaping allowed at any clinical facility.
- Fingernails should be clean and well-groomed with smooth edges. Natural fingernail tips are to be kept less than 1/8 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.
- Mustache, beard, or goatee may be kept if it is neatly trimmed regularly. Students must follow according to each clinical site's policy.
- Jewelry allowances/preferences according to clinical site policy.
- Tattoos must be covered during clinical activities if they are offensive or can be perceived as offensive.
- No Crocs or open-toed shoes allowed at clinical.

Clinical Uniform

- 2 Royal blue scrub tops 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 hang out of the scrub top. If it is long-sleeved, the sleeves must be form-fitting (not loose).
- 1 School purchased royal blue scrub pants or skirt
 - Pants cannot be frayed and must be hemmed so they do not drag on the floor. This is an infection control issue.
- 1 School purchased royal blue lab coat with HutchCC Practical Nursing Program patch attached 1.5 inches below the left shoulder seam.
- Clean (predominately) leather shoes
 - No open-back, open-toe, or canvas shoes allowed.
 - Shoes must always be kept clean.
 - 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
- Penlight
- Drug Book

Specialized clinical settings may have different policies for attire. These are to be adhered to by students while in these facilities.

Reviewed 12/25

Replacement Name Badge

May be ordered through the program administrative assistant. The cost of replacement badges will be borne by the student.

Reviewed 12/25

5.11 Withdrawal of the Student from the Clinical Area

The student's assignment will be terminated when, in the instructor's professional judgment, the student's behavior or health presents a potential risk to clients.

5.12 Transportation/Parking

Students are responsible for securing the Hutchinson Community College parking sticker and adhering to college parking regulations. Students are expected to adhere to parking regulations at clinical agencies utilized.

Students are responsible for their own transportation between the main campus and Davis Hall and to and from clinical agencies. Clinical experiences will occur in agencies outside the radius of Hutchinson, and may require overnight stay.

Students are prohibited from transporting clients in their personal vehicles for any reason.

5.13 Video Taking Policy

Regular class attendance is expected in accordance with the College's academic policies. Class lectures, discussions and other activity may not be recorded in either audio or video format without the instructor's prior written approval.

5.14 Voice-Recorder Lecture Policy

Students, with written permission of the individual faculty member, may voice record class lectures for their personal study. Students may voice record class lectures for their personal study with the written permission of the individual faculty member. Lectures recorded for this purpose may not be shared with other people without the consent of the lecturer. Voice recorded lectures may not be used in any way against the faculty member, other lecturers, or students whose classroom comments are recorded as part of the class activity. Information contained in the voice-recorded lecture is protected under federal copyright laws and may not be published or quoted without the express consent of the lecturer and without giving proper identity and credit to the lecturer. **Form 5.15.01**

Revised 5/15 Reviewed 3/16, 8/21

5.15 Email Policy (HutchCC Policy 1055)

Students are expected to follow the HutchCC Policy for Electronic Communication (1055).

5.16 Academic Honesty Policy (HutchCC Policy 1002)

The nursing program follows the HutchCC Academic Honesty Policy (1002).

5.17 College Closed Policy (HutchCC Policy 1039)

The nursing program follows the College Closed Policy (1039).

Allied Health Policy

When the College is scheduled to be closed (as indicated on the Board of Trustees-approved College calendar), no students are to be in attendance at a clinical site.

Students who are geographically distant from the college, and not affected by the reason for the closing, must notify their faculty person/clinical coordinator that they will be attending their clinical or preceptorship.

6. PROGRAM INFORMATION

6.01 Student Committee

- Section 1: The name of this committee will be the Student Committee.
- Section 2: The purpose of the committee is to be responsible for matters relevant to students.
- A. Coordinate student activities such pinning practice, pinning ceremony, and provide help for the pinning/graduation program.
 - B. Student representatives will have the opportunity to attend general Practical Nursing faculty meetings. If there is more than one representative per option, students may alternate or assign attendance. Attendance can be in person or virtual.
 - C. Address student concerns with faculty on the student committee. Bring any concerns to the PN meetings.
- Section 3: Membership will consist of the director as ex-officio member, three faculty and at least three nursing students. A minimum of one student and one faculty member from each option.
- Section 4: The chairperson will be faculty member selected from the membership.
- Section 5: The faculty on the student committee will schedule meetings once each semester, February and September, to facilitate collaboration between the different option students. Additional meetings may be planned for each student group as they approach graduation.

Reviewed 4/11, 11/15 Revised 1/15

6.02 Practical Nursing Student Association (PNSA)

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. The President shall preside at all meetings of the PNSA and the association.
 - ii. The Vice-President shall assume the responsibilities of the President in the absence of the President or in the event of a vacancy occurring in the office of the President.
 - iii. The Secretary shall prepare minutes of all PNSA and association meetings.
- 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 option will have two representatives.
 - D. A student may serve up to two terms as a PNSA Council Member.
- Section 3.** Selection of President, Vice President, and Secretary
- 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, the Vice-President, and the Secretary MUST BE from different cohorts when possible.

Section 4. The duties and membership of the committees shall be as follows:

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

Social Committee: Membership is open to any PN student who volunteers to serve and regularly attends monthly social committee meetings. Committee members will assist in planning approximately one social event each month committees are meeting.

PowerPoint Committee (Separate Committee for Each Class): Membership is open to any PN student who volunteers to serve and regularly attends committee meetings. Committee members will plan and produce a PowerPoint for the class which is shown at pinning.

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 before the pinning ceremony takes place. Class members will vote on committee recommendations. Three to five PN students will be elected by written ballot approximately 4 months before pinning.

Section 5. 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. Keeping record of meeting attendance
- ii. Keeping meeting minutes and disseminating them to committee members, faculty facilitators, PN Program Coordinator (once minutes are approved, staff will record minutes on Common Drive)

ARTICLE IV. FACULTY COMMITTEE FACILITATORS

Section 1. The HutchCC McPherson Center Counselor or Nursing Program Coordinator will be the facilitator for the PNSA and each committee shall have one to two PN Faculty Committee Facilitators to be appointed by the Nursing Program Coordinator. The Faculty Committee Facilitator'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 to the meeting must include the proposed amendments.

PNSA bylaws will be reviewed every two (2) years. Last reviewed 2022.

6.03 PN Faculty & Staff

General Phone: 620-245-0202

Name	Title	Office	Phone
Alison Casebolt	PN Coordinator	124C	x 6267
Christi Watters	PN Program Faculty	124B	x6264
Joyce Armbrust	PN Program Faculty	134	x6265
Vicki Fickes	PN Program Sim Lab/ Clinical Coordinator	124C	x6263
Amy Hoffman	PN Program Faculty	136	x6268
Lisa Trevino	PN Program Faculty	138	x6262
Nancy Moyer	PN Program Secretary		x6214

6.05 Clinical Sites

Clinical sites vary from semester to semester. Contracted site information for Clinical and Preceptor experiences are available in the corresponding courses.

Revised: 12/25

6.06 KANSAS NURSE PRACTICE ACT: January 2022

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

60-3-101. Licensure.

60-3-106. Licensure qualifications.

60-3-113. Reporting of certain misdemeanor convictions by the licensee.

Pursuant to K.S.A. 65-1117 and amendments thereto, each licensee shall report to the board any misdemeanor conviction for any of the following substances or types of conduct, within 30 days from the date the conviction becomes final:

- (a) Alcohol;
- (b) any drugs;
- (c) deceit;

- (d) dishonesty;
 - (e) endangerment of a child or vulnerable adult;
 - (f) falsification;
 - (g) fraud;
 - (h) misrepresentation;
 - (i) physical, emotional, financial, or sexual exploitation of a child or vulnerable adult;
 - (j) physical or verbal abuse;
 - (k) theft;
 - (l) violation of a protection from abuse order or protection from stalking order; or
 - (m) any action arising out of a violation of any state or federal regulation.
- History: Authorized by K.S.A. 2015 Supp. 65-1117 and K.S.A. 65-1129; implementing K.S.A. 2015 Supp. 65-1117; effective Nov. 7, 2008; amended April 29, 2016)
- Revised 5/14;4/16 Reviewed 8/21

Full version of the Kansas Nurse Practice Act can be found at: [Kansas State Board of Nursing](#)

6.07 KSBN/NCLEX® Applications

Applications shall be completed and filed by the student, 60 days before graduation. Students are responsible for payments of approximately \$400.00, 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 the PN Program Coordinator.

Appendix: Forms
(Page left intentionally blank).

Practical Nursing Program
 McPherson Center
 2208 Plaza East Place
 McPherson, Kansas 67460
 620.242.0202
 800.289.3501 x0202



HEALTH FORM (Form 3.01.01)

Name _____ Date of Birth _____

Address _____ City _____ St _____ Zip _____

Phone (_____) _____ Student ID _____

Health Insurance: Yes _____ No _____ Company _____ Policy# _____

HEALTH HISTORY (completed by applicant)

Have you ever had or do you have any of the following:

	yes	no		yes	no		yes	no
abnormal fatigue			chronic cough			liver disease		
acute/chronic dermatitis			colorblindness			malignant tumor		
allergies/asthma			diabetes			mental/nervous disorder		
amputations			drug abuse			severe headaches		
anemia			epilepsy			sexually transmitted disease		
any surgical procedure			eye injury/disease			shortness of breath		
arthritis			fainting/dizziness			stomach/duodenal ulcer		
back injury			head injury			unusual weight gain/loss		
benign tumor			high blood pressure			urinary tract infection		
chest pain/heart condition			kidney disease					
chicken pox			latex sensitivity					

Describe any of the conditions above marked yes.

Date

List all present health complaints.

List all medications (drugs) presently taken.

Frequency/dosage

PHYSICAL EXAMINATION (completed by health care provider)

Height _____ Weight _____ Body frame: slender _____ medium _____ large _____

Blood Pressure _____ Pulse _____ Vision: Right 20/____ Corrected to: Right 20/____
 Left 20/____ Left 20/____

Hearing Screen _____

Upon examination do you find any abnormalities:

yes no		yes no		yes no	
abdomen		hernia			
chest and breast		hygiene			
circulatory system		lung fields/respiration			
ears		lymph system			
extremities		musculoskeletal		Following is not required unless indicated by health history	
eyes		neck			
general appearance		neurological system			
head		nose		rectal exam	
heart		throat		pelvic or genital exam	

Describe any of the areas marked yes.

***STUDENT WILL NOT BE ALLOWED IN THE
CLINICAL AREA UNTIL DOCUMENTATION IS PROVIDED.**

Recommendations: I have examined _____ and find no medical contraindication to participation in the Hutchinson Community College Practical Nursing Program.

Remarks: _____

Examiner's Signature _____ **Date** _____

Please print name _____

Address _____

All records submitted to the college in the admission process are kept confidential. They become the property of Hutchinson Community College and will not be returned to the student. HutchCC is an Equal Opportunity Institution.

**Hutchinson Community College
Practical Nursing Program**

**Physical Requirements Form (Form 3.01.01)
(To be completed by Health Care provider at time of physical)**

Student Name (Please Print) and Date

Listed below are the physical and sensory requirements required to meet the demands of nursing care. These requirements need to be met with or without accommodations.

Please check all that the individual is able to perform (X).

Physical Factors

- ☐ Standing/Stationary
- ☐ Standing/Moving about
- ☐ Sitting
- ☐ Climbing Stairs
- ☐ Balancing
- ☐ Stooping bending
- ☐ Kneeling/Crouching
- ☐ Reaching
- ☐ Handling/Fingering
- ☐ Able to lift/Move 25-50 pounds

Sensory Factors

- ☐ Talking
- ☐ Near Vision
- ☐ Far Vision
- ☐ Depth Perception
- ☐ Accommodation
- ☐ Smelling
- ☐ Hear Normal Noise Levels

Health Care Providers Signature and Date

Print Name (Health Care Provider)

Facility Name, City, State

**Hutchinson Community College
Practical Nursing Program**

Learning Contract for Corrective Action in Theory/Clinical (Form 4.02.01)

Student Name _____ **ID#:** _____

Description of Concern: (Details)

Corrective Action: (Details)

The following steps must be taken to meet program objectives:

Instructor Signature: _____ **Date:** _____

Student Perception:

I understand that in order to continue to successfully in the program, I must complete the corrective steps listed above.

Student Signature: _____ **Date:** _____

Failure to sign will result in dismissal from the program.

Adopted 5.06

Reviewed 4/11, 7/12, 8/13, 5/14;3/16

**Hutchinson Community College
Practical Nursing Program**

Student Withdrawal Form (4.06.01)

Student Name: _____ Student ID #: _____

Reason for Withdrawal:

Student Information:

- I have read or it has been clearly explained to me the “Withdrawal and Readmission Policies” and understand the requirements for and limitations to the application for readmission.
- I understand my advisor may change.

Student Comments:

Date: _____

Student Signature: _____

Express student understanding via phone conversation: _____

Advisor or Course Coordinator: _____

Program Director: _____

Eligible for readmission: _____

CC: Student File

Revised: 11/19

**Hutchinson Community College
Practical Nursing Program**

Program Variance Report (Form 5.07.01)

Student Name _____ Client age/gender _____

Facility _____

Date of variance _____ Time of variance _____

Describe exactly what happened.

What did you do when you discovered the problem?

What effect or potential effect did the variance have on the client?

Instructor's comments:

Student Signature

Instructor Signature

**Hutchinson Community College
Practical Nursing Program**

Drug/Alcohol Testing Consent (Form 3.03.01)

I consent to provide samples of my blood, urine, breath or any other appropriate sample for the purpose of testing to detect the presence of alcohol or drugs.

I authorize the disclosure of test results to the appropriate Allied Health Program Coordinator/Director or their designee.

I have read and fully understand the above consent and am aware that the results of this test may be subsequently used for discipline purposes, including dismissal.

Date

Signature

Date

Witness

Reviewed 7/12; 8/13; 5/14; 11/15; 3/16

**Hutchinson Community College
Practical Nursing Program**

Health Insurance (Form 3.05.01)

To be read and signed by the applicant: (Must be notarized)

"I acknowledge that the college does not carry health insurance to cover me, and that neither the college nor any of its affiliations is responsible for health care provisions or costs in the case of any injury or the exposure to or infection with a disease while I am participating in program-related activities. I hereby waive and release Hutchinson Community College and the affiliating agencies from any and all claims or responsibility for any such injury or exposure and/or insurance and hospital or health insurance benefits for health care services."

Student Signature

Date

Print name

Subscribed and sworn before me this _____ day of _____, 20 _____

My commission expires: _____

Notary Public: _____

8.15 reviewed

**Hutchinson Community College
Practical Nursing Program**

Waiver: Voice-Recording (Form 5.13.01)

I understand that I have been given permission to tape-record nursing lectures for a specific nursing course for the nursing instructors identified below.

I understand that lecture tapes may not be shared with other people without the written consent of the lecturer, may not be used in any way against the faculty member, other lecturer, or students whose classroom comments are taped as part of the class activity.

Student Signature

Date

Print name

Date

OR

Faculty Signatures

Specific Content

FERPA Consent Form Regarding Release of Vaccination Records

Disclosure of Information Protected by the Family Educational Rights and Privacy Act By Hutchinson Community College to Practical Nursing Program Clinical Agencies Pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 C.F.R. part 99), the written consent of a parent or eligible student is required before the education records of a student, or personally identifiable information contained therein, may be disclosed to a third party, unless an exception to this general requirement of written consent applies. If a student is age 18 years or older, or is enrolled in an institution of postsecondary education, he or she is an “eligible student” and must provide written consent for the disclosure of his or her education records or personally identifiable information contained therein.

I, _____, hereby agree to allow Hutchinson Community College to disclose the following personally identifiable information or education records:

all student records relating to required clinical vaccinations

on _____ [Name of Student] to any clinical agency for the purpose of the student’s participation in clinical rotations or educational experiences onsite at the clinical agency, which has mandated that all students must be vaccinated for the requested vaccine information.

You may withdraw your consent to share this information at any time. A request to withdraw your consent should be submitted in writing and signed.

Signature of Parent, Guardian, or Eligible Student

Date

**Hutchinson Community College
Practical Nursing Program**

***PROGRAM CONTRACT (Form 6.9)**

I signify I have read and understand the contents of the HutchCC Practical Nursing Program Handbook and the HutchCC Student Handbook. I have had the opportunity to question any policy and/or procedure until it has been explained to my satisfaction.

I agree to abide by the established policies and procedures set forth in this handbook, Hutchinson Community College Student Handbook, nursing course syllabi, and all clinical agency regulations.

Student Signature

Date

Print name

***Contract reviewed annually.**