



HUTCHINSON COMMUNITY COLLEGE

Nursing Student Handbook
Allied Health Department
Practical Nursing Program
2024-2025

Welcome to the HutchCC Practical Nursing Program!

First and foremost, thank you for deciding to become a practical nurse. As I've already told you, nursing school is not easy in the slightest. Throughout the years I've asked our graduates what advice they would give new students entering the program. Over, and over again three common themes are listed:

1. Plan out your budget so you can work as few hours as possible. Take advantage of the scholarship opportunities as they come up.
2. Be organized, plan out your study time and stick to the schedule. Remember, for every credit hour you are enrolled in you need to block out 2 hours of study time per week.
3. Strive to get to know all your classmates early so you can carpool and have study partners.

You are going to hit multiple rough patches, sleepless nights, and countless tears. However, I believe these obstacles occur so you can prove how committed you are to achieving your dream of becoming a nurse. With that being said, the stress you experience while in the program will be greatly outweighed by the pride you will feel as you sit on the stage during your Pinning Ceremony.

When bad days come, they will remember what initially inspired you to decide to become a nurse. Look past the negative situation and use the greatest weapon that you possess: your passion; to climb that wall to reach your goal.

The best advice I can give you from over 24 years of nursing education experience is:

1. Make yourself and the program your TOP priorities while you're in the program. I understand that putting ourselves first is not part of a nurse's DNA, however, remember you owe it to all your future patients to be the best nurse you can be and you can only do that if you are 100% committed.
2. You will encounter a negative situation, a bad test grade, or failure of a lab skill. Remember these are not an indicator of your worth and if you already knew everything you would not be enrolled in this program. Get up, brush yourself off, and figure out what you did wrong so you do not make the same mistakes again.
3. Trust the program faculty and staff! Although they may come across as a bit harsh at times, they truly want you to succeed. They are the experts and their job is to ensure you meet all the criteria to graduate from our program.
4. Any student who registers at HutchCC automatically accepts the obligation to comply with the regulations and standards of conduct set forth by the College. Therefore, it is to your advantage to familiarize yourself with policies and regulations that are listed in the Hutchinson Community College and Practical Nursing Program Student Handbook, as well as those listed in the College catalog.

Best wishes,

Sandy Pangburn, MSN, RN
Hutchinson Community College
Practical Nursing Program Coordinator

In addition, the Hutchinson Community College Practical Nursing Program abides by the HutchCC policies and procedures as written in the 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

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

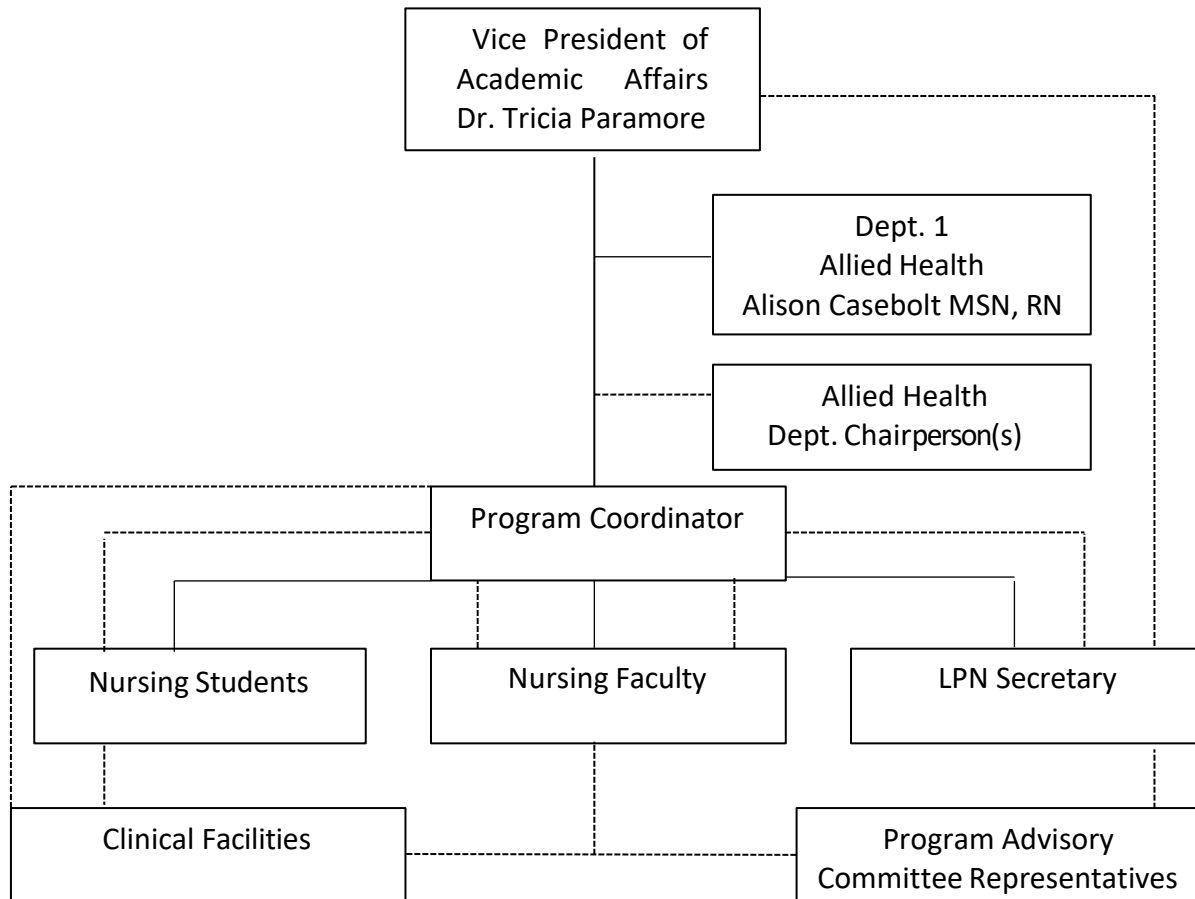
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1. HUTCHCC INFORMATION

1.01 Practical Nursing Program Organizational Chart



Adopted 7/11. Reviewed 8/21

1.02 Contact Information

McPherson Center.....	620-242-0202
Address.....	2208 Plaza East Place, McPherson, Kansas
McPherson Center Academic Advisor (Trish Reed).....	reedt@hutchcc.edu
McPherson Center Counselor (Debbie Gieselman).....	gieselmand@hutchcc.edu
Dynamic Forms (Cheryl Jerome)	jeromec@hutchcc.edu
McPherson Center Proctor Appointments/Information	McPherson@hutchcc.edu
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
Allied Health Director of Nursing (Alison Casebolt, MSN, RN).....	620.665.4931

2. PROGRAM INFORMATION

2.01 Mission, Vision, Philosophy, & Values Mission

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 lifelong learning and enter the role of practical nursing, as safe practical nursing generalists.

6.04 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.

6.05 Philosophy

The faculty believes after 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.

6.06 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 and Inclusion – HutchCC celebrates the uniqueness of individuals, ideas, and forms of expression by supporting and listening to students and stakeholders.

Tradition and Responsiveness – HutchCC respects tradition while examining future-focused trends to predict how conditions will change, develop innovations, and meet the mission-driven needs of our students and stakeholders.

Leadership and Stewardship – HutchCC fosters the development of and provides opportunities for leadership within the institution and community while undertaking responsible management of resources.

2.02 Conceptual Framework (Definitions of Curriculum Concepts)

Nursing Process – a scientific approach to clinical decision-making that 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, and 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 protecting clients and health care personnel from health and environmental hazards.

2.03 Admissions

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

Refund Policy

Hutchinson Community College Refund Policy (Effective Fall 2008)

Class Length Description	Calendar Days*	Refund Amount
Class length: 9 weeks or greater (Refund Type 1)	0-7 calendar days	100%
	8th calendar day through end of class	0%
Class length: 5 weeks or greater and less than 9 weeks (Refund Type 2)	0-3 calendar days	100%
	4th calendar day through end of class	0%
Class length: 1 week or greater and less than 5 weeks (Refund Type 3)	0-2 calendar days	100%
	3rd calendar day through end of class	0%
Class length: Less than 1 week (Refund Type 4)	0-1 calendar days	100%
	2nd calendar day through end of class	0%

2.04 Institutional/Program Policies

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.

Hutchinson Community College Student Handbook:

<https://dz.hutchcc.edu/emp/prg/pol/polViewHB.php?hbid=12&doctype=hb>

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.

2.05 Curriculum

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

Admission Requirement: Active Kansas CNA Credential

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 #	Course	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 #	Course	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**
 Admission Requirement: Active Kansas CNA Credential

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

Spring Semester

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

Fall Semester

Course #	Course	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

Spring Semester

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

2.06 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	Information
PN100 Foundations	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 the course
PN115 Foundations Clinical	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, healthcare considerations, competent care
PN116 Nursing Care of Adults I Clinical	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, healthcare settings, communities, and families
PN118 Maternal Child Clinical	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, healthcare considerations, competent care
PN117 Nursing Care of Adults II Clinical	Clinical reinforces didactic information
PN120 Mental Health	Cultural Considerations throughout the chapters Chapter content covers culture, religion, spirituality, abuse and neglect, stereotypes, prejudice, homelessness, parenting, ethnicity

2.07 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. 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 are 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 may be referred to the HutchCC Behavioral Intervention Team (BIT) for behavioral management.

2.08 Student Civility

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, and peers, from the material presented in the classroom, and clinical setting. The student acknowledges differences among 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 G](#) and [H](#)) 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.

6.07 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.

2.09 Allied Health Technical Standards

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

6.08 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 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.

6.09 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.

6.10 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.

The Hutchinson Community College Practical Nursing Program adheres to the Kansas Act Against Discrimination (KAAD) which prohibits discrimination against those with a disability. The KAAD complies with the Federal Americans with Disabilities Act. If anyone needs accessibility Services to meet the above criteria, please contact the coordinator of accessibility services immediately.

2.10 Practical Nursing 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 accommodation.

6.11 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 to demonstrate competency to engage in nursing practice.
- Ability to lift a minimum of 50 pounds.

6.12 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.

6.13 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.

6.14 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 Hutchinson Community College Practical Nursing Program adheres to the Kansas Act Against Discrimination (KAAD) which prohibits discrimination against those with a disability. The KAAD complies with the Federal Americans with Disabilities Act. If anyone needs accessibility Services to meet the above criteria, please contact the coordinator of accessibility services immediately.

**Signed Hutchinson Community College Allied Health Department Technical Standards Policy with the Student's application to the program.*

2.11 Outcomes

Institutional Outcomes

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

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

- 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.
- Collaborate with the client and members of the inter-professional health care team to promote continuity of client care and shared decision-making.
- Use current evidence as a basis for nursing practice.
- Use information and client care technology to support the delivery of safe, quality client care.
- Participate in quality improvement activities assessing their effect on client outcomes.
- Provide an environment that is safe and reduces the risk of harm for clients, self, and others.
- Demonstrate accountability for client care that incorporates legal and ethical principles, regulatory guidelines, and standards of nursing.
- Use leadership skills that support the provision and coordination of client care.

PN Program Graduate Outcomes

- 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.
- 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.
- 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.

3. HEALTH & SAFETY

3.01 Allied Health Student-Instructor & Student-Student Needle Policy

Students who engage in performing needle sticks with other students and/or Instructors are putting themselves and Hutchinson Community College at great risk. The administrators and faculty at Hutchinson Community College require students to do the following:

- Refuse to perform needle sticks on other students and/or Instructors.
- Practice needle sticks on manikins and other devices designed for skill practice.
- Report any violation(s) of this policy.

3.02 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.

3.03 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 (DragonDocs)

3.04 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, a special drug **and** alcohol policy applies 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. A 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 maintain 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.

3.05 Student Health Resources

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

Additional resources are as follows:

- HutchCC Students can be seen/screened for medical illnesses, injuries, and family planning. Student Health Services are provided by PrairieStar Health Services at 2700 E. 30th, Hutchinson, KS. Their phone number is [620-663-8484](tel:620-663-8484). Their hours of operation are M-F 8 AM – 6 PM. Students may choose to have an in-person appointment or a telehealth visit. For an in-person visit, students need to pick up a Student Health Services Voucher at any HutchCC Information Center before calling PrairieStar to

schedule their appointment. For a telehealth visit, no voucher is needed to schedule an appointment.

- For additional HutchCC Student Health Services information go to <https://dz.hutchcc.edu/api/doc.inc.php?refnum=1613>
- McPherson Health Department: 1001 North Main Street, McPherson Kansas, 620-241-1753 www.mcphersoncountyks.us
- Local County Health Departments <https://www.kdhe.ks.gov/DocumentCenter/View/2592/Kansas-Public-Health-Directory-PDF>
- Covid-19 Updates for Hutchinson Community College (<https://www.hutchcc.edu/covid-19>)
- Covid-19 email (covid-19@hutchcc.edu.)

4. STUDENT LIFE

4.01 Student Information

Student Contact Information Changes

It is essential to keep student contact information updated via Dragon Zone. At times instructors must be able to contact students so updated information is necessary. HutchCC Dragon email address is the official means of communication once the application is received into the PN Program. Students must 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

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 will be responsible for securing the HutchCC parking sticker if parking on the Main Campus. This can be ordered on DragonZone by logging into your account. Go to My Zone / Resources / Parking. Click on "Register a Vehicle". Enter all of the information required.
- Students are not to park in front of other businesses when attending classes.
- Students will be expected to adhere to clinical agencies' parking regulations.
- Students are encouraged to lock vehicles and secure all items.

Student Role versus Employee Role

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 before attending clinical.

Students employed as care providers 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 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 are to be worn only when the student is receiving.

clinical/lab experience through Hutchinson Community College.

LISTING OF INFORMATION CONTAINED IN STUDENT FILES

Student file information, includes but is not limited to:

- Student Concerns
- Graduation Paperwork
- Miscellaneous (Includes Correspondence)
- Coursework-Tutor
- Signed Forms

4.02 Tutoring

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) in tutoring course calendar

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

4.03 Cancellations, Closings, & Weather Emergencies

Students are encouraged to check their HutchCC email and text alert notifications (for those who have opted in through DragonZone) before leaving home when the weather is questionable. If you haven't done so, you can opt into text alert notifications in DragonZone. You may also find updates on HutchCC official social media accounts.

HutchCC official social media accounts are:

Facebook - www.facebook.com/hutchcc and www.facebook.com/HutchCC.PN.Program

Twitter - @hutchccnews

Instagram - www.instagram.com/hutchinsoncommunitycollege/

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:

- Restrooms

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

- McPherson Center to meet in the northern part of the parking lot close to the Shoe Sensation building

In the case of an active shooter situation, students are to report to the following location(s):

- Exit the nearest exterior door
- When safe, report to the East side of Walmart behind the fence

While at a clinical location, students will follow the agency's guidelines.

4.04 HELPFUL PHONE NUMBERS AND WEBSITES

Common Contact Information: Complete listing: www.hutchcc.edu/directory

- 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 Coordinator of Advising & Career Development: 620-728-8100
- 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

Kansas State Board of Nursing	785-296-3350
KSBN website	https://ksbn.kansas.gov/
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
Kansas Department of Aging and Disability Services	785-296-4986
Adult Care Complaint Hotline	800-842-0078
Kansas Department on Aging Adult Care Homes	785-296-4986
Medicaid Fraud Unit	785-368-6220
Fastweb Scholarship Database	www.fastweb.com
VA Benefits	888-442-4551
HutchCC Formal Complaints or Grievances:	
https://dz.hutchcc.edu/emp/prg/pol/polViewHB.php?hbid=12&doctype=hb#doc141	

4.05 Practical Nursing Students Association (PNSA) Constitution & 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. 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.
- 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

- 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.

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 a 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 before 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.

Academic Honesty and Appeal Policy & Procedure:

<https://dz.hutchcc.edu/api/doc.inc.php?refnum=1002>

4.06 CRIMINAL CONVICTION INFORMATION

Felony Crimes against Persons Chapter 34, Article 21

https://congs.dc3.edu/ICS/icsfs/Absolute_Bars_to_Licensure.pdf?target=ad92e013-837b-4aa5-a482-3718df32fb07

http://www.kslegislature.org/li_2020/m/statute/065_000_0000_chapter/065_011_0000_article/065_011_0020_section/065_011_0020_k.pdf

ABSOLUTE BARS TO LICENSURE: Practical or Registered Nurse in KS

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

<https://ksbn.kansas.gov/wp-content/uploads/NPA/npa.pdf>

http://www.kslegislature.org/li_2020/b2019_20/statute/065_000_0000_chapter/065_011_0000_article/065_011_0020_section/065_011_0020_k/

5. ACADEMIC

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

5.01 Counseling and Guidance Policy

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.
- The faculty reserves the right to schedule a student conference as deemed necessary for the welfare of the student and/or program.
- The McPherson Center counselor is available on-site for students experiencing academic or personal problems. Students may schedule appointment(s) by contacting the McPherson Center counselor, or a McPherson Center secretary at 620-245-0202.

Hutchinson Community College counselors on the 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 below.

LISTING OF AVAILABLE RESOURCES

- LMS (Learning Management System)
 - Canvas®
- ATI® Learning System
- ATI EHR Tutor
- Audiovisual(s)
 - Evidence-based online resources geared towards the topic(s)
 - Memory Notebooks Handouts
 - Skills demonstration(s)
 - Lecture or informational segment(s)
 - BarChart's, Inc. Quick Study Academic Quick Reference for Nursing
- Rimmer Learning Center
 - Online Library Resources
 - Main Campus Library Resources
- Microsoft® Office 365
- CareerZone
- Zoom
- Pre-Check
- Dynamic Forms

5.02 Progression and Graduation Requirements

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.

Graduation Requirements for Hutchinson Community College

<https://dz.hutchcc.edu/api/doc.inc.php?refnum=1016>

Withdrawal

Before considering withdrawal from the PN program, students must request a withdrawal conference with the McPherson Center Counselor to ensure the 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 before withdrawal will **NOT** be eligible for readmission to the Practical Nursing Program.

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.

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 the link for further information and application deadlines: (www.hutchcc.edu/rn) or contact Alison Casebolt (CaseboltA@hutchcc.edu) and Lisa Davies (daviesl@hutchcc.edu) with any questions.

5.03 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>

5.04 Concerns

Students who have individual issues must attempt resolution of concerns or issues with the other party before moving up the chain of command. Assistance from the Counselor and/or the Program Coordinator may be requested. Before concerns are 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 A](#))

5.05 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). Individuals 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.

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

5.06 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.

6.16 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.

6.17 Notification of Absence

If for any reason the student is going to be absent or late for any course, the student is to call the LPN Secretary and e-mail each instructor for the course, **before** starting time within that learning environment. Failure to e-mail the instructor(s) will affect the ability to apply for a leave-of-absence (LOA).

6.18 Leave-of-Absence Request

For any classroom 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 B](#)) **must be initiated by the student** and submitted to **all** course instructors with supporting documents **before, 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 the program coordinator and/or faculty. If unable to contact the instructor(s) 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 at the class start time.

6.19 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 the instructor(s) upon immediate return for make-up assignment may result in a zero (0) for each assignment.
- Testing requires students to schedule a time with a proctor.

5.07 Student Success Plan/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.

To assist students toward successful completion of the nursing program, a student success or 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

STUDENT SUCCESS PLAN

When a student is identified as needing additional support a Student Success Plan is initiated. The Success Plan can be filled out on the Student Success Plan form, via email, written conversation, or other means of communication. The interaction is documented and kept in the student file.

The Student Success Plan consists of the concern of the instructor, why the plan is being implemented, and what action the student needs to take to achieve the outcome. Students then respond with what they intend to do to achieve the desired outcome as well. A completion date will be set by the instructor.

Once desired outcomes are achieved, the student will no longer be on the Student Success Plan. If the student fails to achieve the desired outcomes on the Student Success Plan by the specified date, the student may be placed on a Probation Plan.

PROBATION PLAN

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 the 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's behavior may be referred to the HutchCC Behavioral Intervention Team for further review.

Expected Outcomes:

When problems are identified, expected outcomes are developed in a 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 the 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 the 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.

5.08 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 course must have a minimum overall course grade of 75% to be considered passing. IN ADDITION, PN100 KSPN Foundations of Nursing, PN106 KSPN Nursing Care of Adults I, PN112 KSPN Nursing Care of Adults II, and PN119 KSPN Fundamentals of Pharmacology must have an examination category grade of 75% or greater to pass. If a student does not obtain 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.

Assignment Challenges must be received within 24 hours after the assignment is returned.

The gradebook 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	40%
Assignments	60%

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

Examinations	60%
Assignments	30%
ATI® PN Online Practice A & Remediation.	5%
ATI® PN Online Practice B & Remediation.	5%

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

NCLEX® Prep ATI®	50%
Discussions & Assignments.	40%
ATI® PN Comprehensive Practice A & Remediation	5%
ATI® PN Comprehensive Practice B & Remediation	5%

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

Skills Check-off; clinical expectations	60%
Assignments and Activities	40%

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

Clinical experience	60%
Clinical paperwork	40%

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

Clinical experience	50%
Clinical paperwork	50%

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

Assignments	30%
Exams	30%
Check-Offs	30%
ATI® Practice Assessment A & Remediation	5%
ATI® Practice Assessment B & Remediation	5%

5.09 Late Assignment Policy

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, in the correct course, and correct format 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.

If an assignment is submitted on time, but in the incorrect course, incorrect area, or in the incorrect format, the late policy will be applied.

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 before finals week, even if no points will be received, 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.

5.10 Student Testing Policies

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

5.11 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 for scheduling a time with the proctor at the HutchCC McPherson Center, HutchCC Newton Center, or HutchCC Main Campus. Students will need to request a proctoring appointment by emailing or calling the desired proctor location. Students will provide ID#, phone #, Class Name, Instructor name, ATI or Canvas & exam name. A photo ID is required at all locations. *It is the student's responsibility to notify the instructor of the proctored test and date.* If anyone needs accommodations to meet the above criteria, please contact Lisa Jolliff at jolliff@hutchcc.edu or (620) 665-3554.

Contact information for your preferred testing center:

- Hutchinson: 620-665-3359 or RLRCproctor@hutchcc.edu
- McPherson: 620-245-0202 or mcperson@hutchcc.edu
- Newton: 316-283-7000 or newton@hutchcc.edu

5.12 Test Administration Policy

- Cell phones, other electronic devices including but not limited to smartwatches and Fitbits, 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. Failure to adhere to this policy will result in a zero "0" for that exam grade.
- Whiteboards must be turned in to the instructor at the end of the test period and accounted for before students leave.
- NO assistance with testing in any form is allowed unless it is a computer issue.
- If a student is tardy/absent and unable to test at the scheduled time, the makeup Policy/Process will be enforced as stated below.
- Use of calculators—the calculator used will be on the computer for computerized exams. During in-class math proficiencies, the calculators used will be provided by the nursing department.
- All students are required to return to the classroom immediately after completing the examination.

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

1. **Math Mastery Exams:**

Math items are considered mastery items and are included in the national board exam. There will be a math mastery exam in Fundamentals of Pharmacology and Safe Medication Administration (PN119). The following applies to this Mastery Exam:

- All students will be required to take a practice math exam and two math exams, a score of 95% or higher on at least one of the exams is considered passing.
- Failure to pass the 1st or 2nd math 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 tutor, or the late policy will apply. See “late Assignment Policy”.

2. **Laboratory Value Mastery Exam:**

Laboratory values are considered mastery content and are included in the national board examination. There will be a lab value mastery exam in PN106 KSPN Nursing Care of Adults 1 and PN112 KSPN Nursing Care of Adults II. The following applies to this mastery exam:

- All students will be required to take practice 1 and 2 lab exams, with a score of 75% or higher on at least one of the exams.
- Failure to pass the 1st or 2nd lab exam with a score of 75% 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 tutor, or it will be considered a missing assignment and late policy will apply. See “Late Assignment Policy”.

3. **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 take a practice IV exam and two IV exams, a score of 75% or higher on at least one of the exams is considered passing.
- Failure to pass the 1st or 2nd IV exam with a score of 75% 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 tutor, or the late policy will apply. See “late Assignment Policy”.

5.13 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 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 before exiting the computer lab, using the Student Test/Assignment Challenge Form ([Appendix D](#)).
 - a. Citations from the current textbook supporting the student's viewpoint, for alternative correct answers are required.
 - b. Faculty member(s) responsible for test content will respond to the student, in writing, within 48 hours.

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

5.14 ATI Testing Policy (Mastery of Content)

The Hutchinson Community College Practical Nursing (PN) Program believes that the utilization of a nationally normed exam, ATI®, 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 ATI® 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 selecting nursing courses, students will take the Proctored ATI® Examinations. Students must take the proctored exams on the date that they are scheduled.

5.15 PN Content Mastery Series 2020 Proficiency Level Definitions

A student meeting the criterion for Proficiency Level 1:

Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectation for performance in this content area. Scores at this level were judged by the content expert panel to indicate whether a student was likely to just meet NCLEX-PN standards in this content area. ATI advises these students to develop and complete a rigorous plan of focused review to achieve a firmer grasp of this content.

A student meeting the criterion for Proficiency Level 2:

Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as fairly certain to meet NCLEX-PN standards in this content area. ATI advises these students to engage in continuous focused review to improve their knowledge of this content.

A student meeting the criterion for Proficiency Level 3:

Scores meeting the Proficiency Level 3 standard can be considered to exceed most expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to exceed NCLEX-PN standards in this content area. ATI advises these students to engage in continuous focused review to maintain and improve their knowledge of this content.

ATI Online Practice A & B
50 points

<p style="text-align: center;">Level 3 Refer to Specific Course 50 pts.</p>	<p style="text-align: center;">Level 2 Refer to Specific Course 42.5 pts</p>	<p style="text-align: center;">Level 1 Refer to Specific Course 35 pts.</p>	<p style="text-align: center;">Below Level 1 Refer to Specific Course 27.5 pts.</p>
<p>If a student exceeds expectations by achieving a Level 3 on ATI Practice and Proctored Final Exams, no remediation or active learning templates will be required.</p>	<p>Minimum 1-hour Remediation</p> <p>A minimum of 7 active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).</p>	<p>Minimum 2-hour Remediation</p> <p>A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).</p>	<p>Minimum 2-hour Remediation</p> <p>A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category). Take Post Study Quiz (if available) and complete an active learning template for each topic missed.</p>

**Standardized Proctored PN100 Fundamentals Exam Grades & Assessment A Final
Worth 100 points**

Level 3 Above 83.3% 100 pts.	Level 2 83.2%-66.7% 85 pts.	Level 1 66.6%-50.0% 70 pts.	Below Level 1 49.9% or below 55 pts.
If a student exceeds expectations by achieving a Level 3 on ATI Practice and Proctored Final Exams, no remediation or active learning templates will be required.	Minimum 1-hour Remediation A minimum of 7 active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).	Minimum 2-hour Remediation A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).	Minimum 2-hour Remediation A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).

**Standardized Proctored PN119 Fundamentals of Pharmacology Exam Grades &
Assessment A Final
Worth 100 points**

Level 3 Above 85% 100 pts.	Level 2 84.9%-66.7% 85 pts.	Level 1 66.6%-48.3% 70 pts.	Below Level 1 48.2% or below 55 pts.
If a student exceeds expectations by achieving a Level 3 on ATI Practice and Proctored Final Exams, no remediation or active learning templates will be required.	Minimum 1-hour Remediation A minimum of 7 active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).	Minimum 2-hour Remediation A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).	Minimum 2-hour Remediation A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).

**Standardized Proctored PN120 Mental Health Exam Grades & Assessment A Final
Worth 100 points**

Level 3 Above 80% 100 pts.	Level 2 79.9%-68% 85 pts.	Level 1 67.9%-50.0% 70 pts.	Below Level 1 49.9% or below 55 pts.
If a student exceeds expectations by achieving a Level 3 on ATI Practice and Proctored Final Exams, no remediation or active learning templates will be required.	Minimum 1-hour Remediation A minimum of 7 active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).	Minimum 2-hour Remediation A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).	Minimum 2-hour Remediation A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).

**Standardized Proctored PN106 Adult Health I Exam Grades & Assessment A Final
Worth 100 points**

Level 3 Above 76.7% 100 pts.	Level 2 76.6%-63.3% 85 pts.	Level 1 63.2%-50.0% 70 pts.	Below Level 1 49.9% or below 55 pts.
If a student exceeds expectations by achieving a Level 3 on ATI Practice and Proctored Final Exams, no remediation or active learning templates will be required.	Minimum 1-hour Remediation A minimum of 7 active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).	Minimum 2-hour Remediation A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).	Minimum 2-hour Remediation A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).

**Standardized Proctored PN112 Adult Health II Final Exam
Worth 100 points**

Level 3 Above 76.7% 100 pts.	Level 2 76.6%-63.3% 85 pts.	Level 1 63.2%-50.0% 70 pts.	Below Level 1 49.9% or below 55 pts.
If a student exceeds expectations by achieving a Level 3 on ATI Practice and Proctored Final Exams, no remediation or active learning templates will be required.	Minimum 1-hour Remediation A minimum of 7 active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).	Minimum 2-hour Remediation A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).	Minimum 2-hour Remediation A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).

**Standardized Proctored PN 112 Nursing Care of Adults II
(Pharmacology Final Exam)
Worth 100 points**

Level 3 Above 76% 100 pts.	Level 2 75.9%-62% 85 pts.	Level 1 61.9%-44.0% 70 pts.	Below Level 1 43.9% or below 55 pts.
If a student exceeds expectations by achieving a Level 3 on ATI Practice and Proctored Final Exams, no remediation or active learning templates will be required.	Minimum 1-hour Remediation A minimum of 7 active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).	Minimum 2-hour Remediation A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).	Minimum 2-hour Remediation A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).

**Standardized Proctored PN108 Maternal Newborn Final Exam
Worth 100 points**

Level 3 Above 76.0% 100 pts.	Level 2 75.9%-64.0% 85 pts.	Level 1 63.9%-44.0% 70 pts.	Below Level 1 43.9% or below 55 pts.
If a student exceeds expectations by achieving a Level 3 on ATI Practice and Proctored Final Exams, no remediation or active learning templates will be required.	Minimum 1-hour Remediation A minimum of 7 active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).	Minimum 2-hour Remediation A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).	Minimum 2-hour Remediation A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).

**Standardized Proctored PN108 Nursing Care of Children Final Exam
Worth 100 points**

Level 3 Above 80.0% 100 pts.	Level 2 79.9%-66.7% 85 pts.	Level 1 66.6%-53.3% 70 pts.	Below Level 1 53.2% or below 55 pts.
If a student exceeds expectations by achieving a Level 3 on ATI Practice and Proctored Final Exams, no remediation or active learning templates will be required.	Minimum 1-hour Remediation A minimum of 7 active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).	Minimum 2-hour Remediation A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).	Minimum 2-hour Remediation A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).

**Standardized Proctored PN107 Nursing Care of Aging Adults Final Exam
Worth 100 points**

Level 3 Above 85% 100 pts.	Level 2 84.9%-66.7% 85 pts.	Level 1 66.6%-48.3% 70 pts.	Below Level 1 48.2% or below 55 pts.
If a student exceeds expectations by achieving a Level 3 on ATI Practice and Proctored Final Exams, no remediation or active learning templates will be required.	Minimum 1-hour Remediation A minimum of 7 active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).	Minimum 2-hour Remediation A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).	Minimum 2-hour Remediation A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).

**Standardized Proctored PN114 Management Final Exam
Worth 100 Points**

Level 3 Above 80% 100 pts.	Level 2 79.9%-68% 85 pts.	Level 1 67.9%-56% 70 pts.	Below Level 1 55.9% or below 55 pts.
If a student exceeds expectations by achieving a Level 3 on ATI Practice and Proctored Final Exams, no remediation or active learning templates will be required.	Minimum 1-hour Remediation A minimum of 7 active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).	Minimum 2-hour Remediation A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).	Minimum 2-hour Remediation A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).

**PN114 ATI Online Comprehensive Exam
Worth 100 points**

95% or above (75.3% or above) Passing predictability 100 points	90% or above (75.2%-70.7%) Passing predictability 85 points	85% or above (70.6%-68%) Passing predictability 70 points	84% or below (67.9% and below) Passing predictability 55 points
If a student exceeds expectations by achieving a Level 3 on ATI Practice and Proctored Final Exams, no remediation or active learning templates will be required.	Minimum 1-hour Remediation A minimum of 7 active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).	Minimum 2-hour Remediation A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category). Retake Assessment	Minimum 2-hour Remediation A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category). Retake Assessment

**PN114 Comprehensive Predictor & Capstone A & B Exams
Worth 100 Points**

95% or above (71.9% or above) Passing predictability 100 points	90% or above (71.8%-67.2%) Passing predictability 85 points	85% or above (67.1%-63.9%) Passing predictability 70 points	84% or below (63.8% and below) Passing predictability 55 points
If a student exceeds expectations by achieving a Level 3 on ATI Practice and Proctored Final Exams, no remediation or active learning templates will be required.	Minimum 1-hour Remediation A minimum of 7 active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category).	Minimum 2-hour Remediation A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category). Retake Assessment	Minimum 2-hour Remediation A minimum of twelve active learning templates are to be completed. Take your lowest categories for your templates (make sure you label each template with the category). Retake Assessment

Proctored Final Exams and Comprehensive Predictor Retake

Level 3 No Retake Required	Level 2 No Retake Required	Level 1 Retake Required	Below Level 1 Retake Required
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A student that scores a **Level 3** will receive an extra 5 points added to their score.

If a student reaches the benchmark of a **Level 2 or above** on the required retake, the student will earn an additional 5 points on the original exam.

Comprehensive Exam A will be given first with remediation and then Comprehensive Exam B will follow one week later.

Hand-written templates must be legible at the time of submission. If the instructor is unable to read, templates will not be accepted, and the late policy will apply.

Templates are not to be duplicated for credit. If a student is caught reusing a template, a zero will be recorded for the assignment, and the student will be placed on probation, and/or failed from the course and dismissed from the program as this violates the Academic Honesty Policy.

Revised 3/3/2023

Revised 12/08/23

5.16 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. The classroom temperature is at the instructor's comfort, please bring a 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 Labs (Rooms 120 & 125)

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

- The computer lab is to be used for HutchCC homework and assignments only.
- Absolutely no food or drink is allowed in the computer lab.
- The 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 Center, computers and printers are available for student use for class-related items. 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 to copy any document. No color printing will be completed for any purpose. Front staff ***will not*** print or copy without faculty consent.

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. Late students will not be allowed into the classroom until the next scheduled break. Students who are arriving late need to report to the PN coordinator, counselor, or faculty who are not currently involved in the classroom activities.
4. Unless there is documented health history, students who exit the classroom will not be readmitted until the next scheduled break.

5. 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>
6. 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 E](#)) and receive approval for any course they wish to record.

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

5.17 Clinical Policies & Expectations

Clinical Assignments

Electronic copies of clinical paperwork and reflective journals 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: Thursday/Friday clinical due Sunday @ 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, 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.

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.

- 2 Royal blue scrub tops with HutchCC Practical Nursing Program patch attached 1.5 inches below the 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
- Replacement name tags may be ordered through the program secretary. There is no cost for a replacement.

- Specialized clinical settings may have different policies for attire. These are to be adhered to by students while in these facilities.
- 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 36.

Students are responsible for reviewing each Clinical Site Policy, listed in the clinical course, before attending that clinical site.

1. Compliance with the agreement policy between Hutchinson Community College and the clinical institutions (these policies will be discussed before 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), course syllabus, and HutchCC Policies.
3. All immunization records must be submitted, uploaded, and accepted by Dynamic Forms before clinical attendance. ([See Appendix F](#))
 - Failure to complete immunizations and/or upload them to Dynamic Forms will result in the student not participating in clinical until it is completed.
 - Students will be required to do a make-up clinical for missed clinical time. See Clinical Attendance Policy.
 - Students are responsible for keeping CPR and immunizations up to date throughout the program.
4. The Kansas State Board of Nursing does not allow the practical nursing student to do any hands-on tasks during observation clinical UNLESS the Clinical Instructor is notified and present.
5. Always maintain professional behavior and appearance
 - 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, always observing etiquette and common courtesy, including the use of social media.
9. Facility documentation with resident identifiers (full name, SSN, MRN, etc.), student worksheets, and 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 the rationale associated with care and procedures performed.
12. Administration of medications or injections should be directly supervised by an 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. Students will arrive at the clinical site, in clinical attire, at the time designated by the clinical instructor, with paperwork and all necessary items to 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. Students must report to the clinical instructor before leaving the floor for a 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 THE CLINICAL INSTRUCTOR.**
22. If a student is late to the clinical, the student **must** check in with the instructor upon arrival.

23. NO PERSONAL CELL PHONES, SMART WATCHES, OR iPADS allowed on clinical units unless instructor authorized.

- Students are responsible for notifying significant others, teachers, and daycare providers of the phone number for the PN program secretary. If a significant other, teacher, or daycare 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 before 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 the clinical instructor's 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, smartwatch, or iPad 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, smartwatch, or iPad 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 the Simulation Coordinator/tutor(s) before 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.*

5.18 Sanctions for Violations

Students suspected of engaging in the performance of needle sticks may be charged in writing by the instructor and be subject to failure and dismissal from the course in which the occurrence happens. Students failed and/or dismissed by an instructor from a course as a result of live needle sticks will not be allowed to take a "W" for the course. Instructors may also recommend to the Vice President of Academic Affairs that such students be dismissed from the program and/or the institution. Students charged with live needle sticks have the right of appeal and are assured of due process by the institution through the Academic Appeal process.

5.19 Clinical Course Attendance/Make-Up Policy

Clinical attendance is mandatory. At times, attendance may be required as early as 0530 and as late as 2100; Monday 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 the 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 the above policy will be applied.

5.20 Skill Competency Guidelines (PN115 and PN119)

Each student must demonstrate competency with each lab skill before the skill may be performed in the clinical setting. Each student will be allowed three opportunities to perform the assigned skill in front of an instructor. Clinical uniforms and nametags must be worn during competency check-off.

The instructor will view the skill performance in silence, **with no cueing from the instructor or lab partner. Instructors may ask follow-up questions after a skill is performed. Students will not be allowed to ask questions of the instructor during the skill check-off.**

If competency is not demonstrated after the 3rd attempt of any skill, the student will fail the clinical course and be dismissed from the PN Program.

Follow these guidelines when performing a demonstration for an instructor:

1. Speak clearly and loudly if you are verbalizing part of a procedure. All patient teaching should be audible. Instructors will also be evaluating the bedside mannerisms utilized by the students.
2. Assemble and organize your equipment and complete each step of the procedure as identified.
3. Remember to evaluate your body mechanics.
4. Second and third attempts **MUST** be scheduled within one week unless otherwise stated by the instructor and cannot be with an instructor who previously checked the student off. No more than one attempt a day.
5. If a student does not demonstrate skill competency after the first attempt, the student must schedule a review session with the simulation lab instructor, tutor, or faculty member before the third attempt.

6. The third attempt will be recorded, which will be reviewed by at least two instructors, one being the simulation lab instructor.
7. If a student requires a 2nd or 3rd attempt of any skill, that student will view/review the corresponding skills video as assigned to demonstrate remediation.
8. If competence is not demonstrated after the 3rd attempt of any skill, the student will receive a zero (0) out of the total points for skills competencies and will fail the clinical course and be dismissed from the PN program.

5.21 Foundations Clinical and Simulation Lab Guidelines

Description of Skills and Simulation Lab: The lab sessions are designed to allow the student the opportunity to become competent with nursing skills before caring for the patient in the clinical setting. It is of utmost importance that lab time be utilized efficiently and effectively to ensure quality of care when the student enters the clinical setting.

Lab Guidelines (Clinical Expectations Apply)

1. **NO INJECTING OF ANY SOLUTION OR FOREIGN SUBSTANCE INTO SELF OR CLASSMATE 6.20 (This could result in termination from the program.)**
2. No food or drink in the lab.
3. No misuse of lab equipment. If you don't know, ask!
4. No ink pens, sharpies, highlighters, or markers around mannequins, and hands must be washed before handling mannequins.
5. Mannequins are to be moved by at least 2 people (with instructor approval ONLY) and are not to be placed on the floor.
6. All mannequin settings MUST BE made by the trained instructor(s).
7. No unprofessional conduct or representation of mannequins will be tolerated.
8. The instructor will be present at any time students will be in the lab.
9. Beds are to be neatly made, in a low position, with wheels locked after each lab session.
10. A bedside table is to be at each bedside after the lab session.
11. If you need extra lab supplies, ask the simulation lab instructor or instructor.
12. Each lab day, students will be assigned to clean up the lab. The following are to be checked by students:
 - All beds are neatly made, in low position, and wheels locked.
 - The counters are clean.
 - Excess supplies put away.
 - Soiled laundry collected in the proper place.
 - Notify the instructor if the sharps container is over $\frac{3}{4}$ full.
13. Lab sessions are learning opportunities, and any questions are welcome. Students are expected to stay always engaged in clinical lab activities.
14. All clinical policies apply to clinical simulation.

6.21 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)

Bethany Home, Lindsborg Kansas
Bethesda Home, Goessel, Kansas
Bluestem PACE, Inc., McPherson, Kansas
Buhler Sunshine, Buhler Kansas
Early Education Center-Reno County, Hutchinson Kansas
Hillsboro Hospital, Hillsboro 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
McPherson Hospital, McPherson Kansas
Pleasant View Home, Inman Kansas
Salina Regional Health Center, Salina Kansas
Simulation Lab, McPherson Kansas
The Cedars, McPherson Kansas
USD 308 Hutchinson, Kansas
USD 313 Buhler Grade School, Buhler Kansas
USD 313 Plum Creek Elementary School, Hutchinson Kansas
USD 418 McPherson County Schools, Kansas
USD 419 Canton/Galva, Kansas
USD 423 Moundridge, Kansas
USD 448 Inman, 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, 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, EHR Tutor, and within the Simulation laboratory at the McPherson Center, depending on the availability of contracted resources within each of these areas.

6. COMMUNITY RESOURCES

6.01 HutchCC Resources

Name	Phone/Website	Hours	Services
Accessibility Services Student Success Center	620-665-3554 https://www.hutchcc.edu/student-success-center Lisa Jolliff: jolliff@hutchcc.edu	Mon-Fri 8am-5pm, by appointment	Accessibility arrangements, free to students
Advising Services Student Success	Main Campus: 620-665-3377 McPherson: 620-245-0202	Mon-Fri 8am-5pm, by appointment	Advising and support for students Career decision-making support
Book Store	Main Campus: 620-665-3517 Campusstore@hutchcc.edu McPherson Center: 620-245-0202	Mon-Fri 8am-5pm	
Business Office	620-665-3509 Studentbill@hutchcc.edu FAX: 620-665-3316	Mon-Fri 8am-5pm, by appointment	
Counseling Services Student Success Center	McPherson Center Debbie Gieselman 620-245-0202 gieselmand@hutchcc.edu Main Campus 620-665-3377 https://www.hutchcc.edu/student-success-center#counseling or worthamm@hutchcc.edu	Mon-Fri 8am-5pm, by appointment	Personal counseling, crisis check-ins, career counseling, free to students. Additional information on page 32.
Equity & Compliance (Title IX) Office	620-665-3512 http://www1.hutchcc.edu/administration/campus-safety-and-compliance/equity-and-compliance	Mon-Fri 8am-5pm, and by appointment	Report complaints of sexual discrimination, harassment or misconduct, including stalking or relationship violence or other Title IX policy violations
Financial Aid	620-665-3568 Finaid@hutchcc.edu	Mon-Fri 8am-5pm, by appointment	

HutchCC Child Care Center 512 E. 15th	620-665-3599	Mon-Fri 7:15am- 5:15pm	Childcare for children ages 2.5 years old (and toilet trained) - 6 years old. Daily, hourly, and drop-in rates available.
Library Services Rimmer Learning Center	620-665-3449	Sun 1:00pm - 1:00am Mon - Thur 7:30am - 1:00am Friday 7:30am - 5:00pm Saturday CLOSED	Printed resources on site
Social Work Services	620-665-3333	Mon-Fri 8am-5pm	Resourcing for solutions to needs, ongoing processing, and setting goals
Test Proctoring	620-245-0202 PN students- Please see the test make-up policy	By appointment	Test Proctoring: Test make-up
Tutoring Services Rimmer Learning Resource Center	Main Campus: 620-665-3449 McPherson: 620-245-0202 ext. 6263 http://www.hutchcc.edu/administration/rimmer-learning-resource-center/tutoring WEB: http://www.hutchcc.edu/student-success-center	Drop-in or by appointment	Tutoring, free to Students

6.02 Hutchinson Community Resources

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, protection order assistance
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 1pm-6pm Sat 2pm-6pm	Prepared hot meal free, free clothes
First Call for Help 721 W 2 nd Ave	620-669-0159 www.FirstCallReno.com	Tue-Thurs 9:30am-11:30am & 12:30pm-2:30pm	Provides essential, emergency, and life-enhancing services to Reno County residents
Salvation Army Food Bank of Reno County 700 N Walnut St	620-665-4076 https://www.unitedwayofreno.org/food-bank-reno-county For food, leave a message before 11 am for same day. For all other needs, request an appointment.	Mon-Fri 8:30am-4pm	Food on an emergency basis, every other month food supplies, household/furniture supplies, clothing vouchers, free tax preparation
Hands of Christ Ministries	620-960-4067	Mon-Sat 8am-6pm	Moving, Cleaning, other acts of service
Horizons Mental Health Center 1600 N Lorraine St #202	620-663-7595 24/7 crisis line: 800-794-0163 https://www.hutchregional.com/locations-services/horizons-mental-health-center	Mon, Thu, Fri 8am-5pm Tue, Wed 8am-7pm Crisis 24/7	Mental health services Available for crisis situations 24/7
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 7:30am-12pm	Housing assistance, financial education, and individual empowerment
Kansas WIC	620-259-8442 http://www.kansaswic.org/families/	Mon- Thurs 7am-6pm	Food assistance, breastfeeding class, pregnancy, and baby information by text
New Beginnings 100 E 2 nd Ave	620-663-2200 http://www.newbeginnings-inc.org/	Mon-Fri 8am-5pm Noel Lodge Check-in	Emergency/Transitional Housing, Sober Living and Transitional Employment Program

	Shelter admittance- 620-259-6751	4pm-7pm	
Our Redeemer Lutheran Food Bank 407 E 12 th Ave	620-662-5642 https://www.orlhutch.org/orl-food-bank/	Tue and Thu 10am-12pm, 2pm-4pm	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/ https://dz.hutchcc.edu/api/doc.inc.php?refnum=1613	<u>Walk-in/Urgent Care Clinic:</u> Mon-Fri 8am-6pm	Basic health care & some routine labs. Telehealth visit and/or two free in-person visits per semester for students with voucher obtained at HutchCC Information Counters.
Reno County Area Transit (RCAT)	620-694-2913 https://www.renogov.org/222/Reno-County-Area-Transit-RCAT	Mon-Fri 9am-7pm Sat 6am-2pm	A service of Reno County Public Transportation
Reno County Health Department	620-694-2900 https://www.renogov.org/453/Clinic-Services	Mon, Wed & Thurs 7:30am-6pm Tue 9am-6pm Fri by appointment	Diagnostic tests, screenings, sexual health, immunizations, and women's health/prenatal care; offered with sliding-scale for payment
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 8am-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.

6.03 McPherson County 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 expenses; 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 Ave	620-241-3626 https://www.mcphersonfumc.com/assistance/	Mon-Thurs 8am-4:30pm	Food & diapers, free for pick up
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	By appointment	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 8am-7pm Tue & Wed 8am-5pm Fri 8am-12pm	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/	Available via Telehealth and 24/7	Addiction treatment services offered on a sliding scale basis
Safehope 122 W. Marlin	620-241-6615, 313-283-0350 or	24/7	Serving victims of domestic abuse & sexual assault in McPherson, Harvey &

Ste. 208	24/7 Crisis Hotline: 800-487-0510 http://www.safehope.net/		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 8:30am-4pm 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 8am-12pm & 1pm-5pm	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 1000 Hospital Drive, Building 5	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
NATIONAL SUICIDE PREVENTION HOTLINE – 988			

Appendix: Forms
(Page left intentionally blank).

APPENDIX A: 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: _____

*This step must be completed before any action by student council or faculty is taken.

APPENDIX B: 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 the attendance policy. A LOA should only be used for extreme extenuating circumstances.

APPENDIX C: 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

APPENDIX D: STUDENT TEST / ASSIGNMENT CHALLENGE

NOTE: This form must be completed and turned in before leaving the computer lab and return to the appropriate faculty member(s) for tests. Assignment Challenge(s) must be completed within 24 hours of graded assignment is returned from instructor.

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 E: 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 the use of copyright materials that 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 regularly be submitted in writing to the course faculty.
2. Carry out all audio/video recordings in a manner that does not disrupt lectures 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 F: 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 Dynamic Forms prior to any clinical attendance. See Clinical Expectations.

- Negative TB
 - a. Chest x-ray or Mantoux tuberculin skin test – 2-step method unless evidence of yearly test (annual requirement) Negative TB skin test within the last 12 months; or
 - b. Negative QuantiFERON / T-spot within the last 12 months; or
 - c. Negative chest x-ray within the last 12 months.
- Immunization for tetanus and diphtheria within the last ten (10) years
- MMR immunization or positive measles, mumps, rubella titer (if born in 1957 or after, documentation of two (2) MMRs)
- Evidence of immunity to Pertussis by receipt of a single dose of Tdap (ADACEL™). Those aged less than 64 who do not have documentation of Tdap immunization should receive a single dose of Tdap if it has been at least 2 years since receipt of a tetanus toxoid-containing vaccine.
- Hepatitis B vaccine (series or titer)
- Influenza (yearly- when available in fall) NOTE: Part-Time PN Program students will need one for each year enrolled in the program.
- Titer or two doses of Varicella or documentation of vaccinations
- Proof of COVID-19 vaccine (fully vaccinated) or approved exemption(s).

Printed Name: _____

Signature: _____ Date: _____

APPENDIX G: PRACTICAL NURSING PROGRAM CODE FOR NURSING STUDENTS

As students are involved in clinical and academic environments, we believe 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's 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 is 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/or 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 H: STUDENT CIVILITY CONTRACT

I acknowledge differences among 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 in the classroom and clinical setting.

As a future nurse and leader, 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 I: CLINICAL ATTENDANCE POLICY SIGNATURE PAGE

Clinical attendance is mandatory. At times, attendance may be required as early as 0530 and as late as 2100; Monday 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 makeup, at the discretion of the lead course instructor. If it is not made up on the date assigned by the 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 coordinator 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 the above policy will be applied.

If clinical time has not been made up before 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 _____

**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. Understanding, that these regulations and policies will be upheld in every Practical Nursing course.

Hutchinson Community College Student Handbook:

<https://dz.hutchcc.edu/emp/prg/pol/polViewHB.php?hbid=12&doctype=hb>

Hutchinson Community College Catalog: <http://www.hutchcc.edu/catalog/>

Allied Health Department Handbook: <https://www.hutchcc.edu/academics/allied-health/nursing-rn-traditional-aas-5299>

Practical Nursing Program Handbook: <https://www.hutchcc.edu/academics/allied-health/nursing-practical-nurse-lpn--cert-5209>

Student Name (Print)

Student Signature

Date