

NURSING STUDENT HANDBOOK



HUTCHINSON
COMMUNITY COLLEGE

Associate Degree Nursing

Revised 5/2024

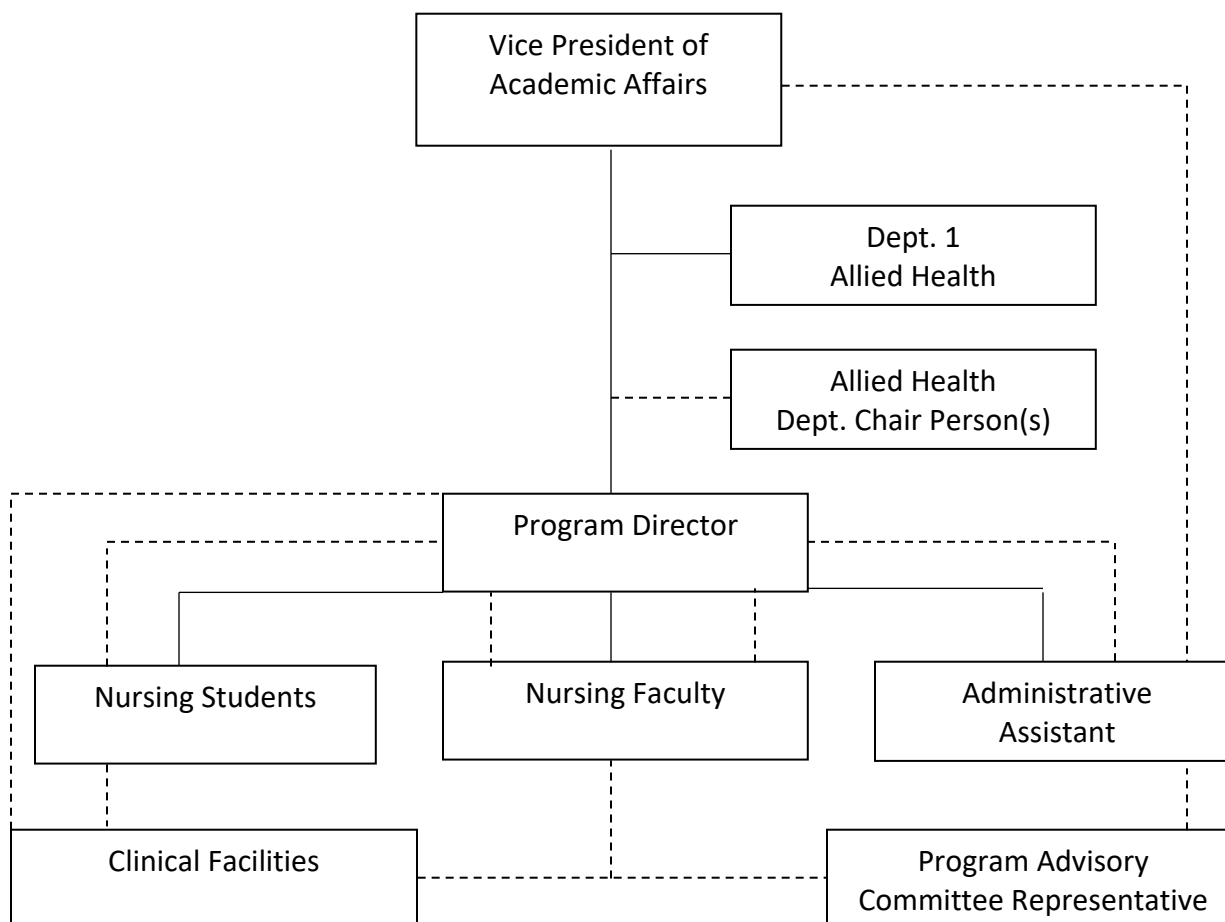
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1. HUTCHCC INFORMATION

1.01 Associate Degree Nursing Program Organizational Chart



7.15.11, rev. 10.19.15

1.02 Contact Information

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

Associate Degree Nursing Office	620.665.4930
Fax	620.931.2829

Rev. 8/22

2. PROGRAM INFORMATION

2.01 Purpose and Philosophy

Mission

Hutchinson Community College's (HutchCC) mission is to expand the tradition of excellence in higher education through learning and collaboration. The nursing program is committed to the HutchCC mission by preparing graduates who embrace the idea of lifelong learning and enter the profession as safe nursing generalists caring for a diverse population in a global society.

Philosophy

Philosophy is a statement of beliefs developed by the faculty that serve as the basis of curricular development. The core concepts include health, nursing, nursing education and the Associate Degree Nursing graduate.

The faculty believes that persons are unique systems having physiological and psychological needs and potentials. These needs and potentials influence the ability to achieve optimal health and well-being throughout the life span and the extent to which persons require or benefit from nursing care.

Health is a multifaceted dynamic state that evolves from the interaction of persons and environment. Health comprises physiological and psychosocial well-being. Elements of health can exist even in the presence of illness or disease.

Nursing is an art and a science concerned with prevention of illness as well as the promotion, maintenance and restoration of health. The goal of nursing is to assist persons to maintain optimal physiological and psychosocial well-being. Nursing practice includes diverse roles that supports the dignity, individuality, and well-being of persons.

Nursing education is a dynamic process that supports the learner's development in critical thinking skills, creativity and self-direction. Learners change or reorganize their thinking and/or behavior as a result of acquiring new knowledge, skill and attitudes (QSEN, 2015). Learning takes place through experience, which is the interaction between the learner and what is learned. Each learner has individual needs and potentials and is responsible for their own learning.

The associate degree registered nurse provides, unique, comprehensive assessment of the health status of the individual client, families, or group, and then develops and implements a plan of care, specific to the situation. The nurse assists in the promotion of health, in coping with health problems, in adapting to and/or recovering from the effects of disease or injury, and in supporting the right to a dignified death. The associate degree registered nurse is accountable for abiding by all applicable federal, state, and territorial statutes related to nursing practice.

(Adapted from NCSBN NCLEX-RN Examination Detailed Test Plan booklet, April 2019)

Revised 9/15, 5/20 Reviewed 8/21

Revised 5/2024

2.01.1 Organizing Theme

The organizing framework of the Associate Degree Nursing curriculum provides the overall structure for foundational concepts of the program. Content and major learning experiences are sequenced to facilitate student progression through increasingly complex and diverse health settings. The major consideration is the progression from acquisition to application, analysis and synthesis of knowledge required for practice as an associate degree nurse. The goal of associate degree education is to prepare competent, self-directed generalist nurses who can assume increasing accountability and responsibility in the delivery of nursing care.

Central to the conceptual model is the individual person who is viewed from the psychological, physiological, developmental, sociocultural, environmental and spiritual domains. The associate degree nurse focuses on the individual client, recognizing the individual's relationship within the family or group. The concepts that are defined by Quality and Safety Education for Nurses (QSEN) provide the framework for curriculum to address individual patient needs, and prepare graduate nurses for transition to practice.

Patient Centered Care encourages active involvement of patients and families regarding the direction of care and care options. The patient or designee is recognized as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs. Effective application of patient centered care requires open communication and adherence to safe, disciplined clinical reasoning which is demonstrated through the nursing process. The process of assessment, nursing diagnosis, planning, implementation and evaluation is introduced to students in the first semester and serves as a conceptual framework for content throughout the program.

- Assessment is an ongoing process and consists of the determination of nursing care needs based upon collection of data relevant to the health status of an individual.
- Nursing Diagnosis is formulated based on analysis of the data collected during the assessment.
- Planning includes identifying the client's needs and selecting or modifying nursing interventions designed to achieve favorable client outcomes.
- Implementation is the initiating and delivering of nursing care according to an established plan, which requires knowledge, technical skills and clinical decision-making skills.
- Evaluation consists of determining the extent to which desired outcomes of nursing care are met, and then planning for subsequent care, revision or resolution of the stated problem.

Teamwork and Collaboration are demonstrated when all health care disciplines function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. For optimal patient care to be achieved each team member must be committed to the development of collaborative relationships throughout the health care system. The development of teamwork and collaboration requires open communication, respect for diversity and effective conflict resolution.

Evidence-Based Practice Integrates best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. Evidence based practice is accomplished by defining the question, collecting the evidence, evaluating the evidence and making a clinical decision. The application and adherence to evidence-based practice requires a level of professionalism that ensures commitment to standards, accountability of one's own actions, showing concern (caring) for others and valuing the profession of nursing.

Quality Improvement (QI) Uses data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. Participation in quality improvement requires clinical reasoning and correct use of assessment skills to critically evaluate the outcomes of care. Effective quality improvement must include complete and accurate communication of patient data within the healthcare team. Changes to improve quality and safety of healthcare systems must be based on evidence discovered during evaluation of patient outcomes and small-scale trials of change.

Safety minimizes risk of harm to patients and care providers through both system effectiveness and individual performance (QSEN). Principles of safety incorporate the knowledge and identification of risk, skills that utilize technology and standards of practice, and attitudes of personal responsibility and accountability. Assuring safety for patients and minimizing risk to self requires knowledge, interpersonal skills, and technical competence when performing necessary tasks of care.

Informatics uses information and technology to communicate, manage knowledge, mitigate error, and support decision making to improve patient outcomes. Nurses must maintain technical competence in accessing online resources and effective utilization of healthcare technologies to provide safe and effective care. Informatics competency also includes the ability to evaluate online references and resources.

QSEN Competencies/Major Program Concepts	NCLEX/QSEN
Patient Centered Care <ul style="list-style-type: none"> Clinical Reasoning/Critical Thinking Nursing Process Basic Needs Teamwork and Collaboration <ul style="list-style-type: none"> Communication Evidence Based Practice <ul style="list-style-type: none"> Professionalism Caring Quality Improvement <ul style="list-style-type: none"> Clinical Reasoning Communication Safety <ul style="list-style-type: none"> Technical Competence 	Safe & Effective Care Environment <ul style="list-style-type: none"> Patient Centered Care Safety Informatics Health Promotion and Maintenance <ul style="list-style-type: none"> Evidence Based Practice Patient Centered Care Informatics Psychosocial Integrity <ul style="list-style-type: none"> Patient Centered Care Informatics Physiological Integrity <ul style="list-style-type: none"> Patient Centered Care

QSEN Competencies/Major Program Concepts	NCLEX/QSEN
Informatics <ul style="list-style-type: none"> • Technical Competence • Communication 	<ul style="list-style-type: none"> • Safety • Informatics

References:

Kansas State Board of Nursing. (2020). Nurse Practice Act, Statutes and Administrative Regulations. Retrieved from: [Kansas State Board of Nursing: Nurse Practice Act](#)

National Council of State Boards of Nursing. (2019). NCLEX - RN Examinations; Detailed test plan for the National Council Licensure Examination for Registered Nurse. Chicago, IL: NCSBN.

Sherwood, G., & Barnsteiner, J. H. (2017). Quality and Safety in Nursing: A competency Approach to Improving Outcomes (2nd ed). West Sussex, UK: Wiley-Blackwell.

Quality and Safety in Nursing Education Institute. (2020). QSEN Institute & Frances Payne Bolton School of Nursing and Case Western Reserve University. Retrieved from: [Quality and Safety in Nursing Education](#)

Approved by the KSBN 9/15/2015 Reviewed 8/21

2.01.2 ADN Alignment

Student Learning Outcomes (approved 2022)

1. Integrate caring behaviors in practicing the art and science of nursing within a diverse population.
2. Implement professional standards and scope of practice within legal, ethical, and regulatory frame works.
3. Collaborate with clients and members of the inter-professional health care team to optimize client outcomes.
4. Formulate safe and effective clinical judgements guided by the nursing process, clinical reasoning, and evidence-based practice.
5. Provide leadership in the management of care to meet client needs using available resources and current technology.
6. Generate teaching and learning processes to promote and maintain health and reduce risks for a global population.
7. Demonstrate effective communication methods to manage client needs and to interact with other healthcare team members.

Reviewed 8/21, Revised 8/22

Program Outcomes

Pass Rate

- The program's annual licensure examination pass rate will be at least 80% for all first-time test-takers during the same 12-month period (aggregated as a whole, disaggregated by program option).

Graduation Rate

- At least 75% of the students, over 100% of the program, will graduate (aggregated as a whole, disaggregated by program option).
 - Traditional program option is 4 semesters
 - Traditional LPN to RN option is 3 semesters
 - LPN/Paramedic to RN Online option is 3 semesters

Job Placement Rate

- 90% of graduates will be employed in the workforce as a registered nurse within 6 -12 months of graduation.

Incorporating Assessment Results

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

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

2.02 Curriculum

The Nursing program at HutchCC offers 3 options to meet graduation requirements for the Associate of Applied Science Degree. Total credit hours: 66-69.

Nursing – Traditional – AAS option

Prerequisites	Credits
EN101 English Composition 1A	3
BI103 Human Anatomy & Physiology**	6*
PS100 General Psychology	3
	<hr/> 12

First Year

Fall Semester	Credits	Spring Semester	Credits
NR110 Foundations in Nursing	6	NR118 Care of the Adult	4
NR110L Foundations in Nursing Lab	1	NR118L Care of the Adult Practicum	4
NR113 Concepts of Professional Nursing	1	PS102 Human Growth and Development	3
NR116 Health Assessment	3		<hr/> 13
HR105 Medical Terminology	3		
	<hr/> 14		

Second Year

Fall Semester	Credits	Spring Semester	Credits
NR208 Care of the Family	4	NR220 Complex Care of the Adult	4
NR208L Care of the Family Practicum	2	NR220L Complex Care of the Adult Practicum	2
NR211L Advanced Skills Lab	1	NR221 Leadership and Management Concepts in Nursing	1
SH101 Public Speaking	3	NR221L Leadership and Management Concepts in Nursing Practicum	2
BI1120 General Microbiology**	4	NR224 Role Transition: Student to Professional Nurse	1
	<hr/> 14	HE202/SO100 Nutrition or Sociology	3
			<hr/> 13

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

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

** Must be completed with 7 years of beginning the program.

Total laboratory/practicum hours = 525 (90 hours in Lab/435 hours practicum)

Nursing – LPN to RN Traditional Bridge – AAS option

Prerequisites	Credits	Summer Semester	Credits
EN101 English Composition 1A	3	NR103 Care of the Adult	2
BI103 Human Anatomy & Physiology**	6*	NR103L Care of the Adult Practicum	1
PS100 General Psychology	3		3
HR105 Medical Terminology	3		
PS102 Human Growth and Development	3		
IV Therapy for LPN students			
	18		

Second Year

Fall Semester	Credits	Spring Semester	Credits
NR208 Care of the Family	4	NR220 Complex Care of the Adult	4
NR208L Care of the Family Practicum	2	NR220L Complex Care of the Adult Practicum	2
NR211L Advanced Skills Lab	1	NR221 Leadership and Management Concepts in Nursing	1
SH101 Public Speaking	3	NR221L Leadership and Management Concepts in Nursing Practicum	2
BI1120 General Microbiology**	4	NR224 Role Transition: Student to Professional Nurse	1
	14	HE202/SO100 Nutrition or Sociology	3
			13

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

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

** Must be completed with 7 years of beginning the program.

LPN's have been given 21 credit hours for Prior Learning.

Total laboratory/practicum hours = 360 (45 hours in Lab/315 hours practicum)

Nursing – Paramedic or LPN to RN Online Bridge – AAS option

Prerequisites	Credits	Spring Semester	Credits
EN101 English Composition 1A	3	NR123 Health Maintenance Promotion & Restoration	9
BI103 Human Anatomy & Physiology**	6*	NR123L Health Maintenance Promotion & Restoration Practicum	3
PS100 General Psychology	3		12
HR212 Pathophysiology	4		
PS102 Human Growth and Development	3		
SH101 Public Speaking	3		
BI1120 General Microbiology**	4		
HE202/SO100 Nutrition or Sociology	3		
IV Therapy for LPN students	-		
	29		

Summer Semester	Credits	Fall Semester	Credits
NR208 Care of the Family	4	NR220 Complex Care of the Adult	4
NR208L Care of the Family Practicum	2	NR220L Complex Care of the Adult Practicum	2
	6	NR221 Leadership and Management Concepts in Nursing	1
		NR221L Leadership and Management Concepts in Nursing Practicum	2
		NR224 Role Transition: Student to Professional Nurse	1
			10
			13

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

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

** Must be completed with 7 years of beginning the program.

Paramedics and LPN's have been given 12 credit hours for Prior Learning.

Total laboratory/practicum hours = 405 (45 hours in Lab/360 hours practicum, typically 10 hours/clinical day)

2.03 ANA Nurses' Association Code Of Ethics

The ANA Code of Ethics, a document of the American Nurses' Association, is the general standard for professional behavior of practicing nurses. The code is revised periodically to address prevailing issues. Copies of the code for Nurses and of an interpretation of the code are available from the ANA.

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse is authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Reprinted with permission from American Nurses Association, *Code of Ethics for Nurses with Interpretive Statements*, © 2015 American Nurses Publishing, American Nurses Foundation/American Nurses Association, Silver Spring, MD
Revised 7/15, 3/2016 Reviewed 8/21

2.04 Allied Health Technical Standards

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

COGNITIVE

Observation – Students must

- Be able to observe lectures and demonstrations.

Communication – Students must

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

Intellectual/Conceptual/Integrative/Quantitative – Students must

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

EMOTIONAL

Behavioral, Emotional and Social – Students must

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

PHYSICAL

Motor Function – Students must

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

Physical Endurance – Students must possess

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

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

2.05 Program Technical Standards

The Hutchinson Community College Associate Degree Nursing Program's faculty has identified specific abilities that are critical to the nursing student's success. Students must demonstrate

the ability to meet these standards, with or without reasonable accommodations. A technical standards assessment form will be included in the physical assessment completed by the Health Care Provider.

Cognitive

Problem solving skills as evidenced by:

- 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

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.

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 required in providing nursing care.
- Ability to lift a minimum of 25-50 pounds.

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

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

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

3. HEALTH & SAFETY POLICIES

3.01 Health Requirements

Incoming Students

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

1. MMR: Measles (Rubeola), Mumps, and Rubella:
 - a. Documentation of 2 MMR vaccines **or**
 - b. laboratory evidence of immunity (positive titer)
2. Varicella (chicken pox):

- a. Documentation of 2 Varicella vaccines **or**
 - b. laboratory evidence of immunity (positive titer)
- 3. Tetanus, Diphtheria, and Pertussis:
 - a. Documentation of a single dose of Tdap (ADACEL™) within the last 10 years
- 4. Hepatitis B:
 - a. Documentation of Hep B vaccine series (3 injections over a 6-month period)
- 5. TB Screening Documentation: **required annually**
 - a. Skin test: Mantoux tuberculin skin test two-step (2 tests done 1-3 weeks apart)
TB test, unless evidence of yearly testing **or**
 - b. Blood test: TB Gold test **or** T-Spot test
- 6. Influenza vaccination: **required annually**
 - a. Documentation of flu shot administered during the current flu season
- 7. Physical examination: **required annually**
 - a. Physical Requirements form, completed at time of physical examination. Form 3.01.01
- 8. COVID-19 vaccination
 - a. Documentation of vaccination(s) must include the vaccine manufacturer, lot number, date, and Healthcare Professional or Clinical site given **OR**
 - b. HutchCC Medical/Religious Exemption Form by appointment.

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

Illness

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

- | | |
|---|---|
| a. Streptococcal infections of the throat | j. Recent Surgery |
| b. Herpes simplex | k. Hospitalization |
| c. Herpes zoster (shingles) | l. Scabies |
| d. Dysentery, confirmed organism | m. Draining abscesses, boils, impetigo |
| e. Staphylococcal infections | n. Influenza |
| f. Hepatitis | o. Acute Diarrhea |
| g. AIDS | p. Chickenpox, Pertussis, Measles, Mumps, Rubella |
| h. Tuberculosis | q. Other conditions as determined by the faculty |
| i. Fever of Undetermined origin | |

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

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

Active Students

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

3.02 Criminal Background Check / Drug Screen Policy for Clinical Placement

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

The purpose of this policy is to:

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

Conduct of Criminal Background Check

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

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

Unsatisfactory Results

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

A significant criminal background screen means a conviction for any matter listed in the Kansas Statutes Annotated, Article 34, chapter 21 noted by any program accredited agency, or hospital affiliate. Reviewed 8/21

3.02.1 Record Keeping

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

Student Rights

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

Consent for Release of Information

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

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

3.03 Substance Abuse Policy

Alcohol & Drug Policy and Prevention Program (HutchCC Policy 1036)

Standards of Conduct

In compliance with the Federal Drug Free Workplace Act of 1988 (Public Law 100-690) and the Drug Free Schools and Communities Act of 1989 (Public Law 101-226), Hutchinson Community College (“HutchCC” or “the College”) prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol (as defined in these Acts) by a student or employee on college property or at any college event or activity.

Student or employee violations of federal, state, and/or local drug and alcohol laws, including underage drinking laws, or HutchCC policies will be handled in accordance with applicable law enforcement and/or HutchCC disciplinary procedures. In Kansas, the legal drinking age is 21; however, no alcohol is allowed on HutchCC property or property controlled by HutchCC without prior written approval of the HutchCC Board of Trustees.

Residence halls, student clubs and organizations, and athletic teams, may impose additional restrictions.

Reviewed 8/21

Allied Health Department Policy

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

substance abuse regulations of the facilities as well.

It is the expectation that students will abstain from the use of illicit drugs.

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

Testing

The clinical site and college maintains the right to require students to provide urine and blood samples for chemical tests/analysis and to submit to breath analysis or other tests as necessary. Hutchinson Community College Allied Health programs will use the confirmatory method drug/alcohol screen. This is a two-step process. If a positive result is obtained from the screening method, the sample will be retested using the confirmatory method. Should the confirmatory test result be positive, the student will be dropped from the program. If the test result from the 1st step is positive, the student will be notified and will have the opportunity to immediately submit a second sample for testing at their own expense.

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

Reviewed 8/21

Consent, Form 3.03.01

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

Results

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

Cost of Testing

The college will be responsible for the cost of the initial drug and/or alcohol testing. Any retesting of a second sample is at the student's expense. ***See Appendix, Form 3.03.01**

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

3.04 Exposure to Infectious Disease/Needle Sticks

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

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

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

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

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

3.05 Health Insurance Policy

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

3.06 Blood Exposure in the Simulation Laboratory

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

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

3.07 CPR Policy

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

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

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

4. ACADEMIC PROGRESS

4.01 Requirements for Satisfactory Academic and Clinical Progress

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

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

Within each theory course the following requirements must be met:

- a minimum of 79% in the exam category*and overall grade category
- Compliance with any Learning Contract

**Courses with only 1 exam will not require a minimum 79% exam category*

Within each practicum course the following requirements must be met:

- a minimum of 79% in the overall grade category
- satisfactory performance as defined by the behavioral components on the Clinical Evaluation Tool
- a minimum of 92% on the medication administration and clinical calculation competency exam
- Compliance with any Learning Contract

Within each lab course the following requirements must be met:

- a minimum of 79% in the overall grade category
- satisfactory performance as defined by the behavioral components on the Lab Evaluation Tool
- Compliance with any Learning Contract

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

Reviewed 8/21 Revised 12/23

Courses with Theory and Lab/Practicum Components (Policy #1629)

A student who does not earn a passing grade of “C” or better in both the nursing theory course or its respective practicum/lab course must repeat both courses.

Adopted 8/17 Revised 5/14; 5/15; 3/16, 12/20

Medication Administration and Clinical Calculation Competency

Prior to participating in clinical experiences each semester, the student is required to show competency in medication administration safety & common clinical calculations exam

necessary for safe clinical practice with a minimum of 92% accuracy (23/25). The student is allowed two (2) attempts. Students who do not pass the calculation competency requirement on the first attempt will be required to complete remediation with course faculty prior to the second attempt.

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

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

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

Revised 4/18, 8/21, 12/23

Performance in the Clinical Area

Students are responsible for meeting the course outcomes as outlined in the Clinical Evaluation Tool as defined in the practicum course. These outcomes are based upon the ANA Standards of Practice, NLN competencies, QSEN competencies, and components of the nursing process. The behavioral components listed under each objective serve as guides to meeting those objectives.

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

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

Reviewed 8/21

4.01.01 Grading Policies and Standards

Incomplete Grade

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

Grade Determination

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

A 100-92	D 78-66
B 91-84	F 65-0
C 83-79	

Anything below a 79% fails to meet the minimum course objectives.

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

4.02 Learning Contract Policy

Students having difficulty meeting the course or practicum objectives will be counseled and have a contract established. The contract will list corrective actions required to complete the course or practicum outcomes. The terms of the contract will be individualized to each student situation.

A contract may be initiated for the following reasons:

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

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

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

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

4.03 Attendance Policy

The nature of the content and experiences within the nursing curriculum requires attendance in class, simulation/laboratory, and clinical. The faculty recognizes that because of illness and other unexpected circumstances some absences will occur. It is then the responsibility of the student to contact the faculty member involved and make appropriate arrangements.

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

HutchCC policy: Attendance Policy (Policy # 1010)

Effective 8/13/2020

HutchCC expects all students to attend and interact substantively across all appropriate delivery methods and in all classes in which they are enrolled; however, if students must be absent, they should make arrangements in advance of the absence with their instructors. When students are absent as official college representatives, their absence is excused; however, the student must make arrangements in advance with the instructor to complete all work missed. Any absence due to a student being isolated or quarantined due to Covid-19 testing, Covid -19 positive test results, or positive close

exposure, as defined by the Reno County Health Office, will be considered an excused absence. Faculty will provide the student with the opportunity to complete coursework and exams without penalty. The student will make arrangements with the instructor to complete the assignment(s)/exam(s) missed. Student must provide documentation of Covid-19 related absences to Student Services.

Instructors are expected to keep a record of their students' class attendance. Instructors may withdraw students from classes before the last date to withdraw, which is equivalent to 80% of the class, if students have been officially warned in DragonZone that their attendance has been irregular not related to Covid-19 attendance issues. After a student has been officially warned that his/her attendance has been irregular, if irregular attendance continues, an instructor may withdraw the student from the class resulting in the grade of "W" and the last day the student attended the class will be recorded. If the instructor chooses not to withdraw the student, the earned grade will be issued.

Irregular attendance is defined as missing 15% of the class or a percentage less than 15% as determined by the instructor. The irregular attendance policy and the last date to withdraw will be published on each instructor sheet.

Attendance is defined by HutchCC as:

For Face-to-Face Classes

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students
- Engaging in class discussion
- Participating in classroom activities and assignments

For Online Classes

- Regularly submitting academic assignments
- Taking exams, completing interactive tutorials, and/or participating in computer assisted instruction
- Participating in online discussions about academic matters

For Hybrid Classes

Face-to-face and online class attendance definitions will be applied

Academic activity does NOT include:

- Logging into an online class without active participation
- Academic counseling or advising

Revised: 10/15 Reviewed 5/14; 5/15; 3/16, 8/13/20, 8/21

Lab and Clinical Attendance

Students are expected to be in lab and clinical on their scheduled day, unless prior arrangements have been made. Students are not allowed on the clinical floor unless scheduled (if not scheduled will be sent home). Students may attend no more than 4 clinical experiences (clinical units, lab, simulation, preceptor, etc.) in a row, unless approval from the course faculty and Director of Nursing. Students who arrive 30 minutes or more late to clinical or lab will be

required to reschedule the experience. Students are to follow the lab and clinical absence make-up policy.

Revised 12/23

ADN Program Lab and Clinical Absences Make-up Policy (Policy #1630)

Clinical and labs are a required part of the nursing program. It is an expectation that students attend all scheduled clinical and lab experiences. It is the responsibility of the student to contact the clinical/lab instructor within 48 hours of the missed experience to reschedule the missed hours. Absences must be completed in order for the student to progress to the next semester of the curriculum. Clinical/lab make-up hours will be at the discretion of the instructor's schedule. If the make-up hours are scheduled after the end date of the course, the student needs to refer to the HutchCC [Incomplete Grades](#) policy and procedure (#1430) and will bear the cost for the clinical make-up hours.

Reviewed 8/17, 11/18, 8/21

4.04 Academic Appeal (HutchCC Policy 1001)

Purpose

The academic appeal procedure is designed to offer a means to resolve disagreements related to the interpretation of academic and/or selective admissions program policies. A student may request in writing a hearing before the Academic Appeal Committee.

NOTE: Academic dismissal from the institution, based on grade point average (GPA) per the Academic Standing, Probation, Dismissal and Reinstatement Policy (#1003), may not be appealed.

If a department or program has recommended course or program dismissal, the student may continue in coursework (providing there are no threatening or security behavioral issues) until appeal processes are concluded. However, if an issue has been documented at a partnership location (e.g., clinical sites, secondary institutions, correctional or military facilities), then the student is no longer eligible to continue participation in preceptorship, apprenticeships, and or clinical-based practice. For clinical sites, this sanction is immediate.

The College President or the President's designee may immediately suspend a student in the event that it is reasonably determined that a student's continued presence on campus poses a significant danger to either the student or to others or if there is reasonable cause to believe that such an interim suspension is required to protect lives or property and to ensure the maintenance of order. (Section C. Emergency Suspension, Standards of Conduct for Students Policy)

Level 1 – Academic Appeal Committee

Documentation of Issue

Documented evidence of said policy violation must be provided by the student in regards to the academic issue (this includes correspondence, course notes, grading/testing, procedural

variances, etc.).

The appeal (containing documented evidence) must be received by the Vice President of Academic Affairs' office within 10 business days after the event. The student will be notified by email at least three business days prior to the hearing with the Academic Appeal Committee. The notice will state the time, date, and place of the hearing. The hearing will be held within 10 business days of receipt of the request for appeal. If the student appeals and fails to present during a live appearance (in person or through an electronic medium) for the scheduled appeal hearing, the committee will dismiss the appeal. There will be no further opportunity for appeal. The Academic Appeal Committee is appointed by the president and consists of administrators, faculty and students. Five members of the committee, selected from these three groups, with at least one member from each group, will hear the student appeal. An audio recording of the proceedings will be made.

Timeline

The hearing will occur within 10 business days of the appeal being received by the college. A business day is defined as a day the college is open for business. The student will be requested to appear at the hearing, each party/group shall have the right to have an advisor present (including an attorney) at the party's own expense. Although each party has the right to have an advisor present, the advisor may not speak for the student or the college.

Outcome

The outcome or decision will be communicated to the student, college faculty/administrators and the Vice President of Academic Affairs within 5 business days of the hearing.

Level 2 – Institutional Review

Additional Documentation

The Level 2 Institutional Appeal Review is not intended to be a full re-hearing of the original appeal. A summary of NEW EVIDENCE that was unknown or unavailable during the original hearing which could substantially impact the original finding or sanction must be included in order to request an additional hearing. This evidence must be provided before the appeal date will be scheduled ONLY NEW documented evidence of said policy violation will be accepted from the student in regard to the academic issue (this includes additional correspondence, course notes, grading/testing, procedural variances, etc.) to provide causal evidence in the case.

If the decision of the Academic Appeal Committee requires further clarification by the student, the follow-up appeal (including new/unpresented evidence) must be received by the Vice President of Academic Affairs' office within 10 business days. The student will be notified by email at least three business days prior to the hearing with the Vice President of Academic Affairs. The notice will state the time, date, and place of the hearing. The hearing will be held within 10 business days of receipt of the request for appeal. If the student appeals and fails to present during a live appearance (in person or through an electronic medium) for the scheduled appeal hearing, the appeal will be dismissed. A business day is defined as a day the college is

open for business. Each party shall have the right to have an advisor present (including an attorney) at the party's own expense. Although each party has the right to have an advisor present, the advisor may not speak for the student or the college. An audio recording of the proceedings will be made. The Vice President of Academic Affairs will consult with the President about the recommended outcome before the final decision is rendered. This decision will be final.

Outcome

The outcome or decision will be communicated to the student and college faculty/administrators within 5- business days of the hearing.

Revised 7/2016 Reviewed 8/21

4.05 Appeal Course Grades (HutchCC Policy 1025)

If a student is dissatisfied with a course grade issued by an instructor and believes the grade issued is incorrect, the student may use the following appeal procedures:

1. The student shall, no later than two weeks after the grade is officially posted, contact the instructor and outline the reason(s) the student believes the grade is incorrect.* In the absence of the instructor, the student may contact the department chairperson to initiate the process of contacting the instructor. Students should also contact the department chairperson in the event the instructor has retired or resigned (move to step 3).
2. The instructor shall, within five business days following the initial contact, advise the student in writing of the outcome and the grade change, if applicable.
3. If the student is not satisfied with the outcome, the student may request in writing a meeting with the department chairperson within five business days of the instructor's decision. The student shall state rationale for the appeal and provide documentation at the time a meeting with the department chair is requested.
4. If the student is not satisfied with the outcome from the department chairperson, the student may request in writing within five business days of the department chairperson's decision that the Vice President of Academic Affairs initiate a review with the student.
5. The Vice President of Academic Affairs shall issue a final decision and notify the student in writing of the final decision within three business days following the review.

*The time frame may be shortened if the course grade in question affects transfer, eligibility or sequential courses for the next semester.

Reviewed 8/21

4.06 Withdrawal from a Course (HutchCC Policy 1035)

Complete Withdrawal from the Institution

Registered students, who are within the published withdrawal date, who wish to withdraw completely from the institution, should log in to DragonZone, navigate to their course schedule, and click the Withdrawal button for all courses listed. Students are officially withdrawn and

receive the designation of "W" immediately. Refunds to students who complete this transaction will be awarded according to the refund policy as listed in the catalog.

Emergency Withdrawal

After the withdrawal period has ended, requests for emergency withdrawal must be submitted in writing by the student making the request to the Vice President of Academic Affairs. The request will be reviewed, and the decision will be returned to the student within 30 calendar days.

Course Withdrawal

The withdrawal process becomes effective immediately after the period allowed for schedule changes.

Registered students wishing to withdraw from a course must do so on or prior to the date that corresponds to 80 percent completion of the course. The withdraw date is published on the schedule. Students who complete this transaction will receive the designation of "W" for the course. To complete the withdrawal procedure, students will log in to Dragon Zone, navigate to their course schedule, locate the course they wish to withdraw from, and click the Withdraw button. Students are officially withdrawn immediately.

Reviewed 8/21

Withdrawal from the Nursing Program

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

Revised 3/16, 11/19 Reviewed 5/14, 5/15, 8/21

4.07 Admission & Readmission Processes

Admission Selection Guidelines

Specific guidelines for admitting students to the program

1. Initial selection: qualified applicants who have completed all prerequisites and met the entrance test score requirements are ranked.
2. Secondary selection (Traditional Options only): If initial selection does not fill all the slots, qualified applicants who have met the entrance test score requirements and are enrolled in prerequisites will be ranked once final grades are posted to transcripts.
 - a. Applicants for secondary selection must be currently enrolled in the prerequisites and be completed before the new class starts. (Including, but not limited to IV therapy)
3. Alternate selection: minimum of 10 students with a maximum of 15 students who will be notified of status.

4. Tie breaking: When applicants have the same ranking score and acceptance cannot be determined solely by their score, acceptance for those applicants will be determined by prerequisite GPA first, then overall GPA if needed.
 - a. If tie is still present, selection will be random through a lottery method administered by the nursing program committee.
5. If an alternate is not offered a seat they will need to reapply for admission to the program. The nursing program does not maintain a waitlist.

Behaviors - General Professional Behaviors

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

Examples of Unsafe or Unprofessional Behavior

1. Dishonest or unprofessional interactions with patients, families, staff, faculty or peers.
2. Dishonest including but not limited to, cheating, plagiarism, fabrication, and misrepresentation.
 - a. Cheating – using or attempting to use unauthorized materials, information, study aids, computer-related information, or other people.
 - b. Plagiarism – representing the words, data, works, ideas computer program or output, or anything not generated in an authorized fashion, as one's own.
 - c. Fabrication – presenting as genuine any invented or falsified citation or material.
 - d. Misrepresentation – falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.
3. Abusive or profane language, or behavior used with the intent to malign, harm, or discredit another.

4.07.1 Readmission Policy

Readmission

Decisions regarding readmission of students to the nursing program will be made on an individual basis. Readmission is **not automatic**. Students who withdraw from the nursing program or receive a grade of "D" or lower in a nursing course or a required support course while in the nursing program, may re- enter the nursing program within one year at the level of the most recently passed semester, pending successful demonstration of theory and technical competency.

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

Applying for readmission.

The Student will not be readmitted if:

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

Other

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

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

5. CLINICAL / CLASSROOM POLICIES

5.01 Counseling and Guidance Policy

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

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

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

5.02 Written Work and Exams

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

Exams

1. Students are expected to take all examinations during the scheduled time frame, unless documentation of a legitimate absence is on file. **Legitimate absence:**
 - a. Illness: official documentation from medical provider allowing return to clinical, to be placed in student file.
 - b. Bereavement: proof of funeral attendance with date of ceremony clearly listed (obituary), to be placed in student file. Granted for the death of: a child, parent, sibling, grandparent, aunt, uncle; or mother/father/brother/sister/grandparent/aunt/uncle/in-law; and niece/nephew.
 - c. Mandatory courtroom appearance: copy of court summons with date of required attendance, to be placed in student file.
 - d. Military duty: copy of orders with date of required attendance, to be placed in student file.
2. Any other missed exam will result in a “zero” for the exam.
3. Students are responsible for making arrangements with the course instructor for exam make-up within 24 hours of the exam deadline. Failure to make arrangements within 24 hours of the exam deadline will result in a “zero” for the exam.
4. Exams will start and end on time. The exams are timed.
 - a. *Traditional Option Students:* Once you sign into the exam, the time clock for the exam will begin. The faculty highly recommend you arrive 10 minutes before your assigned exam start time.
 - i. Students who arrive late for the start of an exam will not be admitted to the testing room. The student will have to re-schedule this exam with Student Success Center and this would count/classify as their 1 missed exam and would follow the missed exam policy.
 - b. *For Online Bridge Option Students:* Once you sign into the exam, the time clock for the exam will begin. Students who do not begin an instructor supervised remote proctored exam within 10 minutes of the scheduled exam start time will not be admitted into the exam. The faculty highly recommend you log in 10 minutes before your assigned exam start time to resolve any technical issues. If other testing times are available the student may test then, if not the exam make-up policy will be followed.
5. Calculators must be exclusively used on course and standardized exams. Cell phone or smart watch are not allowed for calculations. Students should be aware that standardized integrated testing, such as ATI and NCLEX utilize on screen calculators only.
6. Face-to-face exams are monitored by one or more members of the nursing faculty. If a student is suspected of cheating on an exam, “zero” points may be allocated for that exam.

7. No personal electronic devices allowed during testing. Necessary equipment will be provided for all exams.

Revised 6/19

Test Review System

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

Written Work/Course Assignments

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

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

Materials and Forms

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

Late Work

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

Orientation Paperwork

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

Revised 4/11; 3/16; 5/20; 9/2021 Reviewed 7/12, 8/13, 5/14, 2/21

5.03 Standardized Integrated Assessment

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

All nursing students are required to participate in the assessment and review/remediation program. The assessments are integrated throughout the curriculum to meet the learning outcomes of each course and the program as a whole. Assessments are administered on computers and will be proctored. Assessment dates will be available on the course calendar or

content schedule sheets at the beginning of each course. Immediate feedback is provided regarding the student's performance following each assessment.

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

Revised 5/07, 1/08, 9/08, 8/10, 8/11, 8/13, 5/14, 5/20 Reviewed 3/16, 8/21

5.04 Proctoring of Exam and Fees

Rimmer Learning Resource Center, Proctorio and RPNOW proctoring services are the only approved proctoring services utilized by the nursing program as needed. Bridge Online option students have Proctorio testing fees included in their student ATI fees paid each semester. RPNOW proctoring services may be utilized for instructor developed proctored exams. When RPNOW is used, students are responsible for RPNOW testing fees, which are assessed/collected by the proctoring services at the time of testing and are dependent upon the length of the exam.

5.05 Student vs. Employee Role Policy

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

Students attending clinical at their personal workplace will function only in a student role while at clinical and will only provide care that has had prior satisfactory evaluation by an instructor.

5.06 Clinical Misconduct Policy

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

5.07 Preparation for Clinical Experience

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

the clinical area will be counted as hours absent and may jeopardize the student's progress in satisfactory completion of the course.

5.08 Reporting a Variance

A variance may occur during clinical or lab which affects safety. Analysis of these variances is an important part of learning to demonstrate accountability for nursing actions. Instructors require that students complete a program variance report. The report should be completed and returned to the instructor. The report will be retained as a part of the student's record. See Dept 1 policy. **Form 5.07.01**

5.09 Electronic Device Policy/Technology Support

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

Use of Personal Electronic Devices in Clinical (Applicable to all ADN programs)

1. Students must follow all applicable professional guidelines and laws (HIPPA) when using technology. Students who violate patient privacy with the electronic device will be subject to HIPAA infractions of the clinical agency and immediate dismissal from the ADN program.
2. There is no personal use of devices while in clinical.
3. The phone, camera, & texting functions on personal devices or phones must be turned off during clinical according to the devices instructions. It is the responsibility of the student to keep the device in the "airplane" setting and the camera covered during clinical. Failure to adhere to this policy will result in the students' dismissal from the clinical setting for the day.
4. When accessing information on the device students must step away from public view. Patients & visitors do not know if students are using the device for work or personal business.
5. Take no photographs of any kind anywhere inside the clinical area, with the exception of the simulation lab with instructor permission only.
6. Medical equipment may act as a reservoir for microorganisms and contribute to the transfer of pathogens. Be sure to disinfect/decontaminate the mobile device as indicated.
7. Students are not allowed to take any electronic devices to clinical at the Prison or Larned State Hospital.

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

Adopted: 03/01/2013; Revised 11/15; 7/2016 Reviewed 8/21

5.10 Uniform Policy

1. HutchCC Nursing Uniforms are to be worn **only** when clinical or lab time is scheduled. These uniforms are not to be worn in any way as personal work uniforms.

2. Work uniforms or scrubs, and HutchCC uniforms are **not** to be worn to classroom situations (unless designated by instructor). Remember the potential spread of infection to students, instructors and staff at Davis Hall. The same would be true if going from work to class – infection to clients will be increased.
3. It is expected that uniforms not be worn to social environments before or after clinical.

Revised 11/15, 11/19 Reviewed 8/21

Attire in the Clinical Area

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

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

1. Neat and clean program approved uniform purchased through Meridy - White scrub top with removable sleeve bands, navy scrub pants or A-line skirt. *Optional:* white, navy, or black long sleeve shirt under white scrub top or white or navy warm up scrub jacket with Hutch CC ADN program patch over white scrub top.
2. Clean shoes with socks. (Shoes must be solid leather or leather type without mesh, canvas, or holes).
3. HutchCC name badge must be in view above the waist at all times when in the clinical area. Facility name badge worn as designated by clinical sites.
4. Wear a watch that indicates seconds.
5. Wear only one plain ring (wedding sets are acceptable).
6. Maximum of two stud type earrings per ear may be worn. Earrings must not dangle and must conform to facility policy. Ear gauges must be solid, neutral plug. No other visible body piercing (including tongue) is allowed.
7. Tattoos must comply per clinical facility policy.
8. Meticulous hygiene. Use deodorant. Cologne/perfume/scented lotions should not be used. Good oral hygiene. No Smoking. No gum chewing.
9. Short, well-groomed natural fingernails without nail polish.
10. Clean/neat hair that is kept away from the face. No unnatural hair color or patterns.
11. Be clean shaven. If a beard or mustache is worn, keep clean and neatly trimmed

Reviewed 8/21, 12/23

Replacement Name Badge

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

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

Revised 4/11, 8/13, 5/14, 5/15, 3/16, 4/18, 5/20 Reviewed 8/21

5.11 Withdrawal of the Student from the Clinical Area

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

5.12 Transportation/Parking

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

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

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

5.13 Video Taking Policy

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

5.14 Voice-Recorder Lecture Policy

Students, with written permission of the individual faculty member, may voice record class lectures for their personal study. Students may voice record class lectures for their personal study with the written permission of the individual faculty member. Lectures recorded for this purpose may not be shared with other people without the consent of the lecturer. Voice recorded lectures may not be used in any way against the faculty member, other lecturers, or students whose classroom comments are recorded as part of the class activity. Information contained in the voice-recorded lecture is protected under federal copyright laws and may not be published or quoted without the express consent of the lecturer and without giving proper identity and credit to the lecturer. **Form 5.13.01**

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

5.15 Email Policy (HutchCC Policy 1055)

Policy Purpose: To define appropriate use of electronic mail

Official communications from Hutchinson Community College include both electronic and paper communications. HutchCC encourages employees to communicate electronically whenever possible. Electronic communications may replace paper communication unless prohibited by federal or state law, including regulatory guidance as appropriate.

HutchCC provides a variety of electronic communication tools including, but not limited to,

email, messaging systems, and social media for use by students and employees. HutchCC encourages the appropriate use of these forms of communication, as defined in this and other HutchCC policies, to further its mission and vision.

Examples of official communications that HutchCC may communicate electronically include, but are not limited to, enrollment information, academic progress notifications, financial statements and other financial information, library overdue notices, policy announcements, and notification of official disciplinary hearings. Official communications must originate from a HutchCC managed system or account. Any communication originating from source other than HutchCC will not be considered official communication. HutchCC employees and students are expected to check their electronic communications on a frequent and consistent basis in order to stay current with HutchCC and/or faculty-student related communications. HutchCC employees and students will not be held responsible for an interruption in their ability to access electronic messages due to a HutchCC system-related problem that prevents the timely delivery or access to the electronic message (power outages, system viruses, etc.).

Faculty may determine how electronic communication will be used in their classes, but must specify their requirements in the Instructor Sheet.

Student and campus organizations recognized by Student Services may use electronic communication to notify students and employees of meetings, events, and fund-raising activities.

HutchCC electronic communication may not be used for commercial purposes, for personal financial gain, to distribute chain mail, for personal advertisements, to support partisan political candidates, political party fundraising, or political causes, or to support outside organizations. Individuals who wish to use HutchCC electronic communication in support of external organizations (e.g., charities) must secure written or email approval of the President.

The Federal Health Insurance Portability and Accountability Act (HIPAA) prohibits the dissemination of personal health information without the written consent of the person.

HutchCC student email addresses are not to be shared with other students without the student's permission.

HutchCC restricts the use of broadcast electronic communications, which are defined as electronic communications broadcast to large segments of the HutchCC community, such as but not limited to all employees, a particular group of employees (e.g., all faculty, all staff), all students, or all HutchCC email account holders. Subjects that are not appropriate for broadcast electronic communications include but are not limited to:

- Personal notices, e.g., items for sale, lost or found;
- Messages of a commercial, political, or lobbying nature; or

- Messages that solicit support (financial or otherwise) for charity, personal gain, or special causes not connected with an official HutchCC effort.

Broadcast electronic communications containing attachments are discouraged because of the burden on HutchCC's system resources.

Students are not authorized to send broadcast electronic communications.

HutchCC employees may send broadcast electronic communications only with (1) advance approval from the President's Office, the Vice Presidents' Offices, the Chief Information Officer, the Director of Human Resources, the Coordinator of Equity and Compliance, or the Director of Marketing and Public Relations, and (2) for mission-related matters pertinent to the functioning of HutchCC or emergency messages. If the broadcast electronic communication is directed to students, the employee must obtain the prior written or email approval of the President or one of the Vice Presidents. HutchCC employees should use the e-bulletin board available on HutchCC Web Services site to post items not related to the mission of HutchCC.

HutchCC recognizes that its employees occasionally may need to make personal use of HutchCC electronic resources and does not wish to prohibit such use altogether. The overriding principle that should govern personal use of these resources is that reasonable and incidental unofficial use of HutchCC electronic resources is authorized only so long as:

- Such use is not malicious, threatening, or intimidating toward other persons;
- Such use does not interfere with HutchCC operations, official business, or organizational performance;
- Such use does not adversely affect the job performance of the user or any employee;
- Such use does not adversely affect the learning experience for a student;
- Such use must be of limited duration and frequency;
- Such use does not support external organizations, partisan political candidates, party fundraising or causes;
- Such use does not generate incremental identifiable costs to HutchCC. If HutchCC incurs additional costs, HutchCC reserves the right to seek appropriate reimbursement; and
- Such use does not violate this or other HutchCC policies.

HutchCC electronic communication resources may not be used for activities that are clearly prohibited.

HutchCC supports a climate of trust and respect and does not ordinarily read, monitor, or screen electronic communications. However, complete confidentiality or privacy of electronic communications cannot be guaranteed. Confidentiality cannot be guaranteed because of the nature of the medium, the need for authorized staff to maintain electronic systems, and HutchCC's accountability as a public institution. The President or his designee may authorize HutchCC's ITS system administrators to access employee or student electronic communications in a number of circumstances including, but not limited to, situations involving the health or

safety of people or property; possible violations of HutchCC's codes of conduct, regulations, or policies; possible violations of state or federal laws; subpoenas and court orders; other legal responsibilities or obligations of HutchCC; or the need to locate information required for HutchCC's business.

HutchCC electronic communications remain the property of Hutchinson Community College. Electronic communication use that violates the law, rights of others, or HutchCC codes of conduct, regulations, or policies is a serious abuse. Such actions may subject an individual to termination of account privileges and/or appropriate disciplinary and/or legal action.

Effective 05/04/2017 Reviewed 8/21

5.16 Academic Honesty Policy (HutchCC Policy 1002)

Education requires integrity and respect for HutchCC's institutional values. HutchCC students are required to maintain honesty through a "responsible acquisition, discovery, and application of knowledge" in all academic pursuits. Preserving and upholding academic honesty is the responsibility of HutchCC students, faculty, administrators and staff.

I. Student Responsibilities

All HutchCC students are required to:

- Submit all work in all courses without cheating, fabrication, plagiarism, dissimulation, forgery or sabotage.
- Provide all academic records such as transcripts and test scores that are free of forgery.
- Refrain from participating in the academic dishonesty of any person.
- Use only authorized notes, student aids, and technology appropriately.
- Protect the security of passwords/login/privacy/electronic files, and maintain sole individual access for any online course information.

II. Definition of Academic Dishonesty

- Academic dishonesty is any intentional act, or attempted act, of cheating, fabrication, plagiarism, dissimulation, forgery, or sabotage in academic work.
- Cheating includes using unauthorized materials of any kind, whether hard copies, online, or electronic, such as unapproved study aids in any academic work, copying another student's work, using an unauthorized "cheat sheet" or device, or purchasing or acquiring an essay online or from another student.
- Fabrication is the invention or falsification of any information or citation in any academic work, such as making up a source, providing an incorrect citation, or misquoting a source.
- Plagiarism is the representation of someone else's words and ideas as the student's own in any academic work, such as turning in work completed by another student, omitting a citation for work used from another source, or borrowing the sequence of ideas, arrangement of material, and/or pattern of thought of someone else, even though it may be expressed in the student's own words.

- Dissimulation is the obscuring of a student's own actions with the intention of deceiving others in any academic work, such as fabricating excuses for absences or missed assignments, or feigning attendance.
- Forgery of academic documents is the unauthorized altering, falsification, misrepresentation, or construction of any academic document, such as changing transcripts, changing grades on papers or on exams which have been returned, forging signatures, manipulating a digital file of academic work, or plagiarizing a translation.
- Sabotage is any obstruction or attempted obstruction of the academic work of another student, such as impersonating another student, stealing or ruining another student's academic work.
- Aiding and abetting academic dishonesty is considered as knowingly facilitating any act defined above.
- Academic honesty violations can also include the omission or falsification of any information on an application for any HutchCC academic program.

III. Sanctions for Academic Dishonesty

Students who violate the Academic Honesty Policy may be subject to academic or administrative consequences.

Instructor Sanctions for Violation:

Their instructor may charge students suspected of violating the Academic Honesty Policy in writing and any of the following may apply:

- Receiving written warning that could lead to more severe sanction if a second offense occurs
- Revising the assignment/work in question for partial credit
- Voiding work in question without opportunity for make-up
- Reducing the grade for the work in question
- Lowering the final course grade
- Failing the work in question

Institutional Sanctions for Violation

Students charged with academic dishonesty, particularly in instances of repeated violations, may further be subjected to an investigation and any of the following may apply:

- Instructor recommendation to the Vice President of Academic Affairs (VPAA) to dismiss student from the course in which the dishonesty occurs
- Instructor recommendation to the VPAA to dismiss student from the course in which the dishonesty occurs with a grade of F. Student will not be allowed to take a "W" for the course.
- Instructor recommendation to the VPAA that the student be suspended and/or dismissed from the program
- Student barred from course/program for a set period of time or permanently
- May be recommended by the instructor (after documented repeated offenses) to the VPAA that the student be placed on probation, suspended and/or dismissed from the institution

IV. Procedure

- Instructor will communicate to the student suspected of violating the Academic Honesty Policy. That communication may include sanction(s).
- Should the instructor choose to pursue institutional sanctions, the instructor shall notify the student in writing via the student's HutchCC email account. Instructor shall also submit a completed Academic Honesty Violation Form to the Department Chair and the office of the VPAA with recommendation to proceed with specific Institutional Sanctions. The decision of the VPAA on Institutional Sanction is final.

V. Due Process Rights

Students charged with violations of academic honesty have the right of appeal and are assured of due process through the Academic Honesty Appeal process.

Academic Honesty Appeal Process

I. Due Process Rights: Students charged with violations of academic honesty have the right of appeal and are assured of due process through the Academic Honesty Appeal process.

- If an instructor has recommended course or program dismissal, the student may continue in coursework (providing there are no threatening or security behavioral issues) until appeal processes are concluded. However, if an issue has been documented at a partnership location (e.g., clinical sites, secondary institutions, correctional or military facilities), then the student is no longer eligible to continue participation in internships, apprenticeships, and/or clinical-based practice. For clinical sites, this sanction is immediate.

II. Process

If the student disagrees with the charge of a violation of academic honesty, the student has the right to due process as described in the Academic Honesty Appeal process below:

1. If the matter is not resolved upon communicating with the instructor about the violation, the student shall, within five business days of the issuance of the written notice of violation, submit a completed [Academic Honesty Appeal Form](#) and supporting documentation to the appropriate department chairperson to initiate an Academic Honesty Appeal.
2. Within two business days of receiving the student's completed Academic Honesty Appeal Form, the Department Chair and VPAA will review and the VPAA will render a decision.
3. Within two business days, a response will be sent to the student's HutchCC email address. The VPAA's decision is final.

Reviewed 8/21

5.16 College Closed Policy (HutchCC Policy 1039)

In the event the college is closed and all classes or other activities are cancelled due to weather or campus emergency, students will be notified via the following sources:

- A message will be sent via the college's emergency alert system to those students

who have enabled their alert in their profile section of DragonZone. These messages will specify which college locations are involved and the dates and times of cancellations.

- An e-mail will be sent to all campus e-mail addresses notifying students of the cancellation.
- The college will announce the cancellation to media including radio stations KWBW 1450AM, KHUT 102.9FM and Radio Kansas 90.1FM (the official Hutchinson Community College radio station), and television stations KWCH, KAKE, and KSN.
- An announcement will be posted on the college's telephone answering system to alert callers to closings.

Effective 01/09/2003 Reviewed 8/21

Allied Health Policy

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

If the College is closed (as declared by the President) due to inclement weather or other emergency, students are not to attend clinical sites. Students who are geographically distant from the college, and not affected by the reason for the unscheduled closing, must notify their faculty person/clinical coordinator that they will be attending their clinical or preceptorship.

6. PROGRAM INFORMATION

6.01 Student Committee

Section 1: The name of this committee will be the Student Committee.

Section 2: The purpose of the committee is to be responsible for matters relevant to students.

- A. Coordinate student activities such as pictures, pins, pinning practice, pinning ceremony, and provide help for the pinning/graduation program.
- B. Student representatives will have the opportunity to attend general Associate Degree faculty meetings. If there is more than one representative per level, students may alternate or assign attendance. Attendance can be accomplished by alternate methods using IT support and current technology.
- C. Address student concerns with faculty on the student committee. Bring any concerns to the AD Nursing meetings.

Section 3: Membership will consist of the director as ex-officio member, three faculty and three nursing students. A minimum of one student and one faculty member from Level I, Level II, and OBP.

Section 4: The chairperson will be faculty member selected from the membership.

Section 5: The faculty on the student committee will schedule meetings once each semester, February and September, to facilitate collaboration between Level I Traditional, Level II Traditional, and the Online Bridge students. Additional Meeting may be planned for each student group as they approach graduation.

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

6.02 Hutchinson Association of Nursing Students (HANS)

The purpose of the HANS Chapter is:

- a. To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
- b. To provide programs representative of fundamental and current professional interest and concerns.
- c. To aid in the development of the whole person, and his/her responsibility for the health care of people in all walks of life.

All students are members of HANS and participation is encouraged.

Active members:

- a. Students enrolled in state approved programs leading to licensure as a registered nurse.
- b. Registered nurse enrolled in program leading to a baccalaureate degree with a major in nursing.

Associate member:

Pre-nursing students enrolled in college and university programs designed as preparation for entrance into an undergraduate program leading to an associate degree, diploma, or baccalaureate degree in nursing.

Dues – None at the local level but state and national dues are yearly.

HANS meets at least once a semester.

Revised 4/11 Reviewed 8/13; 3/16, 12/23

6.03 Lab Coordinator

HutchCC ADN Program employs a lab coordinator for 40 hours per week. Hours will be posted on the student bulletin boards and outside the simulation lab. Assistance with assessment techniques, practical skills, written assignments, or study skills is available to any nursing student. Special arrangements can be made as necessary if posted times conflict.

6.04 ADN Faculty

Name	Title	Office	Phone
Alison Casebolt, MSN, RN	Director of Nursing and Department Co-Chair	DH203	620.665.4931
Becky Morawitz	Program Secretary	DH202	620.665.4930
Nicolee Wyman, MSN, RN	Lab Coordinator	DH20	620.665.4941
Lisa Davies, MSN, RN	Nursing Faculty and Department Co-Chair	DH220	620.665.4945
Sherry Bahr, MSN, RN	Nursing Faculty	DH207	620.665.4998
Staci Ford, EdD, MSN, RN	Nursing Faculty	DH222	620.665.4975
Shelli Hines, MSN, RN	Nursing Faculty	DH208	620.665.4935
Kim Koerner, MSN, RN	Nursing Faculty	DH210	620.665.4938
Lindsay Rayl, BSN, RN	Nursing Faculty	DH209	620.665.4944
Milissa Steffen, BSN, RN	Nursing Faculty	DH205	620.665.4934
Patrick Sullivan, BSN, RN	Nursing Faculty	DH206	620.665.4933

6.05 Clinical Sites

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

Revised: 4/11, 7/12, 5/13, 5/14, 5/15, 7/16, 2/18

6.06 KANSAS NURSE PRACTICE ACT: January 2022

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

60-3-101. Licensure.

60-3-106. Licensure qualifications.

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

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

- (a) Alcohol;
- (b) any drugs;
- (c) deceit;
- (d) dishonesty;
- (e) endangerment of a child or vulnerable adult;
- (f) falsification;
- (g) fraud;
- (h) misrepresentation;
- (i) physical, emotional, financial, or sexual exploitation of a child or vulnerable adult;
- (j) physical or verbal abuse;
- (k) theft;
- (l) violation of a protection from abuse order or protection from stalking order; or
- (m) any action arising out of a violation of any state or federal regulation.

History: Authorized by K.S.A. 2015 Supp. 65-1117 and K.S.A. 65-1129; implementing K.S.A. 2015 Supp.

65-1117; effective Nov. 7, 2008; amended April 29, 2016)

Revised 5/14/16 Reviewed 8/21

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

Appendix: Forms
(Page left intentionally blank).

**Hutchinson Community College
Associate Degree Nursing Program**

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

Student Name (Please Print) and Date

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

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

Physical Factors

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

Sensory Factors

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

Health Care Providers Signature and Date

Print Name (Health Care Provider)

Facility Name, City, State

**Hutchinson Community College
Associate Degree Nursing Program**

Drug/Alcohol Testing Consent (Form 3.03.01)

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

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

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

Date

Signature

Date

Witness

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

**Hutchinson Community College
Associate Degree Nursing Program**

Health Insurance (Form 3.05.01)

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

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

Student Signature Date

Print name

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

My commission expires: _____

Notary Public: _____

8.15 reviewed

**Hutchinson Community College
Associate Degree Nursing Program**

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

Student Name _____ **ID#:** _____

Description of Concern: (Details)

Corrective Action: (Details)

The following steps must be taken to meet program objectives:

Instructor Signature: _____ **Date:** _____

Student Perception:

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

Student Signature: _____ **Date:** _____

Failure to sign will result in dismissal from the program.

Adopted 5.06

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

**Hutchinson Community College
Associate Degree Nursing Program**

Student Withdrawal Form (4.06.01)

Student Name: _____ Student ID #: _____

Reason for Withdrawal:

Student Information:

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

Student Comments:

Date: _____

Student Signature: _____

Express student understanding via phone conversation: _____

Advisor or Course Coordinator: _____

Program Director: _____

Eligible for readmission: _____

CC: Student File

Revised: 11/19

**Hutchinson Community College
Associate Degree Nursing Program**

Program Variance Report (Form 5.07.01)

Student Name _____ Client age/gender _____

Facility _____

Date of variance _____ Time of variance _____

Describe exactly what happened.

What did you do when you discovered the problem?

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

Instructor's comments:

Student Signature

Instructor Signature

**Hutchinson Community College
Associate Degree Nursing Program**

Waiver: Voice-Recording (Form 5.13.01)

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

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

Student Signature

Date

Print name

Date

OR

Faculty Signatures

Specific Content

**Hutchinson Community College
Associate Degree Nursing Program**

***PROGRAM CONTRACT (Form 6.9)**

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

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

Student Signature

Date

Print name

***Contract reviewed annually.**