



HUTCHINSON
COMMUNITY COLLEGE

Nursing Student Handbook

Associate Degree Nursing Program Online Bridge
Class of 2021

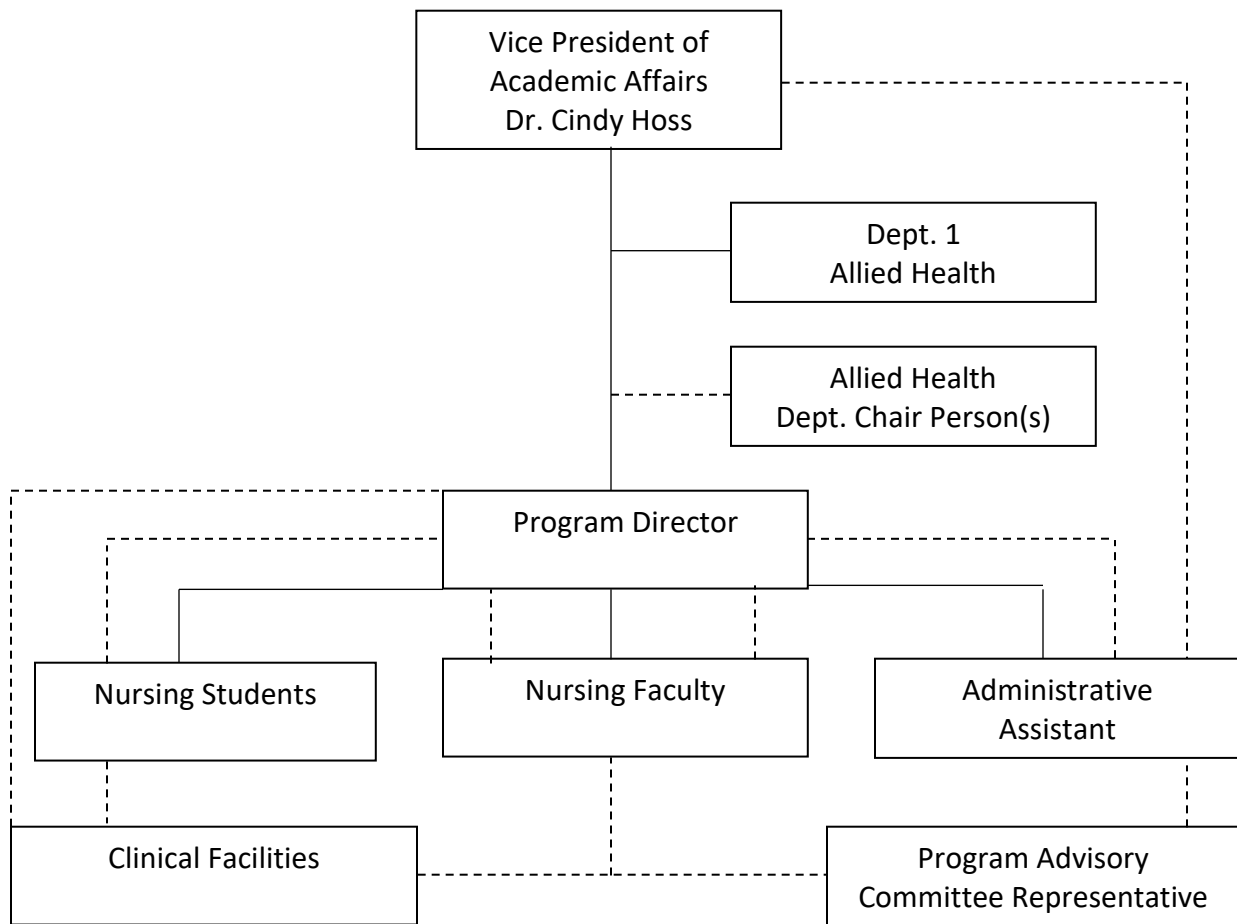
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1. HUTCHCC INFORMATION

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
Allied Health Academic Advisor (DJ Chastain)	620.728.8100
Director of Nursing (Debbie Hackler, MSN, RN)	620.665.4931
Associate Degree Nursing Office	620.665.4930
Fax	620.931.2829

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

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. Each patient is respected as an individual, and the unique preferences, values and needs are consistently considered in the plan of care to meet basic needs of each person. 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 work together to foster 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 incorporates clinical expertise and experience, scientific evidence and patient opinions and perspectives to provide effective, high quality care to patients and families. 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 methods to show measurable improvement in health care services and health status of patient groups. 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 • Safety

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

References:

Kansas State Board of Nursing. (2014). 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. (2012). Quality and Safety in Nursing: A competency Approach to Improving Outcomes. West Sussex, UK: Wiley-Blackwell.

Quality and Safety in Nursing Education Institute. (2014). QSEN Institute & Frances Payne Bolton School of Nursing and Case Western Reserve University. Retrieved from: [Quality and Safety in Nursing Education \(QSEN\)](#)

Approved by the KSBN 9/15/2015

2.01.2 ADN Alignment

Student Learning Outcomes (approved 2015)

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. Manage care and provide leadership 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.

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 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

2.02 Curriculum

Table 1 General Education Courses

Course Name	Course #	Credit Hours	Contact Hours	
			Lecture	Lab/Clinical
English Composition	EN101 or EN111	3 credits	45	-
Anatomy and Physiology	BI103	*6 credits	60	60
Psychology	PS100	3 credits	45	-
Human Growth and Development	PS102	3 credits	45	-
Public Speaking or Interpersonal Communications	SH101 SH210	3 credits	45	-
Nutrition or Sociology	HE202/SO100	3 credits	45	-
General Microbiology	BI112	4 credits	45	30
Pathophysiology	HR212	4 credits	60	-
Total		29 credits		

Table 2 Nursing Courses

Course Name	Course #	Credit Hours	Contact Hours	
			Lecture	Lab/Clinical
Health Maintenance Promotion and Restoration	NR123	9 credits	135	-
Health Maintenance Promotion and Restoration Practicum	NR123L	3 credits	-	45/90

Course Name	Course #	Credit Hours	Contact Hours	
			Lecture	Lab/Clinical
Care of the Family	NR208	4 credits	60	-
Care of the Family Practicum	NR208L	2 credits	-	90
Complex Care of the Adult	NR220	4 credits	60	-
Complex Care of the Adult Practicum	NR220L	2 credits	-	90
Leadership and Management Concepts in Nursing	NR221	1 credits	15	-
Leadership and Management Concepts in Nursing Practicum	NR221L	2 credits	-	90
Role Transition: Student to Professional Nurse	NR224	1 credit	15	-
Total		28 credits		

Paramedics and LPN's have been given approximately 12 credits for previous medical surgical learning experiences.

*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.

It is known that EMT-P's/LPN's will have some general education courses completed from the list above, but institutional requirements are different.

Revised 5/14, 10/15, 1/18

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

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

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

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 to nursing office mid-December. The requirements include:

1. Chest x-ray or Mantoux tuberculin skin test – 2 step method unless evidence of yearly test
2. Immunization for tetanus and diphtheria within last ten (10) years
3. MMR immunization or positive measles, mumps, rubella titer (if born in 1957 or after, documentation of two (2) MMRs)
4. Evidence of immunity to Pertussis by receipt of a single dose of Tdap (ADACEL™). Those aged less than 64 who do not have documentation of Tdap immunization should receive a single dose of Tdap if it has been at least 2 years since receipt of a tetanus toxoid-containing vaccine. (obtain through the Health Department)
5. Hepatitis B vaccine* series
6. Influenza (**required annually**** - when available in fall)
7. Physical examination, annual
8. Physical Requirements form, completed at time of physical examination. Form 3.01.01
9. Physician documentation of chickenpox, 2- vaccinations or titer
(If the Physician cannot verify by documentation, the student must have the titer or 2 vaccinations.)

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.

**If unable to obtain this immunization, contact the Program Director immediately.

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.

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.

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

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 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. No alcohol is allowed on college property or property controlled by the college without the prior written approval by the Board of Trustees. Residence halls, student clubs and organizations may impose additional restrictions.

Effective 04/09/2015

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.

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

3.04 Exposure to Infectious Diseases/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

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 with the exception of oral care and blood glucose testing under direct supervision. Universal and standard precautions must be exercised when performing these skills.

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

3.07 CPR Policy

Students will obtain the American Heart Association CPR Certification by the end of December prior to NR123.

Existing certification must remain current until completion of the nursing program. Recertification will be required before the start of the 1st Nursing course within the selected curriculum.

Revised 5/14; 5/15; 3/16

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. Within each course the following requirements must be met:

- a minimum of 79% average in assignment category, exam category, and overall grade category in each theory course
- a minimum of 79% or satisfactory on written clinical work
- a minimum of 92% on the medication administration and clinical calculation competency exam each semester
- satisfactory performance in the clinical areas as defined by the behavioral components on the Clinical Evaluation Tool
- Participation and completion of program review and assessment materials
- 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.

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

Medication Administration and Clinical Calculation Competency Exam

Prior to participating in clinical experiences each semester, the student is required to pass a medication administration safety & common clinical calculations exam necessary for safe clinical practice with a minimum of 92% accuracy (23/25). Students are allowed two (2) attempts. Students who do not pass the calculation exam requirement on the first attempt, will be required to complete remediation prior to the second attempt.

No further calculation exam attempts will be offered if the student is unsuccessful on the second attempt. The student must withdraw from clinical course and may request readmission per the readmission policy.

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.

Assignment Completion

All assignments/discussion boards/quizzes/exams are due at the assigned time.

Revised 10/15; 5/20

Reviewed 5/14; 5/15; 3/16

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

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 coordinator and 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

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: Warnings and Withdrawals for Irregular Attendance (Policy # 1010)

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. * 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". If the instructor chooses not to withdraw the student, the earned grade will be issued and the last day the student attended the class will be recorded.

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

If a student decides to appeal a withdrawal for irregular attendance, he/she must submit a written appeal to the instructor.

*For merged programs, instructors may withdraw students at any time during the term if students have been officially warned in DragonZone that their attendance has been irregular.

Lab and Clinical Attendance

Clinical are 10 hour days. Students may attend no more than 4 clinical experiences (clinical units, lab, simulation, preceptor, etc.) in a row. Students are expected to be in 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).

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 Coordinator 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 dependent on the clinical/lab 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 4/11; 7/12; 5/14; 5/15; 3/16, 8/17, 11/18

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

The appeal 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.

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.).

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. Levels 2 and 3 Appeal Reviews are not intended to be full re-hearings 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.

Level 2 – Vice President of Academic Affairs Review

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.

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.).

Outcome

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

Level 3 – Presidential Review

If the academic disagreement requires additional examination (with additional evidence/documentation prepared), a student may appeal the decision of the Academic Appeal Committee and/or the Vice President of Academic Affairs by filing a written appeal (including new evidence) with the President of the College within 10-business days of receiving the decision of the Vice President of Academic Affairs. Upon receipt of a complete documentation file (including a new letter of appeal explaining why the previous two levels of response were not satisfactory), the president will review the recording of the previous proceeding(s) and additional written materials submitted during the two previous hearings. The President and/or his/her designee may request a meeting with the appealing individual at his/her discretion.

Timeline

Within 10 business days of the receipt of the Level 3 Appeal, the president or his/her designee will affirm, modify or reverse the decisions of the Academic Appeal Committee and/or the Vice President of Academic Affairs. The president's decision will be mailed to the student at the address listed in the student's letter of appeal.

Outcome – Final Decision

The outcome or decision will also be communicated to the faculty and administrators and the Vice President of Academic Affairs. The President's decision is final.

Revised 7/2016

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 one week into the next regular semester (spring, summer or fall) following issuance of the grade, confer with the instructor and outline

the reason(s) he/she believes the grade is incorrect. *In the absence of the instructor, the student may contact the department chairperson or program coordinator to initiate the process of getting in contact with the instructor. Students should also contact the department chairperson or program coordinator in the event the instructor has retired or resigned.

2. The instructor shall, within one week following the conference, advise the student in writing of the results of the conference and the grade change, if applicable.
3. If the student is not satisfied with the results of the conference, he/she may request in writing a meeting with the department chairperson or program coordinator.
4. If the student is not satisfied with the results of the conference with the department chairperson or program coordinator, he/she may request in writing that the Vice President of Academic Affairs initiate a review involving the student and the following people or their designees: the Vice President of Student Services, the Vice President of Academic Affairs, the instructor of record, a colleague of the instructor's choosing (if requested by the instructor) and the department chairperson. The review conference shall be held within 14 days.
5. The Vice President of Student Services, the Vice President of Academic Affairs, the department chairperson shall, within three days following the review, issue a decision. The Vice President of Academic Affairs shall notify the student in writing of the final decision.

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

Effective 6/25/2015

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 60 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.

Students who are participating solely in clock-hour programs will receive the designation of "W" during the withdrawal period only if they have not completed any of the program's specific courses in that term. Grades will be recorded for completed courses.

Effective 1/12/2012

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. **Form 4.06.01**

Reviewed 5/14, 5/15

Revised: 3/16, 11/19

4.07 Admission & Readmission Processes

Admission Selection Guidelines

Specific guidelines for admitting students to the program

1. Initial selection of qualified students will look at everyone who has completed all prerequisite, support classes and have completed the admission criteria.
2. If this does not fill all the slots, then will look at students who have one class missing and are currently enrolled in the class and will be completed before the new class starts. (Including, but not limited to IV therapy)
3. Will have a wait list that will have a minimum of 10 students with a maximum of 15 students who will be notified of being on the waiting list.

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 are unsuccessful in the first semester of the program (withdraw or failure) must follow the Admission Process. 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.

Reapplying 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. He/she has failed in clinical performance.
3. He/she has been expelled from the program after being judged to have committed academic dishonesty.
4. Any of the following occurs twice:

- a. Student withdrew from two (2) nursing courses with a grade of less than 79%
OR
- b. Student completed two (2) nursing courses with a grade of less than 79% OR
- c. Student withdrew from a nursing course with a grade of less than 79% AND
completed a nursing course with a grade of less than 79%.

Other

If a student has been dismissed from a 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

5. CLINICAL / CLASSROOM POLICEIS

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. Recognizing the impact of life skills and personal problems on the success of students a professional counselor is available on Main Campus, located in the Parker Student Union.

- 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.
- Students may seek the Guidance & Counseling services independently or may be referred.

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

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:

1. Illness: official documentation from medical provider allowing return to clinical, to be placed in student file.
2. 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.

3. Mandatory courtroom appearance: copy of court summons with date of required attendance, to be placed in student file.
 4. Military duty: copy of orders with date of required attendance, to be placed in student file.
- a. A reduction of seven percent (7%) from the student's score obtained on the make-up exam will occur for absences that do not meet the definition of legitimate absence.
 - b. Only one exam make-up is allowed per course. Any other missed exam will result in a "zero" for the exam.
 - c. Students are responsible for making arrangements with the course instructor for an 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.
2. 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 tests such as ATI and NCLEX utilize on screen calculators only.
 3. All examinations must be completed within the scheduled time frame.
 - a. HutchCC Student identification number available.
 - b. Student personal identification (driver's license, etc.)
 - c. Cell phone or smart watch must be turned off and removed from testing area during the testing process.

Test Review System

Student questions or concerns regarding test items must be documented via email, including specific rationale. Once all students have completed the test and an instructor exam analysis is complete, a student may request an exam review.

Written Work/Course Assignments

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

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

Materials and Forms

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

Late Work

All assignments/discussion boards/quizzes/exams are due at the assigned time. Requests for coursework extensions may be granted on a case-by-case basis for extenuating circumstances (medical emergency, death of family member, etc.) with appropriate documentation (healthcare provide note, obituary, etc.). Students must email their instructor prior to the due

date (*24 hours in advance, when applicable*) to request course work extensions. Instructors have the right to refuse an extension if the student requests an extension with less than 24-hour notice or lacks documentation.

A zero (0) will be entered into the grade book for late work, unless prior arrangements have been made with the instructor.

Revised 4/11; 3/16; 5/20

Reviewed 7/12, 8/13, 5/14

5.03 Standardized Integrated Assessment

The Associate Degree Nursing Program incorporate a standardized assessment program. All nursing students are required to participate in the assessment and review/remediation program. The assessments are integrated throughout the curriculum and many have been customized to meet the learning outcomes of each course. 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. Students are encouraged to remediate following the assessments.

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; 05/14; 11/15; 5/20

Reviewed 3/16

5.04 Proctoring Fees

The proctoring services used in the ADN Bridge Program Option are Proctorio and RPNOW. Proctorio testing fees are included in student ATI fees paid each semester. Students are responsible for RPNOW testing fees for instructor developed proctored exams, 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 Handbook, “Standards of Conduct for Students” policy is applicable to all nursing students. (HutchCC Policy 1047 - [HutchCC DragonZone](#))

5.07 Preparation for Clinical Experience

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

5.08 Reporting a Variance

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

5.09 Electronic Device Policy/Technology Support

HutchCC ADN program believes that clinical and lab practice is facilitated by the use of readily available technology resources. Students enrolled in the program are required to use a handheld computing device that is Skyscape application compatible. This device must be acquired and software installed during the 1st semester of the program. Students will be responsible for all maintenance and replacement of personal handheld device.

Personal Handheld Device Information:

Current minimum operating system requirements must meet Skyscape’s platform compatibility.

[Skyscape Compatibility](#)

Or



Skyscape resources - Bookstore availability annually each January. Students are required to download all Skyscape resources including updating of software. Purchase information will be given to students during NR123 Orientation.

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 your device you must step away from public view. Patients & visitors do not know if you 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. You 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

Initiated: 03/01/2013; Revised 11/15; 7/2016

5.10 Uniform Policy

1. HutchCC Nursing Uniforms are to be worn **only** when clinical 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

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:

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 embroidered warm-up jacket over white scrub top.
2. Clean solid white or black shoes with solid color white or dark 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

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

5.11 Withdrawal of the Student from the Clinical Area

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

5.12 Transportation/Parking

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

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

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

5.13 Video Taking Policy

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

5.14 Voice-Recorder Lecture Policy

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

Revised 5/15

Reviewed 3/16

5.15 Email Policy (HutchCC Policy 1055)

Policy Purpose: To define appropriate use of electronic mail

HutchCC provides electronic mail (e-mail) for use by students, faculty, and staff. HutchCC encourages the appropriate use of e-mail to further its mission goals relating to instruction, management and administrative support. Incidental personal use is permitted provided that such use does not interfere with HutchCC operations, generate incremental identifiable costs to HutchCC, negatively impact the user's job performance, or violate the contents of the policy. E-mail shall be considered an appropriate mechanism for official communication by HutchCC with faculty, staff, and students.

E-mail shall also be considered an appropriate mechanism for official communication by faculty with students. The College has the right to send official communications via e-mail to faculty, staff, and students with the full expectation that those communications will be received and read in a timely fashion. The same expectation may be held for faculty communicating via e-

mail with students. Faculty, staff, and students who choose to have their e-mail forwarded to a private, unofficial e-mail address outside the official HutchCC network address (HutchCC.edu) do so at their own risk. The College is not responsible for any difficulties that may occur in the proper or timely transmission or access of e-mail forwarded to any unofficial e-mail address.

Official communications will be sent to the recipients' official HutchHCC e-mail addresses. Faculty, staff, and students are expected to check their e-mail on a frequent and consistent basis in order to stay current with College and/or faculty-student related communications. Faculty, staff and students receiving official e-mail communication must insure that there is sufficient space in their accounts to allow for e-mail to be delivered. It should be recognized that certain communications may be time-critical. Faculty, staff, and students will not be held responsible for an interruption in their ability to access an e-mail message due to a system-related problem that may prevent the timely delivery or access to the message (power outages, system viruses, etc.).

Faculty members may determine how e-mail or other forms of electronic communication will be used in their classes, but must specify their requirements in the Introduction to Course Instructor Sheet. Faculty may expect that students are checking e-mail regularly, and may use e-mail for discussion and follow-up, course information dissemination, and other such course-related items as deemed necessary and appropriate for each course.

Official HutchCC communications 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.

HutchCC e-mail 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 e-mail in support of external organizations (charities, for example) must secure written or e-mail approval of the President. The President ordinarily will approve such use only when it furthers HutchCC's mission and goals.

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

Registered student and campus organizations may use their e-mail to notify members of meetings, events, and fund raising activities.

HutchCC student e-mail addresses are not to be shared with other students without the student's permission. When sending e-mails to more than one student the sender must use the "blind copy" (BC) field and not the "TO" field.

HutchCC supports a climate of trust and respect and does not ordinarily read, monitor, or screen electronic mail. However, complete confidentiality or privacy of e-mail cannot be

guaranteed. Confidentiality cannot be guaranteed because of the nature of the medium, the need for authorized staff to maintain e-mail 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 e-mail 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 College business.

Employees should use discretion when sending broadcast e-mail (a message sent to all members, rather than specific members, of a group; for example an e-mail sent to all HutchCC Groupwise mailboxes regardless of the relevance of the topic to the recipient would be considered broadcast e-mail). In addition to the official communications cited above, broadcast e-mail should only be used for messages from the President's Office, the Vice Presidents' offices, or other offices about mission-related matters or issues of broad interest to HutchCC community, and for emergency messages. HutchCC employees should use the e-bulletin board available on HutchCCWeb Services site to post items not related to the mission of the college.

Any request to use broadcast e-mail to contact students must be approved in advance and in writing or by e-mail by either the President or one of the HutchCC Vice Presidents.

HutchCC e-mail accounts remain the property of HutchCC. E-mail use that violates the law, rights of others or HutchCC policies or regulations, is a serious abuse. Such actions may subject an individual to termination of account privileges and/or appropriate disciplinary and/or legal action.

Effective 06/29/2007

5.16 Academic Honesty Policy (HutchCC Policy 1002)

Students who engage in academic dishonesty bring discredit upon Hutchinson Community College as well as themselves. HutchCC students are thus required to maintain honesty in their academic pursuits. The administrators and faculty at Hutchinson Community College require students to do the following:

1. Submit examinations, themes, reports, drawings, laboratory notes and other work that represent the students' best efforts without cheating, plagiarizing, or misrepresenting.
2. Provide all academic records such as transcripts and test scores that are free of falsification, forgery or alteration.
3. Refrain from participating in the academic dishonesty of any person.

Sanctions for Violation: Students suspected of engaging in academic dishonesty may be charged in writing by the instructor and be subject to failure of the work in question and/or failure and dismissal from the course in which the dishonesty occurs. Students failed and/or dismissed by an instructor from a course as a result of academic dishonesty will not be allowed to take a "W" for the course. Instructors may also recommend to the Vice President of

Academic Affairs that such students be dismissed from the program and/or the institution. Students charged with academic dishonesty have the right of appeal and are assured of due process by the institution *through the Academic Appeal* process. (Effective 04/13/20106)

5.17 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.

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, January and August, 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.

HANS bulletin board in Davis Hall, 2nd floor, outside room 218.

Revised 4/11

Reviewed 8/13; 3/16

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
Debra Hackler, MSN, RN	Director of Nursing and Department Chair	Davis Hall – 203	620.665.4931
Becky Morawitz	Administrative Assistant	Davis Hall – 202	620.665.4930
Shauna Nelson, BSN, RN	Lab Coordinator	Davis Hall – 20	620.665.4941
Deonne Johnson, MSN, RN	1 st Level Instructor Traditional Program	Davis Hall – 205	620.665.4934
Vickey Sams, MSN, APRN/CNS	1 st Level Instructor Traditional Program	Davis Hall – 206	620.665.4933
Kelsi Francis, MSN, RN	1 st Level Instructor Traditional Program	Davis Hall – 210	620.665.4938
Gaye Stach, MSN, RN, CNS	2 nd Level Instructor Traditional Program	Davis Hall – 208	620.665.4935
, MSN, RN	2 nd Level Instructor Traditional Program	Davis Hall – 207	620.665.4998
Chantel Cherney, BSN, RN	2 nd Level Instructor Traditional Program	Davis Hall – 209	620.665.4944
Lisa Davies, MSN, RN	Bridge Program (online) Lead Instructor/Trainer	Davis Hall - 220	620.665.4945
Alison Casebolt, MSN, RN	Bridge Program (online) Instructor/Clinical Coordinator	Davis Hall – 222	620.665.4942
Kathryn Groth, MSN, RN	Bridge Program (online) Instructor	Davis Hall – 221	620.665.4975

6.05 Clinical Sites

Facility	Address	Phone
Hutchinson Regional Medical Center	1701 East 23 rd Hutchinson, KS 67502	620.665.2000
Larned State Hospital	1301 KS Hwy 264 Larned, KS 67550	620.285.4512
Salina Regional Health Center	400 South Santa Fe Ave Salina, KS 67401	785.452.7000
Via Christi / St. Francis	929 North St. Francis Wichita, KS 67214	316.268.5384

Clinical sites vary from semester to semester. Contracted sites for Preceptor experience available in the NR123L course.

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

6.06 Kansas Nurse Practice Act: July 2015 (Revised April 2016)

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

(a) Grounds for disciplinary actions. The board may deny, revoke, limit or suspend any license or authorization to practice nursing as a registered professional nurse, as a licensed practical nurse, as an advanced practice registered nurse or as a registered nurse anesthetist that is issued by the board or applied for under this act or may publicly or privately censure a licensee or holder of a temporary permit or authorization, if the applicant, licensee or holder of a temporary permit or authorization is found after hearing:

- (1) To be guilty of fraud or deceit in practicing nursing or in procuring or attempting to procure a license to practice nursing;
- (2) to have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust, except that notwithstanding K.S.A. 74-120, and amendments thereto, no license or authorization to practice nursing as a licensed professional nurse, as a licensed practical nurse, as an advanced practice registered nurse or registered nurse anesthetist shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated, prior to their repeal, or article 54 chapter 21 of the Kansas

Statutes annotated, or K.S.A. 2012 Supp. 21-6104, 21-6325, 21-6326 or 21-6418, and amendments thereto;

(3) to have committed an act of professional incompetency as defined in subsection (e);

(4) to be unable to practice with skill and safety due to current abuse of drugs or alcohol;

(5) to be a person who has been adjudged in need of a guardian or conservator, or both, under the act for obtaining a guardian or conservator, or both, and who has not been restored to capacity under that act;

(6) (7) to have willfully or repeatedly violated the provisions of the Kansas nurse practice act or any rules and regulations adopted pursuant to that act, including K.S.A. 65-1114 and 65-1122 and amendments thereto;

(8) to have a license to practice nursing as a registered nurse or as a practical nurse denied, revoked, limited or suspended, or to be publicly or privately censured, by a licensing authority of another state, agency of the United States government, territory of the United States or country or to have other disciplinary action taken against the applicant or licensee by a licensing authority of another state, agency of the United States government, territory of the United States or country. A certified copy of the record or order of public or private censure, denial, suspension, limitation, revocation or other disciplinary action of the licensing authority of another state, agency of the United States government, territory of the United States or country shall constitute prima facie evidence of such a fact for purposes of this paragraph (8) or (9) to have assisted suicide in violation of K.S.A. 21-3406, prior to its repeal, or K.S.A. 2012 Supp. 21-5407, and amendments thereto, as established by any of the following:

(A) A copy of the record of criminal conviction or plea of guilty for a felony in violation of K.S.A. 21-3406, prior to its repeal or K.S.A. 2012 Supp. 21-5407 and amendments thereto.

(B) A copy of the record of a judgment of contempt of court for violating an injunction issued under K.S.A.

(C) 2012 Supp. 60-4404, and amendments thereto.

(D) A copy of the record of a judgment assessing damages under K.S.A. 2012 Supp. 60-4405, and amendments thereto

(b) Proceedings. Upon filing of a sworn complaint with the board charging a person with having been guilty of any of the unlawful practices specified in subsection (a), two or more members of the board shall investigate the charges, or the board may designate and authorize an employee or employees of the board to conduct such investigation. After investigation, the board may institute charges. If an investigation, in the opinion of the board, reveals reasonable grounds for believing the applicant or licensee is guilty of the charges, the board shall fix a time and place for proceedings, which shall be conducted in accordance with the provisions of the Kansas administrative procedure act.

(c) Witnesses. No person shall be excused from testifying in any proceedings before the board under this act or in any civil proceedings under this act before a court of competent jurisdiction on the ground that such testimony may incriminate the person testifying, but such testimony shall not be used against the person for the prosecution of any crime under the laws of this state except the crime of perjury as defined in section in K.S.A. 2012 Supp. 21-5903, and amendments thereto.

(d) Costs. If final agency action of the board in a proceeding under this section is adverse to the applicant or licensee, the costs of the board's proceedings shall be charged to the applicant or licensee as in ordinary civil actions in the district court, but if the board is the unsuccessful party, the costs shall be paid by the board. Witness fees and costs may be taxed by the board according to the statutes relating to procedure in the district court. All costs accrued by the board, when it is the successful party, and which the attorney general certifies cannot be collected from the applicant or licensee shall be paid from the board of nursing fee fund. All moneys collected following board proceedings shall be credited in full to the board of nursing fee fund.

(e) Professional incompetency defined. As used in this section, "professional incompetency" means:

- (1) One or more instances involving failure to adhere to the applicable standard of care to a degree which constitutes gross negligence, as determined by the board;
 - (2) repeated instances involving failure to adhere to the applicable standard of care to a degree which constitutes ordinary negligence, as determined by the board; or
 - (3) a pattern of practice or other behavior which demonstrates a manifest incapacity or incompetence to practice nursing.
- (f) Criminal justice information. The board upon request shall receive from the to be guilty of unprofessional conduct as defined by rules and regulations of the board;

Kansas bureau of investigation such criminal history record information relating to arrests and criminal convictions as necessary for the purpose of determining initial and continuing qualifications of licensees of and applicants for licensure by the board.

History: (L. 1949, ch. 331, § 9; L. 1963, ch. 314, § 6; L. 1972, ch. 231, § 10; L. 1975, ch. 316, § 7; L. 1978, ch. 240, § 6; L. 1981, ch. 245, § 1; L. 1983, ch. 206, § 10; L. 1985, ch. 88, § 6; L. 1986 ch. 233, § 4; L. 1990, ch. 221, § 5; L. 1993, ch. 194, § 1, L. 1995, ch. 97, § 2, L. 1997, ch. 158, § 4; L. 1998, ch. 142 § 8; L. 2011, ch. 114 § 42; Jan. 1, 2012.)

60-3-101. Licensure.

(a) Licensure by examination.

- (1) Not later than 30 days before the examination date, each applicant for licensure by examination shall file with the board a completed application and tender the fee prescribed by K.A.R. 60-4-101.
- (2) The application shall be filed on a form adopted by the board.
- (3) Each applicant for nursing licensure shall take and pass the examination prepared by the national council of state boards of nursing.

(b) Licensure by endorsement.

- (1) Each applicant for licensure by endorsement shall file with the board a completed application and tender the fee prescribed by K.A.R. 60-4-101. The application shall be filed on a form adopted by the board.
- (2) Verification of a current Kansas license shall be provided to other state boards upon request and upon payment of the prescribed fee.

(c) Information regarding examinations.

- (1) The examination for licensure shall be administered at designated sites.

- (2) Each candidate shall present a validated admission card in order to be admitted to the examination center.
 - (3) Any applicant cheating or attempting to cheat during the examination shall be deemed not to have passed the examination.
 - (4) If the answer key is lost or destroyed through circumstances beyond the control of the board, the candidate shall be required to retake the examination in order to meet requirements for licensure, except that there shall be no examination fee charged to the applicant.
 - (5) Individual examination results shall be released to the school from which the examinee graduated.
 - (6) Any candidate requesting modifications to the examination procedures or materials because of a learning disability shall provide written documentation from the appropriate medical professional confirming the learning disability, an evaluation completed within the last five years by a learning disabilities evaluation team, and a letter from the nursing program confirming learning and testing modifications made during the course of study.
- (d) Application for reexamination. Any applicant who fails to make a passing score on the licensure examination may retake the examination and shall pay an examination fee for each retest as established by K.A.R. 60-4-101.

History: (Authorized by K.S.A. 65-1129; implementing K.S.A. 1997 Supp. 65-1115 and K.S.A. 1997 Supp. 65-1116; effective Jan. 1, 1966; amended Jan. 1, 1972; amended, E-74-29, July 1, 1974; modified, L. 1975, Ch. 302, Sec. 3, May 1, 1975; amended May 1, 1980; amended May 1, 1987; amended April 26, 1993; amended Jan. 29, 1999.)

60-3-106. Licensure qualifications.

- (a) As part of the application process, each individual applying for original licensure in Kansas who is a graduate of a foreign nursing school shall submit that individual's education and licensure credentials for evaluation to a credentialing agency approved by the board.
- (b) Any individual applying for licensure in Kansas who is a graduate of a foreign nursing school in which instruction was not in English may be granted a license if that individual meets all other requirements for licensure in effect at the time of application and shows proof of proficiency in English by passing one of the following:
 - (1) The test of English as a foreign language and the test of spoken English; or
 - (2) similar examinations, as approved by the board.
- (c) Each graduate of a foreign nursing school licensed in another jurisdiction shall submit that individual's education and licensure credentials for evaluation to a credentialing agency approved by the board or to the board's representative.
- (d) If an individual fails to pass the licensure examination or does not take the licensure examination within 24 months after graduation, the individual shall petition the board in writing before being allowed to take or retake the licensure examination. The petition shall be submitted on a form provided by the board and shall contain the following, as applicable:
 - (1) The name of the school of graduation;

- (2) the date of graduation;
 - (3) the number of months or years since graduation;
 - (4) the number of times that the individual has taken the licensure examination;
 - (5) the dates of the licensure examinations;
 - (6) areas of deficiency identified on the diagnostic profile for each examination;
 - (7) copies of all diagnostic profiles;
 - (8) any study completed since the last attempt of taking the licensure examination;
 - (9) any work experience in the last two years; and
 - (10) a sworn statement by the petitioner that the facts contained in the petition are true to the best of that person's knowledge and belief.
- (e) An individual shall be allowed by the board to retake the licensure examination after 24 months from graduation only upon demonstrating to the board's satisfaction that the individual has identified and addressed the reasons for prior failure and that there is a reasonable probability that the individual will pass the examination. A plan of study or review course may be required by the board before the individual retakes the licensure examination.
- (f) If the board requires a plan of study before retaking the licensure examination, the plan shall contain the following:
- (1) A list of all the low performance areas of the test plan identified by the diagnostic profile from each examination;
 - (2) a specific content outline for all of the areas of low performance on the diagnostic profile;
 - (3) methods of study, including the following:
 - (A) Self-study;
 - (B) study groups;
 - (C) tutors; or
 - (D) any other methods approved by the board;
 - (4) a schedule for study that meets the following requirements:
 - (A) 30 hours for each low performance area;
 - (B) a start date; and
 - (C) completion in six months or the petition shall be considered abandoned;
 - (5) learning resources identified to be used in the study that meet these requirements:
 - (A) A written bibliography in a standard documentation format, with resources no more than five years old; and
 - (B) four types for each low performance area selected from the list as follows:
 - (i) Textbooks;
 - (ii) journals;
 - (iii) review books;
 - (iv) audiovisuals;
 - (v) computer-assisted instruction; or
 - (vi) computer review programs.
- (g) A registered professional nurse shall provide written verification that the individual has completed the study plan.

(h) Academic nursing courses, clinical observations, or other learning activities to meet study requirements may also be prescribed by the board.

History: (Authorized by K.S.A. 65-1129; implementing K.S.A. 65-1115 and K.S.A. 65-1116; effective Feb. 15, 1977; amended Sept. 2, 1991; amended May 9, 1994; amended April 4, 1997; amended Jan. 29, 1999; amended June 14, 2002; amended Nov. 7, 2008.)

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

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

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

History: Authorized by K.S.A. 2015 Supp. 65-1117 and K.S.A. 65-1129; implementing K.S.A. 2015 Supp. 65-1117; effective Nov. 7, 2008; amended April 29, 2016)

Revised 5/14/4/16

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

6.07 Kansas State: Examination Application

Please be advised

Name: Use the same name to apply with KSBN and register with [Pearson Vue](#). Do not use nicknames. If you do not have a middle name, leave the field blank. If you have just an initial for a first or middle name, write just the initial in the corresponding field.

The examination application is not yet optimized for mobile devices. As a result, we recommend using a desktop computer.

Licensure by Exam Fees

Examination fee:

- Application for first time multi-state RN license: \$125.00 (pay to [Pearson Vue](#)).
- Application for first time single-state RN license: \$100.00 (pay to [Pearson Vue](#)).
- Biennial renewal of RN license: \$85.00 (pay to KSBN)

Background check fee:
\$48 (pay to KSBN)

Valid forms of payment

Online Applications:

- Credit or Debit Card; Visa, Mastercard, Discover or American Express
- Electronic Check

After successful completion (including approval of payment), applicants will receive a confirmation page and will have the option to print the confirmation. YOU NEED TO PRINT THIS FOR YOUR RECORDS AND AS RECEIPT OF PAYMENT.

Exam Requirements

- Online Application for Exam, application fee paid
- Completed “Test Before Transcript” form or Official Transcript, received by KSBN **directly** from your nursing program
- Registration and payment of examination fee paid to [Pearson Vue](#)

Social Security Number Required

All applicants seeking licensure by KSBN, must have a valid social security number to be issued a license to practice nursing. While making application for a Social Security number, applicants may take the examination. No license will be granted until proof of the Social Security number is submitted to Kansas State Board of Nursing.

Mailing Address

Kansas State Board of Nursing
Landon State Office Building
900 SW Jackson, Ste 1051
Topeka, KS 66612

All applicants/licensees are required to notify KSBN within 30 days of a name or address change pursuant to K.S.A. 65-1117 and K.A.R. 60-7-103.

A Criminal Background Check is REQUIRED

All applicants must submit fingerprints for a criminal background check and be approved prior to issuance of license. The cost for a criminal background check is \$48. There are two options to be fingerprinted for your background check:

- You may contact the KSBN office to have a live scan of your prints done for an additional \$7.50. Call 785-296-3375 and schedule an appointment, fingerprints are done Monday through Friday, 8:00 am to 3:30 pm.
- Or contact KSBN at [Request Fingerprint Packet](#) to have a fingerprint card and waivers be mailed to you. You can be fingerprinted wherever you are located. It is not necessary

that it be a law enforcement agency. It can be any place that is authorized to do fingerprints.

Pursuant to K.A.R. 60-3-107: Applications for initial licensure by examination while waiting for documentation of qualifications shall be active for six months.

- The expiration of each application shall be based upon the date of receipt at the agency.
- Once the application has expired, each individual seeking licensure shall file a new application along with the appropriate fee as prescribed by K.A.R. 60-4-101.

Copied from: [Kansas State Board of Nursing Application Online Instructions \(August 2017\)](#) **Be advised changes may occur - Check the KSBN website** [Kansas State Board of Nursing](#)

6.08 Kansas Legal: Misdemeanor/Felony/Disciplinary Action

Convictions: If you have been convicted of a misdemeanor and/or felony, specific certified/dated copies of court documents (for EACH) conviction are **REQUIRED** and must be mailed to KSBN. The certified/dated copies must be current (dated within 3 months of submission). Without receipt of the **REQUIRED** documents, the application is considered incomplete and may result in a denial of licensure.

Please note: A **successfully completed** court-ordered Diversion is **NOT** a conviction, and **DOES NOT** need to be reported to KSBN. Also note that different courts may use different titles for similar court documents.

The following list is not all inclusive but represents the types of court documents that can be obtained from the office of the Clerk of the Court where the conviction(s) occurred – City (municipal), county (district/circuit) or federal court.

- Uniform Notice to Appear and Complaint (e.g. ticket), Complaint/Petition or Indictment:
- DO NOT submit information regarding speeding or parking tickets.
- Amended Complaint/Petition or Indictment (indicates charges were increased/decreased from the original charges)
- Journal Entry of Judgment (Conviction) and Sentencing (this may be on the back side of the ticket or a separate piece of paper entitled “Journal Entry”)
- Probation Agreement (if any) and current status
- Diversion Agreement (if any) and current status
- Proof that all fines, fees, costs and/or restitution have been paid or record of payment to date

Example of things to report to the board:

Subject to reporting:

- All felonies.

And the following categories of misdemeanors are subject to be reported:

- Alcohol;

- any drugs;
- deceit;
- dishonesty;
- endangerment of a child or vulnerable adult;
- falsification;
- fraud;
- misrepresentation;
- physical, emotional, financial, or sexual exploitation of a child or vulnerable adult;
- physical or verbal abuse;
- theft;
- violation of a protection from abuse order or protection from stalking order; or any action arising out of a violation of any state or federal regulation.

Disciplinary Action: If you have been disciplined by any Board (e.g. professional licensure) or governmental agency (e.g. Department of Aging and Disability Services regarding CNA and HHA certification, Department of Revenue regarding a driver’s license suspension, cancellation and/or revocation for any reason) you are **REQUIRED** to provide a certified/dated copy of that Board order or disciplinary/administrative action. You may obtain a copy of your current Driver’s record by going to any driver’s license exam station with a current photo ID and request the document. (A small fee is usually charged for a copy of your driving record.)

Explanatory Letter: You are **REQUIRED** to submit an explanatory letter regarding EACH conviction and/or disciplinary/administrative action. The letter should include the following information:

- Date of the criminal offense or disciplinary action;
- Circumstances leading up to the arrest or disciplinary/administrative action;
- Actual conviction or disciplinary/administrative action;
- Actual sentence or board/regulatory agency order;
- Current status of sentence of order; and
- Rehabilitation (if any).

Legal Questions on Application

If you answer yes to question(s) on the application or have a criminal history on your background/history, the required documentation must be received by KSBN or it will be considered incomplete and cannot be processed by the KSBN.

If you have questions about the conviction or disciplinary action requirements, please contact the Kansas State Board of Nursing Legal Department at 785.296.1817.

Copied August 2017: Be advised changes may occur - Check the KSBN website [Kansas State Board of Nursing](#) “License Tab” then “Examination Tab” or [Kansas State Board of Nursing Application Online Instructions](#)

Appendix: Forms
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**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

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 Programs

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: _____

CC: Student File

Revised: 11/19

**Hutchinson Community College
Associate Degree Nursing Program**

Program Variance Report (Form 5.09.01)

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 5.15.01)

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 HutchCC Associate Degree Nursing Program Handbook and the HutchCC Student Handbook. I have had the opportunity to question any policy and/or procedure until it has been explained to my satisfaction.

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

Student Signature

Date

Print name

***Contract reviewed annually.**