



Community College

PRACTICAL NURSING PROGRAM

Student Handbook 2016 Spring Semester

Name: _____

Group Number: _____

Group Instructor: _____

Schedule

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

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Introduction

Welcome to the Hopkinsville Community College Practical Nursing Program. This handbook is designed to guide you through your learning experience and to outline expectations for your conduct. As a nursing student, you are expected to perform independently within established guidelines. This handbook provides those guidelines for you. You will be held responsible for the information in the handbook and will be expected to act accordingly.

Hopkinsville Community College does not discriminate on the basis of race, color, national origin, sex, disability or age. Inquiries concerning Hopkinsville Community College's compliance with Title VI, Title IX, Sections 504, ADA, and the Age Discrimination Act should be directed to Dr. Jason Warren, Dean of Student Affairs, Hopkinsville Community College, P.O. Box 2100, Administration Building Room 115, Hopkinsville, KY 42241; (270) 707-3801.

Hopkinsville Community College is accredited by the Commission on Colleges of Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Hopkinsville Community College.

All applicants meeting the appropriate academic requirements and technical standards shall be considered equally for admission to a community college or any academic program thereof regardless of race, color, religion, sex, marital status, national origin, age, or disability.

KCTCS Mission Statement

The mission of the Kentucky Community and Technical College System is to improve the quality of life and employability of the citizens of the Commonwealth by serving as the primary provider of:

- College and Workforce Readiness.
- Transfer Education.
- Workforce Education and Training.

Hopkinsville Community College Mission Statement

Hopkinsville Community College is a student-centered educational institution that provides accessible, innovative, and comprehensive learning opportunities within a supportive community that encourages academic excellence. The college sustains strong educational, community, military, agricultural, and economic partnerships to improve the quality of life in the southern Pennyriple region and Fort Campbell.

Hopkinsville Community College promotes excellence in teaching and learning by offering:

- Degree, diploma, and certificate programs and courses that enable students to
 - transfer to four-year institutions, and
 - acquire the knowledge and skills for new or continued employment;
- Developmental, academic and support services that promote student success;
- Customized business and industry training;
- Continuing education and community outreach; and
- Adult education

Practical Nursing Program Mission Statement

To provide continuing/workforce education for nurses in the service area. To prepare graduates who can:

- Provide and manage client care in a variety of clinical settings.
- Become members within the discipline of nursing.
- Successfully write the National Council Licensure Examination for Licensed Practical Nurses.
- Meet HCC general education requirements.

The Licensed Practical Nurse Program of the Hopkinsville Community College provides didactic and clinical instruction to practical nursing students in rendering safe and competent nursing care and health promotion activities to individuals across the life span.

PHILOSOPHY

Practical nurses are integral members of the health care system, prepared to provide nursing care and health promotion activities to individuals across the life span in various health care settings under the direction of the registered nurse, physician, and /or dentist.

The statement of philosophy and the objectives of the program are consistent with the philosophy and objectives of the governing institution.

The faculty believes:

NURSING is an art and science that assists individuals across the life span with health promotion activities. Inherent to nursing are continued practice, education, and growth.

Practical nursing is administered by **KCTCS** with joint emphasis on didactic and clinical instruction. The practical nurse is prepared to assist with health promotion and to provide nursing care to individuals across the life span utilizing interpersonal communication skills and the nursing process. Practical Nursing Education emphasizes the need for ongoing development of nursing knowledge and skills.

LEARNING is a life long process that produces change in behavior. This process enables the individual to become a productive, responsible member of an ever-changing society. We believe that learning proceeds from simple to complex and is enhanced through stimulation of the senses.

The **INDIVIDUAL** is a unique, holistic being worthy of dignity with right to self-determination. The individual has functional health patterns, based on basic human needs across the life span, with rights and responsibilities in relation to self, family, and social groups.

HEALTH is a fundamental right of the individual.

ENVIRONMENT encompasses the interaction of biological, social, and physical components which influence health.

Curriculum Requirements

CATALOG NUMBER	COURSE TITLE	CREDIT
Admission Requirements to the Practical Nursing Program		
Active status on a state nurse aide registry or by completing NAA100 Nursing Assistant I and passing the state nurse aide exam		0-3
137 BIO	Anatomy & Physiology I	4
139 BIO	Anatomy & Physiology II	4
110 PSY	General Psychology	3
223 PSY	Developmental Psychology	3
Totals		14 - 17
First Semester		
101 NPN	Nursing Fundamentals	6
111 NPN	Pharmacology	3
125 NPN	Mental Health	3
120 AHS	Medical Terminology	1
Semester Totals		13
Second Semester		
135 NPN	Introduction to Health Deviations	6
202 NPN	Med-Surg Alterations I	6
101 ENG <u>or</u> 181 COM <u>or</u> 252 COM	Writing I <u>or</u> Basic Public Speaking <u>or</u> Introduction to Interpersonal Communications	3 (3) (3)
Semester Totals		15
Third Semester		
201 NPN	Child Bearing Family	3
206 NPN	Med-Surg Alterations II	6
210 NPN	Practicum	4
215 NPN	Nursing Trends and Issues	1
105 CIT	Introduction to Computers	3
Semester Totals		17
PROGRAM TOTALS		59-62

- Computer literacy must be demonstrated either by passing the IC3 competency exam with a minimum score of 750 or by completing a computer literacy course prior to graduation. CIT105 will fulfill this requirement.
- You must earn a “C” in all courses required for the PN program.
- Students are strongly encouraged to complete MAT110 or MAT150 prior to beginning the PN Program to enhance success in nursing courses that introduce and instruct in concepts of dosage calculations and medication administration.

**Kentucky Community & Technical College System
Hopkinsville Community College
Practical Nursing Program
Course Descriptions**

NPN 101 Nursing Fundamentals

Provides a historical overview of health care system and roles and responsibilities of members of the health care team. Emphasizes practical nursing and the nursing process in the context of Gordon's Functional Health Patterns and Maslow's hierarchy of needs as related to client daily living across the life span. Covers fundamental nursing skills including therapeutic communication techniques; nursing assessment; nursing process and care planning; charting; legal and ethical parameters of health care; rest and sleep; and body mechanics. Prerequisite: Current CPR card for Health Care Providers; Current certification must be maintained throughout the program. Successful completion of a Medicaid Nurse Aide equivalent course within the past three (3) years or proof of active status on the Medicaid Nurse Aide Registry. Admission into the Practical Nursing Program. Prerequisite or Corequisite: (BIO 135 or BIO 139) and (AHS 115 or CLA 131 or AHS 120 or OST 103) and (AHS 100 or PSY 223). Minimum C grade.

NPN 111 Pharmacology

Introduces dosage calculations and medication administration of commonly used medications. Includes an overview of common drugs, drug classifications, and effects administered in the following modes: oral sublingual, rectal, topical, intradermal, intramuscular, subcutaneous, intravenous including IV fluid administration skills. Emphasizes nursing responsibility, accountability, and application of nursing process to drug therapy. Prerequisite: Current CPR card for Health Care Providers; Current certification must be maintained throughout the program. Successful completion of a Medicaid Nurse Aide equivalent course within the past three (3) years or proof of active status on the Medicaid Nurse Aide Registry. Admission into the Practical Nursing Program. Prerequisite or corequisite: (BIO 135 or BIO 139) and (AHS 115 or CLA 131 or AHS 120 or OST 103) and (AHS 100 or PSY 223). Minimum C grade. Lecture: 3 credits (105 contact hours).

AHS 120 Medical Terminology

Basic medical word techniques emphasizing anatomical, physiological and medical terms. Lecture: 1 credit (15 contact hours).

NPN 125 Mental Health

Applies nursing process to clients experiencing common mental health problems with emphasis on assisting clients to cope with psychological problems throughout the life span - i.e., chemical dependency, violence and other stress and developmental problems related to mental health. Prerequisite: OPTION 1: ((NPN 100 and NPN 105 and NPN 110 and (BIO 135 or BIO 139) and (AHS 100 or PSY 223) or Consent of PN coordinator. Minimum C grade). Prerequisite or Corequisite: OPTION 2: (NPN 101 and NPN 111 and (BIO 135 or BIO 139) and (AHS 100 or PSY 223) and (AHS 120 or AHS 115 or OST 103 or CLA 131). Minimum C grade.) OPTION 3: (NPN 106 and NPN 108 and BIO 139 and PSY 223) Minimum C grade. Lecture: 2 credits (30 contact hours). Lab/Clinical: 1 credit (45 contact hours).

NPN 135 Introduction to Health Deviation

Application of the nursing process for selected child/adult clients experiencing common health deviations interfering with activities of daily living. Emphasis is on the nurse as the provider of care. Prerequisite: OPTION 1: ((NPN 100 and NPN 105 and NPN 110 and (BIO 135 or BIO 139) and (AHS 100 or PSY 223)) or Consent of PN Coordinator. Minimum C grade. OPTION 2: (NPN 101 and 111 and (BIO 135 or BIO 139) and (AHS 115 or AHS 120 or CLA 131 or OST 103) Minimum C grade). Lecture: 3 credits (45 contact hours); Lab/Clinical: 3 credit (45:1 ratio/135 contact hours).

NPN 202 Med-Surg I Alterations

Applies nursing process to selected child/adult clients experiencing common health deviations related to metabolic dysfunctions, fluid and electrolyte imbalances, cardiovascular dysfunctions, and cellular deviations that interfere with activities of daily living with emphasis on the nurse as the provider of care. Prerequisite: (NPN 101 and NPN 111) and (BIO 135 or BIO 139) and (AHS 115 or AHS 120 or CLA 131 or OST 103). Minimum C grade. Prerequisite or corequisite: NPN 135. Minimum C grade. Laboratory, Lecture: 6 credits (150 contact hours).

NPN 201 Child Bearing Family

Applies nursing process to childbearing families with focus on health promotion and common health alterations in the reproductive process. Prerequisite: OPTION 1: (NPN 100 and NPN 105 and NPN 110 and (BIO 135 or BIO 139) and (AHS 100 or PSY 223)) or Consent of PN Coordinator. Minimum C grade. OPTION 2: (NPN 101 and NPN 111 and (BIO 135 or BIO 139) and (AHS 100 or PSY 223)) Minimum C grade. OPTION 3: (NPN 106 and NPN 108 and BIO 139 and PSY 223). Minimum C grade. Prerequisite or Corequisite: OPTION 2: (NPN 202 and (AHS 120 or AHS 115 or OST 103 or CLA 131)). Minimum C grade. Lab/Clinical: 1 credit (45 contact hours).

NPN 206 Med Surg II Alterations

Applies nursing process to selected child/adult clients experiencing complex health issues related to multi-system failure, neurological disorders, coordination dysfunctions, and elimination problems that interfere with activities of daily living with an emphasis on the nurse as the provider of care. Prerequisite: (NPN 202 with a grade of C or greater) or Consent of PN Coordinator. Prerequisite or corequisite: NPN 201. If prerequisite, a grade of C or greater must be achieved. Laboratory, Lecture: 6 credits (150 contact hours).

NPN 210 Clinical Practicum

Integrates the theoretical concepts learned throughout the program in application of this knowledge during the direct care of clients. Promotes critical thinking and problem solving skills during the nursing role performances of provider of care, manager of care, and member within the discipline. Prerequisite: Option 1: NPN 205. Minimum C grade. Option 2: NPN 206. Minimum C grade. Corequisite: Option 3: (NPN 208 and NPN 215) or Consent of PN Coordinator. Minimum C grade. Lecture: 1 credit (15 contact hours); Practicum: 3 credits (45:1 ratio/ 135 contact hours).

NPN 215 Nursing Trends and Issues

Prepares the student for the role of the practical nurse. Prerequisite: Option 1: NPN 125 and NPN 130 and NPN 135 and NPN 201. Minimum C grade. Option 2: NPN 125 and NPN 135. Minimum C grade. Option 3: NPN 125 and NPN 140 and NPN 201. Minimum C grade. Prerequisite or corequisite: Option 2: NPN 201 and NPN 202. Minimum C grade. Option 3: NPN 208 and NPN 210. Minimum C grade Lecture: 1 credit (15 contact hours).

Estimated Program Expenses

Professional Liability Insurance	\$11 per semester
Uniform/Lab Coat	\$150.00
White shoes, hose/socks, watch with second hand, stethoscope, goggles, and bandage scissors	\$150.00
Books, Kits, Access Codes (total for all three semesters)	\$1,450.00
Travel to school and clinical facilities	\$200.00
Nursing lab supply kit	\$100.00 per year
HKANS & NSNA Membership Fees (optional)	\$50.00
Verified Credentials background check	\$50.00
Drug Screen	\$35.00 per year
Blood tests	\$200.00
CPR Training	\$50.00
Nursing Pin (optional)	\$80.00-\$480.00
NCLEX Exam	\$200.00
Licensure Fee (Varies by state)	\$100.00
Kaplan Integrated Testing Program	Course Fee Charge
Graduation Expenses (cap, gown, tassel, diploma cover, announcements)	\$50.00

Tuition Rates for 2015-2016

http://www.hopkinsville.kctcs.edu/Costs_and_Financial_Aid/Financial_Aid_Checklist/Pay_Your_Tuition/Tuition_and_Fees.aspx

In-State	\$147 per credit hour
Out-of-State Contiguous Counties	\$294 per credit hour
Out-of-State	\$515 per credit hour

Note: All fees are approximate and are subject to change without notice.

STUDENT/GRADUATE LEARNING EXPERIENCES

Student Learning Competencies

Nursing – Practical Nursing Program

Upon completion of this program, the graduate can:

General Education Competencies:

Students should prepare for twenty-first century challenges by gaining:

- A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
- B. Intellectual and practical skills, including
 - inquiry and analysis
 - critical and creative thinking
 - written and oral communication
 - quantitative literacy
 - information literacy
 - teamwork and problem solving
- C. Personal and social responsibility, including
 - civic knowledge and engagement (local and global)
 - intercultural knowledge and competence
 - ethical reasoning and action
 - foundations and skills for lifelong learning
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Student Learning Outcomes:

1. Advocate for clients and families in ways that promote their self-determination, integrity and ongoing growth as human beings (human flourishing).
 - a. develop, implement and evaluate individualized plans of care focusing on services and activities that promote independence, maintain or restore health, or support a peaceful death;
 - b. advocate for the access to and quality of care for patients;
 - c. use teaching/learning processes to facilitate the patients in informed decision-making to achieve positive outcomes and support the client's functional patterns;
 - d. provide culturally competent care that demonstrates respect for diverse patients.
2. Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality-care and promote the health of patients within a family and community context (nursing judgment).
 - a. utilize the nursing process while incorporating Gordon's functional health patterns as a basis for clinical judgment to optimize outcomes of care for the patient, family and community;
 - b. perform essential nursing skills as identified by the critical criteria;
 - c. collaborate with the patient, family, significant others and members of the health care team in the management of care;
 - d. establish and maintain effective/therapeutic communication with patients, families, significant others and members of the health care team;
 - e. manage the direct provision of nursing care through effective organizational skills, appropriate delegation and supervision within the scope of practice;
 - f. employ principles of quality and safety, healthcare policy and cost effectiveness to improve healthcare outcomes.
3. Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practice and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy and safe, quality care for diverse patients within a family and community context (professional identity).
 - a. recognize situations beyond one's knowledge and experience and seek consultation from appropriate resources in a changing healthcare environment;
 - b. integrate caring behaviors in managing care;
 - c. exhibit professional behaviors/practice as defined by the ethical, legal, and regulatory frameworks of nursing;
 - d. use information and technology to communicate, manage knowledge, mitigate error and support decision making.
4. Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions and offer new insights to improve the quality of care for patients, families, and communities (spirit of inquiry).

- a. recognize and examine evidence-based literature/research for use in nursing practice;
- b. value continuous learning within the nursing profession.

Lecture/Small Group Experiences

Experiences are formal classroom presentations, group discussions, and individual learning activities designed to introduce and clarify the theoretical basis for nursing practice. Examinations are given at intervals to assess student progress. Case studies and student-led activities are important active learning modalities and are supported by educational research. These activities may include games, e-Instruction, Nursing Central, collaborative presentations, Screencast-o-matic, guest speakers, and simulations.

CAMPUS LABORATORY EXPERIENCES

The campus laboratory provides simulations for both the practice of nursing skills and application of the nursing process. The lab is designed to facilitate learning with appropriate supervision. Essential skills are identified by the KCTCS Practical Nursing Program as minimum requirements for successful progress and completion of the clinical component of the nursing program. Skills must be satisfactorily performed **within two (2) weeks** of the initial campus lab in which the skill was presented unless otherwise scheduled. The campus lab experience utilizes group instruction to facilitate learning. Students are responsible to prepare and successfully perform essential skills in the campus lab before performing these skills in a healthcare setting. Students will wear scrubs for lab check-off experiences.

CLINICAL EXPERIENCES

The clinical laboratory provides practical application of nursing theory in the patient setting. The clinical experience is divided into pre conference, patient care activities and post conference.

Pre Conference

The pre conference is a discussion and planning session immediately preceding an assigned clinical experience. The goals are to:

- Provide direction for learning.
- Establish the ground work for analysis of client care activities.
- Recognize the scope and limitations of the student nurse's role.
- Promote critical thinking.
- Discuss National Patient Safety Goals (NPSG), Quality and Safety Education in Nursing (QSEN), and Evidence-Based Practice (EBP).

Patient Care Activities

Patient care activities are planned interactions involving clients and other members of the health care team. The goals are to:

- Apply theoretical knowledge.
- Practice skills.
- Implement the nursing process incorporating critical thinking, NPSG, QSEN, EBP.

Post Conference

Post-conference is the discussion following assigned client care activities. The goals are to:

- Analyze the clinical experience.
- Identify the relationships between theory and practice.
- Clarify both thinking and feeling.
- Focus on clients as individuals.
- Develop personalized guidelines for future nursing care.
- Evaluate the use of the nursing process and implementation of NPSG, QSEN, and EBP.

Math Assessments

Math assessments will be administered periodically throughout each semester. Students who score below 80% on each assessment will be assigned to math remediation. Students will not be allowed to administer medications in the clinical facility until the math remediation is completed.

Helpful Hints & Rounding Rules:

When to Round

Round your answer at the end of the problem except when you are converting weight. *Always convert weight and round to the nearest tenth and then complete the problem.*

Time Conversions

1. If the answer is 8.1 hrs then 0.1 hrs to be converted to minutes:
Ex: $0.1 \times 60 \text{ mins} = 6 \text{ mins}$
2. If the answer is 5.35 hrs then round to the nearest tenth and multiply by 60 mins:
Ex: $0.4 \times 60 \text{ mins} = 24 \text{ mins}$

Rounding to the nearest tenth or hundredth

1. If the answer is less than 1 mL then round to the nearest hundredth.
Ex: $0.376 = 0.38 \text{ mL}$
2. If the answer is greater than 1 mL then round to the nearest tenth.
Ex: $1.57 = 1.6 \text{ mL}$

Basic Rounding Rules

1. In rounding off numbers, the last figure kept should be **unchanged** if the first figure dropped is **less than 5**.
Ex: If rounded to tenths place, then 6.422 becomes 6.4
Ex: If rounded to hundredths place, then 0.533 becomes 0.53
2. In rounding off numbers, the last figure kept should be **increased by 1** if the first figure dropped is **greater than or equal to 5**.
Ex: If rounded to tenths place, then 6.897 becomes 6.9
Ex: If rounded to hundredths place, then 0.436 becomes 0.44

Tablets/Capsules Whole or Half

1. Tablets, as a rule, can only be given whole or broken in half.
Round to the nearest half (0.5)
a. Ex: $1.45 = 1.5 \text{ tablets}$ or $1.2 = 1 \text{ tablet}$
2. **Express Capsules as a WHOLE number only**

Weight Conversion

Round to the nearest tenth and round **at the point you convert**.

- Ex: $120 \text{ pounds} = 54.54 = 54.5 \text{ Kg}$
Ex: $43.3 \text{ Kg} = 95.26 = 95.3 \text{ pounds}$

Zero Rules

You **must lead with a zero before the decimal point** when the answer is less than 1.

Ex: 0.8 mL

You **must not use a zero after the decimal point** when the answer is a whole number.

Ex: your answer is 2.0, drop the decimal point and zero and your final answer is 2 mL.

IV Rounding Rules

All calculations for IV drops per min (gtt/min) and milliliters per hour (mL/hr) should be rounded to the nearest WHOLE number.

Summary of Rounding Rules that you must memorize:

Rule 1: Round the answers for tablets and suppositories scored in half to the nearest half.

Rule 2: Round the answers for capsules and enteric coated tablets (these cannot be broken or crushed) to the nearest whole.

Rule 3: Round the answers for oral liquid medications and injections of greater than 1 mL to the nearest tenth.

Rule 4: Round the answers for oral liquid medications and injections of less than 1 mL to the nearest hundredth.

Rule 5: When converting weight from pounds to kilogram round to the nearest tenth.

Facilities for clinical experiences include:

- Blanchfield Army Community Hospital, Fort Campbell, KY
- Caldwell Medical Center, Princeton, KY
- Christian County Health Department, Hopkinsville, KY
- Christian County School System, Hopkinsville, KY
- Christian Care Communities, Hopkinsville, KY
- Clarksville Montgomery County School System, Clarksville, TN
- Clarksville Nursing and Rehab, Clarksville, TN
- County Health Departments, Surrounding counties
- Creekwood Nursing & Rehab Center, Russellville, KY
- Cumberland Hall, Hopkinsville, KY
- Davita Dialysis, Hopkinsville, KY
- Ft. Campbell School System, Ft. Campbell, KY
- Grace Health Care, Clarksville, TN
- Hearthstone Place, Elkton, KY
- Heartland Cares, Paducah, KY
- InMotion Rehabilitation, Hopkinsville, KY
- Jennie Stuart Medical Center, Hopkinsville, KY
- Logan Memorial, Russellville, KY
- Northcrest Medical Center, Springfield, TN
- OB/GYN Associates, Hopkinsville, KY
- Outpatient Diagnostic Imaging Center, Hopkinsville, KY
- Pennyroyal Hospice, Hopkinsville, KY
- Putty Chiropractic Center, Hopkinsville, KY
- St. Luke Free Clinic, Hopkinsville
- Todd County Health Department, Elkton, KY
- Trigg County Hospital, Cadiz, KY
- West Kentucky Ambulatory Surgical Center, Hopkinsville, KY
- Western State Extended Care Facility, Hopkinsville, KY
- Western State Hospital, Hopkinsville, KY
- Other facilities as needed and available

Student Performance Evaluation

The Student Evaluation Tool is utilized to reflect student performance in all program activities.

Preparation for all learning experiences is expected and is an integral part of the learning process. Safe nursing practice is based on satisfactory preparation. Preparation is essential for satisfactory performance.

Evaluation of performance is conducted in theory, clinical labs, and campus labs. Faculty and students jointly evaluate performance. The instructor's evaluation of the student through the weekly/final evaluation form is a legal document and must be on file. It must be on file prior to issuing a semester grade.

Theory Evaluation

The student is expected to be prepared, participate, and maintain professional behavior within the classroom setting.

The final course grade is based on the grade earned in theory and the grade earned in clinical performance. A clinical evaluation grade of satisfactory must be achieved in order to pass the course. If the clinical performance grade is unsatisfactory, the final earned course grade will be an "E", regardless of the theory grade. A letter grade of "C" must be earned in each course in order to continue in the practical nursing program.

In order to determine the course grade, the following formula will be used. The total number of point earned will be divided by the total number of possible points for the course. **Grades will not be rounded up!**

$$\frac{\text{Total \# Points Earned}}{\text{Total \# Possible Points}} = \text{GRADE}$$

A = 92 - 100 B = 84 - 91 C = 75 - 83 D = 65 - 74 E = 0 - 64

Test results will not be returned to students until all students have taken the test (including make-up tests). Because of the privacy act, grades cannot be posted, released over the telephone, or given to another person. Final course grades will be posted within 48 hours according to policy.

Sixty (60) minutes is allotted per each unit exam with 50 questions. One hour and fifty (50) minutes is allotted for the final exam with 100 questions.

Students are expected to take theory tests and final examinations as scheduled.

1. The make-up exam must be taken within two (2) academic days of the originally scheduled test date. Make-up exams will not include multiple choice questions and true/false questions. It will consist of essay and/or alternative format questions.
2. If the student cannot take the make-up exam within two (2) academic days due to an emergency or catastrophic occurrence, the faculty may reschedule the exam.
3. If a second exam is missed approval must be obtained from all level faculty and the Director of the program before a make-up test can be given.

If at any point in the semester a student cannot numerically pass the theory component of the nursing class, the student will not be allowed to attend the clinical/practicum component.

Student Retention/Remediation

As a retention activity to enhance student success, students are *encouraged* to complete the learning outcomes as they progress through each nursing course. These learning outcomes are based on the nursing program curriculum.

Coming to class with the textbook knowledge is the foundation for thinking critically and applying nursing theory in the classroom.

In order to accomplish this expectation, students must answer each learning outcome of content to be covered, in their own handwriting. This multisensory modality approach has proven to increase student success on test scores, student retention, and comprehension of the content. The learning outcomes are due at the discretion of the instructor, no later than on exam day.

The student should retain a copy of the written work for study purposes as the originals will be kept on file. The student is responsible for making copies.

If the student scores less than 75% on an exam, they will meet with their instructor for exam follow-up and to receive the required retention assignment and due date.

At the end of the course, if the student has a passing theory grade of 75% or greater, the student may be awarded points earned according to the course syllabi.

This policy has been developed to promote your success in the Hopkinsville Community College Nursing Program. There may be other retention activities conducted or assigned by your instructor as outlined in the individual course syllabi.

Test Security Policy

1. All students are expected to be on time for unit and final examinations in all nursing courses.
2. All personal items (to include food and drink) will be placed in a designated area during the entire testing time.
3. All electronic devices must be turned off and put away prior to start of exam.

Hard Copy Testing

1. Students are to put their names and student ID number on their test booklet and ScanTron sheet.
2. Students are allowed to write in their test booklet.
3. The answer that appears on the ScanTron sheet is the only answer that will be considered in the grading process with the exception of required handwritten response items.
4. When the student has completed the test, the test booklet and ScanTron sheet is to be submitted to the instructors prior to the student exiting the classroom.
5. If the student exits the classroom prior to submitting the test booklet and ScanTron sheet, the student will receive a zero (0) for the current exam.
6. After the initial testing period has ended, all students will return to the classroom for the exam review.
7. The test booklets will be returned to each student. No talking or discussion during exam review. This is an individual review.
8. The student's test booklet will be collected after the exam review is completed. If all testing items are not returned to the instructor prior to leaving the room, the student will receive a zero (0) for the current exam.
9. Exams will not be available for review after the in-class review period.
10. Any evidence of a student breaching the integrity of an exam will result in a zero for that exam and/or expulsion from the program.
11. There will be no exam review after final.

Computer Testing Security Policy

Computerized testing may be utilized via Blackboard or Evolve.

1. An answer sheet will be provided to complete during the exam, in case of computer failure and for math calculations.
2. Grades and an exam review will be available immediately after the exam has been completed.
3. The answer sheet MUST be submitted to the instructor prior to viewing the grade/feedback/rationales.
4. The answer sheet cannot be in the student's possession after the grade has been viewed, otherwise it will not be used in the event of computer failure.

**Note: Additional information may be available in the specific course syllabi. Students are responsible for being knowledgeable of the specific policies for the individual class in which they are enrolled. .*

Hopkinsville Community College nursing faculty reserve the right to modify course content as needed to enhance student learning.

All nursing students must obtain a MAP (My Academic Plan) by meeting with your advisor to do so.

Online Lecture

Each online lecture requires the student to independently listen to lecture content. Online lecture dates are specifically listed on the lecture calendar. It is the student's responsibility to be aware of these lecture dates. Listening to online lectures are mandatory and will better ensure student success.

Campus Laboratory Evaluation

Lab provides simulations for both the practice of nursing skills and application of the nursing process. It is designed for student-directed study and learning with appropriate supervision. You will become involved during each lab through the use of your physical senses and a variety of auditory and visual aids. Selected skills must be satisfactorily performed within a specified time frame. Students are responsible to prepare and present essential skills in lab.

Skills are identified by the KCTCS Practical Nursing Programs as minimum requirements for entry into nursing practice. **Each student is allowed three attempts to satisfactorily complete the skill. If the student cannot satisfactorily complete the skill in three attempts, the student will have failed the clinical component of the course and the student will have failed the nursing program.** If the student does not keep an appointment or call to cancel the appointment for skills check-off, it counts as one check-off. Each skill consists of critical criteria that are required for safe performance of the skills. In addition to the critical criteria identified for the specific skills, there are seven criteria that must be included with the performance of each skill. They are:

1. Universal precautions must be utilized and appropriate asepsis must be maintained;
2. Correct supplies/equipment must be assembled and organized;
3. The nursing process must be used;
4. Client instruction must be provided;
5. The client must not be placed in physical jeopardy;
6. The client must not be placed in emotional jeopardy; and
7. Pertinent information must be reported and/or documented using accepted terminology.
8. Must adhere to HIPPA regulations.

- The student will be evaluated in the campus lab according to the Essential Skills components and Student Evaluation Tool.
- The student is expected to prepare for the lab as noted in the campus lab guide prior to the campus lab.
- The skill is presented in a variety of methods.
- Once presented, the student will practice with the guidance and supervision.
- The student will be expected to be prepared for the check off prior to presenting to the faculty member.
- Any students not completing the check off during the campus lab session will be responsible for arranging an alternate check off date.
- Unsuccessful completion of the essential skill on the first attempt, the student will be expected to remediate the skill.
- Unsuccessful completion of the essential skill on the second attempt, the student will be given a Needs Improvement (NI) on their Student Evaluation Tool this will initiate the Three Step Process.
- Documentation of unsatisfactory skill performance will be noted on the Student Evaluation Tool.
- The Student Evaluation Tool constitutes a legal document and is maintained in the student's permanent nursing file.
- Supportive documentation will be maintained in the student's file for any unsuccessful skill performance attempts.
- Satisfactory performance will be documented on the student's skill sheet.

Clinical Evaluation

Evidence of preparation for clinical laboratory experiences must be shown in order to provide patient care activities. When the performance does not illustrate adequate preparation, the student will receive an Unsatisfactory for the clinical day and this will be documented on the Student Evaluation tool. The student may be instructed to leave the clinical facility and a remediation assignment may be scheduled.

HCC Critical Criteria are additional nursing skills/actions identified by the HCC nursing faculty as imperative for safe and efficient delivery of nursing care. The Critical Criteria include the following statements.

1. Standard precautions must be utilized and appropriate asepsis must be maintained.
2. Correct supplies/equipment must be assembled and organized.
3. The nursing process must be used.
4. Patient instruction must be provided.
5. The patient must not be placed in either potential or actual physical jeopardy.
6. The patient must not be placed in emotional jeopardy.
7. Pertinent information must be reported and/or documented using accepted terminology.
8. The students must adhere to HIPAA standards.

The Critical Criteria should be employed in the delivery of high quality nursing care. They are applied to the student's performance on the Student Evaluation Tool.

Clinical performance evaluation is derived from direct client care, written assignments, and clinical and campus laboratory experiences. Clinical performance is evaluated as Satisfactory, Needs Improvement, or Unsatisfactory on a weekly basis in accordance with established criteria stated in each course.

Definitions of evaluation terms are as follows:

Satisfactory:

- Performs skills safely and efficiently incorporating all of the critical components.
- Integrates theory with practice utilizing critical thinking skills.
- Written assignments/documentation meets specified guidelines.

Needs Improvement:

- Performs skills safely but requires coaching to incorporate all of the critical elements.
- Written assignments/documentation does not meet specified guidelines.
- Requires coaching to integrate theory with practice utilizing critical thinking skills.
- Any needs improvement identified will be addressed in a performance improvement plan developed by the instructor and student.

Unsatisfactory:

- Does not perform a skill safely and efficiently incorporating all of the critical components.
- Unable to integrate theory with practice utilizing critical thinking skills.
- Has a consistent lack of understanding of his/her limitations.
- Cannot anticipate the consequence of action or lack of action.
- Consistently fails to maintain communication with faculty and staff about client care.
- Is dishonest about client care.

Not Applicable:

- Does not apply
- Not observed

A student in any Nursing course that is comprised of clinical experiences **MAY NOT** receive more than **3 (U) Unsatisfactory or 4 (NI) Needs Improvement** competency evaluations per week. A student **MAY NOT** receive more than **3 (U) Unsatisfactory or 4 (NI) Needs Improvement** for the same competency. If this occurs, the student **will not** have fulfilled the expectations of the clinical component of the semester, and may have **failed** the course. Each case will reviewed by the Practical Nursing faculty as needed.

If a student receives a “U” evaluation, it is the student’s responsibility to contact the clinical instructor for assistance. If the student is unable to satisfactorily perform in the clinical setting a previously passed skill, the student will be given a “U” on the clinical evaluation and will be sent back to lab to practice. The student will not be allowed to return to the clinical unit until the skill is performed satisfactorily in the lab.

If at any point during the semester a student cannot numerically pass the theory component of the nursing course, the student will not be allowed to attend the clinical/practicum component.

Competency Evaluation

In the event of unsatisfactory performance in the campus lab or clinical area, the following “Three Step Process” will be implemented.

The Three Step Process

Clinical skill performance will be demonstrated satisfactorily in the campus lab prior to performance in the clinical setting. In the clinical setting, if the student is unable to satisfactorily perform a previously passed skill, the student will be sent to the lab to review and practice the skill in question. The student will not be allowed to return to the clinical unit until the skill is performed satisfactorily in the lab. If a skill is not performed satisfactorily in the Clinical setting, an **Unsatisfactory** will be assigned and the student will be required to complete the following within two (2) weeks:

First Step

The student will view the appropriate videos and practice the skill according to the essential Skill components. The instructional specialist will provide the instructor with written documentation of the student's performance for the review period. The student will demonstrate Satisfactory performance of the skill in the presence of two nursing faculty or the instructional specialist and one nursing faculty. If the student is successful in performance of the skill, he/she may return to the clinical area at the next scheduled clinical time. If the student cannot perform the skill satisfactorily, he/she will have the opportunity to practice and then must progress to step two.

Second Step

In the interest of fairness to the student, the student will be allowed and required to demonstrate **Satisfactory** performance of the skill in the presence of two different instructors in the lab. If the student is successful in the performance of the skill, he/she can return to the clinical area at the next scheduled clinical time. If the student cannot perform the skill satisfactorily, he/she will receive a second **Unsatisfactory**, and must progress to step three. Documentation of an **Unsatisfactory** attempt will be documented on the Student Evaluation Tool.

Third Step

This is the last chance that the student has to show proficiency of the skill. He or she will be given this chance to satisfactorily perform the skill in the presence of yet two different instructors. If the student is successful, he/she can return to the clinical area at the next scheduled clinical time. If the student cannot perform the skill satisfactorily, this will constitute the third **Unsatisfactory** and the student will have failed the Practical Nursing Program. After a student has failed the Third Step of the Three Step Process, a student will not be allowed to withdraw from the Practical Nursing Program and receive a "W" from the course.

NOTE: It is a significant event anytime a student is sent back to the lab. It is serious that a student cannot perform satisfactorily in the clinical setting. Although this is stressful, it is meant to be a learning experience. The faculty hopes that the student will study, practice, and be successful in the attempt to perform the skill satisfactorily. The three-step process is meant to safeguard the student, the faculty, and the clients in the clinical setting.

Safe Clinical Performance

Safe clinical performance will be demonstrated in all areas of the clinical setting. If the student's performance is characterized at any time by dangerous, inappropriate, or irresponsible behavior which actually or potentially places the client or family in physical or emotional jeopardy, the student will be instructed to leave the clinical setting and will be given an **Unsatisfactory** in clinical evaluation for all criteria jeopardized. The Director and faculty will determine the student's ability to progress in the program. Any student suspected of arriving or performing activities impaired will be dismissed from the experience. The student will be expected to adhere to the facilities assessment for impairment. Any expenses incurred for the assessment will be at the student's expense. Any student exhibiting dangerous, inappropriate, or irresponsible behavior may be dismissed from the nursing program.

Performance of Essential Skills and Technical Standards

All nursing students should have sufficient:

1. Visual acuity, such as is needed in the accurate preparation and administration of medication, and for the observation necessary for client assessment and nursing care.
2. Auditory perception to receive verbal communication from client and members of the health team and assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, IV infusion pumps, fire alarms, etc.;
3. Gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, required in meeting health needs;
4. Communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively as may be necessary in the individual's interest;
5. Intellectual and emotional functions to plan and implement care for individuals;
6. Ability to lift and/or move up to 50 pounds and;
7. Ability to be up on feet for 8 – 12 hour clinical.

The faculty and coordinator retain the authority to determine the student's status in the nursing program on an individual basis. The faculty and coordinator may request that the student provide a medical release statement before returning to clinical. Please see ADA Guidelines for assistance.

POLICIES GOVERNING STUDENT BEHAVIOR AND EVALUATION

Attendance Policy

The following attendance guidelines will be strictly enforced. **Attendance is required to successfully progress in this program. A large amount of content is covered in each lecture/lab period, and it is almost impossible to make up this missed time;** therefore these new guidelines have been set by the Nursing Program Coordinator and faculty:

Cumulative across all practical nursing courses taken per semester; **if you miss four (4) lectures, five (5) points will be subtracted from your total number of points at the end of the course, from the course where the fourth (4th) absence occurred.** (Note: Each academic event is one occurrence, for example: if we have scheduled a campus lab and a lecture on the same day and you miss that day, this will count as an absence for both events.)

Cumulative across all practical nursing courses taken per semester; **if you miss three (3) campus labs, five (5) points will be subtracted from your total number of points at the end of the course, from the course where the third (3rd) absence occurred.** All campus lab hours must be made up. It is the student's responsibility to contact the instructor for appropriate make up work.

Cumulative across all practical nursing courses taken per semester; **if you miss two (2) clinicals, five (5) points will be subtracted from your total number of points at the end of the course, from the course where the second (2nd) absence occurred.** All clinical hours must be made up. It is the student's responsibility to contact the instructor for appropriate make up work.

If you miss a second clinical or campus lab you will be brought before the nursing faculty and coordinator to determine if you will continue in the program or fail the clinical component of the course.

Class attendance rosters will be completed for lecture, lab and clinical. **If the student must leave early or arrives late, this is counted as an absence.**

Excessive tardiness will result in the student meeting with the program coordinator and the instructors to determine if the student will continue in the program. This applies to lecture, lab and clinical.

Excessive absences (in excess of two times) will result in the student meeting with the program coordinator and the instructors to determine if the student will continue in the program. This applies to lecture, lab and clinical.

The faculty reserves the right to make exception in the event of a catastrophe which is defined as a death or hospitalization in the immediate family. Each situation will be reviewed on a case-by-case basis by the faculty.

A. Make-up Work/Make-up Exams

When an absence occurs, all make-up work is due within 5 business days from the first (1st) day of return to school. It is the student's responsibility to complete the appropriate make-up work on time. An unsatisfactory grade will be assigned when work is not completed as specified. All make up exams will be in essay format or an alternative method format which will not include multiple-choice or True/False questions. Make-up exams must also be taken within five days or at instructor discretion. It is the responsibility of the student to contact the instructor to schedule the make-up exam.

B. Evaluation of Student Performance

Evaluation of performance is conducted in theory, clinicals, and labs. Faculty and students jointly evaluate performance. The instructor's evaluation of the student is a legal document and must be on file. It must be on file prior to issuing a semester grade.

C. Preparation

Preparation for all learning experiences is expected and is an integral part of the learning process and of safe nursing practice. Preparation is essential for satisfactory performance.

Academic Progress

Students shall maintain satisfactory progress toward completion of the prescribed competencies in all requirements for a diploma or certificate. Evaluation of the quality of a student's performance shall include: the grades for laboratory work, technical knowledge, occupational work experience such as clinical, work habits and attitudes, and completion of assigned tasks and learning activities. The Practical Nursing Program has clearly identified courses required for completion and courses identified as prerequisites. Students shall complete each required course with a "C" or above.

Satisfactory progress for the purpose of financial aid is based on academic progress.

Professional Conduct/Behaviors

Professional conduct is expected in all activities (clinical, lab, lecture, observational and preceptor experiences, etc). Respectful, courteous, considerate, friendly, participatory, and discrete behaviors characterize professional conduct. If at any time a student shows conduct outside this realm, the student will be asked to leave the activity/area.

The faculty and/or staff will document any incident of unprofessional behavior. The faculty and/or staff and student will sign documentation of the behavior. In the event of the second occurrence of unprofessional behavior, the student will be notified in writing and will come before the coordinator and faculty. Documentation of behavior and action to be taken will be provided to the student and filed in the student's permanent record in the nursing department. Depending on the nature of the student's misconduct, disciplinary action may be taken up to and including dismissal from the program.

Students may be financially liable for equipment lost or damaged in the lab/clinical setting.

All electronic devices must be turned to silent during lecture, testing, and campus lab. Electronic devices may be in the student's possession during clinical only for the use of Nursing Central. The electronic device is not to be used in clinical for any other purpose than research. **The taking of photos in any clinical area is strictly prohibited.**

Disruptive Behavior

Any student who disrupts lecture, campus lab or clinical will be asked to leave and will be assigned an absence. No children or pets are permitted in the classroom. In order to review the KCTCS Code of Student Conduct, log onto: http://www.kctcs.edu/Students/Admissions/Academic_Policies/Code_of_Student_Conduct.aspx.

Cell phones, smart phones and pagers are not allowed to be on in the classroom or the clinical/lab areas. Any cell phone activity will result in a "U" on your clinical evaluation form under the heading of Professional Behaviors. Each time your cell phone activity occurs in lecture, lab, and clinical, a "U" will be assigned and any total of three "U's" will result in a failure of the course and dismissal from the program. If the student does not come forward and take responsibility for the cell phone activity, faculty will uphold the right to cease lecture, clinical, or lab and all students are responsible for the content on their own. The content missed is valid for testing purposes.

Tardiness disrupts the class, be respectful of your classmates. Be prepared to begin lecture on time. You will not be allowed to enter after that time. You must wait until the first break to enter the classroom. Any such tardiness will be noted on the Attendance Record. Excessive movement, such as going in and out to the bathrooms is also disruptive. If you leave the classroom for any reason, you must wait until the next break to re-enter the classroom. Any disruptive behavior in the classroom or lab will not be tolerated. Learning is an active process and cannot occur if students cannot hear because of disruptive behavior. Any student deemed disruptive will be asked to leave the experience and this will be recorded as an unexcused absence.

Health Insurance Privacy Portability Act (HIPAA)

Health Insurance Privacy Portability Act (HIPAA) provides the first comprehensive Federal protection for the privacy of health information. All segments of the health care industry have expressed support of enhanced patient privacy in the health care system. HIPAA is carefully balanced to provide strong privacy protections that do not interfere with patient access to, or the quality of, health care delivery. Students are exposed to HIPAA guidelines in lecture content. More specifically, HIPAA is addressed during the clinical orientation(s) in each facility. The student who fails to comply with HIPAA policies may be subject to disciplinary action up to or including dismissal from the program.

Electronic Communication and Social Media in Healthcare

Nursing students need to be aware of the dangers associated with the use of social media in any way that can compromise patient confidentiality and be in violation to HIPAA. The American Nurses Association (ANA), National Council of State Boards of Nursing (NCSBN) and the Kentucky Board of Nursing (KBN) have all released statements concerning the use of social media by nurses.

The ANA President Karen A. Daley, PhD, MPH, RN, FAAN said, "Social Media can be a powerful tool, one with the potential to enhance or undermine not only the individual nurse's career, but also the nursing profession. ANA hopes these principles provide a

framework for all nurses to maintain professional standards in a world where communication is ever changing.” ANA’s e-publication, “ANA’s Principles for Social Networking and the Nurse,” provides guidance to nurses on using social networking media in a way that protects patients’ privacy, confidentiality and inherent dignity. This publication is available as a downloadable, searchable PDF, which is compatible with most e-readers at www.nursesbooks.org

NCSBN’s white paper “A Nurse’s Guide to the Use of Social Media” can be downloaded free at https://www.ncsbn.org/Social_Media.pdf. A YouTube video on social media is also available and accessible via www.ncsbn.org free of charge.

Please be sure to review this very important issue to assure your understanding and compliance to these standards.

Professional Organizations

Hopkinsville Kentucky Association of Nursing Students (H-KANS)

In keeping with the HCC mission statement to provide student support programs that enable students to realize personal, educational, and professional goals and responsibilities, the Practical Nursing Program encourages students to become members of the local H-KANS and the National Student Nursing Association (NSNA) chapter.

The NSNA dues are \$30/year or \$50 for 2 years and the benefits are numerous with career planning, resumes, portfolios, study resources, convention, and networking information.

Program Requirements

Liability Insurance

Each student must purchase liability insurance. Students who enroll in any course requiring patient/patient contact must show evidence they have professional liability insurance. Professional liability insurance is assessed on a per term basis. This charge is non-refundable and is subject to change without notice.

Transportation

Students are responsible for their own transportation to affiliating agencies and nursing classes regardless of distance, time, or expense involved.

Blood Test Requirements

All beginning students must submit results of rubella, varicella, rubeola, and hepatitis B titer, a tuberculosis skin test, and a Tetanus shot. Students will not be allowed to begin clinicals if documentation is not submitted to the nursing department by the specified and published dates. The meningitis vaccine is recommended but not required. The Hepatitis B recumbent vaccine series must be completed or student must sign the appropriate declination form. The tuberculosis skin test is required annually. If there is a history of a positive TB skin test, a chest x-ray must demonstrate no evidence of active TB. A copy of the chest x-ray results is required. The student is responsible for scheduling the yearly testing as well as submitting the written result to the administrative assistant.

Background Check, Drug Screen, KY Abuse Registry

All students will be required to complete a Criminal Background Check through Verified Credentials and a 9-panel drug screen through JSMC located in Hopkinsville, KY. If a facility requires additional criminal background checks it will be the responsibility of the student to obtain the check and have the information sent to the facility. The facility will then notify the college if the student is unable to practice in that facility. Incidents beyond this will be dealt with on a case-by-case basis. Efforts will be made to accommodate the student; however, if the student is unable to participate in clinical experiences he/she will be required to withdraw from the program.

If a facility requires additional screening, it will be the responsibility of the student to obtain the screening and have the information sent to the facility. The facility will then notify the college if the student is unable to practice in that facility. Incidents beyond this will be dealt with on a case-by-case basis. Efforts will be made to accommodate the student; however, if the student is unable to participate in clinical experiences he/she will be required to withdraw from the program.

Kentucky Nurse Aide Abuse Registry verification will be completed on each student by the nursing department staff by the first week of class.

Health Insurance

Each student must provide proof of health insurance. The student must maintain health insurance coverage for each academic semester while in the nursing program.

The National Student Nurses' Association (www.nсна.org) offers injury and sickness insurance for NSNA members and their eligible spouse and dependents. Please visit www.uhcsr.com/NSNA or call 1-800-505-5450 for more information.

Electronic Devices

All students will be required to have an electronic device for use of the Nursing Central program to have access to comprehensive resources in the clinical setting.

Cardio Pulmonary Resuscitation (CPR)

All students must obtain CPR certification for the Professional Healthcare Provider, and a copy of the card must be turned in to the nursing office prior to the first day of clinical. Students may not be allowed to attend for clinical if a copy of the CPR certification is not present in the nursing office. American Heart Association is the only course that will be accepted including online re-certification.

Clinical Attire – Updated with Effective Date of October 19, 2015

CLINICAL ATTIRE MUST BE WORN FOR ALL SIMULATION LABS AND SKILL CHECK OFFS

Uniforms/Scrubs/Lab Coats:

1. Students are to purchase appropriate uniforms/scrubs through the Hopkinsville Community College Bookstore. This includes the uniform top and bottom as well as a lab coat.
 - a. The HCC Bookstore is the required source for purchasing uniforms unless the Bookstore does not have the appropriate size or cannot order a garment, such as a skirt.
 - b. If the Bookstore cannot supply the appropriate size or garment, the student will be responsible for making sure any uniform piece purchased from another source is in a color that is as similar as possible to the color available in the Bookstore. Instructors will advise students if the color is not close enough to the required color. If students disagree with the decision of the instructors, the Program Director will have the final decision.
2. If a student chooses to wear a shirt under the uniform/scrub, it must be white and without markings.
3. For students who choose to wear a uniform skirt instead of uniform pants, white or nude color pantyhose must be worn. Knee socks are not acceptable.
4. Clean, white, solid, closed-toed shoes and white socks are required.
5. A patch with the HCC logo must be worn on the left sleeve of both the uniform and lab coat. The patch should be purchased through the HCC Bookstore.
6. Lab coats and uniforms are to be clean and without wrinkles.
7. A full-length white lab coat is required for covering the uniform.
 - a. A lab coat and name badge is required over street clothes when the student is in the clinical area for the purpose of obtaining assignments.
 - b. No jackets/coats are to be worn over lab coat when in the clinical facility.
 - c. Students are not to wear jeans, shorts, t-shirts, halter/tube tops, sandals/open toe shoes during any on-campus or off-campus clinical, simulation lab, or Layered Learning. No mid-drift showing.

Hair/Personal Hygiene Care:

1. Hair ornaments must not be worn with the uniform, including headbands or ribbons with color. Any accessories used to hold the hair back must be brown, black, or beige to match the student's hair color.
2. For both male and female students, the hair must be worn in a style away from the face and an appropriate style which cannot fall into the field of patient care.
3. Only natural hair colors are acceptable.
4. Hair (including facial hair), body and fingernails must be clean and neat at all times.
5. Fingernails must not be longer than ¼ inch from the tip of the finger and must be without polish. No "fake", acrylic tips or cosmetic fingernails are allowed in any clinical facility (observational activity or a routine clinical day with patient care). If any of the above occurs, the student may be sent home from clinical and assigned an absence which must be made up.
6. Good oral hygiene must be evident.
7. No perfume should be worn in the clinical area.
8. Students exhibiting body odor including the obvious smell of tobacco products will be asked to leave the clinical area and receive an "absence" for the day.
9. No chewing gum is allowed in the clinical area.
10. Any other instructions regarding uniforms will be given prior to clinical in each course.

Jewelry/Sunglasses:

1. Jewelry is limited to a plain wedding band and one small stud earring on each ear lobe.
2. Jewelry in other visible body piercing must be removed or covered.
 - a. Nothing must be in the tongue, lip, nose, or multiple ear piercing. This means that no student may wear more than one pair of earrings.
 - b. The student will be asked to remove the jewelry from any piercing in order to remain in clinical.
 - c. Large piercings must be filled with flesh tone spacers.
3. Sunglasses should not be worn on the top of head or hanging on the outside of the uniform.

Tattoos:

1. All tattoos must be fully covered. This refers to tattoos on any part of the body, including arm, hand, leg, foot, shoulder, neck, and face.
2. For tattoos above the uniform neck opening, a turtlenecks or mock turtlenecks must be worn.
3. Check with your instructor for suggestions on appropriate ways to cover tattoos.
4. No tattoos must be perceptible by the patient.

Required Accessories for Clinical Attire:

1. A wrist watch with a second hand, a stethoscope, pen light, bandage scissors, and electronic device with the Nursing Central program are required.
2. A pen, pencil, and note paper should be carried in the uniform pockets.
3. Students are required to wear their nursing badges to all clinical labs, including simulation lab and Layered Learning.
4. Goggles are required when performing procedures in which body fluids might contact the student's eyes.

IF A STUDENT DOES NOT MEET A PART OF THE CLINICAL ATTIRE POLICY, THE INSTRUCTOR WILL ADDRESS THE ISSUE WITH THE STUDENT ONCE WITH THE OPTION OF GIVING A "U" FOR PROFESSIONAL DRESS ON THE ASSESSMENT TOOL. FOR ANY FUTURE OCCURRENCES, THE STUDENT SHOULD EXPECT TO RECEIVE A "U".

Standards of Satisfactory Progress

To participate in federal student financial aid programs the student must comply with the grade and attendance policies included in this Student Handbook. The student must also successfully complete a minimum percentage of work toward your educational objective. You must complete your educational objective within a time frame specified by the school.

Policies of warning, reprimand, probation, and suspension are found in Section 1.5 of the KCTCS Community College Code of Student Conduct.

Confidentiality

Patient information will only be discussed with other members of the health care team who have a "need to know." The student will:

1. Not discuss patient information with anyone else, including fellow students and family members.
2. Not tell unauthorized persons (authorized persons include those members of the healthcare team who have a legitimate "need to know") that they saw or have knowledge of a patient being admitted or being seen as an outpatient.
3. Not access client information unless authorized by the student role and only information that is necessary to perform that role will be accessed.
4. Speak quietly and discreetly so that clients, visitors, and others will not overhear conversations with or about patients (to include telephone conversations).
5. Ask the assigned nurse if there is a question regarding which family members the student is authorized to speak with concerning the client's medical information.
6. Not provide any patient information via telephone conversation unless it is a student initiated call to an authorized person.
7. Not leave papers containing patient information in open view of non-authorized persons. If viewing patient information via a computer, the student should turn the screen away from open view and never leave the computer screen unattended.
8. Ask patients their preference regarding the presence of visitors when the student needs to discuss information with the patient.
9. Alert the clinical instructor if they have been assigned a role that would require the student to have confidential information regarding a friend or acquaintance.
10. Not ask fellow students about their assigned clients unless it is absolutely necessary to perform role responsibilities.

Confidentiality is considered a critical element of the Clinical Evaluation Tool and violation of protected patient information will result in an Unsatisfactory "U".

Pinning Ceremony & Nursing Pins

The Pinning Ceremony is a special event for the nursing department and the graduating nursing class. As a department, the faculty strives to make it a special event of celebration. The tradition at Hopkinsville Community College is the pinning occurs with students dressed in graduation regalia that is also worn during the HCC commencement ceremony. There are several reasons the nursing faculty chose this as the attire for the pinning ceremony. One reason is it represents where nursing education occurs today and that is in an institution of higher education rather than a hospital “school of nursing”. It represents the growth of nursing into a profession recognized on the collegiate level. The attire is also gender neutral as more men are entering the profession and nursing caps, etc. have never been worn by male nurses.

Of most significance in the pinning ceremony is the nursing pin. The pin is the only tradition that has remained since the beginning of the nursing profession with Florence Nightingale. Each nursing program has a unique pin that only a person graduation from the program has earned and can wear.

As a graduate of Hopkinsville Community college, you will enter the ranks of other graduates who have proudly worn the HCC Nursing Pin since the inception of the program in 1971.

(The HCC Bookstore is the only approved source for academic regalia and the pin.)

Awards

Awards will be given to graduating students. The following awards will be conferred:

- Outstanding Academic Student – GPA, Professional Behavior - Determined by cumulative PN courses averaged.
- Clinical Excellence Award – Clinical Performance, Leadership ability – Chosen by clinical instructors

Student Credentials:

Diploma

To be awarded a diploma a student must:

1. Hold a high school diploma or GED certificate
2. Meet the required score on the COMPASS or ACT
3. Master the designated tasks for a specific job title
4. Attend adequate number of hours in clinical/lab experiences
5. Pay all monies owed in full to include the business office, malpractice insurance, NLN exams, NCLEX and state board licensure fees
6. Complete and submit all forms and information to the nursing department
7. Complete all required courses

General Policies

Academic Integrity Hopkinsville Community College Nursing Department

The Hopkinsville Community College Nursing Programs adhere to Academic Integrity standards as present in the KCTCS Code of Student Conduct*. Further delineated is the responsibility of the nursing student to demonstrate beyond reproach, ethical, honest and trustworthy behaviors and communications in the classroom, laboratory and clinical settings. Historically seen as a noble and trustworthy profession, this department strives to maintain those professional standards. Consistent performance of those standards is maintained through the evaluation processes in each course throughout your experience in the nursing programs.

Breaches of Academic Integrity or academic offenses include but are not limited to

1. Plagiarism (the act of presenting ideas, words, or organization of a source, published or not, as if they were one's own).
2. Cheating (includes buying, stealing, or otherwise obtaining unauthorized copies of examinations or assignments for the purpose of improving one's academic standing. During examinations or in-class work, cheating includes having unauthorized information, and/or referring to unauthorized notes or other written or electronic information. In addition, copying from others, either during examinations or in the preparation of homework assignments, is a form of cheating).
3. Student Co-responsibility (defined as anyone who knowingly assists in any form of academic dishonesty shall be considered as guilty as the student who accepts such assistance. Students should not allow their work to be copied or otherwise used by fellow students, nor should they sell or give unauthorized copies of examinations to other students)
4. Misuse or Student Falsification of Academic Records (misuse or actual or attempted falsification, theft, misrepresentation, or other alteration of any official academic record of the college is a serious academic offense. As used in this context, "academic record" includes all paper and electronic versions of the partial or complete academic record).

*To view the KCTCS Code of Student Conduct, log on to

http://www.kctcs.edu/Students/Admissions/Academic_Policies/Code_of_Student_Conduct.aspx

Curriculum

The Practical Nursing Diploma is awarded upon successful completion of all college requirements. A minimum of 59 credit hours with a standing of 2.0 out of a possible 4.0 is required for graduation. A minimum grade of "C" must be obtained in all nursing, biological science, and mathematics courses. Graduation from the program qualifies the graduate to write the National Council Licensure Exam (NCLEX) State Board Examination to become a practical nurse. No one will be permitted to take the NCLEX until all course work has been successfully completed. Each student must pre-register and plan his scheduled program with the approval of a nursing advisor. The curriculum description and class schedules can be obtained from the Admission's Office.

Hopkinsville Community College nursing faculty reserve the right to modify course content as needed to enhance student learning.

All nursing students must obtain a MAP (My Academic Plan) by meeting with your advisor to do so.

An exit exam will be administered at the end of the program. Remediation may be required depending on the student's test results.

The NCLEX review is a program requirement for all students at the end of the last semester of the program.

Registration

Students are expected to keep themselves informed of pre-registration and registration dates. Dates are in the college bulletin and are widely publicized by the media.

Clinical Group Assignment

Faculty reserve the right to reassign students to groups. Throughout the course of the nursing program, the student will be exposed to a wide variety of experiences. Students will be expected to travel to these experiences.

Dropping Courses

If dropping a class after mid-term through the end of the semester, permission must be given by the instructor in the form of a KCTCS email or as a signed memo on official Hopkinsville Community College letterhead addressed to the Admission/Records Office. This correspondence must reach the Admissions/Records Office within five (5) business days of the instructor's consent. If the drop involves another instructor additional signatures are required. Please see the Admissions/Records Office for the necessary documentation required to complete the request.

Student should consult Student Services (Financial Aid and VA, if applicable) before dropping any classes.

Withdrawal Policy

A student may withdraw from any class without permission of the instructor up to and including the eighth week of class with a "W" grade. Refer to the HCC withdrawal policy, *KCTCS COMMUNITY COLLEGE Catalog*.

Once a student can no longer numerically pass a nursing course, they will be required to drop the course.

HCC Guidelines for Admission, Readmission, and Transfer

Enrollment in the Practical Nursing Program may be limited because of available laboratory facilities in the community, as well as limited faculty and financial resources.

Readmission

When a student withdraws or fails the program by receiving less than a “C” in a nursing, biological science, or math course, the student may reapply to the nursing program. Request for readmission should be submitted prior to May 15 for fall entry, or October 30 for spring entry. Readmission to the nursing program will be dependent upon available resources. Please refer to the Nursing Admission Packet for current criteria regarding readmission. All students must meet current guidelines for admission. Students who have been unsuccessful in a nursing course are eligible to be considered for readmission to that course only. Preference will be given to students who withdrew passing from the nursing course. References from faculty will be necessary and are weighted heavily in the decisions readmit a student.

Students being considered for readmission will be required to pass a final exam from the previous passed nursing course in order to validate retention of that course material. Students will also be required to pass a nursing skills exam of previously learned nursing course skills. Passing the course written final exam and course skills exam must be successfully completed before the student readmission materials are sent to the Nursing Admissions Committee for consideration. All admission criteria must be completed and submitted by the corresponding deadline.

A three year lapse since initial entry into the program will necessitate repetition of the entire program. Readmission is limited to one time. The Nursing Admissions Committee may recommend readmission for a second time, only if a student can furnish evidence of unusual circumstances, remedial study, or additional preparation.

KCTCS Disability Services

Hopkinsville Community College would like to help students with disabilities achieve their highest potential in college. These services are available at all campus locations. In order to receive accommodations on assignments or examinations, students must self-identify, submit proper documentation, and schedule an appointment with the Office of Disability Services. The Director of Disability Services, Dr. Jason Warren, is located on the Hopkinsville campus on the second floor of the Administration Building, Room 211. Dr. Warren may be reached at (270) 707-3801 and via email at Jason.Warren@kctcs.edu.

Sexual Harassment

The sexual harassment of students, faculty and staff is prohibited by KCTCS policy. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical actions of a sexual nature. Complaints of sexual harassment will be treated and investigated with full regard to the KCTCS due process requirements.

Solicitation

Hopkinsville Community College nursing students are prohibited from soliciting monetary funds, materials, equipment, and supplies from individuals, agencies, or companies as a representative of the HCC nursing program without prior consent from the Director of Nursing.

Facebook

HCC nursing faculty/staff will not be Facebook friends with nursing students during their enrollment period at HCC. Upon graduation, HCC nursing faculty/staff may choose to “friend” the nursing program graduates. Social media has been a positive way for faculty/staff to communicate with graduates and be kept abreast of graduates whereabouts and successes.

Students will NOT take pictures during clinical experiences and post to Facebook. Students will NOT discuss patients and/or specifics about clinical experiences on Facebook. There will be a discussion board implemented in Blackboard for students to discuss clinical situations/issues. Any violation of this policy will result in consequences. Consequences will be decided by PN Faculty and the Nursing Coordinator.

General College Policies Regarding Inclement Weather

When the weather is bad...

Hopkinsville Community College expects to remain open and conduct on- and off-campus classes according to the regular schedule. Even if public schools are closed, HCC will likely remain open. You should plan accordingly. Fort Campbell will follow the same schedule as the Hopkinsville Campus unless the military base is closed to public access by base officials. Classes held at public school sites will follow the closing schedules for those sites. Students, faculty, and staff should take normal precautions regarding their ability to travel safely to their college location.

Where to get information on delays and closings

Weather-related closings and delays are prominently announced on the college's website. Normally, a decision on a closing or delay will be made before 6 am and posted on the site shortly thereafter. If weather conditions are changing, you are encouraged to check back frequently for updates. You can also call HCC's weather hotline at (270) 707-3701, 24-hours a day. If possible, students, faculty, and staff will be notified of delays or closings via [email](#), [SNAP text messaging](#), and faculty [Blackboard](#) sites. Information will also be communicated to the following media outlets: WKAG television Hopkinsville, WHOP radio Hopkinsville, WKDZ radio Hopkinsville and WVVR radio Clarksville. *NOTE: HCC announcements via the HCC webpage, weather hotline or SNAP text messages will offer the most concise and up to the minute information available.*

With inclement weather, the following actions may occur

Hold classes as normal

This action is taken when hazardous conditions exist in one section of the service area, but do not affect the entire area. A cancellation of class when some students are able to attend while others cannot is not considered to be fair policy. When hazardous driving conditions do exist in a portion of the service area, students who are unable to attend class because of those conditions will follow the inclement weather/missed work and exams policy stated on their instructor's syllabus. They will have an opportunity to make up any missed exams. The instructor's inclement weather policy will not be punitive and will provide for make-up of work missed where possible, recognizing that some activities such as labs are not easily arranged. If individual faculty are unable to drive to their campus under this action, the faculty member will be responsible for contacting their students via phone or email and faculty Blackboard site to notify their students of course cancellation. *NOTE: If there is no alert on the HCC website, classes are operating on a normal schedule. Check back frequently for updates if conditions worsen.*

Delayed Start

This course of action will be taken after a storm that makes early morning driving conditions hazardous, but when there is an indication that road crews will have conditions under control by mid-morning. Under the delayed start schedule, classes will begin according to the following times:

- **Hopkinsville and Fort Campbell Campuses**
All classes beginning after 10:45 a.m. will meet.
- **High School Campuses**
Classes follow public school closings or delays
- **Staff**
All staff should report at 10 a.m. Any staff member unable to report should turn in vacation paperwork.

Classes Canceled

This action is reserved for hazardous conditions that have developed overnight or continue to develop during the morning, showing no signs of stopping. If the hazardous conditions continue, a decision concerning the cancellation of evening classes will be made by 3 p.m. The cancellation of day classes does not imply the cancellation of evening classes. These are two separate actions. Students should check with their instructor to determine how the missed course material will be covered.

Student Grievance Procedure

Students who feel they have been treated unfairly for any reason or discriminated against or denied an opportunity because of their race, color, national origin, sex, disability, age, religion, or marital status in a vocational program and/or activities have the right to file an informal and/or a formal complaint. The KCTCS Code of Student Conduct can be obtained at http://www.kctcs.edu/Students/Admissions/Academic_Policies/Code_of_Student_Conduct.aspx.

Chief Student Affairs Officer

Dr. Jason Warren

P.O. Box 2100

Hopkinsville, KY 42241-2100

(270) 707-3801

KENTUCKY BOARD OF NURSING GUIDELINES FOR REVIEW OF LICENSURE APPLICANT CONVICTION RECORD

Students that have been convicted of a felony or misdemeanor must submit documentation to the board of nursing in the state of desired application. Contact the board of nursing at least six months prior to graduation. You may want to contact the board of nursing before beginning the program of nursing. The state board of nursing has the final decision to allow students to take the NCLEX. The state board of nursing also has the right to deny any applicant authorization to sit for the NCLEX. This process should be taken seriously!

Listed below are the actual crime conviction guidelines:

The Kentucky Board of Nursing is authorized by law to deny a license or to issue a license under disciplinary conditions because of an applicant's criminal conviction. [KRS 314.091\(1\)](#) states, in part: "The board [of nursing] shall have power to reprimand, deny, limit, revoke, probate, or suspend any license ... to practice nursing issued by the board or applied for in accordance with this chapter ... upon proof that the person ... (b) has been convicted of any felony or a misdemeanor involving drugs, alcohol, fraud, deceit, falsification of records, a breach of trust, physical harm or endangerment to others, or dishonesty"

[KRS 314.031\(4\)](#) requires that all misdemeanor and felony convictions occurring in Kentucky or in any other state, regardless of when they occurred, must be reported to KBN. A person has been convicted if they pled guilty, entered an Alford or *nolo contendere* plea, or was found guilty in any court. All criminal convictions are individually reviewed by KBN. The person must supply to KBN a certified copy of the conviction record and a letter of explanation. The letter of explanation is a personally written summary of the events that led to the conviction. It gives the person an opportunity to tell what happened and to explain the circumstances that led to the conviction. KBN will take into consideration the nature of the offense and the date of the conviction.

KBN may seek to deny an application because of criminal convictions. If that happens, the applicant may request a formal hearing before a KBN Hearing Panel. The request must be in writing. The applicant will be notified of the date, time, and location of the hearing. The applicant may be represented by an attorney. The Hearing Panel will consider the request for licensure. After hearing the evidence presented, the Panel will make a recommendation to the full Board regarding the approval or denial of the application for licensure.

For more information, please refer to the KBN brochure [Mandatory Reporting of Criminal Convictions](#) [PDF Format - 28k]. You may also call the KBN office at 502-429-3300 or toll free at 800-305-2042, ext. 238 or 243, to obtain a hard copy of the brochure

(Updated August 30, 2011)

Critical Thinking Indicators

Behaviors Demonstrating CT Characteristics/Attitudes

Critical Thinking Indicators (CTIs) are brief descriptions of behaviors that demonstrate characteristics that promote critical thinking. Indicators are listed in context of clinical practice.

1. **Self-Aware** – Clarifies biases, inclination, strengths, and limitations; acknowledges when thinking may be influenced by emotions or self-interest
2. **Genuine** – Shows authentic self; demonstrates behavior that indicate stated values
3. **Self Disciplined** – Stays on task as needed; manages time to focus on priorities
4. **Health** – Promotes a health lifestyle; uses health behaviors to manage stress
5. **Autonomous and responsible** – Shows independent thinking and actions; begins and completes tasks without prodding; expresses ownership of accountability
6. **Careful and prudent** – Seeks help when needed; suspends or revised judgment as indicated by new or incomplete data
7. **Confident and resilient** – Expresses faith in ability to reason and learn; overcomes disappointments
8. **Honest and upright** – Seeks the truth, even if it sheds unwanted light; upholds standards; admits flaws in thinking
9. **Curious and inquisitive** – Looks for reasons, explanations, and meaning; seeks new information to broaden understanding
10. **Alert to context** – Looks for changes in circumstances that warrant a need to modify thinking or approaches
11. **Analytical and insightful** – Identifies relationships; expresses deep understanding
12. **Logical and intuitive** – Draws reasonable conclusions (if this is so, then it follows that ...because...); uses intuition as a guide to search for evidence; acts on intuition only with knowledge of risks involved
13. **Open and fair-minded** – Shows tolerance for different viewpoints; questions how own viewpoints are influencing thinking
14. **Sensitive to diversity** – Expresses appreciation of human differences related to values, culture, personality, or learning style preferences; adapts to preferences when feasible
15. **Creative** – Offers alternative solutions and approaches; comes up with useful ideas
16. **Realistic and practical** – Admits when things aren't feasible; looks for user-friendly solutions
17. **Reflective and self-corrective** – Carefully considers meaning of data and interpersonal interactions, asks for feedback; corrects own thinking, alert to potential errors by self and others, finds ways to avoid future mistakes
18. **Proactive** – Anticipates consequences, plans ahead, acts on opportunities
19. **Courageous** – Stands up for beliefs, advocates for others, doesn't hid from challenges
20. **Patient and persistent** – Waits for right moment; perseveres to achieve best results
21. **Flexible** – Changes approaches as needed to get the best results
22. **Empathetic** – Listens well; shows ability to imagine others' feelings and difficulties
23. **Improvement-oriented (self, patients, systems):** Self – Identifies learning needs; finds ways to overcomes limitations, seeks out new knowledge. Patients – Promotes health; maximized function, comfort, and convenience. Systems – Identifies risks and problems with health care systems; promotes safety, quality, satisfaction, and cost containment.

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**Hopkinsville Community College
Practical Nursing Program**

Student Agreement to Assure Confidentiality

I understand that all information regarding individuals who receive healthcare must be kept confidential in accordance with Federal and State laws. I understand that the information which I receive may only be used for clinical purposes.

All information contained in the medical records or other related records shall be considered privileged and confidential. I understand that a client's personal information must not be discussed with any unauthorized individual.

By my signature below, I hereby agree to assure the confidentiality of information that I receive or obtain regarding clients.

Signature

Date

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HANDBOOK ACKNOWLEDGEMENTS

Printed, Legible Name

I hereby acknowledge that I have read the Nursing Student's Handbook of the Hopkinsville Community College Practical Nursing Program. I understand the components and requirements of the nursing program. I have been given the opportunity to ask questions and seek clarification.

I understand and agree to abide by the policies and guidelines therein.*

Signature

Date

I have been informed of and received a copy of the Kentucky Board of Nursing Guidelines for Review of Licensure Applicant Conviction Record.*

Signature

Date



ELECTRONIC MAIL (E-MAIL) CONSENT FORM

Your nursing instructor may deliver your unit exam and final exam grades to you by hand (on campus), U.S. Mail (final exam ONLY), KCTCS e-mail account, Blackboard, or Student Self-Service Account (final course grade ONLY). Providing an e-mail address means that you have consented to have this type of information sent via e-mail to the address provided unless and until you notify the college in a timely manner that this consent is withdrawn. Please do not provide an e-mail address unless you want to receive your grades via e-mail. **Please indicate how you prefer to receive your unit exam grades:**

By Hand _____

U.S. Mail Address (Final Exam Grade ONLY) _____

E-Mail Address (KCTCS Student E-Mail Account ONLY) _____

Print Your Name _____

Signature _____

Date _____



VIDEO CONSENT FORM

I, _____, give my permission for Hopkinsville Community College nursing faculty/staff to videotape me during the campus lab learning experiences.

Signature

Date

*These acknowledgements will be filed in the student's folder.

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