



Community College

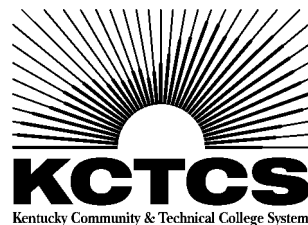
PRACTICAL NURSING PROGRAM

P.O. Box 2100
Hopkinsville, KY 42241-2100
270-707-3700

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HCC Nursing webpage: http://www.hopkinsville.kctcs.edu/en/Academics/Programs_of_Study/Nursing.aspx

PN PROGRAM ADMISSION For Spring 2017



*KCTCS is an equal opportunity employer and education institution.
Revised July 2015*

Hopkinsville Community College is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools. The commission's address is L166 Southern Lane, Decatur, Georgia 30033-4097, (800) 248-7701. Approved by Kentucky Board of Nursing. www.kbn.ky.gov

I. Hopkinsville Community College Mission Statement

HCC is a member of the Kentucky Community and Technical College System and is a public two-year degree granting institution.

HCC is accredited with the Southern Association of Colleges and Schools Commission on Colleges 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.

Note: The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

Mission

Hopkinsville Community College is an inclusive, 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 quality of life in the southern Pennyrile 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

Approved by the KCTCS Board of Regents
December 2009

Vision

The Commonwealth's premier community college, strengthening community and challenging students to maximize their potential.

Values

- Open access balanced with excellence
- Student success
- Education and lifelong learning
- Stewardship of human, fiscal, capital and environmental resources
- Integrity
- Community engagement
- Leadership
- Personal responsibility
- Continuous improvement and responsiveness to change
- Inclusion and multiculturalism
- Partnership with the military community

II. 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.

III. Graduate Learning Outcomes

Upon completion of the program, the graduate can:

1. Assume the role of a competent, caring practical nurse in a variety of health care settings under the direct supervision of a registered nurse, licensed physician, or dentist.
2. Use the human caring phenomena and the nursing process in providing nursing care.
3. Demonstrate self-direction and responsibility for maintaining nursing competence by pursuing personal and profession development.
4. Communicate effectively with all members of the health care team.
5. Demonstrate accountability of practice with adherence to ethical and legal standards of the profession.

IV. Eligibility

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 at the community college.

A. Technical Standards

Nursing at the technical level involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skilled performance of nursing functions. All students should possess:

1. Sufficient visual acuity, i.e. to accurately prepare and administer medication and to participate in the observation necessary for client assessment and nursing care.
2. Sufficient auditory perception to receive verbal communication from client and members of the health care team as well as to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, IV infusion pumps, dopplers, fire alarms, etc.;
3. Sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, required in meeting health needs;
4. Sufficient 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. Sufficient intellectual and emotional functions to plan and implement care for individuals;
6. The ability to lift and/or move up to 50 pounds and;
7. The ability to be up on feet for 8 – 12 hour clinicals.

V. Commitment

The Practical Nursing Program is a vigorous and intensive program of study. Any student wishing to be successful in the program must be prepared to invest the time needed for adequate study and preparation. Study outside of class is required. Each student needs good support at home. For most students, a major adjustment in their lives is required. Working, time management, childcare, and financial concerns are factors that affect the student's success. The nursing faculty urge students to plan well for this intensive time of study.

VI. Nursing Program Admission Requirements

Acceptance into the Practical Nursing program is based upon a selective admission process. The KCTCS system guidelines and HCC admission guidelines will be followed. In addition, the HCC Nursing Program requirements must be met.

An applicant must submit all application materials by the deadline of **October 30, 2016** for the Spring 2017 admission cycle.

The following must be completed before the nursing application deadline:

- Submit an application to Hopkinsville Community College to the Admissions Office. All college admission requirements must be met.
- Submit high school transcript or GED score sheet to the Admissions Office
- Submit other official college transcripts to the Office of the Registrar for evaluation. The Registrar's office has the final determination in what credits will transfer from other institutions.

- ❑ Submit official ACT scores to the Admissions Office. Register at www.actstudent.org.
 - Minimum acceptable score is a composite of 18 or SAT Critical Reading + Math of 870.
 - The writing portion of the ACT is not required for the nursing program.
 - NOTE: KCTCS Senate requires results of the ACT regardless of previous degrees and/or credit hours earned.
 - **NOTE: If you plan to take or re-take the ACT before the admission cycle deadline, please bring your ACT scores to the Nursing Department to add to your application. You should still have your scores sent to the HCC Admissions office to officially be loaded to the college records system.**
- ❑ Attend a Pre-Admission Nursing Conference (PAC) and submit a nursing admission application. The dates and times can be found on the Nursing Website. Please see front cover of this packet for the web address.
- ❑ Complete the NAA100 Course with the state testing scheduled or have active status on a state nurse aide registry.
 - The NAA100 Nurse Aide Course can be taken either as a traditional class or as an online class. The traditional class is offered as either an 8-week or 16-week class with classroom lectures, labs, and exams as well as local clinical experience. The online class consists of three (3) modules.
 - Module 1 – Coursework Component: reading text, watching videos, online assignments, 4 exams
 - Module 2 – Proctored Final Exam; Campus lab for skills check off (held at HCC campus)
 - Module 3 – Clinical Experience – 16 hours at long-term care facility (held at facility near HCC)
- ❑ Completion of the National League for Nursing’s Pre-Admission Exam (PAX-RN) with a composite percentile score of 50 or higher (overall score of 99 or higher).
 - A student will be eligible to retake the PAX-RN every six (6) months.
 - PAX scores expire after 3 years.
 - Register for exam at www.nlnonlinetesting.org.
- ❑ Must be in good academic standing with the College with at least a 2.0 GPA with a grade of C or higher in all math, science, and pre-requisite courses.

Applicants may be admitted to the program before completing the following pre-requisite classes and having active status on a state nurse aide registry. However, before enrolling in the First Semester PN courses, the following must be successfully achieved:

- ❑ Completion of the following prerequisites or equivalent courses transferred from another college:
 - BIO137 (Anatomy & Physiology I)
 - BIO139 (Anatomy & Physiology II)
 - PSY110 (General Psychology)
 - PSY223 (Developmental Psychology)
 - Student must earn a “C” or higher in all pre-requisites, co-requisites, and nursing courses to progress in the program.
- ❑ Proof of active status on a state Nurse Aide Registry

- It is the student's responsibility to keep informed of current admission guidelines. The student must be responsible for the status of his/her own nursing file.
- Each NPN course is a pre-requisite for the following semester of NPN courses and must be taken in the sequence listed.
- Co-requisites in Second and Third Semesters must be taken in the indicated semester or before.
- The Kentucky Board of Nursing may deny licensure to a nursing graduate who has been convicted of a misdemeanor or felony that involves acts that bear directly on the qualifications of the graduate to practice. For more information, go to www.kbn.ky.gov.

VII. Selection Process

Admission will be granted to the students who have:

1. **ALL** admission materials submitted by **October 30, 2016**.
2. All the application and evaluation procedure requirements met.
3. The highest PAX composite percentile score.

VIII. Admission Procedure

Only students with completed files will be considered for admission to the HCC Nursing Program. It is the student's responsibility to ensure the file in the nursing department has all documents necessary for admission.

- A. On the basis of the PAX composite percentile score, the Nursing Admissions Committee recommends to the Academic Dean the names of those who will be admitted to the nursing program.
- B. Applicants will be notified in writing if they have or have not been selected for enrollment in the nursing program. Letters for acceptance, waiting list, or denied admission will be mailed on November 30, 2016. **No selection information will be available by phone.** Please allow up to one week from this date for mail delivery.
- C. A waiting list may also be selected. Applicants on the waiting list may be admitted to fill positions vacated by admitted students. Due to privacy issues, location on waiting list cannot be given to applicants. The waiting list is **only** used for the current admission cycle. The waiting list does not carry to the next admission cycle.
- D. In the event a tie should occur in relation to PAX scores, preference may be given to the student with the highest ACT and GPA generated from the program curriculum pre-requisite courses.

IX. Post-Admittance Requirements Prior To First NPN Course

After acceptance for admission and before beginning NPN courses, students are required to:

- Provide documentation of results of these lab tests:
 - Tuberculosis Skin Test
 - Varicella
 - Rubella titer
 - Rubeola titer
- Provide proof of health insurance.
- Provide proof of immunity to Hepatitis B and tetanus.
- Show proof of completing CPR certification for healthcare professionals through American Heart Association.
- Complete criminal background check – See section XV.
- Complete nine-panel drug screening – See section XV.

X. Re-Application Policy

If an applicant is not accepted into the program and wishes to reapply during a different admission cycle, he/she must attend a pre-admission conference and re-submit a nursing application by the desired admission cycle deadline to be considered. All program enrollment requirements must be satisfied for the desired year of application. These materials must be submitted by October 30, 2016.

If you are not accepted into the program after this conference attendance, you must attend a new conference. Attendance to a conference is required each semester you apply for admission into the program.

XI. Re-Admission Policy

In order to be considered for re-admission by the Nursing Admissions Committee, the applicant must:

- 1. Submit a written request to the Nursing Program Director**
- 2. Meet current admission guidelines listed below**
 - ACT minimum composite score of 18 for PN program - Equivalent SAT scores (combined Critical Reading & Math) of 870
 - PAX minimum percentile of 50 for PN program
 - Good academic standing with the College with at least a 2.0 GPA with a grade of C or higher in all math, science, and pre-requisite courses
- 3. Be recommended by the nursing faculty from the past semester**
- 4. Demonstrate competency by:**
 - a) **Passing with a score of 75% or greater, an exam equivalent to the comprehensive final exam for the previously passed nursing courses; and**
 - b) **Passing a skills competency review reflective of previously passed nursing courses.**

Note: The exams and skills competency can be taken only once and the student must successfully complete each of the competency exams and the skills demonstration to be considered for readmission.

A student may be considered for re-admission to the Nursing Program one time. The Nursing Admissions Committee may recommend readmission a second time only if a student furnishes sufficient evidence of remedial study, additional preparation or resolution of factors contributing to unsuccessful course completion. Nursing faculty recommendation will be considered.

If more than three years have elapsed since initial enrollment in the first nursing course of the Nursing Program, an applicant must repeat all nursing courses.

Acceptance of any re-admitted student will be dependent upon available space and resources.

XII. Transfer Policy

Applicants who wish to transfer from one KCTCS Nursing Program or other nursing programs to the Hopkinsville Practical Nursing Program must:

1. Meet all admission requirements of the receiving institution as listed below:
 - Submit an application to Hopkinsville Community College to the Admissions Office. All college admission requirements must be met.
 - Submit other official college transcripts to the Office of the Registrar for evaluation. The Registrar's office has the final determination in what credits will transfer from other institutions.
 - ACT minimum composite score of 18 for PN program - Equivalent SAT scores (combined Critical Reading & Math) of 870 for PN program
 - Attend a Pre-Admission Nursing Conference (PAC) and submit a nursing admission application.
 - For transfers into 1st Semester, you must have an active status on a State Nurse Aide Registry. For transfers into 2nd Semester or later, your status on a State Nurse Aide Registry can be active or lapsed as long as you had an active status when you were in the 1st Semester Fundamentals course.
 - PAX minimum percentile of 50 for PN program
 - Good academic standing with the College with at least a 2.0 GPA with a grade of C or higher in all math, science, and pre-requisite courses
2. Notify the Coordinator of the Practical Nursing Program in writing, stating anticipated entry date and reason for transfer;
3. Have a faculty member from the program previously attended submit a letter of recommendation to the receiving institution; and
4. Submit documents to Admissions Committee of previous courses passed as requested (i.e. course syllabi, course content, course skills, etc.).
5. Demonstrate competency by:
 - a) Passing with a score of 75% or greater, an exam equivalent to the comprehensive final exam for the previously passed nursing courses; and
 - b) Passing a skills competency review reflective of previously passed nursing courses.

Note: The exams and skills competency can be taken only once and the student must successfully complete each of the competency exams and the skills demonstration to be accepted. Students who are not successful can elect to enter the applicant pool to the first nursing course.

Mail the transfer documents to the Director of the Nursing Program, P.O. Box 2100, Hopkinsville, KY 42241.

If more than three years have elapsed since initial enrollment in the first nursing course in any registered nursing program, an applicant must repeat all nursing courses.

Acceptance of any transfer student will be dependent upon available space and resources.

XIII. Placement Test (COMPASS)

All first time full-time students must take a placement test (COMPASS) before enrollment in classes at HCC. COMPASS scores may require some students to take remedial courses prior to enrolling in college-level courses. Many students find that they must take two or three semesters of math, reading, and/or English.

This test is scheduled at the Hopkinsville Community College Counseling and Assessment Center located in the Technology Center. Students are encouraged to review prior to testing and to give their best performance on the test. Test results may affect your enrollment. Testing information is available at 270-707-3820. There is no fee for the COMPASS test.

XIV. Math Pre-Requisite Notice

Students interested in beginning in the PN program are encouraged to complete College Algebra (MAT150). The pre-requisite for MAT150 is Intermediate Algebra with Applications (MAT126). Students may be required to take additional pre-requisites depending upon their COMPASS scores.

XV. Americans with Disabilities Act/Discrimination

Any physical or mental impairment that substantially limits one or more major life activities is a disability. Any student needing ADA accommodations must contact the Chief Student Affairs Office as well as Peggy Bozarth, Nursing Program Coordinator.

Hopkinsville Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, and marital status in admission to vocational programs or access to or treatment or employment in accordance with Title VI, Title IX, Section 504, and ADA Act. For more information contact Dr. Jason Warren, Chief Student Affairs Officer or by mail at Hopkinsville Community College, P.O. Box 2100, Hopkinsville, KY 42241-2100.

XVI. Expenses & Financial Assistance

Financial assistance is available in the form of scholarships, grants, loans, and work-study. Information on financial assistance can be found on the college website and at www.kbn.ky.gov/education. Please see Contacts section at the end of this packet for HCC Financial Aid department's contact information.

In addition to tuition costs, nursing students are responsible for supplemental expenses such as: transportation to various clinical facilities, purchase of professional liability insurance, textbooks, blood tests, uniforms, etc.

Anticipated Additional Expenses **not including tuition**:

1. Professional Liability Insurance: \$11 per semester (\$33 total program)
2. Uniforms and lab coat: \$150
3. White shoes, hose/socks, watch with second hand, stethoscope, goggles, and bandage scissors: \$150
4. Books, Kits, Access Codes (total for all three semesters): \$1,450.00
5. Travel to school and clinical facilities: \$200 per year
6. Nursing lab supply kit: \$100 per year
7. HKANS & NSNA Membership Fees (optional): \$50
7. Verified Credentials background check: \$50
8. Drug Screen: \$50 per year
9. Blood tests: \$200
10. CPR Training: \$50
11. Nursing pin (optional): \$80-480
12. NCLEX Exam: \$200
13. Licensure Fee (Varies by state): \$110
14. Kaplan course material – course charge added to tuition: TBA
15. Graduation Expenses (cap, gown, tassel, diploma cover, announcements): \$50

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

XVII. National Council of Licensure Examination

Upon completion of the academic requirements for the Diploma in Practical Nursing, the student is eligible to apply to write the NCLEX-PN providing the terms of eligibility are met for the state in which the student plans to test.

XVIII. Program Criminal Background Check and Drug Screen Policies

The Nursing Programs in the Allied Health Division at Hopkinsville Community College require students to obtain criminal background check through Verified Credentials. This is to ensure a safe clinical environment for both students and the public and to meet the contractual requirements of area healthcare facilities.

Hopkinsville Community College has established an acceptable screening procedure, which will be provided upon acceptance into the program. Students who fail to submit a background check cannot complete or maintain enrollment in any Hopkinsville Community College health program.

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.

Because we are a Health Care Industry provider and both the general public and our clinical facilities expect and require drug free students/employees, ALL STUDENTS will be required to submit an annual nine panel drug screening test. Information for completing this procedure will be provided upon acceptance into the program.

If a facility requires additional drug screening it will be the responsibility of the student to obtain the screening and have the information sent to the facility.

The Nursing Coordinator will maintain all records and a confidential database concerning students' criminal histories and drug test results. This information will be filed in a secured area to ensure confidentiality and will not be released to any third party without written consent and knowledge of the student.

XIX. Crime Conviction Guidelines

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. This process should be taken seriously!

Listed below are the actual crime conviction guidelines:

- (1) Pursuant to KRS 314.091(1)(b), a conviction of a felony or misdemeanor shall be considered as bearing directly on the qualifications or ability of an applicant to practice nursing if the conviction involved:
 - (a) Dishonesty;
 - (b) Substance abuse;
 - (c) Sexual offenses;
 - (d) Breach of trust;
 - (e) Danger to the public safety;
 - (f) Physical harm; or
 - (g) Endangerment.
- (2) A felony or misdemeanor conviction shall be reviewed to determine whether:
 - (a) The application shall be processed with no further action;
 - (b) The application shall be processed only after the applicant has entered into an Agreed Order with the Board with terms and conditions as agreed to by the parties; or
 - (c) A Notice to Deny Licensure shall be issued. A Notice to Deny Licensure shall inform the applicant that he may request a hearing. The request shall be in writing.
- (3) A complaint received by the Board alleging a violation of KRS 314.091(1) shall be handled in the same manner as set forth in subsection 2 of this section.

XX. Curriculum Requirements

CATALOG NUMBER	COURSE TITLE	CREDIT
Admission Requirements to the Practical Nursing Program		
Active status on a state nurse aide registry		
137 BIO	Anatomy & Physiology I	4
139 BIO	Anatomy & Physiology II	4
110 PSY	General Psychology	3
223 PSY	Developmental Psychology	3
Active status on a state nurse aide registry or by completing +NAA100 (Nursing Assistant I) and passing the state nurse aide exam.		0-3
Totals		14 - 17
First Semester (Spring 2017)		
101 NPN	Nursing Fundamentals	6
111 NPN	Pharmacology	3
125 NPN	Mental Health	3
120 AHS	Medical Terminology	1
Semester Totals		13
Second Semester (Fall 2017)		
135 NPN	Introduction to Health Deviations	6
202 NPN	Med-Surg Alterations I	6
101 ENG or	Writing I or	3
181 COM or	Basic Public Speaking or	(3)
252 COM	Introduction to Interpersonal Communications	(3)
Semester Totals		15
Third Semester (Spring 2018)		
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 the IC3 competency exam or by completing a computer literacy course prior to graduation. CIT 105 will fulfill this requirement.
- You must earn a “C” or higher in all courses required for the PN program.
- Students are strongly encouraged to complete MAT 150 prior to beginning the PN Program to enhance success in nursing courses that introduce and instruct in concepts of dosage calculations and medication administration.

Nursing Program Grading Scale:

A:	92 – 100
B:	84 – 91
C:	75 – 83
D:	65 – 74
E:	0 – 64

HELPFUL CONTACTS

HOPKINSVILLE COMMUNITY COLLEGE REGISTRAR'S OFFICE – For transcript evaluation
Melissa Stevenson, Registrar
Phone (270) 707-3811

HOPKINSVILLE COMMUNITY COLLEGE ADMISSIONS AND RECORDS – For admission to HCC
Phone (270) 707-3810

HOPKINSVILLE COMMUNITY COLLEGE FINANCIAL AID
Phone (270) 707-3830

HOPKINSVILLE COMMUNITY COLLEGE ADVISING CENTER – For students new to HCC
Phone (270) 707-3820

If you are already a student at HCC and would like to request an appointment with a nursing advisor, please call the Nursing department at (270) 707-3840.

IC3 FAST TRACK OR IC3 CERTIFICATE-LEVEL EXAMINATION – To demonstrate digital literacy
http://hopkinsville.kctcs.edu/en/Admissions/Testing/IC3_Computer_Literacy_Exam.aspx

NURSE AIDE COURSE (NAA100)
Veronica Tolbert, VLI Division Assistant
Phone (270) 707-3858
Email: vtolbert0002@kctcs.edu

Brenda Hickland, VLI NAA100 Coordinator
Phone (270) 707-3851
Email: bhickland0001@kctcs.edu