

# Hopkinsville



Community College

## PRACTICAL NURSING PROGRAM

Student Handbook  
2015 Spring Semester

Name: \_\_\_\_\_

Group Number: \_\_\_\_\_

Group Instructor: \_\_\_\_\_

Schedule

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

## Table of Contents

Mission Statement .....	3
Philosophy .....	4
Curriculum Requirements.....	5
Estimated Program Expenses .....	8
Student Learning Experiences.....	9
Policies Governing Student Behavior and Evaluation.....	14
Attendance Policy.....	14
Make-Up Work.....	14
Evaluation of Student Performance .....	14
Preparation.....	14
Clinical Dress Code .....	15
Confidentiality.....	15
Theory Evaluation .....	16
Lab Performance Evaluation.....	17
Test Security Policy.....	17
Clinical Performance Evaluation.....	18
Competency Evaluation .....	19
The Three Step Process.....	20
Safe Clinical Performance .....	20
Physical Inability to Perform .....	20
Academic Progress.....	21
Standards of Satisfactory Progress.....	21
Cheating Policy.....	22
Sexual Harassment.....	22
Student Credentials .....	22
Professional Conduct/Behaviors .....	22
Disruptive Behavior .....	23
General Policies.....	23
KCTCS System Guidelines for Admission, Readmission, and Transfer .....	23
Readmission.....	24
Transfer.....	24
Withdrawal Policy.....	24
Liability Insurance .....	24
Pinning Ceremony & Nursing Pins.....	24
Graduation Ceremony.....	24
Awards .....	25
Solicitation .....	25
Transportation.....	25
Blood Tests.....	25
Background Check, Drug Screen, KY Abuse Registry Requirement .....	25
CPR.....	25
American Disability Act (ADA).....	27
Student Grievance Procedure.....	27
Inclement Weather .....	29
Critical Thinking Indicators.....	30
Student Agreement to Assure Confidentiality.....	31
Handbook Acknowledgements/E-Mail Consent Form.....	32

## **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.

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, and economic partnerships to improve the quality of life in its service area and beyond.

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
<b>Admission Requirements to the Practical Nursing Program</b>		
Nursing Assistant: documentation of successful completion of a minimum 75-hour course (see page 4 – HCC’s 100NAA (3 cr. hrs) will fulfill this requirement)		
137 BIO	Anatomy & Physiology I	4
139 BIO	Anatomy & Physiology II	4
110 PY	General Psychology	3
223 PSY	Developmental Psychology	3
	<b>Totals</b>	<b>14 - 17</b>
<b>First Semester</b>		
101 NPN	Nursing Fundamentals	6
111 NPN	Pharmacology	3
125 NPN	Mental Health	3
120 AHS	Medical Terminology	1
	<b>Semester Totals</b>	<b>13</b>
<b>Second Semester</b>		
135 NPN	Introduction to Health Deviations	6
202 NPN	Med-Surg Alterations I	6
101 ENG <b>or</b> 181 COM <b>or</b> 252 COM	Writing I <b>or</b> Basic Public Speaking <b>or</b> Introduction to Interpersonal Communications	3 (3) (3)
	<b>Semester Totals</b>	<b>15</b>
<b>Third Semester</b>		
201 NPN	Child Bearing Family	3
206 NPN	Med-Surg Alterations II	6
210 NPN	Practicum	4
215 NPN	Nursing Trends and Issues	1
100 CIS	Introduction to Computers	3
	<b>Semester Totals</b>	<b>17</b>
	<b>PROGRAM TOTALS</b>	<b>62-65</b>

- Computer literacy must be demonstrated either by competency exam or by completing a computer literacy course prior to graduation. CIS 100 will fulfill this requirement.
- You must earn a “C” in all courses required for the PN program.
- Lecture and Lab Hours listed are per week.

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

**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**

## Tuition:

In-State	\$144.00 per credit hour
Out-of-State Contiguous Counties	\$288.00 per credit hour
Out-of-State	\$504.00 per credit hour
Immunizations & titers	\$200.00
Ky. Court Net Criminal Background Check for Licensure	\$15.00
Textbooks/Supplies ( <b>will vary by semester</b> )	\$1000.00
Professional Liability Insurance (per academic year)	\$20.00
School Uniform/Lab Coat	\$150.00
White shoes, hose/socks, watch with second hand, stethoscope, goggles, and bandage scissors	\$150.00
Nursing lab supply kit	\$150.00
Verified credentials background check	\$50.00
Drug Screen	\$50.00
Blood tests	\$200.00
Student Professional Organization Membership Fees	\$45.00
NLN Exams	\$80.00
NCLEX Review Course	\$300.00
KY Board of Nursing Application Fee	\$120.00
Licensure Examination Fee	\$200.00
Picture for KBN Application	\$10.00
Graduation Expenses (cap, gown, tassel, diploma cover, announcements)	\$50.00
School Pin	\$150.00
CPR Training	\$75.00
Travel to school and clinical facilities	\$250.00

***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.

#### Technical Competencies:

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. Experiences may include but are not limited to screencast-o-matic, guest speakers, collaborative presentations, eInstruction, nursing central, games, & concept maps.

### **Math Assessments**

Two 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 10<sup>th</sup> and then complete the problem.

#### **Rounding to the nearest 10<sup>th</sup> or 100<sup>th</sup>**

1. If the answer is less than 1 (one) mL then round to the nearest 100<sup>th</sup>.  
Ex: 0.376= 0.38 mL
2. If the answer is greater than 1 (one) mL then round to the nearest 10<sup>th</sup>.  
Ex: 1.57= 1.6 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 only one decimal is to be kept, then 6.422 becomes 6.4  
Ex: If two decimals are to be kept, 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 5.  
Ex: If only one decimal is to be kept, then 6.897 becomes 6.9  
Ex: If two decimals are to be kept, 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;  $1.45 = 1.5$  or  $1.2 = 1$  tablet
2. Express Capsules as a whole number.

### **Weight Conversion**

Round to the nearest  $10^{\text{th}}$  and round at the point you convert.

Ex:  $120 \text{ pounds} = 54.54 = 54.5 \text{ Kg}$

Ex:  $43.3 \text{ Kg} = 95.26 = 95.3 \text{ pounds}$

### **Time Conversion**

When calculating time the answer must be in hours and minutes.

Ex. 1.25 hours must be written as 1 hour and 15 minutes.

### **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.

## **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 client setting. The clinical experience is divided into pre conference, client 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).

### **Client Care Activities**

Client 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.

### **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.

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

## **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 (4<sup>th</sup>) 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 (3<sup>rd</sup>) 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 (2<sup>nd</sup>) 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 (1<sup>st</sup>) 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.

#### **Clinical Dress Code**

Students are to purchase appropriate uniforms/scrubs through the Hopkinsville Community College Bookstore. If a student chooses to wear a shirt under the uniform, it must be white and without markings. Clean, white, leather shoes and white socks are to be worn with pant uniforms. Skirts are to be at least knee length and worn with white hose. A patch with the HCC logo must be worn on the **left sleeve** of the uniform and lab coat.

A full-length white lab coat is required for covering the uniform. A lab coat and name pin is required over street clothes when the student is in the clinical area for the purpose of obtaining assignments. No jacket/coat is to be worn over the lab coat when in the clinical facility. Students are to wear business casual clothing with lab coat when visiting the clinical facility for the purpose of obtaining assignment information. Students are not to wear jeans, shorts, t-shirts, halter/tube tops, sandals/open toed shoes and should have no midriff showing. Lab coats are to be clean and pressed. When wearing street clothes with lab coat the same rules apply as if you were in scrub uniform. See statement below which describes what will and will not be worn while in uniform.

Decorative jewelry and hair ornaments must not be worn with the uniform. For both male and female students, the hair must be worn in a style away from the face and an appropriate style which can not fall into the field of patient care. Any accessories used to hold the hair back must match the student's hair color. Hair (including facial hair), body and fingernails must be clean and neat at all times. Fingernails must not be longer than ¼ inch from the tip of the finger and must be without nail 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 this occurs, the student will be sent home from clinical and assigned an absence, and the absence must be made up. We will not allow the student to simply remove the fingernails or tips.

No perfume should be worn in the clinical area. Good oral hygiene must be present. No chewing gum is allowed in the clinical area. Students exhibiting body odor to include the obvious smell of tobacco products will be asked to leave the clinical area and receive an absence for the day. Any other instructions regarding uniforms will be given prior to clinical in each course.

A wrist watch with a second hand, a stethoscope, penlight, and bandage scissors are required. A pen, pencil, and note paper should be carried in the uniform pockets. Students are required to wear their nursing picture identification nametags to all clinical areas. Goggles are required when performing procedures in which body fluids might contact the students' eyes.

Jewelry is limited to a plain gold wedding band and one pair of small stud earrings. If the student has any other body piercing, the student must not wear jewelry in that piercing. For example, nothing must be in a tongue, lip, nose, or multiple ear piercing. This means that no student may wear more than one pair of earrings. If this occurs, the student will be asked to remove the jewelry from that piercing in order to remain in clinical.

**If body tattoos are visible, they must be covered. No tattoos will be perceptible by the patient.**

#### **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 than 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".**

### **Student Performance Evaluation**

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 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. **Results will not be rounded up to the nearest whole number!**

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

**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 grade will be sent by KCTCS to the student's HCC e-mail address.

***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.***



### **Test Security Policy**

1. All students are expected to **be on time** for unit and final examinations in all nursing courses. If the student is late the student will not have the full allotted time to complete the exam. A make-up/essay exam may be the consequence for tardiness.
2. All personal items (to include food and drink) will be placed in a designated area during the entire testing time. All electronic devices, including cell phones, must be turned off prior to start of exam and **cannot be near testing area.**
3. Students are to put their names on their test booklet and Scantron sheet (the Scantron must also include the student ID number).
4. Students are allowed to write in their test booklet.
5. 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.
6. When the student has completed his/her test, the test booklet and Scantron sheet is to be submitted to the instructors prior to the student exiting the classroom.
7. 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.
8. After the initial testing period has ended, all students will return to the classroom for the exam review.
9. The test booklets will be returned to each student. No questioning or discussion during exam review when correct answers are being given. Discussion of correct answers will be between students. Any questions pertaining to specific exam question will be listed on the back of the test booklet and the instructor will review and address those questions in writing via email to all class members.
10. 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.
11. Exams will not be available for review after the in-class review period.
12. 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.
13. Allotted time for exams will be 60 minutes for a 50 question exam and 1 hour 50 minutes for a 100 question final exam. There will not be an exam review following the final exam.

### **Student Retention/Remediation**

As a retention activity to enhance student success Study Guide assignments are mandatory. If the student achieves less than 75% on any course exam, the students must complete mandatory learning outcomes/competencies for content covering the next exam. Specific competencies will be assigned by the instructor. These competencies must be completed **in the student's own handwriting**. This multisensory modality approach has proven to increase student success on test scores, retention, and comprehension of the content. The learning outcomes/competencies are due prior to the next exam. Coming to class with the textbook knowledge prepares the foundation for critical thinking and application of nursing theory in the classroom. 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.

At the end of the course, if the student has a passing theory grade of 75% or greater, the student will be awarded points earned for completion of assigned study guides. No partial credit will be given for incomplete study guides.

Any student achieving less than 75% on any course exam must meet with the instructor to complete an Exam Follow-Up Form. It is the student's responsibility to schedule this meeting with the instructor within 3 days of the unsuccessful exam. The form is then given to Tommie Sue Pniewski, Student Success Coach, for remediation/retention. Each time the student is unsuccessful on an exam, the student must also meet with Mrs. Pniewski. This approach is provide each student with an additional resource to help ensure future success on exams.

This policy has been developed to promote your success in the Hopkinsville Community College Nursing Program.

### **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 Performance Evaluation**

Evidence of preparation for clinical laboratory experiences must be shown in order to provide client care activities. When the performance does not illustrate adequate preparation, the student will receive an Unsatisfactory for the clinical day and will be documented on the Student Evaluation tool. The student may be instructed to leave the clinical facility and make up work/clinical may be scheduled by the instructor at a later date.

Clinical Procedures are additional nursing skills/actions identified by the HCC nursing faculty as imperative for safe and efficient delivery of nursing care. The Eight Clinical Procedures are:

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. Client instruction must be provided.
5. The client must not be placed in either potential or actual physical jeopardy.
6. The client must not be placed in emotional jeopardy.
7. Pertinent information must be reported and/or documented using accepted terminology.
8. Must adhere to HIPAA standards.

The Eight Clinical Procedures 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/lab 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 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. 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:

#### **First Step**

The student will view the appropriate videos, practice the skill, and demonstrate satisfactory performance of the skill in the presence of two lab personnel or clinical instructors. (The lab personnel will provide the clinical instructor with written documentation of the student's performance.) 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 the assigned instructor and an additional clinical instructor 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.

#### **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 the assigned instructor and yet a different clinical instructor. 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.

**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. Coordinator and faculty will determine the student's ability to progress in the program. Any student suspected of arriving or performing activities cognitively impaired will be dismissed from the experience. The student will be expected to adhere to the facilities assessment for cognitive impairment. Any expenses incurred for the assessment is 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.

### **Clinical Experiences**

The clinical area provides practical application of nursing theory in the client setting. The clinical experience is divided into pre conference, client 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.

#### **Client Care Activities**

Client 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.

#### **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.

### **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.

### **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*.**

### **Cheating Policy**

Any student who is found to be cheating on a quiz, examination, or assignment in class is subject to the following actions:

1. The student is asked to leave the testing room immediately.
2. A grade of “0” is assigned for the examination or assignment.
3. No remedial or make-up work is assigned for the examination, quiz, or assignment.
4. The grade of “0” is averaged in as usual with other grades for the course.

### **Sexual Harassment**

A student shall be free of sexual harassment by Community College faculty, staff, supervisors, and employees. Sexual harassment - a form of sexual discrimination – includes unwelcome sexual advances, requests for sexual favors or other verbal or physical actions of asexual nature when submission to such conduct is made explicitly or implicitly as a term or condition of the student’s status in a course, program or activity; or is used as a basis for academic or other decisions affecting such student; or when such conduct has the purpose or effect of substantially interfering with the student’s academic performance or creates an intimidating, hostile or offensive academic environment.

### **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

#### **Certificate**

Students leaving the PN program prior to satisfying all diploma requirements may receive a certificate based on the Certified Medicaid Nurse Aid Course if they elect to take the competency exam and are successful in both the written and clinical component of the exam.

#### **Professional Conduct/Behaviors**

NLN states that professional behaviors are those behaviors within nursing practice that are characterized by commitment to profession of nursing. The graduate of a nursing program adheres to standards of professional practice, is accountable for his/her own actions and behaviors, and practices nursing within legal, ethical, and regulatory frameworks. Professional behaviors also include: a concern for others, as demonstrated by caring, valuing the profession of nursing, and participation in ongoing professional development ([Educational Competencies for Graduates of Associate Degree Nursing Programs](#), 2000, p. 7, Jones and Bartlett Publishers: Sudbury, MA).

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. Professional nursing demands honesty and highly ethical behavior.

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 the student will be notified in writing and will come before the coordinator and faculty. If the behavior re-occurs, the student will be sent to the Dean of Student Affairs for appropriate advisement. To review the KCTCS Code of Student Conduct, log onto: [http://www.kctcs.edu/Students/Admissions/Academic\\_Policies/Code\\_of\\_Student\\_Conduct.aspx](http://www.kctcs.edu/Students/Admissions/Academic_Policies/Code_of_Student_Conduct.aspx).

### **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](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 the hour. 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.

### **Facebook**

HCC nursing faculty/staff will not be Facebook ‘friends’ with nursing students during their enrollment period at HCC. If the HCC nursing faculty/staff choose, they will ‘friend’ the nursing students upon their graduation from the HCC Nursing Program.

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.

### **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 of 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](http://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](https://www.ncsbn.org/Social_Media.pdf). A YouTube video on social media is also available and accessible via [www.ncsbn.org](http://www.ncsbn.org) free of charge.

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

### **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.

## **General Policies**

### **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.

Nursing students are expected to report to their nursing advisor any off-campus or correspondence courses taken. If courses are taken at another college, the transcript of grades must be received and a grade of "C" obtained in the course in order to receive credit. Because of difficulty in obtaining transcripts prior to the deadline set by the Kentucky Board of Nursing, it is not recommended that off-campus or correspondence courses be taken during the final semester of the nursing program.

### **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**

A student may be readmitted to the Practical Nursing Program *one time depending on space availability*. In order to be considered for readmission by the Nursing Admissions Committee, the applicant must submit a written request to the Nursing Coordinator, meet current admission guidelines, and may require recommendation of a nursing faculty member.

Students being considered for readmission starting fall 2015 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 will be admitted to the next course.

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.

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

### **Transfer**

1. Applicants who have attended another nursing program, or wish to transfer from one KCTCS Practical Nursing Program must:
  - a. Meet all admission requirements of the receiving institution;
  - b. Notify the Coordinator of the Practical Nursing Program in writing, stating anticipated entry date and reason for transfer; and
  - c. Have a faculty member from the program previously attended submit a recommendation to the receiving institution.
2. If more than three years have elapsed since initial enrollment in the first nursing course in any practical nursing program, an applicant must repeat all nursing courses.

### **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*.



### **Clinical/Lab 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.

### **Liability Insurance**

Each student must purchase liability insurance. Insurance forms will be completed on the first day of class as a group with the instructor. The charge will be automatically applied to your student account. The liability insurance effective dates are from July 1 through June 30 and must be renewed annually to ensure coverage through all three semesters in the program.

### **Pinning Ceremony & Nursing Pins**

Pins must be obtained through the HCC Bookstore in order to participate in the Pinning Ceremony. Graduating students will be informed of the date and time for the pinning ceremony. Students are not required to attend. The attire will be cap and gown. The HCC Bookstore is the only approved source for ceremonial regalia and is the only approved source the college recognizes. The speaker for the event will be determined at a later date. No outside solicitation for funds. College funds are not available for a reception.

### **HCC Graduation Ceremony**

Graduation Ceremony is conducted yearly in May the evening of the Pinning Ceremony at 7:00pm. Academic regalia worn for the Pinning Ceremony is the required attire. It is a memorable event that we encourage our nursing graduates to attend.

### **Awards**

Awards will be giving to second year students at the end of the third semester. 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

### **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 nursing coordinator.

### **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. The student is responsible for scheduling the yearly testing as well as submitting the written result to the division 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 Occupational Medicine located in the Hopkinsville Trover Clinic prior to the first day of class. 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.

In order to attend clinical, a KY Nurse Aide Abuse Registry verification will be performed on each student. This procedure will be completed by the nursing department staff before the first day of school.

### **Cardio Pulmonary Resuscitation (CPR)**

All students must obtain CPR certification, and a photocopy of the card must be turned in to the nursing office prior to registration. Students will not be allowed to register for nursing classes if a photocopy of CPR certification is not present in the nursing office. American Heart Association's Basic Life Support Provider is the only course that will be accepted.

### **KBN Guidelines for Review of Licensure Applicant Conviction Record**

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.
- (1) 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.
- (2) 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.

Effective July 15, 2010

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).

### **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.

### **Student Grievance Procedure**

Students who feel they have been 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 as follows: (180 days for filing unless extended by the agency for good reason.)

#### **1. Grievance Coordinator**

Jason Warren  
P.O. Box 2100  
Hopkinsville, KY 42241-2100

#### **2. Informal Grievance Procedure**

##### **Step 1**

If a complainant feels that he/she has been discriminated against, the student must first bring the problem to the attention of the coordinator within five (5) days of the knowledge or alleged grievance occurrence.

##### **Step 2**

The complainant, coordinator, and other involved parties work informally to negotiate a solution within five (5) school days or a total of ten (10) school days from filing a grievance.

##### **Step 3**

If the grievance cannot be satisfactorily resolved working informally, the student may want to proceed to file a formal grievance within five (5) school days or a total of fifteen (15) school days from filing a grievance.

#### **Step 4**

A formal grievance may be filed within fifteen (15) days of starting the Informal Grievance Process by completing the Formal Grievance Process form, which is available from your Title VI, Title IX, Section 504 and ADA Coordinator.

**NOTE:** In the following Formal steps, reference to Coordinator is the person assigned the duties of Title VI, Title IX, Section 504, and ADA coordinator or various levels in the procedure.

### **3. Formal Grievance Procedure**

#### **Step 1**

The student will notify in writing the person designated as Coordinator to serve the vocational school within fifteen (15) school days of the alleged discrimination or denial of service. The written notice should identify the nature of the violations, the dates the violations occurred, and be signed and dated by the person making the complaint. The designated Coordinator shall notify the complainant in writing within five (5) school days from the date of the formal complaint as to the action taken or within a total of twenty (20) school days from the initiation of the Formal Grievance Process.

#### **Step 2**

If the complainant is not satisfied with the action taken at the school's coordinator, the complainant may appeal in writing by notifying the regional vocational Coordinator within five (5) school days of the action taken in Step 1. This written notice must contain the nature and dates of the grievance, a description of action taken at the school level by the complainant and the school Coordinator. The regional Coordinator will notify the complainant in writing within five (5) school days from the date of filed appeal as to action taken or within a total of thirty (30) school days from the initiation of the Formal Grievance Process.

#### **Step 3**

If the complainant is not satisfied with the action taken at the regional level, the complainant may notify in writing within five (5) school days the Office of Kentucky Technical Education, Department for Adult and Technical Education, Capital Plaza Tower, Frankfort, KY 40601. The written notice must identify the grievances (or violations) and the dates they occurred; a description of the action taken at the school and regional levels by the complainants, the school Coordinator and the regional Coordinator; and copies of notifications the complainant received from the school and regional levels. The Coordinator for Adult and Technical Education will notify the complainant in writing within twenty (2) school days of the date of the appeal as to action taken or within fifty-five (55) school days from the initiation of the Formal Grievance Process.

#### **Step 4**

In the event that the complainant is still not satisfied with the action taken, the complainant, may write to the Director of the Office of Civil Rights, Region VII Office in Kansas City, Missouri.

Note:

1. If appeals are not made, it is assumed the decision at any level is accepted.
2. A student, at any point in the grievance process, has the right to contact the Office of Civil Rights.
3. If a student has a complaint other than discrimination based upon race, color, national origin, sex, and disability, follow the same grievance procedure except contacting the Office of Civil Rights.
4. At least once a year, school authorities are responsible for informing all students, staff and parents of the school Coordinator's name, address and telephone number.

**Inclement Weather:**

When the weather is bad, HCC expects to remain open and conduct on-campus and off-campus classes according to the regular schedule. Even if public schools are closed, HCC will likely remain open, so plan accordingly. Fort Campbell will follow the same schedules 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 locations.

Where to get information on delays and closing:

Weather related closing and delays are prominently announced on the college's website:

<http://www.hopkinsville.kctcs.edu/index1.htm>

Normally, a decision on a closing or delay will be made before 0600 and posted on the site shortly thereafter. (If weather conditions are changing, check back frequently for status 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. Please note the closings or delays will not be communicated through local media outlets.

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 those conditions will follow the inclement weather/missed work and exams policy stated in 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 work missed where possible, recognizing that some activities such as labs are not easily set up again.

Note: If there is no alert on the home page, classes are operating on a normal schedule. Check back for updates if conditions worsen. If individual faculty is unable to drive to their campus under this action, the faculty member will be responsible for contacting students via phone, email and faculty Blackboard site to notify their students of course cancellation.

**Delayed Start** - This course 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 delayed start schedule, classes will begin according to the following times:

Hopkinsville Campus: Monday/Wednesday/Friday classes: all classes that begin at or after 10:00 am will meet

Tuesday/Thursday classes: All classes that begin at or after 09:25 am will meet

Fort Campbell Campus: All classes that begin at or after 10:00 am regardless of day of the week will meet

High School Campuses: Classes follow public school closing or delays

**Classes Cancelled** – 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 3:00 pm. The cancellation of day classes does not imply the cancellation of evening classes. These two are separate actions. Students should check with their instructor to determine how the missed course material will be covered.

## **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.

**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.

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Signature

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Date



**Fall 2014 HANDBOOK ACKNOWLEDGEMENTS**

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), or e-mail. 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 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 \_\_\_\_\_

**Please do not provide an e-mail address unless you want to receive your grades via e-mail.**



**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.