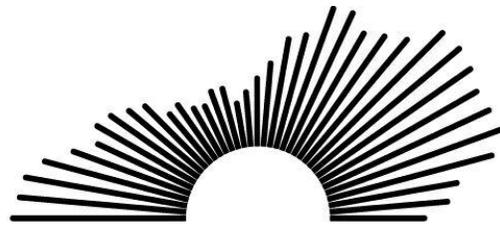


Hopkinsville



Community College

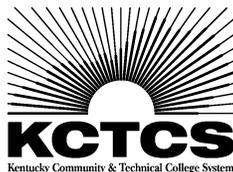
ASSOCIATE DEGREE NURSING PROGRAM

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

RN PROGRAM ADMISSION INFORMATION PACKET



*KCTCS is an equal opportunity employer and education institution.
Revised September 2016*

*HCC ADN program has conditional accreditation with the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404)975-5000.
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. Kentucky Community & Technical College System Associate Degree Nursing Philosophy

The philosophy of the Associate Degree Nursing program is congruent with the Kentucky Community and Technical College System (KCTCS) mission statement and is supported by the works of Marjory Gordon and the National League for Nursing. The faculty believes that:

Each individual is a unique, holistic being with bio-psychosocial, cultural and spiritual dimensions in constant interaction with the environment. All human beings have in common certain functional patterns that contribute to their health, quality of life, and achievement of human potential;

The dynamic process of mastering core competencies is essential to the practice of contemporary and futuristic nursing. This process illustrates the personal, progressive, and lifelong professional development of the nurse through the accumulation, analysis, and synthesis of knowledge, scientific findings and human experience. The components of this ADN conceptual model include: core values, integrating concepts, program outcomes and nursing practice;

Learning is an individual and lifelong process evidenced by changed behavior resulting from the acquisition of knowledge, practice and ethical comportment. Knowledge encompasses the realms of science and theory. Practice includes the ability to engage in a thoughtful, deliberate, and informed way. Ethical comportment involves the individual's formation within a set of recognized responsibilities; it includes the notions of "good practice" and "boundaries of practice". Learning in an educational setting is enhanced by a teacher/student relationship in which the teacher's responsibility is to structure and facilitate optimal conditions for critical thinking and learning through clearly defined student learning outcomes. The student brings to this relationship the willingness to learn and is accountable for his/her education. Recognizing that both the rate and style of learning differ with individuals, various strategies are utilized to facilitate the achievement of student learning outcomes, attainment of maximum potential, and promotion of continued learning;

The A.D.N graduate, having achieved the graduate outcomes, is prepared to practice in a variety of settings within the parameters of individual knowledge and experience according to the standards of practice. The role of the A.D.N. graduate includes human flourishing, nursing judgment, professional identity, and spirit of inquiry. Encompassed within these roles are the core components of context and environment, knowledge and science, personal/professional development, quality and safety, relationship-centered-care, and teamwork.

References:

- National League for Nursing. (2010). *Outcomes and Competencies for Graduates of Practical/Vocations, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate and Research Doctorate Programs in Nursing*. New York, NY: National League for Nursing.
- Gordon, M. (1986). *Nursing diagnosis: Process and application*. 3rd edition, St. Louis: Mosby.

III. Hopkinsville Community College Associate Degree Nursing Philosophy

In addition to the KCTCS Associate Degree Nursing Philosophy, the Hopkinsville Community College Nursing Faculty ascribe to the Boyer's definition of scholarship. Boyer (1997) describes the four elements of scholarship as teaching, integration, application, and discovery. The faculty believes teaching is the central element of scholarship and is the primary focus as a faculty member. The nursing faculty strives to maintain best practice and competency in teaching by participating in professional development activities on the local, regional and state levels as well as attendance to national conferences in order to maintain currency in methods and practices in education. Integration is another element identified by Boyer that focuses on making connections across disciplines. The faculty continues to develop relationships with other faculty outside the nursing department to encourage collaboration and to improve the preparation of the nursing students for the nursing program. The element of application is using the research and innovations in the service of the field of nursing to benefit organizations and professional associations. The faculty is involved in various organizations and activities outside HCC to contribute the individual's nursing expertise to the community and the profession. Discovery is the element that is related to research. The faculty continues to research and apply best practices from current literature about nursing practice and the practice of nursing education.

IV. Kentucky Community & Technical College System Associate Degree Nursing Conceptual Framework

The conceptual framework for the Associate Degree Nursing Program as developed and valued by the faculty is based upon constructs of the nursing paradigm and related concepts.

The framework relates the philosophy to the curriculum and provides focus for the program. It organizes and explains the relationships and defines nursing practice, explaining the relationships between the concepts of the philosophy and depicting the seven core values with their six integrated concepts and eleven functional health patterns.

The faculty members believe that nursing practice includes human flourishing, nursing judgment, professional identity, and spirit of inquiry that are based on the National League for Nursing educational program outcomes for A.D.N. graduates and Marjory Gordon's functional health pattern framework.

Fundamental to the framework are the seven core values of caring, diversity, ethics, excellence, holism, integrity, and patient centeredness. The six integrating concepts of nursing practice are: context and environment, knowledge and science, personal/professional development, quality and safety, relationship-centered care, and teamwork. The core values and integrating concepts are introduced, developed, and built upon throughout the curriculum.

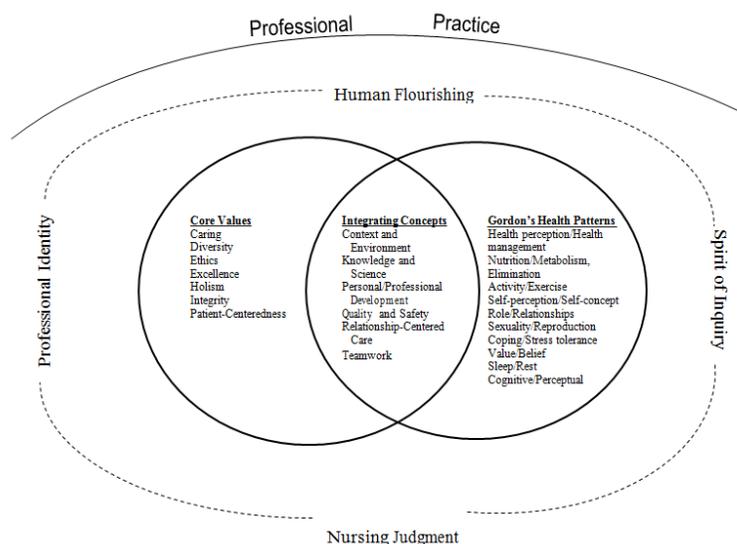
The patient's functional health patterns are: health perception/health management, nutrition/metabolism, elimination, activity/exercise, sleep/rest, cognitive/perceptual, self-perception/self-concept, role/relationships, sexuality/reproduction, coping/stress tolerance, and value/belief. These patterns are influenced by the patient's culture, age/development, and state of health/illness and serve as a unifying structure for the organization of the curriculum.

The conceptual model is a visual representation of the relationships among the concepts of the philosophy and depicts all components inherent in nursing practice and the eleven functional patterns inherent in the patient.

References:

National League for Nursing. (2010). *Outcome and competencies for Graduates of Practical/Vocations, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate, and Research Doctorate Programs in Nursing*. New York, NY: National League for Nursing.

Gordon, M. (1986). *Nursing Diagnosis: Process and Application*. 3rd edition, St. Louis: Mosby.



**V. Kentucky Community & Technical College System
Associate Degree Nursing
Graduate/Student Learning Outcomes (SLO's)**

Upon completion of this program, the Associate Degree Nursing graduate can:

1. Advocate for patients 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 patient'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 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;
5. Communicate effectively;
 - a. Read and listen with comprehension;
 - b. Speak and write clearly using standard English;
 - c. Interact cooperatively with others using both verbal and non-verbal means;
 - d. Demonstrate information processing through basic computer skills;
6. Think critically;
 - a. Make connections in learning across the disciplines and draw logical conclusions;
 - b. Demonstrate problem solving through interpreting, analyzing, summarizing, and/or integrating a variety of materials;
 - c. Use mathematics to organize, analyze, and synthesize data to solve a problem;
7. Learn independently;
 - a. Use appropriate search strategies and resources to find, evaluate, and use information;
 - b. Make choices based upon awareness of ethics and differing perspectives/ideas;
 - c. Apply learning in academic, personal and public situations;
 - d. Think creatively to develop new ideas, processes, or products;

8. Examine relationships in diverse and complex environments;
 - a. Recognize the relationship of the individual to human heritage and culture;
 - b. Demonstrate an awareness of the relationship of the individual to the biological and physical environment;
 - c. Develop and awareness of self as an individual member of a multicultural global community.

VI. Eligibility

- A. Nursing involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. Anyone who makes application to the college as a degree-seeking student may apply to the Hopkinsville Community College Associate Degree Nursing Program. Admission to the program is open to all qualified students regardless of economic or social status and without discrimination, on the basis of race, color, sex, marital status, beliefs, age, national origin or disability.

All applicants for the nursing program 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 on feet for 8 – 12 hour clinical.
- B. Enrollment in the Associate Degree 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.

VII. Commitment

The Associate Degree Nursing Program is a vigorous and intense program of study. Success in the program requires a major commitment to make studying a priority. Study outside of class is a requirement as well as practice time for nursing skills. Working more than 20 hours/week is discouraged due to the time requirements in the program. Students need to have good time management skills as well as assistance with childcare and finances.

VIII. Nursing Program Admission Requirements

Acceptance into the Associate Degree 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 May 15th for fall admission cycle and October 30th for spring admission cycle. Those are outlined as follows:

- ❑ 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.
- ❑ Submit official ACT scores to the Admissions Office. Register at www.actstudent.org.
 - Minimum acceptable score for consideration to the nursing program is a composite of 20 or SAT CR+M combined score of 940.
 - The writing portion of the ACT is not required for the nursing program.
 - ACT of 20 is a prerequisite. The ACT requirement may be waived in the following situations:
 - Completion of a Bachelor's degree or higher from an accredited University/College
 - Holds a current unencumbered license as a Licensed Practical Nurse (LPN)
 - Obtains a composite score of 130 or higher on the NLN Pre-Admission Exam (PAX-RN)
 - **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)
- ❑ Complete the National League for Nursing's Pre-Admission Exam RN Version (PAX-RN).
 - To be considered eligible, an applicant must score a minimum composite score of 111. We will no longer use the percentile score.
 - A student will be eligible to retake the PAX-RN every six (6) weeks.
 - PAX-RN scores expire after 3 years.
 - A student may register for the PAX-RN exam at Register for exam at <https://ondemand.questionmark.com/400030/ext/nlntesting/>.
- ❑ 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 NSG101 course, the following must be successfully achieved:

- ❑ Completion of the following prerequisites or equivalent courses transferred from another college:
 - BIO137 (Anatomy & Physiology I)
 - PSY110 (General Psychology)
 - MAT150 (College Algebra)
 - Digital literacy must be demonstrated by IC3 competency exam or successful completion of a digital literacy course.
 - **Please see the contact page at the end of this packet for a link to the KCTCS website for information regarding the IC3 Fast Track and IC3 certificate-level examination.**
 - Student must earn a minimum of a “C” in all science, math, and pre-requisite courses.
 - ❑ Proof of active status on a state Nurse Aide Registry
 - Applicant must be on a state Nurse Aide Registry with active certification by December 31 for the January admission cycle and August 1 for the August admission cycle.
 - Generally, students should allow 30 days from the date they take the state nurse aide exam until their name appears on the state registry.
 - For the January admission cycle, students should allow approximately up to 45 days due to potential slow processing time due to the December institutional closure.
 - Students who need to complete a Nursing Assistant course should do so no later than the first 8 weeks of the spring or fall term prior to the admission cycle they plan to apply for.
- 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.
 - Upon admittance into the ADN program, students must have completed or be registered for the first semester co-requisite courses. Due to the nursing course schedule, evening, Saturday, or on-line co-requisite courses may be necessary.
 - Each NSG course is a pre-requisite for the following semester of NSG courses and must be taken in the sequence listed.
 - Each co-requisite course must be taken in semester indicated 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.

IX. Selection Process

Admission will be granted to the students who have:

1. **ALL** admission materials submitted by admission cycle deadline;
2. All the application requirements met;
3. The highest PAX-RN composite score.

*Student must be in good academic standing with the College with at least a 2.0 overall GPA with a grade of C or higher in all math, science, and pre-requisite courses.

X. 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-RN 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 June 15 for the fall admission cycle and on November 30 for the spring admission cycle. **No selection information will be available by phone.** Please allow up to one week from these dates 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 over to the next admission cycle.
- D. In the event that a tie should occur in relation to PAX-RN scores, preference may be given to the student with the highest ACT and GPA generated from the program curriculum pre-requisite courses.

XI. Post-Admittance Requirements Prior To First NSG Course

After acceptance for admission and before beginning NSG 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.

YOU WILL NOT BE REQUIRED TO SUBMIT ANY OF THE ABOVE DOCUMENTATION UNTIL YOU ARE ACCEPTED TO THE NURSING PROGRAM.

XII. Dress Code Policy for Students Enrolled in the HCC Nursing Program

The Hopkinsville Community College Nursing Programs have set guidelines regarding how students should dress for off-campus clinical days, on-campus simulation labs, and skill check offs.

No specific dress code is in place for on-campus lectures.

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

Uniforms/Scrubs/Lab Coats:

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

Hair/Personal Hygiene Care:

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

Jewelry/Sunglasses:

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

Tattoos:

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

Required Accessories for Clinical Attire:

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

Notice:

1. Any other instructions regarding uniforms will be given prior to clinical in each course.
2. Any alterations to the uniform must be preapproved by Nursing faculty.
3. Infractions of this dress policy may result in the student being sent home from clinical and assigned an absence which must be made up.

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

XIII. 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 resubmit a nursing admission 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 the admission cycle deadline of the semester for which re-application is requested.

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.

XIV. 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 20 for RN program - Equivalent SAT scores (combined Critical Reading & Math) of 940
 - 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.

XV. Transfer Policy

Applicants who wish to transfer from one KCTCS Nursing Program or other nursing programs to the Hopkinsville Associate Degree 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 20 for RN program - Equivalent SAT scores (combined Critical Reading & Math) of 940 for RN 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 completed a 1st Semester Fundamentals course with a grade of "C" or higher.
 - Take the National League for Nursing (NLN) Pre-Admission Exam (PAX). See Section VIII for information on how to register and minimum score requirements.
 - 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 Associate Degree 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.

XVI. LPN To RN Bridge

Licensed Practical Nurses who maintain a nursing license may be admitted into the second semester of the Associate Degree Nursing Program if the criteria for admission is met and the Admissions Committee recommends acceptance. These students may enroll in the NSG 197 Transition to ADN Practice (Bridge Course).

This NSG 197 Bridge Course is 2.5 credit hours (37.5 contact hours) and Lab 0.5 credit hours (22.5 contact hours). Total credit hours is 3.0. The pre-requisites for this course are BIO 137, BIO 139, PSY 110, PSY 223, MAT 150 and CIT 105. Co-requisites are ENG 101, Oral Communications (181 or 252), NSG 215 and NSG 212 with a grade of C or better.

The students in the NSG 197 course are included in the lecture and exam portions of the NSG 210 course with the traditional RN students. The NSG 197 students do not participate in clinical/lab unless this is identified as an area in which they need extra assistance and practice.

Advanced placement students will take a total of 7 credit hours in 2nd Semester Nursing courses 197, 215, and 212 instead of the traditional 10 credit hours.

To be eligible for the bridge course, an applicant must meet the below requirements:

- 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.
- Submit official ACT scores to the Admissions Office. Register at www.actstudent.org.
 - Minimum acceptable score for consideration to the nursing program is a composite of 20 or SAT CR+M combined score of 940.
 - The writing portion of the ACT is not required for the nursing program.
 - ACT of 20 is a prerequisite. The ACT requirement may be waived in the following situations:
 - Completion of a Bachelor's degree or higher from an accredited University/College
 - Holds a current unencumbered license as a Licensed Practical Nurse (LPN)
 - Obtains a composite score of 130 or higher on the NLN Pre-Admission Exam (PAX-RN)
 - **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 National League for Nursing's Pre-Admission Exam RN Version (PAX-RN).
 - To be considered eligible, an applicant must score a minimum composite score of 111. We will no longer use the percentile score.
 - A student will be eligible to retake the PAX-RN every six (6) weeks.
 - PAX-RN scores expire after 3 years.
 - A student may register for the PAX-RN exam at Register for exam at <https://ondemand.questionmark.com/400030/ext/nlntesting/>.
- 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.

XVII. Math Pre-Requisite Notice

In order to begin the RN program, a student must complete College Algebra (MAT150). The pre-requisite for MAT150 is Intermediate Algebra (MAT126). Students may be required to take additional pre-requisites depending upon their COMPASS scores.

XVIII. 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 Director.

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.

XIX. Expenses And 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:

First Year

1. Professional Liability Insurance: \$22
2. Uniforms and lab coat: \$150
3. White shoes, hose/socks, watch with second hand, stethoscope, goggles, and bandage scissors: \$150
4. Books (1st semester): \$875
Books (2nd semester): \$550
5. Travel to school and clinical facilities: \$200
6. Nursing lab supply kit: \$150
7. Background Check (provider selected by Nursing Department): \$50-100
8. Drug Screen: \$35-40
9. HKANS & NSNA Membership Fees: \$40
10. Blood tests: \$200
11. CPR Training (American Heart Association BLS Healthcare Provider): \$50-100
12. Kaplan Integrated Testing Program: Course Fee Charge

Second Year

1. Professional Liability Insurance: \$22
2. Books (3rd semester): \$225
Books (4th semester): \$225
3. Travel to school and clinical facilities: \$200
4. Nursing lab supply kit: \$100
5. Background Check Annual Update (provider selected by Nursing Department): \$15
6. Drug Screen Annual Update: \$35-40
7. HKANS & NSNA Membership Fees: \$40
8. Blood Test & CPR: \$75
9. Nursing pin (optional): \$80-480
10. Kaplan Integrated Testing Program: Course Fee Charge
11. NCLEX Exam: \$200
12. Licensure Fee (Varies by state): \$100
13. Exit Exam: \$65

Tuition Rates for 2016-2017

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

In-State	\$156 per credit hour
Out-of-State Contiguous Counties	\$312 per credit hour
Out-of-State	\$546 per credit hour

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

XX. 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 checks through the vendor selected by the Nursing Department. 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 through the vendor selected by the Program 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.

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.

XXI. NCLEX 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.

XXII. Curriculum Requirements

Catalog Number	Course Title	Credit
Pre-requisite courses		
^+ BIO 137	Anatomy & Physiology I	4
^+ MAT 150	College Algebra	3
^ PSY 110	General 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
Documentation of digital literacy must be demonstrated by digital literacy competency exam IC3 or ^CIT105 Introduction to Computers course		0-3
First Semester		
^ PSY 223	Developmental Psychology	3
^+ BIO 139	Anatomy & Physiology II	4
+ NSG 101	Nursing Practice I	9
Second Semester		
^ ENG 101	Writing I	3
^	Oral Communications	3
+ NSG 210	Medical/Surgical Nursing I	6
+ NSG 212	Behavioral Health Nursing	3
+ NSG215	Pharmacology I	1
Third Semester		
^ ENG 102	Writing II	3
^+ BIO 225	Medical Microbiology	4
+ NSG 220	Medical/Surgical Nursing II	6
+ NSG 211	Maternal Newborn Nursing	3
Fourth Semester		
^	Heritage/Humanity	3
+ NSG 230	Medical/Surgical Nursing III	6
+ NSG 213	Pediatrics Nursing	3
+ NSG 225	Pharmacology II	1
Totals		71-77

^ General Education Courses: The 33-36 credit hours of general education coursework may be taken prior to nursing courses or as they are listed in the nursing curriculum. Students cannot progress to the next semester without completion of the NSG and general education course/courses for that semester.

+ Must earn a minimum of a "C" in all pre-requisite, science, math, and nursing courses to progress in the program. Each NSG course is a pre-requisite for the following semester of NSG courses and must be taken in the sequence listed.

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

Continuing Your Education To a Bachelor of Science in Nursing (BSN)

The Hopkinsville Community College Nursing Program encourages students to continue their education beyond earning an Associate Degree in Nursing (ADN). Students have a variety of colleges/universities to choose from to complete a Bachelor of Science in Nursing (BSN) Program. The HCC Nursing Department encourages students to review their options to determine what best meets their needs.

For students who may be interested, Hopkinsville Community College and Murray State University have entered into an agreement to provide students the opportunity to enroll in the Blended AAS/BSN degree program. This will allow students the opportunity to complete a BSN in 11 months post-graduation from HCC.

More in-depth information about this opportunity is presented during the first semester of the RN Program.

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