



HOPKINSVILLE
COMMUNITY COLLEGE

PRACTICAL NURSING PROGRAM

ADMISSION INFORMATION PACKET

Admission Cycle: Fall Semester

HCC General Contact Information:

720 North Drive **or** P.O. Box 2100

Hopkinsville, KY 42241-2100

Switchboard: 270-707-3700

Website: <https://hopkinsville.kctcs.edu>

Nursing Department Contact Information:

Department Phone: 270-707-3840

Department Fax: 270-707-3989

Program Director: Joyce Lambruno, MSN Ed, RN (joyce.lambruno@kctcs.edu)

Administrative Assistant: Kristi Martin (kmartin0238@kctcs.edu)

Website <https://hopkinsville.kctcs.edu/education-training/program-finder/nursing.aspx>



KCTCS is an equal opportunity employer and education institution.

HCC's Practical Nursing Program Is Fully Approved by Kentucky Board of Nursing. www.kbn.ky.gov

HOPKINSVILLE COMMUNITY COLLEGE MISSION STATEMENT

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

Hopkinsville Community College 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 leads in academic excellence by preparing students for transfer and the workforce, inspiring lifelong learning.

Last approved by the KCTCS Board of Regents
December 2019

Vision

The first-choice institution of higher education and workforce training in our region.

Values

- Academic excellence and life-long learning
- Access and student success
- Stewardship of human, fiscal, capital, and environmental resources
- Leadership and community engagement
- Inclusion, multiculturalism, globally focused
- Continuous improvement
- Strong partnership with the military community

Vision and Values were last approved by Faculty/Staff in April 2016 and by Board of Directors in May 2016.

**KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM
PRACTICAL NURSING PROGRAM
STATEMENT OF PHILOSOPHY**

The statement of philosophy and the objectives of the program are consistent with the philosophy and mission statement of the Kentucky Community and Technical College System.

The faculty believe:

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.

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.

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 that allows individuals, families or communities to develop their potential to the fullest.

ENVIRONMENT encompasses the interaction of biological, socio-cultural, and physical components which influence health.

Adopted: October 2016

Implemented: October 2016

PROGRAM ADMINISTRATION

Practical nursing is administered by **the Kentucky Community and Technical College System (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.

PROGRAM DESCRIPTION

The Practical Nursing program prepares individuals to practice within the legal scope of practical nursing under the supervision of a registered nurse or physician. The use of the nursing process at the practical nursing level toward the maintenance of health and prevention of illness, the observation and nursing care of persons experiencing changes in their health processes, and the evaluation of health practices of patients are emphasized.

Classroom instruction in theory and basic nursing skills is provided on campus. Under the guidance of program faculty, students gain valuable experience in the care of all ages in a variety of health care settings and/or community agencies - hospitals, long-term care facilities, clinics and child care centers. (Transportation to the community agencies is the responsibility of each student.)

Acceptance in the Practical Nursing program is based on a selective admission process.

Progression in the Practical Nursing program is contingent upon achievement of a grade of "C" or better in each course and maintenance of a 2.0 cumulative grade point average or better (on a 4.0 scale). Documentation of digital literacy as defined by KCTCS is required prior to completing the practical nursing program.

Note: The Kentucky Board of Nursing (KBN) may deny a nursing graduate admission to the NCLEX-PN Exam if an individual has been convicted of a misdemeanor or felony that involves acts that bear directly on the qualifications of the graduate to practice nursing.

STUDENT LEARNING OBJECTIVES

1. Assume the role of a competent, caring practical nurse in a variety of health care settings under the direct supervision of a registered nurse, licensed physician, or dentist.
2. Use human caring phenomena, the nursing process, and safe practice in providing nursing care.
3. Demonstrate self-direction and responsibility for maintaining nursing competence by pursuing personal and profession development.
4. Communicate effectively with all members of the health care team.
5. Demonstrate accountability of practice with adherence to ethical and legal standards of the profession.
6. Employ ethical and responsible use of technology to skillfully locate, evaluate, use, create, and communicate information to improve the quality and safety of patient care and the life and employability of graduates.

**KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM
PRACTICAL NURSING PROGRAM
ORGANIZING FRAMEWORK**

The organizational framework implements the philosophy by providing substance and structure to identified concepts.

Faculty members believe that practical nursing education is built upon the following principles:

1. Practical nursing is built upon the core values of caring; diversity; ethics; excellence; holism; integrity; and patient-centeredness.
2. Basic human needs represent a major concept on which the practical nursing curriculum is developed. The nursing process is the vehicle through which the nurse enhances the health of the individual within one's environment. The nurse incorporates cognitive and psychomotor skills, scientific and social foundations, communication skills and health promotion concepts in providing safe nursing care through the life span.
3. Six integrating concepts: context and environment; knowledge and science; personal and professional development; quality and safety; relationship-centered care; and teamwork are woven within the curriculum and serve as a unifying structure for organization of the curriculum.
4. Six concepts related to safety; patient-centered care; teamwork and collaboration; evidence-based practice; quality improvement; safety and informatics are threaded through the curriculum to emphasize that safety is an inherent component of all nursing activity.
5. Because the nursing faculty believe learning is a lifelong, dynamic process, the curriculum emphasizes the need for continued growth in one's nursing practice.

Adopted: October 2016

Implemented: October 2016

KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM
PRACTICAL NURSING PROGRAM
OPERATIONAL DEFINITIONS

Core Values are those elements of Practical Nursing that are essential to entry level practical nursing practice and are a part of the four roles of nursing practice: human flourishing, nursing judgment, professional identity, and spirit of inquiry.

1. **Caring** The promotion of health, healing and hope in response to the human condition. It is a culture which characterizes the fundamental part of the nursing profession and demonstrates the nurses concern and consideration for the whole person, commitment to the common good, and outreach to those who are vulnerable. (NLN, 2007)
2. **Diversity** A culture of diversity is about understanding ourselves and each other and moving beyond simple tolerance to embracing and celebrating the richness of each individual. (NLN, 2007)
3. **Ethics** The integration of knowledge with human caring and compassion, while respecting the dignity, self-determination, and work of all persons. (NLN, 2010)
4. **Excellence** A commitment to continuous growth, improvement and understanding. It is a culture where transformation is embraced, and the status quo and mediocrity are not tolerated. (NLN, 2007)
5. **Holism** The understanding that “nurses are to consider every aspect of the human condition when planning, implementing, and managing care for patients.” (NLN, 2010, p. 14)
6. **Integrity** The respect “with humility, the human dignity of each individual patient, fellow nurse, and others whom the nurse encounters in the course of work. It is the recognition that certain actions will compromise the dignity of self and of the whole nursing profession and is being accountable for one’s own actions while being fully committed to the betterment of patient care while advocating for patients in a consistently professional and ethical manner.” (NLN, 2010 p. 13)
7. **Patient-Centeredness** The recognition that each individual that is given nursing care is unique and that each has a background, culture, values, traditions and family that has contributed to that uniqueness. It “supports the respectful, efficient, safe, and well-coordinated transition of the patient through all levels of care.”

Emerging from core values are six integrating concepts which are defined as:

1. **Context and Environment** “In health care, it encompasses organization structure, leadership styles, patient characteristics, safety climate, ethical climate, teamwork, continuous quality improvement, and effectiveness.” (NLN, 2010 p. 17)
2. **Knowledge and Science** “The foundations that serve as a basis for nursing practice, which in turn, deepen, extend, and help generate new knowledge and new theories that continue to build the science and further the practice.” (NLN, 2010 p. 20)
3. **Personal and Professional Development** “A lifelong process of learning, refining, and integrating values and behaviors that (a) are consistent with the profession’s history, goals, and codes of ethics; (b) serve to distinguish the practice of nurses from that of other health care providers; and (c) give nurses the course needed to continually improve the care of patients, families, and communities and to ensure the professional’s ongoing viability.” (NLN, 2010 p. 23)
4. **Quality and Safety** “The degree to which health care services 1) are provided in a way consistent with current professional knowledge; 2) minimize the risk of harm to individuals, populations, and providers; 3) increase the likelihood of desired health outcomes; and 4) are operationalized from an individual, unit, and systems perspective.” (NLN, 2010 p. 25)
5. **Relationship-Centered Care** “Positions (a) caring; (b) therapeutic relationships with patients, families, and communities; and (c) professional relationships with members of the health care team at the core of nursing practice. It integrates and reflects respect for the dignity and uniqueness of others, valuing diversity, integrity, humility, mutual trust, self-determination, empathy, civility, and the capacity for grace, and empowerment.” (NLN, 2010 p. 27)
6. **Teamwork** The ability to “function effectively within nursing and interprofessional teams, fostering open communication, mutual respect and shared decision making to achieve quality patient care.” (NLN, 2010, p. 30)

Goals of nursing education for entry into nursing practice are defined as:

1. **Human Flourishing** Promotion of the “human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team.” (NLN, 2010, p. 37)
2. **Nursing Judgment** Provision of a “rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context.” It includes critical thinking, clinical judgment, and integration of best evidence into practice. (NLN, 2010 p. 37)
3. **Professional Identity** Assessment of “one’s personal strengths and values and the ways they affect one’s identity as a nurse and one’s contributions as member of the health care team.” (NLN, 2010 p. 37)
4. **Spirit of Inquiry** Questioning the “basis of nursing actions” taking into consideration “research, evidence, tradition, and patient preferences.” (NLN, 2010 p. 37)

Safety in nursing education for entry into nursing practice are defined as:

1. **Patient-Centered Care** The recognition that the patient is the source of control and full partner in providing compassionate and coordinated care that is based on respect for the patient’s preferences, values, and needs.
2. **Teamwork and Collaboration** The ability to function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
3. **Evidence-Based Practice** The integration of the best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
4. **Quality Improvement** Use of data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
5. **Safety** The minimization of risk of harm to patients and providers through both system effectiveness and individual performance.
6. **Informatics** The use of information and technology to communicate, manage knowledge, mitigate error and support decision making.

References:

National League for Nursing, (2010). *Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master’s, Practice Doctorate, and Research Doctorate Programs in Nursing*, New York, NY; National League for Nursing

Quality and Safety Education in Nursing; <https://qsen.org/competencies/>

Taylor, C.; Lillis, C; Lynn, P. (2015). *Fundamentals of Nursing, The Art and Science of Patient-Centered Nursing Care (8th Ed.)*. Philadelphia, PA: Wolters Kluwer

Adopted: October 2016

Implemented: October 2016

ELIGIBILITY

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

- sufficient visual acuity, i.e. to accurately prepare and administer medication and to participate in the observation necessary for client assessment and nursing care.
- 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.;
- sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, required in meeting health needs;
- 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;
- sufficient intellectual and emotional functions to plan and implement care for individuals;
- the ability to lift and/or move up to 50 pounds and;
- the ability to be on feet for 8 – 12 hour clinical.

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

TIME COMMITMENT

The Practical Nursing Program is a vigorous and intensive 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.

PN PROGRAM (11 MONTHS, AUGUST – JUNE)

ADMISSION REQUIREMENTS

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

APPLICATION DEADLINE

Fall admission cycle: May 15th

New cohorts will begin each Fall semester with classes beginning in August.

REQUIREMENTS TO COMPLETE BY APPLICATION DEADLINE OF MAY 15TH:

1. College Application: Apply to Hopkinsville Community College if not already a KCTCS student. All college admission requirements must be met.
2. Transcripts: Submit official college transcripts to Admissions for evaluation. The Registrar's Office has the final determination in what credits will transfer from other institutions.
 - Current students of HCC or other KCTCS colleges who already have transcripts and transfer credit on file do not have to resubmit official transcripts unless additional credit from other institutions has been obtained.
3. ACT or SAT Scores: Submit a score report to the HCC Admissions Office to be added to the student record. If scores are already on file with HCC or another KCTCS college, they do not have to be resubmitted. Minimum acceptable scores for consideration to the RN Program are:
 - ACT composite of 18
 - SAT combined score of 860 in critical reading and math
 - The writing portion of the ACT or SAT is not required for the Nursing Program.
 - NOTICE: Do not assume the Nursing Department has your ACT or SAT score. Please follow up with the Admissions Office or the Nursing Department to confirm.
 - **Waivers to the ACT/SAT requirement are listed in the box at the bottom of this page.**
4. Nursing Pre-Admission Conference (PAC): Attend one session to obtain the nursing program application.
 - Dates, times, and locations will be available on the Nursing website or by contacting the department.
5. Pre-Admission Exam (PAX-RN): Complete the National League for Nursing (NLN) PAX-RN exam.
 - Minimum score to be eligible for RN program: composite of 99
 - Retake Policy: Once every six (6) weeks
 - Scores expire after three (3) years
 - Register to take exam in person, on campus in Hopkinsville:
<https://ondemand.questionmark.com/400030/ext/nlntesting/> or www.nlntesting.org
 - Register to take exam remotely through NLN proctoring service: www.nlntest.org
6. Nursing Application: Must be submitted to the Nursing Department staff by 4:30 p.m. on or before the application deadline for the appropriate admission cycle.
7. Academic Standing: 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.
8. If you have previously taken nursing courses in another nursing program, you will be provided a recommendation form that must be completed by a faculty member at your previous nursing program. The faculty recommendation form may affect the admission decision.

WAIVERS TO ACT/SAT TESTING REQUIREMENTS – PN PROGRAM

Minimum ACT/SAT scores are a prerequisite. This requirement may be waived if the applicant meets one or more of the following:

- Has completed an Associate degree or higher from an accredited University/College;
- Has documented military experience as a medic;
- Obtains a composite score of 115 or higher on the NLN Pre-Admission Exam (PAX-RN).

REQUIREMENTS TO COMPLETE BY OR AFTER THE APPLICATION DEADLINE:

1. Pre-requisite Courses: Complete pre-requisite courses BIO137 (or BIO135), AHS115, PSY110, and ENG101
 - Applicants must complete these requirements with a minimum grade of C by the end of the Summer term. This means students may enroll in the courses during Summer term. However, if they are not successfully completed by a student who is accepted to the program, the student **MUST** decline his/her seat and reapply for a later admission cycle.
2. Nurse Aide Certification (CNA): Obtain Kentucky nurse aide certification or provide proof of certification on another state's registry, which will be verified
 - Applicants must be on a state nurse aide registry with an active certification in good standing by the end of Summer term.
 - Applicants should **not** expect to be able to take the NAA100 course during the summer term and be able to take the state nurse aide exam to be on the state nurse aide registry by the end of Summer term. Generally, the summer term does not allow enough time to complete this process.

SELECTION PROCESS (PN PROGRAM)

The HCC Nursing Admissions Committee reviews all eligible applicants. An offer of admission may be granted to applicants who have:

- ALL admission materials submitted by the application deadline;
- All the application requirements met;
- The highest PAX-RN composite scores.

Students 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.

ADMISSION PROCEDURE (PN PROGRAM)

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.

- On the basis of the PAX-RN composite score, the Nursing Admissions Committee recommends to the Academic Dean the names of those who will be admitted to the nursing program.
- 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. **No selection information will be available by phone or email.** Please allow up to one week from this mailing date for mail delivery.
- A waiting list may also be selected. Applicants on the waiting list may be admitted to fill positions vacated by admitted students prior to the beginning of the semester. 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.
- 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.

REQUIREMENTS FOR STUDENTS ACCEPTED TO THE PN PROGRAM

STUDENTS WILL NOT SUBMIT ANY OF THE BELOW DOCUMENTATION PRIOR TO ACCEPTANCE TO THE NURSING PROGRAM. THIS INFORMATION IS ONLY INTENDED TO HELP PROSPECTIVE STUDENTS PLAN.

Applicants who receive an acceptance offer will be given a “checklist” of items to complete. Some of these items are listed below:

- Provide documentation of results of these lab tests:
 - Tuberculosis (TB) Skin Test (2-step) – within past one (1) year
 - Varicella (immunization or titer) – within past ten (10) years
 - Measles, Mumps (Rubeola), Rubella (MMR immunization or titer) – within past ten (10) years
 - Hepatitis B (immunization or titer) – within past ten (10) years
- Provide documentation of Tetanus shot – within past ten (10) years
- Provide proof of health insurance
- Provide proof of CPR certification for the healthcare provider through American Heart Association (cannot accept CPR through American Red Cross)
- Complete criminal background check – Information on background check company will be provided
- Complete nine-panel drug screening – Information on what lab to use will be provided

IMPORTANT TO REMEMBER:

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 PN program, students must have completed or be registered for the first semester co-requisite course BIO139 Anatomy & Physiology II or have already taken BIO135 Basic Anatomy and Physiology. Due to the nursing course schedule, evening, Saturday, or on-line co-requisite courses may be necessary.

Each NPN course is a pre-requisite for the following semester of NPN courses and must be taken in the sequence listed. NPN courses cannot be taken in an earlier semester.

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.

Students are encouraged to schedule an appointment to meet with a Nursing advisor to ensure they have met or have a plan to meet the general education courses and testing requirements to be eligible for admission.

RE-APPLICATION POLICY – for students who are not accepted in an admission cycle

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 submit a new 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 based on the application material submitted following attendance at this conference, you must attend a new conference during a later admission cycle. Attendance to a conference is required each semester you apply for admission into the program.

TRANSFER POLICY – for students who have been enrolled in another program’s nursing courses

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

1. Meet all admission requirements as stated on Page 9-10;
2. 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 have completed equivalent 1st Semester courses with a grade of “C” or higher;
3. Notify the Director of the Practical Nursing Program in writing, stating anticipated entry date and reason for transfer;
4. Have a faculty member from the program previously attended submit a letter of recommendation to the receiving institution;
5. Submit documents to Admissions Committee of previous courses passed as requested (i.e. course syllabi, course content, course skills, etc.); and
6. Demonstrate competency by:
 - Passing with a score of 75% or greater, an exam equivalent to the comprehensive final exam for the previously passed nursing courses; and
 - Passing a skills competency review reflective of previously passed nursing courses.

Note: The exams and skills competency can be taken only once per admission cycle. The student must successfully complete both the competency exam and the skills demonstration to be considered for acceptance. 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.

ESTIMATED 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 <https://hopkinsville.kctcs.edu/affording-college/index.aspx> and at www.kbn.ky.gov/education.

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 (\$3,607.95 - \$4,207.95, plus Nurse Tim charge TBD):

1. Professional Liability Insurance: \$11 per semester (\$33 total program)
2. Uniforms and lab coat: \$150
3. White shoes, hose/socks, watch with second hand, stethoscope, goggles, and bandage scissors: \$150
4. Books, Kits, Access Codes (total for all three semesters): \$1,450.00
5. Travel to school and clinical facilities: \$200 per year
6. Nursing lab supply kit: \$150-200 per year
7. HKANS & NSNA Membership Fees (optional): \$50
7. Background Check (provider selected by Nursing Department): \$35-50
8. Drug Screen: \$35-40
9. Blood tests/Immunizations: \$200
10. CPR Training (American Heart Association BLS Healthcare Provider): \$50-175
11. Kaplan course material – course charge added to tuition: approximately \$186.65 per semester (approx. \$559.95 total program)
12. Nurse Tim course material – course charge added to tuition: TBD
13. Nursing pin (optional): \$80-480
14. NCLEX Exam: \$200
15. Licensure Fee (Varies by state): \$100
16. Other fees associated with licensure application – fingerprints, background check, Jurisprudence Exam, etc: \$100
17. Graduation Expenses (cap, gown, tassel, diploma cover, announcements - required for HCC's graduation ceremony): \$65-70

Tuition Rates for 2020-2021

<https://hopkinsville.kctcs.edu/affording-college/tuition-costs/index.aspx>

In-State	\$179 per credit hour
Out-of-State Reciprocity Students	\$179 per credit hour
Out-of-State Contiguous Counties	\$358 per credit hour
Out-of-State	\$627 per credit hour
Mandatory Fee for all courses	\$8 per credit hour

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

PROGRAM CRIMINAL BACKGROUND CHECK AND DRUG SCREEN POLICIES

The Nursing Programs 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 Director of Nursing will oversee 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.

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!

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 certain types of offenses. Examples include, but may not be limited to:

- (a) Dishonesty;
- (b) Substance abuse;
- (c) Sexual offenses;
- (d) Breach of trust;
- (e) Danger to the public safety;
- (f) Physical harm; or
- (g) Endangerment.

For additional information, please see KRS 314.091 Reprimand, denial, limitation, probation, revocation, or suspension of licenses, privileges, or credentials – Hearings – Appeals.

<https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=48252>

<https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=46814>

AMERICAN 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 Joyce Lambruno, Director of Nursing Education.

The Kentucky Community and Technical College System is an equal educational and employment opportunity institution and does not discriminate on the basis of race, religion, color, sex, gender identity, gender presentation, national origin, age, disability, family medical history, or genetic information. Further, we vigilantly prevent discrimination based on sexual orientation, parental status, marital status, political affiliation, military service, or any other non-merit based factor. References: Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, and ADA Act of 1990.

For more information, contact the Dean of Student Affairs at (270)707-3801 or by mail at Hopkinsville Community College, P.O. Box 2100, Hopkinsville, KY 42241-2100.

CONTINUING YOUR EDUCATION WITH A LPN TO RN BRIDGE PROGRAM

Upon obtaining the Practical Nursing license, graduates are encouraged to consider options to continue their education toward becoming a Registered Nurse. Hopkinsville Community College offers the opportunity for Licensed Practical Nurses who maintain a nursing license to apply for admission into the second semester of the Associate Degree Nursing Program if the criteria for admission is met and the Admissions Committee recommends acceptance.

The LPN To RN Bridge Program at HCC consists of 24 credit hours of general education courses plus 26 credit hours of RN nursing courses. Many of the general education courses are the same as what is required for the PN program so some LPN To RN Bridge students may only have a few general education courses to complete with the RN courses.

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. Open-back or sling-back shoes are not acceptable.
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. Business casual attire is expected in outside experiences when designated by your instructor and for all Mental Health experiences. Students are not to wear jeans, leggings, shorts, t-shirts, halter/tube tops, sandals/open toe shoes during any on-campus or off-campus clinical, simulation lab, or Layered Learning. No midriff 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, beige, or white with no embellishments.
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 or scented lotions 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. Clinical evaluation tool will reflect the infraction.

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".

CURRICULUM REQUIREMENTS (PN PROGRAM)

****Effective for Fall 2018, the PN Program is now considered to be an 11-month program with the last semester completing in the Summer term. The PN courses will run from August through June.**

Student must be at “College-Ready Math” level (either placement test score equivalent to MAT126 or higher OR completion of MAT126 or higher)

Catalog Number	Course Title	Credits
Pre-requisite courses		
^+ BIO135 or BIO 137	Anatomy & Physiology I	3-4
^+ PSY 110	General Psychology	3
^+ AHS 115	Medical Terminology	3
^+ ENG 101	Writing I	3
Active status on a state nurse aide registry or Complete +NAA100 (Nursing Assistant I) and pass the state nurse aide exam		0-3
CPR 100	CPR for Healthcare Professionals <u>or</u> current American Heart Association Basic Life Support (BLS) CPR certification	0-1
Completion of the nursing program will meet the KCTCS graduate requirement of digital literacy.		
Total Pre-requisite Courses		12-17
First Semester (FALL)		
+ NPN 106	Fundamentals of Nursing Care (full semester)	6
+ NPN 108	Pharmacology (1 st 8 weeks)	3
+ NPN 125	Mental Health (2 nd 8 weeks)	3
^+ BIO 139	Anatomy & Physiology II or BIO135	0-4
Total First Semester Courses		12-16
Second Semester (SPRING)		
+ NPN 140	Nursing Care I (1 st 8 weeks)	3
+ NPN 201	Childbearing Family (2 nd 8 weeks)	3
+ NPN 208	Nursing Care II (full semester)	10
Total Second Semester Courses		16
Third Semester (SUMMER)		
+ NPN 210	Practicum	4
+ NPN 215	Nursing Trends and Issues	1
Total Third Semester Courses		5
Total Practical Nursing Program Credits		45-54

^ General Education Courses: The 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 NPN 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 NPN course is a pre-requisite for the following semester of NPN courses and must be taken in the sequence listed.

Grading Scale for Nursing (NPN) courses:

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

HELPFUL CONTACTS

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

HOPKINSVILLE COMMUNITY COLLEGE ADMISSIONS AND RECORDS – For admission to HCC
Hopkinsville-admissions@kctcs.edu or (270) 707-3809

HOPKINSVILLE COMMUNITY COLLEGE FINANCIAL AID
Hp-HCCFinancialaid@kctcs.edu or (866) 534-2224

HOPKINSVILLE COMMUNITY COLLEGE BUSINESS OFFICE
Hp-business@kctcs.edu or (270) 707-3720

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
https://hopkinsville.kctcs.edu/admissions/placement-testing-assessment/ic3_computer_literacy_exam.aspx

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

Sheri Pullin, Nurse Aide Coordinator
Phone (270) 707-3851
Email: spullin0001@kctcs.edu