PRACTICAL NURSING PROGRAM

Spring 2020
Student Handbook

Student Name: ___________________________________________
Instructors: _____________________________________________
Lecture Day: ____________________________________________
Campus Lab Day: _________________________________________
Clinical Day: ____________________________________________
Other Notes: _____________________________________________
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INTRODUCTION

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

Hopkinsville Community College does not discriminate on the basis of race, color, national origin, sex, disability or age. Inquiries concerning Hopkinsville Community College’s compliance with Title VI, Title IX, Sections 504, ADA, and the Age Discrimination Act should be directed to Ms. Angel Prescott, Chief Student Affairs Officer, Hopkinsville Community College, P.O. Box 2100, Administration Building Room 211, Hopkinsville, KY 42241; (270) 707-3801.

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.

All applicants meeting the appropriate academic requirements and technical standards shall be considered equally for admission to a community college or any academic program thereof regardless of race, color, religion, sex, marital status, national origin, age, or disability.
KCTCS Mission Statement
At KCTCS it is our mission to enhance the quality of life and the employability of the citizens of the Commonwealth by serving as the primary provider of:

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

Hopkinsville Community College Mission Statement
Hopkinsville Community College is 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 and enables students to be responsible citizens in a global society.

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.

Last approved by the KCTCS Board of Regents
March 2017

Practical Nursing Program Mission Statement
The mission of the nursing program is to prepare graduates for transfer and the workforce, to inspire lifelong learning, and to practice safe, competent, patient-centered care in an increasingly complex and rapidly changing health care system.
KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM
PRACTICAL NURSING PROGRAM

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

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

The faculty believes:

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

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

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

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

HEALTH is a fundamental right of the individual.

ENVIRONMENT encompasses the interaction of biological, social, and physical components which influence health.
The Code of Ethics for Nurses
American Nurses Association (2015)

1. The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environmental of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

NURSING – PRACTICAL NURSING DIPLOMA

Diploma: Practical Nursing Pathway 3  54

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. 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.

CPR requirements must be successfully completed prior to enrolling in the first nursing course and must be kept current throughout the program. Documentation of active status on the Medicaid Nurse Aide Registry is required prior to enrolling in the first nursing course.

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.

Implementation: Fall 2019

Competencies
Nursing – Practical Nursing Program

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

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

Upon completion of the program, the graduate can:

1. Assume the role of a competent, caring practical nurse in a variety of health care settings under the direct supervision of a registered nurse, licensed physician, or dentist.
2. Use the human caring phenomena, the nursing process, and safe practice in providing nursing care.
3. Demonstrate self-direction and responsibility for maintaining nursing competence by pursuing personal and professional 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.
**Program Title:** Practical Nurse-Pathway 3

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PRACTICAL NURSING – COURSE DESCRIPTIONS

NPN 106 Fundamentals of Nursing Care
Provides a historical overview of health care system and roles and responsibilities of members of the healthcare team. Emphasizes practical nursing and the nursing process in the context of Functional Health Patterns as related to client daily living across the life span. Covers fundamental nursing skills including therapeutic communication techniques; nursing assessment; nursing process and care planning; charting; legal and ethical parameters of health care; rest and sleep; body mechanics and introductory content on the surgical experience. Pre-requisite: Admission to Practical Nursing program AND CPR for Health Care Providers certification to be maintained throughout enrollment in the program AND active status on the Medicaid Nurse Aide Registry AND “College-Ready Math” AND (AHS 115 or CLA 131) AND ENG 101 and “College-Ready Math” AND (AHS 115 or CLA 131) AND ENG 101, with a minimum grade of C in each course. Pre-requisite or Co-requisite: (BIO 139). Minimum C grade. Lecture: 4 credits (60 contact hours). Lab: 2 credits (90 contact hours).

NPN 108 Pharmacology in Nursing
Introduces dosage calculations and medication administration of commonly used medications. Includes an overview of common drugs, drug classifications, and effects administered in the following modes: oral, sublingual, rectal, topical, intradermal, intramuscular, subcutaneous, intravenous including IV fluid administration skills. Emphasizes nursing responsibility, accountability, and application of nursing process to drug therapy. Pre-requisite: Admission to the Practical Nursing program AND CPR for Health Care Providers certification to be maintained throughout enrollment in the program AND active status on the Medicaid Nurse Aide Registry AND “College-Ready Math” AND (AHS 115 or CLA 131) AND ENG 101, with a minimum grade of C in each course. Pre-requisite or Co-requisite: (BIO 139). Minimum C grade. Lecture: 2 credits (30 contact hours), Lab: 1 credits (45 contact hours).

NPN 125 Mental Health
Applies nursing process to clients experiencing common mental health problems with emphasis on assisting clients to cope with psychological problems throughout the life span - i.e., chemical dependency, violence and other stress and developmental problems related to mental health. Pre-requisite: Admission to the Practical Nursing program AND CPR for Health Care Providers certification to be maintained throughout enrollment in the program AND active status on the Medicaid Nurse Aide Registry AND “College-Ready Math” AND (AHS 115 or CLA 131) AND ENG 101, with a minimum grade of C in each course. Pre-requisite or Co-requisite: Pathway 3: (NPN106 and NPN 108 and BIO 139) Minimum C grade). Lecture: 2 credits (30 contact hours). Lab/Clinical: 1.0 credit (45 contact hours).

NPN 140 Nursing Care I
Applies nursing process to selected child/adult clients experiencing common health deviations related to interferences with activities of daily living and/or interruption of body structure and function related to surgical interference. Pre-requisite: (NPN 106, NPN 108, NPN125, and BIO 139). Minimum “C” grade. Co-requisite: (NPN208 and NPN 201). Minimum “C” grade. Lecture: 2.0 credits (30 contact hours). Lab/Clinical: 1.0 credit (45 contact hours).

NPN 201 Child Bearing Family

NPN 208 Nursing Care II
Applies nursing process to selected child/adult clients experiencing common health deviations related to metabolic dysfunctions, complex cardiovascular dysfunctions, cellular deviations and complex health issues related to multi-system failure, neurological disorders, coordination dysfunctions, and elimination problems that interfere with activities of daily. Pre-requisite: (NPN106, NPN108, NPN125) with a grade of “C” or greater. Co-requisite: NPN140 and NPN201. Lecture: 6 credits (90 contact hours). Lab/Clinical: 4 credits (180 contact hours).
NPN 210 Clinical Practicum
Integrates the theoretical concepts learned throughout the program in application of this knowledge during the direct care of clients. Promotes critical thinking and problem solving skills during the nursing role performances of provider of care, manager of care, and member within the discipline. Pre-requisite: Pathway 3: NPN106, NPN108, NPN125, NPN140, NPN201, and NPN208. Minimum “C” grade. Co-requisite: Pathway 3: NPN 215 or Consent of PN Coordinator. Minimum “C” grade. Lecture: 1.0 credit (15 contact hours); Practicum: 3.0 credits (45:1 ratio/ 135 contact hours).

NPN 215 Nursing Trends and Issues
STUDENT LEARNING EXPERIENCES

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

Campus Laboratory Experiences
The campus laboratory provides simulations for both the practice of nursing skills and application of the nursing process. The lab is designed to facilitate learning with appropriate supervision. Essential skills are identified by the KCTCS Practical Nursing as minimum requirements for successful progress and completion of the clinical component of the nursing program. Skills must be satisfactorily performed within two (2) weeks of the initial campus lab in which the skill was presented unless otherwise scheduled. The campus lab experience utilizes group instruction to facilitate learning. Students are responsible to prepare and successfully perform essential skills in the campus lab before performing these skills in the healthcare setting. Students will wear scrubs for lab check-off experiences. Expectations are that uniform attire will be the same as expected at the clinical facility, including guidelines for tattoos, earrings, shoes, etc.

Lab Usage Procedure
Students who would like to practice in the nursing lab or complete recorded skills check offs in the nursing lab must request use of lab space by emailing the Lab Instructional Specialist, Ms. Baker. Students will receive confirmation from Ms. Baker of the approved reservation. Students must comply with the lab usage policy.

Please see page 41 for guidelines regarding use of the nursing labs as well as the Lab Request Criteria that must be submitted to Ms. Baker for any use of a nursing lab outside of time reserved by your instructor.

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

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

- provide direction for learning.
- establish the groundwork for analysis of patient care activities.
- recognize the scope and limitations of the student nurse's role.
- promote critical thinking.
- discuss National Patient Safety Goals (NPSG), Quality and Safety Education in Nursing (QSEN), and Evidence-Based Practice (EBP).

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

- apply theoretical knowledge.
- practice skills.
- implement the nursing process incorporating critical thinking, NPSG, QSEN, and EBP.

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

- analyze the clinical experience.
- identify the relationships between theory and practice.
- clarify both thinking and feeling.
- focus on patients as individuals.
- develop personalized guidelines for future nursing care.
- evaluate the use of the nursing process and implementation of NPSG, QSEN, and EBP.
Facilities Utilized

Facilities for clinical experiences may include:

- Ahava Healthcare (formerly Grace Healthcare) of Clarksville, Clarksville, TN
- Baptist Health, Madisonville, KY/Paducah, KY
- Baptist Health Medical Group, various locations in KY
- Blanchfield Army Community Hospital, Fort Campbell, KY
- Caldwell Medical Center, Princeton, KY
- Christian County School System, Hopkinsville, KY
- Christian Care Center of Kuttawa, Kuttawa, KY
- Christian Care Communities (including Cornell Memory Center), Hopkinsville, KY
- Christian County Health Department, Hopkinsville, KY
- Christian County School System, Hopkinsville, KY
- Clarksville-Montgomery County School System, Clarksville, TN
- Clarksville Nursing and Rehabilitation Center, Clarksville, TN
- Commonwealth Health Corporation (Medical Center of Bowling Green), Bowling Green, KY
- County Health Departments, Surrounding counties
- Covington’s Convalescent Center and Rehab, Hopkinsville, KY
- Cumberland Hall, Hopkinsville, KY
- Davita, Hopkinsville/Christian County, KY
- Jennie Stuart Health, Hopkinsville, KY
- Logan Memorial Hospital, Russellville, KY
- LP Erin LLC dba Signature HealthCare of Erin, Clarksville, TN
- Marshall County Hospital, Benton, KY
- NorthCrest Medical Center, Springfield, TN
- Owensboro Health Muhlenberg Community Hospital, Greenville, KY
- Pennyroyal Center, Hopkinsville, KY
- Princeton Health & Rehabilitation Center, Princeton, KY
- Results Physiotherapy, Clarksville, TN
- Sanctuary, Inc., Hopkinsville, KY
- Tennova Clarksville (formerly Gateway Medical Center), Clarksville, TN
- Trigg County Hospital, Cadiz, KY
- Vanderbilt Monroe Carell, Jr. Children’s Hospital, Nashville, TN
- Vanderbilt University Medical Center, Nashville, TN
- Western State Hospital, Hopkinsville, KY
- Western State Nursing Facility, Hopkinsville, KY
- Other facilities as needed
STUDENT PERFORMANCE EVALUATION POLICIES

Weekly Student Evaluation Tool

The Student Evaluation Tool is utilized to reflect student performance in all program activities. Preparation for all learning experiences is expected and is an integral part of the learning process. Safe nursing practice is based on satisfactory preparation. Preparation is essential for satisfactory performance.

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

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

The following are examples of grading criteria including but not limited to:

Satisfactory:
- Abides by Student Handbook for dress code and professional behaviors.
- Demonstrates adequate preparation for learning activity.
- Participates in learning activities through participation and attentiveness.
- Performs essential skill safely and efficiently incorporating all of the critical components. Integrates theory with practice utilizing critical thinking skills.

Needs Improvement:
- Minimal participation and attention in learning activities. Periodically not prepared for learning activity.
- Periodically disruptive during learning activities.
- Performs essential skill safely. Unable to efficiently incorporate all of the critical components. Has difficulty integrating theory with practice utilizing critical thinking skills.

Unsatisfactory:
- Comes to learning activity unprepared.
- Disruptive during learning activities.
- Arrives late for learning activity.
- Does not perform essential skill safely and efficiently incorporating all of the critical components. Unable to integrate theory with practice utilizing critical thinking skills.

Not Applicable:
- Does not apply.

A student in any Nursing course that is comprised of clinical experiences MAY NOT receive more than 3 (U) Unsatisfactory or 4 (NI) Needs Improvement competency evaluations per week. A student MAY NOT receive more than 3 (U) Unsatisfactory or 4 (NI) Needs Improvement for the same competency. If this occurs, the student will not have fulfilled the expectations of the clinical component of the semester, and may have failed the course. Each case will reviewed by the Practical Nursing faculty as needed. If a student receives a “U” evaluation, it is the student’s responsibility to contact the clinical instructor for assistance. If the student is unable to satisfactorily perform in the clinical setting a previously passed skill, the student will be given a “U” on the clinical evaluation and will be sent back to lab to practice. The student will not be allowed to return to the clinical unit until the skill is performed satisfactorily in the lab.
**Theory Evaluation**

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

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

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

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

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

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

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

In addition, one math assessment of 20 questions will be given in the first few weeks of each semester. Students who score below 80% on the assessment will be assigned to math remediation. Students will not be allowed to administer medications in the clinical facility until the math remediation is completed.

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

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

If at any point in the semester a student cannot numerically pass the theory component of the nursing class, the student will not be allowed to attend the clinical/practicum component and will be required to drop the course.
**Student Retention/Remediation**
As a retention activity to enhance student success, students are *encouraged* to complete the learning outcomes as they progress through each nursing course. These learning outcomes are based on the nursing program curriculum.

Coming to class with the textbook knowledge is the foundation for thinking critically and applying nursing theory in the classroom. In order to accomplish this expectation, students must answer each learning outcome of content to be covered, in their own handwriting. This multisensory modality approach has proven to increase student success on test scores, student retention, and comprehension of the content. The learning outcomes are due at the discretion of the instructor, no later than on exam day. The student should retain a copy of the written work for study purposes as the originals will be kept on file. The student is responsible for making copies.

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

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

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

**Web-Enhanced Lecture**
Faculty may use Blackboard for web-enhanced lecture presentations. Each student will be expected to listen to and be responsible for the content within the web-enhanced lecture. Faculty will be responsible for announcing when web-enhanced lecture content will be posted. Students should understand that listening to web-enhanced lectures are mandatory and support student success. Opportunities to ask questions about the web-enhanced lecture content will be provided.
Campus Laboratory Evaluation

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

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

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

- The student will be evaluated in the campus lab according to the Essential Skills components and Student Evaluation Tool.
- The student is expected to prepare for the lab as noted in the campus lab guide prior to the campus lab.
- The skill is presented in a variety of methods.
- Once presented, the student will practice with guidance and supervision.
- The student will be expected to be prepared for the check off prior to presenting to the faculty member.
- Any students not completing the check off during the campus lab session will be responsible for arranging an alternate check off date.
- Unsuccessful completion of the essential skill on the first attempt, the student will be expected to remediate the skill.
- Unsuccessful completion of the essential skill on the second attempt, the student will be given a Needs Improvement (NI) on their Student Evaluation Tool.
- The final (3rd) attempt will be performed in the presence of 2 faculty members.
- Documentation of unsatisfactory skill performance will be noted on the Student Evaluation Tool.
- The Student Evaluation Tool constitutes a legal document and is maintained in the student’s permanent nursing file.
- Supportive documentation will be maintained in the student’s file for any unsuccessful skill performance attempts.
- Satisfactory performance will be documented on the student’s skill sheet.
Clinical Evaluation

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

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

1. Standard precautions must be utilized and appropriate asepsis must be maintained.
2. Correct supplies/equipment must be assembled and organized.
3. The nursing process must be used.
4. Patient instruction must be provided.
5. The patient must not be placed in either potential or actual physical jeopardy (ex: administering IV push without HCC faculty present).
6. The patient must not be placed in emotional jeopardy.
7. Pertinent information must be reported and/or documented using accepted terminology.
8. The students must adhere to HIPAA standards.

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

If the clinical performance grade is unsatisfactory according to the stated number of infractions on the student evaluation tool, the final earned course grade will be an “E”, regardless of the theory grade.

Safe Clinical Performance

Safe clinical performance will be demonstrated in all areas of the clinical setting. If the student’s performance is characterized at any time by dangerous, inappropriate, or irresponsible behavior which actually or potentially places the patient or family in physical or emotional jeopardy, the student will be instructed to leave the clinical setting and will be given an Unsatisfactory in clinical evaluation for all criteria jeopardized. The Director and faculty will determine the student’s ability to progress in the program.

Any student suspected of arriving or performing activities impaired will be dismissed from the experience. The student will be expected to adhere to the facilities assessment for impairment. If the facility does not require an assessment screening or the incident occurs while the student is on campus for lecture/lab, the HCC Nursing Department may require the student to complete a drug screen at the vendor utilized by the program. The student will be expected to report directly to the vendor to complete the drug screen. Any expenses incurred for the assessment will be at the student’s expense. Any student exhibiting dangerous, inappropriate, or irresponsible behavior may be dismissed from the nursing program.

In the event of unsatisfactory performance in clinical area, the student may be asked to leave the clinical site. Remediation activities will be assigned and the student will have one attempt to checkoff successfully in the presence of 2 faculty members in order to return to the clinical setting.
Performance of Essential Skills

All nursing students should have sufficient:

1. visual acuity, such as is needed in the accurate preparation and administration of medication, and for the observation necessary for patient assessment and nursing care.
2. auditory perception to receive verbal communication from patient and members of the health 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. gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, required in meeting health needs;
4. communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively as may be necessary in the individual’s interest;
5. intellectual and emotional functions to plan and implement care for individuals;
6. ability to lift and/or move up to 50 pounds and;
7. ability to be up on feet for 8 – 12 hour clinical.

The faculty and coordinator retain the authority to determine the student’s status in the nursing program on an individual basis. The faculty and coordinator may request that the student provide a completed “Change of Status” form before returning to clinical. The “Change of Status” policy may be found on page 43. The “Change of Status” form may be found on page 45. Please see Americans with Disabilities Act (ADA) Guidelines for assistance.
POLICIES GOVERNING STUDENT BEHAVIOR AND EVALUATION

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

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

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

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

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

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

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

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

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

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

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

C. Preparation
   Preparation for all learning experiences is expected and is an integral part of the learning process and of safe nursing practice. Preparation is essential for satisfactory performance.
Academic Progress
Students shall maintain satisfactory progress toward completion of the prescribed competencies in all requirements for a diploma or certificate. Evaluation of the quality of a student’s performance shall include: the grades for laboratory work, technical knowledge, occupational work experience such as clinical, work habits and attitudes, and completion of assigned tasks and learning activities. The Practical Nursing Program has clearly identified courses required for completion and courses identified as prerequisites. Students shall complete each required course with a “C” or above.

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

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

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

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

All electronic devices must be turned to silent during lecture, testing, and campus lab. Electronic devices may be in the student’s possession during clinical only as directed by faculty. The electronic device is not to be used in clinical for any other purpose than research. The taking of photos in any clinical areas is strictly prohibited.

Disruptive Behavior
Any student who disrupts lecture, campus lab, or clinical will be asked to leave. No children or pets are permitted in the classroom.

Students are not permitted to audio or video record any part of lecture or campus lab without explicit consent from the instructor. Students will not audio or video record any part of the clinical day (to include pre-and post-conferences) at the clinical facility or observation site for any reason. Recording at a clinical facility or observation site can be a violation of HIPPA patient rights.

In order to view the KCTCS Code of Student Conduct, log on to https://kctcs.edu/current-students/media/kctcs-code-of-student-conduct-revised-4-19.pdf

Cell phones, smart phones and pagers are allowed in the classroom or the clinical/lab areas at instructor’s discretion. Any unauthorized cell phone activity will result in a “NI” or “U” on your clinical evaluation form under the heading of Professional Behaviors. Each time your instructor identifies unauthorized cell phone activity in lecture, lab, and clinical, a “NI” or “U” will be assigned. If the student does not come forward and take responsibility for the cell phone activity, faculty will uphold the right to cease lecture, clinical, or lab and all students are responsible for the content on their own. The content missed is valid for testing purposes.

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

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

The ANA President Karen A. Daley, PhD, MPH, RN, FAAN said, “Social Media can be a powerful tool, one with the potential to enhance or undermine not only the individual nurse’s career, but also the nursing profession. ANA hopes these principles provide a framework for all nurses to maintain professional standards in a world where communication is ever changing.” ANA’s e-publication, “ANA’s Principles for Social Networking and the Nurse,” provides guidance to nurses on using social networking media in a way that protects patients’ privacy, confidentiality and inherent dignity. This publication is available as a downloadable, searchable PDF, which is compatible with most e-readers at www.nursesbooks.org

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

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

Confidentiality

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

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

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

Standards of Satisfactory Progress

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

1. All students are expected to be on time for unit and final examinations in all nursing courses.
2. All personal items (smart watches, cell phones, hats, toboggan hats, food, drink) will be placed in a designated area during the entire testing time. All electronic devices must be turned off and stored prior to start of exam.
3. Computerized testing via Blackboard or Evolve will be utilized for most nursing courses. An answer sheet will be provided to complete during the exam, in case of computer failure and for math calculations. An exam review will be available immediately after the exam has been completed. However, the answer sheet must be submitted to the instructor prior to viewing the feedback/rationales. The answer sheet cannot be in the students’ possession after the feedback/rationales have been viewed, otherwise it will not be used in the event of computer failure. Some instructors may choose to allow students to see their exam grade upon completion of the exam.
4. Paper/pencil testing may be utilized in some courses and in case of computer failure/lack of room accessibility. KCTCS student ID numbers will be required on all Scantron sheets. A piece of scratch paper and calculator will be provided for the calculation questions. The exam test booklet, Scantron and scratch paper are to be submitted to the instructor after the exam has been completed and prior to the student exiting the classroom. Once everyone has completed the exam, everyone will return to the classroom for exam review. Exam booklets will be returned and answers to each question will be given without student discussion.
5. Exams will not be available for review after the in-class review period or after the final exam.
6. Any evidence of a student breaching the integrity of an exam will result in a zero for that exam and expulsion from the program.
7. Only pencils may be used in testing. No pens allowed in the testing area.
8. No notetaking or copy and pasting of the test questions in any form on any material.
9. Only one browser can be open during the exam.

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

Hopkinsville Kentucky Association of Nursing Students (HKANS)
In keeping with the HCC mission statement to provide student support programs that enable students to realize personal, educational, and professional goals and responsibilities, the Associate Degree Nursing Program expects all students to become members of the local HKANS and the National Student Nursing Association (NSNA) chapter.

The NSNA dues are $35 per year or $70 for 2 years and the benefits are numerous with career planning, resumes, portfolios, study resources, convention, and networking information. The NSNA website is [http://www.nsna.org/](http://www.nsna.org/).

HOSA Future Health Professionals (formerly known as Health Occupations Students of America)
Hopkinsville Community College established a HOSA chapter in Spring 2018. Dues are $18 per year. This organization provides leadership development, motivation, and recognition of secondary, postsecondary, adult, and collegiate students enrolled in health science education or are interested in the health professions. The HOSA website is [http://www.hosa.org/](http://www.hosa.org/).
PROGRAM REQUIREMENTS

**Liability Insurance**
Each student must purchase liability insurance. Students who enroll in any course requiring patient/patient contact must show evidence they have professional liability insurance. Professional liability insurance is assessed on a per term basis. This charge is non-refundable and is subject to change without notice. Students will be charged a fee for the liability insurance at the time tuition is assessed by HCC.

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

**Blood Test Requirements**
All beginning students must submit results of rubella, varicella, rubeola, mumps, and hepatitis B titer or vaccination series, a 2-step tuberculosis skin test, and a Tetanus shot. Students will not be allowed to begin clinicals if documentation is not submitted to the Nursing Department by the specified and published dates. The meningitis vaccine is recommended but not required. The Hepatitis B recumbent vaccine series must be completed or student must sign the appropriate declination form. The tuberculosis skin test is required annually. If there is a history of a positive TB skin test, a chest x-ray or Quantiferon Gold blood test must demonstrate no evidence of active TB. A copy of the chest x-ray or blood test results is required. The student is responsible for scheduling the yearly testing as well as submitting the written result to the administrative assistant.

**Flu Vaccination**
All students enrolled in the PN Program will be required to obtain a flu vaccination for the current flu season. The only exception is if the clinical facility allows a student to decline the shot for a specific reason. If the facility approves the flu declination, the student must wear a mask at all times while in the facility during flu season.

**TB Screening Requirement**
When students begin their initial semester in the Nursing Program, they are required to obtain a 2-step TB skin test prior to the beginning of the semester. The 2-step process is listed below. The TB requirement must be renewed on an annual basis. Renewals do not have to be the 2-step skin test.

**GUIDELINES FOR 2-STEP TB SKIN TEST**
- Mantoux method tuberculin skin test within one calendar year
- Must be negative (<10mm for health care worker) reading. If a student has had a positive TB skin test, documentation that appropriate medical follow-up (chest x-ray, Quantiferon Gold lab test) has occurred must be provided.
- The 2-Step test is a requirement for all HCC nursing students. This is a “4 visit” approach per CDC and Student Health recommendations. The 2-Step TB Skin Test Process is as follows:
  - Visit 1: PPD antigen is applied under the skin
  - Visit 2: takes place 48-72 hours after PPD is given in forearm and results read by the medical facility staff. If positive, it indicates a TB infection and a chest x-ray/further evaluation is necessary.
  - Visit 3: takes place between 7-21 days after the 1st PPD was given. A second PPD skin test is applied (for those that tested negative on the first).
  - Visit 4: takes place 48-72 hours after 2nd PPD to be read by the facility staff. A positive 2nd test indicates a TB infection in the distant past. Chest x-ray/further evaluation will likely be necessary.
- The 2-Step PPD test is used to detect individuals with past TB infections who now have diminished skin test reactivity. This procedure reduces the likelihood that a boosted reaction is later interpreted as a new infection.

If you have had a positive reaction to a previous TB skin test or have received treatment for a positive TB test, you may choose one of the below options to meet the TB test requirement.
- Quantiferon Gold blood test within the past 12 months – results must show no active infection
- Chest X-ray within the past 12 months – radiology interpretation must indicate no active infection
Background Check, Drug Screen, KY Abuse Registry
All students will be required to complete a Criminal Background Check through the provider selected by the HCC Nursing Department and an annual 9-panel drug screen through Jennie Stuart Express Lab located in Hopkinsville, KY.

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

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

Drug Testing Policy
KCTCS does NOT require drug testing for entry into instructional programs or any courses therein. Students who participate in instructional programs that require completion of practical experiences in affiliated institutions that do require drug testing will be subject to the policies below:

1. Students will be notified of the procedure to follow for drug testing.
2. The cost of all drug screening required by affiliating clinical agencies will be borne by the student or affiliating clinical agency, as determined by the affiliating clinical agency.
3. If a student tests positive for drugs, the student has the right to request a second drug test. The cost of the second drug test will be borne by the student.
4. If a student fails to submit to a required drug screen, if a student fails the first drug test and chooses not to retest, or if the student fails both the first and second drug test, the student will not be allowed to participate in the required practical experience. Failure to participate in required practical experiences shall be grounds for dismissal from the program.
5. The student has the right to reapply to the program subject to the program’s current readmission policy. The readmission policy may include a requirement for successful completion of a drug counseling program.
6. Confidentiality of the student will be protected.

Reasonable Suspicion Testing
Nursing students engaged in clinical activity may be requested to undergo a blood/urine screen for drugs and alcohol if reasonable suspicion exists to believe the student is using or is under the influence of drugs or alcohol such as to interfere with the safe performance of duties. Reasonable suspicion requires some specific, objective basis that the student is then using or is under the influence of drugs or alcohol prior to requiring testing. Reasonable suspicion may include: Observable phenomena, such as direct observation of drug/alcohol use and/or the physical symptoms or manifestations of being under the influence of such; or abnormal conduct or erratic behavior. The costs of all testing done on a reasonable suspicion basis shall be incurred by the student.

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

Cardio Pulmonary Resuscitation (CPR)
All students must obtain CPR certification for the Professional or Healthcare Provider from the American Heart Association, and a copy of the card must be turned in to the nursing office prior to the first day of clinical. Students may not be allowed to attend clinical if a copy of the CPR certification is not present in the nursing office. Any CPR-certifying provider who states their courses are taught in accordance with the American Heart Association must be pre-approved by the Nursing Department.

Compliance
Students must be up-to-date with all immunizations/titers, TB screening requirements, background checks, drug screenings, and CPR certifications throughout the semester. If any item is not completed or renewed by a date specified by the Nursing Department, the student’s weekly evaluation tool may reflect non-compliance and clinical attendance may be affected.
CLINICAL ATTIRE

Updated with Effective Date of May 9, 2018
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 ¼ inch from the tip of the finger and must be without polish. No “fake”, acrylic tips or cosmetic fingernails are allowed in any clinical facility (observational activity or a routine clinical day with patient care).
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.


PINNING CEREMONY AND NURSING PINS

The Pinning Ceremony is a special event for the nursing department and the graduating nursing class. As a department, the faculty strives to make it a special event of celebration. Clinical uniforms will be the attire for the Pinning Ceremony. This includes uniform top and pants, lab coat, white shoes, and white socks. For best presentation, uniforms and lab coats should be without wrinkles and shoes should be clean.

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

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

(The HCC Bookstore is the only approved source for the pin for the Pinning Ceremony.)

Awards
Awards will be given to graduating students. The following awards will be conferred:
- Outstanding Academic Student – GPA, Professional Behavior - Determined by cumulative PN courses averaged.
- Clinical Excellence Award – Clinical Performance, Leadership ability – Chosen by clinical instructors

Class Video
The graduating class may create a class video to be shown during the Pinning Ceremony. The video may include snapshots of the class members during their time in the program with music in the background. The video should be no more than 5 minutes long. More than one song may be used in full or as merged clips as long as the video meets the time limits.

Pictures and songs should be of appropriate content that would be suitable for family and friends of all ages as well as College faculty and staff who may attend the Pinning Ceremony.

Class Slideshow
The graduating class will provide a slideshow presentation that will appear on the screen on stage while each graduate is receiving his/her nursing pin. Each student will have one slide to include their name and pictures as well as any wording they would like shared. Each student will record a “thank you” statement to show their appreciation to those who have supported them during their time in the nursing program. The “thank you” statement should be limited to 15 seconds.

Pictures and any wording on the slide as well as the recorded statement should be appropriate for a wide range of ages in the audience at the Pinning Ceremony.

The class member who compiles the individual slides into one presentation should use PowerPoint with recorded voice attached to each slide. The slides should be set to manual change instead of automatic change.

HCC Graduation Ceremony
Graduation Ceremony is conducted yearly in May on the Friday of finals week at 7:00pm. Academic regalia (cap and gown) is the required attire. It is a memorable event that we encourage our nursing graduates to attend. (The HCC Bookstore is the only approved source for academic regalia).
GENERAL POLICIES

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

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

*To view the KCTCS Code of Student Conduct, log on to https://kctcs.edu/current-students/media/kctcs-code-of-student-conduct-revised-4-19.pdf

Curriculum
The Practical Nursing Diploma is awarded upon successful completion of all college requirements. A minimum of 50 credit hours with a standing of 2.0 out of a possible 4.0 is required for graduation. A minimum grade of "C" must be obtained in all nursing, biological science, and mathematics courses. Graduation from the program qualifies the graduate to write the National Council Licensure Exam (NCLEX) State Board Examination to become a practical nurse. No one will be permitted to take the NCLEX until all course work has been successfully completed. Each student must pre-register and plan his scheduled program with the approval of a nursing advisor. The curriculum description and class schedules can be obtained from the Admission’s Office.

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

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

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

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

Registration
Students are expected to keep themselves informed of pre-registration and registration dates. Dates are on the college website and are widely publicized by the media. In addition, students will have access to their semester schedule and billing through their self-service account.

Clinical Group Assignment
Faculty reserve the right to reassign students to groups. Throughout the course of the nursing program, the student will be exposed to a wide variety of experiences. Students will be expected to travel to these experiences.
Withdrawal Policy
Per the KCTCS Catalog:
A student may officially withdraw from any class up to and including the date of mid-term with a W grade. After the date of mid-term and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. An instructor shall not assign a student a W for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. The grade of W may be assigned by the College Appeals Board in cases involving a violation of student academic rights or for academic offenses.

Option for dropping a course include:
- If prior to midterm of the semester or session, a student may drop a class by:
  - completing the drop/add form and submitting to the Admissions Office OR
  - dropping the class through his/her student self-service account.
- If after midterm of the semester or session, a student may drop a class by:
  - sending an email from his/her KCTCS student email account to the instructor with a request to withdraw. The instructor should reply by email. The student should then provide a copy of the email to the Admissions Office within five (5) business days of the instructor’s consent. OR
  - dropping the class through his/her student self-service account, which will automatically notify the instructor so that they can approve or deny the request through the system.

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

Readmission
When a student withdraws or fails the program by receiving less than a "C" in a nursing, biological science, or math course, the student may reapply to the nursing program. Request for readmission should be submitted by the date listed on the readmission application packet distributed by the Nursing Administrative Assistant. Packets are usually available the last week of class and during final exam week. For students who have not been enrolled in the nursing program for one year or longer and who are seeking readmission to restart the program from the 1st Semester, students must attend a Pre-Admission Conference and complete the regular nursing application by May 15 for fall consideration and by October 30 for spring consideration. Readmission to the nursing program will be dependent upon available resources. Please refer to the Nursing Admission Packet for current criteria regarding readmission. All students must meet current guidelines for admission. Students who have been unsuccessful in a nursing course are eligible to be considered for readmission to that course only. Preference may be given to students who withdrew passing from the nursing course. References from faculty will be necessary and are weighted heavily in the decision to readmit a student.

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

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

KCTCS Disability Services
Hopkinsville Community College would like to help students with disabilities achieve their highest potential in college. These services are available at all campus locations. In order to receive accommodations on assignments or examinations, students must self-identify, submit proper documentation, and schedule an appointment with the Office of Disability Services. The Director of Disability Services, Ms. Angel Prescott, is located on the Hopkinsville campus on the second floor of the Administration Building, Room 211. Ms. Prescott may be reached at (270) 707-3801 and via email at Angel.Prescott@kctcs.edu.
Sexual Harassment
The sexual harassment of students, faculty and staff is prohibited by KCTCS policy. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical actions of a sexual nature. Complaints of sexual harassment will be treated and investigated with full regard to the KCTCS due process requirements.

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

Social Media
HCC nursing faculty/staff will not “friend/follow” nursing students on any social media platform (including Facebook, Instagram, Twitter, etc) during their enrollment period at HCC. Upon graduation, HCC nursing faculty/staff may choose to “friend/follow” the nursing program graduates. Social media has been a positive way for faculty/staff to communicate with graduates and be kept abreast of graduates’ whereabouts and successes.

Students will NOT take pictures during clinical experiences and post to any social media platform (including Facebook, Instagram, Twitter, etc). Students will NOT discuss patients and/or specifics about clinical experiences on any social media platform. There will be a discussion board implemented in Blackboard for students to discuss clinical situations/issues. Any violation of this policy will result in consequences. Consequences will be decided by PN Faculty and the Nursing Coordinator.
STUDENT GRIEVANCE PROCEDURE

Students who feel they have been treated unfairly for any reason or discriminated against or denied an opportunity because of their race, color, national origin, sex, disability, age, religion, or marital status in a vocational program and/or activities have the right to file an informal and/or a formal complaint. The KCTCS Code of Student Conduct can be obtained at https://kctcs.edu/current-students/media/kctcs-code-of-student-conduct-revised-4-19.pdf

Chief Student Affairs Officer
Ms. Angel Prescott
P.O. Box 2100
Hopkinsville, KY 42241-2100
(270) 707-3801
GENERAL COLLEGE POLICIES REGARDING INCLEMENT WEATHER

Hopkinsville Community College Weather Hotline
(270) 707-3701

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

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

With inclement weather, the following actions may occur

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

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

- Hopkinsville and Fort Campbell Campuses
  All classes beginning after 10:45 a.m. will meet.

- High School Campuses
  Classes follow public school closings or delays

- Staff
  All staff should report at 10 a.m. Any staff member unable to report should turn in vacation paperwork.

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

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

Listed below are the actual crime conviction guidelines:

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

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

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

For more information, please refer to the KBN brochure Mandatory Reporting of Criminal Convictions [PDF Format - 28k]. You may also call the KBN office at 502-429-3300 or toll free at 800-305-2042, ext. 3325 or 3339, to obtain a hard copy of the brochure.

(http://kbn.ky.gov/conprotect/Pages/students_convictions.aspx as of 7/24/2019)
ANTICIPATED ADDITIONAL EXPENSES

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 ($3,588 - $4,188):
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
8. Drug Screen: $35-40
9. Blood tests: $200
10. CPR Training (American Heart Association BLS Healthcare Provider): $50-175
11. Kaplan course material – course charge added to tuition: approximately $180 per semester (approx. $540 total program)
12. NCLEX pin (optional): $80-480
13. NCLEX Exam: $200
14. Licensure Fee (Varies by state): $100
15. Other fees associated with licensure application – fingerprints, background check, Jurisprudence Exam, etc: $100
16. Graduation Expenses (cap, gown, tassel, diploma cover, announcements - required for HCC's graduation ceremony): $65-70

Tuition Rates for 2019-2020
https://hopkinsville.kctcs.edu/affording-college/tuition-costs/index.aspx

<table>
<thead>
<tr>
<th>Category</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State</td>
<td>$174 per credit hour</td>
</tr>
<tr>
<td>Out-of-State Reciprocity Students</td>
<td>$174 per credit hour</td>
</tr>
<tr>
<td>Out-of-State Contiguous Counties</td>
<td>$348 per credit hour</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>$609 per credit hour</td>
</tr>
<tr>
<td>Mandatory Fee for all courses</td>
<td>$8 per credit hour</td>
</tr>
</tbody>
</table>

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

Behaviors Demonstrating CT Characteristics/Attitudes

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

1. **Self-Aware** – Clarifies biases, inclination, strengths, and limitations; acknowledges when thinking may be influenced by emotions or self-interest

2. **Genuine** – Shows authentic self; demonstrates behavior that indicate stated values

3. **Self Disciplined** – Stays on task as needed; manages time to focus on priorities

4. **Health** – Promotes a health lifestyle; uses health behaviors to manage stress

5. **Autonomous and responsible** – Shows independent thinking and actions; begins and completes tasks without prodding; expresses ownership of accountability

6. **Careful and prudent** – Seeks help when needed; suspends or revised judgment as indicated by new or incomplete data

7. **Confident and resilient** – Expresses faith in ability to reason and learn; overcomes disappointments

8. **Honest and upright** – Seeks the truth, even if it sheds unwanted light; upholds standards; admits flaws in thinking

9. **Curious and inquisitive** – Looks for reasons, explanations, and meaning; seeks new information to broaden understanding

10. **Alert to context** – Looks for changes in circumstances that warrant a need to modify thinking or approaches

11. **Analytical and insightful** – Identifies relationships; expresses deep understanding

12. **Logical and intuitive** – Draws reasonable conclusions (if this is so, then it follows that ...because...); uses intuition as a guide to search for evidence; acts on intuition only with knowledge of risks involved

13. **Open and fair-minded** – Shows tolerance for different viewpoints; questions how own viewpoints are influencing thinking

14. **Sensitive to diversity** – Expresses appreciation of human differences related to values, culture, personality, or learning style preferences; adapts to preferences when feasible

15. **Creative** – Offers alternative solutions and approaches; comes up with useful ideas

16. **Realistic and practical** – Admits when things aren’t feasible; looks for user-friendly solutions

17. **Reflective and self-corrective** – Carefully considers meaning of data and interpersonal interactions, asks for feedback; corrects own thinking, alert to potential errors by self and others, finds ways to avoid future mistakes

18. **Proactive** – Anticipates consequences, plans ahead, acts on opportunities

19. ** Courageous** – Stands up for beliefs, advocates for others, doesn’t hid from challenges

20. **Patient and persistent** – Waits for right moment; perseveres to achieve best results

21. **Flexible** – Changes approaches as needed to get the best results

22. **Empathetic** – Listens well; shows ability to imagine others’ feelings and difficulties

23. **Improvement-oriented (self, patients, systems)**: Self – Identifies learning needs; finds ways to overcome limitations, seeks new knowledge. Patients – Promotes health; maximized function, comfort, and convenience. Systems – Identifies risks and problems with health care systems; promotes safety, quality, satisfaction, and cost containment.
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LAB USAGE PROCEDURE (refer to page 13 for policy)

**Nursing Labs:**  Lab 1 (TC 221)
                    Lab 2 (TC 223)
                    Lab 3 (TC 225)

**Lab Instructional Specialist:**  Mary Ann Baker, RN
                                 TC 224-C
                                 mbaker0103@kctcs.edu

**Lab Info:**

**Hours of operation:**  0800-1600, Monday through Friday
**Lab space availability:**  By Appointment Only

- May have food and drink in the nursing labs if the labs remain clean.
- See Ms. Baker or send an email if you would like to reserve a lab for skill practice/recording.
- Reservations for recording will be by yourself or with another HCC nursing student.
- Make an appointment with Ms. Baker if you would like extra help with a skill.

Maintain labs in the same condition as when you entered or better condition:  

***Straight, Clean & Presentable***

-----------------------------------------------------------------------------------------------------------------------------

***Lab Request Criteria***

Please include the following information when requesting lab space:

- **Your Name**
  - Name(s) of all students
- **Program**- (PN or RN)
  - Current semester or specific nursing course
- **Date Requesting**
  - Please provide at least 2 alternate dates
- **Time Requesting**- (specific)
  - Please provide at least 2 alternate times
- **Skill to be practiced/recorded**
- **Supplies Needed**

❖ **Please note:** If you fail to meet the above criteria when requesting a lab your request will be moved to the bottom of the list.

❖ Available lab times will be in 2 hour blocks: 0800-1000, 1000-1200, 1200-1400 and 1400-1600.
❖ **Only** HCC nursing students are permitted in the labs.
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CHANGE OF STATUS POLICY

After surgery, hospitalization, medical/psychiatric treatment, or a change in health status (ex: pregnancy, extended absence for illness greater than 3 days, i.e. flu) the Change of Status Form found on the page 45 and/or on Blackboard must be completed by a physician or APRN, and submitted to the Nursing Director, Mrs. Joyce Lambruno, prior to returning to clinical/simulation lab.

*Faculty must be notified of anticipated absences and can clarify or answer additional questions if warranted at time of notification.
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Hopkinsville Community College (HCC) Nursing Program

Change of Status Form

__________________________________________________________________________ was/is under care on/from-to ________________

Name __________________________ Date(s) ____________________________

for an acute illness or a change from their previous state of health.

Please review the Technical Standards found below. By signing this form, you are indicating the student is able to meet all the technical requirements of a Nursing Student at HCC with no restrictions.

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

- visual acuity, such as is needed in the accurate preparation and administration of medication, and for the observation necessary for patient assessment and nursing care.
- auditory perception to receive verbal communication from patient and members of the health 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.;
- gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, required in meeting health needs;
- 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;
- intellectual and emotional functions to plan and implement care for individuals;
- ability to lift and/or move up to 50 pounds and;
- ability to be up on feet for 8 – 12 hour clinical.

**Additional Comments:**

__________________________________________________________________________

Health Care Provider’s Name (Print): ________________________________________
Health Care Provider’s Signature: ___________________________________________
Date: __________________________
Phone Number: __________________________

For Nursing Department Faculty/Staff Use Only:

- ☐ Approved for return with no restrictions on __________________
- ☐ Approved for return with restrictions on __________________
  □ Specify: ________________________________________________
- ☐ Denied for return to clinical/lab

Nursing Director Printed Name ____________________________________________
Nursing Director Signature ______________________________________________
Date Signed __________________________
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STUDENT AGREEMENT TO ASSURE CONFIDENTIALITY

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

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

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

____________________________________
Printed Name

____________________________________
Signature

____________________________________
Date
HANDBOOK ACKNOWLEDGEMENTS

Printed, Legible Name

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

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

___________________________________          __________________________
Signature                                        Date

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

___________________________________          __________________________
Signature                                        Date

*****************************************************************************************************

METHOD OF POSTING GRADES

Your nursing instructor will deliver your unit exam and final exam grades to you through Blackboard with your final course grade available through your Student Self-Service Account.

I acknowledge that my unit exam and final exam grades will be available to me through Blackboard. I acknowledge that my final course grade will be posted to my Student Self-Service Account.

Printed, Legible Name

___________________________________          __________________________
Signature                                        Date

*****************************************************************************************************

PHOTO / VIDEO CONSENT FORM

I, ________________________________, give my permission for Hopkinsville Community College nursing faculty/staff to photograph or video record me during the lecture and campus lab learning experiences.

___________________________________          __________________________
Signature                                        Date

*These acknowledgements will be filed in the student's folder.
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AUTHORIZATION FOR RELEASE OF STUDENT INFORMATION

For the Allied Health & Nursing Programs

Hopkinsville Community College

By signing below, the student authorizes the release of criminal background results, drug screen results, and or immunization records obtained as part of your pre-clinical requirements. These reports will be released “by request as needed” to clinical affiliates for the students assigned to that facility. Specific information requested will be released in accordance with requirements to be met for the student’s clinical experience and as required by the Memorandum of Agreement (MOA) between the college and the affiliating facility.

I further understand and agree that as a precondition to assignment to or placement with any affiliating clinical agency, I am subject to that particular agency’s substance abuse policies and/or drug/alcohol testing policies. I will be required to submit to pre-clinical placement drug screening and subsequent random drug screening, or drug screening when there is reasonable suspicion to believe I may be impaired or have been engaged in substance abuse as defined by the affiliating clinical agency. I understand and agree that I will be responsible for the cost of any drug screening required by any affiliating clinical agency. I understand and agree that if I fail a drug screen, or if I fail to submit to a drug screen, I will be dismissed from the HCC course/program requiring the screening.

By signing, I agree to the release of my information as requested. This signed form will be located in my student program file in the HCC Nursing Department office.

PRINT NAME: _____________________________________________________

PRINT PROGRAM NAME: ____________________________________________

STUDENT SIGNATURE: ______________________________________________

DATE: ____________________________________________________________
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