



**HOPKINSVILLE**  
**COMMUNITY COLLEGE**

**ASSOCIATE DEGREE  
NURSING PROGRAM  
(REGISTERED NURSING)**

**ADMISSION INFORMATION PACKET**

**Admission Cycle: Fall and Spring Semesters**

HCC General Contact Information:

720 North Drive **or** P.O. Box 2100  
Hopkinsville, KY 42241-2100  
Switchboard: 270-707-3700  
Website: <https://hopkinsville.kctcs.edu>

Nursing Department Contact Information:

Department Phone: 270-707-3840  
Department Fax: 270-707-3989  
Program Director: Joyce Lambruno, MSN Ed, RN ([joyce.lambruno@kctcs.edu](mailto:joyce.lambruno@kctcs.edu))  
Administrative Assistant: Kristi Martin ([kmartin0238@kctcs.edu](mailto:kmartin0238@kctcs.edu))  
Website <https://hopkinsville.kctcs.edu/education-training/program-finder/Nursing/index.aspx>



*KCTCS is an equal opportunity employer and education institution.*

*The Associate Degree Nursing Program at Hopkinsville Community College located in Hopkinsville, KY is accredited by the:*

*Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
(404)975-5000*

*The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing Program is Continuing Accreditation.  
View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>.*

*Fully Approved by Kentucky Board of Nursing. [www.kbn.ky.gov](http://www.kbn.ky.gov)*

## **HOPKINSVILLE COMMUNITY COLLEGE MISSION STATEMENT**

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

Hopkinsville Community College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Hopkinsville Community College.

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

### **Mission**

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

Last approved by the KCTCS Board of Regents  
December 2019

### **Vision**

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

### **Values**

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

## **KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM ASSOCIATE DEGREE NURSING PHILOSOPHY**

The philosophy of the Associate Degree Nursing (ADN) program is congruent with the Kentucky Community and Technical College System (KCTCS) mission statement and is supported by the works of the National League for Nursing (NLN) Education Competencies and Quality and Safety Education in Nursing (QSEN).

The nursing faculty believe nursing is holistically evolving, blended with science, and the art of caring. Nursing demonstrates the provision of patient-centered care based on quality standards and evidence based practice through the inclusion of theoretical concepts.

Learning in an educational setting is enhanced by a teacher-student relationship and clearly defined student learning outcomes. The nurse educator's responsibility is to structure and facilitate optimal conditions for critical thinking from simple to complex. The student brings to this relationship the willingness to learn and is accountable for his/her education.

The ADN graduate, having achieved the graduate outcomes is prepared to practice in a variety of settings with the parameters of individual knowledge and experience according to the standards of practice.

### References:

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

Quality and Safety Education for Nurses (QSEN) Institute. (2018). *QSEN Competencies*. Retrieved from: <http://qsen.org/competencies/pre-licensure-ksas/>

*Revised Spring 2018 for Implementation Fall 2019*

**KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM  
ASSOCIATE DEGREE NURSING  
CONCEPTUAL MODEL**

The conceptual model is a visual representation of the relationships among the core competencies essential to entry-level registered nursing practice. This model serves as a guide for curriculum development and instruction, which promotes the attainment of end of program student learning outcomes.



References:

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

Quality and Safety Education for Nurses (QSEN) Institute. (2018). *QSEN Competencies*. Retrieved from: <http://qsen.org/competencies/pre-licensure-ksas/>

*Revised Spring 2018 for Implementation Fall 2019*

## PROGRAM DESCRIPTION

The Associate Degree Nursing program prepares graduates to use their skill and knowledge to fulfill the role of the nurse and is supported by the works of the National League for Nursing (NLN) Education Competencies and Quality and Safety Education in Nursing (QSEN). The NLN Outcomes and Competencies for Graduates of Associate Degree Programs in Nursing which serve as goals of nursing education for entry into nursing practice are: human flourishing, nursing judgment, professional identity, and spirit of inquiry. QSEN competencies which were developed to prepare future nurses to have the knowledge, skills and attitudes necessary to continuously improve the quality and safety of healthcare are: patient centered care, safety, informatics, teamwork and collaboration, evidenced based practice, and quality improvement. These core components are introduced, developed and built upon through the curriculum. Graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The Associate Degree Nursing curriculum is organized around a clearly defined conceptual framework and combines general education and nursing courses. The nursing courses correlate classroom and clinical instruction in a variety of community agencies.

Acceptance into the Associate Degree Nursing program is based on a selective admissions process. In order to be considered for admission, applicants must comply with college and program admission requirements.

Progression in the Associate Degree Nursing program is contingent upon achievement of a grade of "C" or better in each biological science, nursing and mathematics course and maintenance of a 2.0 cumulative grade point average or better (on a 4.0 scale). Completion of the nursing program will meet the KCTCS graduate requirement of digital literacy.

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

## **GRADUATE/STUDENT LEARNING OUTCOMES (SLO'S)**

*Revised Spring 2018 for Implementation Fall 2019*

### **Technical Competencies: Associate Degree in Nursing**

Upon completion of this program, the graduate can:

1. Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings (human flourishing).
  - a. Incorporate culturally competent, individualized plans of care focusing on services and activities that promote independence, maintain or restore health, or support a peaceful death and advocate for access and quality of care for patients.
  - b. Formulate teaching/learning processes to facilitate the patients in informed decision-making to achieve positive outcomes and support the client's functional patterns that demonstrates respect for diverse patients.
2. Formulate judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality-care and promote the health of patients within a family and community context (nursing judgment).
  - a. Utilize the nursing process as a basis for clinical judgment to optimize outcomes of care for the patient, family, and community.
  - b. Establish and maintain effective/therapeutic communication in collaboration with patients, families, significant others, and members of the health care team.
  - c. Manage the direct provision of nursing care through effective organizational skills, appropriate delegation, and supervision within the scope of practice.
3. Develop one's role as a nurse in ways that reflect integrity, responsibility, ethical practice and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context (professional identity).
  - a. Employ principles of advocacy, quality and safety, healthcare policy, and cost effectiveness to improve healthcare outcomes.
  - b. Exhibit professional behaviors/practice as defined by the ethical, legal, and regulatory frameworks of nursing.

- c. Incorporate the ability to ethically and responsibly integrate 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.
4. Consider the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities (spirit of inquiry).
  - a. Interpret evidence-based literature/research for use in nursing practice.
  - b. Exhibit continuous learning within the nursing profession.

**General Education Competencies:**

1. Communicate Effectively
  - a. Read and listen with comprehension.
  - b. Speak and write clearly using standard English.
  - c. Interact cooperatively with others using both verbal and non-verbal means.
  - d. Demonstrate information processing through basic computer skills.
2. Think Critically
  - a. Make connections in learning across the disciplines and draw logical conclusions.
  - b. Demonstrate problem solving through interpreting, analyzing, summarizing, and/or integrating a variety of materials.
  - c. Use mathematics to organize, analyze, and synthesize data to solve a problem.
3. Learn Independently
  - a. Use appropriate search strategies and resources to find, evaluate, and use information.
  - b. Make choices based upon awareness of ethics and differing perspectives/ideas.
  - c. Apply learning in academic, personal, and public situations.
  - d. Think creatively to develop new ideas, processes, or products.
4. Examine Relationships in Diverse and Complex Environments
  - a. Recognize the relationship of the individual to human heritage and culture.
  - b. Demonstrate an awareness of the relationship of the individual to the biological and physical environment.
  - c. Develop an awareness of self as an individual member of a multicultural global community.

## **ELIGIBILITY**

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

All applicants for the nursing program should possess:

- sufficient visual acuity, i.e. to accurately prepare and administer medication and to participate in the observation necessary for client assessment and nursing care.
- sufficient auditory perception to receive verbal communication from client and members of the health care team as well as to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, IV infusion pumps, dopplers, fire alarms, etc.;
- sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, required in meeting health needs;
- sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively as may be necessary in the individual's interest;
- sufficient intellectual and emotional functions to plan and implement care for individuals;
- the ability to lift and/or move up to 50 pounds and;
- the ability to be on feet for 8 – 12 hour clinical.

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

## **TIME COMMITMENT**

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

## **TRADITIONAL RN PROGRAM (4 SEMESTERS) ADMISSION REQUIREMENTS**

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

### APPLICATION DEADLINES

Fall admission cycle: May 15<sup>th</sup>

Spring admission cycle: October 30<sup>th</sup>

### REQUIREMENTS TO COMPLETE BY APPLICATION DEADLINE

1. College Application: Apply to Hopkinsville Community College if not already a KCTCS student. All college admission requirements must be met.
2. Transcripts: Submit official college transcripts to Admissions for evaluation. The Registrar's Office has the final determination in what credits will transfer from other institutions.
  - Current students of HCC or other KCTCS colleges who already have transcripts and transfer credit on file do not have to resubmit official transcripts unless additional credit from other institutions has been obtained.
3. ACT or SAT Scores: Submit a score report to the HCC Admissions Office to be added to the student record. If scores are already on file with HCC or another KCTCS college, they do not have to be resubmitted. Minimum acceptable scores for consideration to the RN Program are:
  - ACT composite of 20
  - SAT combined score of 940 in critical reading and math
  - The writing portion of the ACT or SAT is not required for the Nursing Program.
  - NOTICE: Do not assume the Nursing Department has your ACT or SAT score. Please follow up with the Admissions Office or the Nursing Department to confirm.
  - **Waivers to the ACT/SAT requirement are listed in the box at the bottom of this page.**
4. Nursing Pre-Admission Conference (PAC): Attend one session to obtain the nursing program application.
  - Details on conference format and dates will be available on the Nursing website or by contacting the department.
5. Pre-Admission Exam (PAX-RN): Complete the National League for Nursing (NLN) PAX-RN exam.
  - Minimum score to be eligible for RN program: composite of 111
  - Retake Policy: Once every six (6) weeks
  - Scores expire after three (3) years
  - Register: NLN's Student Guide to Registration is posted to the Nursing webpage.
6. Nursing Application: Must be submitted to the Nursing Department staff by 4:30 p.m. on or before the application deadline for the appropriate admission cycle.
7. Academic Standing: Must be in good academic standing with the College with at least a 2.0 GPA with a grade of C or higher in all math, science, and pre-requisite courses.
8. If you have previously taken nursing courses in another nursing program, you will be provided a recommendation form that must be completed by a faculty member at your previous nursing program. The faculty recommendation form may affect the admission decision.

### **WAIVERS TO ACT/SAT TESTING REQUIREMENTS – RN PROGRAM**

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

- Has completed a Bachelor's degree or higher from an accredited University/College;
- Holds a current unencumbered license as a Licensed Practical Nurse (LPN);
- Obtains a composite score of 130 or higher on the NLN Pre-Admission Exam (PAX-RN).



#### REQUIREMENTS TO COMPLETE BY OR AFTER THE APPLICATION DEADLINE:

1. Pre-requisite Courses: Complete pre-requisite courses BIO137, PSY110, and Quantitative Reasoning course (such as MAT150, STA220, or other eligible course)
  - If seeking Fall admission, applicants must complete these requirements with a minimum grade of C by the end of the Summer term. This means students may enroll in the courses during Summer term. However, if they are not successfully completed by a student who is accepted to the program, the student **MUST** decline his/her seat and reapply for a later admission cycle.
  - If seeking Spring admission, applicants must complete these requirements with a minimum grade of C by the end of the Fall term. This means students must be enrolled in the courses during the Fall term even if they are not completed by the October 30 deadline. If an applicant is accepted to the program and does not successfully complete the prerequisite courses by the end of Fall term, he/she **MUST** decline the seat and reapply for a later admission cycle.
2. Nurse Aide Certification (CNA): Obtain Kentucky nurse aide certification or provide proof of certification on another state's registry, which will be verified.
  - If seeking Fall admission, applicants must be on a state nurse aide registry with an active certification in good standing by the end of Summer term.
    - Applicants should **not** expect to be able to take the NAA100 course during the summer term and be able to take the state nurse aide exam to be on the state nurse aide registry by the end of Summer term. The summer term does not always allow enough time to complete this process.
  - If seeking Spring admission, applicants must be on a state nurse aide registry with an active certification in good standing by December 31.
    - Applicants should **not** expect to complete a NAA100 course during the Fall term that ends in December and have time to take the state nurse aide exam to be on the state nurse aide registry by December 31.

#### **SELECTION PROCESS (TRADITIONAL RN PROGRAM)**

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

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

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

#### **ADMISSION PROCEDURE (TRADITIONAL RN PROGRAM)**

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

- On the basis of the PAX-RN composite score, the Nursing Admissions Committee recommends to the Academic Dean the names of those who will be admitted to the nursing program.
- Applicants will be notified in writing if they have or have not been selected for enrollment in the nursing program. Letters for acceptance, waiting list, or denied admission will be mailed on June 15 for the fall admission cycle and on November 30 for the spring admission cycle. **No selection information will be available by phone or email.** Please allow up to one week from these dates for mail delivery.
- A waiting list may also be selected. Applicants on the waiting list may be admitted to fill positions vacated by admitted students prior to the beginning of the semester. Due to privacy issues, location on waiting list cannot be given to applicants. The waiting list is **only** used for the current admission cycle. The waiting list does not carry over to the next admission cycle.
- In the event that a tie should occur in relation to PAX-RN scores, preference may be given to the student with the highest ACT and GPA generated from the program curriculum pre-requisite courses.

## **LPN TO RN BRIDGE COURSE (3 SEMESTERS)**

### **ADMISSION REQUIREMENTS**

A student who has passed the NCLEX-PN and holds an active unrestricted license for practical/vocational nursing may be awarded credit for the first semester nursing course (NSG101) in HCC's associate degree nursing program. Licensed Practical/Vocational Nurses who graduated more than three (3) years prior to admission to a KCTCS associate degree nursing program shall provide verification of current employment. Current employment is defined as one (1) full year full-time employment as an LPN/LVN within the last three years. The employment in nursing shall be defined as patient/client contact and shall be verified by the employing agency/agencies using a standardized verification of employment form provided by the HCC Nursing Department. The student must meet all other nursing admission criteria and be accepted into the nursing program for credit to be awarded.

### APPLICATION DEADLINES

Fall admission cycle: May 15<sup>th</sup>

Spring admission cycle: October 30<sup>th</sup>

### PREREQUISITE REQUIREMENTS

Prerequisites that must be completed with a grade of C or better prior to enrollment in the LPN-RN Bridge are:

- BIO137 Anatomy & Physiology I
- BIO139 Anatomy & Physiology II
- PSY110 General Psychology
- Quantitative Reasoning course to align with Associate in Science and Associate in Arts (eligible courses include MAT150, STA220, and other courses outlined in the KCTCS catalog for Quantitative Reasoning)
- CPR100 CPR for Healthcare Professionals or current American Heart Association Basic Life Support (BLS) CPR certification

### CO-REQUISITE REQUIREMENTS

In addition, you must have previously completed or be enrolled in the co-requisite courses listed below. You must earn a grade of C or better.

- ENG101 Writing I

### STUDENTS ADMITTED TO THE LPN-RN BRIDGE

Admitted students will take the nursing courses listed below during the Bridge semester.

- Medical/Surgical Nursing I course
  - NSG195 Transition to ADN (lecture and lab, no clinical component) – 4 credits
- OR**
- NSG219 Medical/Surgical Nursing I (lecture, lab, and clinical component) – 7 credits
- NSG212 Behavioral Health – 3 credits

### REQUIREMENTS TO COMPLETE BY APPLICATION DEADLINE

1. College Application: Apply to Hopkinsville Community College if not already of KCTCS student. All college admission requirements must be met.
2. Transcripts: Submit official college transcripts to Admissions for evaluation. The Registrar's Office has the final determination in what credits will transfer from other institutions.
  - Current students of HCC or other KCTCS colleges who already have transcripts and transfer credit on file do not have to resubmit official transcripts unless additional credit from other institutions has been obtained.
3. ACT or SAT Scores: This requirement will be waived upon verification of an active LPN license in good standing with the state Board of Nursing.
4. Nursing Pre-Admission Conference (PAC): Attend one session to obtain the nursing program application.
  - Details on conference format and dates will be available on the Nursing website or by contacting the department.
5. NACE Pre-Admission Exam: Complete the National League for Nursing (NLN) NACE I Foundations of Nursing exam.
  - The NACE exam is designed to evaluate a LPN's previous education and experience.
  - Recommended minimum score on the NACE exam is 76%.

- A student will be eligible to retake the NACE once every six (6) weeks.
  - NACE scores expire after three (3) years.
  - Register: NLN's Student Guide to Registration is posted to the Nursing webpage.
6. Nursing Application: Must be submitted to the Nursing Department staff by 4:30 p.m. on or before the application deadline for the appropriate admission cycle.
  7. Verification of Employment Form: Submit form completed by employer to the Nursing Department staff by the deadline given by the Nursing Department.
  8. Academic Standing: Must be in good academic standing with the College with at least a 2.0 GPA with a grade of C or higher in all math, science, and pre-requisite courses.
  9. If you have previously taken RN nursing courses in another RN nursing program, you will be provided a recommendation form that must be completed by a faculty member at your previous nursing program. The faculty recommendation form may affect the admission decision.

**REQUIREMENTS TO COMPLETE BY OR AFTER THE APPLICATION DEADLINE:**

1. Pre-requisite Courses: Complete pre-requisite courses BIO137, BIO139, PSY110, and Quantitative Reasoning course (such as MAT150, STA220, or other eligible course)
  - If seeking Fall admission, applicants must complete these requirements with a minimum grade of C by the end of the Summer term. This means students may enroll in the courses during Summer term. However, if they are not successfully completed by a student who is accepted to the program, the student MUST decline his/her seat and reapply for a later admission cycle.
  - If seeking Spring admission, applicants must complete these requirements with a minimum grade of C by the end of the Fall term. This means students must be enrolled in the courses during the Fall term even if they are not completed by the October 30 deadline. If an applicant is accepted to the program and does not successfully complete the prerequisite courses by the end of Fall term, he/she MUST decline the seat and reapply for a later admission cycle.
2. Licensed Practical Nurse Verification (LPN): Provide a valid LPN license number for verification by the Nursing Department staff. If an applicant is enrolled in a PN program but has not yet completed the program or taken the NCLEX-PN, please see below for deadlines.
  - If seeking Fall admission, applicants must have an active LPN license in good standing by the end of Summer term.
  - If seeking Spring admission, applicants must have an active LPN license in good standing by December 31.

**SELECTION PROCESS (LPN TO RN BRIDGE PROGRAM)**

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

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

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

## ADMISSION PROCEDURE (LPN TO RN BRIDGE PROGRAM)

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

- On the basis of the NACE scores, the Nursing Admissions Committee recommends to the Academic Dean the names of those who will be admitted to the nursing program.
- Applicants will be notified in writing if they have or have not been selected for enrollment in the nursing program. Letters for acceptance, waiting list, or denied admission will be mailed on June 15 for the fall admission cycle and on November 30 for the spring admission cycle. **No selection information will be available by phone or email.** Please allow up to one week from these dates for mail delivery.
- A waiting list may also be selected. Applicants on the waiting list may be admitted to fill positions vacated by admitted students prior to the beginning of the semester. Due to privacy issues, location on waiting list cannot be given to applicants. The waiting list is **only** used for the current admission cycle. The waiting list does not carry over to the next admission cycle.
- In the event that a tie should occur in relation to NACE scores, preference may be given to the student with the highest GPA generated from the program curriculum pre-requisite courses.

## **REQUIREMENTS FOR STUDENTS ACCEPTED TO THE RN PROGRAM**

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

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

- Provide documentation of results of these lab tests:
  - Tuberculosis Screening: 2-step TB Skin Test, Quantiferon Gold blood test, or T-Spot blood test – within past one (1) year
  - Varicella (2 vaccines or positive titer) – within past ten (10) years
  - Measles, Mumps (Rubeola), Rubella (2 vaccines of MMR or positive titer) – within past ten (10) years
  - Hepatitis B (3 vaccines or positive titer) – within past ten (10) years
- Provide documentation of Tetanus shot (with pertussis component) – within past ten (10) years
- Provide proof of health insurance
- Provide proof of CPR certification for the healthcare provider through American Heart Association
- Complete criminal background check – Information on background check vendor will be provided
- Complete nine-panel drug screening – Information on what lab to use will be provided

### **IMPORTANT TO REMEMBER:**

It is the student’s responsibility to keep informed of current admission guidelines. The student must be responsible for the status of his/her own nursing file.

Upon admittance into the ADN program, students must have completed or be registered for the first semester co-requisite courses. Due to the nursing course schedule, evening, Saturday, or on-line co-requisite courses may be necessary.

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

Each co-requisite course must be taken in semester indicated or before.

The Kentucky Board of Nursing may deny licensure to a nursing graduate who has been convicted of a misdemeanor or felony that involves acts that bear directly on the qualifications of the graduate to practice. For more information, go to [www.kbn.ky.gov](http://www.kbn.ky.gov).

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

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

If an applicant is not accepted into the program and wishes to reapply during a different admission cycle, he/she must attend a Pre-Admission Conference and submit a new nursing admission application by the desired admission cycle deadline to be considered. All program enrollment requirements must be satisfied for the desired year of application. These materials must be submitted by the admission cycle deadline of the semester for which re-application is requested.

**If you are not accepted into the program based on the application material submitted following attendance at this conference, you must attend a new conference during a later admission cycle. Attendance to a conference is required each semester you apply for admission into the program.**

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

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

1. Meet all admission requirements as stated on Page 8-9 for the Traditional RN Program.
2. For transfers into 1<sup>st</sup> Semester, you must have an active status on a State Nurse Aide Registry. For transfers into 2<sup>nd</sup> Semester or later, your status on a State Nurse Aide Registry can be active or lapsed as long as you completed a 1<sup>st</sup> Semester Fundamentals course with a grade of “C” or higher.
3. Notify the Director of the Associate Degree Nursing Program in writing, stating anticipated entry date and reason for transfer;
4. Have a faculty member from the program previously attended submit a letter of recommendation to the receiving institution;
5. Submit documents to the Director of the Nursing Program of previous courses passed as requested (i.e. course syllabi, course content, course skills, etc.); and
6. Demonstrate competency by:
  - Passing with a score of 75% or greater, an exam equivalent to the comprehensive final exam for the previously passed nursing courses; and
  - Passing a skills competency review reflective of previously passed nursing courses.

**Note:** The exams and skills competency can be taken only once per admission cycle. The student must successfully complete both the competency exam and the skills demonstration to be considered for acceptance. Students who are not successful can elect to enter the applicant pool to the first nursing course.

Mail the transfer documents to the Director of the Nursing Program, P.O. Box 2100, Hopkinsville, KY 42241. If you prefer to email your transfer documents, please contact the Nursing Department Administrative Assistant.

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

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

## ESTIMATED EXPENSES AND FINANCIAL ASSISTANCE

Financial assistance is available in the form of scholarships, grants, loans, and work-study. Information on financial assistance can be found on the college website <https://hopkinsville.kctcs.edu/affording-college/index.aspx> and at [www.kbn.ky.gov/education](http://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 (subject to change):

### **First Year (estimated \$2,869.50 - \$3,014.50)**

1. Professional Liability Insurance: \$22
2. Uniforms and lab coat: \$150
3. White shoes, hose/socks, watch with second hand, stethoscope, goggles, and bandage scissors: \$150
4. Books (1st semester): \$550  
Books (2nd semester): \$450
5. Travel to school and clinical facilities: \$200
6. Nursing lab supply kit: \$350
7. Background Check (provider selected by Nursing Department): \$35-50
8. Drug Screen: \$35-40
9. HKANS & NSNA Membership Fees: \$40
10. Blood tests/Immunizations: \$200
11. CPR Training (American Heart Association BLS Healthcare Provider): \$50-175
12. Kaplan Integrated Testing Program: Course Fee Charge (approximately \$318.75 per semester = \$637.50 for year one)

### **Second Year (estimated \$2,379.50 - \$2,789.50)**

1. Professional Liability Insurance: \$22
2. Books (3rd semester): \$350  
Books (4th semester): \$350
3. Travel to school and clinical facilities: \$200
4. Nursing lab supply kit: \$100
5. Background Check Annual Update (provider selected by Nursing Department): \$25
6. Drug Screen Annual Update: \$35-40
7. HKANS & NSNA Membership Fees: \$40
8. Blood Test/Immunizations: \$75
9. Nursing pin (optional): \$80-480
10. Kaplan Integrated Testing Program: Course Fee Charge (approximately \$318.75 per semester = \$637.50 for year two)
11. NCLEX Exam: \$200
12. Licensure Fee (Varies by state): \$100
13. Other fees associated with licensure application – fingerprints, background check, Jurisprudence Exam, etc: \$100
14. Graduation cap, gown, tassel, diploma cover (required for HCC's graduation ceremony): \$65-70

### **Tuition Rates for 2020-2021**

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

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

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

## **PROGRAM CRIMINAL BACKGROUND CHECK AND DRUG SCREEN POLICIES**

The Nursing Programs at Hopkinsville Community College require students to obtain criminal background checks through the vendor selected by the Nursing Department. This is to ensure a safe clinical environment for both students and the public and to meet the contractual requirements of area healthcare facilities.

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

If a facility requires additional criminal background checks, it will be the responsibility of the student to obtain the check and have the information sent to the facility.

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

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

## **NCLEX CRIME CONVICTION GUIDELINES**

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

Pursuant to KRS 314.091(1)(b), a conviction of a felony or misdemeanor shall be considered as bearing directly on the qualifications or ability of an applicant to practice nursing if the conviction involved certain types of offenses. Examples include, but may not be limited to:

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

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

<https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=49061>



## **AMERICAN WITH DISABILITIES ACT/DISCRIMINATION**

Any physical or mental impairment that substantially limits one or more major life activities is a disability. Any student needing ADA accommodations must contact the Chief Student Affairs Office as well as Joyce Lambruno, Director of Nursing Education.

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

References: Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, and ADA Act of 1990.

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

## **CONTINUING YOUR EDUCATION TO A BACHELOR OF SCIENCE IN NURSING (BSN)**

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

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

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

## **DRESS CODE POLICY FOR STUDENTS ENROLLED IN THE HCC NURSING PROGRAM**

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

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

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

#### Uniforms/Scrubs/Lab Coats:

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

#### Hair/Personal Hygiene Care:

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

#### Jewelry/Sunglasses:

1. Jewelry is limited to a plain wedding band and one small stud earring on each ear lobe.
2. Jewelry in other visible body piercing must be removed or covered.

- a. Nothing must be in the tongue, lip, nose, or multiple ear piercing. This means that no student may wear more than one pair of earrings.
  - b. The student will be asked to remove the jewelry from any piercing in order to remain in clinical.
  - c. Large piercings must be filled with flesh tone spacers.
3. Sunglasses should not be worn on the top of head or hanging on the outside of the uniform.

Tattoos:

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

Required Accessories for Clinical Attire:

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

Notice:

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

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

## CURRICULUM REQUIREMENTS (TRADITIONAL RN PROGRAM)

### Curriculum for Traditional (1<sup>st</sup> Semester) Students Accepted Beginning Fall 2019

Catalog Number	Course Title	Credits
Pre-requisite courses		
^+ BIO 137	Anatomy & Physiology I	4
^+ Quantitative Reasoning course	Quantitative Reasoning to align with Associate in Science or Associate in Arts (eligible courses include MAT150, STA220, and other courses outlined in the KCTCS catalog for Quantitative Reasoning)	3
^+ PSY 110	General Psychology	3
Active status on a state nurse aide registry or by completing +NAA100 (Nursing Assistant I) and passing the state nurse aide exam.		0-3
CPR 100	CPR for Healthcare Professionals <b>or</b> current American Heart Association Basic Life Support (BLS) CPR certification	0-1
Completion of the nursing program will meet the KCTCS graduate requirement of digital literacy.		
First Semester		
^+ BIO 139	Anatomy & Physiology II	4
+ NSG 101	Nursing Practice I	9
Second Semester		
^ ENG 101	Writing I	3
+ NSG 219	Medical/Surgical Nursing I	7
+ NSG 212	Behavioral Health Nursing	3
Third Semester		
^+ BIO 225	Medical Microbiology	4
+ NSG 229	Medical/Surgical Nursing II	7
+ NSG 211	Maternal Newborn Nursing	3
Fourth Semester		
^	Heritage/Humanity	3
+ NSG 239	Medical/Surgical Nursing III	6
+ NSG 213	Pediatrics Nursing	3
<b>Totals – Traditional Route (1<sup>st</sup>-4<sup>th</sup> Semesters)</b>		<b>62-66</b>

^ General Education Courses: The 24 credit hours of general education coursework may be taken prior to nursing courses or as they are listed in the nursing curriculum. Students cannot progress to the next semester without completion of the NSG and general education course/courses for that semester.

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

Grading Scale for Nursing (NSG) courses:

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

**CURRICULUM REQUIREMENTS (LPN TO RN BRIDGE PROGRAM – SPRING 2020)**

**Curriculum for LPN To RN Bridge Students Accepted Beginning Spring 2020**

Catalog Number	Course Title	Credits
Pre-requisite courses		
^+ BIO 137	Anatomy & Physiology I	4
^+ BIO 139	Anatomy & Physiology II	4
^+ Quantitative Reasoning course	Quantitative Reasoning to align with Associate in Science or Associate in Arts (eligible courses include MAT150, STA220, and other courses outlined in the KCTCS catalog for Quantitative Reasoning)	3
^+ PSY 110	General Psychology	3
CPR 100	CPR for Healthcare Professionals <b>or</b> current American Heart Association Basic Life Support (BLS) CPR certification	0-1
Completion of the nursing program will meet the KCTCS graduate requirement of digital literacy.		
First Semester		
+ NSG 101	Nursing Practice I <b>WAIVED FOR LPN TO RN BRIDGE STUDENTS</b>	<b>9</b>
Second Semester		
^ ENG 101	Writing I	3
+ NSG 195	Transition to ADN (LPN to RN Bridge) Medical/Surgical Nursing I	4
+ NSG 212	Behavioral Health Nursing	3
Third Semester		
^+ BIO 225	Medical Microbiology	4
+ NSG 229	Medical/Surgical Nursing II	7
+ NSG 211	Maternal Newborn Nursing	3
Fourth Semester		
^	Heritage/Humanity	3
+ NSG 239	Medical/Surgical Nursing III	6
+ NSG 213	Pediatrics Nursing	3
<b>Totals – LPN to RN Bridge (2<sup>nd</sup>-4<sup>th</sup> Semesters)</b>		<b>50-51</b>

^ General Education Courses: The 24 credit hours of general education coursework may be taken prior to nursing courses or as they are listed in the nursing curriculum. Students cannot progress to the next semester without completion of the NSG and general education course/courses for that semester.

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

Grading Scale for Nursing (NSG) courses:

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

## HELPFUL CONTACTS

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

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

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

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

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

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

NURSE AIDE COURSE (NAA100)  
Sheri Pullin, Nurse Aide Coordinator  
Phone (270) 707-3851  
Email: [spullin0001@kctcs.edu](mailto:spullin0001@kctcs.edu)