Nursing Student Handbook

Spring 2022

Student Name: _____

Instructors: _____

Lecture Day: _____

Campus Lab Day: _____

Clinical Day: _____

Other Notes: _____

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ASSOCIATE DEGREE NURSING PROGRAM INTRODUCTION

Welcome to the Hopkinsville Community College Associate Degree 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.

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.

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

In everything we do, our mission is to improve the quality of life and employability of the citizens of the Commonwealth by serving as the primary provider of:

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

Hopkinsville Community College Mission Statement

Hopkinsville Community College 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

Associate Degree 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
ASSOCIATE DEGREE NURSING PROGRAM

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

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.

American Nurses Association. (2015). *Code of Ethics for Nurses with Interpretive Statements.* Silver Spring, Maryland: American Nurses Association.

KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM
ASSOCIATE DEGREE NURSING PROGRAM

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.

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Revised Spring 2018 for Implementation Fall 2019

Operational Definitions

Revised Spring 2018 for Implementation Fall 2019

Core competencies in nursing education are those elements of Associate Degree Nursing that are essential to entry level registered nursing practice and are inherent of nursing practice. The National League for Nursing (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 defined as:

- Human Flourishing: "…an effort to achieve self-actualization and fulfillment within the context of a larger community of individuals, each with the right to pursue his or her own such efforts. ...Human flourishing encompasses the uniqueness, dignity, diversity, freedom, happiness, and holistic well-being of the individual within the larger family, community, and population." (NLN, 2010, p.33)
- Nursing Judgement: encompassing "…critical thinking, clinical judgment, and integration of best evidence into practice. Nurses must employ these processes as they make decisions about clinical care, the development and application of research and the broader dissemination of insights and research findings to the community, and management and resource allocation." (NLN, 2010, p.34) This process is driven by Maslow's hierarchy of needs to assist in the prioritization of patient-centered care.
- Professional Identity: "… the internalization of core values and perspectives recognized as integral to the art and science of nursing. The nurse embraces these fundamental values in every aspect of practice while working to improve patient outcomes and promote the ideal of the nursing profession." (NLN, 2010, p.35)
    - Holistically Evolving: encompasses all mind-body-spirit interactions along the continuum of the human experience while providing care in a dynamic and progressive health care environment
- Spirit of Inquiry: "…a persistent sense of curiosity that informs both learning and practice. A nurse infused by a spirit of inquiry will raise questions, challenge traditional and existing practices, and seek creative approaches to problems." (NLN, 2010, p.36)

Quality and Safety Education in Nursing (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 defined as:

- Patient-Centered Care: "Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs" (QSEN, 2018).
- Safety: "Minimizes risk of harm to patients and providers through both system effectiveness and individual performance" (QSEN, 2018).
- Informatics: "Use information and technology to communicate, manage knowledge, mitigate error, and support decision making" (QSEN, 2018).
- Teamwork and Collaboration: "Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care" (QSEN, 2018).
- Evidence-Based Practice: "Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care" (QSEN, 2018).
- Quality Improvement: "Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems" (QSEN, 2018).

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

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.

NURSING – ASSOCIATE IN APPLIED SCIENCE DEGREE

Degrees:
AAS   Nursing
            Track: Modular   50-66

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.

The following Associate Degree Nursing programs are accredited by the Accreditation Commission for Nursing in Education, 3343 Peachtree Rd. NE, Suite 1400, Atlanta, GA 30326, www.acenursing.org, telephone: (404) 975-5000:
Ashland Community and Technical College, Bluegrass Community and Technical College, Elizabethtown Community and Technical College, Henderson Community College, Hopkinsville Community College, Jefferson Community and Technical College, Madisonville Community College, Somerset Community College, Southeast Kentucky Community and Technical College, West Kentucky Community and Technical College.

The following Associate Degree Nursing program is accredited by the National League of Nursing Commission for Nursing Education Accreditation (CNEA), 2600 Virginia Avenue, NW, The Watergate, Washington, DC 20037, www.nln.org/cnea, telephone: (202)909-2487: Owensboro Community and Technical College.

Implementation: Fall 2019

Competencies:

Nursing – Associate Degree – Modular Track
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.

Curriculum Outline:

Program Title: AAS in Nursing – Modular Track

Course Prefix	Course Number	Course Title	Credit Hours
General	**Course**		
BIO	137	Human Anatomy & Physiology I	4
BIO	139	Human Anatomy & Physiology II	4
BIO	225	Medical Microbiology	4
PSY	110	General Psychology	3
ENG	101	Writing I	3
		Quantitative Reasoning course at AA/AS Level	3
		Heritage/Humanities Course	3
		Subtotal	**24**

Technical	Courses:		
NAA	100	Nursing Assistant Skills I <u>and</u> passing state nurse aide exam **OR** Active status on a state nurse aide registry	0-3
CPR	100	CPR for Healthcare Professionals	0-1
NSG	101	***Nursing Practice I **OR**	9
NSG	109	****Transition: Medic to ADN I	(6)
NSG	219	***Medical/Surgical Nursing I **OR**	7
NSG	195	**Transition to ADN **OR**	(4)
NSG	209	Transition: Medic to ADN II	(5)
NSG	211	Maternal Newborn Nursing	3
NSG	212	Behavioral Health Nursing	3
NSG	213	Pediatric Nursing	3
NSG	229	Medical/Surgical Nursing II	7
NSG	239	Medical/Surgical Nursing III	6
		Subtotal	**26-42**
		TOTAL CREDITS	**50-66**

**Taken by Licensed Practical Nurses who meet specific program requirements.

***Credit may be awarded to Licensed Practical Nurses who meet specific program requirements.

****Credit may be awarded to military medics who meet specific program requirements.

Completion of the nursing program will meet the KCTCS graduate requirement of digital literacy.

NOTE: CPR requirements must be successfully completed prior to enrolling in the first nursing course and must be kept current throughout the program.

ASSOCIATE DEGREE NURSING – COURSE DESCRIPTIONS

NSG101 – Nursing Practice I
Focuses on nursing practice within the context of the contemporary health care delivery system by introducing the nursing process and basic nursing concepts as a framework for organizing care delivery. Emphasizes foundational knowledge of nursing practice, skills acquisition, and the basic care of diverse patient populations. Introduces the four competencies of nursing practice including human flourishing, nursing judgment, professional identity, and spirit of inquiry and Quality and Safety Education for Nurses (QSEN). Pre-requisite: Admission to the Associate Degree Nursing program. (BIO 137 and Quantitative Reasoning Course at AA/AS level) with a grade of "C" or better, PSY 110, and 75-hour nursing assistant course or its equivalent. Pre-requisite or Corequisite: BIO 139 with a grade of "C" or better. Lecture: 5 credits (75 contact hours). Clinical: 4 credits (180 contact hours).

NSG 109- Transition: Medic to ADN I
Builds upon the basic nursing skills and concepts learned as a military medic. Assists the medic in making the beginning transition to the RN role. Introduces four competencies of nursing practice including human flourishing, nursing judgment, professional identity, and spirit of inquiry and Quality and Safety Education for Nurses (QSEN). Upon successful completion of all components of the course the student will be admitted to NSG209 and will have earned three (3) credit hours of advanced standing for a total of nine (9) credits. Pre-requisite: Admission to the Associate Degree Nursing program. (BIO 137 and Quantitative Reasoning Course at AA/AS level) with a grade of "C" or better, PSY 110, 75-hour nursing assistant course or its equivalent, and documentation of completing Level 10 Military Medic certification. Pre-requisite or Corequisite: BIO 139 with a grade of "C" or better. Lecture: 5 credits (75 contact hours). Clinical: 1 credit (45 contact hours).

NSG 195 – Transition to ADN
Builds upon the basic nursing skills and concepts learned in the LVN/LPN experience. Assists the Practical Nurse to make the beginning transition to the RN role. Strengthens the four competencies of nursing practice including human flourishing, nursing judgment, professional identity, and spirit of inquiry and Quality and Safety Education for Nurses (QSEN). Emphasizes the concepts of nutrition, metabolism, endocrine, elimination, and integumentary. Upon successful completion of all components of the course, the student will be admitted to NSG 229 and will have earned by advanced standing, 16 credit hours in nursing. Pre-requisite: Admission to the Associate Degree nursing Program and (BIO 137, BIO 139, and Quantitative Reasoning Course at AA/AS Level) with a grade of "C" or better, PSY 110, and ENG 101. Co-requisite: NSG 212 with a grade of "C" or better. Lecture: 3.5 credits (52.5 contact hours). Clinical: 0.5 credit (22.5 contact hours).

NSG 209- Transition: Medic to ADN II
Builds upon the level 10 military medic experiences in application of core components of nursing. Focuses on the continued development of critical thinking, emphasizing the concepts of nutrition, metabolism, endocrine, elimination, and integumentary systems. Strengthens the four competencies of nursing practice including human flourishing, nursing judgement, professional identity, and spirit of inquiry, and Quality and Safety Education for Nurses (QSEN). Upon successful completion of all components of the course the student will be admitted to NSG 229 and will have earned two (2) credit hours of advanced standing for a total of seven (7) credits. Pre-requisite: NSG109 and BIO139 with a grade of "C" or better. Pre-requisite or Co-requisite: NSG 212 with a grade of "C" or better and ENG 101. Lecture: 4 credits (60 contact hours). Clinical: 1 credit (45 contact hours).

NSG219 – Medical Surgical Nursing I
Focuses on the application of the core components of nursing practice to adult patients experiencing actual or potential alterations in health. Strengthens the four competencies of nursing practice including human flourishing, nursing judgment, professional identity, and spirit of inquiry and Quality and Safety Education for Nurses (QSEN). Emphasizes the concepts of nutrition, metabolism, endocrine, elimination, and integumentary. Pre-requisite: NSG 101 and BIO 139 with a grade of "C" or better. Pre-requisite or Co-requisite: NSG 212 with a grade of "C" or better and ENG 101. Lecture: 4 credits (60 contact hours). Clinical: 3 credits (135 contact hours).

NSG212 – Behavioral Health Nursing
Focuses on the application of the core components of nursing practice to adult patients experiencing actual or potential alterations in mental health. Strengthens the four competencies of nursing practice including human flourishing, nursing judgment, professional identity, and spirit of inquiry and Quality and Safety Education for Nurses (QSEN). Pre-requisite: NSG 101 and BIO 139 with a grade of "C" or higher. Pre-requisite or Co-requisite: NSG 219 with a grade of "C" or higher, and ENG 101. Lecture: 2 credits (30 contact hours). Clinical: 1 credit (45 contact hours).

NSG229 – Medical/Surgical Nursing II
Focuses on the application of the core components of nursing practice to adult patients experiencing actual or the potential for alterations in health. Illustrates the four competencies of nursing practice including human flourishing, nursing judgment, professional identity, and spirit of inquiry and Quality and Safety Education for Nurses (QSEN). Emphasizes the concepts of oxygenation, circulation, perfusion, and activity/exercise. Pre-requisite: NSG 219 and NSG 212 with a grade of "C" or higher and ENG 101. Pre-requisite or Co-requisite: NSG 211 and BIO 225 with a grade of "C" or higher. Lecture: 4 credits (60 contact hours). Clinical: 3 credits (135 contact hours).

NSG211 – Maternal Newborn Nursing
Focuses on the application of the core components of nursing practice to the care of childbearing families. Illustrates the four competencies of nursing practice including human flourishing, nursing judgment, professional identity, and spirit of inquiry and Quality and Safety Education for Nurses (QSEN). Pre-requisite: (NSG 219 and NSG 212) with a grade of "C" or higher, and ENG 101. Pre-requisite or Co-requisite: NSG 229 and BIO 225 with a grade of "C" or higher. Lecture: 2 credits (30 contact hours). Clinical: 1 credit (45 contact hours).

NSG239 – Medical/Surgical Nursing III
Focuses on the application of the core components of nursing practice to adult patients experiencing actual or the potential for alterations in health. Validates the four competencies of nursing practice including human flourishing, nursing judgment, professional identity, and spirit of inquiry and Quality and Safety Education for Nurses (QSEN). Emphasizes the concepts of: neurological, eyes/ears, immune/cancer, multiple systems organ failure, and disaster planning. Role transition is addressed and emphasizes leadership, management of care, skill development and professionalism. NSG 239 is the capstone course and must be successfully completed in the final semester of the associate degree nursing program enrollment. (201 KAR 20: 320). Pre-requisite: NSG 229 and NSG 211 and BIO 225 with a grade of "C" or better. Pre-requisite or Co-requisite: NSG 213 with grade of "C" or better and Heritage/Humanities. Lecture: 3 credits (45 contact hours). Clinical: 3 credits (135 contact hours).

NSG213 – Pediatric Nursing
Focuses on the application of the core components of nursing practice to the care of the child and family. Validates the four competencies of nursing practice including human flourishing, nursing judgment, professional identity, and spirit of inquiry and Quality and Safety Education for Nurses (QSEN). (Unsuccessful completion of NSG 213 will require mandatory withdrawal from NSG 239; 201 KAR 20:320). Pre-requisite: NSG 229 and NSG 211 and BIO 225 with a grade of "C" or better. Co-requisite: NSG 239 with grade of "C" or better or Consent of Instructor. Pre-requisite or Co-requisite: Heritage/Humanities. Lecture: 2 credits (30 contact hours). Clinical: 1 credit (45 contact hours).

PRACTICAL NURSING PROGRAM INTRODUCTION

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KCTCS Mission Statement

In everything we do, our mission is to improve the quality of life and employability of the citizens of the Commonwealth by serving as the primary provider of:

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

Hopkinsville Community College Mission Statement

Hopkinsville Community College 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

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 lifelong 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.

American Nurses Association. (2015). *Code of Ethics for Nurses with Interpretive Statements.* Silver Spring, Maryland: American Nurses Association.

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. The use of the nursing process at the practical nursing level toward the maintenance of health and prevention of illness, the observation and nursing care of persons experiencing changes in their health processes, and the evaluation of health practices of patients are emphasized.

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

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

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

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.

KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM
PRACTICAL NURSING PROGRAM

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.

Curriculum Outline:

Program Title: Practical Nurse-Pathway 3

Course Prefix	Course Number	Course Title	Credit Hours
General	**Course**		
ENG	101	Writing I	3
BIO	135	Basic Anatomy and Physiology with Laboratory **OR**	4
BIO	137	Human Anatomy and Physiology I **AND**	(4)
BIO	139	Human Anatomy and Physiology II	(4)
PSY	110	General Psychology	3
		Subtotal	**10-14**

Course Prefix	Course Number	Course Title	Credit Hours
Technical	**Courses:**		
NAA	100	Nursing Assistant Skills I and passing state nurse aide exam **OR** Active Status on a state nurse aide registry	0-3
CPR	100	CPR for Health Care Professionals	0-1
AHS	115	Medical Terminology **OR**	3
CLA	131	Medical Terminology from Greek and Latin	(3)
NPN	106	Fundamentals of Nursing Care (full semester)	6
NPN	108	Pharmacology in Nursing (1st 8 weeks)	3
NPN	125	Mental Health (2nd 8 weeks)	3
NPN	140	Nursing Care I (1st 8 weeks)	3
NPN	201	Childbearing Family (2nd 8 weeks)	3
NPN	208	Nursing Care II (full semester)	10
NPN	210	Clinical Practicum	4
NPN	215	Nursing Trends and Issues	1
		Subtotal	**36-40**
		TOTAL CREDITS	**46-54**

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 Maslow's hierarchy of needs as related to client daily living across the life span. Covers fundamental nursing skills including therapeutic communication techniques; nursing assessment; nursing process and care planning; charting; legal and ethical parameters of health care; rest and sleep; 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 ENG 101 and "College-Ready Math" and (AHS 115 or CLA 131) with a minimum C grade. 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 credit (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] "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: 2.0 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
Applies nursing process to childbearing families with focus on health promotion and common health alterations in the reproductive process. Pre-requisite: Pathway 3: (NPN 106, NPN 108, NPN125, and BIO139), Minimum "C" grade. Co-requisite: Pathway 3: NPN140, NPN208, Minimum "C" grade. Lecture: 2.0 credits (30 contact hours). Lab: 1.0 credit (45 contact hours).

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

Prepares the student for the role of the practical nurse. Pre-requisite: Pathway 3: NPN106, NPN108, NPN125, NPN140, NPN201, and NPN208, Minimum "C" grade. Co-requisite: Pathway 3: NPN 210, Minimum "C" grade. Lecture: 1.0 credit (15 contact hours).

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 <u>active</u> 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 current KCTCS curriculum 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 Appendix A 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 ground work 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
- 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.

Guidance for Maximum Number of "Unsatisfactory" (U) or "Needs Improvement" (NI)

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.

Associate Degree Nursing Program
- Under this curriculum, a student in Nursing 101, 109, 195, 209, 219, and 212 may not receive more than 3 "Unsatisfactory," or 4 "Needs Improvement" competency evaluations per week **or** for the same competency per semester.

- A student in Nursing 229, 211, 239, and 213 may not receive more than 2 "Unsatisfactory" or 3 "Needs Improvement" competency evaluations per week **or** for the same competency per semester.

Practical Nursing Program
- A student in any PN 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 be reviewed by the Practical Nursing faculty as needed.

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 Associate Degree 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 <u>all</u> 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.

Time allotment for exams/final should be:
- 1 hour for 50-question unit exam with the number of math problems stated in course syllabus.
- 75 minutes for 60-question unit exam with the number of math problems stated in course syllabus.
- 2 hours for 100-question comprehensive final with the number of math problems stated in course syllabus.

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. If an exam is missed, a make-up written exam may be administered in the event of an emergent or catastrophic event as determined by all faculty within that semester. If the student disagrees with the faculty decision, they may submit a request to the Nursing Division Chair / Program Coordinator.
1. The make-up exam, if approved, 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, if approved, 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 <u>all</u> 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.

Two (2) bonus points can be earned by obtaining a score above the course-specific score on the Kaplan end-of-course exam.

NCLEX Next Gen Questions

To better assess the level of clinical judgement of nursing applicants, important changes are coming to the NCLEX (National Council Licensure Examination) exam in April 2023. The National Council of State Boards of Nursing (NCSBN) has approved several new question types to assess nursing clinical judgement more appropriately. The HCC nursing faculty will be incorporating these new question types in lecture as well as on nursing exams. First semester nursing students will be exposed to the new question types in lecture until midterm when these questions will be added to exams.

ADN program percentages:
1st semester students will see 10% of exam questions are next generation NCLEX (NGN) after midterm.
2nd semester students will see 15% NGN questions.
3rd semester students will see 20% NGN questions.
4th semester students will see 25% NGN questions.

PN program percentages (Next Gen question types to begin in Fall 2022):
Fall Term 2022:
      2nd 8 weeks will see 10% NGN questions
Spring Term 2023:
      1st 8 weeks will see 15% NGN questions
      2nd 8 weeks will see 20-25% NGN questions

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 ExamSoft 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 environment.
8. Dry-erase boards and markers may be provided for students to use as scratch paper to simulate NCLEX testing procedures.
9. No notetaking or copy and pasting of the test questions in any form on any material.
10. Only one browser can be open during the exam.
11. To protect exam validity and integrity, backtracking will not be allowed AND questions will be randomized for each exam. Multiple exam versions may be randomly selected/assigned for students for actual proctored exam experience.

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.

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.

Students are encouraged to use retention and tutoring services available throughout other areas of the HCC campus, such as Student Support Services, Academic Success Center, etc.

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 current KCTCS Curriculum 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 as outlined in the next section for "Clinical Evaluation".

- 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.

POLICIES GOVERNING STUDENT BEHAVIOR AND EVALUATION

Attendance

Attendance is essential. Participation in <u>all</u> learning experiences is necessary for success in the Hopkinsville Community College Nursing Program. Punctuality is required in all learning activities and is a form of accountability. Lecture attendance is expected. Attendance will be monitored by completing an attendance roster. Please see the course syllabus for specific Attendance Policy.

The faculty reserves the right to make exception in the event of a catastrophe, including but not limited to death or hospitalization in the immediate family. Each situation will be reviewed on a case-by-case basis by the faculty.

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

Make-up Work

When an absence occurs, all make-up work is due within 5 business days from the first (1st) 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.

Make-up Exams

Please refer to the section "Theory Evaluation" found earlier in this handbook.

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.

Preparation

Preparation for all learning experiences is expected and is an integral part of the learning process and of safe nursing practice. Preparation is essential for satisfactory performance.

Clinical and Campus Lab Attendance per Course

Clinical and Campus Lab attendance is mandatory. Each student is required to complete a specific number of hours for campus lab and clinical per semester.

- Associate Degree Nursing Program:
    - 180 hours in NSG101
    - 135 hours in each of NSG219, NSG229, and NSG239
    - 45 hours in each of NSG109, NSG209, NSG211, NSG212, and NSG213
    - 22.5 hours in NSG195
- Practical Nursing Program:
    - 90 hours in NPN106
    - 45 hours in each of NPN108, NPN125, NPN140, and NPN201
    - 180 hours in NPN208
    - 135 hours in NPN210

In the event of a campus lab absence, the student must:
- notify the instructor of the intended absence a minimum of one (1) hour prior to the beginning of the campus lab.
- complete the appropriate make-up work as determined by the instructor.

In the event of a clinical absence, the student must:
- notify the instructor of the intended absence a minimum of one (1) hour prior to the beginning of the clinical.
- complete the appropriate make-up work as determined by the instructor.

The student who demonstrates habitual tardiness will be subject to disciplinary action up to and including dismissal from the program.

If a student is absent from lab or clinical, the student, instructor, and coordinator will sign the *Student Acknowledgment of Clinical Absence*. The form will be placed in the student's file.

A second absence from lab or clinical is considered excessive and the student will be brought before the coordinator and level faculty to determine if the student will be allowed to continue in the program.

Returning to Clinical after Certain Types of Absences

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 and form may be found in Appendix C. Please see Americans with Disabilities Act (ADA) Guidelines for assistance.

Academic Progress

Students shall maintain satisfactory progress toward completion of the prescribed competencies in all requirements for a degree, 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 Associate Degree Nursing Program and Practical Nursing Program have clearly identified courses required for completion and courses identified as prerequisites. Students shall complete each required nursing, math, science, and prerequisite 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 purpose other than research. **The taking of photos in any clinical areas is strictly prohibited.**

All Clinical facility guidelines and policies must be followed at all times.

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, please visit https://kctcs.edu/current-students/media/Student-Code-of-Conduct-8-20.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.

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.

Additional NCSBN resource: https://www.ncsbn.org/NCSBN_SocialMedia.pdf

ANA resource: https://www.nursingworld.org/social/

KBN resources: https://kbn.ky.gov/practice/Documents/aos40.pdf
                                    https://kbn.ky.gov/practice/Documents/aos34.pdf

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.

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 or blood test to check for TB, 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, Quantiferon Gold blood test, or T-spot 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 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 <u>7-21 days</u> 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 or T-spot 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 Occupational Health located in Hopkinsville, KY. An updated background check and drug screen are required on an annual basis and any time a student is readmitted to the program. Specific details for obtaining the background check and drug screen will be provided by the Nursing Department staff.

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 Healthcare Provider or Basic Life Support (BLS) 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 (ADN-Blue, PN-Green) 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. No type of fake (not permanently attached) eyelashes are permitted.
7. Good oral hygiene must be evident.
8. No perfume or scented lotions should be worn in the clinical area.
9. 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.
10. 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.
   a. No pins are allowed to be attached to the nursing badge.
   b. Only clear, plastic badge holders or clips (includes retractable clips) should be used.
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. Student 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".

PROFESSIONAL ORGANIZATIONS

Hopkinsville Kentucky Association of Nursing Students (HKANS)
The HCC Nursing Program encourages all students to become members of the local HKANS and the National Student Nursing Association (NSNA) chapter.

The local HKANS chapter offers leadership opportunities and community engagement through monthly meetings and other activities throughout the semester.

The NSNA dues are $37 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/.

HOSA Future Health Professionals (formerly known as Health Occupations Students of America)
Hopkinsville Community College established a HOSA chapter in Spring 2018. Dues are approximately $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/.

Organization for Associate Degree Nursing (OADN)
On September 21, 2020, Hopkinsville Community College became only the second school in the state of Kentucky to be awarded a chapter in the Alpha Delta Nu Honor Society, governed by the Organization for Associate Degree in Nursing (OADN). This prestigious honor is obtained by holding a minimum letter grade of "B" in all courses, including prerequisite courses, throughout the nursing program. On December 1, 2020, HCC proudly inducted its first 6 students into the Alpha Delta Nu Honor Society.

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:
- Associate Degree Nursing Program
  - Spirit of Nightingale – Clinical Performance, Leadership Ability, Professional Behavior – Elected by faculty
  - Outstanding Student– Elected by faculty
- Practical Nursing Program
  - 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 <u>all</u> 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, please visit
https://kctcs.edu/current-students/media/Student-Code-of-Conduct-8-20.pdf

Curriculum

The Associate Degree in Applied Science is awarded upon successful completion of all college requirements. A minimum of 62 hours (50 hours for LPN-RN Bridge Program and 56 hours for Transition: Medic to ADN) 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 required in the curriculum. Graduation from the program qualifies the graduate to write the National Council Licensure Exam (NCLEX) State Board Examination to become a registered 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.

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 required in the curriculum. 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 current 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 midterm 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.

Options 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.

Student 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 comprehensive 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 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 <u>initial</u> 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 Accessibility/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 Accessibility Services Office, which is coordinated through the Student Affairs Office. The Accessibility Services Office is located on the Hopkinsville campus on the second floor of the Administration Building, Room 208. Please visit https://hopkinsville.kctcs.edu/about/student-life/accessibility-services/index.aspx for more details as well as Accessibility Services staff contact information.

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 Nursing 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/Student-Code-of-Conduct-8-20.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

https://hopkinsville.kctcs.edu/about/campus-safety/inclement-weather-policy.aspx

Hopkinsville Community College Weather Hotline
Call HCC Weather Hotline at (270) 707-3701.
There will also be a message on the HCC website homepage, Facebook, and Twitter pages.

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 Blackboard sites. Information will also be communicated to the following media outlets: WHOP radio, WKDZ radio and WVVR radio. NOTE: HCC announcements via the HCC webpage, weather phone hotline, HCC social medica pages, and SNAP text messages will offer the most concise and up to the minute information available.

Virtual Services
HCC offers virtual services so that students can be served by financial aid, student services and more despite the weather.

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. 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. Communication is critical. Students are strongly encouraged to notify their faculty member as soon as possible if they are unable to attend class due to inclement weather. If individual faculty are unable to drive to their campus under this action, the faculty member will be responsible for contacting their students via email and/or course Blackboard site to notify their students of course cancellation. 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. Visit the HCC website and social media pages for up-to-date information. Classes on high school campuses will follow public school closings or delays.

Remote Instruction
When hazardous conditions develop overnight or continue to develop during the morning, showing no signs of stopping, students will be notified to work remotely while the campus is closed. In this event, students should immediately consult with their instructor for next steps. If hazardous conditions continue, a decision concerning evening classes will be made by 3:00 PM. Decisions regarding day classes do not imply the decisions for evening classes. These are two separate actions.

Road Condition Information
- Kentucky Road Conditions
    - Within Kentucky dial 511
    - Outside of Kentucky (866) 737-3767
    - https://www.kentuckyroads.com
- Tennessee Road Conditions
    - Within Tennessee dial 511
    - Outside of Tennessee (877) 244-0065
    - www.tn511.com

Fort Campbell Road Conditions
(270) 798-ROAD (7623)
Online road condition reports

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. It 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 07/22/2021)

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.

Tuition Rates for 2021-2022
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
Distance Learning Fee	$20 per credit hour

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

Associate Degree Nursing (RN) Program
Anticipated Additional Expenses not including tuition (subject to change):
First Year (estimated $3,379.50 - $3,574.50)
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): $600
5. Travel to school and clinical facilities: $200
6. Nursing lab supply kit: $550-600
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 Resources: Course Fee Charge (approximately $318.75 per semester = $637.50 for year one)
13. ExamSoft Assessment Platform: $80 per semester = $160 for year one

Second Year (estimated $2,509.50 - $2,919.50)
1. Professional Liability Insurance: $22
2. Books (3rd semester): $350
   Books (4th semester): $250
3. Travel to school and clinical facilities: $200
4. Nursing lab supply kit: $170
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 Resources: Course Fee Charge (approximately $318.75 per semester = $637.50 for year two)
11. ExamSoft Assessment Platform: $80 per semester = $160 for year two
12. NCLEX Exam: $200
13. Licensure Fee (Varies by state): $100
14. Other fees associated with licensure application – fingerprints, background check, Jurisprudence Exam, etc: $100
15. Graduation cap, gown, tassel, diploma cover (required for HCC's graduation ceremony): $65-70

Practical Nursing (PN) Program

Anticipated Additional Expenses not including tuition ($4,167.95 - $4,817.95):

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: $250-350 per year
7. HKANS/NSNA/HOSA Membership Fees (optional): $50
7. Background Check (provider selected by Nursing Department): $35-50
8. Drug Screen: $35-40
9. Blood tests/Immunizations: $200
10. CPR Training (American Heart Association BLS Healthcare Provider): $50-175
11. Kaplan resources – course charge added to tuition: approximately $286.65 per semester (approx. $859.95 total program)
12. Nursing pin (optional): $80-480
13. NCLEX Exam: $200
14. ExamSoft Assessment Platform: $80 per semester = $160 total program
15. Licensure Fee (Varies by state): $100
16. Other fees associated with licensure application – fingerprints, background check, Jurisprudence Exam, etc: $100
17. Graduation Expenses (cap, gown, tassel, diploma cover, announcements - required for HCC's graduation ceremony): $65-70

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 healthy 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 hide from challenges

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

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

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

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

IMPORTANT HCC CONTACT NUMBERS

HCC Information Technology (IT) Department
Hp-it-staff@kctcs.edu or (270)707-3770

Blackboard Help Desk
(855)640-3776

HCC Nursing Department
(270)707-3840

HCC Registrar's Office
(270) 707-3811

HCC Admissions & Records Office
Hopkinsville-admissions@kctcs.edu or (270) 707-3809

HCC Financial Aid Office
Hp-HCCFinancialaid@kctcs.edu or (866) 534-2224

HCC Business Office
Hp-business@kctcs.edu or (270) 707-3720

APPENDIX A: LAB USAGE PROCEDURE

Nursing Labs: Lab 1 (TC 221)   Nurse Aide Lab (TC 208)
                      Lab 2 (TC 223)   Sim Lab I (ETB 203)
                      Lab 3 (TC 225)   Sim Lab II (ETB 208)

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

- No food or drinks allowed in the labs

- Email or see Ms. Baker to make lab reservations.

- Reservations will be for HCC nursing students only.

- Make an appointment with Ms. Baker if you need help with a skill.

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

    **Labs should ALWAYS be straight, clean, and presentable.

Lab Request Criteria

Please include the following information when requesting lab space:

ALL email communications should be through your KCTCS student account

- **Your Name + (You may schedule with 1 other student)**
  - Carbon Copy (CC) the other student in the email

- **Program/Course –** PN, RN, current semester, or specific nursing course

- **Date & Time Requesting**
  - Be specific with your requests (I don't know your schedule)
  - Provide 1 to 2 alternate dates/times (to be considered when your 1st choice is not available)

- **Skill to be practiced/recorded**

- **Supplies Needed** (You must bring your nursing kits with your supplies when you come to labs.)

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

- ❖ Labs will be scheduled in 1-hour blocks beginning at 8am through 4pm. This allows 50 minutes for skill practice/recording and 10 minutes for lab clean up.

- ❖ **Only** HCC nursing students are permitted in the labs.

APPENDIX B: SIMULATION LAB POLICIES AND PROCEDURES

Purpose

The purpose of the Simulation Lab is to provide nursing and allied health students at Hopkinsville Community College (HCC) an exceptional educational experience in a dynamic and diverse learning environment. We strive to provide high-quality, evidence-based learning opportunities while promoting clinical reasoning, critical thinking, and clinical judgement in a controlled environment.

Goals

The goals of the Simulation Lab include:

- Adapt care to meet the needs of a variety of patients in a range of settings.
- Utilize available resources and standard practices to provide safe patient care.
- Communicate with patients, family members, and the healthcare team in a professional manner.
- Collaborate with an inter and intra-professional team.
- Demonstrate clinical competence through repeated and deliberate practice.
- Integrate theory and practice to prioritize and implement evidence-based care.
- Use reflection to self-analyze performance.

Simulation Lab Staff

Simulation Lab Coordinator

- Oversees all instructional and operational aspects of the Simulation Lab
- Manages day to day operations including scheduling, staffing, and supply management

Lab Specialist

- Assists with operational aspects of the Simulation Lab and skills lab
- Assists with scheduling of labs and supply management

Simulation Lab Overview

The Simulation Lab is a learning center where students gain real-world experience in a controlled clinical setting. The Simulation Lab is equipped with an array of high and low fidelity patient simulators, anatomical models, and realistic medical equipment to support student learning.

Simulation is integrated throughout the nursing program curriculum to complement classroom and clinical experiences and aid in preparing students for competent practice. Each simulation scenario is designed to provide specific learning opportunities based on student learning needs. During simulation experiences, nursing students take charge of patient care and work through scenarios to practice clinical judgement, critical thinking, communication, assessment, delegation, and teamwork.

Course instructors and the trained Simulation Lab Coordinator, utilizing the NLN Simulation Template, will develop simulation experiences for designated course as necessary. Simulations will be developed with consideration of the program philosophy which includes the NLN Core Values and Goals for Nursing Education, as well as the QSEN competencies and Maslow's Hierarchy of Needs. Simulation experiences are planned to help meet and evaluate the student learning outcomes for the specified course.

A summary of how simulation experiences will be planned and carried out is as follows:

- Simulation experiences may take place in the classroom, online, in the laboratory setting, or in a designated simulation room.
- Students will be notified of the purpose and nature of the simulation experience.
- Students will sign acknowledgment of receiving the information included in the simulation policy.
- Students will sign a confidentiality statement regarding the content of each simulation experience and the performance of other students during simulations in which team nursing is simulated.
- Students are required to complete all assignments related to the simulation experience including pre-simulation readings, viewing of videos, etc.
- Students will be provided with a pre-briefing of the simulation, which will include the objectives of the simulation experience.
- Adequate and effective nursing/medical simulation equipment and supplies will be purchased and maintained for simulation experiences.
- If the simulation experience is to be used for evaluation of students' skill and/or knowledge, a simulation evaluation tool will be used. The tool may be modified to meet the evaluation needs of each simulation experience.
- Students and faculty are to behave and communicate professionally during simulation experiences as they would in a live clinical experience.
- Appropriate attire for the simulation will be announced prior to the simulation.
- Following the simulation, a debriefing session will be held. Debriefing is arguably the most important component of a simulation experience. It is a process of examining both the actions and meanings of action during a simulation experience. It is learner centered and uses reflection to promote learning. The debriefing session is not for lecturing. The role of the debriefer is to guide students through the reflective process of debriefing in a structured manner. The aim is to reflect on and make sense of the experience, improve understanding and clinical reasoning, and relate the learning to future experiences (Driefuerst, 2015).
- At Hopkinsville Community College, we use Debriefing for Meaning Learning (DML) as our debriefing method (Driefuerst, 2015). DML is an evidence-based debriefing method for use in both the simulation setting and in the clinical setting. DML is rooted in Socratic questioning and guided reflection. Socratic questioning is a method of asking questions so students may reveal answers to problems. The phrases of DML include engage, explore, explain, elaborate, evaluate, and extend (Driefuerst, 2015).
- Students will complete documentation requirements as assigned for the simulation.
- Students will be provided with the appropriate feedback of their performance following the simulation. Faculty may require a post-simulation meeting with individual students to discuss that student's performance as necessary.
- Students will complete an evaluation of each simulation experience in an effort to make program improvements. Questions regarding the simulation program will also be included in the student's evaluation of the course.
- If a simulation experience requires outside participation from actors, volunteers, other college students, etc., those participants will be asked to sign a confidentiality statement.
- Students are expected to follow the lab/clinical rules in the program handbook during all simulation experiences.
- When simulation experiences are used to replace live, in-person clinical hours for the course, time will be counted as follows: one hour of work in simulated experiences will be equal to up to 1 hour of in-person clinical.

Dress Code

Students using the Simulation lab are expected to comply with the dress code in the student handbook. The student handbook can be found on the Hopkinsville Community College Nursing website (https://hopkinsville.kctcs.edu/education-training/program-finder/Nursing/index.aspx). Additionally, closed-toed shoes must be worn in the Simulation Lab and name badges must be worn above the waist at all times.

Confidentiality

All simulated clinical scenarios involving students or video recording are considered confidential. The student agrees to maintain strict confidentiality of any performance conducted in the Simulation Lab. Each student will sign a RELEASE AND NON-DISCLOSURE FORM. Each simulation lab participant will uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA) regarding confidentiality. Report all confidentiality violations to an instructor. Because Hopkinsville Community College is an academic institution, all requirements of the Family Educational Rights and Privacy Act (FERPA) must be upheld by protecting the privacy of student education records.

Attendance

The student will adhere to policies and procedures in the Student Handbook related to clinical attendance and punctuality. It is expected that you will come to the Simulation Lab having completed the assigned preparatory work with a professional attitude and a desire to <u>actively</u> participate in the learning experience.

Conduct

Professional conduct and communication are expected at all times. You will be participating and observing others during simulation experiences. Please maintain a respectful and safe learning environment for your colleagues.

The Simulation Lab should always be treated as a clinical setting. Treat manikins with the respect of a live patient.

There is no gum, food, or drinks in the simulation lab.

Equipment Use

The equipment in the Simulation Lab has been selected to increase student learning so care of equipment is expected.

- Always perform hand hygiene (wash with soap and water or using alcohol-based hand sanitizer) prior to entering the lab and/or working with manikins or task trainers.
- Do not use Betadine, iodine, or dyes on the manikins or task trainers, as they will stain the manikins.
- Do not use ink pens or markers near the manikins, as they will leave a permanent mark on the manikins.
- Perform hand hygiene prior to exiting the lab.
- Students should bring their lab kit with their supplies with them for lab. The purpose of the lab kits is for the students to have adequate supplies to practice and check-off with.
- Students that need equipment or supplies to be used in the lab, that is not included in their lab kit, should request the supplies from the Lab Specialist or Simulation Lab Coordinator, at least 48 hours in advance.

Some simulation items may be available for presentation or teaching activities outside of the Simulation Lab.

- To facilitate check-out of any lab equipment, email the Simulation Lab Coordinator at least one week in advance of the date requested.
- All equipment must be signed-out on the Equipment Sign-Out Form.
- The user assumes full responsibility for the equipment and agrees to compensate the Simulation Lab should any item not be returned or is returned in a damaged or broken condition indicative of misuse.
- Return of all equipment must be checked-in and marked as "returned" on the Simulation Lab Equipment Sign-Out Form.

Clean-Up

Please leave the Simulation Lab in good condition, as you would a patient room. This entails:

- Beds are clean, made and in a low-locked position. Under no circumstances should the manikins be left exposed (naked).
- Throw away all trash and wrappers.
- Use sharps containers for needles and broken glass. Do NOT throw trash into biohazard sharps boxes.
- Return all equipment to its appropriate location.
- Identify damaged or missing equipment immediately to Simulation Lab Coordinator or Lab Specialist.
- Clean the manikins of any residue such as adhesive.
- Wipe down the bedside tables with cleansing wipes.

COVID-19

Due to the novel coronavirus pandemic, additional cleaning guidelines have been implemented to meet Healthy at Work requirements set forth by the Kentucky Department of Health (KDPH) and the Centers for Disease Control and Prevention (CDC). In addition to the aforementioned cleaning procedures, Nursing Faculty are responsible to ensure that the following procedures are performed:

- Perform frequent hand hygiene.
- Assign students to a bed/mannikin. The student should remain in the assigned area and not travel to neighboring beds.
- Assign linen/equipment to be used during the assigned lab time. If students will be returning to the lab, bag the linens for use the next day.
- Cleaning will be done with Casey Jones Sanitizer (CJS) and paper towels, both of which are provided by the college. Allow 60 seconds dry time for CJS (Q.T. 3 is NOT to be used in the labs, it damages our equipment)
- Allow time to clean all surfaces that have been touched/used: manikins, beds (mattress, rails, head and footboards, call lights, overbed tables, chairs, night stands, computer carts, keyboards, IV poles and pumps, cabinets, door handles, light switches, sinks, anything that has been touched or used). It is recommended to allow 15 – 30 minutes for cleaning time, depending on what type of equipment and how much equipment was used.
- USED LINENS ARE TO BE BAGGED AT THE END OF THE LAB. IT IS THE RESPONSIBILITY OF **THE INSTRUCTOR** TO WASH, DRY, FOLD, AND PUT AWAY THE LINEN.
- Linens will have to be kept clean to allow continued use in the labs.

- Keep the labs neat and organized. If you get supplies out or use supplies, you are responsible to clean them and put them away. If you are not sure where supplies are stored, ask the Lab Specialist or Simulation Lab Coordinator.
- Keep curtains tied back unless necessary to pull them. If pulled, spray with disinfectnt spray, allow to air dry, and then tie back.
- Keep items on headwall neat and organized (rolled up and taped = clean). Students should not be touching these items unless needed for their lab

Safety Guidelines

Universal Precautions

All students should follow Universal Precautions against infectious disease while participating in clinical activities in the lab.

Needle Stick Guidelines

All sharps will be handled safely and disposed of properly. In the event of a "clean" needle stick, the guideline below will be followed:

- Immediately inform the instructor
- Wash affected area with soap and water
- Render first aid as needed
- Complete an incident report
- Seek medical treatment as deemed necessary

Security and Emergencies

Requests to utilize the Simulation Center outside of normal business hours may require additional planning with Maintenance and Operations (M&O) and campus security.

Simulation Days

Attendance

- Students will be notified at the beginning of the semester of their scheduled simulation day. The simulation may not be the same day of the week as the clinical day.
- Students are to report to the Simulation Lab 15 minutes prior to the scheduled start time.
- If for any reason the student is not able to attend simulation, they should notify the Simulation Lab Coordinator as soon as possible, either via email or voicemail.
- The student will initiate and complete the clinical absence form for the missed date.
- Make-up for simulation day absence will be arranged by the course instructor and the Simulation Lab Coordinator.

Preparation

- Preparation work (homework) should be completed and ready to turn in at the beginning of the simulation day.
- Homework must be handwritten.

- If the student does not have their homework completed and ready to turn in, they will not be allowed to stay for simulation. An alternate simulation date will be arranged with the course instructor and Simulation Lab Coordinator.

Student Evaluations

Students feedback is used to identify areas of opportunity and potential improvement in our simulation program. Students will complete an anonymous survey after each simulation day. There will also be a section on simulation in each individual course evaluation.

Faculty Information
Reservations

Reservations should be made at least two weeks prior to date of simulation. You can email your request for use of the JSH Simulation Lab or campus lab spaces should be emailed to the Lab Specialist. Requests are granted at a first come, first served basis. Please be sure to list in as much detail as possible regarding your simulation.

- Include any and all attachments related to requested simulation
- Send a detailed supply list no later than two weeks prior to simulation
- Submitting request online does not guarantee approval, you may be asked to meet in person with the Simulation Center staff to discuss your request
- Must arrive at least 30 minutes prior to event start time to ensure correct set up
- You must remain in the Simulation Center for the entirety of your simulation
- Requests to use the JSH Simulation Lab or other outside facilities should be first discussed with the Simulation Lab Coordinator

References

Dreifuerst, K. T. (2015). Getting started with Debriefing for Meaningful Learning. *Clinical Simulation in Nursing, 11*(5), 256-275. doi:10.1016/j.ecns.2015.01.005

APPENDIX C: 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 following page and/or on Blackboard must be completed by a physician or APRN, and submitted to the Nursing Division Chair (Director), 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 _____

This page is left blank intentionally.

APPENDIX D: COVID-19 STUDENT INFORMATION

- Attendance:
    - Students are required to conduct a self-screening prior to participation in face to face activities/on ground.
        - Self-screening questions are determined by of the following: KCTCS, HCC, CDC, local health department, clinical faculties and HCC Nursing Division.
        - Stay away from Campus and Clinical when you are experiencing any of the following:
            - Fever of 100.0 F or higher
            - Chills or Sweating regardless of actual temperature rating
            - New Cough
            - Difficulty Breathing
            - Sore Throat
            - Muscle aches, body aches
            - Stomach upset or vomiting and diarrhea
            - Loss of taste or smell
            - Awaiting test results surrounding these or other symptoms
            - Told to stay in self-isolation
    - Policies will be relaxed for student testing positive or on mandatory quarantine and may be individualized.
    - Testing positive for COVID-19
        - Requires mandatory quarantine time recommended by the local health department
        - Requires notifying the faculty and/or Healthy At Work Officer and follow instructions given by the Healthy at Work Officer.
        - A Self-Certification Form for safely returning to class/campus must be signed and submitted prior to returning to face to face/on ground course activities.
        - Students must complete a contact information sheet to ensure we have current information readily available, when/if needed.

- Lecture/Didactic :
    - Live online, synchronous instruction are highly recommended with current preferred methods. (Blackboard Collaborate or Teams)

- Clinical Experiences:
    - All Clinical facility guidelines must be followed at all times and may be specific to the state of emergency.
    - Isolation patient care may be permitted according to facility policy and faculty and student agreement as long as proper PPE is provided.
    - Clinical hour requirements to a concentrated clinical intensive model at the end of the course (if allowed at that time)
    - Online simulation experiences (ex- Virtual Clinical Excursions, Kaplan, Swift River, etc.) for up to 50% of required clinical hours or within current KBN and accreditation guidelines.
    - Clinical hours may continue as long as the clinical facility will allow them onsite.
        - Practicum hours must adhere to KBN and ACEN regulations. Student must complete 120 hours of Practicum in a 7 consecutive week time period and within 7 months of graduation.

- - If a clinical facility initially allows a student to start Practicum hours then closes the facility to students, the student should understand they may have to restart the entire 120 hours if they cannot complete them within the 7 consecutive weeks.
    - o Student Paperwork – All clinical documentation should be submitted in an online format. Students should be instructed that online submission is preferable versus bringing paperwork to campus during a mandatory closure.
    - o Prepare for awarding of "I" or "E" grade for incomplete course work related to the mandatory contingency plan and ensure timely completion of coursework immediately when the mandatory closure is lifted to allow students to remain on track to progress in their nursing course of study.
    - o Establish criteria for each skill check off regarding time limits or specific criteria for each skill expected to be submitted in the students' recorded check off.

- Labs:
    - o Utilize any *recorded* skill demonstrations that faculty have created for skill demos and as an added student resource.
    - o Identify any supplemental skills demonstrations through available online resources/commons.
    - o Once skills are demonstrated online (counting as the actual demonstration), integrate skill checkoffs into Blackboard assignments in which the student would be required to record and upload their skill performance/check off.
    - o The recorded student check off would be critiqued well, providing the student with the necessary feedback to enhance their success in the second check off. Students may opt to record a second skill check off or wait and complete the second check off immediately before the clinical intensive at the end of the course.

- Students should be notified, as soon as possible, of their responsibility to have a device they can test on off campus with reliable internet access, and a plan to test in a quiet environment at the assigned exam time. Accessories such as microphone and cameras may be required.
    - o Recommended specifications from HCC IT:
        - Operating system: Windows 10
        - Processor: Minimum - Intel Core i3 / Recommended - Intel Core i5 or higher
        - Memory: Minimum - 4 GB / Recommended - 8 GB or more
        - Hard Drive 128 GB Solid State Hard Drive / Recommended 256 GB Solid State Hard Drive or larger
        - Webcam, Microphone, and Speakers
        - Broadband Internet of 3 Mbps download and 1.5 Mbps upload
        - Chromebooks are not supported by many platforms and not recommended
        - Firefox or Google Chrome is preferred web browser for Blackboard.

- Exams:
    - o Exams will be scheduled for on-campus testing unless state and local guidelines restrict access.
    - o If a student must test remotely due to Covid-related symptoms or the quarantining of the student or someone in his/her household, the student must submit documentation from the health department of quarantine orders <u>or</u> from a provider where they have been evaluated. Documentation must be provided within a reasonable amount of time (i.e., 2-3 days).
    - o If remote exams are needed, they will be scheduled synchronously with on-campus testing.
    - o Remotely administered exams will be conducted via Blackboard and utilizing an individual monitoring ExamSoft system.
    - o Remote exams will be set up to only show the grade when the exam is complete.

- No rationale or correct/incorrect answers should be visible to the student. Student should not see the question again.
- Ensure protection of exam validity and integrity by preventing backtracking on each exam AND randomizing questions/answers on each exam

- **KCTCS students are expected to adhere to the highest standards of academic honesty and integrity as well as support a campus environment that is conducive to learning and scholarship.**

- **Students are to sign an attestation form specific to current situation, approved by KCTCS legal department agreeing to participate in clinical activities. Disagreeing will require withdrawal from the course.**

IF A STUDENT DOES NOT MEET ANY PART OF THIS CONTENGENCY POLICY, THE INSTRUCTOR WILL ADDRESS THE ISSUE WITH THE STUDENT ONCE WITH THE OPTION OF GIVING AN EVALUATION OF A "U" ON THE ASSESSMENT TOOL. FOR ANY FUTURE OCCURRENCES, THE STUDENT SHOULD EXPECT TO RECEIVE A "U" REGARDLESS.

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Kentucky Community and Technical College System (KCTCS)
Uniform Assumption of Risk and Informed Consent for Educational Opportunities

External Experiences, Fieldwork, and Labs (clinical rotations, practicum, supervised practice, internships, externships, field experiences, on or off-site laboratory classes/experiences, or observations) are a required component of selected academic programs at the Kentucky Community and Technical College System (KCTCS), specifically **Hopkinsville Community College**. Such experiences allow students to practice skills and techniques learned in didactic, theory, and other laboratory courses. Additionally, some courses require placement in External Experiences to also permit students to develop critical thinking skills required of practitioners in the field of **Nursing**. External Experiences occur in hospitals, clinics, schools, community organizations and other appropriate settings where students can interact with patients, clients, families, and other community members. Labs may occur on or off campus and may involve increased risk due to inability to socially distance all students as well as an inability to wear face coverings at all times due to the use of chemicals or other agents that may require removal of face coverings or use of face shields in place of masks.

Sites selected for students' External Experiences (fieldwork, labs, clinical rotations, practicum, supervised practice, internships, externships, field experiences, or observations) are required to take reasonable and appropriate measures to protect students' health and safety in the clinical or field setting. Academic Programs, divisions, and courses may also implement and require course specific procedures as well as safety measures relating to student well-being and prevention of exposure to disease and other risks. These protocols will be in the course syllabus. Each External Experience site will have their own infection and safety protocols, policies, or processes. Students are expected to follow both the college requirements and External Experience site requirements to decrease their risk of illness and/or injury while at the External Experience placement site.

Students participating in an External Experience in any KCTCS academic program must follow all college and site requirements, including wearing personal protective equipment (PPE) or other safety or program specific equipment. Sometimes other risks are inherent to External Experiences. When a student becomes aware of those risks or is subject to those risks, the student has an ongoing obligation to inform both the site management as well as the faculty in charge of the External Experience. These risks may include but are not limited to:

- Exposure to infectious diseases through blood or other bodily fluids via skin, mucus membranes or parenteral contact
- Exposure to infectious diseases through droplet or air-borne transmission
- Hazardous chemical exposure
- Environmental hazards, including slippery floors and electrical hazards
- Physical injuries including back injuries
- Psychosocial hazards
- Offensive, inappropriate, or dangerous conduct by patients or clients, including violence, harassment, and sexual harassment

Students in off-site placements should be aware that these and other risks have the potential to cause permanent complications, including trauma or bodily injury.

SPECIAL NOTICE REGARDING THE NOVEL CORONAVIRUS: COVID-19

COVID-19, the disease caused by the coronavirus, is a highly contagious disease that is primarily spread by airborne droplets and thus is difficult to contain without proper protective measures. COVID-19 can result in an asymptomatic illness, severe symptoms, or death. Anyone is at risk of COVID-19 and the vaccine is not yet widely available. Even if you have received the vaccine, there is no guarantee of full immunity to COVID-19.

No one is immune from contracting COVID-19. No one can predict the type of complications those contracting the illness may experience. However, the Center for Disease Control (CDC) has determined that individuals with certain underlying health conditions are at higher risk of severe complications from COVID-19. These underlying medical conditions include chronic lung disease, asthma, conditions that cause immunosuppression, obesity, diabetes, chronic kidney disease and liver disease. The CDC also updates this list as more "at-risk" conditions become known. Other illnesses or conditions may cause severe complications without those conditions currently being known or on this list.

Participating in External Experiences, even when taking prescribed safety measures or wearing recommended PPE, does not fully eliminate the risk of contracting COVID-19. Students will not be knowingly assigned to patients or clients with known COVID-19 or knowingly placed into other non-health care sites that are infected with COVID-19. However, the college cannot know when or where COVID-19 might become an issue due to the possibility of asymptomatic spread. This means that all students in any External Experience placement voluntarily assumes the risk of encountering or contracting COVID-19 during such placement. KCTCS, the college, and the college personnel are not responsible for that risk and advise students unwilling to accept the risk of known and unknown hazards in their External Experience placement to discuss the possibility of other degree programs without inherent risks that they may be unwilling to accept.

SIGNATURE REQUIRED: ACKNOWLEDGEMENT OF RISK

As a student in _____ **PROGRAM,** I, _____ certify that I have carefully read and understand this document. I acknowledge and understand that, as explained in this document, my degree program requires participation in External Experiences, Fieldwork, and Labs in addition to coursework located at the college. I further certify that I understand participation carries risks that cannot be eliminated and that I fully understand and accept these risks.

I understand that it is my responsibility to follow all instructor and supervisor instructions and take all available precautions so that the risk of exposure is minimized. I will follow all program specific information as well as clinical site recommendations relating to prevention of diseases.

Knowing these risks, I certify that I desire to pursue my chosen degree program, including the participation in External Experiences, Fieldwork, and Labs. I expressly agree and promise to accept and assume all risks associated with doing so. I am voluntarily agreeing to be bound by this document's terms. I further certify the following:

(STUDENT MUST INITIAL EACH)

_____ I am at least 18 years of age.

_____ I understand that I may be at increased risk of exposure to infectious disease, including COVID-19, during classes, laboratory experiences and clinical experiences.

_____ I agree to review and observe all information and processes for safely putting on and removing PPE and or other protective clothing to prevent injury, exposure to hazards, and contact with infectious diseases, including COVID-19.

_____ I understand that the spread of COVID-19 is lessened through appropriate hand hygiene, recommended social distancing, and the proper use of PPE/protective clothing, and I agree that I will properly use PPE/protective clothing or take the listed measures to decrease my risk of exposure to infectious disease during my learning experiences.

_____ I understand that I will be asked to leave the class, lab, or External Experience site if I am unable or unprepared to use appropriate PPE to decrease my risk of exposure to infectious disease during my learning experiences.

_____ If I become ill or if I am made aware that I have been exposed to an infectious disease, I agree to self-quarantine and contact my course faculty member(s) using distance methods.

_____ I accept the increased risk of contracting infectious diseases, including COVID-19, if I choose to participate in my academic program's External Experiences, Fieldwork, and Labs.

_____ I agree that I am voluntarily participating in my academic's External Experiences, Fieldwork, and Labs and that I have considered and accept the risks of my voluntary participation; I understand those risks may include illness or death.

_____ I agree to hold harmless, to release from liability, and to waive any claims I might have against KCTCS and my External Experience placement site due to exposure, illness, disability, or lasting conditions from an illness or injury that occurs during or allegedly results from exposure to hazards or illness at my External Experiences, Fieldwork, and Labs.

_____ I understand that I, myself, am responsible for any and all costs and financial obligations associated with exposure, testing, and treatment for COVID-19 or any other infectious disease during an External Experience associated with my degree program.

____ I understand that I have the right to determine that the risks of participating in External Experiences, Fieldwork, and Labs are personally unacceptable to me at this time.

____ I understand that I have the right to withdraw from External Experiences, Fieldwork, and Labs, take a leave of absence, or pursue didactic or other coursework only.

____ I further understand that if I withdraw or choose not to participate in External Experiences, Fieldwork, and Labs, other course work or didactic portions of classes may not be available to me at this time and that I am responsible for knowing and accepting any consequences such as educational delay or effects on financial aid.

Knowing and understanding all risks and conditions set forth above, I hereby accept the risk and choose to engage in the necessary External Experiences, Fieldwork, and Labs necessary for completing my course or degree program. By my signature below, I indicate my understanding of all points and parts of this document and enter into this agreement voluntarily to continue in my degree program with participation in External Experiences, Fieldwork, and Labs.

_____   _____
Student Signature   Date

_____
Student (print name)

If you do not agree to the above:

Please initial the statement below.

____I understand that I have the right to withdraw from External Experiences, Fieldwork, and Labs, take a leave of absence, or pursue didactic coursework alone but only as available. *

*Pursuing didactic course work alone is not an option for nursing or nurse aide courses with Hopkinsville Community Colleges Nursing Programs.

My signature below indicates my intent not to continue my participation in External Experiences at this time. I will consult my adviser regarding completing withdrawals if I choose to do so. I understand that withdrawing or not successfully completing my courses may affect my financial aid or completion rate, as applicable. I understand that I may rescind this decision at a later date by completing this form.

_____   _____
Student Signature   Date

_____
Student (print name)

SIGNATURE REQUIRED: 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

_____
Printed, Legible Name

I hereby acknowledge that I have read the Nursing Student Handbook of the Hopkinsville Community College 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.

SIGNATURE REQUIRED: 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: _____

PLEASE SUBMIT THE PAGES LISTED BELOW TO YOUR INSTRUCTOR ONCE YOU HAVE COMPLETED, SIGNED, AND DATED THEM:

- Pages 72-73   Acknowledgement of Risk
- Page 74   Student Agreement To Assure Confidentiality
- Page 75   Handbook Acknowledgements
- Page 76   Authorization for Release of Student Information

This is the last page in the Student Handbook.