Kansas City Kansas Community College

Department of Nursing Education

STUDENT HANDBOOK

Spring 2023

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Welcome

Welcome to the Kansas City Kansas Community College nursing program! The Department of Nursing Education Student Handbook has been prepared to provide students with information thatwill facilitate success in the nursing program.

KCKCC Nursing faculty and staff embrace the idea of nursing as an art and science. Students are evaluated on the academic knowledge they retain. Evaluation of students on clinical skills and safeclient care throughout the program requires mastery of various skill competencies and applicationof clinical judgment and decision-making to empower students in their path of becoming successful compassionate nurses.

Students are expected to read this handbook carefully and use the information so that each semester/year will run smoothly with a clear understanding of policy and procedures.

All students have the responsibility to know and observe the KCKCC Student Handbook & Code ofConduct and the Department of Nursing Education Student Handbook.

Please note: Each semester/year additions and revisions may be made, as necessary, to the StudentHandbook. Students will be provided updated information in a timely manner and will be responsiblefor always following guidelines in the current handbook.

Approval/Accreditation

Both the PN and RN programs are approved by the Kansas State Board of Nursing (KSBN). The next approval visits will take place in Fall 2026 for the PN program and Fall 2029 for the RN program.

The Associate Degree Nursing Program at Kansas City Kansas Community College is accredited by the Accreditation Commission for Education in Nursing (ACEN). The next accreditation visit willtake place in Fall 2029.
http://www.acenursing.com/accreditedprograms/programsearch.asp

College Policies and Procedures

KCKCC policies and procedures relevant to students are found in the following locations:

Student Handbook

https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf

Academic Catalog

https://www.kckcc.edu/academics/catalog/index.html

College Policies and Statements

https://www.kckcc.edu/about/policies-statements/index.html

Student resources: Technology Resources, Services, Activities, Handbooks, Services & Support, and Affairs

https://www.kckcc.edu/student-resources/index.html

KCKCC Foundation Scholarships

https://www.kckcc.edu/foundation/scholarships/

Educational Equality Statement

Kansas City Kansas Community College is committed to a policy of educational equity. Accordingly, the College admits students, grants financial aid and scholarships, and conducts all educational programs, activities, and employment without regard to race, color, creed, religion, sex, national origin,age, sexual orientation, gender identity, marital status, ancestry, veteran status, or disabilities.

Any person having inquiries concerning College compliance with regulations Implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, or the American with Disabilities Act of 1990, is directed to contact HumanResources, Kansas City Kansas Community College, 7250 State Avenue, Kansas City, Kansas 66112, Telephone (913) 288-7646.

Any person needing access to academic programs or college activities due to a documented disabilityis directed to contact the Student Accessibility and Support Services, 913-288-7664 for accommodations.

KCKCC Student Information

In compliance with the Family Education Rights and Privacy Act of 1988, a policy statement concerningstudents' rights regarding their academic records has been developed at KCKCC. This information maybe found at https://www.kckcc.edu/student-resources/registrar/ferpa-student-records.html

Student Records

A confidential electronic file for each student is maintained in the program office suite for a period offive years after the student's last enrollment in the nursing program.

Program faculty and staff members can review the transcript or student file without written permissionfrom the student when a general educational interest exists for such review. Written permission must be obtained for other individuals to review the student's program file. Each instructor may also maintain a student file with information related to the courses they teach.

KCKCC Nursing Program

Mission Statement

Provide excellence in nursing education inspiring diverse graduates to demonstrate competence inclinical judgment resulting in quality, evidence-based, client-centered care to enrich the health of our community, one student at a time.

Philosophy Statement

The faculty believe nursing is a specialized profession utilizing art and science to provide evidence-based care that addresses the constantly evolving needs of diverse individuals and populations. The nurse uses clinical judgment to integrate objective data with subjective experiences of a client's biological, physical, and behavioral needs to plan and guide care. Nurses provide qualitycare with members of the interprofessional team to achieve safe and effective client outcomes.

The faculty believe adult learners are self-directed, require experience relevant to the learner andhave an internal motivation to learn (Knowles and Kolb). Faculty use evidence-based conceptual teaching facilitated through active learning strategies which promote deep understanding and thinking.

Scope of Practice Definitions

The **registered nurse** collaborates with the inter-professional healthcare team and applies clinical judgment to develop and implement a plan of care that reflects client preferences/values, standards of care and legal/ethical considerations. The registered nurse provides safe, quality carethat meets the needs of diverse clients, families, and communities in a variety of settings.

The **licensed practical nurse** coordinates a client-centered plan of care under the direction of qualified healthcare professionals. The licensed practical nurse adheres to legal/ethical standardsusing specialized knowledge and skills to meet the needs of diverse clients in a variety of settings.

Nursing Student Expectations

Expected Abilities for the Nursing Student

Nursing can be a physically, intellectually, and emotionally demanding profession. Should you havequestions or concerns about the ability to achieve success in any of our course, clinical, or program objectives or requirements, please contact the Director or Assistant Director of Nursing. You may also contact the Student Accessibility and Support Services Offices for more information at https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html

Expected Behavior for Nursing Students

The nursing profession demands that individuals be responsible, accountable, self-directed, and professional in their behavior. The process of becoming a professional person begins upon entering a professional education program. Students demonstrate professionalism by attending classes and clinical experiences, being prepared, completing assignments, being punctual, and exhibiting courteous behavior. Failure to engage in professional behavior can impede the performance of the individual as well as other students and faculty; however, the greatest impactis on the clients served.

- Professional conduct is expected at all times. The instructor has the right to dismiss a student from the learning environment if the student exhibits inappropriate behavior. Thiswill be classified as an absence and the student must meet with the instructor to discussclassroom behavior expectations prior to the next course meeting.

- Students are expected to follow guidelines for professional behavior established by the college, department, and clinical facilities. Failure to follow policies of these entities may result in disciplinary action up to and including dismissal from the nursing program.

- Nursing students should adhere to the college's social media and network usage policies with an additional responsibility to follow HIPAA regulations. Failure to follow these policies may result in disciplinary action up to and including dismissal from the nursing program.
    - No photos should be taken of any staff or clients in any clinical setting.
    - Photos and/or comments should not be posted to social media that refer negativelyto the nursing program, or any of its components.
    - Photos and/or comments should not be posted to social media that includes the name or any identifying features of any clinical site.
    - Many employers are performing searches of Facebook, Twitter, Snapchat, and othersocial media outlets prior to and throughout employment.

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  - Competent care involves knowing when and how to perform skills, being open to constructive criticism, and a willingness to seek appropriate education when there are knowledge deficits. A student may be excused from the learning environment for displayingan inappropriate response to faculty direction regarding development of skill competence. This will be classified as an absence.

  - Honesty and truthfulness are expected in all situations. Failure to comply will subject the student to disciplinary action up to and including dismissal from the nursing program.

  - Students must be sensitive to differences in values, culture, and lifestyle, which often present nurses and other healthcare providers with an ethical dilemma. Students who demonstrate concerning behavior regarding respect of differences will be removed from thelearning environment and may be referred to the Vice President of Student Affairs for furtherdisciplinary action.

Moral/Ethical Conflicts
KCKCC ADN faculty and students are expected at all times to follow the ANA Code of Ethics for Nurses found at https://www.nursingworld.org/coe-view-only

Misdemeanor and/or Felony Conviction – applicants and students
Admission to the Kansas City Kansas Community College Associate Degree Nursing Program **does not guarantee graduation from the program**, and graduation for the nursing program **does not guarantee eligibility to take the registered nurse licensure examination** (NCLEX-RN).

The Kansas State board of Nursing (KSBN) may deny a license to practice nursing as a registered professional nurse if the applicant has been guilty of a felony or guilty of a misdemeanor involving an illegal drug offense unless the applicant establishes sufficient rehabilitation to warrant the public trust. No license shall be granted to a person with a felony conviction of a crime against persons as specified in Article 34 of Chapter 21 of the Kansas Statutes Annotated and acts and amendments.

Also considered are the patterns of practice and other behaviors exhibiting an apparent incapacity to practice nursing as described in 65-1120 in the Kansas Nurse Practice Act (https://ksbn.kansas.gov/npa/). All criminal history must be revealed to and will be evaluated by the KSBN before licensure is granted or denied. Since KCKCC is located in Kansas, this information does not cover other states' requirements. Please check with the Board of Nursing in the state in which you will be requesting licensure.

Attendance

Professional development is a key component of the nursing programs. For this reason, there areattendance guidelines in place for didactic (classroom), clinical, laboratory, and simulation activities; these guidelines will be followed whether on-ground or virtual.

Didactic (classroom) course, including on-campus lab
- Absence
  - A student will automatically fail when they have missed greater than 20% of the class meeting times.
  - Missed in-class assignments/quizzes/points may be made up at the discretion of theinstructor. If an in-class activity is missed, the instructor may assign a "0" for this assignment.
- Tardiness or early exit (missing no more than 30 minutes of class)
  - Students who have more than three combined instances of tardiness or early exit in acourse must meet with the instructor to develop a plan for remediation.
  - Missed in-class assignments/quizzes/points may be made up at the discretion of theinstructor. If an in-class activity is missed, the instructor may assign a "0" for this assignment.
- Late work may not be accepted; it is at the discretion of the instructor to accept or refuselate work. If late work is accepted, the instructor may deduct points – see course management statement from instructor.

Simulation
Students are expected to attend all simulation sessions. For an absence to be considered excused for simulation, the student is required to personally phone, text, or email the designated simulation faculty member for the course prior to the start time. *Requesting a fellow student or another faculty member notify the simulation faculty does not constitute appropriate notification.*

- Excused absence
  - Simulation for eight-week courses
    - In the event of an emergency or illness and with prior notification to the instructor, the student may have one simulation absence excused.
    - The student will be required to attend the scheduled simulation make-up dayfor the course.
    - Two excused absences will result in course failure

- Simulation for sixteen-week courses
  - In the event of an emergency or illness and with prior notification to the instructor, the student may have two simulation absences excused.
  - The student will be required to attend a scheduled simulation make-up day for the course for <u>each</u> absence.
  - Three excused absences will result in course failure.

- Unexcused absence
  - Any unexcused simulation absence will result in course failure. (e.g., not notifying lead sim instructor of absence before sim start time).

- Tardy (arriving within 15 minutes of start time)
  - First occurrence
    - Allowed to participate but with the warning that if another tardy occurs, student will be sent home. (See below.)
  - Second occurrence
    - Refused admission and recorded as an excused absence.
    - Student must attend assigned simulation make-up day for this absence.
    - Student may not exceed number of excused absences defined above in simulation.
  - Third occurrence
    - Refused admission and counted as an excused absence.
    - Student may not exceed number of excused absences defined above for simulation.
      - Eight-week course: this will result in course failure
      - 16-week course: this will be counted as an excused absence.
      Student must attend assigned simulation make-up day for this second absence.
  - Fourth occurrence (16-week courses only)
    - Refused admission; will result in course failure

Clinical

Students will need to be available for clinical orientation ***during the two weeks prior to the start of the semester***. *Orientation cannot be rescheduled or made up.* Please do *not* schedule trips/vacations during this time.

Students are expected to attend all clinical sessions and to arrive on time to all clinical activities (including at the start of the shift and returning from break/lunch.). For an absence or tardy to be considered excused for clinical, the student is required to personally phone, text or email the clinical instructor prior to start time. *Requesting a fellow student or another faculty member notify the clinical instructor does not constitute appropriate notification.*

Excused absences
- In the event of an emergency or illness and with prior notification to the clinical instructor, the student may have the following number of excused absences:
  - 8-week courses: 1 excused absence allowed
  - 16-week courses: 2 excused absences allowed
  - NURS 1244/1245: Students may miss a total of 2 excused absences across the 10 weeks, **but only one** absence can be in N1245.
- The student will be required to attend the scheduled clinical make-up day(s) for the course at the end of the semester.
  - Clinical faculty instructors have the option of making up the hours with the student at the clinical site providing this is agreeable to both the faculty and the student.
- Exceeding the allowed number of excused absences per semester will result in course failure.

Unexcused absence

If the student does not notify the instructor prior to the start of the clinical day the student will receive an unexcused absence, be required to complete a Professionalism assignment by the assigned time frame and will be required to attend the scheduled clinical make-up day for the course at the end of the semester. Students receiving two unexcused absences for failure to notify the instructor will fail the course.

Excused tardy (arriving within 30 minutes of clinical start time and instructor notified priorto start time). *Tardies will be cumulative across all rotations for the course.*

- First occurrence
  - Allowed to participate and must meet with the instructor to develop aremediation plan.
- Second occurrence
  - Student refused admission and receives an excused absence.
  - Student will be required to complete makeup assignment.
  - Student may not exceed number of excused absences defined above forclinical courses.
- Third occurrence
  - Student refused admission and receives an unexcused absence.

Unexcused tardy (arriving more than 30 minutes after clinical start time OR instructor not notified prior to start time OR leaving clinical before instructor dismissal). *Tardies will be cumulative across all rotations for the course.*

- First occurrence
  - Student refused admission and receives an excused absence.
  - Student will be required to complete makeup assignment (equivalent to the number of hours missed) and a Professionalism Module by assigned deadline.
  - Student may not exceed number of excused absences defined above forclinical courses.
- Second occurrence
  - Student refused admission and receives an unexcused absence resulting in clinical and didactic course failure.

Any student excused from a clinical setting for behavioral or professionalism issues and not allowed to return to the facility will automatically fail the clinical/course.

Students who have a change in health status (e.g., surgery, childbirth, hospitalization, injury, serious illness, etc.) must present a written physician's release (specifying release to perform all duties required in the clinical setting) to the clinical instructor and Director of Nursing Education prior to returning to class, clinical, lab or simulation.

Lack of preparation for class/clinical/lab/simulation (on-ground OR virtual/online)
If a faculty member believes a student has not completed required preparatory work, they may be refused admission to or excused from class/clinical/SIM/lab with a remediation assignment required. This will be at the discretion of the instructor.

- This will count as an excused absence <u>if</u> the remediation assignment is completedas directed.
- If the assignment is not completed, this will count as an unexcused absence.

Weather-related Cancellations

Local TV, the KCKCC website, text alert and radio stations will announce cancellations and delaysfor KCKCC.

- Didactic class missed
    - If school is cancelled for weather-related conditions, class and lab are cancelled. Instructor will provide recordings, readings, and/or other resources to cover the material. The student will be responsible for learning the material and to reach out tothe instructor for assistance, as needed.
- Clinical class missed
    - On days where clinical is cancelled due to severe weather, instructors will hold a virtual clinical session on the same clinical day and during the same hours as the scheduled clinical. Students are expected to be in uniform for this session and be required to have computer access AND be on camera at all times required by the instructor.
- Simulation missed
    - On days with school cancellations or if simulation is cancelled by the dean or director, faculty will provide a virtual session with students for the required number of hours on the same scheduled day during the same scheduled hours using virtual resources. Students are expected to be in uniform for this session and be required to have computer access AND be on camera at all times required by the instructor.

Holidays

When the college is closed for an official holiday (Labor Day, MLK Day, etc.), students are not required to attend clinical; however, the students are still expected to reach the minimum numberof clinical hours required for the course.

- Students who are scheduled on an actual holiday will need to make up hours as coordinatedby the clinical instructor. The clinical instructor is required to seek approval from the clinicalsite for the desired make-up day and must communicate the plan to the Director of Nursing and Clinical Coordinator.
- *Please note: if there is <u>unanimous</u> agreement among the clinical group, students can chooseto attend on the holiday rather than schedule a separate make-up day*
- On holiday weekends, such as Saturday and Sunday before Labor Day, students are to attend clinical as scheduled.

Attendance appeals

Student may appeal attendance actions to the Director of Nursing in the event of an extreme hardship situation.

Grading and Progression

Student Testing Policy

Please see Appendix A.

Withdrawing from a Course

- It is the student's responsibility to drop a course they no longer wishes to be enrolled in. Anystudent not completing the course requirements, regardless of the grade during attendance,will receive a "F" unless they withdraw.

- Students may withdraw from a course prior to the date established by the college. This willbe viewed on the transcript as a "W"; this grade will be replaced upon repeating the course.

- Students may be withdrawn by the instructor, Director or Assistant Director of Nursing, or college registrar for a variety of reasons, including, but not limited to, poor attendance. Thiswill be designated on the transcript as a "WA"; this grade is NOT replaced on the transcript upon repeating the course.

- Students will not be penalized for withdrawal from a program course with a passing grade ("C" or better). Withdrawal from a nursing course with a failing grade ("D" or F"), regardlessof reason, will be considered as a first attempt at taking the course.

- Students who exceed the allowed absences/tardies may initiate withdraw paperwork in alignment with KCKCC guidelines. If it is after the withdraw deadline or the student does notcomplete the withdraw process, a grade of "F" will be entered.

Course Failure

Failure of a course is defined as any of the following:

- Didactic/Classroom
  - · PN
    - o Exam average of less than 74.0% OR comprehensive course score of less than76.0% for <u>first semester</u> courses.
    - o Exam average OR comprehensive course score of less than 76.0% for <u>secondsemester</u> courses.
  - · RN
    - o Exam average OR comprehensive course score of less than 78.0%.

- Failure to successfully complete the clinical (if applicable).

- Withdrawing at any point with an exam average OR comprehensive course score below percentages listed above.

Repeating Privileges

A student may repeat only one clinical course and one non-clinical course throughout they time in the program. Students will be dismissed from the program if they fail two clinical courses or twonon-clinical courses.

- Students who are dismissed may apply for readmission. If admitted, they must start the program from the beginning.
- A maximum of two attempts to complete either the PN or the RN program will be allowed.

Note: KSPN 0102, 0104, or 0115 **and** *NURS 0105 or 0131 cannot be repeated. Students who fail these courses must apply for readmission and will be considered with the rest of the applicant poolbased upon the documented admission criteria. If accepted to the nursing program for a second attempt, credit may be given for successfully completed courses.*

The need to repeat a course may alter the student's anticipated graduation date. Students mustprogress through the curriculum following the outlined program sequence. No student can progress to the next semester coursework until all courses from the previous semester are successfully completed (e.g., Student cannot take any second-semester courses until all first-semester courses are successfully completed).

Approval to Repeat a Course

Progression and/or readmission for students repeating a nursing course will be determined by the Director (or Assistant Director) of Nursing and/or Dean of Health Professions on a space-availablebasis.

A student wishing to repeat a program course must submit a written request to the Director of Nursing stating they plan to ensure future success.

- After the request has been submitted, the student will be assigned a remediation project to review basic concepts of the course failed and improve test-taking. Students who completethe remediation assignment will be considered for return to the nursing program.
- Re-entry is based on availability of space for each class/clinical; this is determined by theKSBN-approved cohort size. If there are more students than space available, students requesting to return will be ranked according to their TEAS score and GPA in nursing courses.

Grade appeals

A student who feels they have received a grade unfairly has the right to appeal. *Only FINAL grades can be appealed.* The student is expected to follow the chain of command to help resolve the dispute at the lowest level and in the timeliest fashion.

- Meet with the individual instructor. The student *may not* bypass the instructor to appeal to the Assistant Director of Nursing.
- If not resolved, meet with the Assistant Director of Nursing.
- If not resolved, meet with the Director of Nursing.
- If not resolved, proceed with Nursing Education Grade Appeal Process.

Nursing Education Grade Appeal Process

The Appeals Committee will consist of five members with the Director of Nursing serving as the non-voting chair. This committee will evaluate all information regarding the grade and will make afinal recommendation.

- An appeal meeting will be scheduled within one week with the student being notified of thedate/time/place by email.
- The student and faculty who assigned the grade will each present relevant documentationalong with a written response.
- Both the student and faculty will be allowed to ask and clarify questions.
- The student will be notified of the results by email within 2 business days from the Directorof Nursing.

During the grade appeals process, student(s) will be expected to attend didactic classes. Based onthe nature of the failure, the Director will determine if it is safe to allow the student to continue to clinical and simulation.

If this process does not resolve the issue, the student may file a formal grade appeal at https://www.kckcc.edu/files/docs/student-resources/grade-appeal-process-form.pdf

Laboratory Policies & Skill Checkoffs

All policies, procedures and regulations for grading, professionalism, attendance, and uniforms apply to the skills lab.

Distribution, Use and Disposal of Supply Kits

Supply kits should be purchased in the Book Store.

- PN students
  - Red bag – first semester, 1st 8 weeks
  - Black bag – first semester, 2nd 8 weeks

- RN students
  - Blue bag – NURS 0131/0132
  - Black bag – NURS 0105 or NURS 0143

These supplies are for student to practice skills <u>after</u> receiving instruction/training, in order to demonstrate competence at skill check-off.

- Sterile supplies in the kit are *not to be opened* until instructed to do so.
- Syringes and needles for injection practice will *NOT* be found in your supply kit. Instructorswill provide sharps as needed for practice on school grounds. All sharps (needles) used should be disposed of in an OSHA-appropriate sharps container. The sharps container willbe discarded by faculty and staff.
- If you find a piece of equipment that does not work, please notify your instructor immediately for replacement.

Kits are comprised of products sold for instructional purposes only and are not intended for humanor animal use. By purchasing these kits, the student acknowledges and agrees not to apply, inject, ingest, or otherwise use products on humans or animals. To use them otherwise is outside the scope and purpose for which they are intended and may be harmful to your health or the health of others.

Open Skills Lab

Each semester there will be open skills lab times scheduled for students to practice skills with a faculty member. The scheduled time and location are dependent on classroom usage and facultyavailability.

Instructors may assign remediation in Skills Lab as needed to help student succeed in the nursingprogram.

- The student will be given a Nursing Student Contract by the assigning instructor, indicatingwhat skill(s) needs to be practiced, how much time is assigned, etc.

- It is the student's responsibility to have Skills Lab instructor sign form verifying completionof assignment.
- The Skills Lab instructor will keep the signed form and give it to the assigning instructor.

Skill Checkoffs
- A student will have three opportunities to pass each lab procedure.
- In order to pass, the student must satisfactorily complete 100% of the critical elements foreach lab skill.
- All appointments for retesting must be made at the time of the failure.
- Re-test may *not* be done the same day as the failed skill attempt.
- Failure to be present for the scheduled testing appointment, or to notify the instructor priorto the start time will result in failure of the re-test.
- The third attempt will be observed and graded by at least two faculty members.
- If any lab procedure is not passed in three attempts, the student will receive a failing gradefor the course.

Lab Guidelines
Students will adhere to the following guidelines to ensure *safety* of all parties involved, both in theclassroom environment and clinical or simulation settings.
- Students are expected to participate in maintaining cleanliness and order of the labs.
- Equipment is to be used for its intended purpose only. Equipment and supplies must be returned to the designated storage areas or disposed of properly.
- Do not use any malfunctioning or potentially unsafe equipment or supplies. Any defects should be reported immediately to the instructor.
- Simulation medications are for educational use only. These should NOT be consumed.
- Children are not allowed in the classroom, clinical or simulation environments.
- Students are not allowed to be in the simulation or skills labs without faculty/staff supervision.
- Students should not perform any task without first receiving direction from the instructor. Students are not allowed to use any equipment without prior instruction or consent from thecourse instructor.
- Students should only perform skills within the scope of practice of the student nurse andthose for which they have been trained.
- Students are expected to know their own limitations and seek assistance if required.
- All students will be educated regarding standard precautions for infection control and will be expected to observe these precautions in the class, clinical, lab and simulation settings.
- Violation of safety guidelines will result in disciplinary action, up to and including dismissal from the program.

Clinical Policies

All policies, procedures and regulations that apply to the clinical site also apply in the simulationlab and on-ground labs.

- Electronic devices (e.g., cell phones, iPods, PDAs, tablets, etc.) may only be used for clinicalactivities in facility-designated areas when authorized by the clinical instructor. These devices may not be used for personal reasons.
    - First occurrence of failure to comply with this rule
        - Student will meet one-on-one with instructor to discuss incident and will be documented on clinical evaluation tool (CET).
    - Second occurrence of failure to comply with this rule
        - Student will be placed on a Student Success Contract per Student Handbookguidelines and the incident will be noted on the CET. Failure to comply with this guideline will lead to disciplinary action up to and including termination from the program.
- Students may not have client contact in any health care facility without a clinical instructor present onsite. Student will not be able to access client files without clinical instructor permission. Student may not pass medications without the presence of the instructor on site. At first occurrence of failure to comply with this rule, student will be placed on a Student Success Contract per Student Handbook guidelines and it will be noted on the CET.Failure to comply with this guideline will lead to disciplinary action up to and including termination from the program.
- Students must pass meds, perform skills, etc. with instructor before they are allowed to do so with a facility nurse. RN students may only pass meds with a RN present; PN students may only pass meds with a RN or LPN present.

Clinical Placements

Assignment of students to clinical is at the discretion of the Clinical Coordinator, Nursing Advisor and/or Director or Assistant Director of Nursing. Assignments are *not* made based on student request but based on availability.

Once a student has been pre-enrolled for the next clinical rotation, changes may be made to facilitate group size and composition as deemed necessary by the faculty, Director or Assistant Director of Nursing, and contractual obligations with the facilities. Every effort will be made to keep schedule disruptions to a minimum, but students should be prepared for their clinical day to change for each clinical course.

Students will not be able to change or trade groups once assigned except in extreme circumstances with approval of the Clinical Coordinator and Director of Nursing.

Clinical Attire

Proper clinical attire must be worn at all times in Simulation, Skills labs, and Clinical sites (<u>on-ground AND virtual)</u>

- KCKCC ID badge and "student" badge buddy must be worn above the waist.

- Hair
  - Must be neat and clean without extreme colors (acceptable colors are those that naturally exist).
  - To avoid contamination hair should be controlled so that it does not fall over the eyes; long ponytails will be required to be pinned up to avoid falling into work areas.

- Facial hair must be short, clean, and well-groomed and must in no way interfere with the technical and professional requirements of a nursing student's work assignment.

- Personal hygiene and cleanliness are required; use of deodorant and brushing teeth is expected. The instructor has the right to dismiss a student from clinical when these conditions are deficient, and it will be classified as a clinical absence.

- Perfumes, colognes and, and scented toiletries should be avoided, as some individuals mayhave adverse reactions to scents.

- Fingernails
  - Should be clean, well-groomed, and no longer than ¼ inch from tip of finger to tip of nail.
  - Artificial fingernails include bonding tips, wrappings, acrylic, and gel finishes are not allowed; any fingernail which you were not born with are considered artificial and may not be worn by health care personnel who provide direct patient care.
  - Nail polish may not be worn.

- Make-up should be conservative and in good taste. False eyelashes are not allowed.

- Jewelry/Body Art
  - Watch with a sweep-second hand (required)
  - Plain wedding band (recommended simple with no raised stones that can trap microorganisms)
  - One set of simple post earrings.
  - Flesh or clear spacers may be worn in other piercings or gauges.
  - If wearing a post piercing in the ear for alleviating migraines (Daith piercing), the sum total of ear piercings may not exceed three. A doctor's note for wearing a Daith piercing may be requested.
  - No tongue rings are allowed.
  - Body art must be covered, *as required by clinical instructor and facility protocols*.

- Undergarments should be worn but not visible.

- Uniforms (should be clean and free of wrinkles)
  - Students must order scrubs from Meridy's Uniforms. Information will be provided to students with the acceptance letter.
  - Shirt (embroidered with KCKCC logo)
    - PN students – red
    - RN students – royal blue
  - Must fit appropriately (e.g., loose fitting, non-binding, no visible cleavage)
  - Optional – solid color black or white knit top under uniform must not be visible below the hem of the scrub top and sleeves must be able to be pushed above elbows.

- Pants
  - Black scrub pants.
  - Must fit appropriately (e.g., loose fitting, non-binding, shoe-top length, no back cleavage).
  - No jeans, sweatpants, or leggings allowed.

- Shoes
  - Clean and closed-toed
  - No sandals, clogs, heels, Croc-like shoes, or permeable shoes (*must* be water-proof)

- Facemasks, eye protection, etc.
  - Follow the requirements set forth by the Wyandotte County Health Dept., clinical facilities, and KCKCC.
  - Must be plain with no writing, graphics, etc.

Additional Clinical Requirements
Each student is required to bring their own stethoscope and penlight for assessing patients – to clinical, lab and simulation lab.

Medical Expenses
Students are responsible for any personal medical expenses resulting from injury or illness duringclinical experiences.

Malpractice Insurance
Malpractice insurance is required for all students. Group coverage will be obtained through the College and is covered through the student's course fees.

Sim Lab Guidelines

Please see Appendix B.

Nursing Unsafe Clinical Behavior

Please see Appendix C.

Compliance

Clinical Health Record Requirements

Each student will be required to maintain specific clinical health requirements throughout the program to ensure the safety of clients and themself. Failure to obtain or maintain currency in these requirements will result in the student not being allowed to attend clinical.

No clinical requirements will be allowed to expire during the semester. All must be current and submitted by the deadline assigned by the Clinical Coordinator or student will not be allowed to attend clinical. NO EXCEPTIONS will be made to these rules. Failure to prepare will not be considered and excusefor not meeting the requirements.

- Negative Tuberculosis (TB) skin test (available for free from the school nurse to students atKCKCC). Student unable to have the TB skin test will require alternate testing following guidelines in the Clinical Orientation Manual.

- Current titers and required immunizations found in the Clinical Orientation Manual.

- Negative drug screen or proof of medical prescription for substances for which student tests positive.

- Current physical and color-blindness test.

- Seasonal flu immunization is required annually between Sept 1 and October 7.
  - If student is entering program in the spring semester, flu immunization is requiredbetween Sept 1 and Jan 1.
  - If medical contraindication or religious exemption prevents student from getting any vaccination, KCKCC cannot guarantee clinical placement for student to meet clinical requirements. Clinical sites may not honor these accommodations.

- Complete immunization is required for Coronavirus Disease (Covid-19) before the first day of class/clinical.

- CPR/Basic Life Support (BLS) through the American HeartAssociation

- Proof of health insurance

- Background check: Health Science Program students must notify their program director immediately if any change in their criminal history occurs at any point in time after a Health Science Program application is completed, or while enrolled in a Health Science Program.

- Health Science Program students who are unable to complete the clinical component of the program due to a felony criminal conviction, misdemeanor, drug offense, or plea of no contest that occurred after being accepted into the program will be dismissed from the program after an opportunity for a hearing.

- Additional requirements may be required as outlined in specific clinical contracts (e.g., specific type of eye protection during pandemic). Students will be given as much notice aspossible of placement in and requirements for clinical assignments that will necessitate such.

ADN students must be able to always demonstrate compliance with clinical health record requirements in Clinical Student. This system can be accessed virtually via the web if immediate demonstration of compliance is requested. If the student is unable to produce a health record showing compliance when requested, the student will be immediately dismissed from clinical, andthis will be counted as an unexcused clinical absence and the student will fail the clinical and course.

Smoking, Tobacco, Drug and Alcohol Use

Kansas City Kansas Community College prohibits smoking and the use of all forms of tobacco products and/or electronic cigarettes on college property. Students must also follow the policiesestablished for each clinical facility when on their property.

Students are not allowed to consume alcohol or illicit drugs prior to attending any class, simulation, or clinical activity. Documentation of behaviors that indicate suspected alcohol or drugimpairment will result in immediate dismissal from the learning environment for an assessment bythe appropriate KCKCC officials and any college-required legal resources. During this assessment period, the student will not be allowed to participate in any class, clinical, lab or simulation activities.

Documentation of the assessment and follow-up recommendations must be submitted to the Director or Assistant Director of Nursing. Prior to reinstatement in the program, the student will be required to complete all recommendations set forth in the assessment and sign a contract outlining expected behaviors and consequences for subsequent alcohol or drug use. Failure to complete all recommendations outlined by the assessment will result in immediate dismissal fromthe Nursing program.

ALL KCKCC nursing students are subject to random drug testing at any time.

Safety

Accidental needle stick or mucus membrane exposure to blood or body fluids

If you experience a needlestick or sharps injury or are exposed to the blood or other body fluid of apatient, **follow these steps**:

1. Clean the affected area
   a. Wash needlesticks and cuts with soap and water.
   b. Flush splashes to the nose, mouth, or skin with water.
   c. Irrigate eyes with clean water, saline, or sterile irrigates.
2. Report the incident to your instructor or supervisor.
3. Immediately seek medical treatment.

The clinical instructor will notify the nurse manager at the clinical site and the DON or ADON at KCKCC.

- The student may be asked by the DON/ADON to go to the Concentra Urgent Care located at1335 Meadowlark Lane, Suite 200 in Kansas City, KS for evaluation (913.596.2774).
- The student and the primary healthcare professional will discuss the incident, and determine if there was an actual exposure to contaminated blood or body fluid following thePost-Exposure Prophylaxis (PEP) recommendations from the Centers for Disease Control (CDC) at http://nccc.ucsf.edu/clinical-resources/pep-resources/pep-quick-guide-for- occupational-exposures/
- The student is expected to follow all policies, recommendations, and requirements of theclinical facility, Concentra, the College Nurse, and they primary care provider.

For reference:
https://www.cdc.gov/niosh/topics/bbp/emergnedl.html#:~:text=If%20you%20experienced%20a% 20needlestick,mouth%2C%20or%20skin%20with%20water

Follow-up

If the hospital is following the incident, they will determine follow-up protocol. If not, follow-up visits are to be coordinated between the student and the College Nurse and obtained through Concentra.

- An incident report must be completed, and the instructor will provide copies to the student, Director of Nursing, College Nurse, and Dean of Health Professions.
- The student is responsible for ensuring copies of all hospital testing, medications, or notes are forwarded to the College Nurse and Dean of Health Professions. It is very important that the student maintain open lines of communication with the College Nurse throughout the process (913.288.7683; room 3363 in the upper Jewell Building).
- In the event the hospital does not pay for the testing or treatment protocol, KCKCC will

pay for the testing and/or medication. Hospital bills may be sent to the Finance Office.

- All students will be educated regarding standard precautions for infection control and will be expected to observe these precautions in the class, clinical, lab and simulation settings. Violation of safety guidelines will result in disciplinary action, up to and including dismissal from the program.

Police & Emergency Procedures

KCKCC maintains a Campus Police Department to provide a safe environment on campus and to ensure the protection of the campus community and its property. Campus police patrol inside andoutside the campus buildings 24-hours-a-day year-round. The Campus Police Department works in cooperation with local, state, and federal law enforcement agencies, maintains 24-hour access tothe KCK Police Department.

The office is in the upper level of the science building, room 3462. Direct line to CampusPolice is 913-288-7236 or 7636.

The KCKCC PD sends out emergency TextMe Alerts, including school cancellations; students enrolled in classes are automatically included. To ensure that you get texts, be sure to use a validphone number. Students may opt out of the text program.

Students who use parking lots must obtain a parking sticker from the police department on the main campus.

Fire and tornado procedures can be found in the college handbook. All classrooms have evacuation routes posted. All students should become familiar with the location of the nearest fireequipment, such as fire extinguishers, fire alarms and fire hoses.

Students are encouraged to be familiar with Active Shooter preparedness training and consider attending a session by the Campus Police.

General Policies and Procedures

Communication

Campus email is the official mode of communication per the college policy. Please check your campus email at least two times a day.

Enrollment

Student enrollment into nursing courses is done automatically by a Nursing Advisor once the student is accepted into program and has met all requirements.

- Students must follow the prescribed course sequence (found in the appropriate addendum).
- Students may NOT enroll in two KCKCC clinical nursing courses simultaneously.

Transfer Students and Advanced Standing

Transfer students must complete at least two clinical nursing courses to be eligible to graduatefrom the program.

Students admitted with advanced standing may progress through the curriculum based upon needand space available.

Leave of Absence

All nursing students are permitted to take one leave of absence during the program, which can beup to one semester in length. An official written request must be completed and submitted to the Director of Nursing. This leave of absence *cannot extend longer than six months* (e.g., if a course is failed the first half of the semester, student cannot take a leave of absence for the following semester and be eligible to return to the program). Return from a leave of absence will be granted on a *space available basis*.

Transportation

Transportation to and from class, clinical and observation experiences must be provided <u>by students</u>.

Textbooks

Textbooks for nursing courses will be available for purchase at the KCKCC Bookstore. Books mustbe acquired *before* the first day of each course. Nursing faculty recommend keeping textbooks forreferences throughout the program.

Syllabi

Individual course syllabi will describe other policies in effect for each course. The student is required to read and retain this information. Any student who does not understand and/or accept the content and terms of a class syllabus must notify the instructor in writing within one week afterreceiving the syllabus. Students will be asked to sign a document acknowledging understanding of,and agreement to abide by, the policies and procedures contained within the designated syllabus.

Syllabi are subject to change without notice. In the event of a conflict between the student handbook and a specific course syllabus, the student handbook will be deemed to contain the correct policy.

Computer Usage

Students must have access to a computer with webcam and be able to access the internet outsideof class times. Internet access may be available in the parking lots on the main campus, at TEC, and at PCC. Students may also use the Learning Commons during open hours. KCKCC does lend laptops to students; contact the IT department, if needed.

Personal Devices

Each faculty member will determine whether or not personal devices are allowed during they class time. If a faculty member allows personal devices, use of the computer for purposes other than taking notes on the lecture/laboratory topic at hand will result in loss of this privilege for theremainder of the program.

Virtual classes

When participating in virtual classes, students are expected to be prepared and *participate* in virtual discussions to the same extent that preparation and participation is required in face-to-faceclass.

Students must not be lying in bed or on a couch, must be dressed appropriately, punctual and maybe required to be viewable in the virtual classroom.

Student attire for virtual clinical, simulation and lab is required to be the same as for on-site or on-ground.

Student grievance

The Student Grievance Procedure provides a system to handle student complaints against faculty,staff, or other students concerning allegations of discrimination, violations(s) of their student rights, or general unfair treatment. *This procedure is <u>not</u> to be used for grade appeals, or claims of sexual harassment/sexual violence.*

- Written complaint should be submitted to the Dean of Health Professions to be filed as agrievance.
- The Dean will meet with the student within one week; student will be notified of date/time ofmeeting by email.
- Student will present relevant documentation to support they grievance and answer questions from the Dean.
- Student will receive results of the meeting with 72 hours. *NOTE: Issues related to faculty orstudent discipline will <u>not</u> be shared with the student.*

During the grievance process, student(s) will be expected to attend didactic classes; based on thenature of the grievance, the Director of Nursing and Dean will collaborate to determine if it is safe to allow the student to continue in clinical and simulation.

Should the outcome of this process not be satisfactory to the student, they may file a formal grievance at https://forms.kckcc.edu/student-grievance-procedure-form/

Representation on Faculty Governance

The purpose of this opportunity is to have the students listen and learn how the faculty and staff make decisions and take back important information to share with the class, as well as to provideinput from the student body.
- Class officers will fulfill this responsibility for the PN program.
- One or two representatives from each semester of the RN program will be asked to volunteer (generic and articulation).

The following are suggested guidelines to clarify the role of the student representatives at facultymeetings.
- Attend *all* scheduled meetings or send a replacement from the class. Faculty are

encouraged to remind the representatives on the day of a meeting.

- The class representatives may bring items from the class for faculty to discuss. Individual issues such as Financial Aid, concerns about assignments, or issues with faculty are considered *individual* student concerns and neither appropriate for faculty meetings nor theresponsibility of the student representatives.

- Topics brought to the faculty will be considered, though immediate action may not occur at the same meeting as introduced. The faculty, DON or ADON may research and bring the issue to subsequent meetings.
- The student representatives will be asked to leave the meeting when faculty and staff discuss student issues or any other topic that is confidential.
- Student representatives will be professional as they provide feedback. Failure to do so will result in the student(s) being excused/removed from the meeting.
- Feedback in excess of faculty meeting time constraints (<5 minutes per semester) should be provided by email to the Director of Nursing.

Suggestions for Success

Being selected for the KCKCC Nursing Program is an honor and a privilege. Faculty/staff/administration hope you remember that you worked hard for your place in the program and will need to continue to work hard to successfully achieve your goal of becoming a nurse. Here are our recommendations to help you succeed in your program:

- Attend class/lab/clinical awake, aware, and prepared to be an active learner every time.
- Communicate clearly and with proper etiquette with instructor, classmates and clients.
- Understand the absence/lateness policy and abide by it.
- Complete every assignment (both classwork, clinical work and homework).
- Demonstrate
    - willingness to attempt difficult thinking, writing, and skill performances
    - belief in my own potential
    - the effort to form positive attitudes and habits.
    - an open mind when encountering unfamiliar ideas, people, and activities.
- Listen with respect to classmates and teacher.
- Accept responsibility for your own actions. Accept the consequences of your actions without whining or appealing if your behavior falls outside the behavior outlined in thestandards of the department.
- Listen to and learn from the constructive criticism given to you by your instructors whoare here because they care about you, believe in you, and want you to succeed.
- Document carefully any use of others' words and ideas (cite sources).
- Build you nursing vocabulary daily.
- Understand that it is not the teacher's job to entertain you; it is your job to find a way tocare about each assignment and client in your care.
- Check your KCKCC email each day for messages from teachers and group mates.
- Avoid visiting social network sites and personal email addresses during class, clinicaland tutorial sessions.
- Leave outside the classroom/lab room/clinical site non-academic habits of behavior andmind.
- Attend Open Lab at least twice per semester to practice and review skills.
- Develop a group of peers to learn together. Consider working as a group: studying, practicing skills, and holding each other accountable through constructive criticism.
- Meet with each of your instructors twice per semester. Don't wait until you have a lowgrade on a test, when your instructor will ask you to make an appointment to meet.
- Remember that standards of professionalism are the same online as in any othercircumstance.
- Leave turned off and put away all electronic devices (except computer or tablet whenbeing used for active-learning assignments).
- Abide by KCKCC Dept. of Nursing Education's Student Handbook.
- You CAN DO THIS!!!

Employment

The nursing program strongly recommends students limit employment to 20hrs/wk or less. A student's work schedule will *not* be considered for assigning students to courses and may not beused as an excuse to miss class, clinical or SIM. Students working in a clinical facility may only perform the duties indicated in the job description for the position in which they are hired.

Students may <u>NOT</u>:
- Perform duties associated with the position of LPN or RN.
- Wear their student uniform or KCKCC nametag.
- Give medications on the basis of being a nursing student at KCKCC.

Scheduling Recommendations

Students should avoid scheduling any major celebrations/events (e.g., wedding, trips…) during theschool year. It is up to the discretion of the instructor to determine IF any adjustments to scheduled course expectations may be made for such events.

Student Success Initiative

Please see Appendix D.

Graduation and Pinning

Graduation

KCKCC has one graduation ceremony per year in May. December graduates may participate in theMay graduation, if desired.

A graduation processing fee of $20.00 is required *even if students do not participate in the Graduation ceremony*. This fee is attached to the student's bill and may be paid via Self Service. The graduation fee must be paid before the cap and gown can be picked up.

The Department will arrange for a professional photographer to be on campus (if possible) to photograph all nursing graduates. Attire for pictures is as follows:
- Follow clinical dress code determined by faculty
- School will provide nursing pin for photos
- Students will vote to wear caps or not wear caps – all photos will be the same in the composite photos. Male students may choose to be exempt from wearing nursing caps.

Each graduating student will receive a composite picture of the graduating class. This cost is included in the course fees. There is no obligation to buy pictures, but different packages will beavailable for purchase from the photographer.

Pinning

Pinning is the celebration for completing a nursing program. It is *strongly encouraged* that all graduates attend.

Nursing Pinning Ceremony attire
- All students will be expected to dress according to faculty-determined guidelines.

NCLEX and Licensure

NCLEX

The NCLEX$^{®}$ candidate bulletin contains information for all registrations and scheduling of NCLEXappointments beginning January 1, 2020. Information and steps to complete the process may be found at https://www.ncsbn.org/NCLEX_Bulletin_March_2020.pdf

Early testing approval (before transcripts) will not be allowed until KCKCC has achieved two years of NCLEX pass rates of greater than

All applicants must submit a criminal background check prior to issuance of a license; this requires fingerprints. Nursing students can be fingerprinted anywhere that is authorized to do fingerprints

- It is valid for six months, so it is *recommended* you do this one month before completing your final semester.
- Must be on FD Form 258
- Student should print Waiver Agreement and Fingerprint Instructions form and *take it to fingerprinting site*
  - https://ksbn.kansas.gov/wp-content/uploads/Forms/WaiverAndInstructions.pdf
  - Completed Waiver Agreement and fingerprint card attached to a $48 check or moneyorder (payable to Kansas Board of Nursing) should be mailed to:
    Kansas Board of Nursing
    900 SW Jackson, Suite 1051
    Topeka, KS. 66612

Licensure Expenses

Expenses for licensure which <u>are not</u> included in tuition & fees

- $200 for NCLEX exam
- $50 for KSBN licensure
- Approximately $48 for the KSBN requires fingerprinting and a background check prior to licensure.

These fees are not connected with KCKCC and subject to change. The most current information maybe found on the NCSBN and KSBN websites.

NCLEX Test Plan

Students are encouraged to visit the National Council of State Boards of Nursing and download theNCLEX$^®$ Detailed Test Plan. This serves as a guide to the program faculty when developing the curriculum and, therefore, can be a useful resource to students when preparing for program examinations as well as the NCLEX$^®$.

- PN: https://www.ncsbn.org/publications/2023-nclex-pn-test-plan
- RN: https://www.ncsbn.org/publications/2023-nclex-rn-test-plan

Misdemeanor and/or Felony Conviction – Licensure

During the application process for licensure, a student with a misdemeanor or felony conviction will be required to submit documentation convincing the Kansas State Board of Nursing of satisfactory rehabilitation before permission to take the NCLEX® Examination may be granted. For questions about eligibility, contact the Kansas State Board of Nursing at https://ksbn.kansas.gov/ or 785-296-4929.

More information may be found at:

http://www.kslegislature.org/li_2020/b2019_20/statute/065_000_0000_chapter/065_011_0000_ar ticle/065_011_0020_section/065_011_0020_k/

In accordance with Joint Commission requirements, all students are required to undergo a criminalbackground check, which requires a Social Security number. Students will be asked to sign a release and authorization form allowing the Kansas City Kansas Community College Nursing Program, or their designee, to have access to criminal, judicial and law enforcement records, and related information. This information will be kept confidential and only those needing the information to provide clearance for clinical experiences will have access to the information.

Student Acknowledgement

Spring 2023

As a KCKCC nursing student, I acknowledge being provided electronic access in each course Blackboard shell to the Student Handbook and its policies on student behavior. I understand thatthe Student Handbook and Kansas City Kansas Community College policies may be amended during the year and that such changes are available on the KCKCC website on Blackboard. I understand that my failure to return this acknowledgement will not relieve me from being responsible for knowing or complying with School and Department of Nursing Education rules, policies, and procedures.

Signature: _____   Student ID: _____

Name (Print): _____   Date: _____

KSBN/KBOR Outcomes for Practical Nursing Programs

1. *Relationship-centered care:* provide nursing care that is relationship-centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of clients with commonly occurring health alterations that have predictable outcomes.
2. *Teamwork and Collaboration:* collaborate with the client and members of the inter-professional health care team to promote continuity of client care and shared decision-making.
3. *Evidence-based practice:* use current evidence as a basis for nursing practice.
4. Informatics: use information and client care technology to support the delivery of safe, quality client care.
5. *Quality Improvement:* participate in quality improvement activities assessing their effect onclient outcomes.
6. *Safety:* provide an environment that is safe and reduces risk of harm for clients, self, and others.
7. *Professionalism:* demonstrate accountability for client care that incorporates legal and ethical principles, regulatory guidelines, and standards of nursing practice.
8. *Leadership:* use leadership skills that support the provision and coordination of client care.

Course Prerequisites & Program Curriculum

Information related to program requirements can always be found in the KCKCC Academic Catalog.

Prerequisite requirements
Must be completed or applicant must be enrolled in course(s) *prior* to deadline of application.

BIOL 0143 or BIOL 0141 and BIOL 0271 and BIOL 0272	Human Anatomy & Physiology* or Human Anatomy & Lab* and Human Physiology* and Physiology Lab*	5-8
PSYC 0101	Psychology**	3
PSYC 0203	Human Development*	3
BIOL 0120	Medical Terminology	1
Total Credit Hours for Prerequisite Courses		**12-15**

* Must be completed within five years of first day in nursing program.
** Course will be considered completed for individuals with a Bachelor, Master or Doctoral degree per college policy.

Program curriculum (following admission to the program)

First Semester

Course		Pre-requisite(s)	Co-req(s)	Hours
Full Semester				
NUPN-0100	*Application of Health Assessment for the PN*	Admission to PN program	None	1
1st Eight Weeks				
KSPN-0102	*Foundations of Nursing*	Admission to PN program	KSPN-0104	4
KSPN-0104	*Foundations of Nursing Clinical*	Admission to PN program	KSPN-0102	2
KSPN-0115	*Fundamentals of Pharmacology & Safe Medication Administration*	Admission to PN program	None	2
2nd Eight Weeks				
KSPN-0107	*Nursing of Care of Adults I*	KSPN-0102, -0104	KSPN-0108	5
KSPN-0108	*Nursing of Care of Adults IClinical*	KSPN-0102, -0104	KSPN-0107	2
Total credit hours first semester				**16**

Second Semester

Course		Pre-requisite(s)	Co-req(s)	Hours
Full Semester				
KSPN-0128	*Care of Aging Adults*	Per program sequence	None	2
NUPN-0200	*Clinical Judgment for the PN*	Admission to PN program	None	1
1st Eight Weeks				
KSPN-0121	*Nursing of Care of Adults II*	KSPN-0102, -0104, -0107, -0108, -0115	KSPN-0123	5
KSPN-0123	*Nursing of Care of Adults IIClinical*	KSPN-0102, -0104 -0107, -0108, -0115	KSPN-0121	2
2nd Eight Weeks				
KSPN-0124	*Maternal Child Nursing*	Per program sequence	KSPN-0126	2
KSPN-0126	*Maternal Child Nursing Clinical*	Per program sequence	KSPN-0124	1
KSPN-0130	*Mental Health Nursing*	Per program sequence		2
KSPN-0132	*Leadership, Roles, and Issues*	Per program sequence		2
Total credit hours second semester				**17**
Total program credit hours				**33**
Total credit hours for the certificate				**46-49**

General education courses completed at another regionally accredited institution may be eligible for transfer credit.

Once admitted to a KCKCC nursing program, ALL program classes must be completed at KCKCC.

Typical Class Schedules

Normal hours for class/clinical are Monday-Friday 6:00 a.m. (0600) to 3:00 p.m. (1500), but these hours may vary according to the program activities or space availability and could include eveningsor weekends. Ex: ATI Live Review. The student will be notified prior to the change of hours.

Hazel Clegg Practical Nursing Scholarship

Hazel Clegg was a resident of Olathe, Kansas for 60 years. Her last years were spent in the Olathe Good Samaritan Center and Cedar Lake Village where she received professional, loving care from LPNS, one who made the most positive impression – a graduate of the KCKCC PN program. Her son, Stephen J. Clegg, Jr. and his wife, Karen, provide a $2,500 scholarship twice a year to honor their mother.

The following eligibility criteria were established by Steven & Karen Clegg with the assistance ofthe KCKCC Financial Aid staff.

1. Resident of Kansas
   a. Preference given to applicant who works at Good Samaritan Center or Cedar Lake Village in Olathe, KS
   b. Preference given to applicant who is a resident of Olathe, KS
2. Enrollment Status
   Must be full-time student
3. Financial Need
   a. Need-based
   b. <u>Must</u> complete a FAFSA for the purpose of determining financial need
4. Academic Performance
   Must have successfully completed the first quarter of nursing program with a 3.0 GPA

Addendum - Associate Degree Nursing

KSBN/KBOR Outcomes for Associate Degree Nursing Programs

A. Integrate caring behaviors in practicing the art and science of nursing within a diverse population.
B. Implement professional standards and scope of practice within legal, ethical, and regulatory frameworks.
C. Collaborate with clients and members of the inter-professional health care team to optimize client outcomes.
D. Formulate safe and effective clinical judgments guided by the nursing process, clinical reasoning, and evidence-based practice.
E. Manage care and provide leadership to meet client needs using available resources and current technology.
F. Generate teaching and learning processes to promote and maintain health and reduce risks for a global population.
G. Demonstrate effective communication methods to manage client needs and to interact with other healthcare team members.

Course Prerequisites & Program Curriculum

Prerequisite and general education requirements

Must be completed or applicant must be enrolled in course(s) *prior* to deadline of application.

MATH-0104	Intermediate Algebra (OR higher level)	3
ENGL-0101	Composition I	3
PSYC-0101	Psychology***	3
PSYC-0203	Human Development	3
BIOL-0141	Human Anatomy & Lab*	4
BIOL-0261	Microbiology*	3
BIOL-0262	Microbiology Lab*	2
BIOL-0271	Physiology*	3
BIOL-0272	Physiology Lab*	1
BIOL-0284 or NURS-0135	Pathophysiology*	3
SPCH-0151**OR** SPCH-0201	Public Speaking **OR** Interpersonal Communication★	3
Total Credit Hours for Prerequisite Courses		**31**

* Must be completed within five years of first day in nursing program.

**F2020: Must be completed within two (2) years of starting program; only two attempts will be allowed. Beginning F2021, Health Assessment will be part of the program curriculum and Pathophysiology will be a prerequisite course.

***Course will be considered completed for individuals with a Bachelor, Master or Doctoral degree per college policy.

★ While you are encouraged to take this before starting the nursing program, it *must* be taken before or concurrentwith 3rd semester.

GENERIC Program curriculum (following admission to the program)

First Semester

Course		Pre-requisite(s)	Co-req(s)	Hours
Full Semester				
NURS-0106	*Pharmacology in Nursing I*	Admission to RN program	None	1
NURS-0193	*Health Assessment*	Admission to RN Program	None	3
1st Eight Weeks				
NURS-0131	*Introduction to Professional Nursing Concepts*	Admission to RN program	Completion OR concurrent NURS-0193	3
2nd Eight Weeks				
NURS-0132	*Foundational Concepts w/ Clinical Component*	NURS-0131	None	4
Total credit hours first semester				**11**

Second Semester

Course		Pre-requisite(s)	Co-req(s)	Hours
Full Semester				
NURS-0143	*Nursing Concepts for Clients with Common Health Problems w/ Clinical component*	NURS-0131, NURS-0132	Clinical NURS-1143	8
NURS-0107	*Pharmacology in Nursing II*	NURS-0106	None	2
Total credit hours second semester				**10**

Third Semester

Course		Pre-requisite(s)	Co-req(s)	Hours
Full Semester				
NURS-0243	*Nursing Concepts for Clients with Complex Health Problems w/ Clinical component*	NURS-0131, NURS-0132, NURS-0143	Clinical NURS-1243	8
NURS-0108	*Pharmacology in Nursing III*	NURS-0107	None	1
Total credit hours third semester				**9**

Fourth Semester

Course	Pre-requisite(s)	Co-req(s)	Hours
1st Eight Weeks			
NURS-0244 *Nursing Concepts for Clients with* *Multisystem & Emergent Health* *Problems w/ Clinical component*	NURS-0131, NURS-0132, NURS-0143, NURS-0243	Clinical NURS-1244	4
2nd Eight Weeks			
NURS-0245 *Nursing Management of Care Concepts w/ Clinical component*	NURS-0131, NURS-0132, NURS-0143, NURS-0243, NURS-0244	Clinical NURS-1245	3
Total credit hours fourth semester			**7**
TOTAL Credit hours for AAS degree			**68**

TRANSITION Program curriculum (following admission to the program)

First Semester

Course		Pre-requisite(s)	Co-req(s)	Hours
NURS-0105	*Transition to RN for LPN, Paramedic or RRT*			4
NURS-0135	*Basic Concepts of Pathophysiology**	Admission to RN Program	None	3
Total credit hours first semester				7

Second Semester

Course		Pre-requisite(s)	Co-req(s)	Hours
Full Semester				
NURS-0243	*Nursing Concepts for Clients with Complex Health Problems w/ Clinical component*	NURS-0131, NURS-0132, NURS-0143	Clinical NURS-1243	8
NURS-0108	*Pharmacology in Nursing III*	NURS-0107	None	1
Total credit hours second semester				**9**

Third Semester

Course		Pre-requisite(s)	Co-req(s)	Hours
1st Eight Weeks				
NURS-0244	*Nursing Concepts for Clients with Multisystem & Emergent Health Problems w/ Clinical component*	NURS-0131, NURS-0132, NURS-0143, NURS-0243	Clinical NURS-1244	4
2nd Eight Weeks				
NURS-0245	*Nursing Management of Care Concepts w/ Clinical component*	NURS-0131, NURS-0132, NURS-0143, NURS-0243, NURS-0244	Clinical NURS-1245	3
Total credit hours third semester				7

Advanced standing credits (awarded after completion of NURS-0243 and NURS-0108)

Course Number	Course Title	Credits
NURS-0131	Introduction to Professional Nursing Concepts	3
NURS-0132	Foundational Concepts w/ Clinical Component	4
NURS-0106	Pharmacology in Nursing I	1
NURS-0143	Nursing Concepts for Clients with Common Health Problems	8
NURS-0107	Pharmacology in Nursing II	2
NURS-0193	Health Assessment for Nurses	3
Total		**21**

TOTAL Credit hours for AAS degree	**72**

General education courses completed at another regionally accredited institution *may* be eligible for transfer credit. Once admitted to a KCKCC nursing program, ALL program classes must be completed at KCKCC.

Typical Class Schedules

Classes typically meet twice a week and are scheduled between 8:00am and 4:00pm. On a rare occasion, students may be required to meet outside of normal class times. The program will provide as much advanced notice as possible when this occurs.

Simulation is one day a week, generally from either 8:00am-12:00pm or 1:00pm-5:00pm.

Clinicals are scheduled seven days a week and may be during the day, evening or night shift as dictated by clinical site availability. Students should be prepared to complete a clinical at any timeand on any day of the week.

Proof of Compliance for Clinical Health Record Requirements

RN students must be able to demonstrate compliance with clinical health record requirements in Clinical Student at any time. This system can be accessed via the web if immediate demonstrationof compliance is requested. If the student is unable to produce a health record showing compliance, the student will be immediately dismissed from clinical and this will be counted as anunexcused clinical absence. As a result, the student will fail the clinical /course.

A. To successfully pass all nursing courses at Kansas City Kansas Community College the student must:

    1. Registered nurse/ADN program:
        a. Earn an <u>average</u> of 78% or above on all tests.
        b. Earn an <u>average</u> of 78% or above overall in the course.
        c. Pass clinical in all clinical/lab/simulation portions of nursing courses.

    2. Practical nurse program:
        a. Earn an <u>average</u> of 74% or above on all tests and in the overall courses in the first 8 weeks courses of first semester.
        b. Earn an <u>average</u> of 76% or above on all tests and in the overall course in all other courses.
        c. Pass clinical in all clinical/lab/simulation portions of nursing courses. d.

    3. Pass all clinical/lab/simulation portions of nursing courses. (Clinical is graded on a Pass/Fail basis according to the Clinical Evaluation Tool. For clinical courses, student must receive a passing grade in both the didactic/classroom and clinical components to pass the course.)

    4. Rounding of final course average or overall test average will be done at the discretion of the instructor. Simple rounding will be done: 0.5 and higher rounds up; 0.4 and lower rounds down. **Final course and exam averages will NOT be rounded to allow a student to pass (e.g. If passing is 78%, 77.99% does <u>not</u> meet the threshold to pass and will not be rounded.)**

    5. Earning a grade of "D" or "F" or failing the clinical component (if applicable) will result in failure of the course and the student will be required to repeat *both* the didactic and clinical components. See Repeating Privileges, page 17.

    6. If a student fails to pass a clinical, the course grade will be a "D" unless the didactic grade is an "F" at which point the course grade will be an "F". Once a student has failed the clinical, they may NOT participate in the remaining clinical sessions for the failed course.

B. Testing information
    1. If a student requires testing accommodations, the student will responsible for making these arrangements with the Student Accessibility and Academic Services (SASS) and will notify the faculty of the need prior to first class meeting in each course. All students will be expected to begin testing so that allowed test times *end* at the same time regardless of location being tested (except for standardized exams, which begin at the same time). Faculty must follow prescribed SASS accommodations for each exam, including standardized content mastery exams.

        If a student chooses not to utilize the approved accommodations for a given exam, they may not challenge the results of the exam after the fact.

3. A standardized content mastery examination (e.g., ATI or Kaplan) will be administered in selected courses.
   a. This exam will count toward the course grade and earned points will be part of exam points.
   b. Standardized exams will not be used as the final exam for the course and will be administered prior to the course final to avoid high stakes testing environment.

C. Grading Scale
1. Due to the nature of the responsibility that nurses have to their clients, the faculty of the nursing program believes that students must comprehend 76% of the knowledge in the materials presented to them in order to deliver safe care. Therefore, the grading scale* for all courses in the nursing program is as follows:

PN courses

Letter Grade	Percent
A	90-100
B	82-89
C	★76-81
~-~-~	~-~-~
D	65-75
F	0-64

* C is a passing grade.
★74-81 for KSPN 102 & 115

RN courses

Letter Grade	Percent
A	90-100
B	82-89
C	78-81
~-~-~	~-~-~
D	65-77
F	0-64

* C is a passing grade.

D. Test Development:
1. Similar to the NCLEX Test plan, tests will include multiple response items.

   a. Practical Nursing courses will mimic NCLEX-PN® by:
      i. Tell how many answers are correct on <u>half</u> of multiple response questions; NO partial credit will be given on these questions.
      ii. Do *not* tell how many answers are correct on <u>half</u> of multiple response questions; partial credit *will* be given with correct answers receiving credit and incorrect answers losing credit.
      iii. Multiple response questions should have 1 to 9 choices for best item analysis.

  b. Registered Nursing courses will mimic NCLEX-RN® by:
    i. Tell how many answers are correct on <u>half</u> of multiple response questions; NO partial credit will be given on these questions.
    ii. Do *not* tell how many answers are correct on <u>half</u> of multiple response questions; partial credit *will* be given with correct answers receiving credit and incorrect answers losing credit.
    iii. Multiple response questions should have 1 to 9 choices for best item analysis.

2. Math in RN program

  a. There will be at least two math calculations on each test in every clinical course.
  b. Math competency quiz will be given in the classroom once per semester.
  c. Student has unlimited attempts to pass the math competency quiz.
    i. Math quiz will be administered at the beginning of the course with the following passing scores required
      1. NURS 0132 → 80%
      2. NURS 0143 → 80%
      3. NURS 0243 → 90%
      4. NURS 0244 → 100%
    ii. Student will be required to remediate after each failed attempt.
  d. Student must obtain passing score within first three weeks of semester. Student will not be allowed to pass meds until med quiz is passed. If student does not pass math in first three weeks, they will receive Needs Improvement 4th week for clinical and placed on a Student Success Contract to pass math in a *maximum* of two weeks.

E. Test Procedure
1. Students must take tests with the rest of their assigned class section at the same date and time with the instructor or a proctor.
2. All exams should be taken at scheduled times unless arranged previously with the instructor. Failure to notify the classroom instructor of absence from the exam prior to the exam time will result in a zero on the exam with no make-up allowed. Students who have an emergency and are unable to take the exam at the scheduled time due to illness or emergency, are able to reschedule one exam per course if instructor is notified prior to the start of the exam.
3. All exams should be taken at scheduled times unless arranged previously with the instructor. Failure to notify the classroom instructor of absence from the exam prior to the exam time will result in a zero on the exam with no make-up allowed.
4. A make-up test may contain different questions and essay components.
5. Students are expected to arrive in class early enough to begin test at start of class.
  a. Any student arriving ≤10 minutes late will begin exam but will only have time remaining from class test start to complete exam.
  b. Any student arriving >10 minutes late will not be allowed to take the exam unless previous notification and arrangements are made with the instructor.
6. Personal electronic devices (cell phones, computers, smart watches, etc.) are not allowed during examinations or exam reviews.
7. All personal items are also prohibited from being on the table during a test or test review.
8. Each student will be provided a calculator, if needed.

9. Collaborative Testing
    a. May be done at the instructor's discretion for one, two, or none of the unit exams (never for a final); it is not announced when collaborative testing will be offered.
    b. Any student who is absent from the scheduled day and time of exam forfeits the benefit of participating in collaborative testing for that exam.
    c. Individuals take exam but do not see any results (no student will know grade OR number of questions missed), and do not leave room. Student will not be allowed to use any electronic device while waiting to take collaborative exam.
    d. After individual exams are completed, instructor will put students in groups of two or three to re-take same test collaboratively.
    e. 0.75 minutes per question will be given for the collaborative exam.
    f. The group will submit one set of answer for the test; if any student disagrees with their group, that student can submit an individual answer in writing (in class or email, as instructor chooses), but should be encouraged to have just the group answer as much as possible.
    g. Points from collaborative test can only be earned IF student already earned required test average on individual exam. If that grade level was achieved, collaborative grade points may be earned
        i. Collaborative test score of "A" = 3 points added to individual grade
        ii. Collaborative test score of "B" = 2 points added to individual grade
        iii. Collaborative test score of "C" = 1 point added to individual grade

10. Test review guidelines
    a. Students are NOT allowed to take notes or audio/video record exam review sessions.
    b. Students are encouraged to ask questions of the instructor when reviewing an exam.
    c. It is expected that the student and instructor will engage in professional discussion. The instructor reserves the right to terminate review if the environment becomes uncivil.
    d. Students wishing to discuss grade changes must meet privately with the instructor for this discussion. They will be required to provide rationale for their selected answer from the course notes, power points or textbook. All modifications not covered in the Testing Policy are at the discretion of the instructor.
    e. Virtual/online test reviews
        i. Test review will not include going over the actual test questions; students may ask questions about the concepts covered on the exam and instructor(s) and students will discuss.
        ii. Review can be done during class on the next class day OR a specially scheduled virtual meeting, which can be recorded and shared on Blackboard.

F. Accommodations
    1. Accommodations will only be offered AFTER the appropriate documentation is received from the Student Accessibility and Support Services (SASS) office.
    2. Student must contact SASS each semester to determine eligibility for   accommodations.
    3. Any student receiving testing accommodations is responsible for scheduling each exam with the SASS at least one week in advance of the testing date. Exams must be scheduled to end at the same time as the class taking the exam.
    4. Once the exam is scheduled, the SASS will contact the course instructor to gather any necessary information for test administration.

5. If a student chooses not to utilize the approved accommodations for a given exam, they may not challenge the results of the exam after the fact.

G. Taking Online Exams
1. Restart your computer just before starting the test.
2. Clear your browser cache before starting the test.
   http://online2.sdccd.edu/tutorials/clear_browser_cache/clear_browser_cache.html
3. Make sure your web browser is the only application running on your computer while taking the test (frees up maximum resources for the browser).
4. Take the test on a wired connection where possible. Avoid WiFi if possible. Do not use cellular connections (e.g., Personal Hotspot).
5. If kicked out of the test due to a technical glitch, log back into the test immediately and continue. If this is not possible, inform the instructor immediately by email or course message.
6. Integrity Statement should be signed by student once per course when taking online exams

PN & RN Student Statement of Academic Integrity for KCKCC Students Taking Online Exams

By signing this statement, I agree to adhere by the online testing guidelines set by KCKCC and by my instructor. I will follow all written testing instructions set forth by the instructor.

By signing this statement, I agree that I will not: Collaborate

    with other students
    Use outside books/notes/resources Use
    web resources
    Copy exam items Distribute
    exam items

unless expressly stated by the instructor otherwise.

I understand that by failing to adhere to the online testing guidelines for academic integrity set by my instructor and listed here, I will be subject to penalties described in the Nursing Student Handbook which may result in a zero for the exam and could result in dismissal from this program.

_____
Student signature   Date

H. Examination Security
1. The content of all KCKCC Department of Nursing Education program examinations (both past and presently used) is confidential. The unauthorized possession, reproduction, or disclosure of any examination materials, including the nature or content of examination questions, before, during, or after the examination is a violation of Dept. of Nursing Education policy.
2. Students who violate test-taking policies will be expected to meet with the instructor, Director or Assistant Director of Dept. of Nursing Ed., and the Dean of Health Professions to determine the appropriate disciplinary action.
   a. Students who engage in activities that circumvent the validity of the exam (review exams, utilize outside resources, collaborate with peers, etc.) will receive a zero on the exam(s) with no make-up allowed.

      b. Students who are found to be disseminating the content of examinations will be academically dismissed from the nursing program.

I. Standardized Examinations
1. ATI™ or Kaplan® Content Mastery examinations may be administered in select nursing courses.
2. The score received on this exam will used to determine points earned for the test.
3. Prior to completion of the Nursing Program, each student will be required to take two ATI™/Kaplan® Comprehensive Predictor examinations.
4. RN
      a. The student *must* achieve the required score identified for each version in the syllabus addendum on at least one of these two tests to have transcripts released to KSBN for NCLEX testing.
      b. If the required score is not achieved on the first comprehensive predictor, the student will berequired to complete remediation.
      c. If the student has not achieved the required score by the second comprehensive predictor, they will be required to complete additional remediation, a third Predictor exam and meet with the Director of Nursing to discuss a personal planfor NCLEX preparation.
            i. Once these requirements have been met, transcripts will be released to the KSBN.
            ii. The third attempt will occur after the pinning/graduation ceremonies.
5. All final-semester students will be required to attend the three-day live NCLEX review (ATI™/Kaplan®) as a component of the final nursing course: KSPN-0132 (PN) or NURS-0245. Students who fail to attend the review will not pass the final course.
6. *Until remediation, exams and attendance of the live course are completed, the student will have a hold placed on their transcript. NOTE: This remediation/testing may extend beyond the date of pinning and/or graduation, but the student is still encouraged to participate in these events.*

We believe that _everyone_ participating in simulation activities in Simulation Lab / KCKCC Hospital is intelligent, capable, cares about doing their best, and wants to improve.

Simulation
The idea of simulation is to meet the needs of current and future nurses by creating an environment where one can learn and practice skills, expand existing knowledge, and practice critical thinking in asafe environment.

Much time and effort go into creating a high-fidelity environment – real patient charts in EHR Tutor, real medical equipment, and scenarios that replicate true hospital experiences. Our Human Patient Simulators (HPS) respond like real patients. They talk, breathe, have heart and lung sounds and have most of the physiologic functions of humans. Students are asked to treat each manikin like a real patient and suspend reality to immerse themselves into each scenario. This allows the instructors to help students learn about the various physiologic conditions portrayed, improve their clinical judgment process, and continue to build communication skills.

Sim begins with a patient introduction (done through an ISBAR report and access to EHR Tutor) before your assigned simulation. It continues with pre-sim time to ask any questions and review scenario-specific objectives on the day of sim. Face-to-face contact with the patient for _assessment_, interventions and evaluation is done in the sim room. The scenario concludes with debriefing, an important factor in simulation-based learning to improve technical and nontechnical skills and facilitate self-reflection. It is important to know that in most instances, the student/scenario will be recorded and may be reviewed to enhance learning.

Learning Objectives
Each scenario will have specific learning objectives that align with the clinical course learning objectives. These will be given during the ISBAR pre-sim report and discussed in pre-brief and debrief. Overall, the main objective is to follow the Clinical Judgment model to provide safe, competent holistic nursing care of a client within professional standards of practice.

Student Learning Evaluation
Simulation is clinical time; simulation faculty evaluate students' clinical judgment, overall behavior and skill performance during each simulation. All students are considered to "need improvement" as they work through the program, but evaluations are made based on expectations of where the student should be at their current level in the program. Remediation will be assigned each time a student is not satisfactorily competent for program level.

Guidelines

All policies, procedures and regulations that apply to the clinical site also apply in the simulation lab. Specifically see Attendance and Clinical Policies (including Clinical Attire)

Access
Students will be assigned dates/times for simulation to allow for the best learning environment by the Simulation Coordinator. Students are not allowed to "trade" or "change" schedules.

Blackboard
Students will be given information to self-enroll into the Simulation Blackboard course. This is where all assignments and schedules will be provided.

EHR Tutor
Students must have access to EHR Tutor both to review patients' charts and to document nursing assessments and interventions.

Preparation
Preparation for Sim Lab is expected and necessary for students to have the best learning experience insimulation. This will include, but is not limited to, completing and submitting a Ticket to Sim (T2S) at the due date as assigned for all sim students *except N1244/N1245*. Students are responsible in simulation lab for all material covered since day one in nursing program and required pre-requisite courses – this includes everything learned in didactic and clinical settings. Simulation is a time to *apply* what has already been learned.

If a faculty member believes a student has not completed required preparatory work (e.g., if Ticket toSim is not submitted on time), they will be refused admission to, or excused from, Sim lab. This would be treated like any simulation absence.

Each student should bring to simulation days their own: stethoscope, pen light, pencil to write notes in sim, and report sheet on patient.

Behavior
Students are to treat the simulation faculty, staff and peers with respect and professionalism. Students behaving inappropriately will be given *one* warning. If the behavior continues (the same day or any time in the semester), the student will be sent home, and the DON or ADON will be notified.

Inappropriate behavior includes, but is not limited to, the following:
- · Disrupting students during the course of the simulation.
- · Refusing to treat the simulators with respect.
- · Talking back/arguing with the simulation faculty/staff.
- · Also see Unsafe Clinical Behaviors, Appendix C.

Manikins

Simulation manikins are to be treated with the upmost respect, just like an actual patient. As much as possible, the equipment used for simulation is the same encountered at any acute care facility. However, due to simulator limitations, some assessment data will not be able to be determined utilizing established methods. In these instances, the simulation faculty will provide the needed information so that the scenario may continue. Examples of data that the simulator cannot simulate are as follows:

- Reflexes/deep tendon reflexes
- Skin warmth and color (hot/cold, flushed/cyanotic)
- Depth of respiration changes
- Capillary refill
- Sweating
- Muscle strength/weakness

Safety

Students will adhere to the following guidelines to ensure safety of all parties involved, in all simulation environments:

- Equipment is to be used for its intended purpose only. Equipment and supplies must be placed on the sim lab counter or disposed of properly.
- Do not use any malfunctioning or potentially unsafe equipment or supplies. Any defects should be reported immediately to the instructor.
- Simulation medications are for educational use only. These should NOT be consumed.
- Children are not allowed in simulation environments.
- Students are not allowed to be in simulation or skills labs without faculty/staff supervision.
- Students should not perform any skill without first receiving direction from the instructor.
- Students are not allowed to use any equipment without prior instruction or consent from the course instructor.
- Students should only perform skills within the scope of practice of the student PN/ RN and those for which they have been trained.
- Students are expected to know their own limitations and seek assistance if required. If assistance IS needed, phone from the student room and ask for the appropriate resource (e.g., Charge Nurse, PCP, RT, etc.), just like you will as a licensed nurse. Think like a nurse!
- All students will be educated regarding standard precautions for infection control and will be expected to observe these precautions.
- **Violation of safety guidelines will result in disciplinary action, up to and including dismissal from the program.**

Prohibited

- No food/drinks in sim lab rooms.

· No ink pens/markers to be in sim rooms. Pencils may be used for student notes; white erase markers will be provided for use on white boards in sim rooms.

· No cell phones in sim rooms, or during debriefing, except with the express permission of the instructor and only for the express purpose of assisting with simulation-related learning. Cell phones are not to be used for drug look-up; drug books are provided in the sim room. Students may take photos of the whiteboard to assist with documentation following the scenario.
· Backpacks/books/personal belongings will be left in simulation classroom; the last person out of the classroom should close the door to keep belongings safely locked inside.

Incident reports
Incident reports will be completed for near misses and/or errors.

Remediation
Remediation will be assigned by the sim room instructor as needed. Any assigned remediation must be done during Open Lab and completed before the student can return to the next scheduled simulation.

Evaluations by students
Students will need to complete one brief evaluation of the sim day. This will be accessed in Blackboard OR by scanning the QR code in the sim classroom. It should be completed before the student leaves simulation for the day.

Nursing Roles of Students in Simulation
Work as a **team** & stay in assigned roles; do not overstep other roles! Remember, your team is acting as one registered nurse. Together you are the *real* nurse, even if the patient and scenario are simulated.
Primary Nurse is ultimately the one in charge of the patient. Primary is responsible for the assessment of all body systems, communicating with the Primary Care Provider (PCP) and delegating/utilizing the entire team. Support nurse should be delegated first, then Resource.
Support Nurse is responsible for all duties delegated by Primary. Support may do focused assessment, or any nursing intervention *as assigned by Primary*.
Resource Nurse is responsible for completing the patient's communication board with as much information as available and taking notes for the team on the blank white board (VS, phone orders, etc.). Resource is also responsible for all duties delegated by Primary. Resource may do focused assessment, or any nursing intervention *as assigned by Primary*.
Observer Nurse will not speak or help in any way. This may be done in sim room, hallway or watching streamed video into classroom.) Observer will complete the Observer Form which uses the Clinical Judgment model and will then lead debrief, with the assistance of the instructor.
In the simulation lab, the patient and scenario are simulated, but the nursing students act

together as the <u>real</u> nurse.

Kansas Community CollegeHealth Professions Division

CONFIDENTIALITY AGREEMENT

As a client of the Simulation Lab, I understand the significance of confidentiality. All patient information (real or fictional; electronic, written, overheard or observed) is confidential and any inappropriate viewing, discussion, or disclosure of this information is a violation of KCKCC's policy.

Simulation is a *safe* learning environment. All actions that take place in simulation, stay in simulation; privacy and respect is expected at all times.

VIDEO AGREEMENT

I hereby grant Kansas City Kansas Community College permission to copyright, use, reuse video, audio, and/or photographs of my likeness. The specific use and development of video for the program shall be determined by the Kansas City Kansas Community College.

I hereby give representatives of Kansas City Kansas Community College (the production entity) approval to use my likeness in the completion of the college project as they determine appropriate. I hereby warrant that I am of full age and have every right to contract in my own name and in the above regard. I state further that I have read the above authorization, release, and agreement prior to its execution, and that I am familiar with the contents thereof.

Fiction Contract

The purpose of simulation-based healthcare training is for you to develop skills, including judgment and reasoning, for the care of real patients. Using patient simulators and simulation teaching techniques, your instructors will recreate realistic patient care situations. The realism of each simulation may vary depending upon the learning goals for the session. The simulated environment and patient have certain limitation in their ability to exactly mirror real life.

When participating in the simulations, your role is to assume all aspects of a practicing healthcare provider's professional behavior. Additionally, when a gap occurs between simulated reality and actual reality, it is expected that you try to understand the goals of the learning session and behave accordingly.

Student Acknowledgement

As a KCKCC nursing student, I acknowledge being provided electronic access in each course Simulation Blackboard shell to the Simulation Lab Guidelines including the confidentiality agreement, video agreement, and the fiction contract. I understand that the Simulation Lab Guidelines may be amended during the year and that such changes will be available on Blackboard. I understand that my failure to return this acknowledgement will not relieve me from being responsible for knowing or complying with Simulation Lab Guidelines rules, policies, and procedures.

_____   _____
Signature   Student Name (Print)

_____
Date

Unsafe behaviors that result in remediation *Students who consistently persist (2 or more occurrences) in behaviors described below will be placed on a Nursing Student Success Protocol per Student Handbook guidelines. This policy applies to clinical, laboratory, and simulation settings.*	
Physical	Lack of preparation for clinical day Failure to properly protect client from potential injury Failure to seek appropriate help Leaving a nursing assignment without an appropriate handoff
Biological	Improper aseptic technique Improper maintenance of Infection Control Policies Failure to dispose of equipment/supplies properly
Emotional	Provides client incorrect information Fails to maintain professional boundaries with client, students, faculty, staff
Unprofessional	Incivility to clients, other students, faculty and/or staff Unprofessional language Actions or voice inflections that compromise rapport or working relations with clients, clinical facility, other students, faculty, and/or staff Speaking negatively about client/family members, faculty, students, staff, the clinical site, KCKCC in the clinical setting Failure to follow direction from faculty or registered nurse

Unsafe behaviors that result in immediate course failure and/or dismissal from the program
• Non-compliance with HIPAA guidelines and failure to protect client confidentiality • Theft/misuse of medications, supplies, equipment or personal items of the client/family, clinical site, students, staff, faculty • Misrepresentation or falsification of anything related to client care (medical record/documentation) or academic coursework; academic dishonesty • Attending clinical while under the influence or impaired due to drugs and/or alcohol • Verbal or Physical abuse of clients, other students, faculty, and/or staff • Any actions that violate ethical and legal standards • Failure to follow guidelines for safe patient care as directed by instructor, staff nurse, EHR, or facility policy/procedure.

Dismissal from the Nursing program may occur for behaviors that would prevent the student from becoming licensed or initiate restrictions/disciplinary action by the State Board of Nursing (KSBN) or health care institution.

The KCKCC Nursing Faculty, Staff and Administration believe that all students entering the nursing program have the potential to successfully complete the program and pass the NCLEX-PN® or NCLEX-RN® on the first attempt. We are committed to providing the assistance to achieve this outcome. It is the student's responsibility to adhere to the program guidelines and faculty recommendations. The faculty and staff will provide resources to guide students toward program completion and passage of the NCLEX-PN® or NCLEX-RN®. Steps to Success:

1. Orientation to the nursing program
   a. Prior to the first day of class the faculty will send a letter to incoming students identifying the date for orientation.
   b. Agenda for the orientation will include
      i. Introduction of nursing faculty
      ii. Tour of KCKCC facilities and resources (Learning Commons, SASS, Bookstore, Sim lab, Deli and study areas.)
      iii. Outline of faculty expectations for each semester
      iv. Introduction to Blackboard
      v. Introduction to program resources such as e-texts and the Simulated eHR system
      vi. Explanation of nursing course syllabi including definitions, grading scale, terminology, etc.
      vii. Clinical health requirements (immunizations, background checks, etc.), expectations and methods for submission
      viii. Breakdown into small groups with faculty for discussion Q/A
      ix. Name and contact of faculty advisor
      x. Second, third and 4th semester orientation will be held at the beginning of course to review course and clinical information, resources, handbook, expectations, syllabus, etc. and will be required to sign handbook acknowledgement form

2. Nursing Student Responsibilities
   a. Study at least three hours per week for *each* hour of class time.
   b. Arrive on time for class and clinical with appropriate resources and materials.
   c. Maintain confidential any information they learn about others. This includes, but is not limited to, the following: class points, peer and faculty evaluations, and counseling.
   d. Review all assigned reading, lectures, and electronic resources (e.g., Blackboard, recorded lectures, videos and homework prior to scheduled class and sim lab to be adequately prepared for class/sim lab).
   e. Be engaged in all classroom activities during the entire class period. No electronic devices will be used for other purposes during class for non-course-related content.
   f. Maintain academic integrity at all times with all assignments and exams and refrain from any form of dishonesty or cheating.
   g. Demonstrate civility and professional conduct.
   h. Adhere to the NCSBN, HIPAA and KCKCC guidelines for social networking.

3. Nursing Faculty Responsibilities
   a. Faculty will provide content, assignments, handouts and materials at least three days prior to the beginning of each module.
   b. Faculty will provide organized presentations in the form of PowerPoints, Prezi, recorded lectures, note-taking outline and/or in-class activities.
   c. Faculty will arrive prior to scheduled class time organized, with materials and be available to answer questions prior to class as time allows.
   d. Faculty will publish a test blueprint with course- & unit-specific outcomes at least one week prior to administration of exam to allow students adequate time to study.
   e. Test questions will be reviewed by at least two team members for clarity and errors prior to administration of exam.
   f. Faculty will be prepared for assigned simulation prior to start of class/ simulation time.
   g. Faculty will follow FERPA as required by law.
   h. Faculty will serve as a role model for civility and professional behavior.

4. Nursing Student Success Protocol
   a. Students who score 80% or less on an exam OR who are in clinical jeopardy will be placed on the Nursing Student Contract.
   b. Steps in the process
      i. Notification email
      ii. Plan for Student Success completion
      iii. Nurse Success Protocol Step 1 Checklist – Student Responsibilities
      iv. Nurse Success Protocol Step 2 Checklist – Student Responsibilities

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KCKCC Department of Nursing Education
Student Success Initiative – Notification Email

Your score on exam number_____was_____percent; any student failing an exam OR receiving an exam score of less than 80% must participate in the nurse success protocol to help ensure your future success in the nursing program. Contact me by_____to schedule an appointment (within one week of exam).

NOTE: You must reply to this email acknowledging that you have read it.

---

   c. Instructor responsibilities
      i. Meet with student in person to review the exam (providing rationale for correct/incorrect responses), identify areas of *mutually discussed* weakness, and offer tips for future improvement.
      ii. Faculty will make appropriate student referrals (e.g., Alex Twitty [SASS], Linda Warner [Professional Counseling], etc.) to further assist the student in being successful in the nursing program.
      iii. Complete Student Contract for Success / Corrective Action with student (if first exam <80% OR clinical referral to Success Initiative).
      iv. Follow-up as determined on Student Contract for Success / Corrective Action with student and continue through next steps on Contract, as needed.

Student Contract for Success / Corrective Action

Student:_____   Instructor: _____

Description of Concern: (If clinical, list specific competency in question; if didactic, list concepts in question.)

Correction Action: (The following student steps must be taken to meet program objectives)

      Class/Skill(s)/Behavior remediation:

      Date due:

Faculty Signature:_____   Date: _____

I have discussed the above concern with my instructor. Together, we made the Corrective Action plan which will help me be successful in nursing school. By signing below, I agree to follow the listed steps identified above. I understand that failure to do so will lead to a meeting with the Assistant Director. If the concern is not corrected, I will meet with the Director of Nursing where disciplinary action will occur up to and including dismissal from the nursing program.

Student Signature:_____   Date: _____

- If student exhibits an "unsafe behaviors that result in remediation" (See Student Handbook, p. XX), this should be documented here as well as clinical evaluation tool, and remediation given.
- If student exhibits an "unsafe behaviors that result in *immediate course failure and/or dismissal from the program*," this should be documented here as well as clinical evaluation tool; instructor should inform Director of Department of Nursing Education immediately and provide Director with documentation by next business day.
- If student falls below minimum expectations in the same area again (*third* test <80%, *second* time in one clinical area of falling below student expectations), student will meet with ADON with instructor's documentation (this contract with Description of Concern completed).

Follow-up #1: Instructor
(Meeting of instructor & student ASAP following date remediation is due, at least within 2 business days)

Student has successfully completed assigned remediation
- Faculty will monitor student for improved performance and continue to be available for questions.
- Documentation of contract & remediation will be placed in student's file.

Student met partial success OR partially completed remediation ➔ Follow-up #2:

Student did not complete assigned remediation ➔ Follow-up #2:
- Faculty will assign student to meet with Assistant Director of Nursing (ADON).
- ADON will notify student of date/time/place of meeting by email.

Follow-up #2: ADON
(Meeting of ADON & student ASAP following Follow-up #1)
- Will discuss the original faculty concern, remediation assignment, and nursing student expectations.
- Further remediation will be assigned with a specific short-term due date.
- Will schedule Follow-up #3. (If ADON-assigned remediation not done by due date, student will meet with Director of Nursing for Follow-up #3.)

[Follow-up #3: ADON OR Director](#)
(Meeting with student ASAP following date 2nd remediation is due, at least within 2 business days)

Student successfully completed assigned remediation OR partially completed remediation
- ADON will discuss concerns & plans going forward, and notify faculty of completed follow up; faculty will monitor student for improved performance and continue to be available for questions.
- Documentation of contract & remediation will be placed in student's file.

Student did not complete remediation
- Student will meet with the Director.

Nursing Faculty Responsibilities

Faculty will provide content, assignments, handouts and materials at least three daysprior to the beginning of each module.

Faculty will provide organized presentations in the form of PowerPoints, Prezi,recorded lectures, note-taking outline and/or in-class activities.

Faculty will arrive prior to scheduled class time organized, with materials and beavailable to answer questions prior to class as time allows.

Faculty will publish a test blueprint with course- & unit-specific outcomes at least oneweek prior to administration of exam to allow students adequate time to study.

Test questions will be reviewed by at least two team members for clarity and errorsprior to administration of exam.

Faculty will be prepared for assigned simulation prior to start of class/ simulationtime.

Faculty will follow FERPA as required by law.

Faculty will serve as a role model for civility and professional behavior.

Nursing Student Success Protocol

Students who score 80% or less on an exam OR who are in clinical jeopardy will beplaced on the Nursing Student Contract.

Steps in the process

Notification email

Plan for Student Success completion

Nurse Success Protocol Step 1 Checklist – Student Responsibilities

Nurse Success Protocol Step 2 Checklist – Student Responsibilities

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KCKCC Department of Nursing Education Student Success Initiative – Notification Email

Your score on exam number_____was__percent; any student failing an exam OR receiving an exam score of less than 80% must participate in the nurse success protocol to help ensure your future success in the nursing program. Contact me by__to schedule an appointment (within one week of exam).

NOTE: You must reply to this email acknowledging that you have read it.

Instructor responsibilities

Meet with student in person to review the exam (providing rationale for correct/incorrect responses), identify areas of *mutually discussed* weakness,and offer tips for future improvement.

Faculty will make appropriate student referrals (e.g., Alex Twitty [SASS], LindaWarner [Professional Counseling], etc.) to further assist the student in being successful in the nursing program.

Complete Student Contract for Success / Corrective Action with student (iffirst exam <80% OR clinical referral to Success Initiative).

Follow-up as determined on Student Contract for Success / Corrective Actionwith student and continue through next steps on Contract, as needed.

Student Contract for Success / Corrective Action

Student:_____   Instructor: __

Description of Concern: (If clinical, list specific competency in question; if didactic, list concepts inquestion.)

Correction Action: (The following student steps must be taken to meet program objectives)
Class/Skill(s)/Behavior remediation:
Date due:

Faculty Signature:__   Date: _

I have discussed the above concern with my instructor. Together, we made the Corrective Action plan whichwill help me be successful in nursing school. By signing below, I agree to follow the listed steps identified above. I understand that failure to do so will lead to a meeting with the Assistant Director. If the concern is not corrected, I will meet with the Director of Nursing where disciplinary action will occur up to and includingdismissal from the nursing program.

Student Signature:__   Date: _

If student exhibits an "unsafe behaviors that result in remediation" (See Student Handbook, p. XX),this should be documented here as well as clinical evaluation tool, and remediation given.
If student exhibits an "unsafe behaviors that result in *immediate course failure and/or dismissal fromthe program*," this should be documented here as well as clinical evaluation tool; instructor should inform Director of Department of Nursing Education immediately and provide Director with documentation by next business day.
If student falls below minimum expectations in the same area again (*third* test <80%, *second* time inone clinical area of falling below student expectations), student will meet with ADON with instructor's documentation (this contract with Description of Concern completed).

Follow-up #1: Instructor
(Meeting of instructor & student ASAP following date remediation is due, at least within 2 business days)

Student has successfully completed assigned remediation
Faculty will monitor student for improved performance and continue to be available for questions.

Documentation of contract & remediation will be placed in student's file.

Student met partial success OR partially completed remediation ⬜ Follow-up #2:Student did not complete assigned remediation ⬜ Follow-up #2:

Faculty will assign student to meet with Assistant Director of Nursing (ADON).

ADON will notify student of date/time/place of meeting by email.

Follow-up #2: ADON

(Meeting of ADON & student ASAP following Follow-up #1)

Will discuss the original faculty concern, remediation assignment, and nursing student expectations.

Further remediation will be assigned with a specific short-term due date.

Will schedule Follow-up #3. (If ADON-assigned remediation not done by due date, student will meetwith Director of Nursing for Follow-up #3.)

<u>Follow-up #3</u>: ADON OR Director

(Meeting with student ASAP following date 2nd remediation is due, at least within 2 business days)

Student successfully completed assigned remediation OR partially completed remediation
ADON will discuss concerns & plans going forward, and notify faculty of completed follow up; facultywill monitor student for improved performance and continue to be available for questions.
Documentation of contract & remediation will be placed in student's file.

Student did not complete remediation
Student will meet with the Director.