



Department of Nursing Education

STUDENT HANDBOOK

2020 - 2021

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I. Introduction

- A. Welcome to the Kansas City Kansas Community College nursing program!
- B. The Department of Nursing Education Student Handbook has been prepared to provide students with information that will facilitate success in the nursing program. (Each semester/year additions and revisions may be made, as necessary; students will be responsible for following the *current* handbook at all times.)
- C. KCKCC Nursing faculty and staff embrace the idea of nursing as an art and science.
 - 1. Students are evaluated on the academic knowledge they retain.
 - 2. Evaluation of students on clinical skills and safe client care throughout the program requires mastery of various skill competencies and application of clinical judgment and decision-making to empower students in their path of becoming successful compassionate nurses.
- D. 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.
- E. All students have the responsibility to know and observe the KCKCC Student Handbook & Code of Conduct and the Department of Nursing Education Student Handbook. (See page 6 for links.)

II. KCKCC Student Information

A. KCKCC Department of Nursing Education programs use a selection process for each program using GPA, TEAS, residency, previous degrees earned, etc.

B. Educational Privacy

1. FERPA (the Family Educational Rights and Privacy Act) is a federal law and its sole purpose is to afford certain rights to students concerning their educational records. The primary rights afforded include:

- a. The right to inspect and review your educational records by advanced request
- b. The right to seek to have your records amended if you suspect a discrepancy
- c. The right to have some control over the disclosure of information from your records
- d. The right to file a complaint concerning alleged failures to comply with FERPA

2. If you have any questions or feel that KCKCC employees have not handled information about you properly, please contact: KCKCC Registrar @ 913-288-7110.

3. This information may be found at

<https://www.kckcc.edu/student-resources/registrar/ferpa-student-records.html>.

C. Educational Equality Statement

1. 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.

2. 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 Americans with Disabilities Act of 1990, is directed to contact Human Resources, Kansas City Kansas Community College, 7250 State Avenue, Kansas City, Kansas 66112, Telephone 913-288-7646.

3. Any person needing access to academic programs or college activities due to a documented disability is directed to contact the Student Accessibility and Academic Services (SASS), 913-288-7670 V/TDD for accommodations.

4. Lea la versión en español de la Declaración de Igualdad Educativa.

5. This information may be found at

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

1. College Student Handbook & Code of Conduct

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

2. College Catalog

<https://www.kckcc.edu/academics/academic-catalog-info/index.html>

3. College Policies and Statements

<https://www.kckcc.edu/about/policies-procedures/index.html>

III. The KCKCC Department of Nursing Education

A. Mission Statement

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

B. Philosophy Statement

1. 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 quality care with members of the inter-professional team to achieve safe and effective client outcomes.
2. The faculty believe adult learners are self-directed, require experience relevant to the learner and have 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.

C. Scope of Practice Definitions

1. 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 care that meets the needs of diverse clients, families and communities in a variety of settings.
2. 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 standards using specialized knowledge and skills to meet the needs of diverse clients in a variety of settings.

D. Accreditation/Approval

1. 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 will take place in Fall 2021.
2. Both the PN and RN programs are approved by the Kansas State Board of Nursing (KSBN). The next approval visit will take place in **Fall 2021**.

E. Misdemeanor and/or Felony Conviction

1. When an applicant or admitted student has been convicted of a misdemeanor

or felony, s/he must notify the Director of Nursing in writing. Failure to do so will result in the applicant not being considered for admission or immediate dismissal from the program for an admitted student.

2. In accordance with Joint Commission requirements, students are required to undergo a criminal background check, which requires a Social Security number. Student will be asked to sign a release and authorization form allowing the KCKCC 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 experience will have access to the information.
3. If the applicant has been convicted of a misdemeanor and/or felony: certified/dated (within the last three months) copies of court documents for *each* conviction are *required* with submission of application for licensure. Without the *required* documents, the application is considered incomplete and may result in a denial of licensure.
 - a. The Kansas State Board of Nursing (KSBN) will not answer questions about the probability of receiving permission to take the NCLEX-RN® or NCLEX-PN® until application has been made at the completion of the program.
 - b. KCKCC cannot guarantee that a graduate of the nursing program will be allowed to sit for Boards, as this decision is made solely by the KSBN.
 - c. For further information, please see:
<https://ksbn.kansas.gov/legal-background-info/>

IV. Program Outcomes

A. KBOR Outcomes for Completion of the Practical Nursing Program

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 on client 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.

B. KSBN/KBOR Outcomes for Associate Degree (RN) Nursing Programs

1. Integrate caring behaviors in practicing the art and science of nursing within a diverse population.
2. Implement professional standards and scope of practice within legal, ethical, and regulatory frameworks.
3. Collaborate with clients and members of the inter-professional health care team to optimize client outcomes.
4. Formulate safe and effective clinical judgments guided by the nursing process, clinical reasoning, and evidence-based practice.
5. Manage care and provide leadership to meet client needs using available resources and current technology.

6. Generate teaching and learning processes to promote and maintain health and reduce risks for a global population.
7. Demonstrate effective communication methods to manage client needs and to interact with other healthcare team members.

V. Course Prerequisites & Program Curriculum

A. Practical Nursing Program

1. 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 Physiology*AND Physiology Lab*	5-8
PSYC-0101	Psychology**	3
PSYC-0203	Human Development*	3
Total Credit Hours for Prerequisite Courses		11-14

(See course syllabi for course prerequisites.)

*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.

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.

2. Admission requirements:
 - a. Kansas Certified Nurse Aide Certificate (Must be active on first day of class in the practical nursing program; not required, but *strongly* encouraged throughout the program.)
 - b. American Health Association CPR/Basic Life Support (BLS) for healthcare providers
3. Program curriculum:

a. *First Semester:* (Requires acceptance into the Program)

Course		Pre-requisite(s)	Co-req(s)	Hours
Full Semester				
KSPN-0128	<i>Care of Aging Adults</i>	Admission to PN program	None	2
NUPN-0134	<i>Theory Application through Assessment and Simulation</i>	Admission to PN Program	None	3
1st Eight Weeks				

KSPN-0102	<i>Foundations of Nursing</i>	Admission to PN program	KSPN-0104	4
KSPN-0104	<i>Foundations of Nursing Clinical</i>	Admission to PN program	KSPN-0102	2
KSPN-0115	<i>Fundamentals of Pharmacology & Safe Medication Administration</i>	Admission to PN program	None	2
2nd Eight Weeks				
KSPN-0124	<i>Maternal Child Nursing</i>	KSPN-0102, KSPN-0104	KSPN-0126	2
KSPN-0126	<i>Maternal Child Nursing Clinical</i>	KSPN-0102, KSPN-0104	KSPN-0124	1
KSPN-0130	<i>Mental Health Nursing</i>	KSPN-0102, KSPN-0104		2
Total credit hours first semester				18

b. Second Semester:

Course		Pre-requisite(s)	Co-req(s)	Hours
1st Eight Weeks				
KSPN-0107	<i>Nursing of Care of Adults I</i>	KSPN-0102, KSPN-0104	KSPN-0108	5
KSPN-0108	<i>Nursing of Care of Adults I Clinical</i>	KSPN-0102, KSPN-0104	KSPN-0107	2
2nd Eight Weeks				
KSPN-0121	<i>Nursing of Care of Adults II</i>	KSPN-0102, KSPN-0104 KSPN-0107, KSPN-0108 KSPN-0115	KSPN-0123	5
KSPN-0123	<i>Nursing of Care of Adults II Clinical</i>	KSPN-0102, KSPN-0104 KSPN-0107, KSPN-0108 KSPN-0115	KSPN-0121	2
KSPN-0132	<i>Leadership, Roles and Issues</i>	PN program sequence		2
Total credit hours second semester				16

c. TOTAL program credit hours 34

d. TOTAL Credit hours (prerequisites + program) 45-48

B. Associate Degree Nursing (RN)

1. Pre-requisite Courses - for both generic and transition students (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
NURS-0193	Health Assessment for Nurses**	3
Total Credit Hours for Prerequisite Courses		28

* 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.

- General Education Course required for Associate Degree in Nursing (ADN) - for both generic and transition students (Encouraged to be taken before nursing program, but *must* be taken before or concurrent with 3rd semester):

SPCH-0151	Public Speaking OR	3
SPCH-0201	Interpersonal Communications	3

Credit hours 3

- Generic Program Curriculum – traditional student

a. First Semester (Requires acceptance into the Program)

Course		Pre-requisite(s)	Co-req(s)	Hours
Full Semester				
NURS-0106	<i>Pharmacology in Nursing I</i>	Admission to RN program	None	1
NURS-0135	<i>Basic Concepts of Pathophysiology*</i>	Admission to RN Program	None	3
1st Eight Weeks				
NURS-0131	<i>Introduction to Professional Nursing Concepts</i>	Admission to RN program	Completion OR concurrent NURS-0193	3
2nd Eight Weeks				
NURS-0132	<i>Foundational Concepts w/ Clinical Component</i>	NURS-0131	None	4
Total credit hours first semester				11

b. Second Semester

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

c. Third Semester

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

d. Fourth Semester

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

e. TOTAL Program Credit hours (for generic students) **68**

f. TOTAL Credit hours (prerequisite + program - for generic students)**68**

4. Articulation Program Curriculum –transition student

a. **First Semester** (Requires acceptance into the Program)

Course		Pre-requisite(s)	Co-req(s)	Hours
NURS-0105	<i>Transition to RN for LPN, Paramedic or RRT</i>			3
NURS-0135	<i>Basic Concepts of Pathophysiology*</i>	Admission to RN Program	None	3
Total credit hours first semester				6

b. **Second Semester** (same as Third Semester for generic students)

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

c. **Third Semester** (same as Fourth Semester for generic students)

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

d. TOTAL Program Credit hours (for articulation students) **24**

e. TOTAL Credit hours (prerequisite + program - for articulation students).**55**

VI. Progressing through the Program

- A. Student enrollment into nursing courses is done automatically by a Nursing Advisor once student is accepted into program and met all requirements for courses/clinical (as verified by the Director or Assistant Director of Nursing Education).

Students may NOT enroll in two KCKCC clinical nursing courses simultaneously.

B. Clinical Placements

1. Clinical times

- a. Practical nursing - The 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 evenings or weekends**. Ex: ATI Live Review. The student will be notified prior to the change of hours.
 - b. Registered nursing – 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 time and on any day of the week.
2. Assignment of students to clinical groups 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 clinical site availability.
 3. Students will not be able to change or trade clinical groups once the clinical portion of the course has started except in extreme circumstances with approval of the Clinical Coordinator and Director or Assistant Director of Nursing.
 4. 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.

C. Withdrawing from a Course

1. It is the student's responsibility to drop a course s/he no longer wishes to be enrolled in. Any student not completing the course requirements, regardless of the grade during attendance, will receive a "F" unless s/he withdraws.
2. Students may withdraw from a course prior to the date established by the college. This will be viewed on the transcript as a "W"; this grade will be replaced upon repeating the course.
3. 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. This will be designated on the transcript as a "WA"; this grade is NOT replaced on the transcript upon repeating the course.
4. 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"), regardless of reason, will be considered as a first attempt at taking the course.
5. 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 not complete the withdraw process, a grade of "F" will be entered.

D. Transfer Students and Advanced Standing

1. Transfer students must complete at least two clinical nursing courses to graduate from the program.
2. Students admitted with advanced standing may progress through the curriculum based upon need and space available.

E. Repeating Privileges

1. Failure of a PN or RN course is defined as any of the following:
 - a. An exam average OR comprehensive course score of less than 76.0%.
 - b. Failure to successfully complete the clinical (if applicable).
 - c. Withdrawing at any point with an exam average OR comprehensive course score below 76.0%.
2. A student is only allowed to repeat a clinical course one time and may repeat only one clinical course in the program.
3. Repeating non-clinical courses:
 - a. Each PN student is allowed two repeats in a non-clinical course (e.g., KSPN-0128, NUPN-0134, KSPN-0115, KSPN-0130 & KSPN-0132).
 - b. Each RN student is allowed one repeat for either Pathophysiology OR

Pharmacology. Both courses must be successfully completed prior to the student enrolling in 4th semester. (Beginning S2021, this will apply to Health Assessment and Pharmacology; Patho will be a pre-req.)

4. 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-available basis.
5. The need to repeat a course may alter the student's anticipated graduation date as the established program sequence of courses must be followed.
6. Procedure for repeating approval:
 - a. A student wishing to repeat a program course must submit a written request to the Director of Nursing stating his/her plan to ensure future success.
 - b. After request has been submitted, the Assistant Director of Nursing Education will assign remediation to review basic concepts of the course failed and improve test-taking.
 - c. After due date for remediation assignment, student with completed remediation will be considered for return to the nursing program.
 - d. 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.
 - e. Re-entry is based on availability of space for each class/clinical; this is determined by the KSBN-approved cohort size.
7. Re-application to the program
 - a. An PN student who fails KSPN 0102 must reapply for admission and will be considered with the rest of the applicant pool based upon the documented admission criteria. Students are eligible to re-apply to the PN program *only one time*
 - b. An RN student who fails NURS 0105 OR NURS 0131 must reapply for admission and will be considered with the rest of the applicant pool based upon the documented admission criteria. Students are eligible to re-apply to the RN program *only one time*; after that, students are encouraged to consider applying to the Practical Nursing program.

VII. Student Success Tools

A. How to Succeed in Nursing School

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 practical or registered nurse. Here are our recommendations to help you succeed in your program:

1. Attend class/lab/clinical awake, aware, and prepared to be an active learner every time.
2. Communicate clearly and with proper etiquette with instructor, classmates and clients.
3. Understand the absence/lateness policy and abide by it.
4. Complete every assignment (both classwork, clinical work and homework).
5. 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.
6. Listen with respect to classmates and teacher.
7. 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 the standards of the department.
8. Listen to and learn from the constructive criticism given to you by your

instructors who are here because they care about you, believe in you, and want you to succeed.

9. Document carefully any use of others' words and ideas (cite sources).
10. Build your nursing vocabulary daily.
11. Understand that it is not the teacher's job to entertain you; it is your job to find a way to care about each assignment and client in your care.
12. Check your KCKCC email each day for messages from teachers and group mates.
13. Avoid visiting social network sites and personal email addresses during class, clinical and tutorial sessions.
14. Leave outside the classroom/lab room/clinical site non-academic habits of behavior and mind.
15. Attend Open Lab at least twice per semester to practice and review skills.
16. Develop a group of peers to learn together. Consider working as a group: studying, practicing skills, and holding each other accountable through constructive criticism.
17. Meet with each of your instructors twice per semester. Don't wait until you have a low grade on a test, when your instructor will ask you to make an appointment to meet.
18. RN students, attend the Student Nurse Association (SNA) meetings and be active in this professional group. It provides excellent opportunities to develop leadership skills and looks great on a resume.
19. Remember that standards of professionalism are the same online as in any other circumstance.
20. Leave turned off and put away all electronic devices (except computer or tablet when being used for active-learning assignments).
21. Abide by KCKCC Dept. of Nursing Education's Student Handbook.
22. You CAN DO THIS!!!

B. All of the following resources are accessible through links here:

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

1. Student Technology Resources
2. Student Services
3. Student Activities
4. Student Handbooks
5. Student Services & Support

C. KCKCC Foundation <https://www.kckcc.edu/foundation/>

Serving students, KCKCC Foundation removes the financial barriers that compel students to put their academic futures dreams on hold. Through the generous support of alumni, friends, corporations, and foundations it continues to grow in assets, reinforcing its value as a resource to the community.

Application for fall-semester scholarships must be done by March 1st and for spring-semester scholarships must be done by October 1st. For scholarship info, see <https://www.kckcc.edu/foundation/scholarships/>

D. 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 be used 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 **NOT**:

- a. PN students - Perform duties associated with the position of LPN.
- b. RN students - Perform duties associated with the position of RN.
- c. Wear their student uniform or KCKCC nametag.
- d. Give medications on the basis of being a nursing student at KCKCC.

- E. **NCLEX Test Plan** - Students are encouraged to visit the National Council of State Boards of Nursing and download the NCLEX® 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®.

1. Practical nursing

The current NCLEX-PN® test plan may be found at:

https://www.ncsbn.org/2020_NCLEXPN_TESTPLAN.htm

2. Registered nursing

The current NCLEX-RN® test plan may be found at:

https://www.ncsbn.org/2019_RN_TestPlan-English.htm

F. Open Skills Lab

1. Tuesday & Wednesday evenings, the LifeSpan lab is open with an instructor on-site for students to practice skills.
2. Instructors may assign remediation in Skills Lab as needed to help student succeed in the nursing program.
 - a. Student will be given a Nursing Student Contract by assigning-instructor, indicating what skill(s) needs to be practiced, how much time is assigned, etc.
 - b. It is the student's responsibility to have Skills Lab instructor sign form verifying completion of assignment.
 - c. The Skills Lab instructor will keep the signed form and give it to the administrative assistant to be returned to assigning-instructor.

G. Student Success Initiative

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:

(1) Introduction of nursing faculty

(2) Tour of KCKCC facilities and resources (Learning Commons, SASS, Bookstore, Sim lab, Deli and study areas.)

(3) Outline of faculty expectations for each semester

(4) Introduction to Blackboard

(5) Introduction to program resources such as e-texts and the Simulated eHR system

(6) Explanation of nursing course syllabi including definitions, grading scale, terminology, etc.

(7) Clinical health requirements (immunizations, background checks, etc.), expectations and methods for submission (PN – Admin. Asst; RN – Castle Branch)

(8) Breakdown into small groups with faculty for discussion Q/A

(9) Name and contact of faculty advisor

(10) 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 fail an exam (<76%) OR who are in clinical jeopardy will be placed on the Nursing Student Contract.
- b. Instructor will notify individual student (by email) when s/her earned less than 80% on an exam:

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:

- (1) 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.

(2) 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.

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

(4) 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 successfully done 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.
-

H. 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 guidelines were established by Steven & Karen Clegg with the assistance of the KCKCC Financial Aid staff:

a. Eligibility Criteria

- (1) Resident of Kansas
- (2) Preference given to applicant who works at Good Samaritan Center or Cedar Lake Village in Olathe, KS
- (3) Preference given to applicant who is a resident of Olathe, KS

b. Enrollment Status

Must be full-time student

c. Financial Need

(1) Need-based

(2) Must complete a FAFSA for the purpose of determining financial need

d. Academic Performance

Must have successfully completed the first quarter of nursing program with a 3.0 GPA

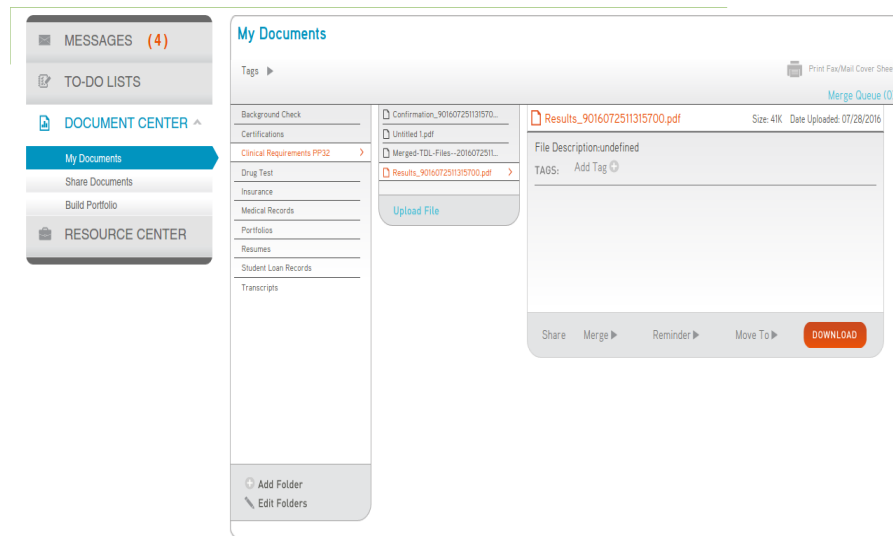
VIII. Clinical Health Record Requirements for Nursing Program

- A. Each student will be required to maintain specific clinical health requirements throughout the program to ensure the safety of clients and him/herself. Failure to obtain or maintain currency in these requirements will result in the student not being allowed to attend clinical.
- B. No clinical requirements will be allowed to expire during the semester. All must be current and submitted *prior* to week one of the start of clinical 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 excuse for not meeting the requirements.
- C. Negative Tuberculosis (TB) skin test (available for free from the school nurse to students at KCKCC).
 - 1. PN student unable to have the TB skin test will require alternate testing; please see the Director or Assistant Director of Nursing Ed. for instruction.

2. RN student unable to have the TB skin test will require alternate testing; please refer to Clinical Orientation Manual and consult with Clinical Coordinator for instruction.
- D. Current titers and required immunizations
1. PN students – please refer to the Required Health Form
 2. RN students – please refer to the Clinical Orientation Manual for minimum requirements for clinical experiences
- E. Negative drug screen or proof of medical prescription for substances for which student tests positive.
- F. Current physical and color-blindness test.
- G. Seasonal flu immunization is required annually between Sept 1 and October 7.
1. If student is entering program in the spring semester, flu immunization is required between Sept 1 and Jan 1.
 2. If medical contraindication or religious exemption prevents student from getting flu vaccination, KCKCC cannot guarantee clinical placement for student to meet clinical requirements; Clinical sites may not honor accommodation.
- H. CPR/Basic Life Support (BLS) for Healthcare provider through the American Heart Association
- I. Proof of health insurance
- J. Background check
- K. Additional requirements may be required as outlined in specific clinical contracts. Students will be given as much notice as possible of placement in and requirements for clinical assignments that will necessitate such.
- L. Compliance for Clinical Health Record Requirements
1. Two copies of compliance form should be printed by student.
 - a. One copy should be given to the clinical instructor at orientation (or sooner, if required by the clinical affiliation agreement) for each clinical rotation.
 - b. One copy should be carried by the student at all times while in clinical setting.
 2. PN students – Required Health Form showing completion of all clinical health requirements will be signed by administration and provided to students.
 3. RN students must print off two copies from Castle Branch showing completion of all clinical health requirements.

Printing the To-Do-List Summary Report:

- (1) Sign in to myCB.CastleBranch.com.
- (2) Hover over *Document Center* and then click on *My Documents*.
- (3) A list of folders should expand to the right. *Click the folder with the same name as your tracker* – i.e., *Clinical Requirements Fall 2020*.
- (4) Within this list, click on the file titled '*Results_.....*'
- (5) Once the file name is selected, click the orange *download* button.
- (6) This is the To-Do-List Summary Report.
- (7) If student has trouble retrieving the Summary Report, please contact the Castle Branch Service Desk at 888.914.7279.



4. If the student is unable to produce a health record showing compliance when requested, student will be dismissed from clinical and this will be counted as an unexcused absence; the student will fail the clinical/course.

IX. Expected Abilities for the Nursing Student

A. Nursing can be a physically, intellectually, and emotionally demanding profession.

B. Should you have questions or concerns about the ability to achieve success in any of our course, clinical, or program objectives or requirements, please contact our nursing office.

Contact information can be found @

<https://www.kckcc.edu/academics/programs-and-departments/nursing/index.html>

C. You may also contact the Student Accessibility and Support Services Offices for more information @

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>

X. Expected Behavior for Nursing Students

A. Professional Behavior

1. 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 impact is on the clients served.
2. 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. This will be classified as an absence and the student must meet with the instructor to discuss classroom behavior expectations prior to the next course meeting.

3. 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.
4. 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. (Refer to College Student Handbook -> Social Media.)
 - a. No photos should be taken of any staff or clients in any clinical setting.
 - b. Photos and/or comments should not be posted to social media that refer negatively to the nursing program, or any of its components.
 - c. Photos and/or comments should not be posted to social media that includes the name or any identifying features of any clinical site.
 - d. Many employers are performing searches of Facebook, Twitter, Snap Chat, and other social media outlets prior to and throughout employment.
5. 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 displaying an inappropriate response to faculty direction regarding development of skill competence. This will be classified as an absence.
6. 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.
7. 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 the learning environment and may be referred to the Vice President of Student Affairs for further disciplinary action.

B. Smoking, Tobacco, Drug and Alcohol Use

1. 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 policies established for each clinical facility when on their property.

2. 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 drug impairment will result in immediate dismissal from the learning environment for an assessment by the 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.
3. 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.
4. Failure to complete all recommendations outlined by the assessment will result in immediate dismissal from the Nursing program.
5. ALL KCKCC nursing students are subject to random drug testing at any time.

C. Virtual classes

1. 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-face class.
2. Students must not be lying in bed or on a couch, must be dressed appropriately, punctual and may be required to be viewable in the virtual classroom.
3. Student attire for virtual clinical, simulation and lab is required to be the same as for on-site or on-ground.

XI. Course Information & Requirements

A. Textbooks

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

B. 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 after receiving 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.

C. Transportation

Transportation to and from class, clinical and observation experiences must be provided by students.

D. Distribution, Use and Disposal of Supply Kits

1. Supply kits should be purchased in the Book Store; these supplies are for student to practice skills after receiving instruction/training, in order to demonstrate competence at skill check-off.
 - a. PN students – red
 - (1) Red bag –first semester
 - (2) Black bag –second semester
 - b. RN students
 - (1) Blue bag – NURS 0131/0132
 - (2) Black bag – NURS 0105 or NURS 0143
2. Sterile supplies in the kit are *not to be opened* until instructed to do so.
3. Syringes and needles for injection practice will be found in your supply kit. All sharps (needles) used should be disposed of in an OSHA-appropriate sharps container. The sharps container will be discarded by faculty and staff.
4. *Kits are comprised of products sold for instructional purposes only and are not intended for human or 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.*
5. If you find a piece of equipment that does not work, please notify your instructor immediately for replacement.

E. Computer

It will be mandatory to have a personal computer, internet access, a webcam and may need a printer.

F. Extra Expenses

1. Extra expenses for licensure* which are not 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 could change after publication of this handbook. All fees verified accurate as of July 2020.

2. Medical Expenses

Students are responsible for any personal medical expenses resulting from injury or illness during clinical experiences.

3. Graduation

- a. A graduation processing fee of \$20.00 is required *even if students do not participate in the Graduation ceremony*. The fee may be paid in the Business Office or online at www.kckcc.edu. The Graduation Fee must be paid before cap and gown can be picked up.
- b. Cap & gown must be ordered through the school.
- c. Graduation pictures
 - (1) The Department will arrange for a professional photographer to be on campus (if possible) to photograph all nursing graduates. Announcements will be made in Blackboard during the final semester.
 - (2) There is no obligation to buy pictures, but different packages will be available for purchase from the photographer.
 - (3) Attire for pictures
 - 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.
 - (4) Each graduating student will receive a composite picture (of the graduating class); cost is included in student fees.

XII. Attendance

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

B. Didactic (classroom) course, including on-campus lab

1. Absence

- a. A student will automatically fail when s/he has missed greater than 20% of the class meeting times.
 - b. Missed work
In-class assignments/quizzes/points may be made up at the discretion of the instructor. If an in-class activity is missed, the instructor may assign a "0" for this assignment.
2. Tardiness or early exit (missing no more than 30 minutes of class)
 - a. Students who have more than three combined instances of tardiness or early exit in a course must meet with the instructor to develop a plan for remediation.
 - b. Missed work
In-class assignments/quizzes/points may be made up at the discretion of the instructor. If an in-class activity is missed, the instructor may assign a "0" for this assignment.
 3. Late work may not be accepted; it is at the discretion of the instructor to accept or refuse late work. If late work is accepted, the instructor may take away points – see course management statement from instructor.

C. Simulation

1. In order for an absence to be considered excused for simulation, the student is required to personally phone, text, or email a simulation faculty member prior to the start time. (See separate *Sim Center Guidelines* for contact information.)
Requesting a fellow student or another faculty member notify the simulation faculty does not constitute appropriate notification.
2. Excused absence
 - a. Simulation for eight-week courses
 - (1) In the event of an emergency or illness and with prior notification to the instructor, the student may have one simulation absence excused.
 - (2) The student will be required to attend the scheduled simulation make-up day for the course.
 - (3) Two or more excused absences will result in course failure
 - b. Simulation for sixteen-week courses
 - (1) In the event of an emergency or illness and with prior notification to the instructor, the student may have two simulation absences excused.
 - (2) The student will be required to attend the scheduled simulation make-up day for the course.

(3) Three or more excused absences will result in course failure.

3. Unexcused absence

Any unexcused simulation absence will result in course failure.

4. Tardy (arriving within 15 minutes of start time)

a. First occurrence

Allowed to participate but must meet with simulation faculty member to determine if make-up is necessary to develop a plan for remediation.

b. Second occurrence

(1) Refused admission and recorded as an excused absence.

(2) Student must attend the simulation make-up day.

(3) Student may not exceed number of excused absences defined above in simulation.

c. Third occurrence

Refused admission and counted as an excused absence.

- Eight-week course: this will result in course failure

- 16-week course: this will be counted as an excused absence.

- Student must attend the simulation make-up day.

- Student may not exceed number of excused absences defined above for simulation.

d. Fourth occurrence

Refused admission; will result in course failure

D. Clinical Course

1. In order for an absence or tardy to be considered excused for clinical, the student is required to personally phone, text or email the instructor prior to start time.

2. Requesting a fellow student or another faculty member notify the instructor does not constitute appropriate notification.

3. Excused absence

a. Eight-week clinical courses meeting once per week:

(1) Students are expected to attend all clinical sessions.

(2) In the event of an emergency or illness and with prior notification to the instructor, the student may have one clinical absence with *required* make-up assignment, virtual simulation, clinical or lab hours (equivalent to the number of hours missed).

(3) Two or more excused absences will result in clinical/course

failure.

b. Eight-week clinical courses meeting twice per week:

- (1) Students are expected to attend all clinical sessions.
- (2) In the event of an emergency or illness and with prior notification to the instructor, the student may have two clinical absence with *required* make-up assignment, virtual simulation, clinical or lab hours (equivalent to the number of hours missed) for each absence.
- (3) With a second absence, students will be required to make up two clinical hours in the skills lab.
- (4) Three or more excused absences will result in clinical/course failure.

c. Sixteen-week clinical courses:

- (1) Students are expected to attend all clinical sessions.
- (2) In the event of an emergency or illness and with prior notification to the instructor, the student may have up to two clinical absences with *required* make-up assignment, virtual simulation, clinical or lab hours (equivalent to the number of hours missed) for each absence.
- (3) Students may have up to three different clinical rotations per course.
 - Attendance will be cumulative across all rotations per course.
 - The student may not have more than one absence excused in any individual rotation.
 - Two excused absences in the same rotation will result in clinical/course failure.
- (4) Three or more total excused absences will result in clinical / course failure.

4. Unexcused absence

- a. Any unexcused clinical absence will result in student being assigned to complete a Professionalism Module which must be completed within assigned time frame.
- b. Two unexcused clinical absences during the nursing program will result in removal from the program.

5. Excused tardy (arriving within 30 minutes of clinical start time and instructor notified prior to start time)

- a. Tardies will be cumulative across all rotations for the course.
- b. First occurrence

Allowed to participate and must meet with the instructor to develop a remediation plan.

c. Second occurrence

(1) Student refused admission and receives an excused absence.

(2) Student will be required to complete makeup assignment.

(3) Student may not exceed number of excused absences defined above for clinical courses.

d. Third occurrence

Student refused admission and receives an unexcused absence resulting in course/clinical failure.

6. 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)

a. Tardies will be cumulative across all rotations for the course.

b. First occurrence

(1) Student refused admission and receives an excused absence.

(2) Student will be required to complete makeup assignment (equivalent to the number of hours missed).

(3) Student may not exceed number of excused absences defined above the clinical courses.

c. Second occurrence

Student refused admission and receives an unexcused absence resulting in clinical and didactic course failure.

E. 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.

F. Lack of preparation for class/clinical/lab/simulation (on-ground OR virtual/online)

1. If a faculty member believes a student has not completed required preparatory work, s/he 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.

2. This will count as an excused absence as long as the remediation assignment is completed as directed. If the assignment is not completed, this will count as an unexcused absence.

G. Snow Days

1. Local TV, the KCKCC website, text alert and radio stations will announce cancellations and delays for the Kansas City Kansas Community College.

2. Didactic class missed

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 to the instructor for assistance, as needed.

3. Clinical class missed

Instructor will provide virtual clinical assignments OR alternate clinical experiences that cover an equivalent time of learning experience as the clinical hours missed.

H. Holidays on clinical days (e.g., Labor Day)

1. 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 number of clinical hours required for the course.

a. Students who are scheduled on an actual holiday will need to make up hours as coordinated by the clinical instructor. The clinical instructor is required to seek approval from the clinical site for the desired make-up day and must communicate the plan to the Director of Nursing and Clinical Coordinator.

b. Additionally, if instructors are unable to schedule a make-up day at the clinical site, you can contact the director or assistant director, who can help you schedule time in one of the nursing labs for a clinical session.

c. *Please note: if there is unanimous agreement among the clinical group, students can choose to attend on the holiday rather than schedule a separate make-up day*

2. On holiday weekends, such as Saturday and Sunday of Labor Day, students are to attend clinical as scheduled.

I. Recommendations

Students should avoid scheduling any major celebrations/events (e.g., wedding, trips...) during the school 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.

J. Attendance appeals

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

XIII. Laboratory & Skill Check-Off Policies

- A. All policies, procedures and regulations for grading, professionalism, attendance and uniforms apply to the skills lab.
- B. In order to pass, the student must satisfactorily complete 100% of the critical elements for each lab skill.
- C. Checkoff attempts:
 - 1. A student will have three opportunities to pass each lab procedure.
 - 2. All appointments for retesting must be made at the time of the failure.
 - a. Re-test may *not* be done the same day as the failed skill attempt.
 - b. Failure to be present for the scheduled testing appointment, or to notify the instructor prior to the start time will result in failure of the re-test.
 - 3. The third attempt will be observed and graded by at least two faculty members.
 - 4. If any lab procedure is not passed in three attempts, the student will receive a failing grade for the course.
- D. Students are expected to participate in maintaining cleanliness and order of the labs.
- E. Safety Guidelines: students will adhere to the following guidelines to ensure *safety* of all parties involved, both in the classroom environment and clinical or simulation settings:
 - 1. 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.
 - 2. Do not use any malfunctioning or potentially unsafe equipment or supplies. Any defects should be reported immediately to the instructor.
 - 3. Simulation medications are for educational use only. These should NOT be consumed.
 - 4. Children are not allowed in the classroom, clinical or simulation environments.
 - 5. Students are not allowed to be in the simulation or skills labs without faculty/ staff supervision.
 - 6. 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 the course instructor.
 - 7. Students should only perform skills within the scope of practice of the student nurse and those for which they have been trained.
 - 8. Students are expected to know their own limitations and seek assistance if required.
 - 9. 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.
 - 10. Violation of safety guidelines will result in disciplinary action, up to and

including dismissal from the program.

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

1. If you experienced a needlestick or sharps injury or were exposed to the blood or other body fluid of a patient during the course of your work, **immediately follow these steps:**

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

- 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 irrigants.
 - d. Report the incident to your instructor (supervisor).
 - e. Immediately seek medical treatment.
2. Clinical instructor will notify the nurse manager at the clinical site and the DON or ADON of KCKCC.

- a. Student must follow policies of the institution.
- b. The student may be asked by the DON/ADON to go to the Concentra Urgent Care located at 1335 Meadowlark Lane, Suite 200 in Kansas City, KS for evaluation (913.596.2774).
- c. 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 the Post-Exposure Prophylaxis (PEP) recommendations linked from the Centers for Disease Control (CDC):

<http://nccc.ucsf.edu/clinical-resources/pep-resources/pep-quick-guide-for-occupational-exposures/>

3. Follow-up

- a. 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.
- b. 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.
- c. 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).
- d. 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.
- e. 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.

XIV. Clinical Experience/Simulation Policies

[All policies, procedures and regulations that apply to the clinical site also apply in the simulation lab and on-ground labs.]

A. Electronic devices (e.g., cell phones, iPods, PDAs, tablets, etc.) may only be used for clinical activities in facility-designated areas when authorized by the clinical instructor. These devices may not be used for personal reasons.

1. First occurrence of failure to comply with this rule

Results in "N" for the professional standards outcome on the clinical evaluation tool (CET).

2. Second occurrence of failure to comply with this rule

Results in "U" for the professional standards outcome on the clinical evaluation tool (CET).

B. 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.

First occurrence of failure to comply with this rule

Results in a "U" for the professional standards outcome of the clinical evaluation tool (CET)

C. **Proper clinical attire (applies to Simulation, Skills labs, and Clinical sites – on-ground AND virtual)** Adapted from: Clinical Orientation Manual Copyright 2020 by Collegiate Nurse Educators of Greater Kansas City Kansas City Area Nurse Executives

1. Required to wear KCKCC ID badge with "student" badge buddy, above waist.

2. Hair

a. Must be neat and clean without extreme colors (acceptable colors are those that naturally exist).

b. 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.

3. 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.

4. 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.

5. Perfumes, colognes and, and scented toiletries should be avoided, as some individuals may have adverse reactions to scents.

6. Fingernails

- a. Should be clean, well-groomed and no longer than ¼ inch from tip of finger to tip of nail.
- b. 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.
- c. Nail polish may not be worn.

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

8. Jewelry/Body Art

- a. Acceptable while in uniform in the clinical setting includes:
 - (1) Required watch with a sweep-second hand
 - (2) Plain wedding band (recommended simple with no raised stones that can trap microorganisms)
 - (3) One set of simple post earrings.
- b. Flesh or clear spacers must be worn in other piercings or gauges.
- c. 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.
- d. No other visible body jewelry/art is allowed.

- (1) No tongue rings.

- (2) Body art must be covered, as required by clinical instructor and facility protocols.

9. No hooded sweatshirts or hooded jackets are allowed in the clinical setting.

10. Undergarments should be worn but not visible.

11. Uniforms (clean and free of wrinkles)

- a. Students must order scrubs from Meridy's Uniforms www.meridys.com by deadline; information is provided to students with acceptance letter.

- b. Shirt: (Shirts will be embroidered with KCKCC logo by Meridy's.)

- (1) PN students – red (students starting F2020; teal for previous students)

- (2) RN students – royal blue

- (3) Must fit appropriately (e.g., loose fitting, non-binding, no visible cleavage)

- (4) 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.

- c. Pants: Black

(1) Must fit appropriately (e.g., loose fitting, non-binding, shoe-top length, no back cleavage).

(2) No knit or elastic cuffs on pants allowed.

(3) No jeans, sweat pants, or leggings allowed.

d. Jacket (optional): black (from Meridy's, with embroidered KCKCC logo)

e. Shoes

(1) Clean and closed-toed

(2) No sandals, clogs, heels, Croc-like shoes permeable shoes (must be water-proof)

D. Accidental needle stick or mucus membrane exposure to blood or body fluids (See page 36.)

E. Critical elements

1. Unsafe behaviors that result in remediation

Students who consistently persist (two or more occurrences) in behaviors described below will be placed on a Student Success Contract per Student Handbook guidelines. This policy applies to clinical, laboratory, and simulation settings:

Physical	<ul style="list-style-type: none">• Lack of preparation for clinical day• Failure to properly protect client from potential injury• Failure to seek appropriate help• Demonstrating lack of acceptable or safe nursing judgment in performing nursing interventions or client care• Leaving a nursing assignment without an appropriate handoff
Biological	<ul style="list-style-type: none">• Improper aseptic technique• Improper maintenance of Infection Control policies• Failure to dispose of equipment/supplies properly
Emotional	<ul style="list-style-type: none">• Provides client incorrect information• Fails to maintain professional boundaries with client, students, faculty, staff...
Unprofessional	<ul style="list-style-type: none">• 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, or KCKCC in the clinical setting.• Failure to follow direction from faculty or registered nurse

2. Unsafe behaviors that result in *immediate course failure and/or dismissal from the program*:

a. A second incidence of non-compliance with HIPAA guidelines and failure to protect client confidentiality

- b. Theft/misuse of medications, supplies, equipment or personal items of the client/family, clinical site, students, staff, faculty
 - c. Misrepresentation or falsification of anything related to client care (medical record/documentation) or academic coursework; academic dishonesty
 - d. Attending clinical while under the influence or impaired due to drugs and/or alcohol
 - e. Verbal or physical abuse of clients, other students, faculty, and/or staff
 - f. Any actions that violate ethical and legal standards
3. 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. (See page 10: <https://ksbn.kansas.gov/wp-content/uploads/NPA/npa.pdf>)
4. 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.
- F. See separate *Sim Center Guidelines* for complete policies and procedures that apply to simulation.

G. *Clinical Grading Scale*

See Student Testing Policy, page 42

XV. Student Testing Policy

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

1. Earn a 76% or higher test average.*
2. Earn a 76% or higher course average (tests + assignments average).*
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. *There will be NO rounding of exam or course averages when determining a student's eligibility to pass the course.
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 protocol for repeating, page 15
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, s/he 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, s/her may not challenge the results of the exam after the fact.

2. Students achieving <80% on any exam are expected to meet with instructor to review exam individually and discuss success strategies.
 - a. The instructor will send an email notification to the student of exam grade <80% and recommend that student meets with instructor.
 - b. It is the student's responsibility to set an appointment with the instructor within one week of the test.

- c. RN: Failure to do so will count as one unexcused absence (two unexcused absences will result in failure of the course; see Attendance, page 32).
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. Any standardized content assignments given that are not comprehensive tests will *not count as test points*.

C. Grading Scale:

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:

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

(1) Partial credit on multiple response items will be given only in the first first 8 weeks of first semester (KSPN-0102, KSPN-0115 and the first eight weeks only of KSPN-0128, NUPN-0134).

(2) Partial credit on multiple response items:

Incorrect answers = negative credit; Correct answers = positive credits for maximum possible score +/-1 point

(3) No partial credit after 1st 8 weeks of first semester.

b. Registered Nursing

(1) In *Pharmacology in Nursing I* (Nurs-0106), *Introduction to Professional Nursing Concepts* (Nurs-0131), *Basic Concepts of Pathophysiology* (Nurs-0135), and *Health Assessment* (Nurs-0193) multiple response items will be awarded partial credit for choosing some, but not all, correct responses. This will also be done for the first 8 weeks of *Transition to RN for LPN, Paramedic, and RRT* (Nurs-0105).

(2) Partial credit on multiple response items:

Incorrect answers = negative credit; Correct answers = positive credits for maximum possible score +/-1 point

(3) Starting with Nurs-0132 & Nurs-0143 (& midterm in Nurs-0105 for articulation students) no partial credit is awarded for multiple response items; the item is either graded as totally correct or incorrect.

## 2. Math in BOTH programs

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 three attempts to pass this quiz.

(1) After failing quiz #1, student must remediate by watching online video of *Dimensional Analysis, and complete worksheet before taking quiz #2.

(2) After failing quiz #2, student must attend a 1-hour *Dimensional Analysis session set up by the instructor, and complete a worksheet before taking quiz #3.

d. The third math quiz must be completed by the end of week 3 of the course.

e. Any student who cannot achieve 100% on the math quiz will fail the course.

f. *The RN program uses Dimensional Analysis to teach medication calculation; the PN program may use this or other strategies.

## 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.

3. A make-up test may contain different questions and essay components.

4. Students are expected to arrive in class early enough to begin test at start of class.

a. Any student arriving  $\leq 10$  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.

5. Personal electronic devices (cell phones, computers, smart watches, etc.) are not allowed during examinations or exam reviews.
6. All personal items are also prohibited from being on the table during a test or test review.
7. Each student will be provided a calculator, if needed.
8. 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 min. 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 his/her 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  $\geq 76\%$  on individual exam. If that grade level was achieved, collaborative grade points may be earned:
    - (1) Collaborative test score of "A" = 3 points added to individual grade
    - (2) Collaborative test score of "B" = 2 points added to individual grade
    - (3) Collaborative test score of "C" = 1 point added to individual grade
9. 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 discussion if the environment becomes uncivil.
  - d. Students wishing to discuss grade changes must meet privately with

the instructor for this discussion.

S/he will be required to provide rationale for her/his 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**

(1) 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.

(2) 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, s/her may not challenge the results of the exam after the fact.

G. Taking Online Exam:

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](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

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. 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

The student *must* achieve a score of *at least* 60.00 on at least one of these two tests in order to have transcripts released to KSBN for NCLEX-testing.

- a. If 60.00 is not achieved on the first comprehensive predictor, the



student will be required to complete remediation.

- b. If the student has not achieved a score of *at least* 60.00 after the second comprehensive predictor, s/he will be required to complete a third Predictor exam.
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 his/her 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.

## **XVI. General Information**

### A. Grade appeals (*only FINAL grades can be appealed*)

1. A student who feels s/he has received a grade unfairly has the right to appeal. The student is expected to follow the chain of command to help resolve the dispute at the lowest level and in the timeliest fashion.
  - a. Meet with the individual instructor. The student *may not* bypass the instructor to appeal to the Assistant Director of Nursing.
  - b. If not resolved, meet with the Assistant Director of Nursing.
  - c. If not resolved, meet with the Director of Nursing.
  - d. If not resolved, proceed with departmental appeal.
2. Department of Nursing Education Grade Appeal
  - a. 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 with regard to the grade and will make a final recommendation.
  - b. An appeal meeting will be scheduled within one week with the student being notified of the date/time/place by email.
  - c. The student and faculty who assigned grade will each present relevant documentation along with a written response.
  - d. Both the student and faculty will be allowed to ask and clarify questions.
  - e. The student will be notified of the results by email within 2 business days from the Director of Nursing.
3. During grade appeals process, student(s) will be expected to attend didactic classes.

Based on the nature of the failure, the Director will determine if it is safe to allow the student to continue to clinical and simulation.
4. If not resolved, student may appeal to the Vice President of Academic Affairs, using this form to file a grade appeal:  
<https://www.kckcc.edu/files/docs/student-resources/grade-appeal-process-form.pdf>

## B. Student grievance

1. 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.  
The use of this procedure is not to be used for grade appeals, or claims of sexual harassment/sexual violence.
2. Written complaint should be submitted to the Dean of Health Professions to be filed as a grievance.
  - a. The Dean will meet with the student within one week; student will be notified of date/time of meeting by email.
  - b. Student will present relevant documentation to support his/her grievance and answer questions from the Dean.
  - c. Student will receive results of the meeting with 48 hours. NOTE: Issues related to faculty or student discipline will not be shared with the student.
3. During the grievance process, student(s) will be expected to attend didactic classes; based on the nature of the grievance, the Director of Nursing will determine if it is safe to allow the student to continue in clinical and simulation.
4. Should the outcome of this process still not be satisfactory to the student, s/he may initiate the KCKCC grievance process with the Vice President of Student Affairs;
5. If not resolved, student may appeal to the Vice President of Academic Affairs, using this form to file a grade grievance:

<https://forms.kckcc.edu/student-grievance-procedure-form/>

## C. Change of Address

All students are expected to notify the KCKCC Admissions office of any change of address, telephone number or change of name. You may use WebAdvisor (Registration -> Update Student Contact Information) to do this.

## D. Communication

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

## E. Leave of Absence

1. All nursing students are permitted to take one leave of absence during the program, which can be as long as one semester. An official written request must be completed and submitted to the Director of Nursing.
2. Return from a leave of absence will be granted on a *space available basis*.

## F. 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.

## G. Moral/Ethical Conflicts

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

## H. Organizational Membership – RN students

The Kansas City Kansas Community College Student Nurses' Association is an organization which provides monthly meetings and other activities of interest to students enrolled in nursing and pre-nursing courses. Participation in professional activities is highly recommended. Membership in the National Student Nurses' Association is included in student fees.

## I. Personal device use

1. Each faculty member will determine whether or not personal devices are allowed during his/her class time.
2. 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 the remainder of the program.

## J. Representation on Faculty Governance

1. This role is very impressive on a new-grad nurse's resume!
2. Select nursing students
  - a. Class officers will fulfill this responsibility for the practical nursing program.
  - b. One or two representatives from each semester of the registered nurse program will be asked to volunteer (generic and transition).
3. 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 provide input from the student body.
4. The following are suggested guidelines to clarify the role of the student representatives at faculty meetings:
  - a. Attend *all* scheduled meetings or send a replacement from the class. Faculty are encouraged to remind the representatives on the day of a meeting.
  - b. The class representatives may bring items from the class for faculty to discuss.
    - (1) Individual issues such as Financial Aid, concerns about assignments, or other issues with faculty are considered *individual* student concerns and neither appropriate for faculty meetings nor the responsibility of the student representatives.
    - (2) Individual student concerns are to be addressed through the appeal process listed earlier. (See page 47.)

- c. 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.
- d. The student representatives will be asked to leave the meeting when faculty and staff discuss student issues or any other topic that is considered student issues or any other topic that is considered confidential.

#### K. Student Records

A confidential program file for the student is maintained in the program office suite for a period of five 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 permission from 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 s/he teaches. All student files will be kept in a locked room and/or locking file cabinet to which only program faculty and staff have access.

#### L. 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 after receiving 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.

## **XVII. Police & Emergency Procedures**

### **A. Alerts**

Students are automatically opted in for campus alerts (including school closures) at the time of enrollment. To ensure that you get texts, be sure to use a valid phone number. Students have to opt out of the texts once they start receiving them, if texts are not desired

### **B. 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; they are police officers *not* security guards.**

1. Campus police patrol inside and outside the campus buildings 24-hours-a-day year round.
2. The Campus Police Department works in cooperation with local, state and federal law enforcement agencies, maintains 24-hour access to the KCK Police Department.
3. Students who use parking lots must obtain a parking sticker from the police department on the main campus.
4. Direct line to Campus Police is 913-288-7236 or 7636. (*Suggestion: put this number under favorites your phone!*)
5. The office is located in Upper Level of the science building, room 3462.
6. The KCKCC PD sends out emergency TextMe Alerts, including school cancellations.

### **C. Students are reminded that the possession, use, or sale of alcoholic beverages and illegal drugs on campus is strictly forbidden. Our campus is tobacco and smoke free.**

### **D. 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 fire equipment, such as fire extinguishers, fire alarms and fire hoses.**

E. Be familiar with ALICE training; consider attending a session by the Campus Police.  
<https://youtu.be/tVGopsGtD1k>

F. Emergency security phones

1. There are seven located on campus:

- a. At the southwest corner of the pond by the State Ave entrance
- b. At the north end of the pond by the Lodge by the Lake.
- c. Outside of the Field House
- d. Between the Library and Health Professions Building
- e. On the north side of the Softball Field
- f. On the west of the Social Science & Behavior Building/Science Building.
- g. On the northwest corner of the Science Building.

2. Operating instructions are posted on each phone.

## **XVIII. Completion of Nursing Program**

A. Pinning Ceremony

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

2. **Nursing Pinning Ceremony attire**

a. All students will be expected to dress according to faculty-determined guidelines.

b. Each graduating student may choose to wear the school-provided nursing cap, or not. (PN has light blue stripe; RN has navy stripe)

3. **RN graduates**

a. Will wear white lab coat from <https://meridys.com/> (same as scrubs) over regular clinical scrubs.

There will be NOTHING embroidered on jackets so they will be usable in practice.

b. Each graduating student may choose to wear the school-provided nursing cap, or not. (PN has light blue stripe; RN has navy stripe)

B. Graduation

1. KCKCC has one graduation ceremony per year – in May. See Academic Calendar:

<https://www.kckcc.edu/academics/academic-calendar/2020-2021-academic-calendar.html>

2. December graduates may participate in the May graduation, if desired.

3. Watch for emails regarding ordering caps & gowns for the ceremony; this email will come on your kckcc.edu email early in the spring semester.

C. **NCLEX**

The NCLEX® candidate bulletin contains information for all registrations and scheduling of NCLEX appointments beginning January 1, 2020.

[https://www.ncsbn.org/NCLEX_Bulletin_March_2020.pdf](https://www.ncsbn.org/NCLEX_Bulletin_March_2020.pdf)

1. All applicants must submit a criminal background check prior to issuance of a license; this requires fingerprints.
  - a. Valid for six months; *recommended* to do this month before completion of last semester.
  - b. Nursing student can be fingerprinted anywhere that is authorized to do fingerprints
    - (1) Must be on FD Form 258
    - (2) 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>
  - c. Completed Waiver Agreement and fingerprint card attached to a \$48 check or money order (payable to Kansas Board of Nursing) should be mailed to:  
  
Kansas Board of Nursing  
900 SW Jackson, Suite 1051  
Topeka, KS. 66612
2. Submit an application for licensure/registration to the Nursing Regulator Body/Board of Nursing (NRB/BON) where you wish to be licensed/registered.  
If testing accommodations are needed, this should be requested from the NRB.
3. Meet all of the NRB's eligibility requirements to take the NCLEX.
4. Register and pay the testing fee (\$200) for the NCLEX with Pearson VUE:  
[www.pearsonvue.com/nclex](http://www.pearsonvue.com/nclex)  
Payment accepted: VISA, MasterCard or American Express credit, debit, or prepaid card
5. Receive NCLEX Registration Acknowledgement email from Pearson VUE.
6. The NRB makes the nursing graduate eligible in the Pearson VUE system; must be eligible within 365 days of application.
7. Receive Authorization to Test (ATT) email from Pearson VUE; should arrive within two weeks after receiving NCLEX Registration Acknowledgement.  
ATT will have a time period for testing – typically about 90 days.
8. Schedule your exam with Pearson VUE (same website as testing fee paid)
9. Make sure to take an acceptable, valid identification with student name exactly matching the application name.
10. Read through NCLEX® candidate bulletin and follow directions closely.



## **XIX. Handbook acknowledgement form**



Circle OR highlight applicable semester: Fall 2020      Spring 2021

### **Student Acknowledgement**

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 that the 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 _____

Student Name (Print) _____

Date _____