

Kansas City Kansas Community College
Nursing/Practical Nursing
Practical Nursing Information

Dear Prospective Nursing Student,

Thank you for your interest in our Practical Nursing Program at KCKCC. The program is approved by the Kansas State Board of Nursing (KSBN). Enclosed you will find information concerning the program as well as the criteria and procedure for admission.

You are urged to make an appointment with our Nursing Advisor so proper guidance may be given in the selection of your courses.

Carrie Boorem, MS
Academic Advisor for Nursing
913-288-7543
practicalnursing@kckcc.edu

The nursing curriculum is rigorous and time consuming. Students will attend 4 days of class and clinical per week. Students should dedicate an additional 15-20 hours each week to study. As a result, students are advised to limit outside employment to 20 hours or less per week while enrolled in the program.

Please do not hesitate to contact us with further questions you may have about our program. We hope you will pursue a nursing career and wish you well on your career choice!

Susan Andersen, RN, MSN
Director of Nursing
913-288-7274
sandersen@kckcc.edu

Approval agency
**Kansas State Board of
Nursing(KSBN)**
900 SW
Jackson St.
Topeka, KS
66612
785-296-4929
www.ksbn.org

KCKCC NURSING DEPARTMENT 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.

KSBN/KBOR OUTCOMES FOR PRACTICAL NURSING PROGRAMS

1. Relationship-centered care: provide nursing care that is relationship-centered, caring, culturally sensitive and based on the physiological, psychosocial, and spiritual needs of clients with commonly occurring health alterations that have predictable outcomes.
2. Teamwork and Collaboration: collaborate with the client and members of the interprofessional 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.

COLLEGE POLICIES AND PROCEDURES

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

Student Handbook

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

Academic Catalog

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

College Policies and Statements

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

Student resources: Technology Resources, Student Services and Support, Student Activities

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

KCKCC Foundation Scholarships

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

Kansas City Kansas Community College is committed to promoting and sustaining a campus community which identifies and values the individuality of every community member and is dedicated to maintaining a positive environment where diversity is encouraged and fostered throughout the college. KCKCC strongly believes that diversity generates a positive image and awareness and community strength that encourages active involvement and helps enhance organizational effectiveness and culture. KCKCC prohibits discrimination on the basis of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit-based factors. All college actions and policies comply with all state, federal and local laws, and regulations.

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, religion, color, national origin, creed, age, sex, gender identity, sexual orientation, marital status, ancestry, veteran status, or disabilities.

Any person needing access to academic programs or college activities due to a documented disability is directed to contact the Academic Resource Center, 913-288-7670 V/TDD for accommodations.

In compliance with the Family Education Rights and Privacy Act of 1988, a policy statement concerning students' rights regarding their academic records has been developed at KCKCC. This information may be found at <http://www.kckcc.edu/admission/enrollment-information/students-rights-ferpa>.

PRACTICAL NURSING PROGRAM CURRICULUM

Pre-Requisite Requirements

Course	Credit Hours
ALHT 0120 OR ALHT 0126 OR ALHT 0127	1-3
PSYC 0101	3
PSYC 0203	3
BIOL 0143 OR BIOL 0141 AND BIOL 0271 AND BIOL 272	5-8
Total Hours for Pre-Requisite Requirements	12

Practical Nursing Requirements*

Course	Credit Hours
FIRST SEMESTER	
KSPN 0102	4
KSPN 0104	2
KSPN 0107	5
KSPN 0108	2
KSPN 0115	2
NUPN 100	1

SECOND SEMESTER	
KSPN 0121	5
KSPN 0123	2
KSPN 0124	2
KSPN 0126	1
KSPN 0128	2
KSPN 0130	2
KSPN 0132	2
NUPN 200	1
Total Hours for Practical Nursing Requirements	45-50

Special notes:

* See course syllabus for prerequisites.

*** BIOL courses completed more than five (5) years prior to admission must be repeated.

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

NOTES

- General education courses are offered in a variety of formats.
- Program courses are offered primarily on campus and during the day.
- Clinical experiences are generally during the day. They may be scheduled any day of the week, including Saturday and Sunday.
- Program courses must be completed in the sequence noted.
- Clinical courses **DO NOT** meet in the summer
- Courses, credit hours, pre-requisites, and sequence are subject to change.

ADMISSION TO THE PRACTICAL NURSING PROGRAM

CRITERIA

1. Possess a high school diploma or equivalent (GED).
2. 17 years of age or older.
3. GPA of 2.5 or higher in the program required courses.
4. Score of 58.0 or better on the ATI TEAS® (current version). (Maximum three (3) attempts).
5. Students must complete all pre-requisite courses prior to admission with a grade of "C" or better to be eligible for admissions

Students may apply during the semester in which they are completing the prerequisite courses; please note, however, that preference will be given to those students who have completed all prerequisites prior to the application deadline. A grade of 'D' or 'F' in a required course will negate any previous acceptance into the Nursing Program.

REQUIRED STEPS

1. Submit an application to KCKCC and meet the admission requirements of the College (www.kckcc.edu).
2. Complete a separate application to the PN program *in its entirety* and submit to the Nursing program office. The student is responsible for submitting all required items (see checklist) by **5pm CST on April 15** (for fall start) or **October 15** (for spring start). Nursing applications may be obtained from the Nursing Department in the Flint Building, Suite 3602.
3. Complete the ATI TEAS®. (Maximum three (3) attempts). The test assesses knowledge in the areas of Reading, English, Math and Science. Students will need to go to the www.atitesting.com website, set up an account, register, and pay to take the TEAS® on one of the dates scheduled. Dates for taking the test on the computer at KCKCC will be scheduled throughout the year. *Official transcripts from the TEAS® taken at other schools must be sent to us electronically through the www.atitesting.com website.*

REQUIRED DOCUMENTS

1. Official college transcripts are required from each institution attended (except KCKCC) and must be submitted to the Nursing department or the KCKCC Registrar's Office.

Practical Nursing Program
Kansas City Kansas Community College
7250 State Avenue
Kansas City, KS 66112
practicalnursing@kckcc.edu

2. Proof of Identity – (Examples: Driver's License or Passport or College ID)
3. Proof of active and current Kansas CNA license
4. Please refer to the KCKCC College Catalog for information on the TOEFL requirements.
5. Social Security number for a background check.
6. Wyandotte and Leavenworth County (Kansas) applicants must provide proof of residency at the time of application. In order to prove their residency, applicants will need to provide **one** of the following items:
 - Receipt for purchase of Wyandotte or Leavenworth County license tags
 - Receipt of payment of Wyandotte or Leavenworth County property taxes
 - Copy of voter registration for Wyandotte or Leavenworth County
 - Copy of Kansas driver's license with Wyandotte or Leavenworth County address
 - Utility receipt and/or rent receipts from Wyandotte or Leavenworth County address
 - Students transferring from other nursing programs must submit nursing course syllabi and a letter of recommendation from the Director of the previous nursing school showing that a student was in good standing at the time of withdrawing from the program.

Note: If you have been unsuccessful in a nursing program, you did not leave in good standing and do not qualify as a transfer student. You may apply to our program. If admitted, you will NOT be able to transfer in previous nursing credits.

IMPORTANT INFORMATION REGARDING BACKGROUND CHECKS

Admission to the Kansas City Kansas Community College Practical Nursing Program **does not guarantee graduation from the program**, graduation from the nursing program **does not guarantee eligibility to take the practical nurse licensure examination (NCLEX-PN)**

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

Also considered are the patterns of practice and other behaviors exhibiting an apparent incapacity to practice nursing as described in 65-1120 in the Kansas Nurse Practice Act

<https://ksbn.kansas.gov/npa/>). All criminal history must be revealed to and will be evaluated by the KSBN before licensure is granted or denied. Since KCKCC is located in Kansas, this information does not cover other states/ requirements. Please check the Board of Nursing in the state in which you will be requesting licensure.

SCORING

Applicants will be ranked according to the following point system:

Component	Points	Calculation
GPA in program required courses	8	GPA of all program required courses, multiplied by 2
TEAS® composite score (maximum of three attempts) <i>RN requires a 60.0</i> <i>PN requires a 58.0</i>	8	90 and above = 8 points 85.0-89.9 = 6 points 80.0-84.9 = 5 points 75.0-79.9 = 4 points 70.0-74.9 = 3 points 65.0-69.9 = 2 points 58.0-64.9 = 1 point
Academic success	2	<i>Completion of all pre-requisite and program- required courses on the first attempt.</i>
Wyandotte/Leavenworth County Residence	1	<i>Residence listed on college records is a WY or LV county address</i>
Previous degrees	3	<i>Master or Higher = 3 points</i> <i>Bachelor = 2 points</i> <i>Associate = 1 point</i>

In the event two candidates' admission scores are tied for a single position, preference will be given based on the following criteria:

1) TEAS score

2) If still tied after examining TEAS, then we will examine GPA

If still tied after examining TEAS and GPA, the applicant who has successfully completed the most pre-requisite coursework at the time of application review will be offered the position.

NOTES

1. **Applications will not be considered without all required items.** The applicant is responsible for submitting all required items by the stated deadline.
2. Applicants will be notified in writing by electronic email of the Admission Committee's decision in June for the August admission and in early November for the January admission. The email will be sent to the student's KCKCC-issued email address. Please check your email at least twice per week for potential email notifications and/or updates.
3. It is the student's responsibility to keep the Nursing **and** Admissions Offices notified of any name, address, email or phone number changes. This information can be updated in the Self Service portal found on the KCKCC quick links. Please make sure this information is kept up to date throughout your time as a student at KCKCC.
4. **Admission to the program is competitive; application to the program and completion of the aforementioned criteria and steps does not constitute admission.**
5. Class size is currently limited to 40 students but may change without notice. Class size is determined each semester based on classroom availability, faculty to student ratios, clinical facility availability, and accreditation requirements.

The admission criteria and process are subject to change.

TUITION, FEES AND EXPENSES

1. Tuition and fees are determined by the Board of Trustees each academic year.
2. Course fees are determined by the program each academic year and include liability insurance, NCLEX-PN® preparatory materials, background checks, random drug screens, laboratory supplies, Clinical Student fees, etc.
3. Financial Aid **may** be available through the College's Student Financial Aid Office. Students considering applying for financial assistance are encouraged to contact the Financial Aid Office at 913-288-7697 to begin the process upon application.
4. The Nursing program follows the KCKCC guidelines related to tuition and fee refunds.

TUITION, FEES AND EXPENSES ESTIMATE

		Credits	Tuition and Fees	Class Fees	Total
	General education and pre-requisite courses	12	\$1320	\$25	\$1345
KSPN 0102	Foundations of Nursing	4	\$440	\$520	\$960
KSPN 0104	Foundations of Nursing Clinical	2	\$216	\$196	\$416
KSPN 0107	Nursing Care of Adults 1	5	\$550	\$540	\$990
KSPN 0108	Nursing Care of Adults 1 Clinical	2	\$220	\$100	\$320
KSPN 0115	Fundamentals of Pharmacology & Safe Medication Administration	2	\$220	\$0	\$220
KSPN 0121	Nursing Care of Adults 2	5	\$550	\$ 582	\$1132
KSPN 0123	Nursing Care of Adults 2 Clinical	2	\$220	\$0	\$220
KSPN 0124	Maternal Child Nursing	2	\$220	\$0	\$220
KSPN 0126	Maternal Child Nursing Clinical	1	\$110	\$0	\$110
KSPN 0128	Care of Aging Adult	2	\$220	\$0	\$220
KSPN 0130	Mental Health Nursing	2	\$220	\$0	\$220
KSPN 0132	Leadership, Roles & Issues	2	\$220	\$0	\$220
NUPN 0100	Application of Health Assessment for the PN	1	\$110	\$0	\$110
NUPN 0200	Clinical Judgment for the PN	1	\$110	\$0	\$110
	Uniforms, shoes, watch, scissors, stethoscope, hemostat, pen light, etc.				\$300
	Books				\$525
	Computer				\$300
	KSBN/NCLEX-PN®				\$375
TOTAL Cost for Student Paying In-State Tuition					\$8,313

Due to rising costs, the above figures are subject to change without notice.

POLICIES AND PROCEDURES OF THE NURSING PROGRAM

The following section provides an overview of policies and procedures specific to students in the Nursing program. Detailed guidelines will be presented to admit students at orientation.

GRADE REQUIREMENTS

The faculty are committed to providing students the assistance to successfully complete the program and pass the NCLEX-PN®. As a result, the Nursing Student Success Protocol has been developed and will be initiated for students who score 80% or less on an exam or who are in clinical jeopardy. It is the student's responsibility to adhere to the protocol guidelines and faculty recommendations.

A student is required to earn a grade of 'C' or better in all required courses. For clinical courses, a student must receive a passing grade in both the didactic and clinical components to pass the course.

Didactic Grading Scale

Both the overall exam average and total points earned must be 74.0% or higher for the first 8 week courses and 76.0% or higher from then on for a student to pass. There will be no rounding of either exam average or total points when determining a student's eligibility to pass the course.

A = 90-100%

B = 82-89%

C = 1st 8 weeks: 74-81% After 1st 8 weeks: 76-81%

D = 65-77%

F = 0-64%

Clinical Grading Scale

Clinical are graded on a Pass/Fail basis according to the Clinical Evaluation Tool.

COMPREHENSIVE EXAMINATION

Prior to completion of the Nursing Program, students will be required to attend the ATI NCLEX-PN® Live Review Course and take the ATI Comprehensive Predictor Exam.

COURSE MEETING TIMES

While every effort is made to respect the students' time by adhering to the scheduled course meeting times, there are situations when this is not possible. Examples include, but are not limited to, field trips, guest speakers, and skill checks. Students will be given as much advanced notice as possible and will be required to attend these course meetings.

ATTENDANCE

Professional development is a key component of the PN program. For this reason, there are attendance policies in place for didactic, clinical and simulation activities.

LEAVE OF ABSENCE

All required nursing courses must be completed within a two (2) year period to qualify for graduation. Only one leave, one semester in length, will be permitted. An official written request must be completed and submitted to the Director of Nursing. Return from a leave of absence will be granted on a space available basis.

EMPLOYMENT

The PN 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 lab. 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**:

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

CLINICAL POLICIES AND PROCEDURES

SCHEDULING

- Assignment will be based on a variety of factors including site availability, student compatibility, logistics, goals, strengths, and progress in the curriculum. Due to unforeseen circumstances, assignments are subject to change.
- Every effort will be made **NOT** to place students at a facility in which they have previously worked, in which an immediate family member is employed, or in which they have contracted to work after graduation.
- 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 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.
- The majority of clinical sites are located within a 60-mile radius of the college. Costs associated with travel to and from clinical, including parking fees, are the responsibility of the student.
- Students may be assigned to a clinical that is offered on the weekend or during the evening hours.
- Clinical may take place outside the college's standard academic calendar, including but not limited to summer, spring, and holiday breaks. All assignments are **final** and non-negotiable.

PROFESSIONALISM

Students are expected to abide by the same professionalism expectations in clinical as in the classroom and laboratory settings. 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.

MEDICAL EXPENSES

Students are responsible for any personal medical expenses resulting from injury or illness during clinical experiences. Students will be expected to maintain personal health insurance throughout the program and will need to show proof of insurance.

APPEARANCE STANDARDS

Students will be expected to follow the KCKCC Uniform Policy described in the student handbook. Jewelry and body art must be kept to a minimum and conform to clinical institution policy. Hair must be of a natural hue and make-up should be simple. No artificial fingernails, gels, or extenders will be allowed when having direct contact with patients or in the simulation lab. *Please note:* Additional regulations may be required in some clinical facilities.

REQUIREMENTS FOR CLINICAL

After acceptance into the PN program and to secure placement in nursing courses, students will require certain health and medical records be submitted for review and approval. A date will be provided in the acceptance packet for the items to be submitted. ***Students who do not meet these requirements by the deadline will have their place in the PN program released to an alternate candidate.***