Dear Prospective Nursing Student,

Thank you for your interest in our Practical Nursing Program. The program is approved by the Kansas State Board of Nursing. 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 one of the following people so proper guidance may be given in the selection of your courses. If you contact us by email, please put NURSING INFORMATION in upper case letters in the subject line.

Transition Specialist/Academic Advisor: Maggie McCoy, (913) 288-7543, mameccoy@kckcc.edu

Director of Practical Nursing, Susan K. White, RN, BSN, MS; (913) 288-7456, swbite@kckcc.edu

The practical nursing curriculum is rigorous and time consuming. Students are expected to attend 4-6 hours of class and 11-17 hours of clinical time per week. This does not include study or lab time. Students are advised to limit outside employment to 20 hours or less per week and to consider the amount of personal responsibilities before enrolling in clinical nursing courses.

We hope you will pursue a nursing career, and we wish you well on your career choice.

Sincerely

Anita Krondak, MSN, R.N
Interim Dean, Nursing/Allied Health

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on nondiscrimination be administered without regard to race, color, age, sex, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of the Academic Resource Center, Rm 3354 or 913-288-7670.

All enrolled students at Kansas City Kansas Community College are subject to follow all rules, conditions, policies and procedures as described in both the Student Code of Conduct as well as the Student Handbook. All Students are expected to review both of these documents and to understand their responsibilities with regard to academic conduct and policies. The Student Code of Conduct and the Student Handbook can be found at:

http://www.kckcc.edu/docs/default-source/student-services/kckcc_studentconduct.pdf
PRACTICAL NURSING MISSION STATEMENT

The mission of the Kansas City Kansas Community College is to prepare graduates to embrace the idea of life-long learning and enter the role of practical nursing, as safe practical nursing generalists, in a variety of settings.

KANSAS CITY KANSAS COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM

PREREQUISITES: Anatomy and Physiology courses must have been taken within 5 years of the start date of the Practical Nursing program.

- Anatomy & Physiology, 5 Credit Hours
- Psychology, 3 Credit Hours
- Human Growth & Development, 3 Credit Hours
- Current Kansas Certified Nurse Aide (CNA) Certificate
- American Heart Association CPR, BLS, for healthcare providers

The required GPA on above listed prerequisites must be 2.50 or higher.

ADDITIONAL REQUIREMENTS

- The TEAS V TEAS® (Test of Essential Academic Skills) version V is a required part of the KCKCC Practical Nursing program application process. This test must be taken by the application deadline. 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 TEAS® version V taken at other schools must be sent to us electronically through the www.atitesting.com website. The KCKCC Practical Nursing Program requires an overall score of 54 or higher.

- Residency status must be documented by one of the following:
  - Birth Certificate
  - Permanent Resident Card
  - Naturalized Citizen
  - Asylum Status
  - Current US Passport

- A health record form, available through the KCKCC PN office, must be completed by a licensed physician or nurse practitioner. This health record includes providing proof of the following required immunizations:
  - Measles, Mumps & Rubella (MMR)
  - Varicella (Chickenpox) Titer
  - Tetanus-Diphtheria-Pertussis
  - Mantoux Tuberculin (TB) Skin Test or chest x-ray

The TB test must not be older than one year from the date of entry. Those candidates using a chest x-ray will complete a document stating they are TB free. Chest x-rays are valid for two (2) years. It is the candidate’s responsibility to maintain a current health history and TB skin test throughout the program. If they expire, the student will not be allowed to go to clinical and, as a result, may be dropped from the program.
**FELONY CRIMES AGAINST PERSONS/ABSOLUTE BARS**

**Requirements for PN Licensure**

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>21-3401</td>
<td>Murder in the first degree</td>
</tr>
<tr>
<td>21-3402</td>
<td>International second-degree murder</td>
</tr>
<tr>
<td>21-3403</td>
<td>Voluntary Manslaughter</td>
</tr>
<tr>
<td>21-3404</td>
<td>Involuntary Manslaughter</td>
</tr>
<tr>
<td>21-3405</td>
<td>Vehicular homicide</td>
</tr>
<tr>
<td>21-3406</td>
<td>Assisting suicide</td>
</tr>
<tr>
<td>21-3407</td>
<td>Assault</td>
</tr>
<tr>
<td>21-3408</td>
<td>Assault of a law enforcement officer</td>
</tr>
<tr>
<td>21-3409</td>
<td>Aggravated assault</td>
</tr>
<tr>
<td>21-3410</td>
<td>Aggravated assault on a law enforcement officer</td>
</tr>
<tr>
<td>21-3411</td>
<td>Domestic battery; third or subsequent within last five years</td>
</tr>
<tr>
<td>21-3412a(b)(3)</td>
<td>Battery against a law enforcement officer</td>
</tr>
<tr>
<td>21-3413(a)(2)(A) or (B)</td>
<td>Aggravated battery</td>
</tr>
<tr>
<td>21-3413(a)(3)(A), (B), (C) or (D)</td>
<td>Aggravated battery; intentional, great bodily harm</td>
</tr>
<tr>
<td>21-3414(a)(1)(A)</td>
<td>Unlawful interference with a firefighter</td>
</tr>
<tr>
<td>21-3414(a)(1)(B)</td>
<td>Unlawful interference with a firefighter</td>
</tr>
<tr>
<td>21-3414(a)(1)(C)</td>
<td>Unlawful interference with a firefighter</td>
</tr>
<tr>
<td>21-3414(a)(2)(A)</td>
<td>Aggravated battery-reckless great bodily harm</td>
</tr>
<tr>
<td>21-3414(a)(2)(B)</td>
<td>Aggravated battery-reckless, bodily harm</td>
</tr>
<tr>
<td>21-3415</td>
<td>Aggravated battery against a law enforcement officer</td>
</tr>
<tr>
<td>21-3416</td>
<td>Permitting dangerous animal to be at large</td>
</tr>
<tr>
<td>21-3417</td>
<td>Criminal threat</td>
</tr>
<tr>
<td>21-3419(a)</td>
<td>Aggravated criminal threat (all sections)</td>
</tr>
<tr>
<td>21-3420</td>
<td>Kidnapping</td>
</tr>
<tr>
<td>21-3421</td>
<td>Aggravated kidnapping</td>
</tr>
<tr>
<td>21-3422(c)(2)</td>
<td>Interference with parental custody</td>
</tr>
<tr>
<td>21-3423(a)</td>
<td>Aggravated interference with parental custody</td>
</tr>
<tr>
<td>21-3423(b)</td>
<td>Interference with custody of a committed person</td>
</tr>
<tr>
<td>21-3425</td>
<td>Criminal restraint</td>
</tr>
<tr>
<td>21-3426</td>
<td>Mistreatment of a confined person</td>
</tr>
<tr>
<td>21-3427</td>
<td>Robbery</td>
</tr>
<tr>
<td>21-3428</td>
<td>Aggravated robbery</td>
</tr>
<tr>
<td>21-3430</td>
<td>Blackmail</td>
</tr>
<tr>
<td>21-3433</td>
<td>Income tax returns; disclosure or use for commercial purposes of information obtained in preparing federal or state tax returns</td>
</tr>
<tr>
<td>21-3434</td>
<td>Exposing another to a life threatening communicable disease</td>
</tr>
<tr>
<td>21-3435</td>
<td>Inherently dangerous felony</td>
</tr>
<tr>
<td>21-3437(a)(1) or (2)</td>
<td>Mistreatment of a dependent adult – physical injury, unreasonable confinement or cruel punishment or taking unfair advantage of physical or financial depending on the aggregate amount of resources</td>
</tr>
<tr>
<td>21-3438</td>
<td>Stalking</td>
</tr>
<tr>
<td>21-3439</td>
<td>Capital murder</td>
</tr>
<tr>
<td>21-3442</td>
<td>Involuntary manslaughter while under the influence of drugs or alcohol</td>
</tr>
<tr>
<td>21-3443</td>
<td>Battery against a school employee</td>
</tr>
<tr>
<td>21-3444</td>
<td>Unlawful interference with an emergency medical services attendant</td>
</tr>
</tbody>
</table>

**APPLICATION PROCEDURE:**

- Upon completion, or near completion, of the above prerequisites, contact Maggie McCoy, (913) 288-7543, or Susan White at (913) 288-7456. At this time, a determination will be made as to whether application can be made.
- All required documentation must be in the candidate’s file by the predetermined application deadline. Incomplete files will not be considered. Seating is limited and the selection process is competitive. Up to 40 students are selected from a pool of qualified applications for admission every January and August.
- Additional information may be found at [www.kckcc.edu](http://www.kckcc.edu) under Allied Health & Nursing.
- Completion of these criteria does not guarantee acceptance into the Practical Nursing Program.

**REQUIREMENTS FOR APPLYING TO THE PN PROGRAM**

1. Application for College.
   a. Application for NEW student
   b. Application for readmission – former student

   Submit College application prior to submitting nursing application.

2. Application for Nursing Program.


5. High School or GED transcript (not necessary if applicant has an associate degree or a bachelor degree from a regionally accredited college). Contact high school or GED organization and have one official transcript sent to the address below.

6. College transcripts, including all course work completed at all colleges. Contact each Undergraduate college attended and have one official transcript sent to the address below.

   Susan K. White, RN, BSN, MS
   Director of Practical Nursing
   Kansas City Kansas Community College
   7250 State Avenue
   Kansas City, KS 66112
   (913) 288-7456

7. Residency of applicants is determined at the time of the application. Wyandotte and Leavenworth County (Kansas) applicants must provide proof of residency with their 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 (Kansas) license tags
   - receipt for 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 for payment of Wyandotte or Leavenworth County

8. Mailings will be sent only to the address listed in the College’s student data system.
9. Students transferring from other nursing programs must submit nursing course syllabi and a letter of recommendation from the previous nursing school to the address below:

Susan K. White, RN, BSN, MS
Director of Practical Nursing
Kansas City Kansas Community College
7250 State Avenue
Kansas City, KS 66112
(913) 288-7456

10. Applications will not be considered without all required items.

11. English Proficiency Policy:

The anticipated outcome of this policy is the efficient orientation of students into the Practical Nursing Program. The goal is to ensure adequate proficiency in written and spoken English necessary for the student/applicant to benefit from the instruction and provide clear oral communication in the clinical area. The policy will be implemented when the individual for whom English is not his/her primary language for written and oral communication seeks admittance into the program.

The college policy is that students whose first language is not English are required to provide an official TOEFL score of 520 or above on the paper test, or 190 or above on the computerized test to be admitted to the college to take academic coursework. All TOEFL scores must be less than two years old by the expected date of enrollment or have official transcripts documenting 12 hours of college level work with a 2.5 GPA or higher demonstrating English proficiency from an American university or college. Please refer to the college catalog for information on the TOEFL services.

The Practical Nursing program also requires that the TOEFL writing scores are 20; speaking 20; reading 19; and listening 20. Each area must meet the minimum requirements.

Nursing applications may be obtained from the Practical Nursing department. Please complete the application carefully and completely. The applicant is responsible for submitting all required items by the stated deadline.

Applications must be submitted by mid-June for the August class, and by mid-November for the January class. Specific dates will be determined according to the academic calendar of the specific year the student is applying for. Potential students can obtain these dates from the Practical Nursing Counselor. If one or more of the above admission and application criteria are not met, the applicant will be notified of the committee’s decision and the relevant deficiency will be indicated.

Misdemeanor and Felony Conviction

A. When an applicant/student has been convicted of a misdemeanor or felony, the applicant/student must notify the Director of Nursing in writing as part of the application for admission to the Practical Nursing Program. Failure to do this will result in immediate dismissal from the Practical Nursing Program. The applicant/student must also convince the Kansas State Board of Nursing of satisfactory rehabilitation before permission to take the NCLEX® Examination may be granted. For questions about eligibility, contact the Kansas State Board of Nursing [http://ksbn.org/](http://ksbn.org/) or 785-296-4929. Reference: http://ksbn.org/mpa/pages/65-1120.pdf.

B. In accordance with JCAHO requirements, all students are required to undergo a criminal background check. Students in the Practical Nursing Program will be asked to sign a release and authorization form allowing the Kansas City Kansas Community College Practical Nursing Program to have access to criminal, judicial and law enforcement records and related information. This information will be kept confidential, and only those needing the information to provide clearance for clinical experiences will have access to the information.

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**REQUIREMENTS FOR PN LICENSURE**

In Semester II you will be filling out the application for the Licensure examination to be an LPN. The cost is $50 to the KSBN licensure for background check and $200.00 to NCLEX for exam. The money must be in the form of two separate money orders. On the State Board application there are these specific, questions relating to convictions:

- Have you ever been convicted of a misdemeanor listed in KAR 60-3-113? Yes ___ No ___
- Have you ever been convicted of a felony? Yes ___ No ___
- Has any license, certification or registration (nursing or other) ever been denied, revoked, suspended, limited or disciplinary action taken by a licensing authority of any state, agency of the US government, territory of the US or country? Yes ___ No ___
- If you answer YES to any of these questions you need to be aware of the following information:

  Senate Bill 164 amends KSA 1996 Supp. 65-1120 and authorized the Board of Nursing to “deny, revoke, limit or suspend” any license to practice as a registered nurse, a licensed practical nurse, a registered nurse practitioner, a registered anesthetist or a licensed mental health technician (KSA 1996 Supp. 65-4209) if the applicant is found after a hearing to have been guilty of a felony or a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust, except that notwithstanding KSA 74-120 no license, certificate of qualification or authorization to practice nursing as a licensed professional nurse, as a licensed practical nurse, as an advanced registered nurse practitioner or registered nurse anesthetist shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof of supplemental thereto:

  *Felony crimes against persons include murder, manslaughter, aggravated assault, assisting suicide, aggravated battery, criminal threat, kidnapping and robbery, among others, in Kansas and their equivalents under the laws of other states.

The Kansas State Board of Nursing will deny licensure to an individual who has been convicted of a felony crime against a person.

You will also need to furnish the following information to the KSBN:

- A satisfactory record of attendance as a student;
- Satisfactory reports from the students’ clinical instructors;
- A written report from the nursing program director that the student has met all requirements of the program and is recommended by the faculty for licensure;
- A letter of explanation from the student detailing the facts involved in the felony conviction. You will also be required to enclose a certified copy of court record or board action where applicable.
- Any convictions of speeding or parking violations need not be reported.
- An applicant for a Kansas license by endorsement or exam is required to provide one completed fingerprint card in order to conduct background checks with the Kansas Bureau of Investigation and FBI. (KSBN 74-1112)

I have read the above information and understand that if I have any convictions I might not be allowed to receive licensure.

Signature of Student ___________________________ Print – Student Name ___________________________

I have read and understood the above policies. I agree to abide by these policies.
KANSAS CITY KANSAS COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM

POLICY FOR ADMISSION WITH ADVANCED STANDING

1. Admission requirements for transfer/advance standing articulating students are the same as for all applicants to the Practical Nursing Program.

2. Starting dates will depend upon available space in the courses/semester desired.

3. Credit for courses completed in the former school of nursing will be articulated without challenge exams if:
   • The applicant has coursework from their previous enrollment within the past two years
   • The applicant is transferring from another practical nursing program with
   • similar nursing curriculum within the past two years.
   • The applicant has maintained a grade of “C” or higher.
   • An official transcript has been provided.

4. Advanced standing will be given to students who have completed a portion of a professional nursing program if:
   • The applicant has coursework from the previous nursing program within the past three years.
   • The applicant is transferring from a nursing program with similar nursing curriculum within the past two years.
   • The applicant has maintained a grade of “C”.
   • An official transcript has been provided.

5. Tuition will be charged to the student admitted under this policy based upon the number of credit hours needed to complete the program.

6. Transfer students will be required to spend a minimum of one semester to complete the Practical Nursing Program at the Kansas City Kansas Community College.

Reviewed 07/2013

BLOOD/BODY FLUID EXPOSURE
Procedure for student nurses and other allied health students experiencing a blood / body fluid exposure event in the hospital or other clinical environment.

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

- **Student:** Contact your clinical instructor as soon as possible after initiating the immediate cleansing of the area.
- In the event of an accidental needle stick or other blood or body fluid exposure, (skin; especially broken skin such as small cuts or dermatitis) immediately flush the site with running water, and wash vigorously with soap and warm water.
- **Mucus membrane exposure:** (eyes, inner nostrils, mouth, or ears) necessitates flushing with water for 10-15 minutes.
- **Needle stick:** After flushing the site and washing with soap and water, the student will contact the clinical instructor who will go with him/her to the hospital’s emergency room, and will complete an accident/incident report. The instructor will present a copy to the College Nurse and the Dean of Nursing/Allied Health.
- **Emergency room:** The Student and the ER doctor will discuss the incident, and determine if there was an actual exposure to contaminated blood or body fluid.
- If it is determined that the student is at risk, a blood test will be obtained from the student and from the patient for HIV antibodies, and for Hepatitis B & C. If the patient’s blood is negative, the student will receive those results and will be instructed to retest in six weeks, and six months.
- If the patient’s blood is positive for HIV, the “first hour” Centers for Disease Control protocol will be initiated and protease inhibitors ordered by the ER physician, and administered according to present CDC guidelines. The physician will make recommendations for additional treatment, if needed. If the patient’s blood is positive for hepatitis B or C, appropriate preventive measures and health counseling will be provided by the physician.
- 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 Heartland Medical Group/Urgent Care, located at 110th and Parallel in Kansas City, KS. The telephone number is (913) 299-3700.
- It is very important that the student see the College nurse, and that the nurse is regularly updated on the student’s most current address and telephone numbers. The Student Health Service telephone number is (913) 288-7683. The office is located in room 3363 in the upper Jewell Building.

Always follow up with the College nurse.

In the event that the hospital does not pay for the testing or treatment protocol, Kansas City Kansas Community College will pay for the testing and/or medication. Bring or have the hospital send the bill to the College nurse or to the Vice President for Student and Administrative Services, with a note explaining the situation. Bring or send copies of all hospital testing, medications, or notes.

In the event of an accident, the hospital must pay for the testing and/or medication. Bring or have the hospital send the bill to the College nurse or to the Vice President for Student and Administrative Services, with a note explaining the situation. Bring or send copies of all hospital testing, medications, or notes.

Reviewed 07/2013
Kansas City Kansas Community College
Practical Nursing Program Curriculum

Beginning Spring, 2016

College Requirement - All first time degree seeking students who score 72 or below on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning; those who score 73 or above will take HUDV0100, First Year Experience (see catalog for exemptions)

<table>
<thead>
<tr>
<th>HUDV Requirement</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUDV0100 Freshman Orientation or</td>
<td>1</td>
</tr>
<tr>
<td>HUDV0101 Strategies for Academic Excellence/ Lifelong Learning</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1-2</strong></td>
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Natural and Physical Science Requirement

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>BIOL0143 Human Anatomy and Physiology (with lab)</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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Total General Education Requirements 13

Social and Behavioral Science Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>PSYC0101 Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC0203 Human Development</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
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Practical Nursing Requirements

Admission Requirement Certified Nurse Aide Certificate

Admission Requirement CPR Certificate

SEMESTER One:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>KSPN 0102 Foundations of Nursing</td>
<td>4</td>
</tr>
<tr>
<td>KSPN 0104 Foundations of Nursing Clinical</td>
<td>2</td>
</tr>
<tr>
<td>KSPN 0124 Maternal Child Nursing</td>
<td>2</td>
</tr>
<tr>
<td>KSPN 0126 Maternal Child Clinical</td>
<td>1</td>
</tr>
<tr>
<td>KSPN 0128 Gerontology Nursing On Ground or On Line</td>
<td>2</td>
</tr>
<tr>
<td>KSPN 0130 Mental Health Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NUPN 013 Theory Application Through Assessment and Simulation</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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</table>

SEMESTER Two:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>KSPN 0106 Medical Surgical Nursing I</td>
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</tr>
<tr>
<td>KSPN 0108 Medical Surgical I Nursing Clinical</td>
<td>2</td>
</tr>
<tr>
<td>KSPN 0110 Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>KSPN 0120 Medical Surgical Nursing II</td>
<td>4</td>
</tr>
<tr>
<td>KSPN 0122 Medical Surgical Nursing II Clinical</td>
<td>3</td>
</tr>
<tr>
<td>NUPN 0132 Leadership for the PN On Ground or On Line</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**TOTAL** 47

Revised: August 2015

Kansas City Kansas Community College
Student Grievance Policy

If a student feels a staff member has taken unfair disciplinary action, or treated him/her unfairly in academic-related, work-related, or any other matters, the student has the right to express his/her perceived unfair treatment and seek resolution using the Student Grievance procedure.

The intent of the Student Grievance Policy is to accommodate a fair and mutually satisfactory resolution of any grievance at the lowest possible level. In fairness to the staff members against whom a grievance is brought, the student must attempt to resolve the grievance directly with the staff member.

If a grievance cannot be resolved to the student’s satisfaction through the informal discussion process with the staff member involved, the student should seek additional information on the policies and procedures for filing a student grievance through the Dean of Student Services.
PRACTICAL NURSING COURSE DESCRIPTIONS

HUDV 101 – Strategies for Academic Excellence/Lifelong Learning
This course will include topics designed to acquaint the student with the campus community, classroom expectations, counseling services, testing, and other experiences incidental to a successful adjustment to college life. Also covered are study skills, note taking, stress and fitness, and human relationships. Strategies for Academic Excellence/Lifelong Learning is a required course for all freshmen except those who meet one of the five exemptions listed in the KCKCC catalog.

KSPN 102 – KSPN Foundations of Nursing
This course utilizes the nursing standards of practice based on principles of biology, psychosocial, spiritual and cultural to meet the needs of clients throughout the lifespan. Emphasis is placed on basic nursing skills, patient safety and therapeutic communication. Concepts and skills are enhanced in subsequent courses.

KSPN 104 – KSPN Foundations of Nursing Clinical
This course explores the art of science of nursing in the clinical course. Emphasis is placed on the nursing process, cultural and spiritual awareness, communication, data collection, performance of basic nursing skills, and documentation. Principles of safe medication administration are introduced.

KSPN 106 – KSPN Medical Surgical Nursing I
This course focuses on the effect of disorders of selected systems throughout the lifespan and applies the nursing process in meeting basic needs. Health promotion and maintenance, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout.

KSPN 108 – KSPN Medical Surgical Nursing I Clinical
Simulated and actual care situations of selected systems throughout the lifespan, utilizing acute and long-term care setting. An emphasis is placed on critical thinking and clinical decision-making skills.

KSPN 110 – KSPN Pharmacology
This course introduces the principles of pharmacology, drug classifications, and the effects of selected medications on the human body as well as the administration of medications. The nursing process is used as the framework for ensuring safe and effective nursing care for clients across the lifespan.

KSPN 120 – KSPN Medical Surgical Nursing II
This course focuses on the effect of disorders of selected systems throughout the lifespan using the nursing process in meeting basic needs. Prevention, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout.

KSPN 122 – KSPN Medical Surgical Nursing II Clinical
This experience uses simulated and actual care situations of selected systems throughout the lifespan, utilizing acute and long-term care settings. An emphasis is placed on critical thinking and clinical decision-making and skill development. Principles of leadership for the practical nurse will be implemented, as well as multi-task management skills for transition as a practical nurse.

KSPN 124 – KSPN Maternal Child Nursing
This course focuses on pre- and post-natal maternal nursing care, as well as, the care of children from infancy to adolescence. Emphasis is given to normal reproduction and frequently occurring biological, cultural, spiritual and psychosocial needs of the childbearing and child-rearing family.

KSPN 126 – KSPN Maternal Child Clinical
This clinical course applies concepts from Maternal Child. Emphasis is placed on the nursing process and meeting the basic needs of the maternal child client.

KSPN 128 – KSPN Gerontology Nursing
This course is designed to explore issues related to the aging adult using the nursing process as the organizing framework. Also discussed are the impact of ageism, alterations in physiological and psychosocial functioning, and the role of the practical nurse in caring for older adult clients.
KSPN 130 – KSPN Mental Health Nursing
This course explores basic concepts and trends in mental health nursing. Therapeutic modalities and client behavior management are discussed. Emphasis is placed on using the nursing process and meeting the basic human needs of the mental health client.

NUPN 132 – Leadership for the Practical Nurse
This course introduces students to the topic of Leadership and Management within the discipline of nursing. Leading and managing are two essential expectations of all nurses. To lead and to manage successfully, nurses must possess not only knowledge and skills, but also a caring and compassionate attitude. The topics to be explored include strategies in planning, goal setting and marketing, problem solving and decision making, managing time, leading and organizing groups of people, team building, care delivery systems and learning how to utilize empowerment in nursing.

NUPN 134 – Theory Application through Assessment and Simulation
This course will allow the student to enhance their physical assessment skills in providing care for clients of all ages and cultures. The basic techniques of inspection, palpation, and auscultation will be used to assess each body system. The student will also gain experience in history taking and documentation while developing a caring attitude.

F. Evidence of alcohol or drug use by the student will result in dismissal from the learning environment for an assessment. Documentation of the assessment and follow up recommendations must be submitted to the Dean of Nursing. Failure to follow up with the Nursing Department’s requirements and recommendations will result in immediate dismissal from the program. Drug screening may be requested at any time.

G. The student role will be implemented according to established guidelines for professional behavior (facility, departmental, and College policies, course requirements, contract between the hospital and the College, and final clinical evaluation tool).

H. Social Networking Policy: Nursing students should adhere to the college social networking policy with an additional responsibility to follow HIPPA regulations. Inappropriate communication or images may result in disciplinary actions.

I. Proper clinical attire, personal hygiene, and a non-contagious status are required. The instructor has the right to send a student “off duty” when these conditions are deficient. The event will be classified as an absence.

VIII. Insurance
Malpractice insurance is required for all students. Group coverage will be obtained through the College (payment is included in course fees).

IX. Health Requirements
A. Screening for tuberculosis will be required on an annual basis. This is available at the KCKCC Comprehensive Student Health Center or at the student’s expense. Students unable to take the annual TB skin test will be required to have a chest x-ray and follow current CDC guidelines (repeat chest x-ray if further exposure or student becomes symptomatic).

B. All students will be informed regarding standard precautions for infection control and will be expected to observe these precautions in the clinical setting.

C. Students are responsible for any personal medical expenses which result from clinical experiences.

D. Students’ immunization status must be current. Please refer to the required health form for minimum requirements for clinical experiences.

E. Students are required to receive the Hepatitis B vaccine series. This series must be initiated prior to entering the Nursing Program and completed as scheduled. Deviations from the policy will require a Primary Health Care provider’s release and the student signing a release of responsibility.

F. A random drug screen may be required.

Reviewed: May 2013
VI. Examinations

A. All exams should be taken at scheduled times. Students must notify, by phone, the classroom instructor of absence from the test prior to, or during, the exam time. Failure to do this will result in a zero percent on the exam and the exam will not be allowed to be made up.

B. Only one exam per course will allow a student to delay. The makeup exam must be taken within 5 days of the original test date.

C. If the test is not surrendered at the designated time, the student will be given a zero for that test. A violation of this type can result in dismissal from the Nursing Program.

D. Instructors are given the prerogative to enforce the following without prior announcement:
   1. Add additional questions.
   2. Construct tests/quizzes in any form, i.e., written, objective, essay, or oral.
   3. Adjust the environment for test security.

E. No electronic devices will be allowed during examination time. All electronic devices emitting distracting noises will result in immediate termination of the student’s exam.

F. All exams are reviewed after all students have taken the examination. If a student desires to further review the exam, an appointment must be made with the instructor. The review must take place within the eight work days immediately following the exam administration.

G. Students who obtain less than 76% on any test are strongly encouraged to:
   1. meet with nursing faculty for further test review; and/or schedule a follow-up remediation with Academic Resource Center for study or Nursing Retention Specialist for study and test evaluation/skills.

H. The content of examinations is confidential. It is expected that students will not divulge any questions on examinations to any individual or entity. The unauthorized possession, reproduction, or disclosure of any examination materials, including the nature or content of examination questions, before, during, or after the examinations is in violation of the nursing division policy and will subject the student to dismissal from the program.

I. Students will not be allowed to congregate in hallways outside of classrooms during test administration. Failure to comply will result in Security involvement.

VII. Professional Behavior

A. Professional conduct and courteous behavior are expected at all times. The instructor has the right to dismiss the student from the learning environment if the student exhibits inappropriate behavior. This will be classified as an absence. If the observed behavior occurs a second time, the student will be dismissed from the program.

B. Competent care involves knowing what and how to perform skills, being open to constructive criticism and being willing to seek appropriate education when there are known knowledge deficits.

C. Honesty and truthfulness are expected in all situations. Failure to comply will subject the student to academic dismissal from the Nursing Program.

D. Nursing students need to be prepared to participate in clinical decision making that takes into consideration differences among patients in their values, culture, and lifestyle.

E. Nurses are required to make numerous ethical decisions every day; clinical differences in values, culture, and lifestyles often present nurses and other healthcare providers with an ethical dilemma.

*The above are also KSPN Core Curriculum Program Outcomes.

1. Provide nursing care within the scope of the ethical and legal responsibilities of practical nursing.

2. Utilize the nursing process to identify basic needs of the client throughout the lifespan for health promotion and maintenance, or when biological, spiritual, cultural and psychosocial needs are not being met.

3. Provide safe and skillful therapeutic care in simple nursing situations based on knowledge of biological, cultural, spiritual, and psychosocial needs of the client throughout the lifespan.

4. Demonstrate effective interpersonal relationships with the client, the client’s family, and members of the interdisciplinary health care team.

5. Demonstrate responsibilities of the practical nurse as an individual who collaborates within the healthcare system and the community.

Reviewed: May 2015
Cost of the Practical Nursing Program

Tuition: $3,672
(34 credit hours X $108/credit hour) for Kansas Residents. (not including prerequisites)

Fees: $48.00
(includes Supply Kit, School pin, Background check, Liability Insurance, ATI, and drug screening)

NCLEX Exam: $250.00

Books: $900.00 (approximate)

Uniforms: $150.00 (approximate)

Total: $5,820*

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

1. Travel to and from clinical facilities requires a working motor vehicle. There may be parking fees at some clinical facilities.

2. Participation in the program requires accessibility by phone or email. An e-mail address is assigned by the College. It is the student’s responsibility to keep the Nursing and Admissions Offices notified of any name, address or phone number changes.

3. Personal expenses should be considered in the total cost of the program.

Financial Aid may be available through the College's Student Financial Aid Office.

Lab Policies

1. The student will have two opportunities to pass each procedure. An additional opportunity can be earned if the student attends the scheduled live demo. Each lab procedure must be passed by satisfactorily completing 100% of the critical elements. On the second testing of an essential procedure, the student will have the option of selecting an additional nursing faculty member to be present. Any student who does not meet the criteria for passing an essential procedure within the two opportunities will be considered to have failed clinical.

2. The time limits set for students testing lab procedures will be enforced. Any student failing to complete the procedure(s) in the set time limit will receive a failure for any procedure(s) not completed.

3. All appointments for retesting must be made at the time of the failure. Retesting may not be done the same day.

4. Failure to attend scheduled testing time for any reason will count as a testing failure.

Repeating Privileges (Readmission)

A. A nursing course that is failed (grade of D or F) may be repeated only once. A student is allowed to repeat only one clinical nursing course. Failure of the second clinical nursing course results in dismissal from the program.

B. If a student withdraws from a nursing course with a passing grade, the student may repeat the course without penalty. However, withdrawal with a failing grade (‘D’ or ‘F’), regardless of reasons, will be considered as having taken the course.

C. Students are required to make a “C” in all required courses. Students earning “D” or below must repeat both the didactic & clinical components for the course.

D. Permission for readmission will be granted on a space available basis.

E. A student who has failed out of the program a second time is not eligible to return to the program.

Leave of Absence

Return from leave will be granted on a space available basis. All required nursing courses will be completed within a two 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. It is the student's responsibility to contact the Director of Nursing prior to enrolling upon return.
KSPN 124: Maternal Child Nursing; successful completion of KSPN 102 and KSPN 104 (or equivalent); co-requisite KSPN 126

KSPN 126: Maternal Child Nursing Clinical; successful completion of KSPN 102 and KSPN 104 (or equivalent); co-requisite KSPN 124

KSPN 128: Gerontology Nursing; co-requisite of KSPN 102 and KSPN 104 (or equivalent)

KSPN 130: Mental Health Nursing; successful completion of KSPN 102 and KSPN 104 (or equivalent)

NUPN 132: Leadership for the Practical Nurse; successful completion of KSPN 106 and KSPN 108 (or equivalent); co-requisite of KSPN 120 and KSPN 122

KSPN 134: Theory Application through Assessment and Simulation; co-requisite of KSPN 102 and KSPN 104 (or equivalent)

Reviewed: 06/13

A. The student who successfully repeats any of the nursing courses may progress to the next course level when space is available.

B. Students admitted with advanced standing may progress through curriculum, based upon need and space available.

C. Transfer students must complete one clinical nursing course to graduate from the program.

D. Non-USA citizens must submit to the Admissions Office a copy of their F-1, I-20, I-94 and valid passport.

III. Clinical Experience

A. If the student fails to pass clinical, both didactic and clinical will need to be repeated.

B. Students are expected to be prepared and report promptly to the clinical site. Students denied admission, for any reason, will be counted absent. Absences from clinical practice must be reported at least 30 minutes before the scheduled starting time.

C. Student may not have patient contact or access to any clinical setting or patient records without a clinical instructor present.

D. Students will not be able to change clinical groups once the clinical portion of the course has started except in extreme circumstances.

E. Students that have had a change in health status (surgery, childbirth, hospitalization, injury) must have a physicians’ release in writing prior to attending clinical.

F. Professional behavior is exemplified by using cell phones, I-pods, PDA’s, or other electronic devices only when authorized by faculty and for clinical activities, not personal use.

G. Clinical simulations may be part of the clinical experience. All regulations that apply to your clinical site also apply to simulations. This includes being prepared and on time, wearing the College’s attire and having clinical equipment available for use. As in clinical, you may be dismissed for not being prepared and on time. Call your clinical instructor if you are going to be absent.

H. Lab/Clinical Absences:
   1. The Lab and Clinical experiences are highly valued by nursing faculty. Attendance is expected. The following will result in being refused admission to the clinical area:

REFUND POLICY

To obtain a refund for tuition and fees, students must officially drop their class(es) in the Admissions and Records Office within the time frames listed below. Exact dates for refunds are published in the Class Schedule each semester. Refunds are not allowed after the published dates. In case of a course cancellation or a class schedule revision made by the College, a 100 percent refund of tuition and fees is issued. Refunds are processed by the Business Office in approximately two weeks.

- **100% refund** for tuition and fees if classes are dropped and processed in the Admissions and Records Office before - but not on - the first day of the semester, session, or class. This includes semester, summer, 4 to 8 week, late starting, and mini-courses.

- **90% refund** for tuition and fees if classes are dropped and processed in the Admissions and Records Office within the first week of classes (five working days) for semester courses, summer courses, 4 to 8 week courses, and late starting courses.

- **50% refund** for tuition and fees if classes are dropped and processed by the Admissions and Records Office within the second week of classes (10 working days) for semester courses only.

**100% refund** for courses less than four (4) weeks in length if students withdraw (drop) prior to the start of the first class period. No refund will be issued after the class begins. Refunds are calculated based on the day the student officially drops a class in the Admissions and Records Office, not when the student stops attending class.

If the student has received federal Title IV student financial aid during the term (Federal PELL, ACG or SEOG grants, Federal Stafford Loan, or a PLUS Loan), the student may be entitled to a pro rata or federal refund. Students who do not receive federal Title IV aid are not entitled to these refunds. Further information is available in the Financial Aid Office and Business Office.

Updated July 2015
SUPPLIES USED IN NURSING PRACTICE

SHOES: Students are to purchase all white shoes for clinical practice (no canvas, sandals, clogs, heels, or croc-like shoes). White or neutral hose may be worn.

WATCHES: Students are to have a watch able to read seconds. Expensive watches are not recommended.

TEXTBOOKS: Textbooks for nursing courses will be available for purchase at the College Bookstores. Books may be purchased at the time of enrollment. Nursing faculty recommend retaining textbooks for references throughout the program, and afterwards as new nurses.

SCISSORS: A pair of bandage scissors is necessary and is included in the kits.

PEN LIGHT: A penlight is necessary and may be purchased at uniform shops or drug stores.

BLACK BALLPOINT PEN: A black ballpoint pen is required for clinical practice.

UNIFORM: 1) PN color ankle-length scrub pants without elastic or banded cuffs; 2) PN teal blue color scrub top; 3) Optional teal blue scrub jacket may be worn with scrub top. Uniforms and Practical Nursing magnetic ID badges are available for purchase at KCKCC Bookstore.

LIABILITY INSURANCE: Liability insurance in the amount of $100,000/$300,000 is necessary for participation in clinical experience. This insurance is purchased as a group through each semester’s fees.

NAME BADGE: College picture ID will be used for name badge in clinical areas.

STETHOSCOPE: A quality pressure sensitive stethoscope (or one with a bell and diaphragm) is necessary for nursing practice. It will be included in the kits.

GAIT BELT: A gait belt is necessary & required for clinical practice, also available in the kits.

For questions, please call the Director of Practical Nursing, Susan White, (913) 288-7456

POLICIES OF THE PRACTICAL NURSING PROGRAM

I. Grade Requirement
The course grade is determined by rounding from the tenth decimal place only.

A. Students are required to make at least a “C” in all required courses. Students earning a “D” or below must repeat both the didactic and clinical components for the course.

B. Nursing Department Didactic Grading Scale
   A  90% - 100%
   B  82% - 89%
   C  76% - 81%
   D  65% - 75%
   F  0% - 64%

C. Nursing Department Clinical Grading Scale
   1. Clinical is graded on pass/fail basis.
   2. To receive a passing clinical grade, the following must occur:
      a) EACH clinical objective must be passed 76% of the weeks. An objective is passed by meeting 76% of the performance standard during that week’s clinical experience.
      b) Essential procedures must be passed.
      c) Written work must be satisfactorily completed.
      d) If a clinical is failed, then both the didactic and clinical components must be repeated.

II. Course Prerequisites and Sequence for Practical Nursing Courses
Compliance with the following course sequence and prerequisites are mandatory for progression in the Practical Nursing program.

HUDV-100: First Year Experience
Or
HUDV-101: Strategies of Academic Excellence; prior to or concurrent with KSPN 102, KSPN 104

KSPN 102: Foundations of Nursing; co-requisite of KSPN 104 and KSPN 128

KSPN 104: Foundations of Nursing Clinical; co-requisite of KSPN 102 and KSPN 128

KSPN 106: Medical Surgical Nursing I; successful completion of KSPN 102, KSPN 104, KSPN 128, KSPN 130 and NUPN 134; co-requisite of KSPN 108, KSPN 110, KSPN 124 and KSPN 126.

KSPN 108: Medical Surgical Nursing I Clinical; successful completion of KSPN 102, KSPN 104, KSPN 124, KSPN 126, KSPN 128, KSPN 130 AND NUPN 134; co-requisite of KSPN 106 and KSPN 110

KSPN 110: Pharmacology; successful completion of KSPN 102 and KSPN 104; co-requisite of KSPN 106, KSPN 108, KSPN 120 and KSPN 122

KSPN 120: Medical Surgical Nursing II; successful completion of KSPN 106, KSPN 108, and KSPN 130; co-requisite KSPN 110, KSPN 122 and NUPN 132

KSPN 122: Medical Surgical Nursing II Clinical; successful completion of KSPN 106, KSPN 108 and KSPN 130; co-requisite KSPN 110, KSPN 120 and NUPN 132

Reviewed: 07/2015
SUPPLIES USED IN NURSING PRACTICE

SHOES: Students are to purchase all white shoes for clinical practice (no canvas, sandals, clogs, heels, or croc-like shoes). White or neutral hose may be worn.

WATCHES: Students are to have a watch able to read seconds. Expensive watches are not recommended.

TEXTBOOKS: Textbooks for nursing courses will be available for purchase at the College Bookstores. Books may be purchased at the time of enrollment. Nursing faculty recommend retaining textbooks for references throughout the program, and afterwards as new nurses.

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For questions, please call the Director of Practical Nursing, Susan White, (913) 288-7456

Reviewed: 07/2015

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   The course grade is determined by rounding from the tenth decimal place only.
   A. Students are required to make at least a “C” in all required courses. Students earning a “D” or below must repeat both the didactic and clinical components for the course.

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   A  90% - 100%
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   1. Clinical is graded on pass/fail basis.
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   Or
   HUDV-101: Strategies of Academic Excellence; prior to or concurrent with KSPN 102, KSPN 104
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   KSPN 110: Pharmacology; successful completion of KSPN 102 and KSPN 104; co-requisite of KSPN 106, KSPN 108, KSPN 120 and KSPN 122
   KSPN 120: Medical Surgical Nursing II; successful completion of KSPN 106, KSPN 108, and KSPN 130; co-requisite KSPN 110, KSPN 122 and NUPN 132
   KSPN 122: Medical Surgical Nursing II Clinical; successful completion of KSPN 106, KSPN 108 and KSPN 130; co-requisite KSPN 110, KSPN 120 and NUPN 132
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KSPN 128: Gerontology Nursing; co-requisite of KSPN 102 and KSPN 104 (or equivalent)

KSPN 130: Mental Health Nursing; successful completion of KSPN 102 and KSPN 104 (or equivalent)

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KSPN 134: Theory Application through Assessment and Simulation; co-requisite of KSPN 102 and KSPN 104 (or equivalent)

Reviewed: 06/13

A. The student who successfully repeats any of the nursing courses may progress to the next course level when space is available.

B. Students admitted with advanced standing may progress through curriculum, based upon need and space available.

C. Transfer students must complete one clinical nursing course to graduate from the program.

D. Non-USA citizens must submit to the Admissions Office a copy of their F-1, I-20, I-94 and valid passport.

III. Clinical Experience

A. If the student fails to pass clinical, both didactic and clinical will need to be repeated.

B. Students are expected to be prepared and report promptly to the clinical site. Students denied admission, for any reason, will be counted absent. Absences from clinical practice must be reported at least 30 minutes before the scheduled starting time.

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1. The Lab and Clinical experiences are highly valued by nursing faculty. Attendance is expected. The following will result in being refused admission to the clinical area:

Updated July 2015
Cost of the Practical Nursing Program

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(34 credit hours X $108/credit hour) for Kansas Residents. (not including prerequisites)

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Total: $5,820 *

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

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   2. The time limits set for students testing lab procedures will be enforced. Any student failing to complete the procedure(s) in the set time limit will receive a failure for any procedure(s) not completed.

   3. All appointments for retesting must be made at the time of the failure. Retesting may not be done the same day.

   4. Failure to attend scheduled testing time for any reason will count as a testing failure.

IV. Repeating Privileges (Readmission)

   Returning students need to submit a written Request to Repeat.

   A. A nursing course that is failed (grade of D or F) may be repeated only once. A student is allowed to repeat only one clinical nursing course. Failure of the second clinical nursing course results in dismissal from the program.

   B. If a student withdraws from a nursing course with a passing grade, the student may repeat the course without penalty. However, withdrawal with a failing grade (’D’ or ’F’), regardless of reasons, will be considered as having taken the course.

   C. Students are required to make a ”C” in all required courses. Students earning ”D” or below must repeat both the didactic & clinical components for the course.

   D. Permission for readmission will be granted on a space available basis.

   E. A student who has failed out of the program a second time is not eligible to return to the program.

V. Leave of Absence

Return from leave will be granted on a space available basis. All required nursing courses will be completed within a two 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. It is the student’s responsibility to contact the Director of Nursing prior to enrolling upon return.
PROGRAM OUTCOMES
PRACTICAL NURSING PROGRAM

1. Provide nursing care within the scope of the ethical and legal responsibilities of practical nursing.

2. Utilize the nursing process to identify basic needs of the client throughout the lifespan for health promotion and maintenance, or when biological, spiritual, cultural and psychosocial needs are not being met.

3. Provide safe and skillful therapeutic care in simple nursing situations based on knowledge of biological, cultural, spiritual, and psychosocial needs of the client throughout the lifespan.

4. Demonstrate effective interpersonal relationships with the client, the client’s family, and members of the interdisciplinary health care team.

5. Demonstrate responsibilities of the practical nurse as an individual who collaborates within the healthcare system and the community.

VI. Examinations

A. All exams should be taken at scheduled times. Students must notify, by phone, the classroom instructor of absence from the test prior to, or during, the exam time. Failure to do this will result in a zero percent on the exam and the exam will not be allowed to be made up.

B. Only one exam per course will a student be allowed to delay. The makeup exam must be taken within 5 days of the original test date.

C. If the test is not surrendered at the designated time, the student will be given a zero for that test. A violation of this type can result in dismissal from the Nursing Program.

D. Instructors are given the prerogative to enforce the following without prior announcement:
   1. Add additional questions.
   2. Construct tests/quizzes in any form, i.e., written, objective, essay, or oral.
   3. Adjust the environment for test security.

E. No electronic devices will be allowed during examination time. All electronic devices emitting distracting noises will result in immediate termination of the student’s exam.

F. All exams are reviewed after all students have taken the examination. If a student desires to further review the exam, an appointment must be made with the instructor. The review must take place within the eight work days immediately following the exam administration.

G. Students who obtain less than 76% on any test are strongly encouraged to:
   1. meet with nursing faculty for further test review; and/or schedule a follow-up remediation with Academic Resource Center for study or Nursing Retention Specialist for study and test evaluation/skills.

H. The content of examinations is confidential. It is expected that students will not divulge any questions on examinations to any individual or entity. The unauthorized possession, reproduction, or disclosure of any examination materials, including the nature or content of examination questions, before, during, or after the examinations is in violation of the nursing division policy and will subject the student to dismissal from the program.

I. Students will not be allowed to congregate in hallways outside of classrooms during test administration. Failure to comply will result in Security involvement.

VII. Professional Behavior

A. Professional conduct and courteous behavior are expected at all times. The instructor has the right to dismiss the student from the learning environment if the student exhibits inappropriate behavior. This will be classified as an absence. If the observed behavior occurs a second time, the student will be dismissed from the program.

B. Competent care involves knowing what and how to perform skills, being open to constructive criticism and being willing to seek appropriate education when there are known knowledge deficits.

C. Honesty and truthfulness are expected in all situations. Failure to comply will subject the student to academic dismissal from the Nursing Program.

D. Nursing students need to be prepared to participate in clinical decision making that takes into consideration differences among patients in their values, culture, and lifestyle.

E. Nurses are required to make numerous ethical decisions every day; clinical differences in values, culture, and lifestyles often present nurses and other healthcare providers with an ethical dilemma.

*The above are also KSPN Core Curriculum Program Outcomes.

Reviewed: May 2015
KSPN 130 – KSPN Mental Health Nursing
This course explores basic concepts and trends in mental health nursing. Therapeutic modalities and client behavior management are discussed. Emphasis is placed on using the nursing process and meeting the basic human needs of the mental health client.

NUPN 132 – Leadership for the Practical Nurse
This course introduces students to the topic of Leadership and Management within the discipline of nursing. Leading and managing are two essential expectations of all nurses. To lead and to manage successfully, nurses must possess not only knowledge and skills, but also a caring and compassionate attitude. The topics to be explored include strategies in planning, goal setting and marketing, problem solving and decision making, managing time, leading and organizing groups of people, team building, care delivery systems and learning how to utilize empowerment in nursing.

NUPN 134 – Theory Application through Assessment and Simulation
This course will allow the student to enhance their physical assessment skills in providing care for clients of all ages and cultures. The basic techniques of inspection, palpation, and auscultation will be used to assess each body system. The student will also gain experience in history taking and documentation while developing a caring attitude.

F. Evidence of alcohol or drug use by the student will result in dismissal from the learning environment for an assessment. Documentation of the assessment and follow up recommendations must be submitted to the Dean of Nursing. Failure to follow up with the Nursing Department’s requirements and recommendations will result in immediate dismissal from the program. Drug screening may be requested at any time.

G. The student role will be implemented according to established guidelines for professional behavior (facility, departmental, and College policies, course requirements, contract between the hospital and the College, and final clinical evaluation tool).

H. Social Networking Policy: Nursing students should adhere to the college social networking policy with an additional responsibility to follow HIPPA regulations. Inappropriate communication or images may result in disciplinary actions.

I. Proper clinical attire, personal hygiene, and a non-contagious status are required. The instructor has the right to send a student “off duty” when these conditions are deficient. The event will be classified as an absence.

VIII. Insurance
Malpractice insurance is required for all students. Group coverage will be obtained through the College (payment is included in course fees).

IX. Health Requirements
A. Screening for tuberculosis will be required on an annual basis. This is available at the KCKCC Comprehensive Student Health Center or at the student’s expense. Students unable to take the annual TB skin test will be required to have a chest x-ray and follow current CDC guidelines (repeat chest x-ray if further exposure or student becomes symptomatic).

B. All students will be informed regarding standard precautions for infection control and will be expected to observe these precautions in the clinical setting.

C. Students are responsible for any personal medical expenses which result from clinical experiences.

D. Students’ immunization status must be current. Please refer to the required health form for minimum requirements for clinical experiences.

E. Students are required to receive the Hepatitis B vaccine series. This series must be initiated prior to entering the Nursing Program and completed as scheduled. Deviations from the policy will require a Primary Health Care provider’s release and the student signing a release of responsibility.

F. A random drug screen may be required.

Reviewed: May 2013
PRACTICAL NURSING COURSE DESCRIPTIONS

HUDV 101 – Strategies for Academic Excellence/Lifelong Learning
This course will include topics designed to acquaint the student with the campus community, classroom expectations, counseling services, testing, and other experiences incidental to a successful adjustment to college life. Also covered are study skills, note taking, stress and fitness, and human relationships. Strategies for Academic Excellence/Lifelong Learning is a required course for all freshmen except those who meet one of the five exemptions listed in the KCKCC catalog.

KSPN 102 – KSPN Foundations of Nursing
This course utilizes the nursing standards of practice based on principles of biology, psychosocial, spiritual and cultural to meet the needs of clients throughout the lifespan. Emphasis is placed on basic nursing skills, patient safety and therapeutic communication. Concepts and skills are enhanced in subsequent courses.

KSPN 104 – KSPN Foundations of Nursing Clinical
This course explores the art of science of nursing in the clinical course. Emphasis is placed on the nursing process, cultural and spiritual awareness, communication, data collection, performance of basic nursing skills, and documentation. Principles of safe medication administration are introduced.

KSPN 106 – KSPN Medical-Surgical Nursing I
This course focuses on the effect of disorders of selected systems throughout the lifespan and applies the nursing process in meeting basic needs. Health promotion and maintenance, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout.

KSPN 108 – KSPN Medical-Surgical Nursing I Clinical
Simulated and actual care situations of selected systems throughout the lifespan, utilizing acute and long-term care settings. An emphasis is placed on critical thinking and clinical decision-making skills.

KSPN 110 – KSPN Pharmacology
This course introduces the principles of pharmacology, drug classifications, and the effects of selected medications on the human body as well as the administration of medications. The nursing process is used as the framework for ensuring safe and effective nursing care for clients across the lifespan.

KSPN 120 – KSPN Medical-Surgical Nursing II
This course focuses on the effect of disorders of selected systems throughout the lifespan using the nursing process in meeting basic needs. Prevention, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout.

KSPN 122 – KSPN Medical-Surgical Nursing II Clinical
This experience uses simulated and actual care situations of selected systems throughout the lifespan, utilizing acute and long-term care settings. An emphasis is placed on critical thinking and clinical decision-making and skill development. Principles of leadership for the practical nurse will be implemented, as well as multi-task management skills for transition as a practical nurse.

KSPN 124 – KSPN Maternal Child Nursing
This course focuses on pre- and post-natal maternal nursing care, as well as, the care of children from infancy to adolescence. Emphasis is given to normal reproduction and frequently occurring biological, cultural, spiritual and psychosocial needs of the childbearing and child-rearing family.

KSPN 126 – KSPN Maternal Child Clinical
This clinical course applies concepts from Maternal Child. Emphasis is placed on the nursing process and meeting the basic needs of the maternal child client.

KSPN 128 – KSPN Gerontology Nursing
This course is designed to explore issues related to the aging adult using the nursing process as the organizing framework. Also discussed are the impact of ageism, alterations in physiological and psychosocial functioning, and the role of the practical nurse in caring for older adult clients.

Other Policies
A. Throughout the Nursing Program, students are required to maintain affirmation in CPR at the Health Care Provider level through the American Heart Association only.

B. Individual course syllabi will describe other policies in effect for each course. The student is encouraged to read and retain this information.

C. Students choosing to appeal the nursing policies may request a meeting with the nursing faculty.

D. Children are not allowed in classrooms or labs. Also, children shall not be left unattended in the hallways or break areas. Enrollment in the Campus Child Care Center is available. (see http://www.kckcc.edu web page).

E. Noise emitting electronic devices (cell phone, beepers, etc.) must be turned off in the classroom and lab areas.
Kansas City Kansas Community College
Practical Nursing Program Curriculum

Beginning Spring, 2016

**College Requirement** - All first time degree seeking students who score 72 or below on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning; those who score 73 or above will take HUDV0100, First Year Experience (see catalog for exemptions)

<table>
<thead>
<tr>
<th>HUDV Requirement:</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUDV0100</td>
<td>Freshman Orientation or 1</td>
</tr>
<tr>
<td>HUDV0101</td>
<td>Strategies for Academic Excellence/Lifelong Learning 2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1-2</td>
</tr>
</tbody>
</table>

**Natural and Physical Science Requirement**

| BIOL0143          | Human Anatomy and Physiology (with lab) 5 |
| **Total**         | 5            |

(May take separately as Anatomy 3 and Physiology/Lab 3)

**Social and Behavioral Science Requirements**

| PSYC0101          | Psychology 3 |
| PSYC0203          | Human Development 3 |
| **Total**         | 6            |

**Total General Education Requirements**

13

**Practical Nursing Requirements**

**Admission Requirement**

Certified Nurse Aide Certificate

CPR Certificate

**SEMESTER One:**

| KSPN 0102          | Foundations of Nursing 4 |
| KSPN 0104          | Foundations of Nursing Clinical 2 |
| KSPN 0124          | Maternal Child Nursing 2 |
| KSPN 0126          | Maternal Child Clinical 1 |
| KSPN 0128          | Gerontology Nursing On Ground or On Line 2 |
| KSPN 0130          | Mental Health Nursing 2 |
| NUPN 013           | Theory Application Through Assessment and Simulation 3 |
| **Total**          | 16           |

**SEMESTER Two:**

| KSPN 0106          | Medical Surgical Nursing I 4 |
| KSPN 0108          | Medical Surgical I Nursing Clinical 2 |
| KSPN 0110          | Pharmacology 3 |
| KSPN 0120          | Medical Surgical Nursing II 4 |
| KSPN 0122          | Medical Surgical Nursing II Clinical 3 |
| NUPN 0132          | Leadership for the PN On Ground or On Line 2 |
| **Total**          | 18           |

**TOTAL**

47

Revised: August 2015

Kansas City Kansas Community College
Student Grievance Policy

If a student feels a staff member has taken unfair disciplinary action, or treated him/her unfairly in academic-related, work-related, or any other matters, the student has the right to express his/her perceived unfair treatment and seek resolution using the Student Grievance procedure.

The intent of the Student Grievance Policy is to accommodate a fair and mutually satisfactory resolution of any grievance at the lowest possible level. In fairness to the staff members against whom a grievance is brought, the student must attempt to resolve the grievance directly with the staff member.

If a grievance cannot be resolved to the student’s satisfaction through the informal discussion process with the staff member involved, the student should seek additional information on the policies and procedures for filing a student grievance through the Dean of Student Services.
BLOOD/BODY FLUID EXPOSURE

Procedure for student nurses and other allied health students experiencing a blood / body fluid exposure event in the hospital or other clinical environment.

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

- **Student:** Contact your clinical instructor as soon as possible after initiating the immediate cleansing of the area.
- In the event of an accidental needle stick or other blood or body fluid exposure, (skin; especially broken skin such as small cuts or dermatitis) immediately flush the site with running water, and wash vigorously with soap and warm water.
- **Mucus membrane exposure:** (eyes, inner nostrils, mouth, or ears) necessitates flushing with water for 10-15 minutes.
- **Needle stick:** After flushing the site and washing with soap and water, the student will contact the clinical instructor who will go with him/her to the hospital’s emergency room, and will complete an accident/incident report. The instructor will present a copy to the College Nurse and the Dean of Nursing/Allied Health.
- **Emergency room:** The Student and the ER doctor will discuss the incident, and determine if there was an actual exposure to contaminated blood or body fluid.
- If it is determined that the student is at risk, a blood test will be obtained from the student and from the patient for HIV antibodies, and for Hepatitis B & C. If the patient’s blood is negative, the student will receive those results and will be instructed to retest in six weeks, and six months.
- If the patient’s blood is positive for HIV, the “first hour” Centers for Disease Control protocol will be initiated and protease inhibitors ordered by the ER physician, and administered according to present CDC guidelines. The physician will make recommendations for additional treatment, if needed. If the patient’s blood is positive for hepatitis B or C, appropriate preventive measures and health counseling will be provided by the physician.
- 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 Heartland Medical Group/Urgent Care, located at 110th and Parallel in Kansas City, KS. The telephone number is (913) 299-3700.
- It is very important that the student see the College nurse, and that the nurse is regularly updated on the student’s most current address and telephone numbers. The Student Health Service telephone number is (913) 288-7683. The office is located in room 3363 in the upper Jewell Building.

In the event that the hospital does not pay for the testing or treatment protocol, Kansas City Kansas Community College will pay for the testing and/or medication. Bring or have the hospital send the bill to the College nurse or to the Vice President for Student and Administrative Services, with a note explaining the situation. Bring or send copies of all hospital testing, medications, or notes.

Always follow up with the College nurse.

KANSAS CITY KANSAS COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM

POLICY FOR ADMISSION WITH ADVANCED STANDING

1. Admission requirements for transfer/advance standing articulating students are the same as for all applicants to the Practical Nursing Program.
2. Starting dates will depend upon available space in the courses/semester desired.
3. Credit for courses completed in the former school of nursing will be articulated without challenge exams if:
   - The applicant has coursework from their previous enrollment within the past two years
   - The applicant is transferring from another practical nursing program with
   - similar nursing curriculum within the past two years.
   - The applicant has maintained a grade of “C” or higher.
   - An official transcript has been provided.
4. Advanced standing will be given to students who have completed a portion of a professional nursing program if:
   - The applicant has coursework from the previous nursing program within the past three years.
   - The applicant is transferring from a nursing program with similar nursing curriculum within the past two years.
   - The applicant has maintained a grade of “C.”
   - An official transcript has been provided.
5. Tuition will be charged to the student admitted under this policy based upon the number of credit hours needed to complete the program.
6. Transfer students will be required to spend a minimum of one semester to complete the Practical Nursing Program at the Kansas City Kansas Community College.

Reviewed 07/2013
9. Students transferring from other nursing programs must submit nursing course syllabi and a letter of recommendation from the previous nursing school to the address below:

Susan K. White, RN, BSN, MS
Director of Practical Nursing
Kansas City Kansas Community College
7250 State Avenue
Kansas City, KS 66112
(913) 288-7456

10. Applications will not be considered without all required items.

11. English Proficiency Policy:

The anticipated outcome of this policy is the efficient orientation of students into the Practical Nursing Program. The goal is to ensure adequate proficiency in written and spoken English necessary for the student/applicant to benefit from the instruction and provide clear oral communication in the clinical area. The policy will be implemented when the individual for whom English is not his/her primary language for written and oral communication seeks admittance into the program.

The college policy is that students whose first language is not English are required to provide an official TOEFL score of 520 or above on the paper test, or 190 or above on the computerized test to be admitted to the college to take academic coursework. All TOEFL scores must be less than two years old by the expected date of enrollment or have official transcripts documenting 12 hours of college level work with a 2.5 GPA or higher demonstrating English proficiency from an American university or college. Please refer to the college catalog for information on the TOEFL services.

The Practical Nursing program also requires that the TOEFL writing scores are 20; speaking 20; reading 19; and listening 20. Each area must meet the minimum requirements.

Nursing applications may be obtained from the Practical Nursing department. Please complete the application carefully and completely. The applicant is responsible for submitting all required items by the stated deadline.

Applications must be submitted by mid-June for the August class, and by mid-November for the January class. Specific dates will be determined according to the academic calendar of the specific year the student is applying for. Potential students can obtain these dates from the Practical Nursing Counselor. If one or more of the above admission and application criteria are not met, the applicant will be notified of the committee’s decision and the relevant deficiency will be indicated.

Misdemeanor and Felony Conviction

A. When an applicant/student has been convicted of a misdemeanor or felony, the applicant/student must notify the Director of Nursing in writing as part of the application for admission to the Practical Nursing Program. Failure to do this will result in immediate dismissal from the Practical Nursing Program. The applicant/student must also convince the Kansas State Board of Nursing of satisfactory rehabilitation before permission to take the NCLEX® Examination may be granted. For questions about eligibility, contact the Kansas State Board of Nursing http://ksbn.org/ or 785-296-4929. Reference http://ksbn.org/mpa/pages/65-1120.pdf.

B. In accordance with JCAHO requirements, all students are required to undergo a criminal background check. Students in the Practical Nursing Program will be asked to sign a release and authorization form allowing the Kansas City Kansas Community College Practical Nursing Program to have access to criminal, judicial and law enforcement records and related information. This information will be kept confidential, and only those needing the information to provide clearance for clinical experiences will have access to the information.

REQUIREMENTS FOR PN LICENSURE

In Semester II you will be filling out the application for the Licensure examination to be an LPN. The cost is $50 to the KSBN licensure for background check and $200.00 to NCLEX for exam. The money must be in the form of two separate money orders. On the State Board application there are these specific questions relating to convictions:

- Have you ever been convicted of a misdemeanor listed in KAR 60-3-113? Yes ___ No ___
- Have you ever been convicted of a felony? Yes ___ No ___
- Has any license, certification or registration (nursing or other) ever been denied, revoked, suspended, limited or disciplinary action taken by a licensing authority of any state, agency of the US government, territory of the US or country? Yes ___ No ___
- If you answer YES to any of these questions you need to be aware of the following information:

Senate Bill 164 amends KSA 1996 Supp. 65-1120 and authorized the Board of Nursing to “deny, revoke, limit or suspend” any license to practice as a registered nurse, a licensed practical nurse, a registered nurse practitioner, a registered anesthetist or a licensed mental health technician (KSA 1996 Supp. 65-4209) if the applicant is found after a hearing to have been guilty of a felony or a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust, except that notwithstanding KSA 74-120 no license, certificate of qualification or authorization to practice nursing as a licensed professional nurse, as a licensed practical nurse, as an advanced registered nurse practitioner or registered nurse anesthetist shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated and acts amending thereof or supplemental thereto:

Felony crimes against persons include murder, manslaughter, aggravated assault, assisting suicide, aggravated battery, criminal threat, kidnapping and robbery, among others, in Kansas and their equivalents under the laws of other states.

The Kansas State Board of Nursing will deny licensure to an individual who has been convicted of a felony crime against a person.

You will also need to furnish the following information to the KSBN:

- A satisfactory record of attendance as a student;
- Satisfactory reports from the students’ clinical instructors;
- A written report from the nursing program director that the student has met all requirements of the program and is recommended by the faculty for licensure.
- A letter of explanation from the student detailing the facts involved in the felony conviction. You will also be required to enclose a certified copy of court record or board action where applicable. Any convictions of speeding or parking violations need not be reported.
- An applicant for a Kansas license by endorsement or exam is required to provide one completed fingerprint card in order to conduct background checks with the Kansas Bureau of Investigation and FBI. (KSBN 74-1112)

I have read the above information and understand that if I have any convictions I might not be allowed to receive licensure.

Signature of Student ____________________ Print – Student Name ________________________

I have read and understood the above policies. I agree to abide by these policies.
<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-3401</td>
<td>Murder in the first degree</td>
</tr>
<tr>
<td>21-3402</td>
<td>International second-degree murder (a) Intentionally; or (b) Unintentionally but recklessly under circumstances manifesting extreme indifference to the value of human life (c) Voluntary Manslaughter</td>
</tr>
<tr>
<td>21-3403</td>
<td>Involuntary Manslaughter</td>
</tr>
<tr>
<td>21-3404</td>
<td>Vehicular homicide</td>
</tr>
<tr>
<td>21-3405</td>
<td>Battery against a law enforcement officer</td>
</tr>
<tr>
<td>21-3406</td>
<td>Assault</td>
</tr>
<tr>
<td>21-3407</td>
<td>Assault of a law enforcement officer</td>
</tr>
<tr>
<td>21-3408</td>
<td>Aggravated assault</td>
</tr>
<tr>
<td>21-3409</td>
<td>Aggravated assault on a law enforcement officer</td>
</tr>
<tr>
<td>21-3410</td>
<td>Domestic battery; third or subsequent within last five years</td>
</tr>
<tr>
<td>21-3411</td>
<td>Battery against a law enforcement officer</td>
</tr>
<tr>
<td>21-3412a (b) (3)</td>
<td>Aggravated battery-intentional, great bodily harm</td>
</tr>
<tr>
<td>21-3413(a)(2)(A) or (B)</td>
<td>Aggravated battery-intentional, bodily harm</td>
</tr>
<tr>
<td>21-3413(a)(3)(A), (B), (C) or (D)</td>
<td>Aggravated battery-intentional, physical contact</td>
</tr>
<tr>
<td>21-3414(a)(1)(A)</td>
<td>Aggravated battery-reckless great bodily harm</td>
</tr>
<tr>
<td>21-3414(a)(1)(B)</td>
<td>Aggravated battery-reckless, bodily harm</td>
</tr>
<tr>
<td>21-3414(a)(1)(C)</td>
<td>Aggravated battery against a law enforcement officer</td>
</tr>
<tr>
<td>21-3415</td>
<td>Unlawful interference with a firefighter</td>
</tr>
<tr>
<td>21-3416</td>
<td>Permitting dangerous animal to be at large</td>
</tr>
<tr>
<td>21-3417</td>
<td>Criminal threat</td>
</tr>
<tr>
<td>21-3418</td>
<td>Aggravated criminal threat (all sections)</td>
</tr>
<tr>
<td>21-3419(a)</td>
<td>Kidnapping</td>
</tr>
<tr>
<td>21-3420</td>
<td>Aggravated kidnapping</td>
</tr>
<tr>
<td>21-3421</td>
<td>Interference with parental custody</td>
</tr>
<tr>
<td>21-3422a(c)(2)</td>
<td>Aggravated interference with parental custody</td>
</tr>
<tr>
<td>21-3423(a)</td>
<td>Interference with custody of a committed person</td>
</tr>
<tr>
<td>21-3424</td>
<td>Criminal restraint</td>
</tr>
<tr>
<td>21-3425</td>
<td>Mistreatment of a confined person</td>
</tr>
<tr>
<td>21-3426</td>
<td>Robbery</td>
</tr>
<tr>
<td>21-3427</td>
<td>Aggravated robbery</td>
</tr>
<tr>
<td>21-3428</td>
<td>Blackmail</td>
</tr>
<tr>
<td>21-3430</td>
<td>Income tax returns; disclosure or use for commercial purposes of information obtained in preparing federal or state tax returns</td>
</tr>
<tr>
<td>21-3432</td>
<td>Promoting or permitting hazing</td>
</tr>
<tr>
<td>21-3433</td>
<td>Exposing another to a life threatening communicable disease</td>
</tr>
<tr>
<td>21-3434</td>
<td>Inherently dangerous felony</td>
</tr>
<tr>
<td>21-3435</td>
<td>Mistreatment of a dependent adult – physical injury, unreasonable confinement or cruel punishment or taking unfair advantage of physical or financial depending on the aggregate amount of resources</td>
</tr>
<tr>
<td>21-3436</td>
<td>Stalking</td>
</tr>
<tr>
<td>21-3437(a)(1) or (2)</td>
<td>Capital murder</td>
</tr>
<tr>
<td>21-3438</td>
<td>Involuntary manslaughter while under the influence of drugs or alcohol</td>
</tr>
<tr>
<td>21-3439</td>
<td>Battery against a school employee</td>
</tr>
<tr>
<td>21-3440</td>
<td>Unlawful interference with an emergency medical services attendant</td>
</tr>
</tbody>
</table>

**APPLICATION PROCEDURE:**

- Upon completion, or near completion, of the above prerequisites, contact Maggie McCoy, (913) 288-7543, or Susan White at (913) 288-7456. At this time, a determination will be made as to whether application can be made.
- All required documentation must be in the candidate’s file by the predetermined application deadline. Incomplete files will not be considered. Seating is limited and the selection process is competitive. Up to 40 students are selected from a pool of qualified applications for admission every January and August.
- Additional information may be found at [www.kckcc.edu](http://www.kckcc.edu) under Allied Health & Nursing.
- Completion of these criteria does not guarantee acceptance into the Practical Nursing Program.

**REQUIREMENTS FOR APPLYING TO THE PN PROGRAM**

1. Application for College.
   a. Application for NEW student
   b. Application for readmission – former student

Submit College application prior to submitting nursing application.

2. Application for Nursing Program.


5. High School or GED transcript (not necessary if applicant has an associate degree or a bachelor degree from a regionally accredited college). Contact high school or GED organization and have one official transcript sent to the address below.

6. College transcripts, including all course work completed at all colleges. Contact each Undergraduate college attended and have one official transcript sent to the address below.

   Susan K. White, RN, BSN, MS
   Director of Practical Nursing
   Kansas City Kansas Community College
   7250 State Avenue
   Kansas City, KS 66112
   (913) 288-7456

7. Residency of applicants is determined at the time of the application. Wyandotte and Leavenworth County (Kansas) applicants must provide proof of residency with their 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 (Kansas) license tags
   - receipt for 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 (Kansas) license tags
   - receipt for purchase of Wyandotte or Leavenworth County (Kansas) license tags
   - utility receipt and/or rent receipts from Wyandotte or Leavenworth County address

8. Mailings will be sent only to the address listed in the College’s student data system.
PRACTICAL NURSING MISSION STATEMENT

The mission of the Kansas City Kansas Community College is to prepare graduates to embrace the idea of life-long learning and enter the role of practical nursing, as safe practical nursing generalists, in a variety of settings.

KANSAS CITY KANSAS COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM

PREREQUISITES: Anatomy and Physiology courses must have been taken within 5 years of the start date of the Practical Nursing program.

- Anatomy & Physiology, 5 Credit Hours
- Psychology, 3 Credit Hours
- Human Growth & Development, 3 Credit Hours
- Current Kansas Certified Nurse Aide (CNA) Certificate
- American Heart Association CPR, BLS, for healthcare providers

The required GPA on above listed prerequisites must be 2.50 or higher.

ADDITIONAL REQUIREMENTS

- The TEAS V TEAS® (Test of Essential Academic Skills) version V is a required part of the KCKCC Practical Nursing program application process. This test must be taken by the application deadline. 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 TEAS® version V taken at other schools must be sent to us electronically through the www.atitesting.com website. The KCKCC Practical Nursing Program requires an overall score of 54 or higher.

- Residency status must be documented by one of the following:
  - Birth Certificate
  - Permanent Resident Card
  - Naturalized Citizen
  - Asylum Status
  - Current US Passport

- A health record form, available through the KCKCC PN office, must be completed by a licensed physician or nurse practitioner. This health record includes providing proof of the following required immunizations:
  - Measles, Mumps & Rubella (MMR)
  - Varicella (Chickenpox) Titer
  - Tetanus-Diphtheria-Pertussis
  - Mantoux Tuberculin (TB) Skin Test or chest x-ray

The TB test must not be older than one year from the date of entry. Those candidates using a chest x-ray will complete a document stating they are TB free. Chest x-rays are valid for two (2) years. It is the candidate’s responsibility to maintain a current health history and TB skin test throughout the program. If they expire, the student will not be allowed to go to clinical and, as a result, may be dropped from the program.

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
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<tbody>
<tr>
<td>21-3445</td>
<td>Unlawful administration of a substance</td>
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<tr>
<td>21-3446</td>
<td>Trafficking</td>
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<td>21-3447</td>
<td>Aggravated trafficking</td>
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<td>21-3448</td>
<td>Battery against a mental health employee</td>
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<td>21-3451</td>
<td>Furtherance of terrorism or illegal use of weapons of mass destruction</td>
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<td>21-3452</td>
<td>Application of certain crimes to an unborn child</td>
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