Chandler School of Nursing
Student Handbook

Academic Year 2018-2019

PRATT COMMUNITY COLLEGE does not discriminate on the basis of race, color, national origin, sex, disability, age or veteran status in its programs and activities. Complete notice can be found at: http://prattcc.edu/notice
On behalf of the nursing faculty and staff, we are honored that you have chosen Pratt Community College (PCC) for your nursing education and would like to welcome you to the Nursing Program. We look forward to facilitating your journey in becoming a professional, competent, and caring nurse.

Successful completion of any nursing program requires motivation and hard work. Faculty and staff are committed to guide, facilitate, counsel, and encourage you throughout the program. Through preparation, active listening/participation, stress management, and a commitment to give adequate time to your studies, you have an excellent chance for success.

This Nursing Student Handbook was prepared by nursing faculty and approved by President’s Cabinet, July 31, 2018. The purpose of this handbook is to provide students a copy of the policies and procedures pertaining to student nurses. Please take the time to read this handbook in its entirety and utilize it as we partner in your educational journey with the Nursing Program.

Best wishes as you move closer to your dream of becoming a nurse.

Sincerely,

Nursing Program Faculty and Staff

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PRATT COMMUNITY COLLEGE

MISSION STATEMENT
The mission of Pratt Community College is maximum student learning, individual and workforce development, high quality instruction and service, and community enrichment.

STATEMENT OF PHILOSOPHY
Students are provided opportunities for academic, personal and career growth in a student centered learning environment.

CORE VALUES
PCC is committed to the success of its students, the institution and its service area. The following values, of equal weight and importance, are stated as a guide to Pratt Community College present and future operations in the performance of its mission and supporting functions.

➢ **Quality Learning**: To foster a community of well-prepared learners who can successfully meet the demands of advanced academic study or entry-level employment. To provide both personal and professional development opportunities for the college’s employees.

➢ **Integrity**: To be fair, honest and objective in all PCC internal and external practices.

➢ **Customer Service**: To provide the highest quality of customer service by delivering personal, individualized attention and anticipating and responding to all customers’ needs in a professional, polite and prompt manner.

➢ **Collaboration & Teamwork**: To value the contributions of internal constituents – Board, administration and employees, working to achieve common goals and celebrating accomplishments. To develop mutually beneficial objectives and relationships with the community, business and industry.

➢ **Innovation**: To use a creative, mission driven approach, capitalizing on existing resources, to develop new growth opportunities and continuously improve internal operations.

➢ **Fiscal Viability**: To maintain financial responsibility with all resources entrusted to Pratt Community College.

➢ **Diversity Statement**: Pratt Community College respects, values and celebrates the diversity of our students, faculty, staff and the communities we serve, believing that diversity enriches the educational experience.

PRATT COMMUNITY COLLEGE STUDENT HANDBOOK
Students are encouraged to acquire and review the college student handbook and college catalog. The PCC Student Handbook and College Catalog contain policies and statements that relate to all students and are both located on the PCC website, student handbook: [http://prattcc.edu/student-services/student-handbook](http://prattcc.edu/student-services/student-handbook); College Catalog: [http://prattcc.edu/about-pcc/college-catalog](http://prattcc.edu/about-pcc/college-catalog). If any questions arise regarding PCC’s Student Handbook, it is the students’ responsibility to seek clarification.

In addition, students are expected to also be acquainted with all published Administrative polices, which are available for review on the school website. [http://prattcc.edu/about-pcc/administrative-policies](http://prattcc.edu/about-pcc/administrative-policies)

Students are also expected to comply with all federal, state, and local laws. Any student who violates any provisions of those laws is subject to disciplinary action. This standard also extends to conduct off campus.

NURSING HANDBOOK REVISIONS AND CLARIFICATIONS
The nursing student handbook may be revised at any point. In the event of a change, students will be given an addendum stating the change and the effective date. If any questions arise regarding the Nursing Student Handbook, it is the students’ responsibility to seek clarification.
### CONTACT INFORMATION

Pratt Community College: 620-672-9800 | 1-800-794-3091 (KS Only) | Fax: 620-450-2285
PCC website: [www.prattcc.edu](http://www.prattcc.edu)

<table>
<thead>
<tr>
<th>Facility Offices</th>
<th>Office Hours</th>
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<tr>
<td>Nursing Program:</td>
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<tr>
<td>Pratt Campus</td>
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<tr>
<td>Office: 620-450-2233</td>
<td>8:00 a.m. – 5:00 p.m. – M-F</td>
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<tr>
<td>Fax: 620-450-2284</td>
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<td>Winfield Campus</td>
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<td>Office: 620-221-2763</td>
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<td>Fax: 620-229-5989</td>
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<td>Admissions (Nursing)</td>
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<td>Office: 620-450-2114</td>
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<td>Fax: 620-450-2285</td>
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<td>Beaver Bytes</td>
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<td>Office: 620-450-2555</td>
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<td>Fax: 620-450-2285</td>
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<td>Bookstore</td>
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<td>Office: 620-450-2176</td>
<td>8:00 a.m. – 5:00 p.m. – M-F</td>
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<td>Fax: 620-450-2285</td>
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<td>Cafeteria</td>
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<tr>
<td>Office: 620-450-2888</td>
<td>7:15 a.m. – 9:00 a.m. – Breakfast</td>
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<tr>
<td>Fax: 620-450-2285</td>
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<tr>
<td>College Start/HS/CTE</td>
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<tr>
<td>Office: 620-450-2122</td>
<td>8:00 a.m. – 5:00 p.m. – M-F</td>
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<td>Fax: 620-450-2282</td>
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<td>College Health</td>
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<tr>
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<td>Financial Aid</td>
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<td>Office: 620-450-2252</td>
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<tr>
<td>Fax: 620-450-2228</td>
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<td>Library</td>
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<tr>
<td>Office: 620-450-2172</td>
<td>8:00 a.m. - 9:00 p.m. – M-R</td>
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<td>Fax: 620-450-2288</td>
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### Nursing Team Members

<table>
<thead>
<tr>
<th>Name</th>
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<th>Phone #</th>
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<tr>
<td>Nursing Adjunct Instructor</td>
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<td>Nursing Instructor - Winfield</td>
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<tr>
<td>Nursing Instructor - Winfield</td>
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<td><strong>Natalie Bennett</strong></td>
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<td>620-221-2763</td>
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<tr>
<td>Nursing Faculty Secretary - Winfield</td>
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<td><strong>Cindy Lambert (Advisor)</strong></td>
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<tr>
<td>Student Success Specialist</td>
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PCC is an accredited institution of higher education, having been formally recognized and accredited by a number of agencies. The accreditation assures the acceptance of PCC credits on an equal standing with all accredited institutions, not only in Kansas, but also throughout the United States. PCC is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

The Higher Learning Commission of the North Central Association
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
1-800-621-7440
http://www.hlcommission.org

The Practical Nursing program (PN) is approved by the Kansas State Board of Nursing (KSBN).
The Associate Degree Nursing (ADN) program is not nationally accredited and is approved by KSBN on conditional approval status.

Kansas State Board of Nursing
Landon State Office Building
900 SW Jackson, Suite 1051
Topeka, KS 66612-1230
Phone: 785-296-4929
Fax: 785-296-3929
Website: https://ksbn.kansas.gov/
PRATT COMMUNITY COLLEGE NURSING PROGRAM

NURSING PROGRAM MISSION
The mission of the PCC’s Nursing Programs is to facilitate a high quality education which encourages students to embrace lifelong learning and prepares them to function as a caring, professional nurse providing safe, quality, and evidence-based nursing care, within the communities they serve.

NURSING PROGRAM PHILOSOPHY
The philosophy of the PCC Nursing Program is aligned with the philosophy and mission statements of PCC. Nursing practice is holistic and caring in nature. It requires a knowledge base from the discipline of nursing, the biological and physical sciences, the social and behavioral sciences, diversity and communication. Nursing is a collaborative relationship – centered discipline involving individuals, their support systems, and the intra-disciplinary healthcare team. Nursing utilizes competent and deliberative actions including sound nursing judgment and clinical reasoning, based upon the nursing process, to assist clients in achieving their optimal level of wellness.

The teaching-learning process involves a systematic, outcome-directed process that encompasses the roles of the educator and learner. The nursing faculty embraces scholarship through discovery, learning, application and integration throughout the teaching-learning process. The role of educator is that of guide, facilitator and supporter. The role of learner is that of being goal-directed toward the acquisition of knowledge, skills and values in nursing. The student has the responsibility for his/her own learning. The teaching-learning process takes place in an integrated program of study that goes from simple to complex.

MAJOR CONCEPTS OF THE PROGRAM PHILOSOPHY

Relationship-Centered Care - Therapeutic relationships with patient, families, communities and other members of the health care team that integrate and reflect respect for the dignity and uniqueness of others valuing diversity, personal beliefs, and self-determination (NLN, 2010).

Teamwork and Collaboration - The delivery of a coordinated approach to relationship-centered care in partnership with the patient and interprofessional team members, fostering open communication, mutual respect, and shared decision-making (Adapted from QSEN, 2007, Giddens, 2016).

Safety - Provide care that minimizes the risk of harm to patients, self, and others in a skillful and informed manner (NLN, 2010)

Evidence Based Practice - Utilize evidence, tradition, and patient preferences in patient care situations to promote optimal health status in collaboration with the health care team (adapted from NLN, 2010)

Quality Improvement - The use of data and improvement methods consistent with current professional knowledge and evidence to monitor outcomes of care processes for the continuous improvement of health care services (Adapted from Massachusetts Nurse of the Future, 2010, NLN, 2010).

Providing health services that are consistent with current professional knowledge and standards of practice in a technically competent manner, utilizing good communication, shared decision making, and cultural sensitivity that support attainment of desired health outcomes (adapted from IOM Nurse of the Future, 2010; NLN, 2014).

Informatics - Use information and technology to communicate, manage knowledge, mitigate error, and support clinical decision making (QSEN, 2007).
Professionalism - The demonstration of accountable and responsible behavior of the professional nurse and internalization of core values integral to the profession of nursing that incorporates legal and ethical principles and regulatory guidelines that comply with standards of nursing practice (Adapted from Massachusetts Nurse of the Future, 2016, NLN, 2010).

Leadership - The process by which nurses act in an ethical manner to influence the behavior of individuals or groups of individuals using principles and standards fundamental to the profession of nursing and that facilitate the establishment and acquisition/achievement of shared goals (Adapted from Massachusetts Nurse of the Future, 2016; ANA, 2015).

Systems-Based Practice - The awareness of and responsiveness to the larger context and system of healthcare and the ability to effectively call on system resources to provide care that is of optimal value (NLN, 2014).

Nursing Judgment - Clinical decisions made in collaboration with the health care team that are rooted in theoretical knowledge, ethical perspectives and consider the needs and concerns of the client and their support systems (NLN, 2014).

Needs of the Individual and Maslow’s Hierarchy
Based on a psychology proposed theory developed by Abraham Maslow. Throughout the life cycle, individuals have a variety of needs. Maslow's Hierarchy of Needs is used as a way of observing and prioritizing those needs. There are five levels represented in the hierarchy.

- **Level 1**: Physiological Needs – hunger, thirst, bodily comforts, etc.
- **Level 2**: Safety Needs – out of danger
- **Level 3**: Belonging & Love Needs – affiliate with others, be accepted
- **Level 4**: Esteem Needs – to achieve, be competent, gain approval & recognition
- **Level 5**: Cognitive Needs – to know, to understand and explore

The priorities given are true for most human beings, but may not be absolutely true in all cases. The hierarchy can also be used to represent the wellness-illness continuum. Individuals progress towards health and wellness and they progress upward in the direction of self-transcendence. As needs become greater in the downward direction, the greater the chance of illness and death.

(Maslow’s Hierarchy: 2018, retrieved from: https://www.simplypsychology.org/maslow-5.jpg)
Nursing Process
The Nursing Process, based on the theory developed by nurse Ida Jean Orlando, is the systematic method used for assessing the health status of individuals, diagnosing actual and/or potential needs of individuals, planning nursing care in response to those needs, implementing the plan of nursing care, and evaluating the effectiveness of the nursing care plan. The five steps of the nursing process are defined below:

1) **Assessment** is the process of gathering and verifying data about an individual to be used as a basis for an individualized nursing care plan;

2) **Analysis/Diagnosis** uses the data base from the assessment to identify actual and/or potential health needs of the individual;

3) **Planning** involves the formulation of a plan of nursing care based on the nursing assessment and nursing diagnosis. Goals and priorities are set, a time-frame is developed and expected outcomes are established;

4) **Implementation** of the nursing care plan may begin after the planning phase, or if the assessment identifies urgent needs, implementation will begin immediately. Implementation involves those deliberate nursing behaviors and actions to achieve the goals of the care plan;

5) **Evaluation** measures the progress toward the goals, the individual’s response to nursing actions, and the quality of nursing care. Evaluation is a continuous process, which leads directly to further nursing assessment, nursing analysis/diagnosis, planning and implementation.
NURSING PROGRAM ORGANIZING FRAMEWORK

The foundation of the Nursing Program’s curriculum moves from simple to complex. The framework encompasses established professional standards for nursing education based on the Quality and Safety Education for Nurses (QSEN) competencies, NLN competencies, and Massachusetts Nurse of the Future competencies which all guide the curriculum.

Quality and Safety Education for Nurses (QSEN) – http://qsen.org/

The Quality and Safety Education for Nurses (QSEN) project addresses the challenge of preparing future nurses with the knowledge, skills, and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work.

Patient-Centered Care
The graduate will recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for the patient’s preferences, values, and needs which includes nursing concepts such as culture, advocacy, caring, and collaboration.

Teamwork and Collaboration
The graduate will function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

Evidence-Based Practice
The graduate will integrate the best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

Safety/Quality Improvement
The graduate will minimizes risk of harm to patients and providers through both system effectiveness, sound nursing judgment, clinical reasoning using the nursing process. Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

Professional Identity
The graduate will implement one’s roles as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidenced-base practice, caring, advocacy and safe, quality care for diverse patients within a family and community context.

Information Technology
The graduate will use information and technology to communicate, manage knowledge, prevent error, and support decision making.
The Massachusetts Nurse of the Future Core Competencies emanate from the foundation of nursing knowledge. The competencies, which will inform future nursing practice and curricula, consist of the following:

**Patient-Centered Care**
- The Nurse of the Future will provide holistic care that recognizes an individual’s preferences, values, and needs and respects the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care.
- The Licensed Practical Nurse of the Future will provide holistic care that recognizes an individual’s and families preferences, values and needs and respects the client or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care.

**Leadership**
- The Nurse of the Future will influence the behavior of individuals or groups of individuals within their environment in a way that will facilitate the establishment and acquisition/achievement of shared goals.
- The Licensed Practical Nurse of the Future will influence the behavior of individuals or groups of individuals in a way that will facilitate the achievement of shared goals.

**Communication**
- The Nurse of the Future will interact effectively with patients, families, and colleagues, fostering mutual respect and shared decision making, to enhance patient satisfaction and health outcomes.
- The Licensed Practical Nurse of the Future will interact effectively with patients, families and colleagues, fostering mutual respect and shared decision making, to enhance client satisfaction and health outcomes.

**Professionalism**
- The Nurse of the Future will demonstrate accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles.
- The Licensed Practical Nurse of the Future will demonstrate accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles.

**Systems-Based Practice**
- The Nurse of the Future will demonstrate an awareness of and responsiveness to the larger context of the health care system, and will demonstrate the ability to effectively call on work unit resources to provide care that is of optimal quality and value (Adapted from ACGME, n.d.).
- The Licensed Practical Nurse of the Future will demonstrate an awareness of and responsiveness to the larger context of the health care system, and will demonstrate the ability to effectively call on microsystem resources to provide care that is of optimal quality and value.

**Teamwork and Collaboration**
- The Nurse of the Future will function effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision making, team learning, and development (Adapted from QSEN, 2007).
- The Licensed Practical Nurse of the Future will function effectively within nursing and the interdisciplinary health care teams, fostering open communication, mutual respect, shared decision making, team learning and development (Adapted from QSEN, 2007).

**Informatics and Technology**
- The Nurse of the Future will be able to use advanced technology and to analyze as well as synthesize information and collaborate in order to make critical decisions that optimize patient outcomes. (National Academies of Sciences, Engineering, and Medicine. 2015)
- The Licensed Practical Nurse of the Future will use information and technology to communicate, manage knowledge, mitigate error, and support decision making.
**Safety**
- The Nurse of the Future will minimize risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2007).
- The Licensed Practical Nurse of the Future will minimize risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2007).

**Quality Improvement**
- The Nurse of the Future uses data to monitor the outcomes of care processes, and uses improvement methods to design and test changes to continuously improve the quality and safety of health care systems. (QSEN, 2007)
- The Licensed Practical Nurse of the Future collects data to monitor the outcomes of care and uses data to continuously improve the quality and safety of health care systems.

**Evidenced-Based Practice (EBP)**
- The Nurse of the Future will identify, evaluate, and use the best current evidence coupled with clinical expertise and consideration of patients’ preferences, experience and values to make practice decisions (Adapted from QSEN, 2007).
- The Licensed Practical Nurse of the Future will identify the value of using the best current evidence coupled with clinical expertise and consideration of patient’s preferences, experience and values to make practice decisions.

National League for Nursing – http://www.nln.org/

The National League for Nursing promotes excellence in nursing education to build a strong and diverse nursing workforce to advance the health of our nation and the global community.

**Human Flourishing**
The graduate will advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.

**Nursing Judgment**
The graduate will make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.

**Professional Identity**
The graduate will implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

**Spirit of Inquiry**
The graduate will examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.
AMERICAN NURSES ASSOCIATION (ANA) – http://www.nursingworld.org/
Code of Ethics for Nurses

1. The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.

2. The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.

3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conductive to safe, quality health care.

7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing health policy.
NURSING PROGRAM & STUDENT LEARNING OUTCOMES

PRACTICAL NURSING (PN) PROGRAM OUTCOMES
The aggregate of practical certificate nurses from PCC will validate program effectiveness through the following program outcomes:

**Goal 1 – Performance on Licensure Exam**
The most recent annual licensure examination pass rate must be at least 80% for all first time test-takers during the same 12-month period.
Assessment Instrument: PN licenses issued are verified through state board of nursing licensure websites and Kansas State Board of Nursing reports. Compare actual rate of passage of NCLEX-PN® to goal annually.

**Goal 2 – Program Completion**
The Program Completion rate will be ≥ 75%. Program Completion rate = the number of students enrolled in the program at certification date, of the first Nursing theory course, who completed the program within 150% of the time, i.e.: 3 semesters.
Assessment Instrument: Statistics of retention and certification of nursing students (From first nursing course certification date through final exam of program) Statistical data obtained from PCC Data Coordinator.

**Goal 3 – Student Program Satisfaction**
Students of a given class returning the post-certification evaluation will rate the nursing program at a mean of 3 or better on a 4-point Likert scale (with 1 being poor and 4 being very good).
Assessment Instrument: Six months to One-year post certification survey

**Goal 4 – Employer Program Satisfaction**
Graduates of a given class, who pass NCLEX and are employed as an LPN, will receive a mean rating, on the student learning outcomes, of 3 or better on a Likert scale of 1 - 4 (with 1 being poor and 4 being very good) by those employers returning the employer evaluation.

**Goal 5 – Job Placement Rates**
Of those graduates who pass NCLEX and seek employment as an LPN, 90% will be offered a licensed practical nurse position within 1 year after graduation.
Assessment instrument: Post-graduation survey. Review data annually.

PN STUDENT LEARNING OUTCOMES (SLOs) /KANSAS PN ALIGNMENT
Upon successful completion of the Pratt Community College Practical Nursing Program, the learner will:

1. Provide nursing care within the scope of the ethical and legal responsibilities of practical nursing.
2. Utilize the nursing process across the life span to identify basic human needs in health maintenance, health preservation and prevention of illness or when human needs are not being met to assist in meeting physical, spiritual and psychosocial needs.
3. Provide safe and skillful therapeutic care in simple nursing situations based on knowledge of biological, psychosocial and cultural needs of the individual 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 global healthcare system and the community.

Approved by the Kansas Board of Nursing on 9/18/2007
ASSOCIATE DEGREE NURSING (ADN) PROGRAM OUTCOMES

The aggregate of associate degree nurses from PCC will validate program effectiveness through the following program outcomes:

**Goal 1 – Performance on Licensure Exam**

The most recent annual licensure examination pass rate must be at least 80% for all first time test-takers during the same 12-month period.

Assessment Instrument: RN licenses issued are verified through state board of nursing licensure websites and Kansas State Board of Nursing reports. Compare actual rate of passage of NCLEX-RN® to goal annually.

**Goal 2 – Program Completion**

The Program Completion rate will be ≥ 75%. Program Completion rate = the number of students enrolled in the program at certification date, of the first Nursing theory course, who completed the program within 150% of the time, i.e.: 3 semesters.

Assessment Instrument: Statistics of retention and graduation of nursing students (From first nursing course certification date through final exam of program) Statistical data obtained from PCC Data Coordinator.

**Goal 3 – Graduate Program Satisfaction**

Graduates of a given class returning the post-graduation evaluation will rate the nursing program at a mean of 3 or better on a 4-point Likert scale (with 1 being unsatisfactory and 4 being very good).

Assessment Instrument: Six months to One-year post graduate survey

**Goal 4 – Employer Program Satisfaction**

Graduates of a given class, who pass NCLEX and are employed as an RN, will receive a mean rating, on the student learning outcomes, of 3 or better on a Likert scale of 1 - 4 (with 1 being poor and 4 being very good) by those employers returning the employer evaluation.


**Goal 5 – Job Placement Rates**

Of those graduates who pass NCLEX and seek employment as an RN, 90% will be offered a registered nurse position within 1 year after graduation.

Assessment instrument: Post-graduation survey. Review data annually.

ADN STUDENT LEARNING OUTCOMES (SLOS) /KANSAS ADN ALIGNMENT

Upon successful completion of the Pratt Community College Associate Degree Nursing Program, the learner will:

1. Integrate caring behaviors in practicing the art and science of nursing within a diverse population.
2. Implement professional standards and scope of practice within legal, ethical, and regulatory frame works.
3. Collaborate with clients and members of the inter-professional health care team to optimize client outcomes.
4. Formulate safe and effective clinical judgements guided by the nursing process, clinical reasoning, and evidence-based practice.
5. Manage care and provide leadership to meet client needs using available resources and current technology.
6. Generate teaching and learning processes to promote and maintain health and reduce risks for a global population.
7. Demonstrate effective communication methods to manage client needs and to interact with other healthcare team members.

Approved by the Kansas Board of Nursing and the Kansas Board of Regents
updated March 2017
ADMISSION REQUIREMENTS

COLLEGE ADMISSION REQUIREMENTS
Any person who qualifies in one or more of the following categories is eligible for general admission:
  1. A high school or home school graduate.
  3. A student in good standing who is transferring from another college.
  4. Person 18 years or older with the ability to benefit.

Any person who qualifies in one or more of the following categories is eligible for guest admission:
  1. A high school student who is of sophomore, junior or senior status, has demonstrated an ability to benefit from college study and has received written permission from her/his high school principal.
  2. A gifted student who’s IEP specifies college study. A copy of the IEP must be filed with the college registrar.

Specified programs and/or courses may have additional admission requirements. These requirements are published by the individual department or the counseling office.

Students who do not qualify under the criteria listed above may be admitted by the registrar as guest students. Students on probation at other institutions may be admitted. Each applicant is considered individually. While there are no examination requirements for general admission, Pratt Community College requires all degree-seeking students to take an assessment test for placement in English, reading, and mathematics prior to registration in classes. The assessment is offered during pre-scheduled early enrollment days, on the day of registration and at other publicized dates.
NURSING PROGRAM ADMISSION REQUIREMENTS 2018-2019

– PN PROGRAM

The PN Program is designed to provide the Kansas Certified Nurse Aide the opportunity to enter the nursing profession as a Licensed Practical Nurse. The PN Program requirements include:

☐ COMPLETE ON-LINE PCC COLLEGE APPLICATION
  - Application Link via the PCC website (www.prattcc.edu)
    - Acceptance to PCC does not indicate acceptance into the Nursing Program

☐ PROGRAM APPLICATION
  - Open Period: September 1st - April 1st
  - Application Deadline: April 1st (Applications will NOT be accepted after this date)
  - Late / illegible / incomplete application packets will be returned
  - Application must be submitted as a “packet of documents” (see Nursing Application Checklist)
    - DO NOT submit individual documents and attempt to verify what PCC has received.

☐ PRE-REQUISITE/REQUIRED NURSING PROGRAM COURSES/CERTIFICATES
  - ALL Pre-Requisites and Required courses must be completed prior to Jan 1, 2018 for Priority Selection on April 1st.

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I</td>
<td>3 credit hour (course grade of 2.0 or greater)</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3 credit hour (course grade of 2.0 or greater)</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology</td>
<td>5 cr.hr with lab (5 year expiration) (course grade of 3.0 or greater)</td>
</tr>
<tr>
<td>Beginning Algebra or Higher</td>
<td>3 credit hour (course grade of 2.0 or greater)</td>
</tr>
<tr>
<td>Nurse Aide I</td>
<td>5 credit hour (course grade of 2.0 or greater)</td>
</tr>
</tbody>
</table>

☐ PROGRAM ENTRANCE EXAM (TEAS® Exam)
  - PCC utilizes the ATI TEAS® as the entrance exam for the Nursing Programs. The exam must be available PRIOR to the application deadline, and can be included in the “application packet”.
    - Minimum scores required:
      - Overall Adjusted Individual: 58.7%
      - Science: 50%
      - Reading: 65%
  - Schedule ATI TEAS® at: http://prattcc.edu/nursing/teas-test-registration
  - Applicant must take all sections to obtain an “Overall Score”. Individual sections may be “retaken” to raise Science or Reading scores.

☐ OFFICIAL TRANSCRIPTS
  - Official transcripts from High School/GED and ALL colleges attended are required.
    - Submit official copies of your high school transcript or GED certificate (if applicable) and transcripts from any college previously attended to the Office of Admissions/Registrar.
  - Order requests or statement verifying sent via mail must be included in the “application packet”
    - Hard copy transcript to be addressed to
      - PCC Admissions Office/Registrar
      - 348 NE State Road 61
      - Pratt KS 67124

☐ INTERNATIONAL/F-1 VISA STUDENTS
  - Students must meet all “International Student Requirements” as identified http://prattcc.edu/student-services/international
  - Students whose first language is not English must document their English proficiency in one of the following ways:
    - A minimum TOEFL (Test of English as a Foreign Language) Score of: 61
      - Writing 15; Speaking 15; Reading 16; Listening 15
    - Completion of the ELS109
    - Completion of KAPLAN INTERNATIONAL Intensive English.
    - Successful completion of the ESL (English as a Second Language) level 9 at the Hays Language Institute.
    - Academic Credit of 12 hours or more from a U.S. Post-Secondary Institution.
    - One year from a U.S. High school with a minimum of a 2.5 grade point average.
    - Transcript which shows that all instruction was taught in English with a 2.0 grade point average on a 4.0 scale.
The Associate Degree Nursing program is designed as a Paramedic/LPN to RN Bridge program. The ADN Program requirements include:

- **COMPLETE ON-LINE PCC COLLEGE APPLICATION**
  - Application Link via the PCC website (www.prattcc.edu)
  - Acceptance to PCC does not indicate acceptance into the Nursing Program.

- **PROGRAM APPLICATION**
  - Open Period: September 1st - April 1st
  - Application Deadline: April 1st (Applications will NOT be accepted after this date)
  - Late / illegible / incomplete application packets will be returned
  - Application must be submitted as a “packet of documents” (see Nursing Application Checklist)
    - DO NOT submit individual documents and attempt to verify what PCC has received.

- **PRE-REQUISITE/REQUIRED NURSING PROGRAM COURSES/CERTIFICATES**
  - ALL Pre-Requisites and Required courses must be completed prior to Jan 1, 2018 for Priority Selection on April 1st.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade Requirement</th>
</tr>
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<tbody>
<tr>
<td>English Composition 1</td>
<td>3</td>
<td>2.0 or greater</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
<td>2.0 or greater</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology (A&amp;P)</td>
<td>5</td>
<td>3.0 or greater</td>
</tr>
<tr>
<td>Beginning Algebra or Higher</td>
<td>3</td>
<td>2.0 or greater</td>
</tr>
<tr>
<td>Developmental Psychology</td>
<td>3</td>
<td>2.0 or greater</td>
</tr>
<tr>
<td>Microbiology</td>
<td>5</td>
<td>3.0 or greater</td>
</tr>
<tr>
<td>LPN/Paramedic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Active Kansas LPN license or Paramedic Certification:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
  - The certificate will be verified at: [https://ksbn.kansas.gov/license/license-status-verification/](https://ksbn.kansas.gov/license/license-status-verification/) or [https://www.kemsis.org/licensure/lookup/](https://www.kemsis.org/licensure/lookup/)

- **PROGRAM ENTRANCE EXAM**
  - PCC utilizes the ATI TEAS® as the entrance exam for the Nursing Programs. The exam must be available PRIOR to the application deadline, and can be included in the “application packet”.
    - Minimum scores required:
      - Overall Adjusted Individual: 58.7%
      - Science: 50%
      - Reading: 65%
  - Schedule ATI TEAS® at: [http://prattcc.edu/nursing/teas-test-registration](http://prattcc.edu/nursing/teas-test-registration)
  - Applicant must take all sections to obtain an “Overall Score”. Individual sections may be “retaken” to raise Science or Reading scores.

- **OFFICIAL TRANSCRIPTS**
  - Official transcripts from High School/GED and ALL colleges attended are required.
  - Submit official copies of your high school transcript or GED certificate (if applicable) and transcripts from any college previously attended to the Office of Admissions/Registrar.
  - Order requests or statement verifying sent via mail must be included in “application packet”
    - Hard copy transcript to be addressed to
      - PCC Admissions Office/Registrar
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- **INTERNATIONAL/F-1 VISA STUDENTS**
  - Students must meet all “International Student Requirements” as identified [http://prattcc.edu/student-services/international](http://prattcc.edu/student-services/international)
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    - A minimum TOEFL (Test of English as a Foreign Language) Score of: 61
      - Writing 15; Speaking 15; Reading 16; Listening 15
    - Completion of the ELS109
    - Completion of KAPLAN INTERNATIONAL Intensive English.
    - Successful completion of the ESL (English as a Second Language) level 9 at the Hays Language Institute.
    - Academic Credit of 12 hours or more from a U.S. Post-Secondary Institution.
    - One year from a U.S. High school with a minimum of a 2.5 grade point average.
    - Transcript which shows that all instruction was taught in English with a 2.0 grade point average on a 4.0 scale.
NURSING PROGRAM CURRICULUM

PREREQUISITES - PN PROGRAM:
- English Composition I (ENG176) - 3 credit hours
- General Psychology (PSY176) - 3 credit hours
- Anatomy & Physiology with lab (BIO278) - 5 credit hours (5 year ex)

Must be ready for Intermediate Algebra or higher. College Algebra is recommended.

Recommended for PN Program:
- Developmental Psychology (PSY132) - 3 credit hours
- Microbiology with lab (BIO165) - 5 credit hours (5 year ex)

PN CORE COURSES
- Foundations of Nursing (KSPN110) - 4 credit hours
- Foundations of Nursing Clinical (KSPN111) - 1 credit hours
- Medical Surgical Nursing I (KSPN112) - 4 credit hours
- Medical Surgical Nursing I Clinical (KSPN113) - 2 credit hours
- Gerontology Nursing (KSPN114) - 2 credit hours
- Medical Surgical Nursing II (KSPN116) - 4 credit hours
- Medical Surgical Nursing II Clinical (KSPN117) - 2 credit hours
- Maternal Child Nursing (KSPN118) - 2 credit hours
- Maternal Child Nursing Clinical (KSPN119) - 1 credit hour
- Mental Health Nursing (KSPN120) - 2 credit hours
- Pharmacology (KSPN182) - 3 credit hours

PREREQUISITES - ADN PROGRAM:
- English Composition I (ENG176) - 3 credit hours
- General Psychology (PSY176) - 3 credit hours
- Anatomy & Physiology with lab (BIO278) - 5 credit hours (5 year ex)
- Developmental Psychology (PSY132) - 3 credit hours
- Microbiology with lab (BIO165) - 5 credit hours (5 year ex)

Must be ready for Intermediate Algebra or higher. College Algebra is recommended.

ADN CORE COURSES
- Transition to Professional Nursing Practice (NUR230) - 1 credit hour
- Health Assessment & Skills Development (NUR231) - 3 credit hours
- Medical/Surgical Nursing III (NUR232) - 4 credit hours
- Collaborative Clinical I (NUR233) - 2 credit hours
- Maternal Child Nursing (NUR234) - 2 credit hours
- Medical/Surgical Nursing IV (NUR236) - 4 credit hours
- Collaborative Clinical II (NUR237) - 3 credit hours
- Mental Health Nursing (NUR238) - 1 credit hour
- Capstone Clinical (NUR239) - 1 credit hour
- Leadership & Management for Nursing (NUR240) - 2 credit hours
- NCLEX RN® Review (NUR242) - 1 credit hour
The mission of the Pratt Community College Nursing Program is to prepare competent individuals for a career as a Licensed Practical Nurse or as a Registered Nurse at the Associate Degree level.

<table>
<thead>
<tr>
<th>FALL 2018 TUITION &amp; FEES</th>
<th>Credit Hours</th>
<th>Tuition Per Credit</th>
<th>Tuition Cost</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>KSPN110: Foundations of Nursing</td>
<td>4</td>
<td>$135</td>
<td>$540</td>
<td>$200</td>
</tr>
<tr>
<td>KSPN111: Foundations of Nursing Clinical</td>
<td>1</td>
<td>$135</td>
<td>$135</td>
<td>$50</td>
</tr>
<tr>
<td>KSPN112: Med/Surg Nursing I Theory</td>
<td>4</td>
<td>$135</td>
<td>$540</td>
<td>$200</td>
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<tr>
<td>KSPN113 Med/Surg Nursing I Clinical</td>
<td>2</td>
<td>$135</td>
<td>$270</td>
<td>$100</td>
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<tr>
<td>KSPN114: Gerontology Nursing</td>
<td>2</td>
<td>$135</td>
<td>$270</td>
<td>$100</td>
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<tr>
<td><strong>Credits</strong></td>
<td><strong>13</strong></td>
<td><strong>Sub Totals</strong></td>
<td><strong>$1,755</strong></td>
<td><strong>$650</strong></td>
</tr>
</tbody>
</table>

**Tuition & Fees** $2,405

<table>
<thead>
<tr>
<th>SPRING 2019 TUITION &amp; FEES</th>
<th>Credit Hours</th>
<th>Tuition Per Credit</th>
<th>Tuition Cost</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>KSPN116: Med/Surg Nursing II Theory</td>
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<td>$135</td>
<td>$540</td>
<td>$200</td>
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<tr>
<td>KSPN117: Med/Surg Nursing II Clinical</td>
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<td>$100</td>
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<tr>
<td>KSPN182: Pharmacology for Health Careers</td>
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<td>$405</td>
<td>$150</td>
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<tr>
<td>KSPN118: Maternal Child Nursing</td>
<td>2</td>
<td>$135</td>
<td>$270</td>
<td>$100</td>
</tr>
<tr>
<td>KSPN119: Maternal Child Nursing Clinical</td>
<td>1</td>
<td>$135</td>
<td>$135</td>
<td>$50</td>
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<tr>
<td>KSPN120: Foundations of Mental Health Nursing</td>
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<td>$135</td>
<td>$270</td>
<td>$100</td>
</tr>
<tr>
<td><strong>Credits</strong></td>
<td><strong>14</strong></td>
<td><strong>Sub Totals</strong></td>
<td><strong>$1,890</strong></td>
<td><strong>$700</strong></td>
</tr>
</tbody>
</table>

**Tuition & Fees** $2,590

**PN Program Course Tuition & Fees Totals**

- **Credit Hours** 27
- **Costs** $4,995

- *Nursing Fees* include, but are not limited to, equipment, skills supplies, & liability insurance
- *Additional Costs* including Textbooks & Personal Supplies are not included in totals
### Additional Cost Information
(Each cost amount is an approximation)

#### Resident / Program Fees
- **Kansas Residents - Non-Pratt County**: $50 o Per Semester
- **Non-Kansas Residents**: $100 o Per Semester
- **International Students**: $150 o Per Semester

#### Textbooks/Uniform/Supplies
- **Nursing Textbooks**: $900 o Fall and Spring included
- **Uniforms & Supplies**: -- o One set of uniforms (including student patch) is included with the program fees.

#### Out of Pocket Expenses (Not Paid to PCC)
- **Travel**: Varies o Students are responsible for paying for all meals, lodging, & travel expenses
- **Verified Credentials**: $102 o Students entering the Program submit information for a background check & drug screen for clinical requirements o Documentation is sent to [www.VerifiedCredentials.com](http://www.VerifiedCredentials.com)
- **Physical exams**: Varies o Students are responsible for paying for physical exams o Students are required to have a physical exam before starting PN & again prior to beginning ADN completion
- **Student Health Insurance**: Varies o In accordance with various clinical facility contracts, nursing students are required to obtain and maintain health insurance o Students are responsible for all medical expenses incurred through accident or illness at the clinical facility while present in the role as a Pratt Community College nursing student o Students are required to submit a copy of their health insurance policy information annually before being allowed on the clinical floor
- **NCLEX-PN® Exam**: $300* o $200 payable to Pearson VUE via National Council of State Boards of Nursing (NCSBN) for NCLEX-PN® Exam. o $50 payable to Kansas State Board of Nursing (KSBN) for Kansas Application. o $65 is for an additional background check & fingerprinting for KSBN

*Payment amounts may vary based on licensure in other states
All charges/costs are subject to change
No refunds will be made if student withdraws

The mission of Pratt Community College is maximum student learning, individual and workforce development, high quality instruction and service, and community enrichment.
The mission of the Pratt Community College Nursing Program is to prepare competent individuals for a career as a Licensed Practical Nurse or as a Registered Nurse at the Associate Degree level.

### FALL 2018 TUITION & FEES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Tuition Per Credit</th>
<th>Tuition Cost</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR230: Transition to Professional Nursing Practice</td>
<td>1</td>
<td>$135</td>
<td>$135</td>
<td>$60</td>
</tr>
<tr>
<td>NUR231: Health Assessment &amp; Skills Development</td>
<td>3</td>
<td>$135</td>
<td>$405</td>
<td>$180</td>
</tr>
<tr>
<td>NUR232: Medical/Surgical Nursing III</td>
<td>4</td>
<td>$135</td>
<td>$540</td>
<td>$240</td>
</tr>
<tr>
<td>NUR233: Collaborative Clinical I</td>
<td>2</td>
<td>$135</td>
<td>$270</td>
<td>$120</td>
</tr>
<tr>
<td>NUR234: Maternal Child Nursing</td>
<td>2</td>
<td>$135</td>
<td>$270</td>
<td>$120</td>
</tr>
</tbody>
</table>

**Credits** 12  **Sub Totals** $1,620  **Fees** $720

**Tuition & Fees** $2,340

### SPRING 2019 TUITION & FEES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Tuition Per Credit</th>
<th>Tuition Cost</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR236: Medical/Surgical Nursing IV</td>
<td>4</td>
<td>$135</td>
<td>$540</td>
<td>$240</td>
</tr>
<tr>
<td>NUR237: Collaborative Clinical II</td>
<td>3</td>
<td>$135</td>
<td>$405</td>
<td>$180</td>
</tr>
<tr>
<td>NUR238: Mental Health Nursing</td>
<td>1</td>
<td>$135</td>
<td>$135</td>
<td>$60</td>
</tr>
<tr>
<td>NUR239: Capstone Clinical</td>
<td>1</td>
<td>$135</td>
<td>$135</td>
<td>$60</td>
</tr>
<tr>
<td>NUR240: Leadership &amp; Management for Nursing</td>
<td>2</td>
<td>$135</td>
<td>$270</td>
<td>$120</td>
</tr>
<tr>
<td>NUR242: NCLEX RN® Review</td>
<td>1</td>
<td>$135</td>
<td>$135</td>
<td>$60</td>
</tr>
</tbody>
</table>

**Credits** 12  **Sub Totals** $1,620  **Fees** $720

**Tuition & Fees** $2,340

**ADN Program Course Tuition & Fees Totals**
- Credit Hours 24
- Costs $4,680

- Nursing Fees include, but are not limited to, equipment, skills supplies, & liability insurance
- Additional Costs including Textbooks & Personal Supplies are not included in totals
Additional Cost Information
(Each cost amount is an approximation)

Resident / Program Fees
- Kansas Residents - Non-Pratt County: $50 o Per Semester
- Non-Kansas Residents: $100 o Per Semester
- International Students: $150 o Per Semester

Textbooks/Uniform/Supplies
- Nursing Textbooks: $775 o Fall and Spring included
- Uniforms & Supplies: -- o One set of uniforms (including student patch) is included with the program fees.

Out of Pocket Expenses (Not Paid to PCC)
- Travel: Varies o Students are responsible for paying for all meals, lodging, & travel expenses
- Verified Credentials:
  - Background Check: $102 o Students entering the Program submit information for a background check & drug screen for clinical requirements
  - Clinical Requirements:
    - Documentation is sent to www.VerifiedCredentials.com
- Physical exams: Varies o Students are responsible for paying for physical exams
  - Students are required to have a physical exam before starting PN & again prior to beginning ADN completion
- Student Health Insurance: Varies o In accordance with various clinical facility contracts, nursing students are required to obtain and maintain health insurance
  - Students are responsible for all medical expenses incurred through accident or illness at the clinical facility while present in the role as a Pratt Community College nursing student
  - Students are required to submit a copy of their health insurance policy information annually before being allowed on the clinical floor
- NCLEX-PN® Exam
  - To be completed Spring 2018: $340*
    - $200 payable to Pearson VUE via National Council of State Boards of Nursing (NCSBN) for NCLEX-PN® Exam.
    - $75 payable to Kansas State Board of Nursing (KSBN) for Kansas Application.
    - $65 is for an additional background check & fingerprinting for KSBN

*Payment amounts may vary based on licensure in other states
All charges/costs are subject to change
No refunds will be made if student withdraws

The mission of Pratt Community College is maximum student learning, individual and workforce development, high quality instruction and service, and community enrichment.
NURSING PROGRAM PROGRESSION
The Nursing Programs offered at PCC are designed to facilitate career advancement by providing individuals with the educational background needed to achieve their goals. The programs are designed to build on previous content from prerequisite courses and prior nursing courses.

To receive certification/diploma all students will participate in a Live-NCLEX review scheduled at the end of the spring semester. Upon completion of the PN program, students will receive a Practical Nursing Certificate and will be eligible to apply to take the national licensure exam for PN (NCLEX-PN®), and for state PN licensure.

In order to be considered for advancement into the ADN Completion Program, the student must:
- be accepted, enroll in and successfully complete the PN Program,
- successfully complete the NCLEX-PN®,
- be issued an active license by the Kansas State Board of Nursing, and
- complete program admission, prerequisite, and application requirements.

Paramedics and LPNs may articulate into the ADN Program.

Upon completion of the ADN program, students will receive an Associate Degree of Applied Science in Nursing and will be eligible to apply to take the national licensure exam for RN (NCLEX-RN®), and for state RN licensure.

PARTNERSHIP - COWLEY COUNTY COMMUNITY COLLEGE (CCCC)
Both on-campus PN and ADN programs are offered at the Winfield campus as part of the Pratt-Cowley Cooperative in nursing. Students complete their general education courses from CCCC and their nursing courses from PCC.

STUDENT REPRESENTATIVES
A representative and alternate, from each class, on all campuses will be elected by their fellow students and approved by faculty. Guidelines for the representative and alternates are as follows:
1. Attend faculty meetings in September, October, November, February, March, and April.
   a. Even if there are not any issues, plan to attend as faculty may ask for input regarding the program.
2. Report any classroom issues from the class perspective.
   a. Report should be approximately 5 minutes in duration.
   b. Do not bring up individual-faculty issues as these are addressed through the Program’s Chain of Command.
3. Be professional.
4. Be courteous
5. Maintain confidentiality
STUDENT NURSE PROFESSIONAL ORGANIZATION

NATIONAL STUDENT NURSES' ASSOCIATION (NSNA)
• http://www.nsna.org/

Pratt Community College Chandler School of Nursing is an official constituent of the National Student Nurses’ Association, Inc.® NSNA’s mission is to mentor students preparing for initial licensure as registered nurses, and to convey the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the profession.

Founded in 1952, NSNA is a nonprofit organization for students enrolled in associate, baccalaureate, diploma, and generic graduate nursing programs. It is dedicated to fostering the professional development of nursing students. The organization has over 60,000 members in 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands.

PRATT KANSAS ASSOCIATION OF NURSING STUDENTS (P-KANS)
• www.kansasnursingstudents.org

P-KANS is a local chapter of the Kansas Association of Nursing Students. The goal and mission of the PKANS chapter is to assume responsibility for contributing to nursing education in order to provide for higher quality care, provide program representation of fundamental interests and concerns, aid in the development of the whole person including professional roles and responsibilities for the health care of people in all walks of life, and to contribute to and promote the profession of nursing.

Membership in this organization is mandatory for all nursing students who are admitted to the nursing program. Activities include professional development and community service. Members have leadership opportunities at local, state and national levels.
POLICIES & PROCEDURES SPECIFIC TO PCC NURSING STUDENTS

CHAIN OF COMMAND POLICY
Questions/concerns should be addressed following the Nursing Program Chain of Command. The Chain of Command is:
- Instructor directly involved
- Director of Nursing
- Vice President of Instruction
- President of the College

You will be expected to follow this chain when dealing with questions/concerns that arise throughout the program. Resolution will be delayed if the Chain of Command is not followed. Communicating in a professional manner is an expectation throughout the Nursing Program, as well as into the workforce.

ATTENDANCE POLICIES
-ON-CAMPUS THEORY ATTENDANCE POLICY
Success in nursing courses is dependent on the students’ active participation and engagement throughout the Program. As such, students are required to complete all assignments by the due date, and to actively participate in class. Failure to complete assignments on time will result in a “0” and possibly failing the course.

All students must notify the instructor of any absence prior to the start of class. More than one absence, per semester, may require documentation of absence (e.g., healthcare provider’s release). More than one absence, per semester, without prior arrangements will result in Program Probation. An instructor may withdraw a student from a class for excessive absences before the final withdrawal date.
**ONLINE THEORY ATTENDANCE POLICY**
The online student is expected to be focused and engaged in this Program. The online student must show virtual attendance by completing the required weekly assignments. Failure to complete assignments on time will result in a “0” and possibly failing the course. An instructor may withdraw a student from a class for excessive absences before the final withdrawal date.

**TARDINESS**
Tardiness includes coming back from break late or arriving for theory or clinical after the designated start time, without prior arrangement.
- The 1st incident will be documented.
- The 2nd incident will be considered an absence without prior arrangement.
Any further incidents of tardiness will result in Program Probation and may lead to Program dismissal.

**CLINICAL ATTENDANCE POLICY**
Students are required to complete all assignments by the due date, and to actively participate in clinical experiences.
The student must notify the instructor of absence prior to the start of the clinical day.
- The 1st absence will require make-up of clinical hours and be placed on academic alert.
- The 2nd absence will result in Program Probation and require make-up of clinical hours.

All students must notify the instructor of any absence prior to the start of clinical. Absence without prior arrangement will result in a “0” for the clinical day, required make-up of clinical hours, and be placed on Program Probation.

**INCLEMENT WEATHER CONDITIONS**
For full reports on school cancellation, students should tune to the local radio or TV stations. When possible, cancellations will also be posted on the college web-site at [www.prattcc.edu](http://www.prattcc.edu) and a message will be sent to your primary phone using the College’s “Blackboard Connect” system. Please notify the PCC Admissions office of all methods of notification you wish to have included in the “Blackboard Connect” system.

On campus Winfield students will follow the CCCC campus cancellation.
Clinical cancellations will be determined by the clinical instructor. Students are responsible for ensuring that phone numbers, email, and physical addresses are updated on Self-Service and Canvas.

**GRADING POLICIES**
Both on-campus and online students should demonstrate knowledge of the theory content as evidenced by successfully obtaining mastery level through the utilization of group discussions/discussion boards, unfolding case studies, article reviews, assignments, oral/written reports, presentations/projects (individual and group) and/or examinations/quizzes. The student must attain a minimum grade of 78% to pass the course.

Theory course grades will be weighted with the following criteria:
- Assignments/Quizzes = 20% of the total grade;
- Exams = 80% of the total grade.

The nursing department uses the following grading scale:

<table>
<thead>
<tr>
<th>Grade Percentage</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100%</td>
<td>A</td>
</tr>
<tr>
<td>85-92%</td>
<td>B</td>
</tr>
<tr>
<td>78-84%</td>
<td>C</td>
</tr>
<tr>
<td>Below 78%</td>
<td>F</td>
</tr>
</tbody>
</table>
The Clinical Progress Tool (CPT) is utilized to evaluate student performance and reflects the curricular concepts and course outcomes for each course. Each student will rotate through Medical-Surgical units (i.e.: Behavior Health, Maternal Child, Emergency Room, Surgery, and other ancillary areas). Clinical experiences are concurrent with theory courses. Evaluation concerning the student’s progress will be an ongoing formative process with a summative evaluation occurring after completion of clinical.

Students must be satisfactory in at least 78% of the outcomes in the clinical rotation to pass the course. If there are additional clinical requirements, these too must be completed satisfactorily. Failure to obtain a 78% on any clinical assignment will require the student to redo the assignment to a satisfactory level. Attendance and punctuality are mandatory. If you are ill or will be late, you must notify your instructor. Failure to notify the clinical instructor will result in an unexcused absence (unsatisfactory rating for all required areas) for the scheduled clinical day. An unexcused absence results in a “U”. All clinical absences must be made up in order to pass the class and will be at the instructor’s discretion.

Each student is evaluated on the CPT outcomes using the following scale:

- **E** = Excellent (93%) (The clinical standard has been met with a high level of competency, beyond expectation.)
- **S** = Satisfactory (85%) (The clinical standard has been met at a level exceeding expectation)
- **P** = Progressing (78%) (The clinical standard has been met by the student.)
- **N** = Needs Improvement (70%) (The clinical standard has been minimally met by the student.)
- **U** = Unsatisfactory (60%) (The clinical standard has not been met by the student.)

* Students who receive an unsatisfactory rating “U” on any clinical objective will be required to have a conference with the clinical instructor.

Faculty to add initials to all “U” ratings indicating a conference was held. A Student receiving a 3rd "U" in any area may be placed on Program Probation.

- **N/A** = Not Applicable / Not Observed (This indicates that The clinical objective was either not Observed or not Applicable in that clinical setting.)

Each student is evaluated on completion of skills during the clinical courses using the following scale:

- **3** = Skill Performance mastered on 1st check-off
- **2** = Skill Performance mastered on 2nd check-off
- **1** = Skill Performance mastered on 3rd check-off

*If the student cannot perform the skill competently after three attempts, the student will fail the course & will be dismissed from the Nursing Program.

**TESTING POLICIES**

All nursing exams (paper & electronic) are the property of the Nursing Program. Exams may not be copied, circulated or removed from the designated area during test taking or test review. Violation of this exam policy will result in disciplinary action.

Student exams will be scheduled per the program calendar, online students will have a time window from 6am-12noon to schedule exams through outside proctors. Exams will consist of multiple choice and alternate formats, instructor discretion will be used for alternate format types. Students will be allowed 1.5 minutes per question. At least one proctor will be present during all exams and check-offs (skills, dosage calculation). All Students will also participate in a pre- and post- Mock NCLEX exam. The following personal items are not allowed in the testing/check-off room and will be kept in a designated area:

- Any educational, test preparation or study materials
- Weapons of any kind
- Bags/purses/wallets/watches
- Coat/jacket/hats/scarves/gloves
- Medical aids/devices
- Cell/mobile/smart phones, smart watches, MP3 players, fitness bands, pagers, jump drives, cameras or any other electronic devices
- Food or drink, gum/candy
- Lip balm
Students are not allowed to leave the room during an exam/check-off; exceptions are at the proctor’s discretion. Students with a potentially contagious illness will be isolated if accommodations are available; if unavailable they will be sent home.

A simple calculator (no phones or graphic calculators) will be authorized. A scrap piece of paper and pencil will be provided and must be turned in to the proctor prior to leaving the testing room.

EXAM PROCTORING POLICY FOR ONLINE STUDENTS
Pratt Community College is committed to preserving the academic integrity of its courses and has instituted a policy and procedure to address this issue. The student will be required to arrange for an acceptable proctor (see requirements below) and schedule the exam time and location with the proctor prior to the assessment date. On the scheduled day of the assessment, the proctor will provide the student with the necessary password to enter that assessment along with other instructions that have been sent by the course instructor. The proctor must complete the “Proctor Completes” section of the PCC Proctor Agreement and Completion Form and email or fax the form upon completion and submission of the proctored assessment.

Please read carefully the information below, as it outlines PCC’s Exam Proctoring Policy in further detail:

1. Students are responsible to arrange for a proctor for selected exams.
2. Students may test on the Pratt or Winfield campuses as scheduled per the program calendar. The student must notify the content instructor.
3. Additional proctor sites may be selected from the following:
   a) Approved College or University
   b) Commercial Learning and/or Testing Center (i.e. Sylvan Learning Centers*)

   *Please note that not all Sylvan Learning Centers will proctor exams. Commercial testing centers charge for their services as may some colleges and organizations.

If an additional proctor site will be utilized the student must:
- Completed and returned the Student Contact & Proctor Approval Form to the Department Secretary within 2 weeks of the scheduled exam. The proctor must be approved by the Director of Nursing.
- Once approved, the Department Secretary will email or fax the PCC Proctor Agreement and Completion Form to the designated proctor. The form will have the password for access and instructions for administering the exam. Upon completion of the exam, the proctor must sign and return the completed form to the Department Secretary per instructions provided.
- On the day of testing, the student must arrive at the testing center with one form of photo identification and supporting materials allowed by the instructor.
- Upon completion of each exam, the completed PCC Proctor Agreement and Completion Form must be signed by the proctor and sent back to the instructor either as an email attachment or by fax.

STUDENT EXAM REVIEW
On campus students will review the exam directly after completion of each exam. Online students will review the exam at the next face-to-face clinical. Individual test item inquiries will be completed on the Student Test Item Query Form provided by the instructor. For any questions regarding an exam review, the student must contact his/her instructor to set up an appointment for individual review.
**EXAM REMEDIATION POLICY**

The Purpose of Exam Remediation is to:

- Provide a standard approach to remediation including expectations for a student who fails a didactic examination.
- Progress only those students who have demonstrated competence.
- Assist students in obtaining competence through the remediation process.

The following policy will be implemented:

1. The passing score for all didactic examinations is 78%.
2. Any student who scores below 78% on a didactic examination is required to remediate.
3. The Student Success Specialist will be informed of the student’s need to remediate by the content instructor.
   a. At that time, the student will be placed on Academic Alert.
4. The Director of Nursing will be informed of the student’s need to remediate by the content instructor.
   a. The student may be required to meet with the Director of Nursing.
5. Any student who scores below 78% on a didactic examination must meet with the content instructor within one (1) week of the failed examination to discuss potential reasons for the failure, identify learning needs and develop a remediation plan.
   a. Any student who does not meet with the content instructor within one (1) week of the failed didactic examination may not take the next scheduled didactic examination or attend the next scheduled facility clinical.
6. Written documentation of the remediation process will be retained in the student’s record.

**MAKE-UP EXAMS**

If students are going to miss an exam, prior notification must be made to the instructor. Students are required to take make-up exams as scheduled by the instructor. The make-up exam will follow course objectives and will have the same number of points as the original exam. Exam items and format may be changed per instructor discretion. Exams not taken on the original scheduled exam date may require documentation of absence, (example: health care provider’s release). Absences without prior arrangement may result in a 0% grade.

**DOSAGE CALCULATION POLICY**

Dosage calculation is a critical skill in nursing which requires 100% accuracy to ensure client safety. Students will be taught the Dimensional Analysis approach to Dosage Calculation. This skill must be mastered and that mastery requires continued vigilance in professional nursing practice. In order to promote life-long accuracy and safety in dosage calculation, nursing students at PCC are required to demonstrate mastery of mathematics and dosage calculation.

1. Students will be required to successfully complete a dosage calculation skill check-off each semester. The passing score for the dosage calculation skill check off is 100%. If the student is not successful after 3 attempts, the student will fail the course and be dismissed from the Program.
2. Each check-off will consist of 20 points.
3. Each check-off will be 1 hour in duration.
4. A simple calculator (no phones or graphic calculators) will be authorized.
5. A scrap piece of paper will be provided and must be turned in to the proctor prior to leaving the testing room.
6. All dosage calculation check-offs must be successfully completed prior to attending clinical in a facility.
CAPSTONE/PRECEPTOR POLICY
During NUR239, ADN students will be working with an RN preceptor. Students must comply with the policies outlined in the Chandler School of Nursing Capstone/Preceptor Student Manual and course Syllabus. Non-compliance will require those hours affected to be repeated or result in failure of the course and dismissal from nursing program.

HIPAA POLICY
The Health Insurance Portability and Accountability Act (HIPAA) includes regulations that protect patient privacy and confidentiality that specifically list information that can and cannot be shared, as well as with whom. In addition to potential legal issues, students who violate any part of this policy may result in disciplinary action, including but not limited to, immediate dismissal from the nursing program.

ADA COMPLIANCE
PCC complies with both the letter and spirit of the Americans with Disabilities Act and is committed to providing public access to the facilities and to provide opportunities to qualified persons with disabilities in employment and access to education where this will not pose an undue burden or fundamentally alter the programs of the institution. The Director of Personnel and the Vice President of Finance & Operations have been appointed ADA Coordinators. Any access requirements or problems should be coordinated through one of the ADA coordinators.

STUDENT RECORDS
Official transcripts for all students are maintained and secured through the Registrar’s Office on the main campus in Pratt, Kansas. The Nursing Department maintains printed or electronic student information on current and past nursing students for 5 years. Examples of documentation within secure files of current nursing students consist of health requirements/demographics, qualifications, program forms, student work examples, and alerts/probation documentation.

While students are active in the program, physical files are developed and maintained in the office of the Nursing Department Secretary under lock and key. These records are then maintained via electronic file utilizing the Etrieve system, once the academic year has ended. Didactic grades and attendance are maintained via electronic file utilizing the Self Service system. Access to these records is available during regular department hours with the assistance of the Nursing Department Secretary and authorization from the Director of Nursing.

SOCIAL MEDIA POLICY
Nursing students are prohibited from using social media, either at school, home or work, to violate patient safety and confidentiality. More specifically, students are restricted from posting photos of other students, faculty or patients, and/or other patient identifying information such as name, initials, facility or room number. Students are not allowed to take pictures in any skills or clinical setting or facility.

Inadvertently or intentionally breaching patient confidentiality/privacy can occur through a variety of situations and circumstances. Student nurses and nurses breach confidentiality or privacy by posting information through social media tools, such as: commenting on someone else’s post that displays any information that may identify a patient; referring to patients or their care; or posting videos or photos of patients or anything that may identify a patient.

Health Care Facilities have developed policies and procedures regarding social media and comments related to colleagues or other staff members. If comments are negative in nature, the facility may see them as being lateral violence or bullying. Such comments affect the work environment and while they
may be protected by the First Amendment, can lead to disciplinary action if the comments are shown to be harmful to patient care or another staff member.

Nursing students may access and use the PCC social media pages for school related purposes only and are prohibited from developing new sites under the name of either College or Program.

Current students are prohibited from communicating with instructors in a social media format, such as Facebook, Twitter, or other sites unless on an official College site.

Any communication identifying oneself as associated with the College must be professional and meet all requirements for student, faculty, and patient confidentiality. Students must comply with any social media policy of assigned clinical sites.

Violation of any part of this policy may result in disciplinary action, including but not limited to, immediate dismissal from the nursing program.

**STUDENT EMPLOYMENT POLICY**

Part-time employment in the healthcare field is supported, due to the time requirements of the Nursing Program, full-time employment is discouraged. While understanding the financial necessity to work, in order to optimize and help ensure academic success in the Nursing Program, students are encouraged to minimize the number of hours they work. The time commitment for each nursing course should be considered equivalent to a full-time job. Students should expect to spend at least 36 hours on outside class preparation and study per week (in addition to hours per week in class, lab and clinical). Students are encouraged to consider additional financial support through scholarships, financial aid, loans, etc.

For student success, students should not work the shift prior to theory class. For patient safety, students may not work the shift prior to clinical. Students will be dismissed from the clinical site per instructor discretion if fatigue inhibits clinical performance.

Students may not wear their clinical uniform (including student photo ID), place “SN” behind their signatures in patient charting, or in any way represent themselves as a nursing student while working outside the classroom, lab, or clinical setting.

**ELECTRONIC DEVICE POLICY**

Pagers and cell phones are not to be used in the classroom setting. They must be turned off and out of sight. Use of cell phones in the clinical/facility setting will be at the discretion of the instructor and subject to facility policies. Students must receive permission to call or text instructor’s personal phone numbers.

Students may provide family and friends the following numbers for contact in case of an emergency:

- Pratt Nursing Department Secretary – 620.450.2233
- PCC Switchboard – 620.672.9800
- Winfield Secretary – 620.221.2763

**SMOKING POLICY**

Students are subject to respective institutions’ smoking policies. No smoking or use of smokeless tobacco is allowed in or the immediate area surrounding clinical facilities. As health-care professionals you are strongly encouraged not to smoke/use smokeless tobacco at all. There is absolutely no smoking or using smokeless tobacco, including a vaporizer, prior to or during clinical.

Violation of any part of this policy may result in disciplinary action, including but not limited to, immediate dismissal from the nursing program.
CERTIFICATE & DEGREE REQUIREMENTS
All PCC students have graduation requirements outlined in administrative policy 400-01:

1. Graduation requirements for all students enrolled in PCC associate degree and certificate programs are as listed in the current edition of the PCC College Catalog and the Student Handbook as amended.
2. An academic or technical post assessment examination (e.g., ETS Proficiency Profile, WorkKeys, etc.) is required of every graduating student.
3. Candidates for graduation must have earned at least 15 credit hours from PCC.

Upon successful completion of the Practical and Associate Degree Nursing courses, students will receive a Practical Nurse Certificate or Associate of Applied Science in Nursing Degree, respectively. All courses must be completed prior to the release of the student’s transcript to the Board of Nursing in which the student is applying for licensure. Program educational standards and outcomes are established by the Kansas State Board of Nursing and Kansas Board of Regents.

Practical and Associate Degree Nurses must be licensed to practice and are regulated by the Kansas State Board of Nursing. Program completers will be eligible to sit for the NCLEX, the passing of which culminates in the Licensed Practical/Vocational Nurse (LPN) or Registered Nurse (RN) credential.

EVALUATIONS
Graduates/Certificate students will rate the Student Learning Outcomes at a mean of 3 or better on a 4-point Likert scale (with 1 being unsatisfactory and 4 being very good), and are completed throughout the program via the following evaluations:

- End of Semester Evaluations are given at the end of each semester
- Post-graduation/certificate evaluations are given 6 months after students graduate or receive PN Certificate
- Employers also evaluate Student Learning Outcomes through the employer evaluation sent out once a graduate or certificate student is employed as an RN or LPN.

NURSING RE-ADMISSION POLICY
Students must apply for re-admission, following the application process as outlined in the PCC Student Handbook. Readmission is not guaranteed. If a student is unable to complete the nursing program for any reason, and desires re-admission, the student must contact the PCC admissions office prior to the application deadline to obtain information regarding the most current admission criteria. The college reserves the right to deny admission or re-admission to an individual determined by the administration to be a threat to the college community.

CRIMINAL MISCONDUCT POLICY
If a PCC representative observes a student committing a crime (e.g., stealing, crimes against persons, etc. as defined on page 48), the PCC representative will report the crime to the appropriate authorities. Any student directly observed by a PCC representative committing a crime will result in immediate dismissal from the Nursing Program. Any student accused of committing a crime, an internal and/or external investigation will be conducted. Any student under investigation for criminal activity will be placed on immediate Program Probation.

DISMISSAL POLICY
In association with the Institution, the following policy is outlined regarding student dismissal, (Administrative Policy, 400-11) A student whose scholastic performance appears to offer little prospect of success, or whose conduct is detrimental to the College, may be dismissed without the privilege of reinstatement. In the event of such a dismissal, tuition and fees will not be refunded in whole or in part. Residence Hall refunds will be handled on an individual basis.
BEHAVIORAL DISMISSAL POLICY
Observable behaviors including but not limited to unprofessionalism, inappropriate actions, tardiness, bullying, sexual harassment, endangerment, etc. will result in either (a) an appropriate disciplinary action or (b) dismissal from the Nursing Program.

Admission will be denied for any student dismissed from another Nursing Program for behavioral reasons. Readmission will be denied for any student dismissed from the PCC Nursing Program for violating the Behavioral Dismissal Policy.

PROFESSIONAL DISPOSITION
In alignment with the Nursing Program’s Mission, Pratt Community College’s Nursing Program prepares PN & ADN candidates to acquire the required knowledge, skills, competencies, & dispositions to become a professional healthcare provider.

Nursing Program faculty, staff, & administrators believe there are specific dispositions that PCC students must possess if they are to become exemplar nurses. Therefore, as students move through the PN & ADN Programs, it is vital candidates consistently demonstrate professional qualities & characteristics essential to enter the nursing profession.

The purpose of the Professional Disposition Form (Page 49) includes but is not limited to evaluating professional conduct, addressing measurable deficiencies, mentoring students toward remediation, & reevaluating. Each semester, faculty will complete a Professional Disposition Form for their PN & ADN students. In addition, faculty or administrators may complete a Professional Disposition Form should a student’s professional misconduct warrant the need.

If a nursing student—who has received mentoring, yet continually exhibits signs that are counterintuitive to professional characteristics—will have to schedule a meeting with the Director of Nursing.

GRIEVANCE POLICY
In association with the Institution the following policy is outlined regarding processing student complaints, (Administrative Policy, 600-05)

1. A formal student complaint has been defined by PCC as “An issue, complaint or problem relating to instruction (see paragraph 3-4) college services, facilities, or other operational aspects of the college presented in and signed by the student(s). “This complaint procedure is designed for issues other than academic or disciplinary appeals (see “Student Due Process Procedures” in the Student Handbook and College Catalog for information).

2. Copies of written complaints at the time they are received will be forwarded to the Director of Planning & Assessment for tracking to resolution and subsequently filed for three years in accordance with Federal guidelines. The offices of the VP of Instruction, Director of Nursing, S/EM, F&O and Athletics will resolve student complaints in their respective areas within 10 business days from the date the complaint is received. A record of that response will be attached to the complaint when filed with the Director of Planning & Assessment.

3. Written academic issues and complaints made by students will be collected by the Director of Nursing, and VP of Instruction. Resolution will be the responsibility of the respective area and tracked by the Office of the VP of Instruction.

4. A record of the academic complaint and subsequent resolution will be filed in the Office of the VP for Instruction for three years in accordance with Federal guidelines.

5. If a student is unable to resolve the complaint through the above process, he/she has the option to submit a written complaint to the President within 10 days from the time the student receives a written response from the previous level.

6. A student has the option to submit a written complaint to the Board of Trustees, % Clerk of the Board, Pratt Community College, 348 NE SR 61, Pratt, Kansas 67124 if the student is not satisfied with the
outcome of the complaint, after following the process explained above. The written complaint should include the following information:

1. Name, current mailing address, phone number of complainant
2. Email address
3. Dates of your enrollment
4. Details of your complaint
5. Expected outcome

The Board will reply to the student within 10 business days to let her/him know they have received the complaint and whether it requires any additional information. The Board will let the student know their tentative plan for investigating and resolving the complaint, and will update her/him if it takes longer than originally planned. The Board will send the student a written response, usually within 45 days of receipt of your complaint, explaining the investigation and the resolution. A record of the complaint and subsequent resolution will be filed in the Office of the President for three years in accordance with Federal guidelines.

In addition to utilizing the statutorily created political subdivisions of the state complaint process:

- Consumer protection and/or fraud complaints may be filed with the Kansas Attorney General’s office.
- Discrimination complaints may be filed with the Kansas Human Rights Commission
- Complaints regarding State Authorization Reciprocity Agreement (SARA) courses delivered by SARA member community colleges may be filed by students enrolled in those courses with the Kansas Board of Regents office.
- Kansas Community Colleges are regionally accredited by the North Central Association of the Higher Learning Commission on Colleges and Universities (NCAHLC). Complaints regarding an institution’s ongoing ability to meet the Criteria of Accreditation may be filed by following the guideline at https://www.hlcommission.org/HLC-Intuitions/complaints.html.
- Complaints regarding State Authorization Reciprocity Agreement (SARA) courses delivered by SARA member community colleges may be filed by students enrolled in those courses with the Kansas Board of Regents office. Unresolved student concerns regarding programs authorized through SARA should be directed to the state portal agency http://kansasregents.org/resources/PDF/Academic_Affairs/3257-ComplaintFo...

STUDENT RIGHTS & DUE PROCESS PROCEDURE

In association with the Institution the following policy is outlined regarding student rights and due process procedures, (Administrative Policy, 600-02)

1. The Board of Trustees, administration, and faculty recognize the right of a PCC student, as an adult member of society and as a citizen of the United States of America, to exercise the constitutionally guaranteed freedoms of speech, assembly, and peaceful association, which shall be diligently protected. PCC will, indeed, guard these rights in behalf of all persons associated with the institution or group.

2. Student rights and a code of conduct are described in the current edition of the PCC College Catalog and Student Handbook. If disciplinary action against a PCC student is initiated, a speedy and fair hearing before the appropriate college official, committee, or both is guaranteed. Decisions of officials and committees charged with disciplinary responsibilities may be appealed through the appropriate process and channel to the President of the College, who may elect to either render a direct decision or refer the case to a disciplinary panel. The decision of the President, regarding such matters, will be final.

3. Documentation of student disciplinary actions and records of the proceedings of disciplinary panels are governed under FERPA and are not subject to the Open Records/Freedom of Information Act. Student disciplinary panel proceedings are closed sessions and are not subject to the Open Meetings Act because of the nature of those proceedings.

4. Pratt Community College students have four opportunities for due process relating to: 1) athletics, 2) academics, 3) residence hall infractions, and 4) general student conduct 5) “loss or reduction of financial aid”. Rules and procedures governing due process in each of these areas are described in both the catalog, student handbook, and Athletic Department Handbook.

5. The president, in accordance with Board Policy 3-03, is the final authority for all appeals.
   a. For athletic matters the Athletic Director is the first step in the administrative appeals process.
b. For academics, the VP for Instruction is the first step in the administrative appeals process.

c. For all other cases, the VP for Students/Enrollment Management is the first step on the administrative appeals process.

6. The Student Handbook and Catalog are available to students on the college website. It is the student’s responsibility to be aware of the content of the Student Handbook and Catalog.

UNIFORM POLICY

As representatives of the PCC Nursing Program, students are expected to maintain a professional appearance while in all clinical settings. Pride in uniform and appearance reflect pride in the profession and institution. It is the student’s responsibility to observe and maintain the dress code standards. Professional appearance is always subject to the approval of each clinical instructor. The Uniform Policy is as follows:

- The official school uniform is to be worn at clinical sites. Scrubs will be worn during on-campus clinical days.

- An approved official school uniform of scrub top and non-cuffed pants or skirt by school approved manufacturer. A properly fitting scrub top must not gap when one bends over. Skirts/scrub dress or pants must be loose fitting, allowing one to squat and move freely. Uniforms must have the school “patch” sewn on the left shoulder, two fingers below the seam. Student patch must be purchased through the bookstore.

As an option, a white, round-neck, short or long sleeve t-shirt may also be worn under the scrub top. Lab jackets are optional but must match the official uniform color and include a student patch.

- Body cleanliness and absence of body odor is of utmost importance. Use of tobacco products or electronic cigarettes of any kind are prohibited during the clinical day. Use of scented cosmetics, colognes, aftershaves or perfumes are prohibited during the clinical day. Ill persons are hypersensitive to and become easily nauseated or experience respiratory difficulty from scents that one normally might not find offensive. Use of any of the above mentioned products will result in immediate dismissal from clinical and an “Unsatisfactory” for the clinical day.

- The school issued photo identification (ID) name tag and facility issued badge (if applicable) is to be worn at all times and in clear view. No additional jewelry may be affixed to the nametag. Time spent away from the clinical site to obtain a name tag will count as clinical absence. A lost nametag must be immediately replaced by ordering another through the school. Lost name tags are replaced at the student’s expense. Students will not be allowed in the clinical setting without their school issued picture ID name tag.

- Clinical shoes must be of a non-distractive color, clean, closed toe, closed heel, low profile, rubber soled, and in good repair. Canvas, mesh, “skeleton” shoes, Mary Janes, neon colors, animal print, boots, or Crocs are prohibited. White socks or hose are to be worn while in the clinical setting.

- Undergarments must be worn under the uniform and should not show through the uniform.

- Hairstyle/facial hair is to reflect a professional appearance and not interfere with patient care. Hairstyles are to be conservative in nature. Hair color must be of a natural hair color. Hair longer than shoulder-length must be neatly pulled back from one’s face and may not fall forward when providing patient care. Hair clips, headbands or barrettes used to pull back hair are to blend with hair color and not be distracting.

- For security purposes, the face must be visible at all times. Dark tinted glasses are prohibited in the clinical setting.
• Jewelry is limited to the following:
  - Earrings worn must be small in size and flat against the ear (non-dangling).
  - Only one set of post earrings may be worn in the clinical setting.
  - Wedding and engagement rings are the only acceptable rings, but should not interfere with patient care and safety.
  - A watch with a second hand is required (expansion bracelet recommended).
  - No other jewelry will be worn on any other visible part of the body, including tongue studs.
  - Retainers for body piercings are prohibited.
  - No other facial or other visible piercings are allowed.
  - Medical ID bracelets will be allowed.

• Visible tattoos are prohibited and are to be covered at all times.

• In general, fingernails are to be clean and short. In addition:
  - Natural fingernails may not extend more than ¼ inch beyond the end of the fingertip.
  - Artificial fingernails, extenders or overlays are prohibited.
  - Clear nail polish may be worn only if it is kept well-manicured and removable with acetone nail polish remover.
  - Chipped or peeling nail polish is prohibited.
  - Gels, wraps, overlays, or shellac products are prohibited. If you need to visit a nail technician to have the product removed, it is not natural and therefore not allowed.
  - All clinical site policies must be followed.

• Chewing gum or candy is prohibited while in patient care areas.

• Students are required to have a stethoscope, bandage scissors, penlight, black ink pen(s), black Sharpie, pocket notebook for note taking, a simple pocket-sized calculator and a hemostat with teeth.

• At the end of each clinical day, students are encouraged to change from their uniform immediately. Remaining in uniform exposes both the student and their loved ones to pathogens.

• The uniform is not to be worn in public places.

• Examples of unacceptable clinical dress include, but are not limited to:
  - Stained, wrinkled, ill-repaired, torn, or odorous clothing
  - Distracting make-up, hairstyle, jewelry/body piercing, and/or shoes
  - Eyeglass lenses that are dark or tinted so they interfere with one-on-one communication and/or are distracting
  - Dirty fingernails
  - No name badge

HEALTH POLICIES
Good health and lifestyle habits are highly encouraged by the Nursing Department. Being in the best health possible will have a definite influence on your success as a nursing student and subsequently as a nurse. Not only is it important that you take good care of yourself, but being a good role model for your patients/clients is important as a health-care worker.

All students admitted to the nursing program are required to have annual physical examinations. The student in nursing must submit an annual physical examination report and proof of current immunization status (as required by our clinical facilities). A dental exam is recommended but not required.

—HEALTH INSURANCE
Students are required to carry personal health insurance due to some clinical site requirements. Proof of current health insurance must be submitted annually. Students are responsible for any and all expenses related to illness and/or injury incurred in or out of the class, skills/simulation, or clinical settings.
PHYSICIAN RELEASE/RESTRICTIONS

Any nursing student who is pregnant is required by the Nursing Program to have a written release from their primary care provider stating that the student is not restricted in activities and is capable of performing clinical functions. After giving birth the student will be required to have a written release from the primary care provider stating that the student may resume classroom and clinical activities.

Any nursing student with an illness or injury (long or short term) must advise the nursing faculty of the health related problem. The Nursing Program reserves the right to request that a student see a licensed healthcare practitioner and/or obtain a release at any time deemed necessary. The release must be turned in prior to the student resuming classes.

Nursing students will be required to carry or lift weight up to 50 pounds. Any nursing student with any weight restriction due to injury, surgery, or pregnancy will not be allowed to participate in clinical activities. A written release from a primary care provider stating no weight restriction must be submitted in order for the student to participate in clinical activities.

REQUIRED VACCINATIONS

- **TB Skin Testing:**
  TB skin testing must be done annually. Due to clinical facility requirements, students will be required to undergo either a 2-step TB test, provide documentation of at least two consecutive negative annual TB tests, or have a negative Quantiferon/IGRA TB blood test before initially beginning clinical rotations at the clinical sites.
  Students with a history of positive TB test results will be required to submit a chest x-ray report indicating negative results for TB prior to admission to the nursing program. Chest x-rays should be repeated every five (5) years. Students with active TB will not attend class or clinical.

- **Measles, Mumps, & Rubella (MMR):**
  The student must show documentation of one of the following:
  - 2 MMR vaccinations
  - Laboratory tests showing immunity (positive titers) to measles, mumps, and rubella.
  MMR vaccination cannot be given during pregnancy. If a student is pregnant and not considered immune to measles and rubella based on the above criteria, the student will be allowed to perform clinicals only with approval of clinical facilities and a release from the physician.

- **Tdap (Tetanus, Diphtheria, Pertussis):**
  The student will have immunity to Tetanus, Diphtheria & Pertussis as evidenced by receipt of a single dose of Tdap Those who do not have documentation of Tdap immunization should receive a single dose of Tdap. The student will need to show proof of vaccination within the last 10 years.

- **Varicella (Chickenpox):**
  The student will provide proof of immunity to Varicella as evidenced by one of the following:
  - Documentation of Varicella vaccination series (2 injections)
  - Positive varicella titer

- **Influenza:**
  The student will be encouraged to obtain an annual seasonal influenza vaccination when available (September-March). If the student chooses not to receive the influenza vaccination the student will be required to complete a declination form and wear a mask at all times when inside a clinical facility. Some facilities may not allow students on campus without the vaccination.

- **Hepatitis B (Hep B):**
  The student must show documentation of one of the following:
  - Complete Hep B vaccination series
  - Laboratory tests showing immunity (positive titers) to Hep B.
  All nursing students are highly encouraged to obtain the Hepatitis B vaccine series. Any student who refuses the Hepatitis B vaccine shall sign a waiver stating they have received advisement on the risk of exposure and that they have made the decision not to receive the vaccination.
**Other Suggested Immunizations:**
See Centers for Disease Control and Prevention website for additional suggested Immunizations.
https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html

**ACCIDENT/INJURY/ACUTE ILLNESS IN THE CLINICAL SETTING**
Clinical agencies by contractual agreement will provide access to emergency care in the event of injury to a student. In the event of accident, injury or acute illness, the following policy and procedures will be followed:

1. A student who is injured in the clinical setting should immediately notify his/her clinical instructor.
2. The student will follow documentation policies of the clinical agency.
3. The clinical instructor will submit a copy of the report online.
4. Emergency Care will be handled according to the clinical agency policy. Refusal to follow clinical agency policy and seek emergency treatment when it has been recommended by the agency will lead to the student’s inability to return to their assigned clinical setting for the remainder of that day and will count as hours of absence.
5. A student is responsible for all expenses charged by the facility for medical care received by the student. The College and the clinical facility are not responsible for any claims for expenses that result from an action of a student in the clinical setting.
6. All students are required to carry personal health insurance due to some clinical site requirements.

**TRANSMISSIBLE INFECTIONS**
All nursing students should be aware of the risk of exposure to Hepatitis B, Hepatitis C, or Human Immunodeficiency Virus (HIV) by direct contact of blood or other body fluid of an infected person. All nursing students are highly encouraged to obtain the Hepatitis B vaccine series. There are currently no FDA approved vaccines for Hepatitis C or HIV.

**DRUG TESTING POLICY**
Students enrolled in the PCC Nursing Program will be required to submit to drug and/or alcohol testing due to clinical facility requirements prior to selection, specific program policies, or as directed if students demonstrate reasonable cause for testing. Reasonable cause for testing includes but is not limited to the following:

- Unusual, irrational or unpredictable behavior
- Abrupt changes in work or academic performance
- Information provided by a reliable source
- Odor or residual odor of drugs or alcohol
- Drugs or alcohol found on person or in work area
- Inaccurate drug counts during clinical participation

Students must provide written consent for specimen analysis. Refusal to submit to drug testing will result in disciplinary action. In the event a student is suspected of being under the influence of drugs or alcohol, they will be removed from patient care area and the following procedure will be implemented:

1. The instructor involved will immediately assess safety needs of all involved.
2. The instructor involved will notify the Director of Nursing.
3. Faculty, staff, and other professional staff will provide documentation describing the incident and/or behaviors involved.
4. If the student chooses to leave the site before drug and/or alcohol testing is performed, the PCC faculty member(s) will notify law enforcement.
5. PCC faculty member(s) will notify law enforcement if a student demonstrates behaviors requiring drug and/or alcohol testing and chooses to operate a motor vehicle.
6. The student may not return to the clinical site and/or Nursing Program until the drug/alcohol testing is verified as “negative” by the Director of Nursing.
7. If the drug/alcohol screen is “positive,” the student will be immediately dismissed from the Nursing Program.

The student is responsible for all costs associated with drug and/or alcohol testing. Refusal to submit to or pay for drug and/or alcohol testing will result in immediate dismissal from the Nursing Program.
LEGAL QUALIFICATIONS FOR KANSAS LICENSURE

In accordance with the Kansas Nurse Practice Act: Laws and Administrative Regulations, all persons wishing to apply to write the NCLEX – PN® or RN® exam in the State of Kansas and therefore be admitted into the Pratt Community College Nursing Program, must possess the following qualifications outlined in regulations found at https://ksbn.kansas.gov/npa/.

65-1115. Licensure of professional nurses; qualifications of applicants; examination; refresher course; renewal license; title and abbreviation; temporary permit; exempt license.

(a) Qualifications of applicants. An applicant for a license to practice as a registered professional nurse shall:
1) have graduated from an approved school of professional nursing in the United States or its territories or from a school of professional nursing in a foreign country which is approved by the board as defined in rules and regulations;
2) Have obtained other qualifications not in conflict with this act as the board may prescribe by rule and regulation; and
3) File with the board written application for a license.

(b) Applicant deficient in qualifications. If the board finds in evaluating any applicant that such applicant is deficient in qualification or in the quality of such applicant’s educational experience, the board may require such applicant to fulfill such remedial or other requirements as the board may prescribe.

(c) License. (1) The board shall issue a license to an applicant to practice as a registered professional nurse who has:
(A) Met the qualifications set forth in subsections (a) and (b);
(B) Passed a written examination as prescribed by the board; and
(C) No disqualifying factors under K.S.A. 65-1120 and amendments thereto.

(2) The board may issue a license to practice nursing as a registered professional nurse to an applicant who has been duly licensed as a registered professional nurse by examination under the laws of another state or territory if, in the opinion of the board, the applicant meets the qualifications required of a registered professional in this state. Verification of the applicant’s licensure status shall be required from the original state of licensure.

(3) Refresher course. Notwithstanding the provisions of subsections (a) and (b), an applicant for a license to practice as a registered professional nurse who has not been licensed to practice professional nursing for five years preceding application shall be required to successfully complete a refresher course as defined by the board.

(4) Renewal license. A licensed professional nurse licensed under this act shall be eligible for renewal licenses upon compliance with K.S.A. 65-1117 and amendments thereto.

(5) Licensure examination within 24 months of graduation.
(A) Persons who do not take the licensure examination within 24 months after graduation shall petition the board for permission prior to taking the licensure examination. The board may require the applicant to submit and complete a plan of study prior to taking the licensure examination.
(B) Persons who are unsuccessful in passing the licensure examination within 24 months after graduation shall petition the board for permission prior to subsequent attempts. The board may require the applicant to submit and complete a plan of study prior to taking the licensure examination a subsequent time. The study plan shall contain subjects related to deficiencies identified on the failed examination profiles.

(6) An application for initial licensure or endorsement will be held awaiting completion of meeting qualifications for a time period specified in rules and regulations.
(d) Title and abbreviation. Any person who holds a license to practice as a registered professional nurse in this state shall have the right to use the title, “registered nurse,” and the abbreviation, “R.N.” No other person shall assume the title or use the abbreviation or any other words, letters, signs or figures to indicate that the person is a registered professional nurse.

(e) Temporary permit. The board may issue a temporary permit to practice nursing as a registered professional nurse for a period not to exceed 120 days. A temporary permit for 120 days may be issued to an applicant for licensure as a registered professional nurse who is a graduate of a professional school of nursing in a foreign country after verification of licensure in that foreign country and approval of educational credentials.

(f) Exempt license. The board may issue an exempt license to any licensee as defined in rules and regulations who makes written application for such license on a form provided by the board, who remits a fee as established pursuant to K.S.A. 65-1118 and amendments thereto and who is not regularly engaged in the practice of professional nursing in Kansas but volunteers professional nursing service or is a charitable health care provider as defined by K.S.A. 75-6102 and amendments thereto. Each exempt licensee shall be subject to all provisions of the nurse practice act, except as otherwise provided in this subsection (f). Each exempt license may be renewed biennially subject to the provisions of this section. The holder of the exempt license shall not be required to submit evidence of satisfactory completion of a program of continuing nursing education for renewal. To convert an exempt license to an active license, the exempt licensee shall meet all the requirements of subsection (c) or K.S.A. 65-1117 and amendments thereto. The board shall have authority to write rules and regulations to carry out the provisions of this section.


51116 Licensure of practical nurses; qualifications of applicants; examination; refresher course; renewal license; title and abbreviation; temporary permit; exempt license.

(a) Qualification. An applicant for a license to practice as a licensed practical nurse shall:
1) Have graduated from an approved school of practical nursing or professional nursing in the United States or its territories or from a school of practical nursing or professional nursing in a foreign country which is approved by the board as defined in rules and regulations;
2) Have obtained other qualifications not in conflict with this act as the board may prescribe by rule and regulation; and
3) File with the board a written application for a license.

(b) If the board finds in evaluating any applicant that such applicant is deficient in qualification or in the quality of such applicant's educational experience, the board may require such applicant to fulfill such remedial or other requirements as the board may prescribe.

(c) License.
1) The board shall issue a license to an applicant to practice as a practical nurse who has:
   A. Met the qualifications set forth in subsections (a) and (b);
   B. Passed a written examination as prescribed by the board; and
   C. No disqualifying factors under K.S.A. 65-1120 and amendments thereto.

2) The board may issue a license to practice nursing as a practical nurse to an applicant who has been duly licensed as a practical nurse by examination under the laws of another state or territory if, in the opinion of the board, the applicant meets the qualifications required of a practical nurse in this state. Verification of the applicant's licensure status shall be required from the original state of licensure.

3) The board may authorize the educational requirement under subsection (a)(1) to be waived for an applicant who has attained a passing score on the national council licensure examination for practical nurses and provided evidence to the board of such applicant's practical nursing experience with the military. To qualify for such a waiver, the applicant must have been a member of the Army, Navy, Marine Corps, Air Force, Air or Army National Guard, Coast Guard or any branch of the military reserves of the United States, and separated from such military service with an honorable discharge. If such applicant was separated from such military service with a general discharge under honorable
conditions and meets the requirements of this paragraph, the board may authorize the educational requirements under subsection (a)(1) be waived.

(4) Refresher course. Notwithstanding the provisions of subsections (a) and (b), an applicant for a license to practice as a licensed practical nurse who has not been licensed to practice practical nursing for five years preceding application shall be required to successfully complete a refresher course as defined by the board.

(5) Renewal license. A licensed practical nurse licensed under this act shall be eligible for renewal licenses upon compliance with K.S.A. 65-1117 and amendments thereto.

(6) Licensure examination within 24 months of graduation.
   A. Persons who do not take the licensure examination within 24 months after graduation shall petition the board for permission prior to taking the licensure examination. The board may require the applicant to submit and complete a plan of study prior to taking the licensure examination.
   B. Persons who are unsuccessful in passing the licensure examination within 24 months after graduation shall petition the board for permission prior to subsequent attempts. The board may require the applicant to submit and complete a plan of study prior to taking the licensure examination a subsequent time. The study plan shall contain subjects related to deficiencies identified on the failed examination profiles.

(7) An application for initial licensure or endorsement will be held awaiting completion of meeting qualifications for a time period specified in rules and regulations.

(d) Title and abbreviation. Any person who holds a license to practice as a licensed practical nurse in this state shall have the right to use the title, “licensed practical nurse,” and the abbreviation, “L.P.N.” No other person shall assume the title or use the abbreviation or any other words, letters, signs or figures to indicate that the person is a licensed practical nurse.

(e) Temporary permit. The board may issue a temporary permit to practice nursing as a licensed practical nurse for a period not to exceed 120 days. A temporary permit for 120 days may be issued to an applicant for licensure as a licensed practical nurse who is a graduate of a practical school of nursing in a foreign country after verification of licensure in that foreign country and approval of educational credentials.

(f) Exempt license. The board may issue an exempt license to any licensee as defined in rules and regulations who makes written application for such license on a form provided by the board, who remits a fee as established pursuant to K.S.A. 65-1118 and amendments thereto and who is not regularly engaged in the practice of practical nursing in Kansas but volunteers practical nursing service or is a charitable health care provider as defined by K.S.A. 75-6102 and amendments thereto. Each exempt licensee shall be subject to all provisions of the nurse practice act, except as otherwise provided in this subsection (f). Each exempt license may be renewed biennially subject to the provisions of this section. The holder of the exempt license shall not be required to submit evidence of satisfactory completion of a program of continuing nursing education for renewal. To convert an exempt license to an active license, the exempt licensee shall meet all the requirements of subsection (c) or K.S.A. 65-1117 and amendments thereto. The board shall have authority to write rules and regulations to carry out the provisions of this section. 7
65-1120. Grounds for disciplinary actions; proceedings; witnesses; costs; professional incompetency defined; criminal justice record information.

(a) Grounds for disciplinary actions. The board may deny, revoke, limit or suspend any license or authorization to practice nursing as a registered professional nurse, as a licensed practical nurse, as an advanced practice registered nurse or as a registered nurse anesthetist that is issued by the board or applied for under this act or may publicly or privately censure a licensee or holder of a temporary permit or authorization, if the applicant, licensee or holder of a temporary permit or authorization is found after hearing:

1) To be guilty of fraud or deceit in practicing nursing or in procuring or attempting to procure a license to practice nursing;

2) To have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust, except that notwithstanding K.S.A. 74-120, and amendments thereto, no license or authorization to practice nursing as a licensed professional nurse, as a licensed practical nurse, as an advanced practice registered nurse 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, prior to their repeal, or article 54 chapter 21 of the Kansas Statutes annotated, or K.S.A. 2012 Supp. 21-6104, 21-6325, 21-6326 or 21-6418, and amendments thereto;

3) To have committed an act of professional incompetency as defined in subsection (e);

4) To be unable to practice with skill and safety due to current abuse of drugs or alcohol;

5) To be a person who has been adjudged in need of a guardian or conservator, or both, under the act for obtaining a guardian or conservator, or both, and who has not been restored to capacity under that act;

6) To be guilty of unprofessional conduct as defined by rules and regulations of the board;

7) To have willfully or repeatedly violated the provisions of the Kansas nurse practice act or any rules and regulations adopted pursuant to that act, including K.S.A. 65-1114 and 65-1122 and amendments thereto;

8) To have a license to practice nursing as a registered nurse or as a practical nurse denied, revoked, limited or suspended, or to be publicly or privately censured, by a licensing authority of another state, agency of the United States government, territory of the United States or country or to have other disciplinary action taken against the applicant or licensee by a licensing authority of another state, agency of the United States government, territory of the United States or country. A certified copy of the record or order of public or private censure, denial, suspension, limitation, revocation or other disciplinary action of the licensing authority of another state, agency of the United States government, territory of the United States or country shall constitute prima facie evidence of such a fact for purposes of this paragraph (8); or

9) To have assisted suicide in violation of K.S.A. 21-3406, prior to its repeal, or K.S.A. 2012 Supp. 21-5407, and amendments thereto, as established by any of the following:

   A. A copy of the record of criminal conviction or plea of guilty for a felony in violation of K.S.A. 21-3406, prior to its repeal or K.S.A. 2012 Supp. 21-5407, and amendments thereto.

   B. A copy of the record of a judgment of contempt of court for violating an injunction issued under K.S.A. 2012 Supp. 60-4404, and amendments thereto.

   C. A copy of the record of a judgment assessing damages under K.S.A. 2012 Supp. 60-4405, and amendments thereto.

(b) Proceedings. Upon filing of a sworn complaint with the board charging a person with having been guilty of any of the unlawful practices specified in subsection (a), two or more members of the board shall investigate the charges, or the board may designate and authorize an employee or employees of the board to conduct such
investigation. After investigation, the board may institute charges. If an investigation, in the opinion of the board, reveals reasonable grounds for believing the applicant or licensee is guilty of the charges, the board shall fix a time and place for proceedings, which shall be conducted in accordance with the provisions of the Kansas administrative procedure act.

(c) Witnesses. No person shall be excused from testifying in any proceedings before the board under this act or in any civil proceedings under this act before a court of competent jurisdiction on the ground that such testimony may incriminate the person testifying, but such testimony shall not be used against the person for the prosecution of any crime under the laws of this state except the crime of perjury as defined in K.S.A. 2012 Supp. 21-5903, and amendments thereto.

(d) Costs. If final agency action of the board in a proceeding under this section is adverse to the applicant or licensee, the costs of the board’s proceedings shall be charged to the applicant or licensee as in ordinary civil actions in the district court, but if the board is the unsuccessful party, the costs shall be paid by the board. Witness fees and costs may be taxed by the board according to the statutes relating to procedure in the district court. All costs accrued by the board, when it is the successful party, and which the attorney general certifies cannot be collected from the applicant or licensee shall be paid from the board of nursing fee fund. All moneys collected following board proceedings shall be credited in full to the board of nursing fee fund. All moneys collected following board proceedings shall be credited in full to the board of nursing fee fund.

(e) Professional incompetency defined. As used in this section, “professional incompetency” means:

A. One or more instances involving failure to adhere to the applicable standard of care to a degree which constitutes gross negligence, as determined by the board;
B. Repeated instances involving failure to adhere to the applicable standard of care to a degree which constitutes ordinary negligence, as determined by the board; or
C. A pattern of practice or other behavior which demonstrates a manifest incapacity or incompetence to practice nursing.

(f) Criminal justice information. The board upon request shall receive from the Kansas bureau of investigation such criminal history record information relating to arrests and criminal convictions as necessary for the purpose of determining initial and continuing qualifications of licensees of and applicants for licensure by the board.

If a student in the program has been convicted of a crime for any offense other than a minor traffic violation, those students will be required to provide documentation of the offense(s) at the time of licensure application.

See [http://www.kslegislature.org/li/b2015_16/statute/021_000_0000_chapter/021_054_0000_article/](http://www.kslegislature.org/li/b2015_16/statute/021_000_0000_chapter/021_054_0000_article/) for those crimes that may restrict Licensure in Kansas. If a student elects to apply for licensure in a state other than Kansas, it is essential that the student contact the Board of Nursing in that state to determine that state’s requirements. Providing inaccurate information or omitting criminal history could result in licensure revocation or disciplinary actions.

Note: To access the Kansas Statutes Annotated which have been authenticated in accordance with the law, see the current printed bound volumes of the Kansas Statutes Annotated and the current printed volumes of the Cumulative Supplement to the Kansas Statutes Annotated as published by the Office of Revisor of Statutes.

**KANSAS LEGISLATURE STATUTE, CHAPTER 21, ARTICLE 54**

**Article 54. - CRIMES AGAINST PERSONS**

- 21-5401 - Capital murder.
- 21-5402 - Murder in the first degree.
- 21-5403 - Murder in the second degree.
- 21-5404 - Voluntary manslaughter.
- 21-5405 - Involuntary manslaughter.
- 21-5406 - Vehicular homicide.
- 21-5407 - Assisting suicide.
- 21-5408 - Kidnapping; aggravated kidnapping.
- 21-5409 - Interference with parental custody; aggravated interference with parental custody.
- 21-5410 - Interference with custody of a committed person.
- 21-5411 - Criminal restraint.
- 21-5412 - Assault; aggravated assault; assault of a law enforcement officer; aggravated assault of a law enforcement officer.
- 21-5413 - Battery; aggravated battery; battery against certain persons; aggravated battery against certain persons.
- 21-5414 - Domestic battery.
- 21-5415 - Criminal threat; aggravated criminal threat.
- 21-5416 - Mistreatment of a confined person.
- 21-5417 - Mistreatment of a dependent adult; mistreatment of an elder person.
- 21-5418 - Hazing.
- 21-5419 - Application of certain crimes to an unborn child.
- 21-5420 - Robbery; aggravated robbery.
- 21-5421 - Terrorism.
- 21-5422 - Illegal use of weapons of mass destruction.
- 21-5423 - Furtherance of terrorism or illegal use of weapons of mass destruction.
- 21-5424 - Exposing another to a life threatening communicable disease.
- 21-5425 - Unlawful administration of a substance.
- 21-5426 - Human trafficking; aggravated human trafficking.
- 21-5427 - Stalking.
- 21-5428 - Blackmail.
- 21-5429 - Endangerment.
- 21-5430 - Distribution of a controlled substance causing great bodily harm or death.
- 21-5431 - Female genital mutilation.
NURSING PROGRAM FORMS

Pratt Community College
Chandler School of Nursing

PROFESSIONAL DISPOSITION FORM

Student: ____________________________ Date: ____________________________

Circle one number for each disposition using the descriptors listed below as the basis for your rating. Place comments in the blank space below the disposition.

I. Commitment to Professionalism & Ethical Standards
The student:

- Is punctual & regularly attends classes
  Not Observed 0  Needs Improvement 1  Meets Expectations 2  Exceeds Expectations 3
- Maintains positive attitudes during & outside of classroom/clinical settings
  Not Observed 0  Needs Improvement 1  Meets Expectations 2  Exceeds Expectations 3
- Is honest & trustworthy in communications & interactions with others
  Not Observed 0  Needs Improvement 1  Meets Expectations 2  Exceeds Expectations 3
- Demonstrates ethical behaviors
  Not Observed 0  Needs Improvement 1  Meets Expectations 2  Exceeds Expectations 3
- Is open & receptive to change
  Not Observed 0  Needs Improvement 1  Meets Expectations 2  Exceeds Expectations 3
- Willingly goes beyond required assignments to learn
  Not Observed 0  Needs Improvement 1  Meets Expectations 2  Exceeds Expectations 3
- Appears to put full time, attention, & effort into succeeding
  Not Observed 0  Needs Improvement 1  Meets Expectations 2  Exceeds Expectations 3
- Submits all assignments by the due date
  Not Observed 0  Needs Improvement 1  Meets Expectations 2  Exceeds Expectations 3
- Communicates professionally face-to-face
  Not Observed 0  Needs Improvement 1  Meets Expectations 2  Exceeds Expectations 3
- Communicates professionally via email
  Not Observed 0  Needs Improvement 1  Meets Expectations 2  Exceeds Expectations 3
- Comments:

Page 1 of 3
II. Desire to Analyze/Evaluate Concepts & Clinical Practices, to Evaluate &/or Initiate Innovative Practice

The student:  

- Accepts constructive feedback from others:  
  - Not Observed: 0  
  - Needs Improvement: 1  
  - Meets Expectations: 2  
  - Exceeds Expectations: 3

- Is curious & willing to implement new ideas & techniques:  
  - Not Observed: 0  
  - Needs Improvement: 1  
  - Meets Expectations: 2  
  - Exceeds Expectations: 3

- Conducts self-assessment through reflection:  
  - Not Observed: 0  
  - Needs Improvement: 1  
  - Meets Expectations: 2  
  - Exceeds Expectations: 3

- Recognizes personal limitations & seeks to compensate for/overcome weaknesses:  
  - Not Observed: 0  
  - Needs Improvement: 1  
  - Meets Expectations: 2  
  - Exceeds Expectations: 3

- Comments:

III. Dedication to Life-Long Learning

The student:  

- Accepts constructive feedback from others:  
  - Not Observed: 0  
  - Needs Improvement: 1  
  - Meets Expectations: 2  
  - Exceeds Expectations: 3

- Embraces their role as a student:  
  - Not Observed: 0  
  - Needs Improvement: 1  
  - Meets Expectations: 2  
  - Exceeds Expectations: 3

- Maintains membership in professional organizations:  
  - Not Observed: 0  
  - Needs Improvement: 1  
  - Meets Expectations: 2  
  - Exceeds Expectations: 3

- Comments:

IV. Respect for Cultural & Individual Differences

The student:  

- Is tolerant of & responsive to ideas, perspectives, & views of others:  
  - Not Observed: 0  
  - Needs Improvement: 1  
  - Meets Expectations: 2  
  - Exceeds Expectations: 3

- Is respectful of & responsive to individual differences:  
  - Not Observed: 0  
  - Needs Improvement: 1  
  - Meets Expectations: 2  
  - Exceeds Expectations: 3

- Considers backgrounds, interests, & attitudes of all:  
  - Not Observed: 0  
  - Needs Improvement: 1  
  - Meets Expectations: 2  
  - Exceeds Expectations: 3

- Comments:
### V. Desire to Communicate

<table>
<thead>
<tr>
<th>The student:</th>
<th>Not Observed</th>
<th>Needs Improvement</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>• Is sensitive to students, peers, &amp; families of different cultures &amp; with special needs</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>• Encourages interactions in a mutually respectful &amp; friendly manner</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>• Comments:</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### VI. Commitment to Collaboration with Other Professionals

<table>
<thead>
<tr>
<th>The student:</th>
<th>Not Observed</th>
<th>Needs Improvement</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>• Relates well to peers, faculty, staff, &amp; other professionals</td>
<td></td>
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<tr>
<td>• Is willing to share information &amp; ideas with others</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>• Works well with others to develop opportunities for peer &amp; student learning</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>• Comments:</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

______________________________  ______________________
*Student Signature*           Date

______________________________  ______________________
Faculty member                Date

______________________________  ______________________
Director of Nursing            Date
NOTICE OF PROGRAM PROBATION

This form serves as notification that ___________________________ has been placed on Nursing Program Probation as of ________________, for the following reason:

Courses included: _______________________________________________________________

Student to remain on probation status until: __________________________________________

If the terms of this probation are met as described, the student will be returned to good standing on the date indicated above.

Conditions to be met during probation (please check those that apply):

☐ Complete all necessary assignments on time
☐ Attend class, on time and prepared
☐ Meet with faculty member or Director (frequency): ________________________________
☐ Exam, clinical paperwork, and/or major assignments to be at or above 78% average
☐ No further instances of initial cause for probation
☐ Meet with instructor to discuss study and/or success strategies
☐ Meet with instructor of course to review old exams
☐ Attend a study group or study skills course
☐ Must remediate clinical “Needs Improvement” rating
☐ Reduce work/outside time commitments
☐ Required Assignments/Due Dates: ______________________________________________
☐ Other: ____________________________________________________________

Consequences if conditions are not met:

☐ Failure of clinical
☐ Failure of course
☐ Dismissal from program
☐ Other: ____________________________________________________________

By signing this contract, I agree to fulfill all conditions of my probation and agree to the responsibility of completing all requirements of the Nursing Program.

_____________________________________________________     ____________________
Student Signature*     Date

* Refusal of the student to sign will result in immediate dismissal from program. If student refuses to sign, faculty should write “refused” with a date.

_____________________________________________________     ____________________
Faculty member Signature     Date

_____________________________________________________     ____________________
Director of Nursing Signature     Date
PERMISSION TO RELEASE INFORMATION

I, the undersigned student, authorize Pratt Community College (PCC) and/or the PCC Nursing Program, or its designee, to release evaluation information from my student file, including my grade point average and to release information about my achievements, special recognition or involvement in community/professional activities to prospective employers and to other colleges, universities, and educational institutions requesting said information from PCC and/or the PCC Nursing Program. I hereby consent to the release of said information by PCC and/or the PCC Nursing Program, and I agree to save and hold harmless and release from any and all liability PCC and/or the PCC Nursing Program for the release of said information. I further agree to defend and indemnify PCC and/or the PCC Nursing Program in any legal actions arising out of the release of said information.

__________________________________  ____________________________________
Student’s Printed Name                           Student’s Signature

__________________________________  ____________________________________
Witness Signature                           Date

*The Family Education and Privacy Act (Buckley Amendment) states it is a violation of federal and state law to release any information regarding an individual student without the student’s written consent.*
RELEASE AND NON-DISCLOSURE FORM

As a participant in the Pratt Community College (PCC) Nursing Program, I hereby voluntarily and knowingly agree to give my express consent and authorize PCC to take, use and produce photographs, videos, and/or educational television programs of my participation in the Skills/Simulation Laboratory for educational and instructional purposes.

I also understand that the information identified above will contain personally identifiable information and constitutes an educational record pursuant to the Family Educational Right and Privacy Act (FERPA). In addition to the above, I provide my specific written consent for the disclosure of the educational information.

________________________________________
Student Printed Name

________________________________________
Student Signature                                      ___________________
Date
Pratt Community College Nursing Student Handbook

ACKNOWLEDGEMENT OF UNDERSTANDING

I, _________________________________, have read the PCC Nursing Student Handbook and hereby acknowledge that I am aware of the resources available to me. I will seek clarification of any requirements not clear to me by arranging to meet with primary faculty of my assigned courses.

I further understand that policies and procedures written in this handbook may change based upon program needs. I will follow all policies and procedures outlined in this handbook or any addendums set forth herein.

______________________________             _________________
Student Signature                      Date

Verification of Review and Understanding of Policies in
THE PRATT COMMUNITY COLLEGE
STUDENT HANDBOOK

This is to verify that I have received, or have internet access to, the Pratt Community College Student Handbook and have read and understand the policies within.

Student Signature _________________________________             Date _____________
SKILLS CONSENT FORM

No skilled procedure will be performed on any person other than a consenting nursing student who has signed a form which releases the Department of Nursing and the college of any legal responsibility in case of bodily harm or injury (the consent form appears below). Only non-invasive skills may be performed on consenting nursing students. The nursing department is not responsible for any procedures performed upon any individual outside skills lab or clinical rotations.

SKILLS/NURSING PROCEDURE CONSENT AND RELEASE FORM

I, ________________________________, hereby give my consent to let a nursing student or instructor practice nursing procedures (non-invasive only) on me. I also release Pratt Community College and the nursing program of any responsibility from injury or bodily harm resulting from the procedure.

_______________________________________________  ______________________
Student Signature                               Date
STATEMENT OF CONFIDENTIALITY

While participating in special educational projects, clinical experience, or other activities while enrolled as a nursing student at Pratt Community College, the student may have access to information, which is of a confidential nature. The student is expected to respond at all times in a professional manner. Any written, oral or observed information having any relevance to patient care is strictly confidential. Information about any clinical facility’s organization, personnel, maintenance and activities is the concern of the facility and should not be discussed. Discussion of patient information is to be confined to clinical conferences, team meetings, and one-on-one interactions with staff members/instructors for the purpose of determining therapeutic approaches to care. Any use of information related to the education project, clinical experiences, or other activities must have prior approval of clinical facility's administration and the Pratt Community College nursing faculty.

By my signature, I verify that I have read the above information and agree to abide by the Pratt Community College's policy on confidentiality of information.

___________________________________________________
Student Printed Name

___________________________________________________
Student Signature

The HIPAA (Health Insurance Portability and Accountability Act) Privacy Rule – is a federal law imposed on all health care organizations that carries criminal and civil penalties as well as disciplinary action.
STUDENT INFORMATION RELEASE FORM  
For Drug and/or Alcohol Testing

In the event I am suspected of being under the influence of drugs and/or alcohol while enrolled in courses – including clinicals – at Pratt Community College (PCC),

I _____________________________, consent to submit to drug and/or alcohol testing as directed by PCC faculty member(s) for the purpose of determining the use of drugs and/or alcohol. I hereby consent to submit to urinalysis, breath, blood, and/or other tests as determined by PCC faculty member(s) to evaluate the use of drugs and/or alcohol.

I agree the clinical facility, or an alternate facility selected by PCC faculty member(s), may collect these specimens for these tests and may test them or forward them to a testing laboratory designated by PCC for analysis. I further agree to and hereby authorize the release of the results of each test to PCC.

I agree PCC and its agents (including the clinical facility) shall not be held liable regarding any issues arising in whole or part out of the collection of specimens, testing, and use of the information from each test in consideration of my continuing education at PCC.

I have carefully read the above mentioned and fully understand its contents. I acknowledge my signing of this consent and release form is a voluntary act on my part.

_____________________________________________                  Date: ________________________  
Student Signature

_____________________________________________                  Date: ________________________  
Witness
The mission of the Pratt Community College (PCC) Nursing Programs is to facilitate a high quality education which encourages students to embrace lifelong learning and prepares them to function as a caring, professional nurse providing safe, quality, and evidence-based nursing care, within the communities they serve.