



**Chandler School of Nursing
Student Handbook**

**Academic Year
2020-2021**



Pratt Community College

348 NE State Road 61

Pratt KS 67124

620-672-5641 | 1-800-794-3091 (KS Only) | Fax: 620-450-2285

Website: www.prattcc.edu

Information contained in this handbook may be revised at any time based upon decisions of the PCC Board of Trustees, local, state or federal requirements.

Approved by President's Cabinet July 31, 2020

Adopted 07/31/2020

Welcome

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, 2020. 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

Diana Mitzner, MSN/Ed, RN
Christina Watters, MSN/Ed, RN
Anna Reid, BSN, RN
Amy Giefer, RN
Deborah Marrs, MSN, RN
Cassandra Stein, RN
Miranda Brumley, Secretary
Amanda Wogoman, Secretary

Students/Enrollment Management Staff

Elyse Birdsong, BS
Cindy Lambert, BS

TABLE OF CONTENTS

<u>Pratt Community College</u>	6
PCC Mission Statement	6
PCC Statement of Philosophy	6
PCC Core Values	6
PCC Student Handbook	6
Nursing Handbook Revisions and Clarifications	7
<u>Contact Information</u>	7
Facility Offices	
Nursing Team Members	
<u>Institutional Accreditation and Program Approval</u>	8
The Higher Learning Commission of the North Central Association	8
The Kansas State Board of Nursing.....	9
<u>Pratt Community College Nursing Program</u>	9
Nursing Program Mission	9
Nursing Program Philosophy	9
Major Concept of the Program Philosophy	10
Program Strands and Threads Concept.....	11
Needs of the Individual and Maslow’s Hierarchy	12
Nursing Process	13
Nursing Program Organizing Framework	14
Quality and Safety Education for Nurses	14
Massachusetts Nurse of the Future Competencies	15
National League for Nursing	17
<u>Professional Code of Ethics for Nurses</u>	18
American Nurses Association	18
<u>Nursing Program & Student Learning Outcomes</u>	19
Practical Nursing (PN) Program Outcomes.....	19
PN Student Learning Outcomes/Kansas PN Alignment	20
Associate Degree Nursing (ADN) Program Outcomes	20
ADN Student Learning Outcomes/Kansas ADN Alignment	21
<u>Admission Requirements</u>	21
College Admission Requirements	21
PN Program Admission Requirements	22
ADN Program Admission Requirements	23
<u>Nursing Program Curriculum</u>	24
PN Program Cost Sheet	26
ADN Program Cost Sheet	28
Nursing Program Progression.....	30
Partnership – Cowley Community College	30
Student Representatives.....	31
<u>Student Nurse Professional Organization</u>	31
National Student Nurse Association	
Pratt Kansas Association of Nursing Students (P-KANS)	

<u>Program Policies & Procedures Specific to PCC Nursing Students</u>	32
Chain of Command Policy.....	32
Attendance Policies	33
On-Campus Theory Attendance	
Online Theory Attendance	33
Tardiness	
Clinical Attendance	
Inclement Weather Conditions	
Grading Policies	34
Testing Policies.....	35
Exam Proctoring policy for Online Students.....	35
Student Exam Review	
Exam Remediation Policy	36
Make-up Exams	
Dosage Calculation Policy	
ATI Assessment Policy.....	38
Capstone/Preceptor Policy.....	39
HIPAA Policy	39
ADA Compliance	39
Social Media Policy.....	40
Student Employment Policy	40
Electronic Device Policy	41
Smoking Policy.....	41
Certificate and Degree Requirements	41
Evaluations	41
Nursing Re-admission Policy	42
Criminal Misconduct Policy	42
Dismissal Policy	42
Behavioral Dismissal Policy	42
Professional Disposition	42
Grievance Policy	43
Student Rights and Due Process Procedure	44
Uniform Policy	44
Health Policies	46
Health Insurance	
Physician Release/Restrictions	
Required Vaccinations	46
Accident/Injury/Acute Illness in the Clinical Setting	47
Transmissible Infections	
Drug Testing Policy	48
COVID-19 Classroom Guidelines.....	48
COVID-19 Clinical Guidelines.....	49
<u>Legal Qualifications for RN and LPN Licensure</u>	49
Professional & Practical Nurses Statute 65-1115, 65-1116, & 65-1120	50
Kansas Legislature statute, Chapter 21, Article 54	54
<u>Nursing Program Forms</u>	56
Professional Disposition Form	56
Notice of Program Probation	59

Permission to Release Information	60
Release and Non-Disclosure Form	61
Acknowledgement of Understanding	62
The Pratt Community College Student Handbook	
The Kansas Nurse Practice Act	
Skills Consent and Release Form	63
Statement of Confidentiality	64
Student Information Release Form for Drug and/or Alcohol Testing	65
COVID-19 Form.....	66
ATI Acknowledgement Form.....	67

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>; 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 policies, which are available for review on the school website. <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: 620-672-5641 | 1-800-794-3091 (KS Only) | Fax: 620-450-2285
PCC website: www.prattcc.edu

<u>Location</u>	<u>Facility Offices Phone Numbers</u>	<u>Office Hours</u>
Nursing Program:		
➤ Pratt Campus	Office: 620-450-2233 Fax: 620-450-2284	8:00 a.m. – 5:00 p.m. – M-F <i>Attention: Nursing</i>
➤ Winfield Campus	Office: 620-221-2763 Fax: 620-229-5989	8:00 a.m. – 4:00 p.m. – M-F <i>Attention: PCC Nursing</i>
Admissions (Nursing)	Office: 620-450-2114 Fax: 620-450-2285	8:00 a.m. – 5:00 p.m. – M-F
Beaver Bytes	Office: 620-450-2555	8:00 a.m. – 2:00 p.m. – M-F
Bookstore	Office: 620-450-2176	8:00 a.m. – 5:00 p.m. – M-F
Cafeteria	Office: 620-450-2888	7:15 a.m. – 9:00 a.m. – Breakfast 11:00 a.m. – 1:30 p.m. – Lunch
College Start/HS/CTE	Office: 620-450-2122 Fax: 620-450-2282	8:00 a.m. – 5:00 p.m. – M-F
College Health	Office: 620-450-2150	8:30 a.m. – 2:00 p.m. – M-R 8:30 a.m. – 11:30 a.m. – F
Financial Aid	Office: 620-450-2252 Fax: 620-450-2228	8:00 a.m. – 5:00 p.m. – M-F
Library	Office: 620-450-2172 Fax: 620-450-2288	8:00 a.m. - 9:00 p.m. – M-R 8:00 a.m. - 5:00 p.m. – F

<u>Nursing Team Members</u>	<u>Email</u>	<u>Phone #</u>	<u>Office #</u>
Diana Mitzner, MSN/Ed, RN Director of Nursing	dianam@prattcc.edu	620-450-2237	402

Christina Watters, MSN/Ed, RN Nursing Instructor - Winfield	christiw@prattcc.edu	620-229-5993	105B
Anna Reid, BSN, RN Nursing Instructor - Pratt	annar@prattcc.edu	620-450-2242	409
Amy Giefer, RN Nursing Instructor – Pratt	amyg@prattcc.edu	620-450-2157	411
Deborah Marrs, MSN, RN Nursing Adjunct Instructor – Winfield	dmarrs69186@prattcc.edu	620-229-5988	
Cassandra Stein, RN Nursing Adjunct Instructor – Winfield	mcsteinscamp@gmail.com	620-229-5988	
Miranda Brumley Nursing Department Secretary – Pratt	mirandab@prattcc.edu	620-450-2233	404
Amanda Wogoman Nursing Secretary- Winfield	amandarw@prattcc.edu	620-221-2763	
Cindy Lambert (<i>Advisor</i>) Student Success Specialist	cindyl@prattcc.edu	620-450-2224	Area 55

INSTITUTIONAL ACCREDITATION AND PROGRAM APPROVAL

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).

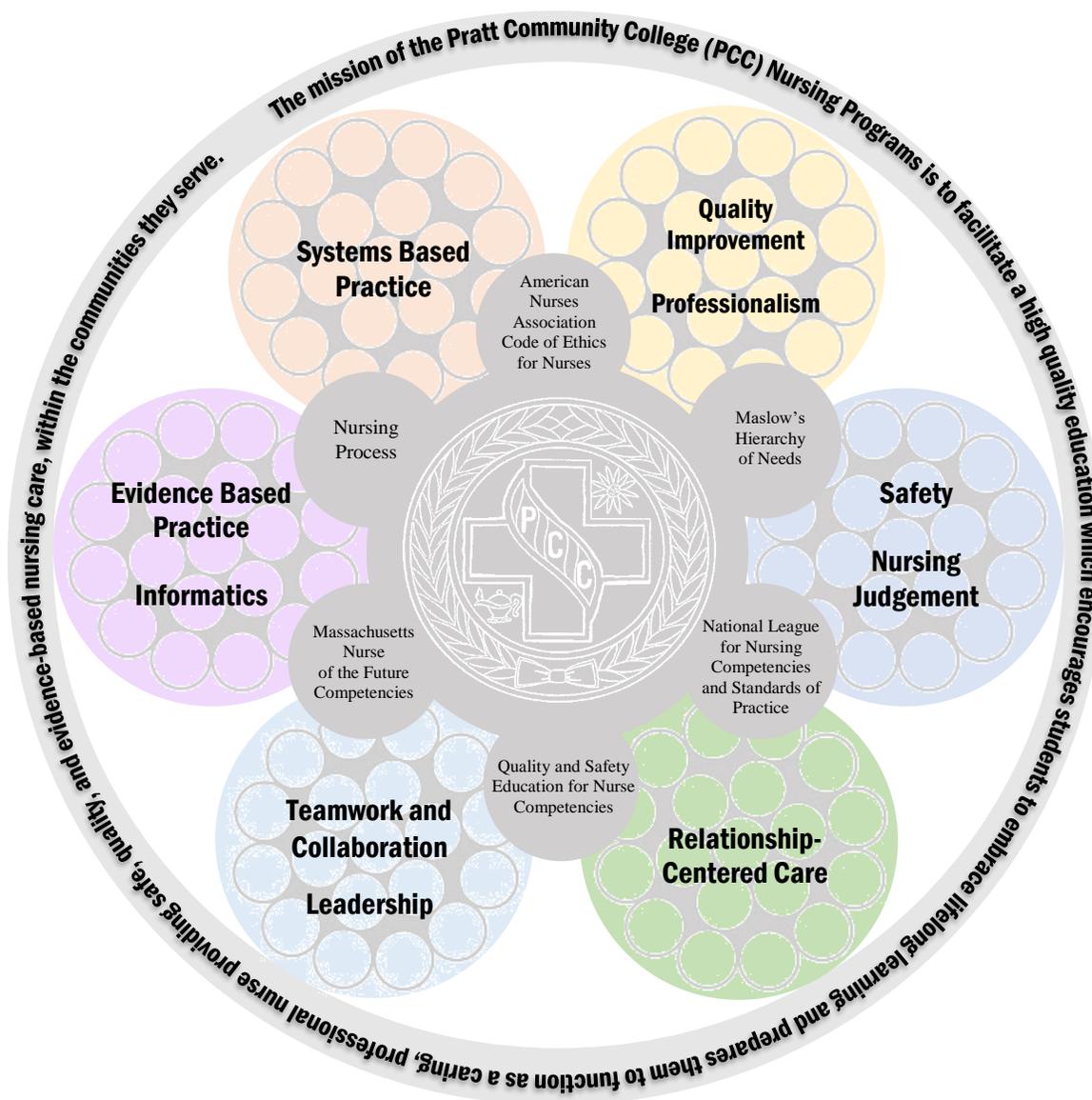
Professionalism - The demonstration of accountable and responsible behavior of the professional nurse and internalization of core values integral to the profession of nursing that incorporates legal and ethical principles and regulatory guidelines that comply with standards of nursing practice (Adapted 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).

PROGRAM STRANDS AND THREADS CONCEPT



Strands: The content strands (Nursing Process, Educational Theory, Critical Thinking, Nursing Judgement, Integrity, Ethics, Evidenced Based Practice, Communication, Collaboration, and Team Work) highlight ways of acquiring and using content knowledge. These strands help to give meaning to client care and help students to see nursing as a discipline rather than a set of isolated skills. Student engagement in critical thinking is accomplished through these interwoven strands. Students will gain a better understanding of the nursing process and utilize their knowledge as they solve problems through reasoning, nursing judgement, and critical thinking.

Threads: The content threads (Professional identity, Accountability, Professional Nursing Skills, Management of Care, Standards of Practice, Health Promotion, Quality/Safety, and Patient Centered Care) explicitly describe the content that students should learn. We need to offer a broad range of content, taught in an integrated fashion, which allows students to see how various nursing skills and knowledge are related, not only to the acute care

setting, but also within the communities they serve. Instruction should engage students in the construction of this knowledge, and judgement, and should integrate conceptual understanding and problem solving.

References:

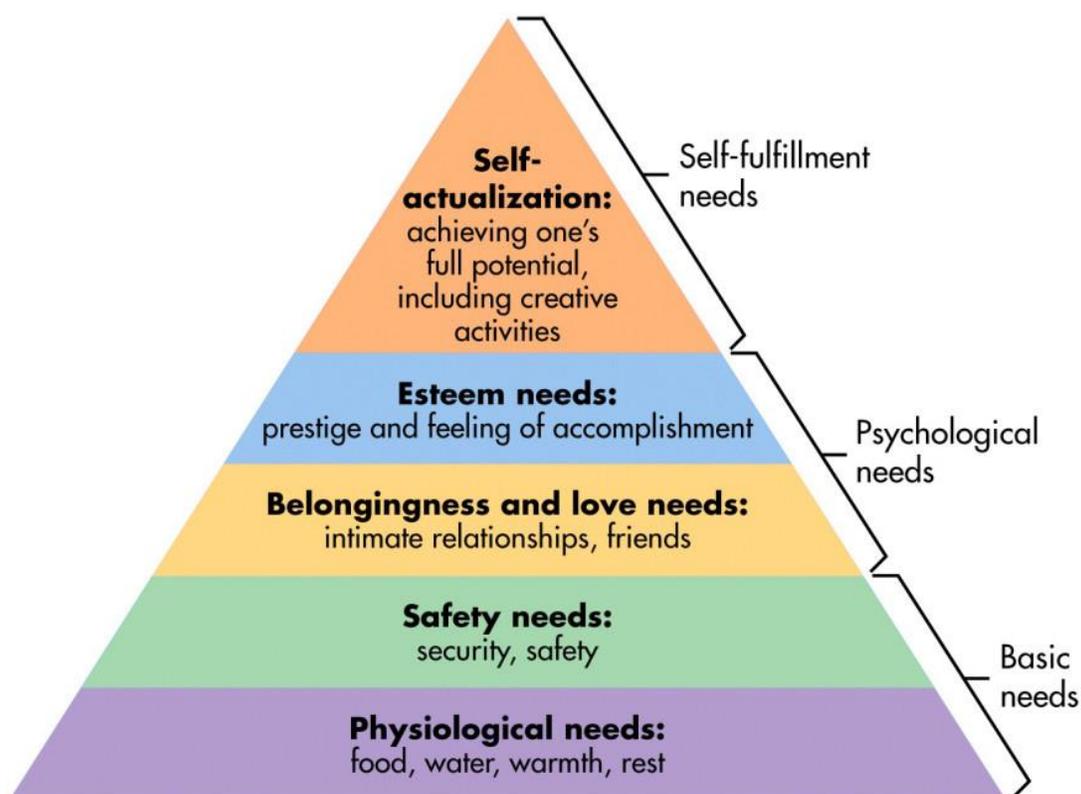
- Accreditation Commission for Education in Nursing: Program Outcomes. <http://www.acenursing.org/>
- American Nurses Association (2015). Code of ethics for nurses with interpretive statement. Silver Spring, Maryland: American Nurses Association. <http://nursingworld.org/DocumentVault/Ethics-1/Code-of-Ethics-for-Nurses.html>
- American Nurses Association (2017). Nursing Process. <http://www.nursingworld.org/EspeciallyForYou/What-is-Nursing/Tools-You-Need/TheNursingprocess.html>
- American Nurses Association (2017). Nursing: scope and standards of practice. Silver Spring, Maryland: American Nurses Association. <http://nursingworld.org/scopeandstandardspractice>
- Billings, D. and Halstead, J. (2016). Teaching in nursing. A guide for Faculty. (5th Edition). St. Louis, MO: Saunders Elsevier.
- Gaberson, K., Oermann, M., and Shellenbarger, T. (2015). Clinical Teaching Strategies in Nursing. (4th Edition) Springer.
- KSBN (2017) Student Learning Outcomes. <https://ksbn.kansas.gov/wp-content/uploads/Education/AdministratorResources/ADNNursingProgramAlignment.pdf>
- McLeod, S. A. (2016). Maslow's Hierarchy of Needs. <https://simplypsychology.org/maslow.html>
- National League for Nursing. (2017). NLN Competencies for Graduates of Nursing Programs. <http://www.nln.org/professional-development-programs/competencies-for-nursing-education/nln-competencies-for-graduates-of-nursing-programs>
- National League for Nursing. (2014). NLN Practical/Vocational Nursing Curriculum Framework. <http://www.nln.org/docs/default-source/default-document-library/nln-practical-nursing-framework-guidelines-final.pdf?sfvrsn=0>
- NCSBN (2017). NCLEX Test Plans and Course Objectives. <https://www.ncsbn.org/testplans.htm>
- QSEN (2017). Competencies. <http://qsen.org/competencies/>

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.



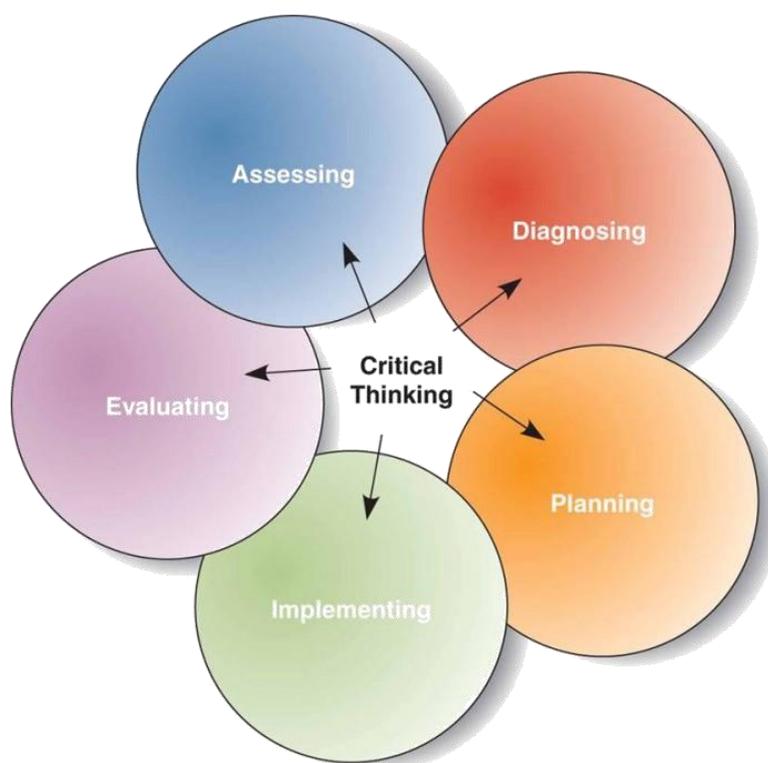
(Maslow's Hierarchy: 2018, retrieved from: <https://www.simplypsychology.org/maslow-5.jpg>)

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 minimize 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.



Massachusetts Nurse of the Future

Competencies – <http://www.mass.edu/nahe/projects/NofCompetencies.asp>

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.

QSEN
INSTITUTE

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

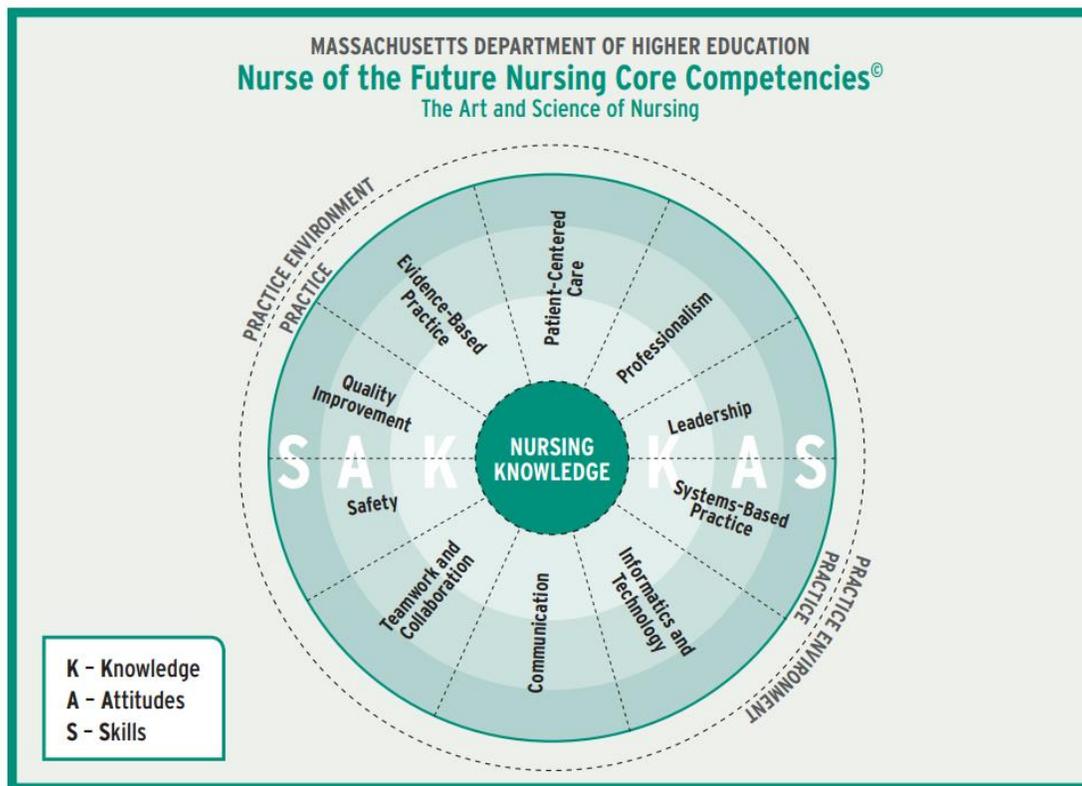
- The Nurse of the Future will minimize risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2007).
- The Licensed Practical Nurse of the Future will minimize risk of harm to patients and providers through both system effectiveness and individual 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.



Massachusetts Department of Higher Education Nurse of the Future Competency Committee. (2010). *Nurse of the Future Nursing Core Competencies*. Boston: Massachusetts Department of Higher Education.

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

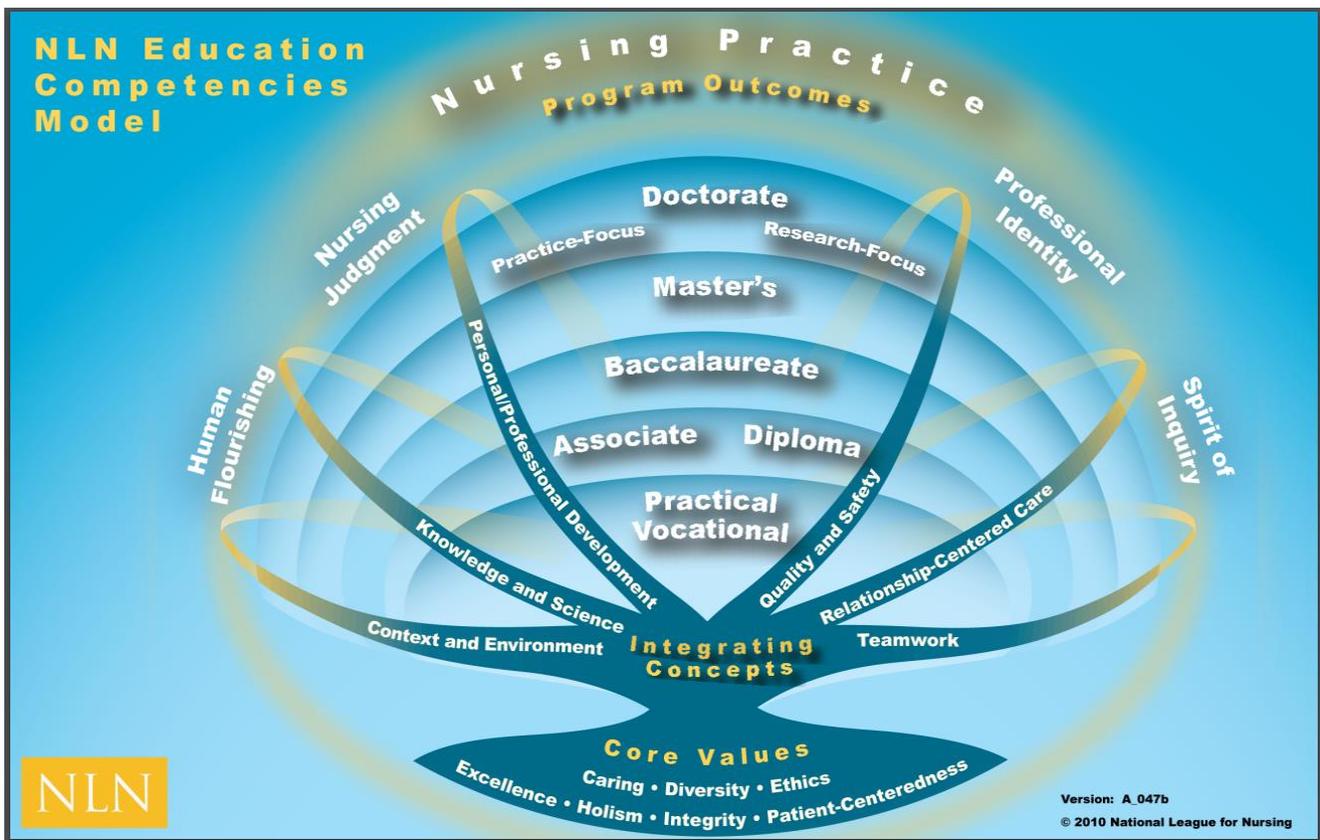
The graduate will make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.

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.



PROFESSIONAL CODE OF ETHICS FOR NURSES

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 conducive 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 $\geq 75\%$. 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.

Assessment Instrument: Employer survey of PCC nursing graduates. Review comments of employers annually.

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 $\geq 75\%$. 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.

Assessment Instrument: Employer survey of PCC nursing graduates. Review comments of employers annually.

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.
2. A holder of a G.E.D. Certificate of high school equivalency.
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 2020-2021

– 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 – March 15th
 - **Application Deadline: March 15th** (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 March, 15th 2020 for Priority Selection on March 15th.

English Composition 1	3 credit hour (course grade of 2.0 or greater)
General Psychology	3 credit hour (course grade of 2.0 or greater)
Anatomy & Physiology (A&P)	5 cr.hr with lab (5 year expiration) (course grade of 3.0 or greater) <ul style="list-style-type: none"> ▪ A&P I & A&P II - 4 credit hours each with lab, may be taken as a replacement to A&P 5.0 credit hour course.
Beginning Algebra or Higher	3 credit hour (course grade of 2.0 or greater) <ul style="list-style-type: none"> ▪ OR by “scoring into” Intermediate Algebra on the COMPASS, ACT or ETS Proficiency Profile tests
Developmental Psychology	3 credit hour (course with grade 2.0 or greater)
Nurse Aide I	5 credit hour (course grade of 2.0 or greater) <ul style="list-style-type: none"> ▪ Active Kansas CNA Certification: <ul style="list-style-type: none"> – The certificate will be verified at: https://ksdhe.glsuite.us/glsuiteweb/Clients/KSDHE/public/main.html

□ **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.

– **ADN PROGRAM**

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 – March 15th
- **Application Deadline: March 15th** (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 March 15th, 2020 for Priority Selection on March 15th.

English Composition 1	3 credit hour (course grade of 2.0 or greater)
General Psychology	3 credit hour (course grade of 2.0 or greater)
Anatomy & Physiology (A&P)	5 cr.hr with lab (5 year expiration) (course grade of 3.0 or greater) <ul style="list-style-type: none"> ▪ A&P I & A&P II - 4 credit hours each with lab, may be taken as a replacement to A&P 5.0 credit hour course.
Beginning Algebra or Higher	3 credit hour (course grade of 2.0 or greater) <ul style="list-style-type: none"> ▪ OR by “scoring into” Intermediate Algebra on the COMPASS, ACT or ETS Proficiency Profile tests
Developmental Psychology	3 credit hour (course grade of 2.0 or greater)
Microbiology	5 credit hour with lab (5 year expiration) (course grade of 3.0 or greater)
LPN/Paramedic	<ul style="list-style-type: none"> ▪ Active Kansas LPN license or Paramedic Certification: <ul style="list-style-type: none"> – The certificate will be verified at: https://ksbn.kansas.gov/license/license-status-verification/ or 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>
 - 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
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.

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.*
- Developmental Psychology (PSY 132) – 3 credit hours

Recommended for PN Program:

- *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
- Nursing Care of Adults I (KSPN112) - 4 credit hours
- Nursing Care of Adults I Clinical (KSPN113) - 1 credit hours
- Care of Aging Adults (KSPN114) - 2 credit hours
- Nursing Care of Adults II (KSPN116) - 4 credit hours
- Nursing Care of Adults II Clinical (KSPN117) - 1 credit hours
- Maternal Child Nursing (KSPN118) - 2 credit hours
- Maternal Child Nursing Clinical (KSPN119) - 1 credit hour
- Mental Health Nursing I (KSPN120) - 2 credit hours
- Leadership, Roles, and Issues (KSPN122) - 1 credit hours
- Fundamentals of Pharmacology & Safe Medication Administration (KSPN182) – 2 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

**PRATT COMMUNITY COLLEGE
PRACTICAL NURSING (PN) PROGRAM**

ESTIMATED COST SHEET

*Based on Pratt County Residency Rates
Effective 2020-2021 Academic School Year*

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.

FALL 2020 TUITION & FEES

Course	Credit Hours	Tuition Per Credit	Tuition Cost	Fees
KSPN110: Foundations of Nursing	4	\$115	\$460	\$200
KSPN111: Foundations of Nursing Clinical	1	\$115	\$115	\$50
KSPN112: Nursing Care of Adults I	4	\$115	\$460	\$200
KSPN113: Nursing Care of Adults I Clinical	1	\$115	\$115	\$50
KSPN182: Fundamentals of Pharmacology & Safe Medication Administration	2	\$115	\$230	\$100
<i>Credits</i>	12	<i>Sub Totals</i>	\$1,380	\$600
		Tuition & Fees	\$1,980	

SPRING 2021 TUITION & FEES

Course	Credit Hours	Tuition Per Credit	Tuition Cost	Fees
KSPN116: Nursing Care of Adults II	4	\$115	\$460	\$200
KSPN117: Nursing Care of Adults II Clinical	1	\$115	\$115	\$50
KSPN114: Care of Aging Adults	2	\$115	\$230	\$150
KSPN118: Maternal Child Nursing	2	\$115	\$230	\$100
KSPN119: Maternal Child Nursing Clinical	1	\$115	\$115	\$50
KSPN120: Mental Health Nursing I	2	\$115	\$230	\$100
KSPN122: Leadership, Roles, and Issues	1	\$115	\$115	\$50
<i>Credits</i>	13	<i>Sub Totals</i>	\$1,495	\$700
		Tuition & Fees	\$2,195	

PN Program Course Tuition & Fees Totals

- Credit Hours **25**
- Costs **\$4,175**

- *Nursing Fees* include, but are not limited to, equipment, skills supplies, & liability insurance
- *Additional Costs* including Textbooks & Personal Supplies are not included in totals

Page 1 of 2

Additional Cost Information

(Each cost amount is an approximation)

Additional Tuition Costs

• Non-Kansas Residents	Additional \$13 per credit hour	= \$128 per credit hour
• International Students	Additional \$31 per credit hour	= \$146 per credit hour

Resident / Program Fees

• Kansas Residents - Non-Pratt County	\$50	○ Per Semester
• Non-Kansas Residents	\$100	○ Per Semester
• International Students	\$150	○ Per Semester

Textbooks/Uniform/Supplies

• Nursing Textbooks:	\$900-\$1500	○ Fall and Spring included (depending on type of package ordered)
• Uniforms & Supplies:	--	○ One set of uniforms (including student patch) is included with the program fees.

Out of Pocket Expenses (Not Paid to PCC)

• Travel:	Varies	○ Students are responsible for paying for all meals, lodging, & travel expenses
• Verified Credentials: ○ Background Check ○ Clinical Requirements	\$100	○ Students entering the Program submit information for a background check & drug screen for clinical requirements ○ Documentation is sent to www.VerifiedCredentials.com
• Physical exams:	Varies	○ 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	○ 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 2021	\$340*	○ \$200 payable to Pearson VUE via National Council of State Boards of Nursing (NCSBN) for NCLEX-PN® Exam. ○ \$50 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.

**PRATT COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING (ADN) PROGRAM**

ESTIMATED COST SHEET

*Based on Pratt County Residency Rates
Effective 2020-2021 Academic School Year*

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.

FALL 2020 TUITION & FEES

Course	Credit Hours	Tuition Per Credit	Tuition Cost	Fees
NUR230: Transition to Professional Nursing Practice	1	\$115	\$115	\$60
NUR231: Health Assessment & Skills Development	3	\$115	\$345	\$180
NUR232: Medical/Surgical Nursing III	4	\$115	\$460	\$240
NUR233: Collaborative Clinical I	2	\$115	\$230	\$120
NUR234: Maternal Child Nursing	2	\$115	\$230	\$120
<i>Credits</i>	12	<i>Sub Totals</i>	\$1,380	\$720
			Tuition & Fees	\$2,100

SPRING 2021 TUITION & FEES

Course	Credit Hours	Tuition Per Credit	Tuition Cost	Fees
NUR236: Medical/Surgical Nursing IV	4	\$115	\$460	\$240
NUR237: Collaborative Clinical II	3	\$115	\$345	\$180
NUR238: Mental Health Nursing	1	\$115	\$115	\$60
NUR239: Capstone Clinical	1	\$115	\$115	\$60
NUR240: Leadership & Management for Nursing	2	\$115	\$230	\$120
NUR242: NCLEX RN® Review	1	\$115	\$115	\$60
<i>Credits</i>	12	<i>Sub Totals</i>	\$1,380	\$720
			Tuition & Fees	\$2,100

ADN Program Course Tuition & Fees Totals

- Credit Hours 24

• Costs **\$4,200**

- *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)

Additional Tuition Costs

• Non-Kansas Residents	Additional \$13 per credit hour	= \$128 per credit hour
• International Students	Additional \$31 per credit hour	= \$146 per credit hour

Resident / Program Fees

• Kansas Residents - Non-Pratt County	\$50	○ Per Semester
• Non-Kansas Residents	\$100	○ Per Semester
• International Students	\$150	○ Per Semester

Textbooks/Uniform/Supplies

• Nursing Textbooks:	\$800-\$1100	○ Fall and Spring included
• Uniforms & Supplies:	--	○ One set of uniforms (including student patch) is included with the program fees.

Out of Pocket Expenses (Not Paid to PCC)

• Travel:	Varies	○ Students are responsible for paying for all meals, lodging, & travel expenses
• Verified Credentials:	\$100	○ Students entering the Program submit information for a background check & drug screen for clinical requirements
○ Background Check		○ Documentation is sent to www.VerifiedCredentials.com
○ Clinical Requirements		
• Physical exams:	Varies	○ 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	○ 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	\$340*	○ \$200 payable to <u>Pearson VUE via National Council of State Boards of Nursing (NCSBN) for NCLEX-PN® Exam.</u>
○ To be completed Spring 2020		○ \$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.

ARTICULATION AGREEMENT – WASHBURN UNIVERSITY and FORT HAYS STATE UNIVERSITY

STUDENT REPRESENTATIVES

A representative and alternate, from each class/campus 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. 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 or less 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/>

Founded in 1952, the National Student Nurses' Association, Inc.® (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 Community College Chandler School of Nursing is an official constituent of the NSNA. 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.

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

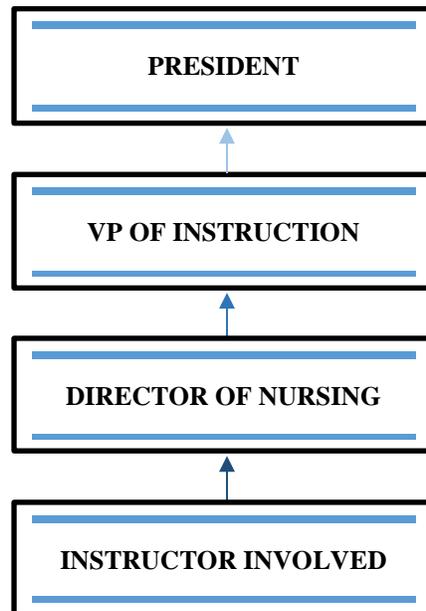
CHAIN OF COMMAND POLICY – Updated 3/2020

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 – Updated 6/17/2020 (pending approval)

–ON-CAMPUS THEORY ATTENDANCE POLICY

Success in nursing courses is dependent on the student’s 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” unless prior arrangements have been made with instructor prior to due date.

All students must notify the instructor of any absence prior to the start of class. An instructor may withdraw a student from a class for excessive absences before the final withdrawal date.

More than *one* absence:

- with prior arrangement, may require documentation of absence (e.g., healthcare provider's release)
- without prior arrangement, will result in Program Probation.

–ONLINE THEORY ATTENDANCE POLICY

The online student is expected to be focused and engaged in the program. The online student must show virtual attendance by completing the required weekly assignments by due date. 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.

–THEORY 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 and the student will be placed on Academic Alert.

Any further incidents of tardiness will result in Program Probation and may lead to program dismissal.

–CLINICAL ATTENDANCE POLICY

The Nursing Program Clinical Attendance Policy reflects the behaviors required by employers. One clinical absence will result in Program Probation. Excessive clinical absences will be considered more than one per semester. Students who do not make up clinical absences or miss more than one per semester will result in clinical failure. It must be understood that it is not always feasible to reschedule or make alternative arrangements for clinical absences due to instructor and/or facility availability.

It is advisable to have a back-up plan for transportation and childcare to address unusual circumstances; and, to adjust commute time and route to accommodate for traffic, trains, weather, etc. Personal and job responsibilities, social activities, appointments, transportation problems, weather, and the like are not accepted as reasons for an absence.

–CLINICAL TARDINESS

Tardiness is not acceptable. Tardiness is defined as not being present in lab, simulation, or clinical at the assigned start time. Students will receive an "Unsatisfactory" for the clinical outcome(s) related to professionalism for each day tardy.

Two (2) tardies will be considered equivalent to one day of absence regardless of the setting.

Failure to notify the respective instructor prior to a tardy or absence in the clinical area will constitute a "No Call/No Show" and may result in immediate dismissal from the Nursing Program.

Clinical failure, if proven, after notice and opportunity for a hearing, subjects the student to dismissal from the program. There may be extenuating circumstances whereby a student must be absent from clinical, such as involvement in an auto accident on the way to clinical. The Nursing Faculty Organization (NFO) will consider such cases individually.

–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 and a message

will be sent to your primary phone using the College's PCC Alert System. Please notify the PCC Admissions office of all methods of notification you wish to have included in the alert system.

On campus Winfield students will follow the Cowley College 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 POLICES (clinical grading updated 1/7/2019)

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 = 10% of the total grade;
- Exams = 90% of the total grade.

The Nursing Department uses the following grading scale:

93-100%	= A
85-92%	= B
78-84%	= C
Below 78%	= F

Clinical grading assessment will be based upon successful completion of all objectives listed in each course outline. Successful completion requires passage of skills and clinical. The student must attain a minimum grade of 78% to pass the course. A failing grade in skills or clinical will result in failure of the nursing course and dismissal from the program.

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, 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. Attendance and punctuality are mandatory.

Each clinical day is graded with the following category weights:

- Clinical outcomes - 80%
- Skills outcomes - 10%
- Assignments - 10%

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

- E** = **Excellent** (97%) *(The clinical standard has been met at a level exceeding expectation.)*
- S** = **Satisfactory** (89%) *(The clinical standard has been met.)*
- N** = **Needs Improvement** (65%) *(The clinical standard needs improvement.)*
- U** = **Unsatisfactory** (0%) *(The clinical standard has not been met by the student.)*
- * First "U" received in any area will result with the student being placed on Academic Alert.
- * Second "U" received in any area will result with the student being placed on Program Probation.
- * Students who receive a 3rd "U" in any area may be dismissed from the nursing program.

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. This includes dosage calculation check-offs.*

TESTING POLICIES Updated 10/16/2018

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-9am to schedule exams through outside proctors. Exams will consist of multiple choice and alternate format questions. Instructor discretion will be used for alternate format questions. 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. or Critical thinking ATI to be determined by instructor. 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, smart watches 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

PCC 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 campus 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*)
 - c) ProctorU - <http://www.proctoru.com/>

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

Requirements if an additional proctor site is used:

- 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 after all test-takers have completed exam. Online students may attend the on campus exam review or 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 complete remediation with a passing score of 78% or above prior to next scheduled exam.
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

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. 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. The following policy will be implemented:

1. Students will be required to successfully complete a dosage calculation skill check-off each semester, as scheduled on the program calendar. 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, smart watches 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.

ATI Assessment Policy

Pratt Community College Nursing Program

Section: Testing

Assessment Technologies Institute® (ATI) provides online nurse education and learning programs to improve student and program outcomes in nursing schools. Its programs enable educators to augment curriculum, revamp courses, and improve student test outcomes.

A systematic program of mandatory assessment (testing) and feedback is required throughout the Nursing Program. ATI helps strengthen the student's knowledge base and prepares the student to take the licensure exam (NCLEX). At the end of most nursing courses, a proctored assessment will be given as part of the course requirements.

Grading for each Content Mastery Series® ATI assessment applies to all courses:

- All students are required to complete the ATI assessment(s) assigned in a course. Failure to take the assessment(s) will result in an incomplete in the course.
- The proctored assessments given at the end of most nursing courses are called Content Mastery Assessments and are scored by levels. The assessments carry the following point and weight distribution in each course:
 - Overall weight in a course = 10%
 - Proficiency Level 3 = 20 points
 - Proficiency Level 2 = 18 points
 - Proficiency Level 1 = 16 points
 - Less than Level 1 = Remediation/See below
 - If a student does not reach a Level 1 on their first attempt, remediation, a mandatory second attempt, and a meeting with your instructor will be required. If the student reaches Level 1, 2, or 3 on the second attempt, the maximum points given for any level will be 16. If the student does not reach a Level 1 on the second attempt, the student will receive 8 points.
- Proficiency Levels of ATI:
 - A student meeting the criterion for **Proficiency Level 3:**
 - is expected to **exceed NCLEX standards** in this content area.
 - should demonstrate a **high level of knowledge** in this content area that confidently supports academic readiness for subsequent curricular content.
 - should **exceed most expectations** for performance in this content area.
 - A student meeting the criterion for **Proficiency Level 2:**
 - is expected to **readily meet NCLEX standards** in this content area.
 - should demonstrate an **adequate level of knowledge** in this content area that more than supports academic readiness for subsequent curricular content.
 - should **exceed minimum expectations** for performance in this content area.
 - A student meeting the criterion for **Proficiency Level 1:**

- is expected to **just meet NCLEX standards** in this content area.
 - should demonstrate the **minimum level of knowledge** in this content area required to support academic readiness for subsequent curricular content.
 - should **meet the absolute minimum expectations** for performance in this content area.
- Each proctored assessment is only given one time per course unless the student does not reach a Level 1 proficiency.
 - Attendance on the scheduled assessment day is required. If the student is absent or tardy due to extenuating circumstances, the student situation will be reviewed by the Program Director or designated individual.
 - At the end of the program, the student will take a Comprehensive Predictor Assessment to help determine each student's preparedness for the NCLEX exam, and to identify areas of deficiency in content.
 - The scores on the Comprehensive Predictor Assessment are given in both raw percentages and in percentage probability of passing the NCLEX on the first attempt. The student must attain a benchmark of 90% probability of passing the NCLEX on the first attempt. If this benchmark is not met, remediation is assigned utilizing ATI's review modules and practice assessments. Upon providing proof of remediation, a second Comprehensive Predictor Assessment is given.
 - There are no points or percentage of the grade assigned to the Comprehensive Predictor Assessment but is a requirement for completion of the nursing program.
 - Each proctored ATI assessments are timed to simulate the NCLEX exam. The student should note the amount of time on the computer and pace themselves accordingly to ensure completion.
 - Each proctored ATI assessment has embedded practice questions that are non-scored and are used for statistical evidence regarding validity of the question. These questions may be used for inclusion on future ATI exams. This also simulates the NCLEX exam.
 - Students will continue to have access to the online portion of ATI for 2 years post-graduation to study for the NCLEX.

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 – Taken from PCC website

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 Reviewed 6/17/2020

Nursing students are prohibited from using social media, either at school, home or work, to violate patient safety and/or 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 the 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 Updated 2/21/2019

Due to the time requirements of the Nursing Program, part-time employment in the healthcare field is acceptable, while 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 are prohibited from working 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 *Reviewed 6/17/2020

Use of electronic devices are at the discretion of the instructor. In the clinical/facility setting, devices will be subject to facility policies. Students must receive permission to call or text utilizing an instructor’s personal phone number.

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 – 620.450-2000
- Winfield Secretary – 620.221.2763

SMOKING POLICY *Reviewed 6/17/2020

Smoking or using smokeless tobacco, including a vaporizer, prior to or during the clinical day is prohibited. 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 *Reviewed 6/17/2020

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 Associate Director of Special Program Admissions 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.

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 institutional Administrative Policy 400-11, the following policy outlines student dismissal:

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 *Reviewed 6/17/2020

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.

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

PROFESSIONAL DISPOSITION

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 students consistently demonstrate professional qualities and characteristics essential to enter the nursing profession.

The purpose of the Professional Disposition Form includes but is not limited to evaluating professional conduct, addressing measurable deficiencies, mentoring students toward remediation, and 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—must 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 complain 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.hlccommission.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 as well as comply clinical facility and Centers for Disease Control and Prevention guidelines at all times. 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. Failure to comply with the Uniform Policy will be reflected on the Clinical Progress Tool and the student may be sent home for the day. 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 pants or skirt by school approved manufacturer. Uniform should not be wrinkled, torn, stained, ill repaired, or have an odor. 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, black, gray or scrub colored, round-neck, 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.
- 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. A lost nametag must be immediately replaced by ordering another through the school 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. 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 and 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. All facial hair must be short, trimmed neatly, well groomed, and covered as specified per facility policy.
- 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).
 - Two sets 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. Smart watches are prohibited.
 - No other jewelry will be worn on any other visible part of the body, including tongue studs.
 - Clear retainers for body piercings may be worn.
 - 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.
 - Nail polish is prohibited.
 - Gels, wraps, overlays, or shellac products are prohibited.

- 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.

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 nursing student 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.

– CPR CERTIFICATION

Students are required to be CPR Certified through the American Heart Association BLS – Provider Certification or American Red Cross BLS/CPR for Healthcare & Public Safety. No alternatives are allowed.

–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 or becomes pregnant during the Nursing Program 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 annually, randomly, and as directed if students demonstrate reasonable cause for testing during theory or clinical settings. 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. 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. 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 at the clinical setting, they will be removed from any 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.

COVID-19 Classroom Guidelines:

Students who are not feeling well or who are running a fever should contact Student Health (initial contact should not be in person) and then contact their instructor (not in person). Students may participate in class through alternate delivery mode as per each instructor’s directions.

Students should use hand sanitizer upon entering and exiting classrooms whenever possible.

As space allows, all individuals should maintain a 6-foot distance from others even when wearing face coverings. For example, students should avoid gathering in the hallways, classroom doorways, at each other's desks, the instructor's desk/station, and in other areas of classrooms unless directed to do so by the instructor (ex. lab situation). Students are encouraged to schedule appointments with instructors for additional assistance, etc.

Face coverings are required but may be removed at the direction of individual instructors if social distancing is possible. (Reminder: Face coverings are required in public spaces, including hallways, restrooms, etc.).

Students not following social distancing and/or face covering guidelines will be asked to leave the class and join remotely. Instructors will document this occurrence and share the information with the PCC administration. Students not following PCC classroom and instructor guidelines may be withdrawn from the course.

Neither instructors nor students should put themselves or others at risk in an attempt to enforce PCC or classroom COVID-19 guidelines. Students who need reasonable health-related accommodations regarding COVID-19 guidelines may contact Student Success Center for information.

In addition to classroom guidelines, students should be prepared to follow additional instructor guidelines regarding alternate delivery modes should that change become necessary. Due to the ever-changing COVID-19 pandemic, a change in delivery mode could happen with little advance notice. Students should check their PCC email and Canvas accounts daily as well as any other means of contact as per instructor expectations for information. As with all information related to the COVID-19 pandemic, these guidelines are subject to change.

Clinical COVID-19 Guidelines

COVID-19 symptoms may appear 2-14 days after exposure to the virus. Therefore, to protect you and others, if an exposure has occurred, students should contact their instructor who will contact the Director of Nursing or Director of Allied Health as appropriate. Pratt Community College guidelines are that students must quarantine for 14 days after the last known exposure. Students will not be allowed on campus until that quarantine time has expired and no symptoms have appeared.

Remember, even if testing has been done, a negative test result does not mean that COVID-19 may not appear post testing. That is why the quarantine will continue regardless of test results. If the quarantine results in students being unable to complete the class, we will discuss options, including the option of withdrawing student from the current class and re-enrolling in the next available class. This would be done without any additional cost to students.

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.

History: (L. 1949, ch. 331, § 4; L. 1963, ch. 314, § 2; L. 1968, ch. 231, § 1; L. 1972, ch. 231, § 9; L. 1975, ch. 316, § 3; L. 1982, ch. 261, § 1; L. 1983, ch. 207, § 1; L. 1986, ch. 233, § 1; L. 1990, ch. 221, § 1; L. 1992, ch. 151, § 1; L. 1993, ch. 194, § 9; L. 1994, ch. 149, § 1; L. 1997, ch. 158, § 1; L. 1999, ch. 84, § 1; L. 2001, ch. 161, § 1; L. 2009, ch. 81, § 1; July 1.)

65-1116 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

History: (L. 1949, ch. 331, § 5; L. 1963, ch. 314, § 3; L. 1968, ch. 231, § 2; L. 1975, ch. 316, § 4; L. 1982, ch. 261, § 2; L. 1983, ch. 207, § 2; L. 1986, ch. 233, § 2; L. 1990, ch. 221, § 2; L. 1992, ch. 151, § 2; L. 1993, ch. 194, § 10; L. 1994, ch. 149, § 2; L. 1997, ch. 158, § 2; L. 1999, ch. 84, § 2; L. 2001, ch. 161, § 2; L. 2009, ch. 81, § 2; L. 2013, ch. 95, § 3; July 1.)

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.

History: (L. 1949, ch. 331, § 9; L. 1963, ch. 314, § 6; L. 1972, ch. 231, § 10; L. 1975, ch. 316, § 7; L. 1978, ch. 240, § 6; L. 1981, ch. 245, § 1; L. 1983, ch. 206, § 10; L. 1985, ch. 88, § 6; L. 1986 ch. 233, § 4; L. 1990, ch. 221, § 5; L. 1993, ch. 194, § 1, L. 1995, ch. 97, § 2, L. 1997, ch. 158, § 4; L. 1998, ch. 142 § 8; L. 2011, ch. 114 § 42; Jan. 1, 2012.)

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/ 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 Statues 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

REVIEWED & APPROVED 6/17/2020

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

Page 1 of 3

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

The student:	Not Observed	Needs Improvement	Meets Expectations	Exceeds Expectations
• Accepts constructive feedback from others	0	1	2	3
• Is curious & willing to implement new ideas & techniques	0	1	2	3
• Conducts self-assessment through reflection	0	1	2	3
• Recognizes personal limitations & seeks to compensate for/overcome weaknesses	0	1	2	3
• Comments:				

III. Dedication to Life-Long Learning

The student:	Not Observed	Needs Improvement	Meets Expectations	Exceeds Expectations
• Accepts constructive feedback from others	0	1	2	3
• Embraces their role as a student	0	1	2	3
• Maintains membership in professional organizations	0	1	2	3
• Comments:				

IV. Respect for Cultural & Individual Differences

The student:	Not Observed	Needs Improvement	Meets Expectations	Exceeds Expectations
• Is tolerant of & responsive to ideas, perspectives, & views of others	0	1	2	3
• Is respectful of & responsive to individual differences	0	1	2	3
• Considers backgrounds, interests, & attitudes of all	0	1	2	3
• Comments:				

V. Desire to Communicate

The student:	Not Observed	Needs Improvement	Meets Expectations	Exceeds Expectations
• Is sensitive to students, peers, & families of different cultures & with special needs	0	1	2	3
• Encourages interactions in a mutually respectful & friendly manner	0	1	2	3
• Comments:				

VI. Commitment to Collaboration with Other Professionals

The student:	Not Observed	Needs Improvement	Meets Expectations	Exceeds Expectations
• Relates well to peers, faculty, staff, & other professionals	0	1	2	3
• Is willing to share information & ideas with others	0	1	2	3
• Works well with others to develop opportunities for peer & student learning	0	1	2	3
• Comments:				

*Student Signature**

Date

 Faculty member

 Date

 Director of Nursing

 Date



Pratt Community College
Chandler School of Nursing
REVIEWED & APPROVED 6/17/2020

NOTICE OF PROGRAM PROBATION

This form serves as notification that _____ has been
Student Name ID#

placed on Nursing Program Probation as of _____, for the following
Date

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



Pratt Community College
Chandler School of Nursing

REVIEWED & APPROVED 6/17/2020

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.



Pratt Community College
Chandler School of Nursing

***Reviewed & Approved 6/17/2020**

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
Chandler School of Nursing

REVIEWED & APPROVED 6/17/2020

ACKNOWLEDGEMENT OF UNDERSTANDING

**Understanding of Policies within the
Pratt Community College Nursing Student Handbook &
College Student Handbook**

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 the primary instructor of my assigned courses.

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

I, _____, also verify that I have received, or have access to, the Pratt Community College Student Handbook and will seek clarification of any policies not clear to me.

Student Signature

Date



Pratt Community College
Chandler School of Nursing

Reviewed & Approved 6/17/2020

SKILLS CONSENT FORM

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



Pratt Community College
Chandler School of Nursing

Reviewed & Approved 6/17/2020

STATEMENT OF CONFIDENTIALITY

Any written, oral or observed patient information 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.

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

Date

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.



Pratt Community College
Chandler School of Nursing
REVIEWED & APPROVED 6/17/2020

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



Pratt Community College
Chandler School of Nursing

Reviewed 8/14/2020

STUDENT ACKNOWLEDGEMENT OF THE COVID 19 CLASSROOM GUIDELINES

Initial all and sign below:

_____ I have received a copy of and have read and understand the COVID 19 Classroom Guidelines.

_____ I understand that I should be prepared to follow additional instructor guidelines regarding alternate delivery modes should that change become necessary with little advance notice. I also understand, as with all information related to the COVID-19 pandemic, these guidelines are subject to change.

.

Student printed name

Date

Student signature



Pratt Community College
Chandler School of Nursing

Reviewed 8/14/2020

STUDENT ACKNOWLEDGEMENT

Initial all and sign below:

_____ I have received a copy of and have read and understand Pratt Community College ATI Assessment and Review Policy.

_____ I understand that it is my responsibility to utilize all of the books, tutorials and online resources available from ATI, as designated by Pratt Community College.

.

Student printed name

Date

Student signature

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.

