

CLOUD COUNTY COMMUNITY COLLEGE

Nursing Program Handbook 2021-2022



The guidelines and procedures of the Nursing Program as identified in this handbook are in addition to the Policies of the Board of Trustees and the Student Code of Conduct for Cloud County Community College. Adherence is the responsibility of the student.

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Accreditation

Cloud County Community College is accredited by the Higher Learning Commission of North Central Association and approved by the Kansas Board of Regents.

The Kansas State Board of Nursing has approved the Nursing Program and it is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Inquiries may be directed to:

Higher Learning Commission (HLC)

North Central Association

30 N. LaSalle Street Suite 2400

Chicago, Illinois 60602-2504

(800) 621-7440

Web address <https://www.hlcommission.org/>

Accredited – On Probation

State of Kansas Board of Regents (KBOR)

1000 SW Jackson St # 520

Topeka, KS 66612-1368

(785) 296-3421 Fax (785) 296-0983

Web address www.kansasregents.org

Kansas State Board of Nursing (KSBN)

900 SW Jackson Suite 1051

Landon State Office Building

Topeka, Kansas 66612-1230

(785) 296-3929

Web address: www.ksbn.org

Continuing approval by KSBN for the time period consistent with national accreditation (8years).

Accreditation Commission for Education in Nursing, Inc. (ACEN)

3390 Peachtree Road NE Suite 1400

Atlanta, GA 30326

(404) 975-5000 Fax (404) 975-5020

Web address: www.acenursing.org

Continuing Accreditation through Spring 2027.

Adopted: 1978

Revised: 6/21

Reviewed: 5/21

Faculty and Staff Directory

Cloud County Community College
Cloud County Community College

1-800-729-5101
785-243-1435

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Amanda Wolf Administrative Assistant	awolf@cloud.edu	785-243-1435 Ext 301
TBA Dean for Math, Science and Technical Programs		

Adjunct Faculty contact information will be provided per course.

Cloud County Community College Mission

Mission: Cloud County Community College prepares students to live successful lives and enhances the vitality of our communities.

Guiding Values:

Success

Students are our central focus, and we strive to see every student succeed.

“We champion individual success.”

Excellence

We deliver forward thinking programs of study as well as industry-best practices that reflect the highest academic standards.

“We are committed to excellence.”

Service

We make a positive difference in the lives of our students, community members, and each other through meaningful relationships.

“We make a difference.”

Integrity

We uphold the highest standards of ethics and public stewardship.

“We do what is right.”

Diversity

We encourage active citizenship and embrace the diversity of people and ideas.

“We are better together.”

Accessibility

We provide the best value for a high quality, holistic education.

“We ensure every student has opportunities.”

Sustainability

We promote renewable energy as well as sustainable lifestyles in our changing world.

“We are Black, Gold, and Green.”

Science, Mathematics and Technical Program Mission:

The Cloud County Community College Science, Mathematics and Technical Programs Division strives to meet the mission of the College through processes that focus on programs and classes which are grounded in a caring, student centered, collaborative environment. We are dedicated to preparing a responsible workforce, creating transfer opportunities for students, educating students to evaluate information based upon scientific principles and evidence. Thus, evolving our students into a knowledgeable, creative, ethical and conscientious, concerned citizenry.

Nursing Department Mission

The Nursing Department is an integral part of Cloud County Community College and subscribes to the mission of the College. The School of Nursing educates life-long learners to practice professional nursing and provide safe effective care to the communities they serve.

Nursing Department Philosophy

This statement represents the philosophy of the nursing faculty and supports the mission of Cloud County Community College. The curriculum is guided by the professional standards of Quality and Safety Education for Nurses (QSEN) and the core competencies for Associate Degree Nursing programs in Kansas, as established by the Kansas State Board of Nursing.

The nursing faculty at Cloud County Community College believe that nursing is a professional relationship between the nurse and diverse individuals with healthcare needs. The relationship is built on a sense of caring and evidence based competencies unique to the discipline.

The faculty believe that adult students are self-directed and have a need to see the relationship between learning experiences and their field of study. Consistent with Knowles Experiential Theory of Learning, the faculty believe that the student assumes primary responsibility for learning. The faculty's role is to provide educational opportunities in diverse settings designed to advance the student's application of nursing knowledge, develop the professional nursing role, and nurture life-long learning.

The role of the associate degree nurse is to deliver safe patient centered care adherent to the scope of practice, recognizing legal, ethical and regulatory boundaries. The nurse is expected to optimize client outcomes through inter-professional collaboration, effective communication, use of the nursing process, clinical judgment and evidence-based practice. The nurse uses resources and technology to effectively manage care, reduce risk, and promote health for global populations.

Organizing Framework

The ADN curriculum is developed by faculty using QSEN core competencies (2011) and Kansas ADN outcomes. (2016) as a guide to organize the curriculum. After review of the competencies, faculty adopted the following core organizers.

1. **Patient Centered Care:** Nurses are expected to support patients and families ensuring that their values and preferences are respected in the multiple dimensions of patient care.
2. **Safety and Clinical Judgment:** Nurses reduce risk for harm by effective use of the nursing process which involves problem solving, decision making and critical thinking.
3. **Evidence Based Practice and Quality:** Nurses perform care based on reliable evidence and advocate for continuous improvement of professional practice.
4. **Teamwork and Collaboration:** Nurses work in partnership with inter-professional healthcare teams to optimize patient outcomes.
5. **Professionalism and Leadership:** Nurses practice with integrity, guided by legal-ethical standards, and manage care through the effective use of nursing process.
6. **Information and Technology:** Nurses use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

Adopted: 1978

Revised: 5/17

Reviewed: 5/21

Educational Outcomes

The program of learning provides opportunity for a student to become competent in the knowledge, skills, values and attitudes necessary to fulfill the roles of an associate degree nurse.

The Cloud County Community College Nursing educational outcomes are the same for all Associate Degree programs in Kansas. Outcomes were developed as part of the ADN Nursing Program Alignment by the Kansas Board of Regents with required implementation fall 2012 and revision in 2015 (KBOR 2015). These outcomes are referred to as the End-of-Program Student Learning Outcomes (EPSLOs).

The associate degree nurse is qualified to provide nursing care for clients of all ages who need information or support to maintain health, who are in need of diagnostic evaluation, and who are experiencing well defined acute or chronic health problems. The associate degree nurse functions as a responsible technical member of the health care team and is concerned with individual clients and/or families in a variety of structured health care settings.

End of Program Student Learning Outcomes (EPSLO):

As prescribed in the ADN Curriculum Alignment – Kansas Board of Regents. Students who complete Associate of Applied Science in Nursing at Cloud County Community College should be able to:

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

Adopted: 1978
Revised: 5/17
Reviewed: 5/21

ANA Code of Ethics

(2015)

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

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

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

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

Provision 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.

Provision 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.

Provision 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.

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

Provision 9: The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain integrity of the profession, and integrate principles of social justice into nursing and health policy.

Retrieved from:

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/CodeofEthics-2015-Part-1.pdf>

Essential Functions

Students admitted to the Cloud County Community College Nursing program are expected to consistently demonstrate the following capabilities:

Emotional Stability:

Emotional stability sufficient to assume responsibility/accountability for words and actions

Interpersonal Skills:

Interpersonal ability sufficient to interact effectively with individuals, families and groups respecting social, cultural, and spiritual diversity

Communication Skills:

Ability to communicate effectively and appropriately in oral and written form

Ethical and Legal Behaviors:

Follow established guidelines of the profession to maintain accepted standards in the education and practice setting

- Pass background /security check to be admitted for clinical experiences without limitations
- Demonstrate integrity in all behaviors

Critical Thinking Skills:

Critical thinking ability to exercise sound judgment in the student role

Analytical Thinking:

Reasoning skills sufficient to perform deductive/inductive thinking in the student role

Reading:

Reading ability sufficient to comprehend the written word at a minimum of a tenth grade level

Fine Motor Skills:

Fine motor skills sufficient to perform manual psychomotor skills integral to the student role

Physical Endurance & Strength:

Physical strength and endurance sufficient to perform full range of required client care activities for entire length of work shift

- Move or lift light objects weighing up to 5 pounds over head (i.e. hanging IVs, irrigation)
- Move heavy objects weighing over 25 pounds (i.e. turning a client in bed)
- Carry equipment and supplies
- Pulling and pushing equipment over 25 pounds (i.e. moving a hospital bed)

Mobility:

Physical ability sufficient to move from place to place in order to perform nursing activities safely and with sufficient speed

- Stand and maintain balance
- Bend, stoop and squat

Hearing: Auditory ability sufficient to perform client care

- Hear faint body sounds (i.e. blood pressure sounds)
- Hear auditory alarms (i.e. monitors, fire alarms, call bells)
- Hear normal speaking level sounds (i.e. person to person interaction)

Visual: Visual ability sufficient for accurate observation and performance in the student role

Tactile: Tactile ability sufficient for physical monitoring and assessment.

Patterns of Behavior: Students are expected to demonstrate patterns of responsible behavior

Adopted: 11/16

Revised: 5/18

Reviewed: 7/21

Instructional Facilities

All face-to-face classes are held on Campus. The college library collection includes nursing periodicals. Media resources specific to nursing are maintained in the nursing department. The nursing faculty offices, simulation center, computer lab, skills lab and classrooms are located in the Technical West Building.

Clinical facilities are approved by appropriate hospital/facility accrediting bodies for clinical use, as well as by the Kansas State Board of Nursing. The clinical facility has the right to decline student access to their site and are not required to make accommodations for students. Students must meet all requirements of the program. If the student is denied access to a clinical site, it may prevent progression in the program.

Transportation to and from clinical and classroom facilities is the responsibility of each individual student.

Clinical Sites

Belleville Medical Clinic, Belleville, KS
Brodstone Memorial Hospital, Superior, NE
Chapman Valley View Manor, Chapman, KS
Clay County Medical Center, Clay Center, KS
Cloud County Health Center, Concordia, KS
Cloud County Health Department, Concordia, KS
Cloud County Community College, Day Care, Concordia, KS
Community Memorial Healthcare, Marysville, KS
Frensenius Medical Care (Dialysis), Concordia, KS
Geary Community Hospital, Junction City, KS
Jewell County Hospital, Mankato, KS
Larned State Hospital, Larned, KS
Lincoln County Hospital, Lincoln
Linn Community Nursing Home, Linn, KS
Minneapolis Rehab Center, Minneapolis, KS
Mitchell County Hospital Health System, Beloit, KS
MCHHS Long Term Care, Beloit, KS
Mount Joseph Senior Village, Concordia, KS
Pawnee Mental Health Center, Concordia, KS
Republic County Health Department and Home Health Belleville, KS
Republic County Hospital, Belleville, KS
Salina Regional Health Center, Salina, KS
Salina Rescue Mission, Salina, KS
Smith County Memorial Hospital, Smith Center, KS
Sunset Home, Concordia, KS
USD # 333, Concordia, KS
Washington County Hospital, Washington, KS
Valley View Senior Life, Junction City, KS
Additional sites may be utilized

Legal/Criminal Convictions

Nursing programs in the state of Kansas are required to provide information to prospective students who may be subject to licensure denial under KSA 65-1120, and amendments thereto. The information must be provided before admission to the Nursing Program.

Professional Nurse Application Requirements

Admission to the Cloud County Community College Nursing Program does not guarantee eligibility to take the registered nurse licensure examination (NCLEX). The Kansas State Board of Nursing (KSBN) may deny a license to practice nursing as a registered professional nurse if the applicant has been guilty of a felony or guilty of a misdemeanor involving an illegal drug offense unless the applicant establishes sufficient rehabilitation to warrant the public trust. No license shall be granted to a person with a felony conviction for a crime against persons as specified in Article 34 of Chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto. Also considered are patterns of practice and other behaviors exhibiting an apparent incapacity to practice nursing as described in 65-1120 in the Kansas Nurse Practice Act. All criminal history must be revealed to and will be evaluated by the KSBN before licensure is granted or denied.

Professional Nurse Application Requirements: KSA 65-1115

Denial of Licensure: KSA 65-1120

Felony Crimes: Listed in Kansas Statutes Annotated

Website: http://kansasstatutes.lesterama.com/Chapter_21/Article_34/

Statutes:

- 21-3401: Murder in the first degree. 21- 3402: Murder in the second degree. 21- 3403: Voluntary manslaughter.
- 21-3404: Involuntary manslaughter.
- 21-3405: Vehicular homicide.
- 21-3406: Assisting suicide.
- 21-3408: Assault.
- 21-3409: Assault of a law enforcement officer. 21-3410: Aggravated assault.
- 21-3411: Aggravated assault of a law enforcement officer. 21-3412: Battery.
- 21-3412a: Domestic battery.
- 21-3413: Battery against a law enforcement officer. 21-3414: Aggravated battery.
- 21-3415: Aggravated battery against a law enforcement officer. 21-3416: Unlawful interference with a firefighter.
- 21-3418: Permitting dangerous animal to be at large. 21-3419: Criminal threat.
- 21-3419a: Aggravated criminal threat. 21-3420: Kidnapping.
- 21-3421: Aggravated kidnapping.
- 21-3422: Interference with parental custody.
- 21-3422a: Aggravated interference with parental custody. 21-3423: Interference with custody of a committed person.
- 21-3424: Criminal restraint.
- 21-3425: Mistreatment of a confined person.
- 21-3426: Robbery.
- 21-3427: Aggravated robbery.
- 21-3428: Blackmail.
- 21-3430: Income tax returns; disclosure or use for commercial purposes information obtained in preparing.
- 21-3434: Promoting or permitting hazing.
- 21-3435: Exposing another to a life threatening communicable disease.
- 21-3436: Inherently dangerous felony; definition.
- 21-3437: Mistreatment of a dependent adult. 21-3438: Stalking.
- 21-3439: Capital murder.
- 21-3442: Involuntary manslaughter while driving under the influence of alcohol or drugs.
- 21-3443: Battery against a school employee.
- 21-3444: Unlawful interference with an emergency medical services attendant.
- 21-3445: Unlawful administration of a substance.
- 21-3446: Trafficking.
- 21-3447: Aggravated trafficking.

21-3448: Battery against a mental health employee.
21-3449: Terrorism.
21-3450: Illegal use of weapons of mass destruction.
21-3451: Furtherance of terrorism or illegal use of weapons of mass destruction.
21-3452: Application of certain crimes to an unborn child.

Convictions either prior to or during the school year may jeopardize eligibility for licensure. Actions on the matter are at the discretion of the State Board of Nursing. Any civil or criminal charges that occur during the school year shall be reported in writing to the Nurse Administrator immediately.

Failure to disclose any of the above may result in recommendation for termination from the program.

For further information contact the Kansas State Board of Nursing at 785-296-3929 or www.ksbn.org

CRIMINAL CONVICTION MAY JEOPARDIZE ELIGIBILITY FOR LICENSURE.

Adopted: 1978
Reviewed: 5/20
Revised: 5/21

Admission Requirements

Admission to the School of Nursing is based on entrance exam scores, academic history, prerequisite courses completed, references and satisfactory completion of a Background Check. The School of Nursing seeks students who exhibit appropriate communication skills, caring attributes, personal integrity, accountability, ethical decision making, and critical thinking skills.

To be considered for admission, students must complete the following:

- Submit Cloud County Community College [Online application](#)
- Submit Cloud Nursing Program Application
- Submit Professional references – a minimum of 3 positive responses.
 - If practical nursing graduation is within the last 2 years, a minimum of one reference must be from a full time nursing faculty member.
 - Individuals providing references must be in a position to evaluate the applicant's performance as a student or employee.
- Submit Official transcript of their high school record or GED certificate
- Submit Official transcripts for all college work completed or in progress

Above items should be on file for consideration for admission. It is the responsibility of the student to ensure that the file is complete.

The following criteria are required prior to admission to the program:

- Completion of entrance exam.
- Satisfactory completion of [Background Check](#)
- Graduation from a state-approved high school or the equivalent before the student begins the nursing program.
- Students are accepted conditionally pending successful completion of prerequisites see Option Specific Requirements below.
- All program prerequisites must be completed with a grade of C or higher. Pass/Fail grades will not be accepted unless it can be confirmed by the registrar that a pass is equivalent to a C or greater. CLEP Credit see policy D6
- An overall prerequisite cumulative GPA of at least 2.0 on a 4.00 grade point scale.
- Must be able to meet Essential Functions.

Option Specific Requirements:

Generic Traditional ADN

- Certified Nursing Assistant (CNA) – current certification
 - Waiver may be granted for active healthcare experience or certification.
- Prerequisite courses with grade C or better – Must be completed prior to August 1 of admission year.
 - Anatomy and Physiology – minimum 5 credit hours
 - Human Growth and Development – 3 credit hours
 - Intermediate Algebra or higher – 3 credit hours
 - General Psychology – 3 credit hours
- Courses taken multiple times to get the minimum “C” grade may jeopardize admission.

LPN to ADN - Advanced Standing

- Licensed as an LPN with a Kansas recognized license.
 - Students may be enrolled in a practical nursing program at the time of application; but must be licensed prior to NR 211 Lifespan Nursing III. Acceptance is provisional until Practical Nurse Licensure is confirmed.
- Must be current in nursing practice as an LPN if practical nursing program was completed more than 6 months prior to start of program.
- Prerequisite courses with grade C or better
 - Anatomy and Physiology – minimum 5 credit hours
 - Human Growth and Development – 3 credit hours
 - Intermediate Algebra or higher – 3 credit hours
 - English Composition I – 3 credit hours
 - General Psychology – 3 credit hours
 - Pathophysiology – 4 credit hours
- Courses taken multiple times to get the minimum “C” grade may jeopardize admission.

Additional Enrollment Requirements

- The applicant must possess physical and emotional health sufficient to meet the demands of a health care professional. A physical examination and health history is required to be submitted prior to fall semester. All immunizations and TB screening must be current.
- Accepted students shall provide evidence of current CPR certification at the Healthcare Provider level through the American Heart Association or American Red Cross prior to start of program, and must be kept current through the end of the program.
- Admission to the program is contingent upon a satisfactory background check which is completed with application. Criminal conviction may jeopardize the ability to continue in the program and/or to obtain licensure.
- Readmission to the program at any time besides at the start of the program must be within 12 months of withdrawal. Students being readmitted will need a plan of success before readmission. See readmission procedure.
- Admission to the Associate Degree Nursing Program at Cloud County Community College is based on points. See the *Applicant Ranking* for more information.
- Students with English as a second language are required to take the TOEFL exam, to validate proficiency of the English Language.
 - If the student applicant has successfully completed CM 101 English Composition I with grade “C” or better a TOEFL score is not required.

Cloud County Community College does not discriminate on the basis of race, religion, color, national origin, sex, age, ancestry, or disability that does not interfere with attainment of program objectives.

Adopted: 1976
Reviewed: 7/21
Revised: 12/20

Applicant Ranking

Admission to the Generic Traditional ADN nursing program level

Applicants will be ranked as follows:

Pre-requisite courses below must be completed with a grade C or better.

Courses repeated one time because of failing grades will be counted as ½ the number of points.

Courses repeated more than one time may jeopardize admission.

Element	Points	
Score on Standardized Exam		
General Psychology	5	Pre-requisite to admission
Anatomy and Physiology	10	Pre-requisite to admission
Human Growth and Development	5	Pre-requisite to admission
Intermediate Algebra	10	Pre-requisite to admission
Pathophysiology	10	May be taken concurrently in Lifespan Nursing I
English Composition I	5	May be taken concurrently
Humanities – 3 credit hours	5	May be taken concurrently
Public Speaking – 3 credit hours	5	May be taken concurrently
Total		

Official transcripts must be on file in Student Records for completed courses. If courses are a work in progress, or anticipated summer enrollment, notification of a plan for completion is required and transcripts are required at completion of classes.

Admission to the Advanced Standing LPN – ADN nursing program level

Applicants will be ranked as follows:

Pre-requisite courses below must be completed with a grade C or better.

Courses repeated one time because of failing grades will be counted as ½ the number of points.

Courses repeated more than one time may jeopardize admission.

Element	Points	
Score on Standardized Exam		
General Psychology	5	Pre-requisite to admission
Anatomy and Physiology	10	Pre-requisite to admission
Human Growth and Development	5	Pre-requisite to admission
Intermediate Algebra	10	Pre-requisite to admission
Pathophysiology	10	Pre-requisite to admission
English Composition I	5	Pre-requisite to admission
Humanities – 3 credit hours	5	May be taken concurrently
Public Speaking – 3 credit hours	5	May be taken concurrently
IV therapy Certification	5	
Total		

1. Official transcripts must be on file in Student Records for completed courses. If courses are a work in progress, or anticipated summer enrollment, notification of a plan for completion is required and transcripts are required at completion of classes.
2. All applicants must be Licensed Practical Nurses with no licensure restrictions prior to the start of course NR211 in the fall semester. Applicants who graduated and became licensed more than 6 months before August must have established a successful practice as an LPN.

Adopted: 1976
Revised: 5/20
Reviewed: 7/21

Guidelines for Promotion and Graduation

Student grades are issued at mid-term and at the end of each semester.

The Grading Scale for the Nursing Program is as follows:

A - Exceeds Expectations	90.00 - 100%
B - Meets Expectations	80.00 - 89.99%
C - Does not meet Expectations	70.00 - 79.99%
D - Does not meet Expectations	60.00 - 69.99%
F - Does not meet Expectations	59.99 and below

Grade points are computed on a 4-point scale.

Before advancing to the next nursing course, a student must achieve

- satisfactory (B or better) theory grade
- satisfactory (Pass) clinical performance

Gradebook scores are online for student access. It is the student's responsibility to monitor their progress. If a final grade of 80% or better is not obtained with a pass in clinical, the student **will not** be able to continue in the nursing program.

While it is recommended that all **non-nursing courses** for the ADN level be completed prior to the fall start date, some courses may be completed concurrently with the nursing courses. A grade of C or better is required for general education courses.

Student must complete all theory and clinical requirements, including passing all required background checks throughout the program.

Course Evaluation

Theory: Will be evaluated through testing, written assignments, and projects.

Clinical: Will be evaluated by written work and skill performance during clinical.

Students successfully completing the nursing program will receive an Associate of Applied Science Degree from Cloud County Community College.

It is the responsibility of the student to meet all requirements for graduation and to check with the Registrar well in advance to avoid deficiencies.

Graduation Requirements

- Completion of requirements for the Associate of Applied Science degree in nursing as outlined in the college catalog.
- Students anticipating graduation must submit a petition to graduate.

Fields of Study

Nursing

ASSOCIATE DEGREE IN NURSING

Associate of Applied Science (AAS)

67 Hours

Generic Traditional Option

General Education Required Courses 23 cr

<i>Communication Requirement</i>	6
CM101 English Composition I (3 cr)	
CM115 Public Speaking (3 cr) or	
CM240 Interpersonal Communications (3 cr)	
<i>Humanities Requirement (out of following areas)</i>	3
Art Humanities	
Music Literature	
Theatre Philosophy	
Foreign Language History	
<i>Mathematics Requirement</i>	3
MA110 Intermediate Algebra (3 cr) or	
Mathematics General Education Course	
<i>Natural Science Requirement</i>	5
SCI26 Anatomy & Physiology (5 cr)	
<i>Social/Behavioral Science Requirement</i>	6
SS101 General Psychology (3 cr)	
SS105 Human Growth & Development (3 cr)	

Required Courses 44 cr

NR110 Health Assessment for Nurses	3
NR114 Pharmacology II	2
NR115 Pharmacology III	2
NR111 Life Span Nursing I	6
NR112 Life Span Nursing II	9
NR211 Life Span Nursing III	9
NR212 Life Span Nursing IV	9
SCI28 Pathophysiology	4

CNA prior to August 1.

LPN to ADN - Advanced Standing Option

General Education Required Courses 23 cr

<i>Communication Requirement</i>	6
CM101 English Composition I (3 cr)	
CM115 Public Speaking (3 cr) or	
CM240 Interpersonal Communications (3 cr)	
<i>Humanities Requirement (out of following areas)</i>	3
Art Humanities	
Music Literature	
Theatre Philosophy	
Foreign Language History	
<i>Mathematics Requirement</i>	3
MA110 Intermediate Algebra (3 cr) or	
Mathematics General Education Course	
<i>Natural Science Requirement</i>	5
SCI26 Anatomy & Physiology (5 cr)	
<i>Social/Behavioral Science Requirement</i>	6
SS101 General Psychology (3 cr)	
SS105 Human Growth & Development (3 cr)	

Required Courses 44 cr

NR115 Pharmacology III	2
NR210 LPN to ADN Bridge	1
NR211 Life Span Nursing III	9
NR212 Life Span Nursing IV	9
SCI28 Pathophysiology	4
LPN Portfolio	19

LPN license prior to enrollment in NR211

Adopted: 1976

Revised: 8/20

Reviewed: 7/21

Readmission

Students who have withdrawn or failed a course for any reason, either academic or non-academic must apply for readmission to the Nursing Program. Non-academic events include illness, family issues, etc. Readmission to the nursing program is not guaranteed.

Students cannot progress in the program if they fail a nursing course and must submit application for readmission. Out of sequence progression will not be allowed. Students who don't achieve the 80% final grade cannot progress in the program and must apply for readmission to the program and that course.

A student dismissed from the nursing program for disciplinary reasons is ineligible for readmission into the Nursing program

The length of time since the student was previously in the program cannot be more than 12 months. The student should re-enter in the same offered course that they previously failed or withdrew from. Readmission is contingent upon availability of space in the class.

The student desiring readmission shall do the following:

- Indicate a desire to reenter the program by contacting the Nurse Administrator.
- Complete Nursing Program Application
- Submit a written plan of action to the Nurse Administrator specifically identifying factors that will improve performance and enhance success. This plan should include a self-assessment of the following areas.
 - Areas that need improvement, including the factors that the student feels led to their previous academic withdraw or failure.
 - Actions the student has taken to ensure personal success in nursing school.
 - Actions that the student has taken to maintain his/her nursing skill set.
- Maintenance of Successful nursing practice in their area (i.e. CNA, CMA, LPN) and able to supply verification from employer.

- Meet the criteria for admission as defined for all initial applicants to the program, i.e. adhere to current program admission requirements current immunization, CPR, etc.
<http://www.cloud.edu/Academics/Fields-of-Study/Nursing/enroll>
- If re-entering NR 210, NR 211, or NR 111 the student is subject to the general admission criteria/process.

Adopted: 1/2018

Revised: 12/20

Reviewed: 7/21

English Proficiency

The profession of nursing requires excellent communications skills. CCCC and the Kansas State Board of Nursing have identified that students who speak a foreign language are considered to be at risk for successful completion of the nursing program and the NCLEX exam. The goal is to assist the student who speaks a foreign language achieve academic success in the nursing program at CCCC.

For students with English as a second language:

1. The nursing applicant makes known that English is not their primary language for written or oral communication.
2. All nursing applicants must show proficiency in oral and written English if their primary language is not English.
3. The student applicant is required to take the (TOEFL iBT) exam to validate proficiency of the English Language.
4. In order to be considered for admission into the nursing program, the student applicant must meet each of the following required TOEFL minimum scores:

Total score of 79
Reading section – 19
Listening section – 20
Speaking section – 20
Writing section – 20

In the event the student applicant does not meet the required minimum scores; the student should seek assistance at the Student Success Center (SSC). Upon successful completion of recommendations, the student may retake the TOEFL exam to validate proficiency.

5. If the student applicant has successfully completed CM 101 English Composition 1 with grade “C” or better a TOEFL score is not required.

Notes:

- The nursing department is unable to assist the student until a written verification is received stating the student is ready to proceed.
- The TOEFL scores listed above are the minimum requirements in order to take the NCLEX exam. [TOEFL Proficiency Standards](#)

Notice of Nondiscrimination

Nondiscrimination Policy

Cloud County Community College does not discriminate in admission or access to, or treatment in employment in its services programs or activities on the basis of race, color, national origin, sex (including pregnancy, sexual orientation, or gender identity), religion, age, disability, or veteran status.

Cloud County Community College maintains established procedures for handling grievances or problems related to discrimination. The President or their designee has the authority to establish these procedures. Revised/Reviewed: 3/24/2020

Coordinator: Kris Farmer Director of Advisement and Retention 785-243-1435 Ext. 345
kfarmer@cloud.edu.

Student Guidelines

The following are a summary of guidelines and procedures to clarify acceptable behaviors for the student in the Cloud County Community College Associate Degree Nursing Program. They are in conjunction with the policies outlined in The Student Handbook of Cloud County Community College

Incivility

Incivility will not be tolerated within the Cloud County Community College Nursing Program. Incivility is defined as rude or disruptive behaviors that can result in psychological or physiological distress for those involved. Incivility conflicts with the ethics of the nursing profession. Just as nurses are obligated to create a civil work environment, nursing students will be held to the same expectation within all program environments.

Examples of Incivility:

- Disapproving groans
- Making sarcastic remarks or gestures
- Sleeping in class
- Not paying attention in class
- Holding conversation that distract you or other students during class/clinical
- Refusing to answer direct questions
- Cheating on examinations or quizzes
- Being Unprepared
- Creating tension by dominating class discussion
- Demanding make-up examinations, extensions, grade changes, or other special favors

Attendance

College Policy - Click here to view the [Attendance Policy](#)

Nursing Program Attendance Policy: The student is entering a profession which requires personal integrity and responsibility. Attendance and active participation in all aspects of the course, including classroom and clinical setting, is expected and is paramount to each participant's successful completion of the course. An absence will trigger a Faculty/ Student Conference and may result in a "Contract for Success".

In the event that a student's pattern of absence or tardiness becomes excessive (as defined by this policy, the clinical site, and/or the individual faculty), the faculty reserves the right to request that the student withdraw from the course or receive a failing grade for the course.

Classroom Policies:

- Attendance is expected in all classes.
- Arriving late to class is disruptive to the instructor and the other students. Excessive tardiness may require initiation of a "Contract for Success."
- If absence is unavoidable the instructor must be notified **prior** to the clinical or classroom session.
- Anticipated absences must be presented to the faculty as soon as possible.
- It is the responsibility of the individual student to seek assistance following an absence, or to secure information relative to assignments and/or announcements

made during the class, simulations or clinical missed. An identified resource for achieving this is to reach out to your partner for success.

- Students are responsible to complete ALL assignments.

Clinical Policies: The following pertains to absence from activities occurring in the facility clinical setting and the simulation clinical setting. If a student is unprepared for the assigned clinical experience or is impaired, the student may be denied clinical access at the instructor's discretion. ([See Impaired Practice Procedure](#))

- All students are required to arrive on time to clinical experiences.
- In the event of absence due to illness or emergency, it is the student's responsibility to notify the appropriate instructor prior to the time the experience is to begin and the Nursing Office at 785-243-1435 Ext 332 if they will be tardy or absent. Check with your clinical instructor for specific notification expectations.
- Clinical is a mandatory part of the program.
- Clinical is defined as any activity organized by the Nursing Program, including outside facility clinical, simulated clinical, and service learning activities.
- Any clinical absences in a semester will result in the student being placed on a contract for success. Two or more clinical absences may result in clinical failure. Any missed clinical activity will be made up in a clinical area at your instructor's convenience and is mandatory. Patterns of behavior related to absence and/or tardiness (or any unprofessional behavior in the classroom or simulation center) will be reported to the Program Administrator, at which time a decision will be made regarding the student's continuation in the Nursing Program.
- Clinical absence and/or tardiness will be reflected on the student's Clinical Evaluation Tool. Daily clinical points will not be awarded. Tardies will be evaluated as "Unmet" and are defined as arriving after designated start time and will be accumulated on a semester basis. Late arrivals in excess of 15 minutes will be considered a clinical absence and, at the discretion of the instructor, the student may be dismissed for the day. Even if the student is allowed to stay (when more than 15 minutes late), they will be expected to make up the absence.
- Students are expected to show evidence of preparation for each clinical experience
- Students who are or become ill or injured while in the program must notify the Nursing Administrator immediately so that their clinical instructor can be informed. A physician's release to continue with the normal physical demands of the program, which is part of providing total patient care, is required. There is no accommodation for light duty in the clinical setting. According to the policy of the Collegiate Nurse Educator Clinical Orientation Manual, students must be "fully fit for duty". For any change in health status (including pregnancy), a physician's written release to continue or resume participation in clinical is required.
- All decisions regarding clinical behavior are final and will occur at the discretion of the faculty for that course. Any absence problems which cannot be resolved between the faculty and the student are referred immediately to the Nurse Administrator. In cases of clinical jeopardy, and questionable promotion, the faculty team will be allowed to vote on the disposition of an individual student situation. The Division Dean is the final arbiter in

all absence disputes.

Adopted: 1976
Revised: 5/21
Reviewed: 7/21

Mitigating Circumstances

The Nursing Administrator may wave grade reduction and interim satisfactory progress standards for circumstances of poor health, family crisis, or other significant occurrence outside the control of the student. The circumstances must be documented and show they have had an adverse impact on the student's satisfactory progress in the program. No waivers will be provided for the requirement of graduation within maximum timeframe.

Adopted: 3/2019
Revised: 7/20
Reviewed: 7/21

Address and Telephone

It is the student's obligation to notify the instructors of changes. Failure of you keeping us informed is not failure of the Nursing Program to keep you informed.

CPR Requirement

Cardiopulmonary Resuscitation (CPR) certification is required and must be obtained prior to the first semester of the Nursing Program. CPR certification is valid for two years. CPR certification must be through the American Heart Association for Healthcare Providers or the American Red Cross- CPR for the Professional Rescuer.

Documentation of completion through this certification training must be in the Nursing Program office prior to the start of the Nursing Program.

It is the responsibility of the student to be aware of certification expiration dates and recertify in a timely manner, so as not to allow any gap in compliance. Failure to have a current CPR certification will result in exclusion from clinical activities, which could result in failure of the course.

Communicable Disease

- As part of the educational process, students are required to work in areas that are considered high risk areas for communicable diseases.
- A student nurse comes into contact with a variety of microorganisms and therefore must practice infection control techniques to avoid the spread of disease to clients, classmates and significant others.
- With knowledge of standard precautions, application of infection control principles, and the use of common sense the student will control the infection process.

Immunization Requirements

All students are expected to meet defined immunization requirements. The Immunization Record must be complete or provide proof of titer. It is strongly recommended that the student retain a personal record of their immunizations. Unless otherwise specified, actual proof of immunization

or titer results are required. Proof includes 1) evidence of the vaccination on an official record such as the Kansas Immunization Record (pink card), school records, or the International Immunization Record (yellow card), 2) official medical record, or 3) positive titer results.

Vaccinations required are:

- **Tdap** – tetanus–diphtheria–pertussis (Tdap) booster is required every 10 years for health care providers.
- Two doses of **MMR** – If born before 1957 live measles (rubeola) vaccine on or after the first birthday and separated by greater than or equal to 28 days, at least one dose of live mumps vaccine, and at least one dose of live rubella (German measles) vaccine. Health Care Workers (HCW) born before 1957 are required to have proof of only one of each. These immunizations are no longer provided individually but in the combined MMR. If born after 1957 proof of two separate MMR vaccinations are required. Caution: If the student needs to receive the MMR, please complete the two–step skin test before proceeding with the MMR. The MMR could be administered with the second step, but not the first step. (CDC, General Recommendations on Immunizations, p. 14).
- **Hepatitis B** – Three hepatitis B immunizations are recommended to be completed. All three injections should be completed within the year. This immunization is highly recommended, but students may sign a refusal form. Proof of immunization, titer, or waiver is required.
- **Varicella** – The student must be immune to varicella (chickenpox) as evidenced by an official record of two dose varicella immunization or positive titer results. If immunity is not present, the varicella immunization must be obtained.
- **Influenza** – To reduce student illnesses and absenteeism during the influenza season and to reduce the spread of influenza to and from workers and patients, students are **required** to be vaccinated during the flu season. Students must follow specific clinical requirement. The student must sign a refusal form if not taking the vaccine and have **physician documentation** of allergy or medical reason. Students must then wear a mask during all clinical and lecture experiences during flu season. Clinical site placement may be restricted.
- **Tuberculosis test** – A tuberculosis test must be documented annually. The PPD Mantoux one step is an acceptable test. Other testing may be approved on a case by case basis. For positive reactors, a negative chest x–ray and negative symptoms must be documented. Students with a positive TB skin test and negative X-ray are highly encouraged to complete a 9 month course of treatment. This is available free of charge through the Kansas Department of Health and Environment.
- **COVID-19** – As of July 31, 2021 Documentation of COVID-19 vaccination is Highly Recommended. This recommendation is **subject to change** in response to clinical site guidelines. Please provide documentation of vaccination card with manufacturer.

Clinical Immunization Requirements vary by agency. Our process is to let students know clinical requirements required by various agencies. Student must meet those requirements to go into the clinical sites. If the student chooses not to meet those requirements (without an exemption from the agency) than they cannot meet the clinical course requirements and therefore would not be able to complete the course(s) successfully.

In order to meet all the requirements of our nursing program, which would lead to graduation and the ability to take the national licensing exam to be an RN, you must complete the requisite number of hours in our clinical settings. Our clinical settings have set requirements with regard to health records, including immunizations, in order to be in that setting. If you are not willing to have that complete health record, then you would not be able to meet the requirements to graduate from the Nursing Program.

Adopted: 5/89

Revised: 5/21

Revised: 7/21

Student Files

Information submitted by students will be kept on file for a period of 5 years. Students have supervised access to their advising files that includes their clinical evaluation forms. Students may review their files in the presence of the administrator and/or the course faculty. Students may ask for copies of any document housed in these files. Only the staff members may copy student file information. No records (files) are to be removed by the student.

See [Policy F21](#) – Records Retention

Adopted: 3/2019

Revised: 5/19

Reviewed: 5/21

Confidentiality

Confidentiality and Health Insurance Portability and Accountability Act (HIPAA) relates to all forms of communication. Students will maintain confidentiality of all patient information throughout the educational process in the program. Patient information is only to be used in structured learning settings as directed by the instructor and other healthcare professionals.

Nurses are ethically committed to

- A nonjudgmental attitude
- Honesty
- Protecting the confidentiality and right to privacy of the client.

Clients often confide highly personal information to nurses, trusting them not to divulge the information carelessly. Nurses must learn to weigh the relevance of such information against the current clinical condition of the client before revealing any data to coworkers or other students. When in doubt, the student may consult with the nursing instructor about the nature or disclosure of confidential information.

Simulation information is also required to be held in strict confidence. It must not be repeated or discussed with anyone outside of the Simulation. Occurrences in Simulation reflect patient care experiences. No information about a Simulation scenario may be shared outside of clinical.

Communication outside the clinical facility will contain no identifying information.

A. Verbal Communication

1. It is the responsibility of each student to avoid discussion of patient information with anyone other than the personnel directly involved in the client's care.

2. Clinical information should only be shared with other nursing students in structured activities as directed by the clinical instructor.
3. Patient information should not be exchanged in public access areas, including elevators, cafeterias, lobbies, hallways, social media, etc.

B. Patient Medical Records

1. The medical record is the property of the hospital and includes the paper medical record as well as any information on the computer.
2. The medical record should be kept in an appropriate area on the nursing unit and only reviewed where other patients or visitors have no access to the private information.
3. If the student accompanies the patient away from the unit the medical record should remain in their possession or given to an appropriate staff member.
4. There is to be no photocopying of any part of the medical record.
5. If specific agencies allow printing of certain patient information from computer records, all identifying information should be blackened out before leaving the nursing unit.
6. Any patient/clinical notes written by the student will be shredded at the end of the day.

Indiscriminate use of confidential information is

- Unethical
- Unprofessional
- Illegal

There are times when certain details of a client's history may be shared for medical or educational purposes.

Nursing faculty recognize the professional role is difficult and developing a sense of judgment takes practice over a period of time. If the nursing student unintentionally breeches confidentiality, the student will be given a warning. Repeated unintentional breeches or intentional breeches will be dealt with more severely up to and including dismissal from the program. Depending on the nature of the breach, appropriate remedial action will be initiated.

Adopted: 5/89

Revised: 5/18

Reviewed: 5/20

Employment

If employed, the student will be an employee of the hiring agency and their duties will be determined by the job description for which they are hired.

Students employed in health service facilities such as hospitals, nursing homes and clinics or for an individual client **shall not**

- Represent themselves as a student nurse
- Wear student uniforms
- Wear student ID badge
- In any way, represent themselves as an agent of the nursing program
- Perform specific functions learned as a student which are not part of the job description

Students employed as CNAs or LPNs must continue to practice within their designated scope of practice.

Excessive employment is discouraged. Students are encouraged to consider their progress in the nursing program when deciding to accept outside employment.

Hours of employment must not conflict with class hours in any way. If the student is in academic jeopardy the necessity of outside employment will need to be evaluated.

Students who work in a clinical facility may not work in the capacity of employee during their scheduled clinical hours. If available, students are encouraged to seek clinical opportunities outside of their place of employment.

Employment of students must comply with legal guidelines of the state and policies of the employing agency.

Adopted: 1976

Revised: 12/18

Reviewed: 5/21

Complaint Procedure

Individual Concerns

A complaint exists when an enrolled student is dissatisfied with an aspect of their college experience on which remedial action is desired. If a student feels unfairly treated or has a complaint, the student shall first discuss the situation with the party involved. It may be a case of misunderstanding that can be resolved through discussion.

- | | |
|--------|--|
| Step 1 | The student shall, within one academic day, make an appointment with the instructor about whose decision the student is concerned. If the issue is not resolved, |
| Step 2 | The student shall, within two academic days, make an appointment and discuss the matter with the Huddle Coach. If the issue is not resolved, |
| Step 3 | A meeting among the instructor involved, the student and the Nursing Administrator shall be arranged within 3 academic days. Both parties involved shall be present at the meeting and the student may choose to bring a student peer. Findings and conclusions shall be disseminated to involved parties. |
| Step 4 | If the student is still dissatisfied with the resolution of the problem, the policy of the parent institution as outlined in the policy D19 is deemed to be in effect. |

If unresolved within the Nursing Program then the Disciplinary Process (Student Code of Conduct) or Academic Due Process Policy as outlined in the Cloud County Community College Student Handbook will be followed.

Adopted: 5/98
Revised: 7/20
Reviewed: 5/21

Grooming and Uniform

- When at school or a clinical agency for school business the student is expected to be
 - Neat (without wrinkles, no holes)
 - **Clean** (no pet hair)
 - Appropriately dressed
- The purpose of the uniform is to
 - Provide clean apparel for safe client care
 - Identify the individual as a nursing student.
- The full uniform including nametag must be clean and neat at all times.
- The policies of clinical institutions must be followed
- The CCCC ADN Clinical Uniform is
 - CCCC issued scrub top
 - A simple black or white knit shirt may be worn under the scrub top if desired.
 - Black full length scrub pants, without design; must be hemmed as to not drag on the floor
 - Shoes shall be **clean**, nursing or athletic shoes with closed toes and heel. Utilized for clinical only.
 - Each student shall have their own
 - Simple watch with a second hand – No Fitbits, Google watches, Smart Watches or similar devices.
 - Stethoscope
 - A ballpoint pen
 - Bandage scissors
 - Clean black scrub jacket may be worn with the uniform in selected clinical agencies.
 - In clinical and observational experiences when the school uniform is not worn, the student is expected to be appropriately attired in business casual dress.
 - While in uniform, the hair should be clean and neatly arranged in a style that keeps the hair contained and away from the face.
 - Adornments
 - Jewelry-
 - Jewelry must not present a safety hazard to the employee or patient. No visible piercings other than the ears are acceptable. Piercings in the ears shall not be excessive to the point of distraction. Studs only.
 - Engagement and/or wedding ring with non-protruding stone.
 - Facial jewelry, such as eye, nose, lip or tongue jewelry is strictly prohibited. Gauges must have flesh colored covers.
 - No stethoscope bling.
 - Fingernails-
 - Clean, bare natural nails (no polish, shellac etc.) and at a length not longer than ¼ inch and not hazardous to clients.
 - No artificial fingernails.

- Barrettes or hair restraints shall be tasteful and inconspicuous
- Students should be free of offensive or excessive odors such as cigarette smoke, body odor, perfume, body sprays and lotions in all school activities.
- Offensive tattoos must be covered.

Clinical access may be denied if dress guidelines are not followed.

Presentation or clinical experiences when the school uniform is not worn, the student is expected to be appropriately attired in business casual, conservative, loose fitting, washable street clothes.

- Full-length slacks or skirt.
 - Khaki style are acceptable, NO jeans
- Opaque shirts or blouses with neckline close to the neck
- Shirts or blouses of sufficient length to cover the mid-section during aerobic exercises.
- Footwear shall be professional that allows freedom of movement. NO flip flops.

Adopted: 1976

Revised: 7/20

Reviewed: 7/21

Health

The nursing program is concerned with the promotion and maintenance of health and the prevention of injuries. Students whose physical or mental health precludes performance at the student level should seek other educational opportunities.

Students enrolled in the nursing program are encouraged to maintain a high quality of health care. Students are responsible for and will be expected to maintain and make provisions for their own health care. Students are also responsible for all personal expenses, including those related to health care, while enrolled in the nursing program.

A physical examination is required prior to entering the nursing program. Students are required to keep immunizations up to date and have an annual TB skin test or chest x-ray.

Health records must be submitted by date indicated on acceptance letter.

Students are responsible for:

- Compliance with recommended therapeutic regimens
- Any monetary charges incurred resulting from injury or illness during the student experience.
- Arranging appointments for health service on the student's personal time.

Students are responsible for notifying the clinical instructor if:

- Exposed to a communicable disease
- A clinical assignment could adversely affect a student who is pregnant.

Student Health Services are available.

Students may be required to seek medical care and/or obtain cultures or a physician's release to re-enter the clinical area in the event of illness or possible infection. Students with an elevated temperature should check with the instructor before entering the clinical or instructional area. The decision of entering the clinical area will be left to the discretion of the clinical instructor.

Health Insurance

Students enrolled in the nursing program are required to carry health insurance as a clinical facility requirement. Proof of coverage must be on file in the nursing office. It is the responsibility of the student to continue health insurance coverage throughout the nursing program. Any health care cost incurred by the student is the responsibility of the student and is not the responsibility of CCC or any of its clinical agencies. Students are **responsible for their own health care.**

Adopted: 1976

Revised: 5/20

Reviewed: 5/21

Liability Insurance

All nursing students must have professional liability insurance. Insurance will be purchased through the college and the premium will be collected with fees at the beginning of the school year. **This coverage is for the student clinical experience only.**

Adopted: 2/76

Revised: 5/14

Reviewed: 5/21

Impaired Practice

Overview

The Cloud County Community College Nursing Faculty recognize and accept their responsibility to the public, health care institutions, and their patients to provide safe patient care. Therefore unlawful possession, use, manufacture, or distribution of alcohol or other drugs by students on its property or as a part of any of its activities is prohibited. This includes the college campus, laboratory or student clinical setting. Nursing students may need assistance in order to free themselves of chemical dependency. The faculty fully acknowledges the stressors students encounter in their professional and private roles and recognizes the impaired student as one whose aberrant behavior, whether a result of drug or alcohol abuse, or uncontrolled mental illness, interferes with their ability to function according to accepted academic, professional, or social standards.

It is the responsibility of the nursing student to voluntarily seek diagnosis and treatment for any suspected illness.

Drug and Alcohol Screening Program

- Every student must sign a consent to submit to an unannounced urine drug screen conducted by Assured Occupational Solutions (El Dorado, KS) or another approved vendor at least one time per semester, and to allow testing for reasonable suspicion of drug or alcohol use affecting clinical, laboratory or academic performance. If the same student is absent, the student will be required to have testing done at an unannounced later date.
- If a student is unable to provide a sufficient urine sample upon arrival to the collection site, the student will be allowed to drink up to 40 ounces of water, and wait no longer than two hours in order to provide a sufficient amount. If the student fails to give an adequate amount of urine after two hours, it is treated as a refusal to test.

- The cost will be calculated in student fees.

Suspected Chemical Impairment – Reasonable Suspicion

Faculty, staff and students have a responsibility to act when they suspect a student is abusing alcohol or other drugs. The identifying individuals should document physical evidence and objective behavioral data that support the deviation in student performance. These include specific observable behaviors in class, lab or clinical activities. If they suspect that these performance deviations represent impairment, they shall notify a faculty member.

A chemically impaired student is identified by things such as, but not limited to, the listing in the Observation Incident Documentation Form. If faculty suspect that a student is chemically impaired while participating in any part of the student’s college program, the faculty will take the following steps:

- Remove the student from the classroom, laboratory or clinical setting.
- Immediately consult with another Cloud County Community College employee for verification of reasonable suspicion. The verification will be conducted in a confidential and respectful manner. On campus, the designee will be a professional employee outside of the Nurse Administrator. In the clinical area, a professional employee of the clinical agency will be asked to confirm a reasonable suspicion.
- If the second person confirms a reasonable suspicion of chemical impairment, immediately inform the student as to why they are being removed from the classroom, laboratory or clinical setting.

In the clinical area or on campus - escort the student to the laboratory for specimen collection

DO NOT allow student to be unescorted or ingest any substances until the screening procedure is complete.

- If a student is unable to provide a sufficient urine sample upon arrival to the collection site, the student will be allowed to drink up to 40 ounces of water, and wait no longer than two hours in order to provide a sufficient amount. If the student fails to give an adequate amount of urine after two hours, it is treated as a refusal to test.

If the student refuses screening or does not cooperate with the process in any way:

- Remove the student from patient care or from the academic setting.
- Dismissal from the program with a failing grade will be the consequence for refusal to participate in testing.
- Have the student arrange transportation home after the screening. Law Enforcement may be contacted with a statement of “concern for an individual’s safety” if a student refuses to arrange transportation and indicates an intent to drive.

Results of Drug/Alcohol Screens:

Negative results:

- If the screening was routine, the student returns to class without restrictions.
- A student tested for “reasonable cause” will be allowed to return to the clinical area or classes unless symptoms that precipitated initiation of testing remain and cannot be explained.

- If the drug/alcohol screen “for reasonable cause” is negative for the presence of illegal drug(s), blood alcohol or the presence of prescription medication(s) of a quality or quantity not explained by a legitimate prescription, the student will meet with the Nurse Administrator within 24 hours to discuss the circumstances surrounding the suspicion of chemical impairment.
- If the indicator was the odor of alcohol, the student may be required to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the classroom, laboratory or clinical setting.
- If the indicator was behavioral, consideration must be given to the symptoms. A medical referral for evaluation may be indicated.
- No classroom, clinical, or laboratory absences will be attributed to the student’s attendance record if the test results are negative; the symptoms can be explained and have subsided. If the symptoms persist and the student cannot return to planned student activities, an absence will be recorded.
- If symptoms persist and cannot be explained, the student must provide documentation from a health care provider of fitness to continue in provision of patient care in the nursing program.

Positive results:

- Student shall arrange transportation home after the screening.
- All positive results will be reviewed by the Nurse Administrator.
- If the results indicate the presence of illegal drug(s), a positive blood alcohol concentration or the presence of prescription medication(s) of a quality or quantity not disclosed in the Student Disclosure Form or if the student refused screening, the student will be given an opportunity to explain the screening results or refusal to submit to screening within 24 hours.
- If contested the student will submit a hair follicle test at the student’s cost.
- The student will be withdrawn from the program for a period of one year in the event of a positive screen that is unexplained by a legitimate prescription. See Re-Entry below.
- Permanent dismissal from the program will be warranted for refusal to submit to screening without adequate explanation.
- If a Licensed Practical Nurse, it is their responsibility to self-report to the program for impaired nursing in the state where they are licensed. (Kansas Nurse Assistance Program, Nebraska Licensee Assistance Program or other as appropriate.)
- Nursing faculty have a responsibility to also report to Kansas Nurse Assistance Program, the Nebraska Licensee Assistance program, or the equivalent agency for the state in which a student is known to be an LPN or hold licensure.

Inform the Nurse Administrator that a student is being tested for suspected impairment for reasonable suspicion or that the student refused screening. Documentation of the incident will be provided to the Nurse Administrator. Make an appointment for the student to meet with the Nurse Administrator on the next working day (Monday-Friday). Inform the Nurse Administrator of laboratory results as soon as they become available.

The student will **not** return to the classroom, laboratory, or clinical setting until the test results are available and the student's status in the program is determined. The Nurse Administrator will consider the screening results, or the student's refusal to consent to screening (if applicable) in determining the student's status in the program.

Confidentiality Related to Drug and Alcohol Screening

The student must allow the Nursing Program to receive written results of routine urine drug screens and drug and alcohol screens for reasonable suspicion. (See document below)

All communications relevant to drug/alcohol screening conducted pursuant to this Impaired Practice procedure will be treated as confidential. Such communications will not be disclosed, except:

- To Nursing Faculty and Division Dean.
- To the tested student or any other person designated in writing by the student.
- To individuals designated by the College to receive and evaluate test results or hear the student's explanation.

Re-Entry of a Nursing Student after a Positive Drug/Alcohol Screen

A student withdrawn from the Nursing Program may re-enter after one year, according to the following guidelines:

- Re-entry is based upon space availability and meeting all other student requirements.
- Provide satisfactory evidence of rehabilitation related to the student's prior chemical impairment. The Nursing Department faculty will determine successful rehabilitation for re-entry as outlined below. Evidence of rehabilitation may include:
 - Documentation of satisfactory compliance with Kansas Nurse Assistance Program, Nebraska Licensee Assistance Program or other state assistance program as appropriate to their state of licensure.
 - Proof of regular attendance in a —12 Step anonymous program or similar therapeutic program.
 - Evidence of after-care attendance upon completion of a rehabilitation or substance abuse treatment program.
 - Letter from treatment facility and/or therapist stating the student would be able to function effectively and provide safe and therapeutic care for clients in a clinical setting.
 - Students requesting readmission must have a repeat screening for drugs and/or alcohol immediately prior to readmission.
- The student must also provide evidence of at least one year of successful practice as an LPN or CNA during and/or following rehabilitation:
 - Evidence considered for successful nursing practice must include, but is not limited to, recommendation from the individual's employer.
- If a student applying for re-entry to the Nursing Department under this Policy: 1) has a positive result on the screening immediately prior to readmission, 2) has a positive result on a random screen, or 3) refuses to submit to random drug screening or screening immediately prior to readmission, the student will be permanently dismissed from the nursing program.

**CLOUD COUNTY COMMUNITY COLLEGE NURSING DEPARTMENT
 DRUG AND ALCOHOL SCREENING PROGRAM
 REASONABLE SUSPICION OF IMPAIRED PRACTICE DOCUMENTATION**

Student: _____
 Date of observation _____ Time _____ AM/PM

Check all that apply. If your finding is not listed, please fill in with details of your observation.								
BEHAVIOR	X	Appearance	X	Speech Patterns	X	Odor	X	Other Findings
Staggering		Flushed skin		Slurred, thick		Alcohol odor		
Sleepy		Cold, clammy		Exaggerated		Burnt rope smell		
Agitated		Blood shot eyes		Loud		Strong fecal or urine odor		
Hostile		Sweating		Boisterous				
Disoriented		Unusual energy		Incoherent				
Poor Coordination		Dilated pupils		Excessively talkative				
Tremors &/or shakes		Pinpoint pupils		Excessive laughter				
Euphoria		Unfocused, blank stare		Inappropriate speech				
Hallucinations		Sinus/nasal problems		Nonsensical, silly				
Labored breathing		Unkempt grooming						
Rapid breathing		Tearing, watering eyes						
Frequent mint use		Forgetfulness						
Frequent eye drop use								
Frequent mouthwash								
Frequent breath spray								
Attempts to disguise findings such as ball caps, hair over eyes, sunglasses, refusal to roll up sleeves								
Unusual energy								
Unexpected poor academic performance								
Uncooperative								

Observations were made by:

Name: _____ Title: _____ Date: _____
 Name: _____ Title: _____ Date: _____

Test Determination/Action Taken (Mark Appropriate Box)

Reasonable Suspicion Drug Test Referral Made? Yes No

Student Refused Test? Yes No Notified Student of Consequences? Yes No

Did the Student admit to using drugs or alcohol? Yes No

Adopted: 7/13

Revised: 5/17

Reviewed: 5/21

Integrity

Students are expected to adhere to standards of honesty in all areas of academic pursuit. Students who compromise the integrity of the program are subject to disciplinary action on the part of the college. See College Student Handbook policy [D17 – Academic Integrity and Honesty](#).

Disciplinary Action

Students who violate academic standards must accept the consequences and/or penalties for their actions. Infractions of these rules will result in action by the instructor and/or administration of the college. Students who violate academic integrity standards will not be allowed to self-initiate a drop or withdrawal from a course or a total withdrawal from all courses to avoid penalties for their actions. See College Student Handbook

Nursing Program Addendum

For members in the profession of nursing, personal integrity involves

- Respect for the dignity of all life
- Honesty with everyone (including self)
- Freedom from chemical impairment
- Intent to do good
- Demonstration of a caring attitude.

Students demonstrate this integrity when they

- Consistently perform procedures safely
- Seek guidance appropriately
- Seek opportunities to expand learning experiences,
- Adhere to program policies
- Communicate therapeutically
- Practice kindness

The first professional conduct violations of personal integrity will result in counseling and probation, with documentation placed in the student's file. Further instances will result in recommendation for dismissal from the program.

Adopted: 10/90

Revised: 5/15

Reviewed: 5/20

Library

Students using the library at CCCC are to follow the regulations for the institution.

See [Library webpage](#)

Online Computer Testing

Honesty is a quality that is imperative for nursing. Academic integrity in the educational process is then, also, of utmost importance

Computerized testing is utilized. Students will test in the Nursing Department or in a designated computer lab on a CCCC campus. Testing must be completed by the student without assistance from anyone else. This includes but is not limited to contact person-to-person, telephone, text messaging, internet assistance, web-cam or any other means of communication.

- **No portion of the test may be copied, printed or downloaded in any form.**
- Only one window may be open during testing.
- The student shall take nothing to the computer area. This includes but is not limited to backpacks, cell phones, beverages, purses or bags of any kind.
- Cell phones, smart watches, fit bits, and advanced function calculators are not allowed.
- Students are expected to utilize the calculator provided by the department or on the computer.
- A clean wipe off board and dry erase marker will be given to each student. The board shall be given to the proctor at the end of testing. No information regarding the test is to leave the test site.

A student shall demonstrate respect for the proctor by

- Arriving promptly at the designated time for testing
- Voluntarily complying with guidelines above
- Complying with any reasonable request made by the proctor
- Communicating in a professional manner

A student found to be in violation of the above guidelines may

- Earn a score of 0 for the test
- Be discharged from the nursing program and be ineligible for readmission

The student's signature on the Honor code in the Student Handbook implies their willingness to comply with the above testing procedure.

Adopted: 5/10
Revised: 8/21
Reviewed: 5/20

ATI Exams

Competency exams are given according to a schedule planned by faculty. These exams are given throughout the program and at the end of the program. The faculty requires these exams for the following reasons:

1. To help predict the comprehension and understanding of the material by the nursing student.
2. To assist nursing faculty to analyze course content.
3. For release to BSN programs if articulation is planned in the future.

The results of these exams are calculated into the grade for each course. *See syllabi.* Students are encouraged to take these exams extremely seriously as they do assist in preparation for the final exams in the nursing courses, help to determine areas of weakness that could benefit from focused review, and are quite predictive for success on the national licensing exam (NCLEX-RN). Scoring levels are determined by ATI and are based on the norming of results on the exams taken by nursing students across the United States, and are subject to change on a yearly basis.

Examination (Test) Policy, Analysis, Process

TEST DEVELOPMENT/ADMINISTRATION

- Examinations given in nursing courses should address the content being presented and support the Student Learning Outcomes (EPSLOs) for the course. Examinations will cover material which has been presented in theory as well as material originating from assigned reading and homework. Questions in examinations should be designed to prepare students for entry level nursing practice. The standard for entry to practice is the NCLEX-RN Examination.
- Examination questions should be designed to support student clinical judgment and decision-making ability.
- Course exams will be blueprinted using the NCLEX-RN NCSBN Test Plan, Nursing Process, Client Need, Student Learning Outcomes and Bloom’s Taxonomy. The test blueprint reflects that the exam meets the Student Learning Outcomes and the daily outcomes.
- Exams are leveled by semester. Test items should reflect different levels of cognitive skills. All exams should follow the leveling template.

	Semester 2	Semester 3		Semester 4	Semester 5
Cognitive Level	NR110 NR111	NR112 NR114	NR210	NR211 NR115	NR212
Remembering/ Understanding (maximum recommended)	50%	30%	30%	15%	10%
Critical Thinking Applying or higher (analyzing, evaluating, and creating)	50%	70%	70%	85%	90%

*Semester 1 is pre-nursing general education courses.

- Frequency of testing is determined by faculty, and should provide the student with adequate information regarding their progress within the course. The frequency of exams and the relative weight of exam grades in determining course grade shall be 90% and indicated in the course syllabus.
 - Each course should have 5-7 unit exams and suggested to have 40 – 50 questions.
 - A comprehensive final examination or project should be given at the end of each nursing course. The final exam is suggested to have 80 – 100 questions.
 - Allow 1.5 minutes per item on a unit or final exam; 2-3 minutes for medication competency (dosage calculation) questions.

- Test questions are developed from content student learning outcomes.
- The test setting should be set to allow forward progression only during testing.
- Write the multiple choice test questions with one correct answer and three distractors.
 - Avoid negative stem questions – (i.e. all of the following except or which is not)
- Alternate exam format questions.
 - An alternate item format uses a format other than standard, four-option, multiple-choice items to assess student ability. Alternate item formats may include:
 - Fill-in-the-blank items that require a student to type in number(s) in a calculation item
 - Directions for the dosage calculation questions are provided with each question and should include rounding. Answers will be rounded to one decimal point unless otherwise specified. Unit designation is included in the question stem.
 - Hot spot items that ask a student to identify one or more area (s) on a picture.
 - Ordered Response items that require a student to rank order or move options to provide the correct answer
 - Multiple-response items that require a student to select two or more responses
 - Multiple response questions are denoted by: *Select all that apply*.
 - Correct answers to multiple response questions can range from two correct option to all options being correct.
 - Any item formats, including standard multiple-choice items, may include multimedia, charts, tables or graphic images.
- Test content and validity is peer reviewed.
 - Test items will be reviewed for spelling, grammar, bias, currency, and accuracy by the course faculty.
 - **Bold** key words such as best, most, essential, first, priority, immediately, highest, initial, next, refute, increased, decreased and support.
 - Test items shall utilize the generic name when referring to drug medications.
- Exams will be delivered using the Canvas Learning Management System.
- Faculty are responsible and accountable for maintaining the security of examinations. All exam administration is on-campus, proctored and password protected.
- All exams, final exams and ATI exams will be proctored by CCCC college personnel. Exceptions would be reviewed by the Nurse Administrator.
- Students should be reminded that information regarding test items on an examination is not to be shared with students who have not yet taken the examination. Sharing information about an exam will be considered a breach of academic integrity (cheating) and treated as designated in the course syllabi, the Student Handbook and the CCCC Academic Catalog.
- Test administration on scheduled test day.

- Cell phones, smart watches, other electronic devices, books, or dictionaries may not be used during the test, except those provided by the department. (i.e. calculators).
- All items must be turned in to the instructor at the end of the test period and accounted for prior to students leaving.
- No assistance with testing in any form is allowed, unless it is a computer issue.
- Examinations must be taken at the date and time scheduled. Failure to take the exam at the scheduled date and time will result in a reduction of the student's exam grade by 10%. Makeup exams will be taken the next business day. If exams must be missed prior arrangements need to be made. Special circumstances will be subject to review and faculty discretion.
- Additional exam points may be given at the discretion of a unified faculty.
- Grades will be entered into and calculated based upon the formatting of the Canvas Learning Management System.

TEST ANALYSIS

- After the examination has been graded, a test analysis should be done for each examination. Exams will be analyzed using the item analysis available through the Canvas Learning Management System.
 - Review computed mean, range, and standard deviation.
 - Item Difficulty
 - The percent of the test group who answered the test question correctly.
 - Suggested range of 0.6 – 0.9 (60% - 90% answer correctly) with the exception of mastery questions.
 - Review questions that have an item difficulty of 50% or less.
 - Questions shall be **considered** for nullification if item difficulty is less than 40%.
 - In the event a test question is deemed poor and needs to be nullified, the instructor will go into the question and mark each student's incorrect response as correct. Students who answered correct initially **do not** receive an additional point.
 - Following test analysis, if evidence supports multiple answers credit may be given for each.
 - If nullified the questions should be reviewed/revised or discarded prior to the next administration.
 - Discrimination Index
 - Point Biserial Measure – a correlation statistic with a range of -1.00 to +1.00. The discrimination index correlates a categorical variable (student answered test question right or wrong) with a continuous variable (the total score on the test).
 - -1.00 = all the low achievers chose the correct answer for the item and none of the high achievers chose the correct answer. +1.00 = all the high achievers chose the correct answer for the item and none of the low achievers chose the correct answer.

- Good discrimination = high overall score test takers chose the correct answer and low overall score test takers chose the incorrect answer.
- Acceptable ranges for Discrimination Index
 - ≥ 0.30 = Very good item
 - $0.20 - 0.29$ = Reasonably good item, however may need improvement
 - $0.09 - 0.19$ = Marginally acceptable, recommend revising
 - ≤ 0.09 = Poor item, should be carefully reviewed and possibly nullified.
 - Any question with a low or negative discrimination index shall not be reused unless it is rewritten.
- Mastery Questions
 - Mastery questions should not represent more than 15% of the total questions.
 - Math questions are mastery items and the desired outcome is a difficulty rating of 0 (100% responded correctly).
 - Mastery questions may show -0.00 as a Discrimination Index.

MASTERY OF CONTENT - ATI

- The Nursing department believes that the utilization of a nationally normed exam, ATI exams (Assessment Technology Institute, LLC) are beneficial to students and their learning. All policies related to the use of these exams will be subject to the CCCC Nursing Testing Policy.
- For some circumstances, ATI tests will be administered to students for assessment. Formative and summative assessment tests will be administered to evaluate student progress toward meeting student learning outcomes, end of program student learning outcomes, and readiness for the NCLEX-RN exam. The ATI Comprehensive Predictor test will be given in the last semester of study.
- The cost of assessment tests are charged to the student.
- Proctored content specific ATI Assessments will be administered during the semester.
- Students must complete **both** correlated, unproctored, practice exams (A & B versions) prior to 9:00 AM the day before the scheduled proctored ATI exam.
- CMS Secured (Proctored) ATI Assessment: Grading will be based on the achievement of levels of proficiency as indicated by ATI and are available on the ATI website.
 - Students achieving at least Level 2 at recommended cut scores readily meet NCLEX standards for that content area, demonstrate an adequate level of content knowledge and exceed minimum expectations.
 - Students scoring at or below Proficiency Level 1 do not meet the minimum content knowledge expectation.
- Course Credit: Scores on the Proctored ATI Assessments in selected courses comprise a component of the course grade in the exam category in the gradebook.

Criterion Referenced Proficiency Levels Guidelines:

Performances on content-specific course mastery examinations are based on Criterion Referenced Proficiency Levels.

- The Criterion Referenced Proficiency Levels are as follows:
 - The student meeting the criterion established for Level 3:
 - Is very likely to exceed NCLEX standards in this content area.
 - Demonstrates a higher than expected level of knowledge in this content area that confidently supports academic readiness for subsequent curricular content.
 - Exceeds most expectations for performance in this content area.
 - Demonstrates achievement of a level of competence needed for professional nursing practice in this content area that exceeds most expectations.
 - Meets benchmark.
 - The student meeting the criterion established for Level 2:
 - Is fairly certain to meet NCLEX standards in this content area.
 - Demonstrates a level of knowledge in this content area that more than adequately supports academic readiness for subsequent curricular content.
 - Exceeds minimum expectations for performance in this content area.
 - Demonstrates achievement of a satisfactory level of competence needed for professional nursing practice in this content area.
 - Meets benchmark.
 - The student meeting the criterion established for Level 1 or score below Level 1:
 - Demonstrates the minimum level of knowledge in this content area required to support academic readiness for subsequent curricular content.
 - Meets the absolute minimum expectations for performance in this content area.
 - Demonstrates achievement of a minimum level of competence needed for professional nursing practice in this content area.
 - Does not meet benchmark.

Minimum scores for proficiency levels vary for each assessment in the RN Content Mastery Series. ATI establishes each assessment score based on the NCLEX Test Plans for RN and through the National Standard Setting Study.

ATI RN Comprehensive Predictor Examinations

The ATI RN Comprehensive Predictor Assessment helps to determine each student's preparedness for the NCLEX and is predictive of NCLEX performance. Non-proctored practice exams will be available online for the student.

The ATI RN Comprehensive Predictor of passing NCLEX percentage score will not be solely weighted as the course grade. The Predictor will be given before the end of NR 212 Lifespan Nursing IV. The student is highly encouraged to use the results of the assessment to prepare a study plan for taking their NCLEX-RN.

SPECIAL ACCOMODATIONS

- Students admitted to the CCCC nursing program who need special accommodations for the learning environment or testing must meet the guidelines for accommodations for testing

identified on the Kansas State Board of Nursing website. <http://www.ksbn.org/licensing/nclextestingguidelines.htm>

- The NCLEX exam is not available in paper/pencil format. In an effort to prepare students for the NCLEX exam, the nursing program does not permit paper/pencil exams.

TEST BLUEPRINT

- Faculty complete a test blueprint template with each exam administered.
- The Test Blueprint template will include
 - Student Learning Outcome
 - Cognitive level
 - Nursing Process or Integrated Process category
 - Client need.
- Purpose
 - Assure valid assessment of competence.
 - Adjust learning activities and class time to meet learning objectives.
 - Accountability of Student Learning Outcomes.
 - Accountability of higher order thinking.
 - Enhance curricular assessment.
 - Enhance communication about the exam.
- Place a copy of the blueprint with the exam and include needed changes on the exam, based on test analysis.

Example of Test Blueprint

Nursing Education Test Blueprint

Course Number / Name:				Date:
Exam Name:				
ITEM #	SLO	CL	NP/IP	CN
1	2	A	NP(I)	Phy
2	3	U	TL	HP
Key				
SLO = Student Learning Outcome				
CL = Cognitive Level R/U = Remembering / Understanding A = Application or above				
NP = Nursing Process Step A = Assessment/Data Collection D = Analysis, Nursing Diagnosis P = Planning I = Implementation E = Evaluation				
IP = Integrated Process Ca = Caring TL = Teaching Co = Communication Cu = Culture				
CN = Client Need (Phy, PS, HP, S) Phy – physical				

Professional Behavior

Participants in this nursing program are expected:

- To demonstrate accountability and responsibility for their own professional behavior and development.

Care rendered and professional interactions shall reflect professional values of:

- Altruism
- Autonomy
- Human dignity
- Integrity
- Social justice.

All class related actions and interactions shall be congruent with the ANA Code of Ethics.

www.ana.org

It is the choice of the student to become a member of the nursing program at Cloud County Community College. This commitment dictates that you must adopt behaviors that are consistent with the highest level of professionalism. This includes, but is not limited to

- Communication: verbal, nonverbal, and written in any format via any media
 - Profanity in any form will not be allowed
- Appearance: in classroom, clinical sites, workplace, or anytime you are associated with nursing
- Conduct: behaviors consistent with the situation, including respect for peers, instructors, patients, clinical staff and all others. Inappropriate behavior includes, but is not limited to, cell phone use in class, sleeping in class, personal side conversations during theory, and the use of laptop for non-academic purposes.

The first professional conduct violation will result in counseling and probation, with documentation placed in the student's file. Further instances will result in recommendation for dismissal from the program.

Adopted: 7/07

Revised: 5/17

Reviewed: 5/21

Tobacco

All health care agencies have a tobacco free policy which will be enforced for students in clinical settings including on-campus facilities. Tobacco/nicotine/vaping use during theory or clinical hours is not allowed. Tobacco/nicotine products and lighters must be left in personal vehicles. Excessive smoking related odors are not acceptable. If faculty, staff, patients, peers or family report concerns or problems due to odors on the student, the student will be sent home for the day.

Adopted: 2014

Revised: 5/18

Reviewed: 5/21

Social Media

Cloud County Community College supports the use of technology inside and outside the classroom. This support includes the use of social media communication formats such as Facebook and the Cloud Now Ap. This support comes with the expectation that students in Cloud programs will uphold the ethical standards of their prospective professions and professional behavior is expected of nursing students. This includes situations off-campus and in “virtual” sites, such as on-line social networking sites. Professional demeanor is required of students in cyberspace in the same manner it is required in all other settings. Students must keep in mind that behavior that is illegal or a violation of college or nursing program procedures will be illegal or violate school policy if it appears online. This includes, but is not limited to, email communications, texting, messaging, or social networking sites. While it is not the practice of the nursing faculty to routinely monitor any student’s web sites, if inappropriate postings are brought to their attention the faculty will investigate the report.

Inappropriate behavior includes, but is not limited to, the use of language, gestures, or remarks, as well as offensive or inappropriate photographs regarding patients, peers, college employees, or persons affiliated with clinical sites.

Federal regulations regarding privacy such as Health Insurance Portability and Accountability Act and Family Education Rights and Privacy Act (HIPAA and FERPA) apply to all personal and academic communication. Student use of photography and/or recording devices is prohibited in all clinical and performance sites, unless formal permission by the instructor of record is granted before the fact. It is the expectation that students have read and understand the Student Code of Conduct and Federal regulations related to privacy (HIPAA and FERPA). Noncompliance with this policy will result in disciplinary action which may include failure of a course, probation, suspension and/or dismissal from the program.

Adopted: 5/11
Revised: 5/18
Reviewed: 5/20

Telephone Calls

Students should inform relatives, friends and employers that calls should not be received at the facility or on a personal phone during classroom or clinical experiences unless there is an **emergency**.

Use of cell phones and other mobile devices is prohibited in patient care areas. Use in certain areas is at the discretion of the supervising instructor for accessing professional resources only. They may not be used for communication of any kind during class or clinical times. This includes, but is not limited to calls, texts or social networking. The student is expected to exhibit responsible use of mobile devices. Facility policies vary, and override school policies on this issue.

Adopted: 5/11
Revised: 5/20
Reviewed: 5/20

Visiting in the Clinical Area

If a student desires to visit a personal acquaintance at the clinical site, it should be conducted after school hours, unless the visit is an emergency. Street clothes should be worn.

Withdrawal

Refer to Cloud County Community College Student Handbook [Policy D5 Enrollment and Withdrawal](#)

Class Officers

President:

- Conduct class business meetings on a monthly basis
- Participate planning the Pinning Ceremony
- Determine and coordinate "Class Projects"

Vice-President/Secretary/Treasurer:

- Function in the absence of the president
- Write thank you notes for classroom guests
- Correspond for significant events of Class members

Student Class Representative:

- Attend nursing faculty meetings
- Bring student requests/concerns to Faculty Meetings.
- Act as liaison between students and faculty
- Communicate changes in and rationales for decisions to classmates.

Simulation Guide

Introduction

The Skills and Simulation Center provides an environment for students to practice and demonstrate nursing skills. Students learn psychomotor, physical assessment, and critical thinking skills necessary for clinical performance. Students have hands-on practice with the equipment and techniques they will need for the practice setting.

The curriculum at CCCC includes the use of human patient simulators to enhance student learning. Simulations will be provided to assist students achieve high standards of care in a safe, supportive environment. This learning environment allows students the opportunity to gain experience with common and uncommon events. It allows them to put classroom learning into the context of a clinical situation.

Faculty Information

Scheduling, equipment and simulation assignments need to be directed through faculty members. Please keep in mind that there are limited faculty members available for all students. Adhering to scheduled times and patience is required to allow learning experiences for all students.

Equipment

The Simulation Center contains high fidelity patient simulators; mid fidelity patient simulators (Noelle); and low fidelity patient simulators. There are also geriatric and infant manikins available. Various equipment is available for use with skills and simulations such as IV pumps, patient monitors, laptop computers, diagnostic equipment and patient care supplies. There is also a nurses station stocked with supplies and simulated medications. Due to the high cost of the

equipment NO FOOD OR DRINK is allowed. Students are not allowed to practice without faculty supervision unless specific arrangements are made.

General Guidelines

1. All instructors and students must know and practice safely at all times.
2. Students are expected to come prepared to be knowledgeable of the care, handling, and proper use of equipment.
3. There is no food or drink allowed.
4. Students are not allowed to practice unless faculty is present.
5. All students will sign in and out during practice times
6. The site will not be used as a health center for ill students or instructors.
7. Children or unauthorized personnel are not allowed with prior permission.
8. All students should practice proper hand washing techniques.
9. Gloves are to be worn by faculty and students during any contact with body fluids.
10. Sharps (Needles) will be placed in Sharp boxes – syringes can be put in regular trash
11. Supplies used only with simulated patients/skills trainers may be reused.
12. Please treat the patient simulators as a real patient. HIPAA rules apply.
13. Professional behavior is expected at all times
14. Keep pens, markers and sharp items (keys, rings etc) away from simulators.
15. No betadine is used on simulators or manikins.
16. If supplies are not available - notify faculty – do not just remove store room.
17. Students should report any misconduct. Students may be held responsible if misconduct is discovered and was not reported.

Supplies

Students are given a pack of supplies to utilize for practice.

Limited supplies are available for practice. If a student wants to ensure they are using new supplies they may use their practice pack.

No needles are allowed out of the building.

All needed supplies will be provided by faculty for validation and skill check offs

Skills Validation and Check offs

Skill Practice time:

Students must show adequate preparation prior to skill practice and check offs. Each skill will be demonstrated by the nursing faculty (except validation skills). Additionally there are multiple CD-ROM/DVD's for most skills. Students are encouraged to utilize these PRIOR to practicing a skill. Keep in mind that there are variations of skills so the on campus videos, or videos located on the web may differ. Students are expected to meet the checklists requirements for each skill.

During practice students must wear scrubs.

The building is open for practice of skills. Please see the calendar for specific dates and times. While students are encouraged to practice all skills the amount of time spent on each skill is up to the individual student. With limited space and equipment only a certain number of students will be allowed to practice at a time. A sign up for each open day and skill station will be

available. Preference will be given to those students who have signed up. If a student reserves a time they are expected to attend or open the space up for other students.

Simulation

Students will participate in multiple simulations throughout the course of the year. The majority of these will be in the spring semester. In most instances the simulation will be over recently covered material in the classroom. Prior to each simulation there will be an assignment, listed on CANVAS, to assist the student in preparing for the simulation experience.

If a student does not complete the pre-simulation assignment the faculty reserves the right to not allow a student to participate in the simulation and require a makeup at another time.

Simulations usually take 1 ½ to 2 hours and are scheduled in groups of 4-6 students. To accommodate all students through the simulations they are held throughout the day. Students are responsible to notify faculty in writing (via email) if there is a time they are not available to attend a simulation and efforts will be made to schedule a student accordingly. This may not always be possible. The student is also responsible for attending other required clinical and classes as scheduled.

Simulations are a clinical experience and all clinical guidelines apply.

The CCCC Student nurse uniform is to be worn to all simulations. Students are expected to bring needed equipment to simulations such as stethoscope, pen, paper, watch, etc.

The student will be assigned to a role at the beginning of the simulation experience. Each simulation is video recorded and the faculty and simulation group will watch the recorded simulation and then discuss the experience and what objectives were met or need improvement. The grade for each student for each simulation will depend on the role the student had in the simulation and which objectives were met.

In addition to the simulation objective grade the student will receive a recorded grade for paperwork for each simulation. These will vary throughout the year but may include pre-simulation work done (quiz, careplan, etc), documentation after the simulation, and a reflective journal entry.

Contract for Success

Purpose

The purpose of this policy is to provide guidelines for addressing academic performance and unsatisfactory/inappropriate behaviors identified by Nursing Program faculty. The goal is to provide students with the opportunity to be fully aware of academic standing or unacceptable behavior. Allowing students to take an active part in developing a plan to improve, facilitate their development, and increase success in the Nursing Program.

Plan

The Nursing faculty believe that the learning environment includes the classroom, simulation and all other clinical experiences. In addition, we believe that students are entitled to formative and summative evaluations.

Procedure

If a student demonstrates a pattern* of academic performance, clinical performance, and/or inappropriate behavior relating to any of the learning environments listed above, the faculty member will initiate a Contract for Success (CFS) with the student.

This plan will serve as a learning contract between the student and the faculty member. The academic performance, clinical performance, or behavior that led to the initiation of the CFS will be included, along with strategies and/or interventions, goals, and a specific date by which the goals are to be achieved.

If a CFS occurs late in the program, involves an egregious event, and/or risks the safe provision of patient care at any time, it is up to the discretion of the Nursing Administrator and faculty to determine whether or not the student will continue in the program.

When the CFS is initiated, the faculty member initiating the plan will complete the CFS form, obtain remediation/action plan from the student, and obtain the required signatures.

Evaluation

Every attempt will be made to resolve the CFS by the end of the current semester/rotation.

If the CFS is not resolved in the semester/rotation in which it is initiated, and it is determined by the Administrator/faculty that there is merit to allowing the student to continue in the program, a meeting will be scheduled. Attendees shall include the student, current faculty, and the next faculty member to discuss the plan agreed upon, revisit any questions that may have arisen, establish new dates by which the plan is to be completed, and recommit to the plan moving forward. (When an adjunct faculty member is involved, the full-time faculty will also attend the meeting.) The goal of this meeting is to make certain the student is a part of the ongoing plan and that all involved are aware of how best to proceed. Out of this meeting will emerge an ongoing CFS, which will be posted along with the original CFS.

**Pattern: In the classroom, a pattern has been established with two or more exam scores ≤ 80 . In the clinical setting: If a student receives ≥ 2 Fail's in the same area on CET, he or she has established a pattern that needs to be addressed with a CFS. If at any time while on a CFS a student fails to demonstrate a pattern of improvement related to the plan, the student may be asked to leave the program.*

Adopted: 5/11

Revised: 8/19

Reviewed: 5/21

Cloud County Community College
Nursing Department
Contract for Success

Name _____ Date _____

Academic Performance / Clinical Performance / Behavioral (circle area involved)
Has this occurred before Yes _____ No _____ If yes, was it this semester? Yes _____ No _____

Description of event(s) placing student at risk: _____

Remediation/Action Plan (to be written by student) : *Identify actions that are intended to correct the identified risk. Include date and resources required to be successful. Actions shall be specific and list specific outcomes for success. Submitted w/i 5 days of occurrence.*

Action: _____

Desired Outcome: _____
_____ Date _____

Faculty comments: (optional) _____

+Failure of the student to meet the remediation action plan may result in recommendation for dismissal from the program.

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Evaluation of the Remediation/Action Plan: Resolved _____ Unresolved _____

Student Signature _____ Date _____

Faculty Signature _____ Date _____

*Original copy will be placed in Student's file. Student to receive a copy of the original

CLOUD COUNTY COMMUNITY COLLEGE
NURSING DEPARTMENT
CONTRACT FOR DRUG AND ALCOHOL SCREENING

By signing below I certify I have received a copy and understand the Nursing Department Impaired Nursing procedure. I further declare I will consent and submit to routine urine screening, and drug and alcohol screening requested for “reasonable cause”, I will allow the results to be released to nursing faculty. I understand that failure to sign this document will result in the inability to participate in the nursing program at Cloud County Community College. I also understand that refusal to participate in the screening program as outlined in the Student Handbook at any time during progression through the program will result in dismissal with a failing grade.

Printed Name _____

Signature of Student _____ Date _____

Witness Signature _____ Date _____

**CLOUD COUNTY COMMUNITY COLLEGE
NURSING PROGRAM
HONOR CODE CONTRACT**

Print name (legibly) _____

Honor Code:

As a student in the Cloud County Community College, I have read and understand the procedures and guidelines as written in the Nursing Program Handbook. Furthermore, I pledge to adhere to the highest standards of honesty, integrity, accountability, confidentiality, and professionalism, in all my written work, spoken words, actions and interactions with patient, families, clinical staff, peers and faculty.

I also understand that failure to comply with the procedures and guidelines of the program will result in disciplinary action up to, and including, dismissal from the program.

(Signature) (Date)

(Instructor Signature) (Date)

The policies of Cloud County Community College and the Board of Trustees are available to all college students on the website (www.cloud.edu) and will be enforced.

Cloud County Community College Department of Nursing
STATEMENT OF UNDERSTANDING

I have read the CCCC Nursing Department Student Handbook and am aware of its policies relating to my enrollment and activities in the nursing program. I agree to abide by these policies. I am also aware that the policies within this handbook are subject to change and I will be informed of such changes via email or written communication and/or within the course syllabus.

I understand that my failure to complete and turn in all the required forms, including this page, will result in my being unable to attend all provider of care courses until all of my forms have been turned in to the nursing office.

Printed Name _____

Signature _____

Date _____