

# PN STUDENT HANDBOOK

**HENDERSON COMMUNITY COLLEGE  
PRACTICAL NURSING PROGRAM**

*Fall 2014*

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Dear Nursing Student,

Welcome to Henderson Community College Practical Nursing Program. If you are a new student in Nursing, you are beginning an exciting, challenging and rewarding experience. If you are a returning student, you are aware of the demanding but satisfying course you have chosen. The faculty and staff wish you the best in fulfilling your goal.

This handbook along with the Kentucky Community and Technical College Student Code of Conduct will provide you with invaluable information for successful completion of the program. Retain this booklet throughout the three semesters as a handy resource.

You are encouraged to seek help from the faculty and staff whenever it is needed. We are here to help you. We want you to feel free to stop in and visit us in our offices. Regular office hours are posted on each door and unless at a clinical site, there is almost always someone here to help you.

Sincerely,

Tammy Owen, EdD, MSN, RN  
Associate Dean of Academic Affairs/  
Director of Nursing

**HENDERSON COMMUNITY COLLEGE  
PRACTICAL NURSING PROGRAM  
2660 SOUTH GREEN ST.  
HENDERSON, KY 42420  
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## **HENDERSON COMMUNITY COLLEGE HISTORY**

Henderson Community College accepted the first class of seventeen Nursing Students in the Fall of 1963. Funded by a Kellogg Grant through the University Of Kentucky College Of Nursing, Henderson holds the distinction of having the first Associate Degree Nursing Program in the state of Kentucky.

In February of 1987 the Program completed a self-study and was visited by the National League for Nursing Accrediting Commission (NLNAC)\*. Initial accreditation was granted for eight years. Re-accreditation was granted in the Spring of 1996 and Spring of 2005. In the Spring 2013 the program was re-accredited by the Accreditation Commission for Education in Nursing, Inc. (formerly known as NLNAC). The Program has full approval from the Kentucky Board of Nursing and the College is accredited by the Southern Association of Colleges.

Due to the shortage of registered nurses and with financial support of the two local hospitals in Owensboro, an Extension of the Henderson Community College Program was opened at Owensboro Community College in the Spring of 1991. In the Spring of 1999, Owensboro separated and became an independent Nursing Program.

Through the history of the Program, the results of State Board Examination, now called the NCLEX-PN, have varied. In the past ten years, the results have been above the national and state average with several classes achieving 100% on the first attempt.

In 2004, A Ford Pathways Grant was awarded to Henderson Community College to begin a Practical Nursing Program. The first class of practical nursing students began in August 2005.

\* Accreditation Commission for Education in Nursing, Inc.  
3343 Peachtree Road NE, Suite 850  
Atlanta, Georgia 30326  
[www.acenursing.org](http://www.acenursing.org)

## MISSION STATEMENT

The mission of Licensed Practical Nurse Program of Henderson Community College is to provide didactic and clinical instruction to practical nursing students in rendering safe and competent nursing care and health promotion activities to individuals across the life span.

## PHILOSOPHY

Practical nurses are integral members of the health care system, prepared to provide nursing care and health promotion activities to individuals across the life span in various health care settings under the direction of the registered nurse, physician, and/or dentist.

The statement of philosophy and the objectives of the program are consistent with the philosophy and objectives of the governing institution.

The faculty believes:

**NURSING** is an art and science that assists individuals across the life span with health promotion activities. Inherent to nursing are continued practice, education, and growth.

Practical nursing is administered by **KCTCS** with joint emphasis on didactic and clinical instruction. The practical nurse is prepared to assist with health promotion and to provide nursing care to individuals across the life span utilizing interpersonal communication skills and the nursing process. Practical Nursing Education emphasizes the need for ongoing development of nursing knowledge and skills.

**LEARNING** is a life long process that produces change in behavior. This process enables the individual to become productive, responsible member of an ever-changing society. We believe that leaning proceeds from simple to complex and is enhanced through stimulation of the senses.

The **INDIVIDUAL** is a unique, holistic being worthy of dignity with right to self-determination. The individual has functional health patterns, based on basic human needs across the life span, with rights and responsibilities in relation to self, family and social groups.

**HEALTH CARE** is a fundamental right of the individual

**ENVIRONMENT** encompasses the interaction of biological, social, and physical components that influence health.

## **ORGANIZING FRAMEWORK**

The organizing framework implements the philosophy by providing substance and organization to identified concepts.

Basic human needs represent a major concept on which the practical nursing curriculum is developed. The nursing process is the vehicle through which the nurse enhances the health of the individual within one's environment. The nurse incorporates cognitive and psychomotor skills, scientific and social foundations, communication skills and health promotion concepts in providing safe nursing care through the life span.

Because the nursing faculty believes learning is a lifelong, dynamic process, the curriculum places importance on the need for continued growth in one's nursing practice.

## **APPLICATION FOR LICENSURE AND REGISTRATION REGULATION**

### **201 KAR 20:370. Applications for licensure and registration.**

RELATE TO: KRS 314.041, 314.042, 314.051, 314.071, 314.091

STATUTORY AUTHORITY: KRS 314.131(1)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 314.041, 314.051, AND 314.071 require the board to review an application for licensure and a licensee for conformity with KRS Chapter 314. KRS 314.091 requires the board to deny limit, revoke, probate, suspend, or take other action against an applicant or licensee who is guilty of the offenses or conduct specified in KRS 314.091. This administrative regulation establishes requirements and procedure for licensure and registration.

Section 1. To be eligible for licensure by examination, endorsement, renewal, reinstatement, or change of status, or for advanced registered nurse practitioner registration, renewal or reinstatement, and applicant shall:

- (1) Submit the appropriate completed application form to the board office as follows:
  - (a) For RN or LPN licensure by examination, endorsement, reinstatement or change of status, "Application for Licensure";
  - (b) For RN or LPN Renewal, "Biennial Licensure Renewal Application";
  - (c) For registration or reinstatement as advanced registered nurse practitioner, "Application for Registration as an Advance Registered Nurse Practitioner";

- (d) For renewal as an advanced registered nurse practitioner, "ARNP Registration Renewal Application";
- (2) Submit the current application fee, as required by 201 KAR 20:240;
- (3) Submit a certified copy of the court record of each misdemeanor or felony conviction in this or any other jurisdiction and a letter of explanation that addresses each conviction, except for traffic-related misdemeanors (other than DUI) or misdemeanors older than five (5) years;
- (4) Submit a certified copy of a disciplinary action taken in another jurisdiction with a letter of explanation or report a disciplinary action pending on a nurse licensure or license in another jurisdiction;
- (5) Have paid all monies due to the board;
- (6) Submit a copy of an official name change document (court order, marriage certificate, divorce decree), if applicable;
- (7) Submit additional information as required by the board in an administrative regulation;
- (8) Meet the additional requirements for:
  - (a) Licensure by examination established by 201 KAR 20:070;
  - (b) Licensure by endorsement established by 201 KAR 20:110;
  - (c) Licensure by reinstatement established by 201 KAR 20:225;
  - (d) Licensure by renewal established by 201 KAR 20:230;
  - (e) Inactive licensure status established by 201 KAR 20:095; or
  - (f) Advanced registered nurse practitioner registration, renewal or reinstatement established by 201 KAR 20:056;
- (9) If not a citizen of the United States, submit proof of legal permanent or temporary residency under the laws and regulation of the United States; and
- (10) Notify the board upon establishment of a new mailing address.

Section 2. A completed renewal application form and all information needed to determine that an applicant meets the requirements for renewal of licensure or

registration shall be postmarked or reviewed by the board no later than the last day for renewal of license or registration.

Section 3. An application shall lapse and the fee shall be forfeited if the application is not completed as follows:

- (1) For an application for licensure by endorsement, within six (6) months from the date the application form is filed with the board office;
- (2) For an application for licensure by examination, within one (1) year from the date the application form is filed with the board office.
- (3) For all other application except biennial renewal of license applications, within one (1) year from the date the application form is filed with the board office.

Section 4. Incorporation by Reference (1) The following material is incorporated by reference:

- (a) "Application for Licensure", 6/2002, Kentucky Board of Nursing;
- (b) "Biennial Licensure Renewal Application", 6/2002, Kentucky Board of Nursing;
- (c) "Application for Registration as an Advanced Registered Nurse Practitioner", 6/2002, Kentucky Board of Nursing;
- (d) "ARNP Registration Renewal as an Advanced Registered Nurse Practitioner", 6/2002, Kentucky Board of Nursing;

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, and the Kentucky Board of Nursing, 312 Whittington Parkway, Suite 300, Louisville, KY 40222, Monday through Friday, 8 a.m. to 4:30 p.m. (13 Ky.R. 1963; eff. 6-9-87; Am. 14 Ky.R.596; eff. 11-6-87; 19 Ky.R.2674; eff. 8-6-93; 20 Ky.R.2047; eff. 3-14-94; 3221; eff. 8-4-97; 23 Ky.R.3077; 3560; eff. 3-19-97; 24 Ky.R. 1693; 1943; eff. 5-10-2000; 28 Ky.R.682; eff. 10-17-2001; 29 Ky.R. 1302; eff. 1-15-03.)

## **PROGRAM DESIGN**

This three-semester alternative curriculum is designed to prepare graduates for licensure as practical nurse. Upon completion of all requirements of the course and the admission criteria for the PN program, students may be selected for advanced standing into NSG 203. These students will receive 18 credit hours of nursing with an option to continue their education at the associate degree (registered nursing) level. All students entering the program must complete an approved nurse aide training course or its equivalent.

The Practical Nursing program prepares individuals to practice within the legal scope of practical nursing under the supervision of a registered nurse or physician. Use of the nursing process at the practical nursing level toward the maintenance of health and prevention of illness, the observation and nursing care of persons experiencing changes in their health processes, and the evaluation of health practices of patients are emphasized.

Classroom instruction in theory and basic nursing skills is provided on campus. Under the guidance of program faculty, students gain valuable experience in the care of clients of all ages in a variety of health care settings (hospital, long term care facilities, clinics and child care centers). Upon successful completion of all required courses a diploma is granted and one is eligible to write the NCLEX-PN examination which is required for licensure as a Licensed Practical Nurse in Kentucky.

## **PROGRAM OUTCOMES**

The graduate of the HCC Practical Nursing Program:

- Assumes the role of a competent, caring practical nurse in a variety of health care setting under the direction or supervision of a registered nurse, licensed physician, or dentist.
- Uses the human caring phenomena and the nursing process in providing nursing care.
- Demonstrates self-direction and responsibility for maintaining nursing competence by pursuing personal and professional development.
- Communicated effectively with all members of the health care system.
- Demonstrates accountability of practice with adherence to ethical and legal standards of the profession.

**HENDERSON COMMUNITY COLLEGE  
KCTCS  
COMMUNITY COLLEGE SYSTEM  
Practical Nursing Program  
Curriculum for Practical Nursing Diploma**

	<u>Credits</u>
<b>First Semester:</b>	
PY 110, General Psychology.....	3
BIO 137, Human Anatomy & Physiology .....	4
Subtotal.....	7
<b>Second Semester:</b>	
BIO 139, Human Anatomy & Physiology II.....	4
AHS 115 or CLA 131 Med. Terminology .....	3
NPN 101 Fundamentals of NSG.....	6
NPN 111 Pharmacology in Nursing.....	3
Subtotal.....	16
<b>Third Semester:</b>	
PSY 223, Developmental Psychology.....	3
NPN 125 Mental Health.....	3
NPN 135 Introduction of Health Deviation.....	6
NPN 201 Childbearing Family.....	3
Total.....	15
<b>Fourth Semester:</b>	
ENG 101, English I.....	3
COM 252, Interpersonal Communication or.....	3
COM 181 Basic Public Speaking	
Total.....	6
<b>Fifth Semester:</b>	
NPN 202, Med-Surg.....	5
NPN 206, Med-Surg II.....	5
NPN 210 Practicum.....	4
NPN 215, Nursing Trends & Issues.....	1
Total.....	15
<b>Total Credits</b>	<b>59</b>

**COURSES LISTED ABOVE MUST BE TAKEN IN ACCORDANCE WITH THE LISTED SEMESTER WITH THE SPECIFIC NURSING COURSE, OR PRIOR TO THE NURSING COURSE. ONE LECTURE CREDIT HOUR IS FIFTY (50) MINUTES.**

- **Prior to beginning NPN 101 each student must have completed 75 hour nursing assistant course or its equivalent as well as computer literacy.**

**ASSESSMENT TECHNOLOGIES INSTITUTE TESTING/RE-TESTING POLICY**

In order to assure that nursing students have retained the necessary knowledge base to progress and practice safely, the following testing policy has been established. Students must show evidence of taking a successful practice test prior to taking each scheduled ATI test.

A non-refundable testing fee is paid by every nursing student entering the ADN or PN program by the date designated by the nursing faculty. This fee includes the cost of administration, score assessment, and all learning materials. **All** students are required to be tested. Each course will have a scheduled time for a particular test. The student **must** complete the testing during the assigned time. In the event of a missed test, the student must make an appointment to complete the missed test within **one week**.

**ATI tests are considered as exams. Academic honesty standards apply.** (See Student Code of Conduct)

All students **not** achieving the **designated benchmark** on each test **must** complete remediation and retest until the passing score is earned. For those students not successfully passing the ATI exams on the first attempt, a remediation plan must be completed prior to retaking the exams. The remediation plan will include completing a focused review from ATI. Students may be required to submit further remediation tasks as determined by the course faculty. Each student is required to complete the first retest within one week. Examples of remediation include, but are not limited to reviewing ATI resource materials, viewing videos, completing computer assisted programs and reading nursing textbooks or nursing journals. The nursing faculty can assist with this student plan, but will not assist during the exam. Prior to being seated for the retest, the student must acknowledge remediation has been completed and list the components of remediation. In addition, the student **must** present a copy of the practice ATI test(s) taken prior to the re-test as proof of remediation.

**If any attempts are required after the second attempt, the student will be required to pay an additional ATI testing fee prior to testing for each attempt.** Students must schedule with the instructional specialist any retest.  
**Payment via credit card is due at the time of testing.**

**The dates and times for test make-ups and re-testing are scheduled by the instructional specialist only.**

## **KCTCS Administrative Policies & Procedures**

### **Drug Testing**

Students will be required to be tested for the presence of drugs according to the affiliating clinical agencies used by Henderson Community College. Criminal Background screens for Indiana and Kentucky will also be required. Students will be notified of this requirement in writing beforehand.

KCTCS does **NOT** require drug testing for entry into instructional programs or any courses therein. Students who participate in instructional programs that require completion of practical experiences in affiliated institutions that do require drug testing will be subject to the policies below:

1. Students will be notified of the procedure to follow for drug testing.
2. The cost of all drug screening required by affiliating clinical agencies will be borne by the student or affiliating clinical agency, as determined by the affiliating clinical agency.
3. If a student tests positive for drugs, the student has the right to request a second drug test. The cost of the second drug test will be borne by the student.
4. If a student fails to submit to a required drug screen, if a student fails the first drug test and chooses not to retest, or if the student fails both the first and second drug test, the student will not be allowed to participate in the required practical experience. Failure to participate in required practical experiences shall be grounds for dismissal from the program.
5. The student has the right to reapply to the program subject to the program's current readmission policy. The readmission policy may include a requirement for successful completion of a drug counseling program.
6. Confidentiality of the student will be protected.

**HENDERSON COMMUNITY COLLEGE  
ASSOCIATE DEGREE/PRACTICAL NURSE PROGRAMS**

**STANDARDS AND PROCEDURES FOR DRUG SCREENING**

- I. Students who come to our institution expect to study in a condition free from alcohol and drugs. The use of controlled substances or alcoholic beverages by students, or students working under the influence of these chemicals, is inconsistent with the behavior expected of students, staff, faculty and visitors of our facilities. This behavior poses unacceptable safety risks, and undermines the College's ability to operate effectively and efficiently. All students must remain free from impairment due to the use of drugs and alcohol while on campus and from use, possession, manufacture, or sale of any drug or alcohol on HCC property or the property of any of its affiliates or related hospitals/services. The unauthorized use of alcoholic beverages on campus or the unlawful use, possession, concealment, transportation, promotion, sale or distribution of controlled substances while on campus, or HCC property or while engaged in HCC business off HCC property is strictly prohibited and will subject the student to disciplinary action up to and including academic dismissal.

Kentucky Community and Technical College's (KCTCS) Code of Student Conduct addresses controlled substances and illegal drugs under disciplinary offenses section (3.2). Number 10 under this section states "Manufacturing, possessing, using, selling, or distributing any type of controlled substances or illegal drugs."

<http://www.kctcs.edu/default/students/admissions/academic%20policies/~media/SystemOffice/Academics/StudentCode2009.ashx> p 18-19.

The Code further states that the college has the authority to impose penalties and sanctions from a reprimand to permanent expulsion.

<http://www.kctcs.edu/default/students/admissions/academic%20policies/~media/SystemOffice/Academics/StudentCode2009.ashx> p 19-20.

Students are permitted to take legally prescribed and/or over-the-counter medications consistent with appropriate medical treatment plans while attending classroom, laboratory, &/or clinical experiences. However, when such prescribed or over-the-counter medications affect the student's safety, academic performance, the safety of fellow students, faculty/staff, patients, or members of the public, the Director of Nursing, Student Affairs Officer, or their designees should be consulted to determine if the student is capable of

continuing to participate in academic and clinical programs and/or remain on campus, or if the student needs to be removed from the Academic Program by College Administrators.

## II. TESTING REQUIREMENTS:

### **A. Admission Drug Screening:**

In an effort to maintain a drug and alcohol-free environment, applicants who are accepted to the nursing programs at the College will be subject to drug testing as part of the pre-admission health screening. The College utilizes Mobile Drug Screen Company for student pre-admission drug testing.

## III. DEFINITIONS

**A. "HCC Property":** For purposes of this policy, HCC Property includes premises, property, facilities, building, structures and vehicles that are owned, leased or under College Administration of HCC or its affiliates or related hospitals/services.

**B. "Controlled Substances":** Drugs designated under the Federal Controlled Substances Act of 1970 which have or have the potential for, abuse or physical or psychological dependence.

**C. "Student":** The term student refers to all HCC students and all students enrolled in courses at the College.

**D. "Illegal Drug":** Any drug which is (a) not legally obtainable, (b) legally obtainable but has been illegally obtained by the student, or (c) a prescribed drug legally obtained, but not being used for prescribed purposes, or being used in a dosage other than that prescribed.

**E. "Impaired":** The student is affected by a drug, alcohol, or both in a detectable manner where such use or influence may affect the student's performance or the safety of the student, fellow students, faculty/staff, patients or members of the public.

**F. "Legal Drug":** Prescribed drugs and over-the-counter drugs which have been legally obtained by the student and are being used for the purpose for which they were prescribed and/or manufactured.

#### IV. "For Cause" Screening Requirements

If criminal activity or substance abuse occurs, or is suspected, after the initial Criminal Background check and Drug Screen is completed, a "For Cause" screen may be required.

A clinical affiliate reserves the right to remove a student from the facility for suspicion of substance use or abuse (including alcohol). The clinical affiliate will immediately notify the instructor/college to facilitate immediate removal of the student. In all instances, the clinical affiliate will provide written documentation of the student's behavior(s) to the college. The student will be asked to consent to a "for cause" drug test at a vendor site identified by the college. (Mobile Drug Screen). Testing must be completed on the same clinical day as the suspected drug or alcohol use/abuse was identified. Failure to comply will result in the student's immediate expulsion from the program.

In all instances of drug screening, students are responsible for any costs related to the initial drug screen or additional testing. An individual with a positive drug screen may be denied enrollment and participation in clinical or practicum rotation.

At a minimum, students who violate this policy will receive a zero for the missed clinical/class/lab activity at the time the student was removed for testing.

#### **HENDERSON COMMUNITY COLLEGE INTERVENTION PROCESS**

Students suspected of drug/alcohol impairment may be asked to leave the clinical/classroom setting for evaluation prior to "for cause" drug testing. The following procedure will be implemented for suspected abuse. (If you need assistance, call the Nursing coordinator, the Dean of Student Affairs, or their designees)

1. Ask another administrator/faculty/staff member or designee to work with you and serve as a witness throughout the entire process and document the proceedings.
2. You and the other administrator/faculty/staff member are to complete the For Cause Testing Checklist forms.
3. Bring the student into your office or some other private place and, in the presence of the witness, complete the Questions for the Suspected Substance Abuse form. Read exactly what is written on the form. You and the witness are to sign the form
4. Complete the Opinion Based on Observations and Questioning by Administrator/Faculty/staff member form. You and the other administrator/

faculty/staff member are to sign the form.

5. If you conclude that the student does not appear to be impaired by the use of alcohol or drugs and is able to perform academically and clinically, have the student return to class/clinicals/lab. Place the forms in confidential files.
6. If you conclude that the student may be impaired by the use of alcohol or drugs and/or the student admits to being impaired:
  - inform the student of the College rules that he or she violated;
  - tell him/her that disciplinary action, up to and including academic dismissal, may be taken;
  - suspend the student pending investigation of the situation;
  - contact the Nursing Coordinator or Dean of Student Services Affairs Director; and
  - if the student agrees proceed to #7 and if not proceed to #8.

If you conclude that the student may be impaired by the use of alcohol or drugs and student does not admit to being impaired:

- ask if he or she is willing to submit to testing;
  - still test student even if student admits to drug/alcohol abuse;
  - inform the student of the College rules that he/she violated;
  - tell him/her that disciplinary action, up to and including academic dismissal, may be taken;
  - if the student agrees to testing, proceed to #7 below. If the student is unwilling to undergo testing, proceed to (Attachment B-6).
7. If the student agrees to a drug/alcohol test, have the student read and sign the agreement to:

Submit to Drug and/or Alcohol Screen form. You and the other administrator/faculty/staff member also are to sign the form.

Arrange the test with the appropriate designated site. Day and evening on-site testing can be coordinated with Mobile Drug Screen). If you have to take/escort the student to the collection site, you will need to stay with the student through the testing process which can take about 90 minutes. The cost of the test will be the student's responsibility.

1. If the student refuses a drug/alcohol test, have the student read and sign the Refusal to Submit to Drug and/or Alcohol Screen form. You and the other

administrator/faculty/staff member also are to sign the form. If the student refuses to sign the Refusal to Submit to Drug and/or Alcohol Screen Form then you and the other administrator/faculty/staff member are to sign the form and make the notation that the student refused to sign. Tell the student that he/she is suspended and that further disciplinary action, up to and including academic dismissal may be taken.

2. Make arrangements to have the student taken home. Do not permit the student to drive or to go home alone. If the student refuses assistance, make sure you document the refusal.
3. After all forms are completed and signed, detach your copies, insert all forms in packet envelope, and deliver or send them to Nursing Coordinator, Dean of Student Affairs or their designees immediately or on the next business day.

### **Criminal Background Check**

Henderson Community College now requires background checks for all students enrolling in Nursing. This process is designed to meet requirements for student's assignment to clinical practice in affiliating healthcare agencies.

Henderson Community College has worked with Verified Credentials, Inc. to establish an acceptable screening procedure at a cost of approximately \$30.00. (Cost is subject to change) Students who fail to submit a background check prior to the established deadline may not be eligible for clinical placement.

### **COMPLAINT/NURSING PROGRAM SUGGESTIONS** **CHAIN OF COMMAND**

Each course will select a liaison to represent the class in bringing issues to the faculty. The liaison will meet with the faculty of the course on an agreed time and date to give input and verbalize concerns of the class. The faculty members will record the meeting and send the minutes to the Nursing Coordinator for review.

All students should be aware of the chain of communication:

1. The student will discuss the issue with the involved faculty. If the student feels the issue is not resolved, the student can proceed to step 2.
2. The student will discuss the issue with their nursing advisor. If the student feels the issue is not resolved, the student can proceed to step 3.
3. The student will discuss the issue with the Nursing Program Coordinator/Allied Health Division Chairperson. If the student feels the issue is not resolved, the student can proceed to step 4.

4. The student will discuss the issue with the Academic Dean in accordance with Guidelines listed in the **Student Code of Conduct**. IF the student feels the issue is not resolved, the student can proceed to step 5.
5. Continue with the steps outlined in the **Student Code of Conduct** for a formal grade appeal or any other violation of a student right.

Liaison Officer: This officer solicits concerns, suggestions and complaints from the members of the class, obtains consensus about which topics should be brought to the Course Faculty Liaison monthly meeting. (An alternate should be selected to attend the meetings when the elected liaison officer cannot attend.)

## **GENERAL INFORMATION**

### **ADVISING**

Each student admitted to the program will be assigned a nursing faculty member to act as his/her academic advisor. Each advisor will have regularly scheduled office hours posted. Students are encouraged to seek assistance from advisors throughout the school year and are required to make at least one appointment each semester. All class schedules require the signature of your faculty advisor.

Pre-registration/advising for the next semester is scheduled at specific intervals within the appropriate time frame. Students should make an appointment with their faculty advisor to complete the process. Sign-up sheets are posted on the office door of each faculty member. The advisor will assist the student in making out a schedule for the next school term. Students are not excused from class or lab to meet with advisor. If there are problems in obtaining the classes needed to fulfill the degree requirements, students should make an appointment with the Nursing Program Coordinator. If satisfaction is not obtained, the next person in the chain of command is the Division Chairman.

Students experiencing academic difficulty in any course should first discuss the difficulty with the instructor of that course. For the nursing theory, the appropriate person to contact is the teacher of that section of the course. For the clinical, the appropriate person to contact first is the clinical instructor. The faculty advisor may also act as a resource person in the resolution of a problem.

Should you have questions about financial assistance, you should see the Financial Aid Counselor located in the Sullivan Technology Center on the HCC Campus.

General counseling service is available for assistance with personal concerns at no charge. Contact the Nursing Coordinator, your academic advisor, or the counseling center if you feel that you need these services.

## **ATTENDANCE POLICY FOR CLASS/CAMPUS LAB/CLINICAL**

### **Class Attendance:**

Attendance will be taken in each class/lab/clinical. This policy is applicable to all classes, campus laboratories and scheduled events i.e. Wellness Day, Job Fair, Skill Testing, ATI Testing, etc. Students absent for any reason are expected to follow protocol as outline in each course syllabus.

1. Absences will be excused only in cases of illness or emergencies. If the student is ill and cannot attend class/lab/clinical, the course/lab/clinical instructor must be notified one hour prior to the scheduled activity. A physician's excuse may be requested by the instructor.
2. Absences will be determined as excused or unexcused absence at the discretion of the course instructor based upon individual circumstances and if prior notice was given.
3. Three tardies will equal one day unexcused absence from the involved course. Being 15 minutes late for class/lab/clinical is considered an unexcused absence. Additionally, leaving early from a schedule activity prior to the end will constitute an absence.
4. If a class/lab is missed it is the student's responsibility to obtain the course material from the instructor.
5. If a student is absent and it is unexcused the student will be informed by written notification.
6. If the proper protocol for reporting your absence is not followed it will automatically be counted as unexcused.
7. The 1<sup>st</sup> unexcused absence will result in a 5 point deduction from your final course grade, the 2<sup>nd</sup> unexcused absence will result in a 10 point deduction from you final course grade, and the 3<sup>rd</sup> unexcused absence will result in a 15 point deduction from your final course grade. Any unexcused absence after 3 will result in dismissal from the program. This applies to any lecture/lab/clinical.

### **Clinical Attendance:**

Clinical attendance/punctuality is a part of professional standards and accountability.

**Students are required to contact the facility and the faculty/instructor prior to the beginning of clinical if an absence is anticipated.** The student **must** call and speak to the faculty/instructor/clinical facility in person. E-mailing, texting or leaving voice mails will not be acceptable. Therefore any student who is absent and or \*tardy to clinical two times per nursing course is a candidate for dismissal from the program.

\*Tardy or tardiness is defined as being more than five minutes late to class/and or clinical unless approval has been received from the course faculty and/or clinical faculty member.

## **CLASSROOM/CAMPUS LAB/JEOPARDY POLICY**

Classroom/Campus Lab Behavior protocol:

Students are expected to conduct themselves as professional individuals while attending class. Certain activities can be distracting to others as well as minimizing the optimum learning opportunity. Therefore listed activities including but not limited to will **not be tolerated** and will earn the student a classroom/lab jeopardy.

1. Arriving to class/campus lab tardy.
2. Disruptive talking, laughing, etc.
3. Texting, blogging, face-booking, talking on cell phones\*\*
4. ATI fees- Fees will be required to be paid by the designated time frame- by the end of the first week of each course.

\*\*Specific policies may be initiated by individualized course faculty. In the event of an emergency, students will be able to have cell phones on vibrate and may be excused to take or make a call if previous permission has been obtained from the instructor teaching the class/lab.

If any of the previous behaviors occur, the instructor may:

1. Ask the student to place the phone or device at the front of the room until class is over.
2. Do not allow student to have device at any time during classroom/lab situations.
3. Students will receive a classroom/campus lab jeopardy
4. After receiving the second jeopardy, a discussion with the student and faculty will occur.
5. After receiving a third jeopardy, the faculty may request a meeting with the program coordinator to discuss further repercussions which may include unexcused absence from class/lab or ask for withdrawal from course.

## **CLINICAL SAFETY/JEOPARDY POLICY**

Students who do not comply with stated clinical policies will be given a warning the first time. Subsequent non-compliance will result in a clinical jeopardy. Two clinical jeopardies will require a meeting with the Associate Dean/Director of Nursing. Additionally, the clinical tool will reflect the discretion for that week. Infractions that do not directly impact patient safety will result in a warning only!!

## **CLINICAL JEOPARDY:**

Clinical Jeopardy is defined as a clinical situation in which a student, by omission or incorrect action, compromise the client's physical and/or emotional safety, is unprepared for clinical or exhibits unprofessional behavior according to the clinical policy.

What constitutes a clinical jeopardy?

1. Lack of preparation for clinical
2. Tardiness/absence without notification to instructor/facility.
3. Failure to comply with overriding-principles of care.
4. Failure to demonstrate proficiency on previously learned skills.
5. Failure to comply with clinical policy.
6. Failure to comply with safety according to clinical policy.
7. Failure to comply with professional behaviors according to clinical policy.

In the event of receiving a clinical jeopardy:

- The student may be sent home or to the college lab with a specific assignment or the student may remain in the clinical area with an alternate assignment.
- In addition to the above the student must make up the total number of hours for that scheduled clinical day.
- Two clinical jeopardy situations in a semester will require a student to make an appointment with the nursing coordinator.
- Three clinical jeopardy situations in a semester will constitute a clinical failure. The clinical failure constitutes an "unsatisfactory in clinical". An unsatisfactory in clinical results in the course failure with a grade of "E".

## **CPR CERTIFICATION**

**ALL STUDENTS ARE REQUIRED TO HAVE CURRENT AHA "AMERICAN HEART HEALTHCARE PROVIDER" CPR CERTIFICATION prior to the beginning of NSG 101.** A copy of the signed CPR certification card must be presented to the instructional specialist. Students who are not certified will not be admitted to the clinical agencies.

## **COURSE LOAD**

The course load carried by a student may not exceed that described in the KCTCS Catalog.

## **NURSING STUDENT DRESS CODE**

**CAMPUS:** Students are expected to dress in a comfortable and modest manner for class. Clothing worn to class should not be distracting or offensive. Campus simulations may require wearing the clinical uniform.

**CLINICAL:** All students will be in full uniform (Henderson Community College uniform, name pin, etc.) each day at the beginning of the clinical laboratory unless otherwise

stipulated such as in Psychiatric facilities. Appropriate dress for observational experiences will be directed by the Nursing faculty. In general:

**Females must have:**

Safety goggles

White hose with dress or skirt

Plain white socks may be worn with slacks

Clean white leather shoes with clean white shoe laces

Name badge (approximately \$5)

Watch with second hand

Stethoscope and bandage scissors

White pants covered with HCC blue uniform top (Purchase at Bookstore)

White lab coat.

**No sweaters**

**Males must have:**

Safety goggles

White socks

Clean white leather shoes with clean white shoes laces

Name Badge (approximately \$5)

Watch with second hand

Stethoscope and bandage scissors

White pants with HCC blue shirt

HCC white lab coat

**No sweaters**

Students are expected to be neatly groomed and without body odor. For the comfort of the clients, smoking while in uniform is prohibited. Those who have long hair must wear the hair confined and not touching the collar. Hair must be of a natural color (for example: not purple or neon colors).

Males must be clean shaven. Males with established beards and moustache must keep them clean and well groomed. The student lab coat may be worn in the clinical area for additional warmth. Bandage scissors, stethoscope, a pen and a small pocket notebook are necessary, unless otherwise specified, for use in the clinical laboratory. The only appropriate jewelry will be one (1) pair (only) of small stud type, silver, gold or pearl earrings to be worn in pierced ears and a watch with a second hand. Nail polish and/or acrylic nails are **NOT** permitted during clinical laboratory.

Nails should be reasonably short for student and client safety. A plain wedding band may be worn. Rings with settings are not acceptable. It is expected that the student will be conservative in the use of makeup. Undergarments should not be visible through the uniform. Chewing gum is **not** allowed in clinical. Tattoos must **not** be visible.

The preceding dress code is applicable and must be adhered to whenever one is a representative of Henderson Community College. The clinical sites do not have safe places for student's belongings, therefore, **do not** bring purses or other valuables to clinical. Personal cellular phones or pagers may not be operated within any healthcare facility or community experience unless permission is given per clinical faculty and the clinical facility.

### **MRSA**

Related to the increase of MRSA and contagious pathogens in the community it is recommended that students need to change their uniforms immediately after the clinical experience. Uniforms should be laundered with hot water and bleach.

### **BEHAVIOR IN CLINICAL FACILITY**

**Behavior in clinical facilities should be quiet and refined. Any student jeopardizing the safety of clients for any reason or the delivery of patient care on the unit will be removed from the clinical site immediately. Profanity will not be tolerated. Unprofessional behavior will be cause for dismissal from the program. The student will receive an unsatisfactory for clinical.**

### **BONUS POINTS**

Frequently students are given opportunities to engage in activities that can earn bonus points. These bonus points can only be added to the student's total points if a 78% on unit exams and other activities that earn points has been achieved prior to the end of the course.

I understand that these bonus points can help raise my grade from one letter to the next (Ex: C to a B) but cannot provide me with a passing grade for the course if my total points are less than 78%.

### **FACILITY ORIENTATION**

The individual clinical faculty may have a mandatory orientation to the clinical facility or unit prior to the first scheduled day of clinical. In order for students to be given fair treatment in the clinical facility, **a student may not have a clinical experience on the unit in which he is employed.** It is the responsibility of the **student** to inform the clinical instructor that he is employed at a health care facility at the beginning of the semester if he has been scheduled for such a unit.

### **EVALUATION**

The course grade for passing a Nursing Course is determined by:

1. A final average in theory of at least 78%;
2. A grade of "satisfactory" in clinical laboratory;
3. A "satisfactory" evaluation in all essential skills.

### **GRADING SCALE**

A = 91 - 100

B = 83 - 90.99

C = 78 - 82.99  
D = 67 - 77.99  
E = 66.99 and below

Grades will not be "rounded up or down." The student must maintain a 78% in all nursing courses in order to progress in the Associate Degree Nursing Program.

**AN OVERALL GRADE POINT AVERAGE OF 2.0 OR BETTER MUST BE MAINTAINED IN ORDER TO BE RETAINED IN THE NURSING PROGRAM.**

### **SKILL TESTING**

If a student fails an essential skill on the second attempt, he may no longer continue in the nursing course. He may withdraw with a "W" up to midterm per KCTCS rules. After midterm, providing the theory grade is at least 78% and clinical performance is at a satisfactory level, the student may be allowed to withdraw with a "W" at the discretion of the instructor.

### **SKILL TESTING POLICY**

Emphasis will be placed on preparing student for the first skill test. Each skill will be demonstrated by faculty at a designated time followed by a scheduled lab practice during which faculty will be present. Two mandatory practices will be required before re-testing a skill. No more than three exams/skills/retests, etc. can be scheduled in one day. This does not apply to quizzes.

### **GUEST POLICY**

According to KCTCS policy, guests, visitors, and/or family members will not be allowed to attend lectures, lab activities or observations. For the consideration of the students and faculty, please adhere to this policy. On the days when the public school is cancelled, your instructors and classmates cannot be expected to tolerate having your children at school with you. **Please arrange to have a plan of care for your children in case this situation occurs.**

### **WORK LOAD**

Students are advised not to work in outside employment more than 16 - 20 hours per week. These hours should be other than 11-7 before a 7AM clinical practicum. **Work schedules should not interfere with class schedules or clinical experiences. Academic learning experiences must take priority over employment schedules while in the nursing program.**

### **PORTFOLIO**

Each student is responsible for tracking his own professional career. In NPN 206 each student will be given directions for maintaining a professional portfolio. The portfolio should contain any records that provide data that verify the student's progress in his/her nursing career. The portfolio will be graded at the end of the course, as part of their course grade.

## **EMERGENCY**

Should your family need to contact you on an emergency basis, you may want to give them your schedule for each day of the week. If it is on a class day and you are in a Nursing Class or Nursing Lab, we will be glad to give you a message or ask you to step out of class for a telephone call. Simply have your family telephone the Nursing Administrative Assistant. The telephone numbers are listed in the front of this manual.

If you are in clinical, on an observation or in class other than nursing, it will be more difficult for us to locate you. We ask that you reserve this procedure for only true emergencies.

## **EXPENSES**

In addition to regular college tuition, fees and cost of books, nursing students in the program will incur additional expenses for the following:

Nursing Study Guide and Lab Manual

Lab Packet

School regulation uniform

Name pin

White hose for women, white socks for men

Wristwatch with second hand

Stethoscope

Bandage Scissors

Professional liability insurance (obtained through the college)

Transportation to all health agencies

KY Student Nurses Association Membership fees

Lab Coat

Current Certification in CPR

Specific Lab Tests and Immunizations required by health agencies\*

Graduation photo for composite

ATI Testing Program fee each year

NCLEX Review Course

## **IMMUNIZATIONS**

A Tetanus Booster within 10 years. In addition each student must show proof of immunity:

1. to rubella and measles (rubeola) as defined by:
  - a. a positive antibody titer to both or
  - b. birth before 1957 or
  - c. physician diagnosed measles in other age groups or
  - d. two doses of measles containing vaccine, at least one of which is an MMR, given at least one month apart and one of these doses should be administered after 1980.
2. to Hepatitis B as defined by:
  - a. antibody to Hepatitis B surface antigen or

- b. documentation of receipt of 3 doses of Hepatitis B vaccine
3. PPD test (within 1 year of the start of clinicals), and annually thereafter (Positive reactors will be required to have an initial chest X-ray)
4. Documented history of immunization for Pertussis.
5. to Varicella (reactive titer or documented history) or receive Varivax immunization, unless contraindicated by personal physician or other factors.
6. Documentation of Meningitis vaccine.
7. Influenza vaccines are required by the clinical affiliates. Students must obtain and provide proof of current influenza vaccinations by the second day of each semester or an alternate specified date.: *If the vaccine is contraindicated, the student must provide physician's documented proof of contraindication. In the clinical setting the student will follow hospital policies for unvaccinated clinical care providers.*

### **PREGNANCY AND CHANGE IN HEALTH STATUS**

Students who are pregnant must submit to the Coordinator written permission from a physician to enter and/or continue in the Program. After surgery or and other hospitalization, a physician's release to return to clinical is required. The purpose of the statement is not to exclude the student from the Program, but rather to safeguard the student and the student's clients. If any of the immunization or PPD test is contraindicated due to pregnancy or other conditions, a physician's statement should be submitted.

### **PERSONAL INJURY**

Students who become injured and/or exposed to bloodborne pathogens at the college or at the clinical site must complete an incident form of the health agency and the College incident form (FM 84) immediately and file it in the Coordinator or Assistant Coordinator's office. The clinical faculty member will assist the student in completing the form FM 84. Additional laboratory test may be required and obtained at the Henderson County Health Department at the student's expense.

### **DISPOSABLE NEEDLE POLICY**

Due to the risk factor involved in transmission of bloodborne pathogens and the liability related to injury from discarded injection needles, the following policy will be adopted until further notice.

Students practicing with syringes in nursing must return all materials to the lab. Do not take syringes or needles out of the nursing area. Place the needle and syringe in a red plastic container marked bio-hazardous materials.

Anyone injured by a needle must complete an accident report to be filed in the nursing secretary's office. Routine puncture wound care will be initiated. This may include application of an antiseptic agent and Band-Aid, tetanus injection from your family physician, and follow up lab work. This is for your own protection.

## **LIBRARY USE**

The Nursing Program of study requires a rather extensive use of the library. Selected books and journal articles have been placed on reserve in the library in order to be sure that at least one copy may be available to all students. All nursing books are limited to 3 day loan. Most of the journals are on microfilm except for the issues of the current year.

## **GIFT POLICY**

No gifts are to be accepted from patient/clients. Awards/acknowledgements for nursing students will be handled by the nursing clubs or classes as a group. Students are discouraged from giving gifts to faculty.

## **CHANGE OF ADDRESS**

The Nursing Program and the Admission's Office must be notified promptly of changes in name and address. Correct phone numbers must be available so that students can be reached in case of emergency or cancellation of class or clinical. Many request are received for the class list by area employers. Please notify the Coordinator if you do not wish your address and phone number printed on the roster for the class.

## **TRANSPORTATION**

Students are responsible for transportation to assigned health care agencies.

## **BUILDING POLICIES**

Smoking: Nurses as role models and providers of care should avoid lifestyle factors associated with disease. Smoking is prohibited in all hospitals and in the classroom buildings on the College Campus. Smokers must go out of doors to smoke. Students are prohibited from smoking during clinical hours because of the odor of tobacco is offensive to many clients and the area healthcare facilities are smoke-free. Please do not litter the doorways of the campus with cigarette butts discarded on the ground. Students who do have the habit of smoking are encouraged to enroll in smoking cessation self help groups available at the local hospitals and the American Cancer Society.

Eating and Drinking: Eating and drinking **are not** permitted in the learning skills labs because of the OSHA standards. The lounge and the seating areas in the hallways are the appropriate places for eating and drinking.

Use of Nursing Learning Skills Lab: The Learning Skills Lab is available for all students to use. Students will have specific assignments to complete in the lab outside of the regular scheduled lab sessions. The hours of the Learning Skills Lab are 8:00 AM to 4:30 PM, Monday through Friday, and may be open on Saturday from 8:00 AM to 12:00 PM upon student request. Please inform the instructional specialist in the lab if there is equipment or software not working properly. If the instructional specialist is not present, provide in writing a detailed description of the malfunction and give it to the secretary. Because of recent loss of expensive audio/visual materials, **no items will**

**be loaned from the Nursing Lab.** Please be considerate and courteous to waiting students when using computers in the Nursing Lab. Students taking the Pharmacology course via the internet will be given priority to the computer work stations.

Bulletin Boards: There are bulletin boards located in the nursing labs and in the classrooms. The bulletin boards provide information topics of interest to the student nurses. Before posting a flyer or information on the bulletin boards, please check with the secretary. A three-week time period will be allowed for each item. Please remove your posting after that time frame.

Mailboxes: In the lab area there are mailboxes for each student. Please check your mailbox regularly. Students and faculty may leave messages or other items in the boxes.

### **PREPARATION FOR CLASS AND LABORATORY**

Generally, it is accepted that for every hour of class, there should be at least two hours of preparation. This may be too little for some students. In nursing, it is expected that there will be preparation for laboratory sessions. It would seem then that reasonable minimum time for nursing students would be two hours of preparation for each hour of class PLUS one hour of preparation for each scheduled laboratory (college or clinical). Hospital regulations regarding dress code must be observed when preparing for clinical.

### **ASSIGNMENTS**

All written work must be completed neatly using proper grammar and spelling, using acceptable standards of English. If unacceptable, the student will be required to rewrite the paper. Referral will be made to the Learning Resource Center for assistance. If papers are handwritten, ink is required and leave a margin of 1 1/2 inches to the left. Please do not use sheets with ragged edges. Use one side of the paper only. Typewritten papers should be double-spaced. All pages should be numbered. Patient/client names are never to be used in written assignments. Initials are to be used. A face sheet is expected to be attached to all written materials. Computers for student use are available throughout the campus. Exceptions apply when detailed otherwise by a course faculty person.

### **EXAMINATION POLICY**

Students should make every effort to be present at an examination. If a student knows beforehand that he cannot be present for an exam, he should notify the instructor as soon as possible. The usual procedure is for the missed exam to be taken on exam makeup day which is scheduled at the end of the semester, the week before the final. A make-up exam may be a higher level of difficulty than the regularly scheduled test, or it may be in "essay" format. A copy of the scantron sheet may be given to the student instead of the original. During tests, students should arrange their desks so that others cannot see their answer sheet. All books and belongings, including cell phones (which must be turned OFF) must be placed at the front of the room. Time allowed for each test will be explained at the beginning of the testing period. Following the exam, the

correct answers will be read to the class. Time can be then scheduled whereby the student may have an opportunity to review and discuss the exam with the faculty within two weeks of the test date. If students do not meet with the faculty after a failed exam, they will not be allowed to take the next test and will be required to take it on make-up day. *Students are **not** permitted to keep any examination paper or answer sheet. Students found cheating during the writing of a test shall be disciplined according to the Student Code of Conduct and are subject to dismissal from the program.*

**(See Policy Statement on Plagiarism and Cheating)**

### **AWARDS**

Several awards will be given to nursing students graduating. Usually these awards are for the most improved nursing graduate, nursing excellence and leadership or service. Priority in selection of recipients for the awards will be given to students who are members of Henderson Association of Nursing Students. The nursing faculty selects and students who receive the most nursing faculty votes receive the awards.

### **WEATHER-RELATED CLASS CANCELLATION/DELAY POLICY**

Faculty will follow the College policy for cancellation of classes due to inclement weather. In general, listen to 680-WSON AM, 99.6-WKDQ FM, or watch Channel 25-WEHT for instruction. Additionally, in Owensboro 96.0-WSTO FM and 92.5-WBKR FM. If you must leave early before the announcement is made in order to arrive at clinical on time, contact your individual clinical instructor.

### **PATIENT/CLIENT CONFIDENTIALITY/HIPAA**

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 establishes national standards for insuring the security and privacy of identifiable patient information. Healthcare providers are required to be in full compliance with the standards or face potential civil and criminal penalties. The privacy standards established new rights for patients to control the use and disclosure of their personal health information. The following guidelines were established to provide direction while on clinical rotations:

- Patient information should only be discussed with other members of the health care team who have a "need to know".
- **Do not** discuss patient information with anyone else, including fellow students, employees, and your family members. Be especially careful on the hospital elevators, cafeteria and coffee shops.
- Do not tell unauthorized persons that you saw or have knowledge of a patient being admitted or being seen as an outpatient unless the patient authorizes you to do so.
- Do not access any patient information (i.e. looking up a neighbor's medical record) unless authorized in your job duties.
- Speak quietly and discreetly so patients, visitors, and others will not overhear your telephone or other conversations with or about patients.
- Do not leave papers containing patient information in open view of non-

authorized persons.

- Do not leave a computer on the bright screen if you must be away for a moment.
- Do not discard papers containing patient information in the trash can without first shredding them.
- Remember that when fellow students, friends, faculty members receive medical treatment, that person is a patient and all measures should be taken to protect their confidentiality.
- Ask visitors to step out of a patient's room when conversations take place regarding medical treatment, diagnosis, etc. unless the patient authorizes the visitor to be present.
- When you are assigned to handle confidential information of your friends or acquaintances, if possible *ask to be reassigned* to another patient to protect that person's privacy as much as possible.
- Do not ask fellow students, hospital employees or faculty about confidential matters of their assigned patients unless absolutely necessary to help in the performance of your assignment.
- **Breaching confidentiality could result in prosecution for invasion of privacy and termination from the Nursing Program.**

*All Nursing students must sign the "confidentiality agreement" located in this handbook.*

### **FERPA (Family Education Rights and Privacy Act)**

The Family Educational rights and Privacy Act (PL 93-380) includes provisions that protect the privacy of students. These include:

- 1) The right to inspect and review their education records with 45 days of the college receives a request for access.
- 2) The right to request the amendment of their education records that they believe are inaccurate.
- 3) The right to consent to disclosure of personally identifiable information contained in their education record, except to the extent that FERPA authorizes disclosure without consent. An exception is disclosure to school officials within the college who have a legitimate education interest.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.  
(More detailed information is located in student code of conduct section 1.4)

From  
American Nurses' Association, Code for Nurses with Interpretive Statements  
1985

1. The nurse provides services with respect for human dignity and the uniqueness of the client unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems.
1. The nurse safeguards the client's right to privacy by judiciously protecting information of a confidential nature.
3. The nurse acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.
4. The nurse assumes responsibility and accountability for individual nursing judgements and actions.
5. The nurse maintains competence in nursing.
6. The nurse exercises informed judgment and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
7. The nurse participates in activities that contribute to the ongoing development of the profession's body of knowledge.
8. The nurse participates in the profession's efforts to implement and improve standards of nursing.
9. The nurse participates in the profession's efforts to establish and maintain conditions of employment conducive to high quality nursing care.
10. The nurse participates in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
11. The nurse collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.

### **Statement on Academic Honesty**

Honesty is central to the profession of nursing as well as to the academic process. Acts of academic dishonesty are serious offenses at Henderson Community College AD Nursing Program. The Kentucky Community and Technical College System Code of Student Conduct outlines non-academic, and academic offenses in Article III. The following are further examples of both types of offenses:

Claim or submit the academic work of another as one's own.

Procure, provide, accept or use any materials containing questions or answers to any examination or assignment without proper authorization.

Complete or attempt to complete any assignment or examination for another individual without proper authorization.

Alter, tamper with, destroy or otherwise interfere with the use of institutional property,

including but not limited to classroom fixtures, laboratory and/or computer equipment and supplies and instructional materials.

Fabricate or falsify data or results.

You commit plagiarism if you submit as your own work:

- part or all of an assignment copied or paraphrased from another person's manuscript, notes or talk (lecture);
- part or all of an assignment copied or paraphrased from anything published.

You are an accomplice in plagiarism if you:

- allow your work, in outline, draft, or finished form, to be copied and submitted as the work of another;
- prepare an assignment for another student which he/she submits as his/her own work;
- keep or contribute to a file of papers or presentations which anyone other than the author adopts and submits as his/her own work.

**Students participating in such activities will be subject to disciplinary sanctions in accordance with the Kentucky Community and Technical College System Code of Student Conduct.**

### **Henderson Community College Policy Statement on Plagiarism and Cheating.**

The following statements and information are taken from the Kentucky Community and Technical College System Code of Student Conduct, Section 2.3.1.1 through 2.3.1.4 page 11.

#### **2.3.1.1 Plagiarism**

Plagiarism is the act of presenting ideas, words, or organization of a source, published or not, as if they were one's own. All quoted material must be in quotation marks, and all paraphrases, quotations, significant ideas, and organization must be acknowledged by some form of documentation acceptable to the instructor for the course.

Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as the student's own. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual material is completed, it must be done by the student and the student alone. The use of the term "material" refers to work in any form including written, oral and electronic. All academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, and is expected to be the result of the student's own thought, research, or self-expression. In any case in which a student feels unsure about a question of plagiarism involving the student's work, the student must consult the instructor before submitting the work.

### **2.3.1.2 Cheating**

Cheating includes buying, stealing, or otherwise obtaining unauthorized copies of examinations or assignments for the purpose of improving one's academic standing. During examinations or in-class work, cheating includes having unauthorized information and/or referring to unauthorized notes or other written or electronic information. In addition, copying from others, either during examinations or in the preparation of homework assignments is a form of cheating.

### **2.3.1.3 Student Co-Responsibility**

Anyone who knowingly assists in any form of academic dishonesty shall be considered guilty as the student who accepts such assistance. Students should not allow their work to be copied or otherwise used by fellow students, nor should they sell or give unauthorized copies of examinations to other students.

### **2.3.1.4 Misuse or Student Falsification of Academic Records**

The misuse or actual attempted falsification, theft, misrepresentation, or other alteration of any official academic record of the college is a serious academic offense. As used in this context, "academic record" includes all paper and electronic versions of the partial or complete academic record.

**Students participating in such activities will be subject to disciplinary sanctions in accordance with the Community College Code of Student Conduct. (located on page 11 in the student code of conduct.)**

**Students have the right to appeal and this process can be located on pages 12 through 18 in the student code of conduct.**

## **DISRUPTIVE CLASSROOM BEHAVIOR**

The following statements and information are taken from the Kentucky Community and Technical College System Code of Student Conduct Article 3.1 page 18-19. This is a partial list. For a complete list refer to Article 3.1.

### **3.1 General Regulations Concerning Student Behavior**

Students are responsible for knowing the college's regulations, disciplinary procedures, and penalties. It should be emphasized that students are subject to criminal statutes and legal action, in addition to the college's regulations and disciplinary system.

### **3.2 Disciplinary Offenses:**

Though not an inclusive list, the offenses are defined as below are punishable disciplinary offenses. Lack of intent may be asserted as an affirmative defense by any student charged with an offense listed below.

The following is a few of the offenses that are listed in the code of conduct.

1. Material disruption or obstruction of teaching, research, administration, disciplinary proceedings, or any other college activities. Under no circumstances will fighting be tolerated while on college property or at off-campus events sponsored by the college.

2. Assault and/or battery.
3. Verbal or psychological abuse or harassment.
4. Participating in or inciting of a riot or an unauthorized disorderly assembly.
5. Seizing, holding, commandeering, or damaging any property or facilities of the college upon direction by college officials or other persons authorized by the institution.
6. Sexual assault.
7. Use of alcoholic beverages, including the purchase, consumption, possession, or sale of such items except where specifically authorized by state law and regulations of the college.
8. Failure to comply with the official and proper order of a duly designated college official.
9. Unauthorized use of computers on word processors or unauthorized efforts to penetrate or modify the computer or word processing security system or any program software.
10. Allowing children under the age sixteen (16) to remain unsupervised while on campus.
11. Threats and/or threatening behavior.

## **SOCIAL NETWORKING POLICY**

The growing use of social media (Facebook, My Space, Twitter, etc.) by students and staff has led many schools to consider developing acceptable use policies. There is tremendous opportunity for improving education through the use of social media. There is also potential risk because social media can be used to access age inappropriate information and to engage in aggressive online behavior.

Posting personal images, experiences and information on these kinds of public sites pose a set of unique challenges for all members of the Henderson Community College personnel (employees, faculty, students, and administrators). Each of these people has a responsibility to the institution regardless of where or when he/she posts something that may reflect poorly on Henderson Community College (HCC) and specifically the nursing program. The following guidelines outline appropriate standards of conduct related to all electronic information (text, image or auditory) that is created or posted externally on social media sites by Personnel affiliated with the Henderson Community College nursing program.

### **Best Practices**

- 1. Take responsibility and use good judgment:** you are responsible for the material you post. Be courteous, respectful, and thoughtful about how other people may perceive or be affected by posting. Incomplete inaccurate, inappropriate, threatening harassing or poorly worded posting(s) may be harmful to others. The postings may damage relationships, undermine HCC's brand or reputation, discourage teamwork, and negatively impact the institution's commitment to patient care, education, and community service.
- 2. Think before you post:** anything you post is highly likely to be permanently connected to you and your reputation through internet and email archive. Future employers can often have access to the information and use it to evaluate you. Take great care and be thoughtful before placing your identifiable comments in the public domain.
- 3. Protect patient privacy:** disclosing information about patients without written permission, including photographs or potentially identifiable information is strictly prohibited. These rules also apply to deceased patients and to posts in the secure section of your Facebook page that is accessible by approved friends only.
- 4. Protect your own privacy:** make sure you understand how the privacy policies and security feature work on the sites where you are posting material

5. **Respect work commitments:** ensure that your blogging, social networking, and other external media activities do not interfere with you work or classroom commitments.
6. **Identify yourself:** if you communicate in social media about Henderson Community College &/or the nursing program and your role, use good judgment and strive for accuracy in you communications. False and unsubstantiated claims and inaccurate or inflammatory posting may create a liability for you.
7. **Use a disclaimer:** where your connection to HCC is apparent, make it clear that you are speaking for yourself and not on behalf of HCC. A disclaimer, such as, "The views expressed on the (blog, website) are my own and do not reflect the views of my "employer" or school" may be appropriate.
8. **Respect copyright and fair use laws:** for Henderson Community College's nursing program's protection as well as your own, it is critical that you show proper respect for the laws governing copyright and fair use of copyrighted material owned by others, including Henderson Community College's own copyrights and brands.
9. **Protect Proprietary Information:** Do not share confidential or proprietary information that may compromise Henderson Community College's business practices or security. Similarly, do not share information in violation of any laws or regulations.
10. **Seek expert guidance:** consult with the Marketing and Communications department if you have any questions about the appropriateness of material you plan to publish or if you require clarification on whether specific information has been publicly disclosed before you disclose it publicly.

REFER TO STUDENT CODE OF CONDUCT

[http://www.kctcs.edu/en/Students/Admissions/Academic\\_Policies/Code\\_of\\_Student\\_Conduct.aspx](http://www.kctcs.edu/en/Students/Admissions/Academic_Policies/Code_of_Student_Conduct.aspx)

Students participating in such activities will be subject to disciplinary sanctions in accordance with the Kentucky Community and Technical College System Code of Student Conduct. Information on plagiarism & cheating can be found in The Community College Code of Student Conduct, Section 2.3.1.1 through 2.3.1.4 page 11.

## **FORMS**

### **HENDERSON COMMUNITY COLLEGE ASSOCIATE DEGREE/LICENSED PRACTICAL NURSING PROGRAM FOR CAUSE TESTING CHECKLIST**

Student Name (Print) \_\_\_\_\_ Date:

Department: \_\_\_\_\_ EMPL ID # \_\_\_\_\_ Time:

Administration/Faculty/Staff Member (Print):  
\_\_\_\_\_

Witness (Print):  
\_\_\_\_\_

The following check list is to be completed by the administrator/faculty/staff member involved, to help determine whether or not a student will be tested for current impairment from alcohol/drugs. This section must be completed prior to the interview conducted with the student. If a student smells of alcohol, he/she will be tested immediately on that basis alone.

Drug abuse must be suspected in order to test. Testing will not be conducted on the basis of performance issues only.

#### **BEHAVIOR/GAIT**

- Alternate period of high and low productivity  Unsteady
- Disappearance from College: classes/clinicals  Deliberate or overly careful
- Difficulty performing ordinary tasks\*  Swaying
- More time needed to complete job\*  Leaning
- Boisterous  Stooped
- Difficulty recognizing individuals
- Easily agitated SPEECH
- Erratic and disjointed actions\*
- Sleeping in class/clinical/lab  Slurred speech \_\_\_\_\_
- Hostile, crying, talkative  Unusually loud
- Increased errors  Unusually fast
- Credible report of suspect drug/alcohol use or abuse  Unusually slow
- Accident or injury  Incoherent

#### **OVERALL PHYSICAL APPEARANCE/CLOTHING EYES**

- Flashed, red face  Red
- Lethargic, sleepy  Watery
- Hyperactive\*  Heavy eyelids
- Tense, unduly nervous\*  Pupils constricted
- Poor coordination\*  Pupils dilated

- Drooling
- Coming to College with a dramatic change in physical appearance

**ODOR CONFUSION**

- Distinctive odor of intoxicant on breath
- Difficulty in recalling instructions,
- Distinctive odor on clothing or about person details, etc.
- Mints, gum, mouth wash or breath spray
- Difficulty in recalling mistakes
- Difficulty remembering recent events

\*Please provide specific information to help clarify your observations:

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Other observations or details:

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For Cause Testing Checklist and Questions for Suspected Substance Abuse, must be completed before drug testing. Forms should be filed with the Chief Student Officer.

Signed:

---

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date:

---

Witnessed by:

---

**Re-Admission Application**

<b>Re-Admit Applicant Information</b>	
<b>Student Name:</b>	n
<b>Student ID #:</b>	
<b>Student Address:</b>	
<b>Student Phone #:</b>	
<b>Program:</b>	

**COMMUNITY COLLEGE SYSTEM RULES, Sec. IV, Pg. 33, 2.30, Re-Admission**

1. A student who withdraws from or earns lower than a grade of C in a nursing course will be dropped from the Nursing Program.
2. Applicants who wish to apply for re-admission should do so prior to March 1 if planning to enroll for the subsequent Fall semester in Nursing I or by July 1 if planning to enroll for the subsequent January semester in Nursing I. Otherwise applicants should apply at least two months prior to expected date of enrollment.
3. Re-admission to the Nursing Program will be dependent upon available resources.
4. Meet current guidelines for admission. A composite standard score of 20 or above on the ACT or equivalent on the SAT is required for the Associate Degree Nursing Program and completion of MAT 150 – College Algebra (with a grade of “C” or better). A composite standard score of 18 or above on the ACT or equivalent on the SAT is required for the Practical Nursing Program.
5. If more than 3 years have elapsed since initial enrollment in any registered Nursing Program, an applicant must repeat all nursing courses.
6. A student may be re-admitted to the Nursing Program one time. The Nursing Admissions Committee may recommend re-admission a second time if a student furnishes sufficient evidence of remedial study, additional preparation or resolution of factors contributing to unsuccessful course completion.
7. Students seeking readmission to NSG 210, 220 or 230 (and relative practicing corresponding courses) or NPN 135, 202, or 206 will be required to establish retained competency and the student be required to take the previous Medical-

Surgical course Comprehensive Final Exam and earn at least a 78%.

**Please respond to the following questions below:**

**1.** Have you ever been re-admitted to this or any nursing / allied health program before?

Yes       No

**2.** If "yes," list the name of the program and the name of the college or university.

\_\_\_\_\_

\_\_\_\_\_

**3.** How many times have you been re-admitted to a nursing/ allied health program before?

None       Once       Twice       Three times or more

**4.** If you marked any box other than "none" on the previous page, please specify the name of the program and the college or university for each occasion you were readmitted.

**Date(s):** \_\_\_\_\_

**Name of program(s):** \_\_\_\_\_

**Location(s):** \_\_\_\_\_

**5.** Are you currently working?     Yes       No

If yes, how many hours per week are you currently working?

1-6       6-12       12-18       18-30       30-40

**6.** If readmitted, how many hours per week will you be working? \_\_\_\_\_

**7.** In the space provided, describe why you were unable to complete the program. Be specific and share only relevant details.

**8.** In the space provided, describe all changes you've made and steps you've taken to ensure your success should you be readmitted.

**9.** I certify that all the information provided above is accurate and true.

\_\_\_\_\_  
(Readmission applicant signature) (Date)  
(Empl ID #)

**10. References:** You will need the endorsements of two nursing faculty in whose classes you were enrolled when you were last in the Nursing Program. One must be theory and the other may be theory or clinical. Please give this page to the Nursing faculty member to complete. The faculty member should return it to the Coordinator of the Nursing Program.

**11.** Nursing Faculty #1 Name: \_\_\_\_\_  
\_\_\_\_\_  
Program and institution: \_\_\_\_\_  
\_\_\_\_\_  
Student's name: \_\_\_\_\_  
\_\_\_\_\_

**12.** Check one of the following: I recommend  
\_\_\_\_\_  
\_\_\_\_\_ . . . .  
 be readmitted to the \_\_\_\_\_ program beginning \_\_\_\_\_ term  
with no stipulations  
 be readmitted to the \_\_\_\_\_ program beginning \_\_\_\_\_ term  
with stipulations listed below  
 not be readmitted at this time.

**Use this space to provide additional information not listed above and any stipulations you deem necessary:**

**13.** This page has been verified for its accuracy and receives my full endorsement.

---

(Nursing Faculty #1 Signature)

(Date)

**14.** Nursing Faculty #2 Name:

\_\_\_\_\_

Program and institution:

\_\_\_\_\_

Student's name:

\_\_\_\_\_

**15.** Check one of the following: I recommend

- \_\_\_\_\_ . . . .
- be readmitted to the \_\_\_\_\_ program beginning \_\_\_\_\_ term  
with no stipulations
- be readmitted to the \_\_\_\_\_ program beginning \_\_\_\_\_ term  
with stipulations listed below
- not be readmitted at this time.

**Use this space to provide additional information not listed above and any stipulations you deem necessary:**

**16.** This page has been verified for accuracy and receives my full endorsement.

\_\_\_\_\_

(Nursing Faculty #2 Signature)

\_\_\_\_\_

(Date)

**17.** Date this form received by Nursing Department: \_\_\_\_\_

**18.** Date and action of Nursing Admissions Committee: \_\_\_\_\_

**19.** Signature of Chair Nursing Admission Committee: \_\_\_\_\_

## COMPUTER TESTING POLICY/COVER SHEET

<i>Student name:</i>	<i>Password:</i>	<i>Assigned computer:</i>
<i>Course:</i>	<i>Test name:</i>	

1. Students will be asked to sign a confidentiality statement prior to each test.
2. Students should use Mozilla Firefox to sign on to Blackboard. No other programs should be running during the testing time.
3. Students are not allowed to print any portion of a test or test results at any time during or after the test time. If this should occur, the student will be assigned a "0" score for that test. This may adversely affect the student's ability to be successful in that nursing course. In addition, students found to have copied or sent a copy of the test to any individual may be withdrawn from that course without the possibility of readmission to the nursing program.
4. Students must remain quietly in the test center until all students have completed each test. The students are to completely turn off the computer as soon as the test is submitted when finished. The monitor must be closed after completion of each individual test. The students may not use the computer for any other activities during the testing time. This includes checking email, using Google, etc.
5. A blank sheet of paper may be used to obstruct answers to test questions so that the students can read each answer with each question if this is helpful to selecting answers. The faculty will provide the scrap paper.
6. There will be a hard copy of an answer sheet provided for students to mark in addition to using the Blackboard. This is a safeguard measure and will be kept by the faculty of the course. The answers recorded on this document will only be reviewed in the event of a Blackboard malfunction. Students must notify the faculty of the malfunction as it occurs during the test.
7. Students are expected to provide pencils and calculators for answering test questions. Faculty will no longer be responsible for these items utilized in taking tests. Calculators must be a simple basic variety with no programmable options.

8. In the event a test is found to be available for review outside of testing time, the student is responsible to notify the faculty. At no point is a student allowed to copy/print/discuss any part of a test without written faculty consent.

**I have read and understand the computer testing policy as provided and will keep the test information confidential.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Please record your score and return this sheet before leaving the test center.***  
***Score: \_\_\_\_\_ out of \_\_\_\_\_ = \_\_\_\_\_ %***

Revised on December 16, 2013.

Hard Copy Answer Sheet

Student's

name/date/test \_\_\_\_\_

1.	45.	89.
2.	46.	90.
3.	47.	91.
4.	48.	92.
5.	49.	93.
6.	50.	94.
7.	51.	95.
8.	52.	96.
9.	53.	97.
10.	54.	98.
11.	55.	99.
12.	56.	100.
23.	67.	
24.	68.	
25.	69.	
26.	70.	
27.	71.	
28.	72.	
29.	73.	
30.	74.	
31.	75.	
32.	76.	
33.	77.	
34.	78.	
35.	79.	
36.	80.	
37.	81.	
38.	82.	
39.	83.	
40.	84.	
41.	85.	
42.	86.	
43.	87.	
44.	88.	

NAME \_\_\_\_\_ DATE \_\_\_\_\_

### **TESTING OF A SKILL**

A satisfactory performance is defined as one in which the student demonstrates ALL of the critical requirements for each skill tested.

### **SKILL TESTING POLICY**

Emphasis will be placed on preparing student for the first skill test. Each skill will be demonstrated by faculty at a designated time followed by a scheduled lab practice during which faculty will be present. Two mandatory practices will be required before re-testing a skill. No more than three exams/skills/retests, etc. can be scheduled in one day. This does not apply to quizzes.

A minimum of one week and a maximum of 2 weeks shall elapse before the second test. The student should make arrangements with a faculty member or instructional specialist for the practice sessions before the date of retest. No student will be allowed to retest until all practice sessions have been completed and documented. The signed sheet is to be turned in to the instructional specialist/faculty as confirmation of the practice period.

The student should also review all pertinent reading and audio-visual aids, and practice independently. When a second test is necessary, two faculty members will participate in the evaluation of the student's performance. An "unsatisfactory" performance on second test will result in a final grade of "W" for the course if theory is at least 78% and clinical is satisfactory.

Appointment for supervised practice:

1.) Date \_\_\_\_\_ Time \_\_\_\_\_ Teacher \_\_\_\_\_  
2.) Date \_\_\_\_\_ Time \_\_\_\_\_ Teacher \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Teacher \_\_\_\_\_

Teacher \_\_\_\_\_

Date when skill must be completed \_\_\_\_\_

Additional instructions:

-----

Appointment for supervised practice:

Date: \_\_\_\_\_ Time \_\_\_\_\_

Teacher \_\_\_\_\_

Appointment for retesting:

Date: \_\_\_\_\_ Time \_\_\_\_\_

Teacher \_\_\_\_\_

Teacher \_\_\_\_\_

Date when skill must be completed

\_\_\_\_\_

Additional instruction

**HENDERSON COMMUNITY COLLEGE NURSING PROGRAM  
Clinical Safety/Jeopardy Form**

**Student Name** \_\_\_\_\_ **Date Incident Occurred** \_\_\_\_\_

**Instructor Name** \_\_\_\_\_ **Clinical Affiliate** \_\_\_\_\_

**Detailed description of incident:**

**Remediation required:**

**Remediation instituted:**

**Student Comments:**

**This is Clinical jeopardy # 1 2 3 for the student (please circle)**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Instructor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**HENDERSON COMMUNITY COLLEGE  
NURSING PROGRAM  
Clinical/Laboratory Make-Up Time Form**

**Student Name** \_\_\_\_\_

**Instructor Name** \_\_\_\_\_

**Reason** \_\_\_\_\_

**Clinical Affiliate** \_\_\_\_\_

**The student was absent/tardy (circle)**

**Yes**

**No**

**Amount of make-up time required** \_\_\_\_\_

**Date make-up time must be completed** \_\_\_\_\_

**Specific make-up assignment** \_\_\_\_\_

**I am aware of the make-up time required and realize that failure to complete the make-up time as outlined will affect my success in clinical.**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Instructor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Instructional Specialist** \_\_\_\_\_ **Date** \_\_\_\_\_



**HENDERSON COMMUNITY COLLEGE NURSING PROGRAM  
Student Conference Form**

**Date** \_\_\_\_\_ **Location** \_\_\_\_\_ **Time** \_\_\_\_\_

**Student** \_\_\_\_\_ **Name of Faculty** \_\_\_\_\_

**I. Initiator of Conference:**

\_\_\_\_\_ **Faculty Request**                      \_\_\_\_\_ **Student Request**

**II. Focus of this conference – to evaluate and clarify the student’s:**

\_\_\_ **Clinical Progress**    \_\_\_ **Academic Progress**    \_\_\_ **Cumulative Average**

\_\_\_ **Tardiness**                      \_\_\_ **Illness**                                      \_\_\_ **Missing Assignments**

\_\_\_ **Interpersonal**                      \_\_\_ **Failure to Complete Clinical Assignments**

\_\_\_ **Other**

**III. Type of Conference:**    \_\_\_ **Awareness**    \_\_\_ **Verbal**    \_\_\_ **Written**

**Student Status:**    \_\_\_ **Jeopardy Situation, Clinical**  
                                  \_\_\_ **Academic Below Clinical Standard**

**Failure to Complete:**    \_\_\_ **Liability**    \_\_\_ **Health Form Requirements**

**IV. Reason/Situation Basis for Conference:** \_\_\_\_\_

\_\_\_\_\_

**V. Student’s Explanation of Events:** \_\_\_\_\_

\_\_\_\_\_

**VI. Student’s Proposed Action Plan for Behavior Change (by):** \_\_\_\_\_

\_\_\_\_\_

**VII. Faculty’s Proposed Action Plan (by):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

**VIII. Agreement reached?      \_\_\_ Yes      \_\_\_ No**

**Specify:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IX. A. Faculty Recommendation/Decision to Prevent Further Occurrence:**

\_\_\_ **Skill Testing (use of laboratory) Specify** \_\_\_

\_\_\_ **Continuation in Nursing Sequence**

\_\_\_ **Repeat Course**      \_\_\_ **Forms completed and sent to Registrar**

\_\_\_ **Withdrawal**

\_\_\_ **Speak with mental health professional**

\_\_\_ **Speak with nursing coordinator**

\_\_\_ **Speak with** \_\_\_\_\_

**B. Action Taken:**

\_\_\_ **Faculty Review**

\_\_\_ **Clinical Make-Up**

\_\_\_ **Ineligible To Continue**

\_\_\_ **Dismissed From Program**    **Date Of Re-Evaluation** \_\_\_\_\_

**Comments:**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HENDERSON COMMUNITY COLLEGE NURSING PROGRAM**

**Classroom/Lab Protocol/Jeopardy Form**

**Student Name** \_\_\_\_\_ **Date incident occurred**  
\_\_\_\_\_

**Instructor Name** \_\_\_\_\_

**Detailed description of incident:**

**Remediation required:**

**Remediation instituted:**

**Student Comment:**

**This is Classroom/Lab Jeopardy # 1 2 3 for the student (please circle)**

**Student's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Instructor's Signature** \_\_\_\_\_

**SIGNATURE PAGES**



I agree with this policy and understand that failure to comply may be cause for immediate discharge from the Nursing Program and/or legal action.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Criminal Background Check and Drug Screen Release**

I, \_\_\_\_\_, hereby give Henderson Community College permission to release the criminal background report and drug screen to agencies to which I am assigned for clinical experiences prior to beginning the assignment. I understand the agencies may refuse my access to clients/patients based on this information and that their criteria may differ from that for Henderson Community College.

I hereby release the College, its agents and employees from any and all claims including but not limited to, claims of defamation, invasion of privacy, wrongful dismissal, negligence, or any other damages of or resulting from or pertaining to the collection of this information.

I understand that I am responsible for all costs associated with this process.

---

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Immunizations/Lab Tests**

I understand the immunization and lab test requirements as stated in the Henderson Community College AD Nursing Student Handbook and I am in compliance with the immunization schedule.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OR**

I have the read the above and still need the following immunizations: \_\_\_\_\_

---

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CPR**

I understand the HCC requirement for current CPR certification.  
I have read the above and I am in compliance with the CPR requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Universal Precautions**

I understand that as a nursing student, I may be exposed to blood and other body

fluids of patients or others who may be infected with the Human Immunodeficiency Virus (HIV or AIDS), Hepatitis B, and/or other bloodborne pathogens. Therefore, I agree to adhere to the Center for Disease Control Guidelines for minimizing the risk of exposure to blood and body fluids in both campus and clinical laboratories. I have been taught about universal precautions and the Center for Disease Control Guidelines. I understand precautions for my own and other's protection.

---

Signature

Date

**Kentucky Board of Nursing Policy Regarding Conviction Record**

I understand and have read the Kentucky Board of Nursing (KBN) Guidelines for Review of Licensure Applicants Conviction Record, and that there is a definite procedure to follow in order to be admitted to the National Council Licensure Examination (NCLEX) and have read this policy. I further understand that all convictions must be reported to the KBN and that upon my application to take the NCLEX, KBN will determine my eligibility to take the exam.

---

Signature

Date

**Computer Ethics**

Computer ethics laws will be strictly abided by and enforced in the Nursing Program. Under no circumstances are persons allowed to copy others' software and use in this course or copy any software copyrighted and belonging to the College or Nursing Program. The hardware and software available at Henderson Community College is for you to use in a responsible manner. Any abuse, vandalism, or alteration in any manner will not be tolerated. Do not make any alterations whatsoever without explicit permission from a faculty member. Failure to adhere to these guidelines will result in academic or legal penalties to the fullest extent available under the law and/or existing guidelines. These penalties may include but are not limited to a failing grade in the course, expulsion from the College and Nursing Program and legal fines. If in doubt, do not do it until you ask a faculty member.

I have read and understand the above statement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Academic Honesty**

I have read the Henderson Community College AD Nursing Program policy on academic honesty and understand that participation in such activities will be cause for disciplinary sanctions in accordance with the Community College System Code of Student Conduct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Employment/Liability Insurance Policy**

Nursing students enrolled in a clinical course are scheduled to practice in a clinical

setting under the guidance of a nursing faculty member. Student liability insurance only covers practice within these parameters. Students are held liable for their own actions by the Kentucky Board of Nursing and thus should study their job descriptions to ascertain what is allowed within an employing institution and that they are not practicing nursing without a license.

I understand that if I am employed, my work schedule cannot interfere with class, lab, or clinical schedules. I am expected to arrive on time and remain until dismissed by the instructor.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Photo/Taping of Class**

For educational purposes, I agree to be audio or videotaped or have a photo taken as an individual or member of a group. I may withdraw this permission provided that I assume the responsibility to notify the instructor(s) prior to the taping/photography.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Accidental Exposure Policy**

As a student at Henderson Community College, I understand that I am not entitled to compensation from any clinical facility to which I am assigned.

I further understand if while attending a class or lab, I have a parenteral or mucous membrane exposure to blood or other bodily fluid, included, but not limited to, a cutaneous exposure because of skin which is chapped, abraded or has dermatitis; the Safety Officer and/or the Bloodborne Pathogens Coordinator shall be immediately notified. An incident report shall be completed as soon as possible.

The Bloodborne Pathogens Coordinator or designee will inform the source person\* (if known) of the incident and request serological testing for evidence of HIV and Hepatitis B infection (regardless of previous testing for HIV and/or Hepatitis B).

If the source person is able to produce evidence of prior Hepatitis B vaccination, testing for Hepatitis B infection will not be necessary.

If the source person has AIDS, is HIV or Hepatitis B positive, refuses the test, or is physically unavailable for testing, I will be urged to be evaluated clinically and serologically by the health care provider of my choice, for evidence of HIV or Hepatitis B infection as soon as possible after the exposure.

I will also be advised to seek medical attention for any acute febrile illness that occurs within 12 weeks after the exposure and on a periodic basis thereafter (e.g. 12 weeks and 6 months after exposure or as indicated by my personal physician).

I realize that reports of all actions taken and the results thereafter must be filed with the Safety Officer and the Bloodborne Pathogens Coordinator on campus.

I understand that the above as well as all emergency health care, will be at my own expense and that of my insurance carrier.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*Source person: A person from which another human is exposed to his/her blood or bodily fluids via parenteral, sexual, mucous membrane, cutaneous or perinatal contact.

**Written Work as a Sample**

I give permission to Henderson Community College AD Nursing Program for my work to be anonymously used for teaching, learning, evaluation and accreditation purposes.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Class/Clinical/Lab Jeopardy Policy**

I have read and understand the class/lab jeopardy policy as provided.

Signature\_\_\_\_\_Date\_\_\_\_\_

**See Clinical Jeopardy Form**

I have read and understand the clinical safety/clinical jeopardy policy.

Signature\_\_\_\_\_Date\_\_\_\_\_

By signing below, I attest that I have read the statement and understand the chain of command and the policy regarding 3 "unsatisfactory" in class/clinical results in the course failure with a grade of "E".

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Attendance Policy**

My signature verifies I have read and understand the attendance policy for both class and clinical as stated above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **NOTES**