

Fort Scott Community College

Department of Nursing Education



Nursing Faculty Handbook

August 2026 to July 2027

FSCC does not discriminate because of race, color, national origin, sex, age, religion, or disability in admission or access to its programs and activities.

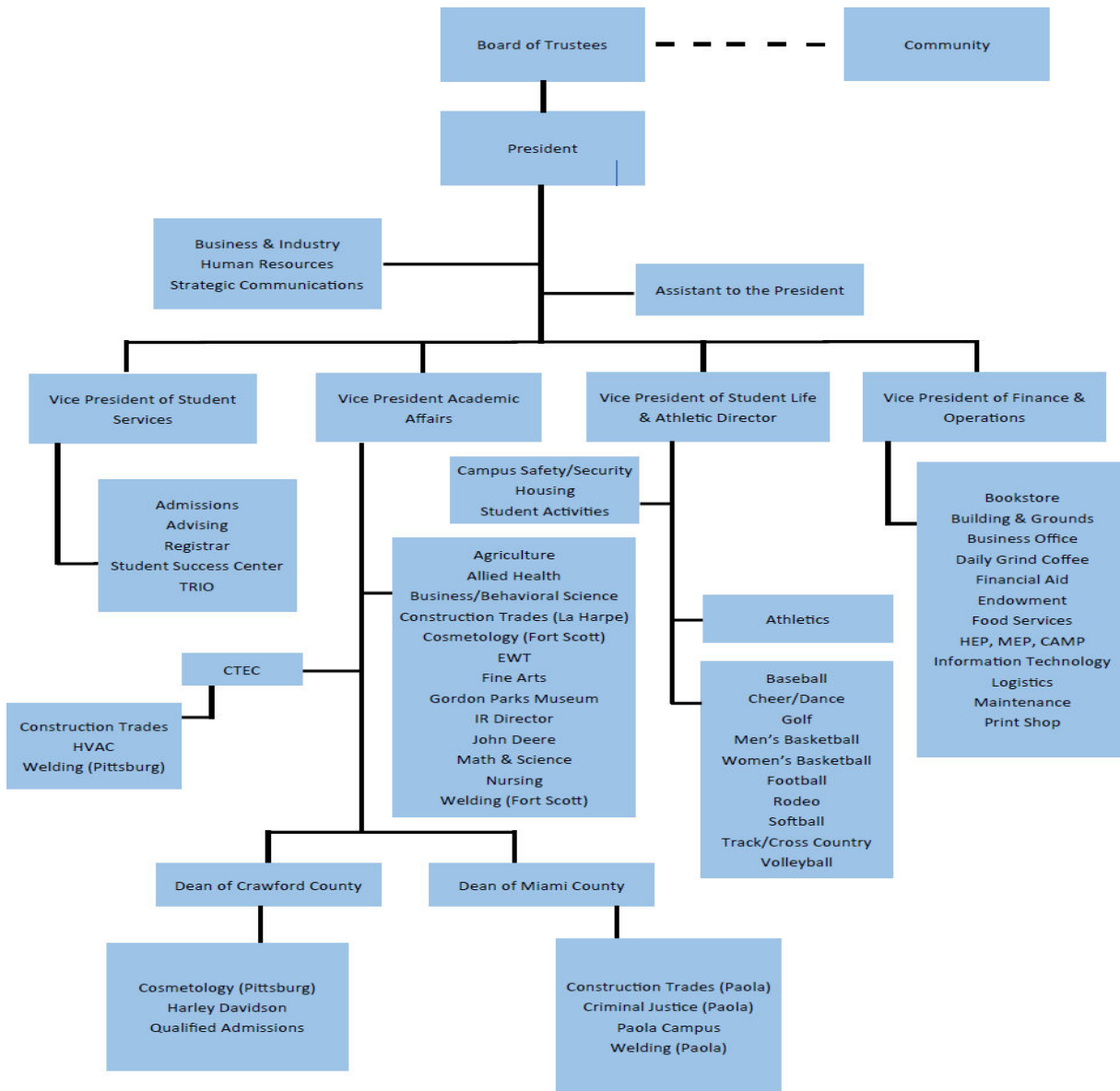
fortscott.edu/nursing

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Fort Scott Community College Department of Nursing

Fort Scott Community College Organizational Chart - 2023



Nursing Department Chain of Command

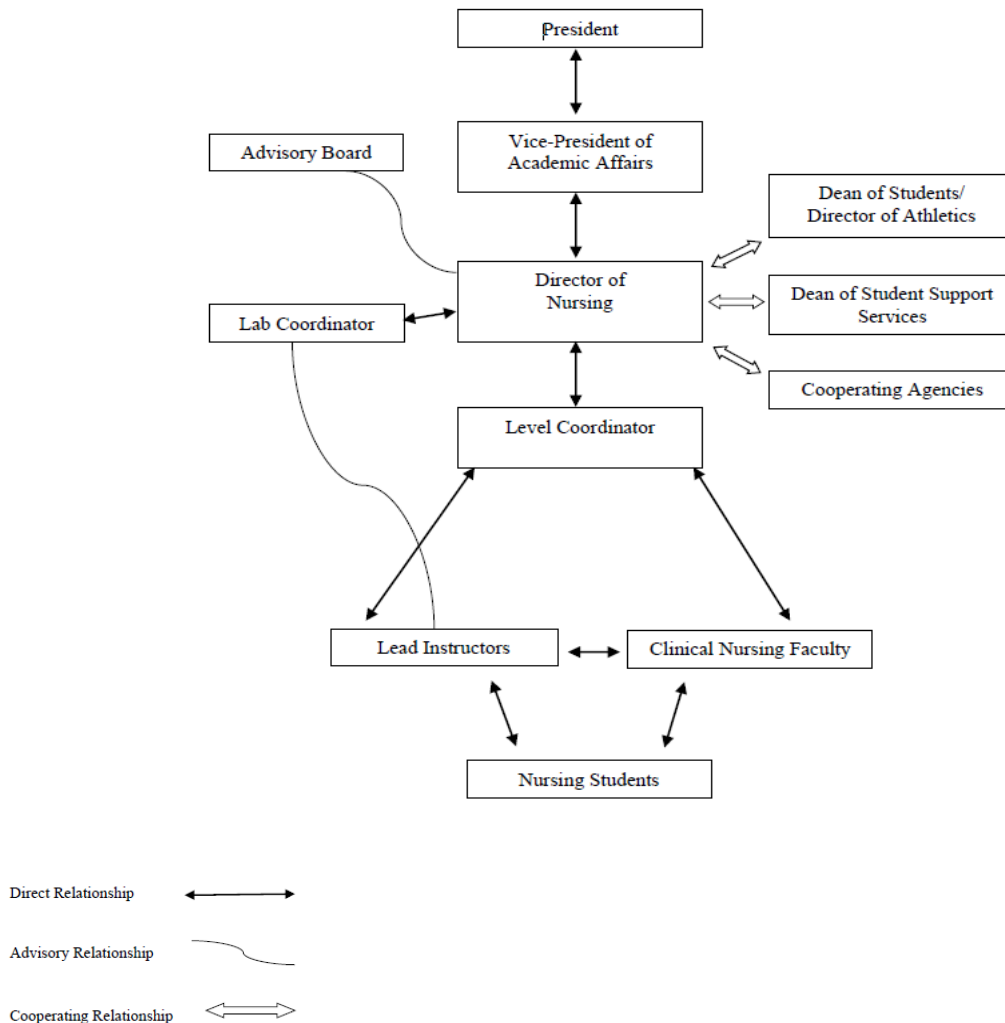
The following is the Chain of Command for decision making and problem resolution within the Department of Nursing in ascending order:

- Adjunct Faculty
- Lead Instructor (When Applicable)
- Level Coordinator
- Director of Nursing
- Vice President of Academic Affairs
 - Chain of Command stops at the Vice President of Academic Affairs if the problem is related to grades.

- President

01042010; Rev. 05272010; 052914; 052016; 052121

Organizational Structure



111478; RE: 091179, 121782, 030384, 071693 060295; 072500; 060811; 052914; 05232017; 052219; 052121

Nursing Department Contact Information

Jodi Stewart, MSN RN

Director of Nursing

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Nursing Administrative Assistant

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Nursing Instructor

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Adjunct Nursing Instructor

Office Number:

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FORT SCOTT COMMUNITY COLLEGE
Position Description NU04

NAME:

JOB TITLE: Nursing Instructor

DIVISION/DEPARTMENT: Nursing

RESPONSIBLE TO: Director of Nursing

MONTHS PER YEAR: 10

HOURS PER WEEK: 30

UPDATED: 08/25

Credit Hours Minimum (12 with clinical instruction; 15 without clinical instruction)

Credentials/Qualifications

- Licensed to practice professional nursing in Kansas and any other state with students in clinical experience (Missouri).
 - Master's Degree in Nursing, preferably in the theory/clinical area being taught, or Baccalaureate Degree in Nursing, provided:
 - There is adequate guidance and supervision from MSN prepared faculty.
 - A degree plan for a Masters in Nursing is in place, showing annual progress.
- Note: the KSBN requires degree completion in six years; however, the program prefers completion in two years.

Faculty and preceptor qualifications. Each nurse faculty member who is assigned the responsibility of a course shall hold a graduate degree. Any person who is hired as a nurse faculty member after July 1, 2001, shall have a graduate degree in nursing, preferably in the clinical area being taught, except for any person whose graduate degree is conferred before July 1, 2001. ***Kansas Nurse Practice Act: 60-2-103***

Duties / Responsibilities

- Participate in activities related to the nursing program and evaluation process.
- Participate in planning, implementing, and evaluating the nursing curriculum.
- Responsible for coordinating and/or participating in a nursing course: planning, teaching theory content, and coordinate and/or teach clinical laboratory experiences with the cooperation of other faculty.
- Coordinate, plan, present, and evaluate support courses offered in Nursing or Allied Health divisions.
- Actively participate in faculty meetings, level meetings, program evaluation activities, and ACEN accreditation surveillance and site-visit preparation.
- Responsible as a subject resource person to assist in determining content and appropriate content placement for a specific area.
- Participate in development of standards for the admission, progression, and graduation of students.
- Participate in the remediation and retention of program students.
- Participate in the selection of candidates for admission to the nursing program.

- Advise, direct, and evaluate student's performance in the class, clinical, and laboratory setting.
- Submit recommendations related to budget and purchases.
- Participate in academic counseling and guidance.
- Submit textbook adoptions for approval
- Serve on the nursing faculty committee and task groups to determine policies and standards, to evaluate the nursing program, to prepare required reports, and to contribute to research and studies appropriate to the nursing program.
- Serve as a member on committees of the college and cooperating agencies.
- Develop effective working relationships with other staff and faculty of the nursing program.
- Participate in the activities of the college in ways that will benefit the college, the nursing program, and faculty.
- Maintain effective relationships with other FSCC faculty and personnel of the college, cooperating agencies, and community groups.
- Support membership of and participates in professional nursing and educational organizations, such as the American Nurses Association, National League for Nursing, American Vocational Association, National Education Association, Kansas Organization of Nurse Leaders, National Organization of Associate Degree Nursing; and Kansas Association of Community Colleges, Kansas State Nurses Association, and others.
- Share and support the college and nursing department's philosophy of education.
- Committed to career mobility and degree advancement in nursing education.
- Practice and demonstrate professional nursing through teamwork and collaboration, safety, patient-centered care, quality improvement, evidenced-based practice, and use of informatics to improve communication, knowledge, and practice.

Reviewed by Supervisor: _____ Date: _____

All job descriptions are subject to revision based on changing needs of the college and degree program.

FORT SCOTT COMMUNITY COLLEGE
Position Description NU12

JOB TITLE: Nursing Adjunct Clinical Instructor

DIVISION/DEPARTMENT: Nursing

RESPONSIBLE TO: Director of Nursing and Allied Health

MONTHS PER YEAR: 9

HOURS PER WEEK: Per Assigned

Rotation

Note: Salary is based on level of degree; BSN v MSN or higher, and is paid per hour.

Credentials/Qualifications

- Licensed to practice professional nursing in Kansas and any other state where supervising students in clinical experience (Missouri).
- Hold a graduate degree in nursing OR provide the Kansas State Board of Nursing with a faculty degree plan that projects the completion of the graduate degree (within 6 years)

Kansas Nurse Practice Act: 60-2-103

Duties / Responsibilities

- Provide clinical education to students assigned to his/her rotation.
- Participates in clinical agency orientation and in-services as required.
- Prepares and presents pre- and post-conferences at the clinical site.
- Coordinates and communicates with the lead instructor for the course regarding expectations, submission of student work, grading, discipline, and reporting.
- Communicates to the lead instructor and/or the Department Director any needs, issues or concerns related to the clinical rotation or clinical agency.
- Responsible as a subject resource person to assist in determining appropriate student placement for a specific area.
- Advises, directs, and evaluates student's performance in the clinical setting.
- Develops effective working relationships with other staff of the nursing program and clinical agency personnel.
- Conforms to the Policies and Procedures of the Nursing Department regarding dress code, professional behavior, documentation, and timely submission of time sheets, student records, and evaluations.
- Conforms to and insures students conform to the policies and procedures of the clinical agency.
- Maintains required certifications and immunizations and submits documentation of each in a timely manner to the Department Director.
- Notifies the lead instructor and the department office if unable to be at a clinical rotation. Maintains a list of student contact numbers for notification purposes.
- Provides clinical make-up day in coordination with the lead instructor.
- Provides continuing education documentation to the Department Director.

Reviewed by Supervisor: _____ Date: _____

All job descriptions are subject to revision based on changing needs of the college.

Rev. 11/16/2016; 12/03/2024

Clinical Faculty Dress Code:

Faculty members are expected to maintain a neat and professional appearance and are to be identified as a member of FSCC faculty. Any of the following uniform combinations are to be worn in the clinical setting.

- Solid maroon, grey or white scrubs

- Maroon top with white pants

- White top with maroon pants

- Grey top with white pants

- White top with Grey pants

- White top and pants, or dress uniform

- Shoes, hair and jewelry must meet the same standards required of the students.

- White lab jackets optional

- Clinical rotations for mental health and obstetrics will follow the dress code of the clinical agency.

- FSCC name tags and patches are to be worn by instructors. Gold FSCC name plates are ordered by the department. Photo ID badges are obtained by going to Student Services on the main campus. Patches are obtained from the department and are placed on the left sleeve.

Mental Health: Business Attire with Name Badge

FORT SCOTT COMMUNITY COLLEGE

JOB TITLE: Director of Nursing

DIVISION/DEPARTMENT: Nursing

RESPONSIBLE TO: Vice President of Academic Affairs

MONTHS PER YEAR: 12

Original: 02.2001

UPDATE: 07.2022

UPDATE: 11.2023

UPDATE

09.2024

UPDATE

HOURS PER WEEK: Exempt

CREDENTIALS/ QUALIFICATIONS:

1. Licensed professional registered nurse in State of Kansas
2. Successful experience in administration or teaching
3. Master's Degree in Nursing (Ref. 60-2-103 of Kansas Nurse Practice Act)

JOB PURPOSE:

1. Assessment of current trends in health care and maintenance of a program which meets the needs of the community and area
2. Development, implementation, and evaluation of educational programs in nursing and allied health
3. Recruitment, advising, and counseling of nursing and allied health students

SUPERVISORY RESPONSIBILITIES: Supervises all nursing instructors, both full time and part time (including clinical instructors), support staff, and work-study students as needed. Duties include recommendation for hiring, terminations, and salary changes; and recommending work unit budget to VP Academic Affairs.

MAJOR JOB DUTIES:

1. Department management Daily operations Compliance officer for KSBN and ACEN requirements Maintenance and Help Desk requisitions for Burke Street Campus
2. Personnel supervision and evaluation
3. Preparation and administration of the departmental budget
4. Develop and submit grant funding requests
5. Submit requests for department purchases with input from faculty and staff
6. Curriculum development and oversight in conjunction with Nursing faculty
7. Review student files for completeness and qualifications prior to faculty review and selection
8. Coordinate and/or provide entrance exam testing
9. Coordinate textbook orders with the FSCC Bookstore
10. Coordinate course schedules with the Instruction Office
11. Coordinate Program Evaluation in conjunction with Nursing faculty
12. Faculty development
13. Student advisement, counseling, and enrollment
14. Work with FSCC admission department for student recruitment
15. Develop and present new student orientation
16. Maintain membership in area, state, and national nursing organizations
18. Attend KSBN Education Committee meetings
19. Maintain clinical agency contracts

- 20. Maintain full-time and part-time nursing faculty files
- 21. Maintain department handbooks and department policies and procedures
- 22. Member of Pittsburg State University's Nursing Advisory Board
- 23. Member of Nevada Technical Center's PN Advisory Board
- 24. Serve as member of FSCC committees, as needed
- 25. Coordinate and chair Advisory Board Meetings for the Nursing Department
- 26. College and community service
- 27. Other duties as assigned Salary Range is based on experience and credentials

Reviewed by Supervisor: _____

Signature: _____

Date :

All job descriptions are subject to revision based on changing needs of the college.

FORT SCOTT COMMUNITY COLLEGE

Position Description NU09

JOB TITLE: Nursing Lab Coordinator

DIVISION/DEPARTMENT: Nursing

RESPONSIBLE TO: Director of Nursing

MONTHS PER YEAR: 9 **HOURS PER WEEK:** 20 (may vary)

CREDENTIALS/QUALIFICATIONS:

- Licensed to practice professional nursing in Kansas and any other state where supervising students in clinical experience (Missouri).
- Master's Degree in Nursing, preferably in the theory/clinical area being taught, or Master's Degree conferred prior to July 1, 2001, or Baccalaureate Degree in Nursing, provided:
 - There is adequate guidance and supervision
 - The candidate does not have ultimate responsibility as course instructor
 - A degree plan for a Masters in Nursing is kept on file, showing annual progress.Note: the KSBN requires degree completion in six years.
- Faculty without the above credentials require approval of the Kansas State Board of Nursing through a Faculty Hiring Exception Report.

Kansas Nurse Practice Act: 60-2-103

RECOMMENDED:

- Support membership of and participates in professional nursing and educational organizations, such as the American Nurses Association, National League for Nursing, American Vocational Association, National Education Association, and Kansas Association of Community Colleges.

SUPERVISORY RESPONSIBILITY: None

MAJOR RESPONSIBILITIES:

- Maintain nursing lab supplies, equipment, videos, and facilities.
- Check-out and insure return of equipment and videos.
- Maintain inventory lists for equipment, supplies, videos.
- Place orders for supplies and equipment following budget approval from the Director.
- Actively participate in faculty meetings, level meetings, and NLNAC preparation.
- Responsible as a subject resource person to assist in ordering of lab equipment and supplies, including models and mannequins.
- Set up and provide evaluation of student lab experiences as requested by lead instructors.
- Set up and provide skills demonstrations as requested by lead instructors.
- Reinforce didactic instruction through provision of lab experiences.
- Note: There is no initial teaching or evaluation of student skills with BSN credential.
- Submit recommendations related to budget and purchases.
- Provide clinical instruction as needed based on enrollments.

- Serve on the nursing faculty committee and task groups to determine policies and standards evaluate the nursing program, prepare required reports, and contribute to research and studies appropriate to the nursing program.
- Serve as a member on committees of the college and cooperating agencies.
- Develop effective working relationships with other staff of the nursing program.
- Participate in the activities of the college in ways that will benefit the college, the nursing program, and faculty.
- Maintain effective relationships with other faculty and personnel of the college, cooperating agencies, and community groups.

Reviewed by Supervisor: _____ Date: _____

All job descriptions are subject to revision based on changing needs of the college.

Updates: 02/2010; 06/2010; 06/2012; 07/2012; 10/07/2015: 09/14/2024

Position Description NUR 03

JOB TITLE: Administrative Assistant

DIVISION/DEPARTMENT: Nursing

RESPONSIBLE TO: Director of Nursing

MONTHS PER YEAR: 12 **HOURS PER WEEK:** 40 **DATE:** August 2008
Rev: 08/2012;

05/2017:09/14/2024

CREDENTIALS:

High School Graduate with additional college course work
High-level typing and keyboarding skills
Knowledge and demonstrated skill in Microsoft Office programs
Demonstrates business English; including grammar, spelling, and punctuation
Written, verbal, and phone communication skills
Ability to proofread course, department, and correspondence documents
Professional appearance and approach to others
Demonstrates teamwork, commitment, and flexibility
Self-starter, organized, punctual, able to meet strict deadlines

JOB PURPOSE:

To provide and maintain office services for the Nursing and Allied Health Department and to support the role of the Department Director.

SUPERVISORY DUTIES:

May directly supervise work-study students when/if assigned to the department.

JOB RESPONSIBILITIES:

- Prepares and maintains department files, student and historical records
- Opens the building and prepares for students and faculty to arrive
- Prepares correspondence, exams, minutes, checklists, certificates, and other documents for the director, instructors, and Student Nurse Organization.
- Maintains main bulletin board for timely communication
- Participates in preparation of documents for approval and accreditation site visits and program evaluation
- Assists Program Director with submission of annual reports to KSBN and ACEN
- Handles all incoming calls to Burke Street Campus, takes and records messages, works with I.T. to update and maintain phone system.
- Maintains copier and office equipment with vendors, Print Shop, and I.T. department.
- Submits work orders and help desk tickets as needed

- Coordinates and updates website information with I.T. department
- Coordinates the student uniform purchases with admission information
- Schedules students for TEAS exam and collects fees
- Monitors and updates student admission application files and performs preliminary review of files for completeness
- Notary of Public
- Submits application for approval, course schedules, rosters, dropped/failed students, and related materials to the Health Occupations Credentialing at Kansas Department of Aging & Disability Services for Allied Health Courses
- Submits test information and test forms to either the University of Kansas for scoring or test results to KDADS/HOC
- Submits student applications, transcripts, and correspondence to State Boards of Nursing for approval to test and licensure
- Assists lead instructor for 4th semester to schedule pictures and pinning ceremony.
- Handles letters of intent and lab fees for students accepted into the nursing program.
- Mails out course flyers for Allied Health courses to area agencies.
- Handles correspondence, records, and provides minutes for Advisory Board
- Participates in FSCC campus committees and activities
- Provides admission packets and information to prospective students
- Initiates purchase orders through DPS system
- Orders and maintains required office supplies for the department
- Distributes, collects, and forwards departmental time sheets
- Receives and distributes department mail
- Assists the director through appointments, calendar of events, being a resource in director's absence, event preparation, and other duties assigned
- Functions as a point of contact for the department

Reviewed by Supervisor: _____
Signature

Date

Kansas ADN Program Outcomes/Alignment

Associate Degree Nurse (A.D.N.) Program Alignment – CIP: 51.3801

Effective: Fall 2023
Issued 6/13/22



A.A.S.

Maximum of 72 Credit Hours

Professional Nurse

• RN Credential

Required Courses within Program

Support Courses 24-29 credits:

Anatomy and Physiology 5-8 credits

English 101 or English Composition 3 credits

General Psychology 3 credits

Microbiology 4-5 credits

OR

Pathophysiology 3-4 credits

AND

Elective Credits Up to 10 credits

Nursing programs may designate Support Courses as pre or co-requisite courses within their curriculum.

Course list sequence has no implication on course scheduling by colleges.

Institutions may add additional competencies based on local demand.

Competencies identified within the Common Courses represent opportunities for articulation with K-12.

Notes

Specifics pertaining to A.D.N. Nursing programs:

1. Program educational standards and outcomes are established by the Kansas State Board of Nursing.
2. The Kansas Board of Regents defers A.D.N. nursing faculty requirements to those of the Higher Learning Commission and the Kansas State Board of Nursing. Nursing programs and their governing organizations will ensure compliance within those requirements.
3. Successful program completers will be eligible to sit for the National Council Licensure Examination (NCLEX), the passing of which culminates in the Registered Nurse (RN) credential.
4. The Kansas Nurse Practice Act requires an associate degree as the minimum for entry into employment as a Registered Nurse. There are no other exit points.
5. All A.D.N. programs must be approved by the Kansas Board of Nursing.
6. Aligned programs must use the seven revised program outcomes approved by KSBN. If a program required additional program outcomes, additions must be approved by KSBN.

ADN Program Outcomes:

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

Revised: Fall 2023 – KBOR Notes: # 2 Added

ADN Program Outcomes

Approved by KSBN: 121310; 05/2016

FSCC Department of Nursing Curricular Framework

Fort Scott Community College Nursing Program Mission

The Fort Scott Community College Nursing Program is committed to the college's mission regarding teaching, scholarship, and community service. The nursing faculty foster an open and caring learning environment of collaboration with students as active learners. Faculty prepare students to assume the role of the nurse founded on professional standards and accountability in an increasingly complex healthcare system. Graduates are prepared to enter the workforce exercising sound clinical judgment in the delivery of compassionate, evidence-based, and culturally competent care to diverse global populations.

Approved 2/27/2025

Fort Scott Community College Nursing Philosophy

Nursing as a Practice Discipline

Nursing is a practice discipline grounded in the behavioral, physical and social sciences. Nursing delivers

client centered care for culturally diverse populations across the lifespan in a wide range of settings promoting wellness and health restoration. Nurses provide evidenced based care through the nursing process, sound clinical judgment, informatics and interprofessional collaboration to support safe client outcomes. The development of professional identity in nursing is rooted in accountability, a strong ethical/legal framework, and respect for human dignity.

The Nursing Education Environment

Nursing education occurs within an open, respectful, and collaborative environment which encourages academic inquiry and scholarship. Learning in nursing is a process involving student-teacher partnerships founded on mutual trust and respect in an environment of civility, fairness, and integrity. The program provides a wide range of student experiences fostering the development of critical thinking/clinical judgment preparing graduates to provide care in a dynamic and complex healthcare system.

The Faculty

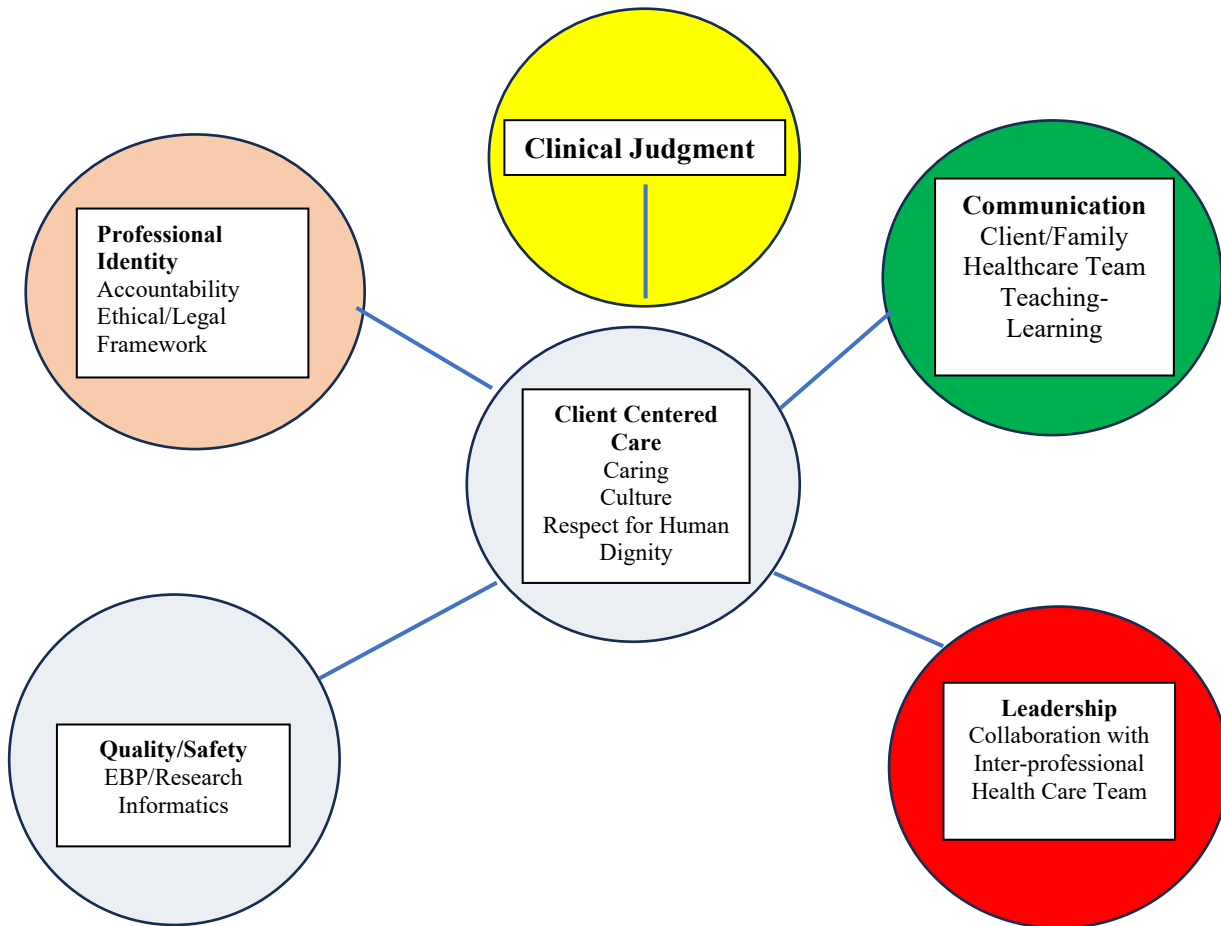
Nursing faculty are committed to student learning evidenced by ongoing development of current knowledge and teaching expertise. Faculty utilize a wide variety of innovative learning strategies designed to engage diverse learners in both the clinical and didactic settings. The faculty roles are both that of supportive facilitator of learning and role model of professional practice. Faculty are dedicated to student success, promoting scholarship and service to the community. A spirit of faculty collaboration promotes and supports student success and contributes to the achievement of program outcomes.

Student as Learner

Student commitment and engagement within the academic environment is required to be successful in the nursing education process and create a foundation for further education. The student is accountable for active participation and consistent preparation in the learning process facilitating the transfer of knowledge and skills to the clinical setting. Meaningful collaboration and timely communication with faculty is essential for student success and transition to nursing.

Approved 2/27/2025

**Fort Scott Community College
Conceptual Framework**



Originated 2/2025

Fort Scott Community College Nursing Program

Nursing Curriculum

1. An Associate of Applied Science Degree can be completed in five semesters. The graduate will, following confirmation by the Kansas State Board of Nursing, be eligible to take the National Council Licensure Examination - Registered Nurse (NCLEX-RN).
2. Students are responsible for completing the curriculum that is approved by the Kansas State Board of Nursing at the time they are admitted or readmitted to the program. In the event the student has taken a leave of absence, the curriculum in place at the time of the return and currently approved by KSBN must be completed. The curriculum consists of 72 credit hours: 31 general education credit hours and 41 nursing credit hours.
3. Prerequisite courses must be completed prior to beginning the nursing courses. Co-requisite courses **MUST** be taken in the scheduled sequence or ahead of schedule.
4. The four semesters of nursing are leveled. Subsequently all nursing courses must be taken in order by level according to the curriculum sequence. A student must meet all course outcomes and complete all course requirements of each semester before proceeding to the next semester of nursing.
5. Transfer students may petition to take a course(s) out of sequence due to their previous course completion from the transfer school. Any variation of sequence requires full nursing faculty and director approval and syllabi review. Transfer NUR courses must be within the previous 2 years to be accepted.
6. The FSCC Nursing Program is full-time with exceptions being the LPN in the first semester and students repeating a course.
7. See plan of study for course sequence for generic and LPN to RN students.

New approval: 051311; 051013; 052914; 052015; 052016; 052417; 052518; 012625; revision 2/27/2025

**Fort Scott Community College
Department of Nursing**

Associate Degree Plan of Study – Generic Student

First Nursing Semester:

NUR1217 Foundations of Nursing Care	7 credit hours
Didactic – 4.5 credit hours	
Clinical – 2.5 credit hours (2.5 X 3 x 15=112.5 clock hours)	
NUR1213 Health Assessment	3 credit hours
PSY 1023 –Psychology of the Human Lifespan	3 credit hours
ALH2263 Pathophysiology	<u>3 credit Hours</u>
Total	16 credit hours

Second Nursing Semester:

NUR1223 Mental Health Nursing	3 credit hours
Didactic – 2.5 credit hours	
Clinical – 0.5 credit hours (0.5 x 3 x 15 =22.5 clock hours)	
NUR1253 Nursing Pharmacology (Format – Face to Face)	3 credit hours
NUR1226 Basic Medical Surgical Nursing	6 credit hours
Didactic 4.5 credit hours	
Clinical 1.5 credit hours (1.5 x 3 x 15 = 67.5 Clock hours)	
Total	12 credit hours

Third Nursing Semester:

NUR2323 Nursing Care of the Child	3 credit hours
Didactic – 2.5 credit hours	
Clinical – 0.5 credit hours (0.5 x 3 x 15 = 22.5 clock hours)	
NUR2312 Maternal Newborn Nursing	2 credit hours
Didactic –1.5 credit hours	
Clinical – 0.5 credit hours (0.5 x 3 x 15 = 22.5 clock hours)	
NUR2335 Acute and Chronic Medical Surgical Nursing	5 credit hours
Didactic – 3.5 credit hours	
Clinical – 1.5 credit hours (1.5 x 3 x 15 = 67.5 Clock hours)	
BIO1245 Microbiology	<u>5 credit hours</u>
Total	15 credit hours

Fourth Nursing Semester:

NUR2515 Complex Medical Surgical Nursing	5 credit hours
Didactic –3.5 credit hours (60)	
Clinical – 1.5 credit hours (1.5 x 3 x 15 =67.5 clock hours)	
ENG1023 or SPE1093 – English102 or Public Speaking	3 credit hours
NUR2542 Nursing Leadership and Management (Hybrid)	2 credit hours
NUR2531 Capstone Clinical Experience	1 credit hour
NUR2541 Transition to Nursing Practice	<u>1 credit hour</u>
Total	12 credit hours

General Education = 31 Credit Hours Nursing = 41 Credit Hours Total = 72

Originated – 5/2025

Associate Degree Plan of Study – LPN Student

First Nursing Semester:*

NUR1213 Health Assessment	3 credit hours
PSY1023 Psychology of the Human Lifespan	3 credit hours
ALH2263 Pathophysiology	<u>3 credit Hours</u>
Total	16 credit hours

Second Nursing Semester:

NUR1223 Mental Health Nursing	3 credit hours
Didactic – 2.5 credit hours	
Clinical – 0.5 credit hours (0.5 x 3 x 15 = 22.5 clock hours)	
NUR1253 Nursing Pharmacology (Format – Face to Face)	3 credit hours
NUR1226 Basic Medical Surgical Nursing	6 credit hours
Didactic 4.5 credit hours	
Clinical 1.5 credit hours (1.5 x 3 x 15 = 67.5 Clock hours)	
Total	12 credit hours

Third Nursing Semester:

NUR2323 Nursing Care of the Child	3 credit hours
Didactic – 2.5 credit hours	
Clinical – 0.5 credit hours (0.5 x 3 x 15 = 22.5 clock hours)	
NUR2312 Maternal Newborn Nursing	2 credit hours
Didactic –1.5 credit hours	
Clinical – 0.5 credit hours (0.5 x 3 x 15 = 22.5 clock hours)	
NUR2335 Acute and Chronic Medical Surgical Nursing	5 credit hours
Didactic – 3.5 credit hours	
Clinical – 1.5 credit hours (1.5 x 3 x 15 = 67.5 Clock hours)	
BIO1245 – Microbiology	<u>5 credit hours</u>
Total	15 credit hours

Fourth Nursing Semester:

NUR2515 Complex Medical Surgical Nursing	5 credit hours
Didactic –3.5 credit hours (60)	
Clinical – 1.5 credit hours (1.5 x 3 x 15 = 67.5 clock hours)	
ENG1023 or SPE1093 – English102 or Public Speaking	3 credit hours
NUR2542 Nursing Leadership and Management (Hybrid)	2 credit hours
NUR2531 Capstone Clinical Experience	1 credit hour
NUR2541 Transition to Nursing Practice	<u>1 credit hour</u>
Total	12 credit hours

General Education = 31 Credit Hours Nursing = 41 Credit Hours Total = 72

*Seven credit hours will be applied to the student's transcript for Foundations of Nursing following successful completion of the program.

Originated 5/2025

**Fort Scott Community College
Department of Nursing**

Expected Program Student Learning Outcomes (EPSLOs)

(Kansas Board of Regents ADN Alignment Program Outcomes)

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

Fort Scott Community College ADN Program Prerequisites

Nursing Program Prerequisites:

Prerequisite courses require a 3.0 GPA AVERAGE in these 17 credit hours. The program does not use a cumulative GPA for admission. These courses must be completed in the semester prior to the anticipated start of the nursing semesters. Although General Biology and Basic Chemistry are waived for pre-nursing students, students without these basic science courses are strongly advised to take them to be successful in A&P, Microbiology, and on the ATI Admission Assessment Exam. Pre-nursing students should be in contact with the Nursing Department and should seek academic advisement through the program director.

BIO 1255 - Anatomy and Physiology (A&P)	5 credit hours
ENG 1013 - English 101	3 credit hours
MAT 1083 - College Algebra	
Or ALH 2423 – Applied Math for Nursing	3 credit hours
PSY 1013 - General Psychology	3 credit hours
NUT 1213 – Nutrition	<u>3 credit hours</u>
Total	17 credit hours – 3.0
GPA	

CNA or MHT certification is required prior to entry

The TEAS Admission Exam must be scheduled and completed prior to the end of the semester when application is made.

Origination – 100101; Revised – 100702; 010703; 090903; 040804; 120804; 042905; 100106; 050709; 081909; 060710; 051311; 053012; 051013; 052914; 052015; 052016; 052018; 052019; 052121; 051822; 070125;
Reviewed: 5/26

Admission and Progression in the Nursing Program

Admission Related Information

1. The FSCC Nursing Program was approved by the Kansas State Board of Nursing (KSBN) to admit 20 students for Fall 2025. Pending approval by KSBN the program is seeking to admit a cohort in Fall 2026.

2. Applicants with English as a Second Language

For students whose secondary education was in English, no TOEFL scores are required. Students are expected to meet entrance requirements through prerequisites and demonstrate academic capabilities on the ATI TEAS Admission Assessment Exam. For students whose secondary education was not in English, must present a TOEFL score of the following for admission into the nursing program:

Writing –	20
Speaking -	20
Reading –	19
Listening -	<u>20</u>
Total -	79 or higher

RE: 031497; 062201; 052406; 020509; 051311; 053012; 052016; 052018; 051822

3. ATI TEAS Admission Assessment Exam

- a. The Nursing Department uses the ATI TEAS Admission Exam as part of the entrance determinant.
- b. Students should take the examination in the semester that their application is being considered.
- c. Students may take the exam up to two times in one semester.
- d. The exam measure basic academic knowledge. The TEAS Exam will test in the following subject areas: Reading, English and Language Usage, Mathematics and Science. Admission points are based on the composite score, and the Reading and Science Subscores.
- e. The cost of the examination is based on ATIs current charges for the examination (\$70 as 7/25).
- f. The ATI TEAS test will be proctored in the FSCC Nursing Department. Contact the Administrative Assistant at 620-223-2700 ext. 8102 **for scheduling of the exam.**
- g. Study materials may be purchased for the ATI TEAS Test on Amazon. Other free resources are available online if the student desires additional preparation for the exam.
4. Students applying to the nursing program who have taken nursing courses outside of FSCC, may request to transfer credit. Students must provide a complete syllabus of the course. Decisions regarding transfer credit is at the discretion of the program director and faculty.
5. Students must have completed a minimum of 15 credit hours at the college to receive a degree from FSCC.
6. Once admitted to the nursing program students must take all nursing courses at FSCC.

Originated: 7/29/24

Generic Nursing Student Admission Policy

1. Admission Requirements

- Submit the FSCC admissions application and be admitted.

- Prerequisite courses including Anatomy & Physiology, English 101, General Psychology, College Algebra or Applied Math for Nursing, and Nutrition must be completed the semester prior to the planned entrance semester. The application may be submitted while the applicant is completing the prerequisite courses.
- A 3.0 GPA and a grade of 70% “C” or higher in each course must be achieved in the prerequisite courses. A cumulative GPA will not be used to determine entrance requirements.
- Students are only **allowed to repeat two (2) pre-requisite courses one time each** to meet entrance requirements. Science courses must be repeated if greater than seven years have elapsed since taking the course. Special circumstances may be reviewed by the nursing director and faculty on a case-by-case basis.
- Submit high school transcript or GED transcript and transcripts from **all** other colleges or universities attended to the Registrar’s Office. Final acceptance of transfer credits is determined by the college Registrar.
- Students transferring courses from another accredited college or university must submit an “official” transcript for those courses to be considered. Only official transcripts with final course grades will be considered. Due to transcript processing times, an email sent to the nursing department from course instructor with final course grade may be accepted pending receipt of official transcript.
- Applicants must complete the ATI TEAS Admission Assessment Exam to be considered.
- Applicants entering FSCC must take the ACCUPLACER exam if they are not transferring hours from another college or university. Students who have taken the ACT and have scores 21 or higher in English and Math are also exempted from taking the ACCUPLACER exam.

2. Nursing Applications

- Submit nursing application packet by the designated deadline on the nursing website at 5:00pm.
- **Submit a professional resume along with the application packet. This is considered as part of the application process.**
- A **complete** nursing program application includes the application form, a professional resume, a medical form, a latex allergy form, and three endorsement forms with positive references. References **forms are not accepted from family members or close friends**.
- The program reserves the right to make an exception to extend the application deadline requirement if the program is not at its capacity following candidate selection. At that time, the faculty and program Director may consider an application that meets entrance qualifications, but whose application was not submitted by the deadline.
- Applications are considered based on highest number of admission points awarded for GPA in prerequisite courses, TEAS exam, and one point if all prerequisites completed at FSCC. If ties exist in admission points, final determination is awarded to the student with the highest score on the TEAS Admission Assessment Exam.
- Applicant files are initially reviewed by the Administrative Assistant for completeness; files are then reviewed by the Director for completeness and assignment of admission points; files are then reviewed by the Faculty Selection Committee for completeness and to assign ranking for entrance. The committee makes the final determination for entrance.
- All application materials are to be sent directly to:

Nursing Administrative Assistant
Nursing Department
Fort Scott Community College 2108 South Horton
Fort Scott, Kansas 66701

- Late applications are considered ONLY if there is capacity.

3. Admission Selection Process

- Only applicants with complete files will be considered

- Selection is based on academic performance through the awarding of admission points.
- Admission points are given for TEAS Scores, Prerequisite GPA, and all prerequisites taken at FSCC.
- In the event of a tie in admission points, the TEAS Admission Assessment Exam score will be used as the tie breaker to determine entrance.

4. Admission Selection Notification:

- Selected applicants will be notified in writing and given 10 business days to accept their position by returning a “letter of intent” and non-refundable deposit.
- Applicants who are not selected will be notified in writing.
- Applicants who were not accepted must contact the Nursing Administrative Assistant if they wish for their file to be kept and considered for subsequent classes.

5. Following Admission to the Program

- o All students admitted to the program must undergo a criminal background check for clinical placement.
- o Drug Screening is required for clinical placement.
- o Once admitted to the FSCC program students may not transfer nursing courses from another institution including Pathophysiology.

Origination - 072982; Revisions – 121782; 072384; 060986; 051388; 041890; 051492; 121192; 101793; 102194; 030896; 021398; 030700; 031601; 051701; 100702; 053003; 060903; 090903; 030805; 061406; 070307; 080808; 052710; 051311; 051013; 052914; 052015; 052016; 052417; 052518; 052219; 060220; 052121; 051822; 11/21/2024; 07/01/2025; Revised 5/21/2026

Transfer Student Admission Policy

1. Admission Requirements

- Submit the FSCC admissions application and be admitted.
- Prerequisite courses including Anatomy & Physiology, English 101, General Psychology, College Algebra or Applied Math for Nursing, and Nutrition must be completed the semester prior to the planned entrance semester. The application may be submitted while the applicant is completing the prerequisite courses.
- A 3.0 GPA and a grade of 70% “C” or higher in each course must be achieved in the prerequisite courses. A cumulative GPA will not be used to determine entrance requirements.
- Students are only **allowed to repeat two (2) pre-requisite courses one time each** to meet entrance requirements. Science courses must be repeated if greater than seven years have elapsed since taking the course. Special circumstances may be reviewed by the nursing faculty and Program Director on a case-by-case basis.
- **Submit high school transcript or GED transcript and transcripts from all other colleges or universities attended to the Registrar’s Office. Final acceptance of transfer credits is determined by the college Registrar. Nursing courses will be evaluated by the program director, registrar and FSCC Nursing faculty teaching the course to determine equivalency to the FSCC curriculum/courses.**
- Students transferring courses from another accredited college or university must submit an “official” transcript for those courses to be considered. Only official transcripts with final course grades will be considered. Due to transcript processing times, an email sent to the nursing department from course instructor with final course grade may be accepted pending receipt of official transcript.
- Applicants must complete the ATI TEAS Admission Assessment Exam with a composite score of 60% or higher to be considered.

2. Nursing Applications

- Submit nursing application packet by the designated deadline at 5:00pm.
- **Submit a professional resume along with the application packet. This is considered as part of the application process.**
- A **complete** nursing program application includes the application form, a professional resume, a

medical form, a latex allergy form, and three endorsement forms with positive references. References **forms are not accepted from family members or close friends.**

- The program reserves the right to make an exception to extend the application deadline requirement if the program is not at its capacity following candidate selection. At that time, the faculty and program Director may consider an application that meets entrance qualifications, but whose application was not submitted by the deadline.
- Applications are considered based on highest number of admission points awarded for GPA in prerequisite courses, ATI TEAS Test admission exam, and one point if all prerequisites completed at FSCC. If ties exist in admission points, final determination is awarded to the student with the highest score on the TEAS Admission Assessment Exam.
- Applicant files are initially reviewed by the Administrative Assistant for completeness; files are then reviewed by the Director for completeness and assignment of admission points; files are then reviewed by the Faculty Selection Committee for completeness and to assign ranking for entrance. The committee makes the final determination for entrance.
- All application materials are to be sent directly to:
Nursing Department – Nursing Administrative Assistant
Fort Scott Community College 2108 South Horton
Fort Scott, Kansas 66701
- Late applications are considered ONLY if there is extra capacity prior to final class selection regardless of admission points and are considered on a first-come-first-served basis.

3. Admission Selection Process

- Only applicants with complete files will be considered
- Selection is based on academic performance through the awarding of admission points.
- Admission points are given for TEAS Scores, Prerequisite GPA, and all prerequisites taken at FSCC.
- In the event of a tie in admission points, the TEAS Admission Assessment Exam score will be used as the tie breaker to determine entrance.
- Consideration of successful performance in another nursing program will be given to admission of transfer students.
- Transfer students will be interviewed by nursing faculty as part of the admission process.

4. Admission Selection Notification:

- Selected applicants will be notified in writing and given 10 business days to accept their position by returning a “letter of intent” and non-refundable deposit.
 - Applicants who are not selected will be notified in writing.
 - Applicants who were not accepted must contact the Nursing Administrative Assistant if they wish for their file to be kept and considered for subsequent classes.

5. Following Admission to the Program

- o All students admitted to the program must undergo a criminal background check for clinical placement.
- o Drug Screening is required for clinical placement.
- o Once admitted to the FSCC program students may not transfer nursing courses from another institution including Pathophysiology.

Originated – 5/2025; Revised 5/21/2026

LPN to RN Admission Policy

1. Admission Information:

Five (5) LPN to RN students may be admitted each semester if space allows.

2. Admission Requirements

- Applicants must have completed the following prerequisites prior to entering the nursing

program: Anatomy & Physiology, English 101, General Psychology, College Algebra or Applied Math for Nursing, Microbiology, Psychology of Human Lifespan and Nutrition. The application may be submitted while the applicant is completing the prerequisite courses.

- LPN to RN students must have an unencumbered license to practice practical nursing in Kansas.

3. Nursing Applications

- Complete and submit the FSCC admissions application if not already a student.
- Complete and submit the nursing admission packet by the designated deadline at 5:00 pm. The program reserves the right to make an exception to extend the application deadline requirement if the program is not at its capacity following candidate selection.
- **Submit a professional resume along with the application packet. This is considered as part of the application process.**
- 7. A **complete** nursing program application includes the application form, a professional resume, a medical form, a latex allergy form, and three endorsement forms with positive references. References **forms are not accepted from family members or close friends.**
- 8. A **complete** nursing program application includes the application form, a health statement form, a latex allergy form, and three endorsement forms with positive references. References **forms are not accepted from family members or close friends.**
- 9. Submit high school transcript or GED transcript and transcripts from **all** other colleges or universities attended to the Registrar's Office. Final acceptance of transfer credits is determined by the college Registrar.
- 10. Students transferring courses from another accredited college or university must submit an "official" transcript for those courses to be considered. Only official transcripts with final course grades will be considered. Due to transcript processing times, an email sent to the nursing department from course instructor with final course grade may be accepted pending receipt of official transcript.
- 11. Applicant files are initially reviewed by the Administrative Assistant for completeness; files are then reviewed by the Director for completeness and assignment of admission points; files are then reviewed by the Faculty Selection Committee for completeness and to assign ranking for entrance. The committee makes the final determination for entrance.
 - All application materials are to be sent directly to:
Nursing Department – Shelly Brennon
Fort Scott Community College 2108 South Horton
Fort Scott, Kansas 66701
 - Students must complete the ATI TEAS Admission Assessment Exam with a composite score of 60% or higher to be considered.
 - Applications are considered based on highest number of admission points awarded for GPA in practical nursing courses and the TEAS exam. If ties exist in admission points, final determination is awarded to the student with the highest score on the TEAS Admission Assessment Exam.

4. Admission Selection Process

- Only applicants with complete files will be considered
- Selection is based on academic performance through the awarding of admission points.

5. Admission Selection Notification:

- Selected applicants will be notified in writing and given 10 business days to accept their position by returning a "letter of intent" and non-refundable deposit.
- Applicants who are not selected will be notified in writing.
- Applicants who qualify and are not selected due to lack of space will be waitlisted and the applicant with the highest admission qualification will be given the opportunity to enter the program if space becomes available.
- Applicants who were not accepted must contact the Nursing Administrative

Assistant if they wish for their file to be kept and considered for subsequent classes.

6. Following Admission to the Program

- o LPNs may petition the nursing department to transfer nursing courses into the curriculum. Syllabi will be reviewed by the FSCC nursing faculty member teaching the course and a decision made by the program director and faculty.
- o All students admitted to the program must undergo a criminal background check for clinical placement.
- o Drug Screening is required for clinical placement.

Revised 11/21/2024; Revised 5/21/2026

Progression Policies

To progress in the nursing program the student must:

1. complete all didactic courses with a 76% (or greater) grade.
2. achieve a passing grade "C" or better in all co-requisite courses listed on the curriculum sequence.
3. demonstrate satisfactory performance in practicum experiences with an average 76% (or greater) grade on assigned clinical paperwork. All nursing clinical is graded pass/fail. Failure in clinical results in course (Didactic/Clinical) failure and a grade of "F".
3. have completed all prior semester courses successfully.

Course Withdrawals

1. Students who have withdrawn from a course must submit a letter of intent to retake the course withdrawn from.
2. A student who decides to withdraw from a nursing course must meet with the program director to complete documentation.

Withdrawal from the nursing program

1. Students withdrawing from the nursing program must meet with the Director of Nursing to complete documentation. The withdrawal policy stated in the college catalog will be followed.

Dismissal from the nursing program

1. Students failing 1 or 2 courses will be dismissed from the nursing program.
2. Students failing one course may apply for readmission and must submit a letter requesting readmission. A face-to-face meeting with the Director of Nursing and the course instructor will be scheduled. This request should be submitted within thirty days of the beginning of the course.
3. Students failing two courses or the same course twice will be dismissed from the program without the ability to reapply.
4. Student behaviors that may result in immediate dismissal from the nursing program and do not allow for readmission are:
 - Intentional (with forethought and malice) Breach of Confidentiality HIPAA
 - Patient abuse or purposely harmful behavior
 - Dishonest behavior including but not limited to, false documentation, 2nd Academic Dishonesty Offense
 - Verified substance abuse
 - Felony conviction of harm to a person
 - Conviction of criminal drug statutes
 - Action that has placed clinical contract in jeopardy
 - Inability to meet clinical requirements

Revised: 050891; 072500; 061201; 062403; 052406; 072007; 061010; 051311; 052319; 052121; 11/21/2024; 5/22/25 Reviewed: 5/26

Graduation Requirements

Students must meet graduation requirements established in the current FSCC Catalog for the AAS in nursing degree. Students are required to do degree audit checks to ensure they are meeting the requirements for graduation. Students must have a cumulative GPA of 2.0 and must have completed a minimum of 15 credit hours at FSCC to be eligible to receive a degree from FSCC. Students are required to petition to graduate through the Registrar's Office and to take the FSCC Work Keys exit examination.

Grievance Procedures

1. The nursing department believes that issues and concerns are best handled when parties involved in conflict can communicate concerns and obtain resolution prior to initiating the FSCC grievance/appeals procedures. Students should follow the chain of command within the department by first discussing the concern with the instructor and then the department director. The grievance should be filed within 48 hours of the occurrence (2 business days).
2. A department hearing will be held involving the student, faculty, and director prior to any final action taken against a student within 5-7 business days. The student will be notified of the decision by the Director of Nursing at the student's FSCC email address. A follow-up letter will also be sent to the student's address of record.
3. If the concern cannot be resolved at the department level, the student appeals procedures are presented in the *FSCC Student Catalog* under the headings: College Disciplinary Process and Student Appeals Other than Disciplinary Areas.

Revised: 050891; 072500; 061201; 062403; 052406; 072007; 061010; 051311; 052319; 052121; 11/21/2024; Reviewed: 5/22/25; Revised 5/21/2026

Readmission to the Nursing Program Policy

1. Students may be re-admitted if they have failed one course and can complete the program within 150% of the program length from the time of original admission.
2. The participation in/attendance of a reapplying student who has been referred for remediation will be considered in the decision to readmit. Students who failed to be compliant with remediation may be denied readmission.
3. If a student fails two courses or cannot complete within 150% of the program length from the time of admission, will not be eligible for readmission.
4. Application for Readmission
 - a. Submit a letter requesting re-admission to the Director of the nursing program including the student's perception of why he/she was not successful and plans to succeed in the future.
 - b. The letter must be submitted within 30 days of the beginning of the semester. Failure to comply with this could result in not being eligible for readmission.
5. Readmission to the nursing program is on a space available basis.
6. Decisions of readmission will be made by the Director of Nursing and the course faculty.
7. Any student seeking readmission to the program will be required to participate in the Student Success Program (see requirements).

Origination – 060810; Revised – 07022010; 111110; 051311; 05/2013; 052914; 052518; 052219; 051522; 11/21/2024; Revised 5/21/2026

Leave of Absence from the Program Policy

1. After successfully completing a semester, a student may submit a written request to the Director of

Nursing for a leave of absence from the program.

2. The student must inform the Director of their leave of absence request.
3. The student must submit a request to return 30 days prior to the beginning of the semester. If a vacancy is available for the time of return, the student can re-enter.
4. The Director of Nursing and Faculty will review the student's file before a decision is made for re-entry.
5. Students must still complete the program within 150%.
6. Students must complete the curriculum that is approved at the time they re-enter the nursing program.

RE: 060986; 051388; 061201; 040309; 052015; 052518; 052319; 11/21/2024; Reviewed 5/21/2026

Activation to Military Duty Policy

1. A currently enrolled student who is called to active military duty will be allowed to drop all classes and receive a refund of tuition paid. The student must initiate the process by completing and signing the "Change of Schedule" form indicating the reason as "Called to active military duty."

Reviewed 062701; 051311; 052914; 052015; 052016; 052518; 052319; 5/21/2026

Nursing Program Health Requirements

1. All incoming nursing students are required to have completed a health physical on the form provided. This is part of the admission packet. These forms are reviewed by the nursing director. Information may be shared with the student's clinical faculty as needed for the student's safety.
2. Personal medical information must be updated if conditions/medications emerge/change.
3. Students absent for more than 2 days due to illness or postsurgical, must provide a healthcare provider (Physician/Nurse Practitioner/PA) written release to return to the clinical area.
4. Students with physical restrictions (lifting, casting, crutches, slings etc.) must bring a written form from the healthcare provider. The program will need to make the clinical facility aware of the restriction. The facility has the right to prohibit/limit the students participation in clinical. Every effort will be made to assist the student in meeting clinical outcomes. Should this not be possible the student may be required to drop/withdraw from the class and repeat the course when again offered.

Reviewed 062701; 051311; 052914; 052015; 052016; 052518; 052319

Qualifications for Applying for a Registered Nurse License in Kansas.

Kansas State Law, as documented by the Kansas Nurse Practice Act:

1. Qualifications of applicants. An applicant for a license to practice as a registered professional nurse shall:
 - have graduated from an approved school of professional nursing in the United States or its territories or from a school of professional nursing in a foreign country which is approved by the board as defined in rules and regulations;
 - Instructions for Foreign Nurses:
<http://www.ksbn.org/forms/Instructions%20for%20Foreign%20Nurses.pdf>
 - have obtained other qualifications not in conflict with this act as the board may prescribe by rule and regulation; and

- file with the board a written application for a license.
2. The board may deny, revoke, limit or suspend any license or authorization to practice nursing as a registered professional nurse or as a licensed practical nurse if the applicant, licensee or holder of a temporary permit or authorization is found after hearing:
- to have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust, except that notwithstanding K.S.A. 74-120, and amendments thereto, no license or authorization to practice nursing as a licensed professional nurse, as a licensed practical nurse, as an advanced practice registered nurse or registered nurse anesthetist shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated, prior to their repeal, or article 54 chapter 21 of the Kansas Statutes Annotated, or K.S.A. 2012 Supp. 21-6104, 21-6325, 21-6326 or 21-6418, and amendments thereto;

From: Kansas Nurse Practice Act Statutes & Administrative Regulations. Topeka, KS.
Kansas
State Board of Nursing, October, 2023. Sections 65-1115 and 65-1120.
<https://ksbn.kansas.gov.npa>

Kansas Crimes Against Persons

Chapter 21 – Article 54

Kansas Statutes > Chapter 21 > Article 54 – Crimes Against Persons

Current as of: 2023 |

[§ 21-5401 Capital murder](#)

[§ 21-5402 Murder in the first degree](#)

[§ 21-5403 Murder in the second degree](#)

[§ 21-5404 Voluntary manslaughter](#)

[§ 21-5405 Involuntary manslaughter](#)

[§ 21-5406 Vehicular homicide](#)

[§ 21-5407 Assisting suicide](#)

[§ 21-5408 Kidnapping; aggravated kidnapping](#)

[§ 21-5409 Interference with parental custody; aggravated interference with parental custody](#)

[§ 21-5410 Interference with custody of a committed person](#)

[§ 21-5411 Criminal restraint](#)

[§ 21-5412 Assault; aggravated assault; assault of a law enforcement officer; aggravated assault of a law enforcement officer](#)

[§ 21-5413 Battery; aggravated battery; battery against certain persons; aggravated battery against certain persons](#)

- [§ 21-5414 Domestic battery; aggravated domestic battery](#)
- [§ 21-5415 Criminal threat; aggravated criminal threat](#)
- [§ 21-5416 Mistreatment of a confined person](#)
- [§ 21-5417 Mistreatment of a dependent adult; mistreatment of an elder person](#)
- [§ 21-5418 Hazing](#)
- [§ 21-5419 Application of certain crimes to an unborn child](#)
- [§ 21-5420 Robbery; aggravated robbery](#)
- [§ 21-5421 Terrorism](#)
- [§ 21-5422 Illegal use of weapons of mass destruction](#)
- [§ 21-5423 Furtherance of terrorism or illegal use of weapons of mass destruction](#)
- [§ 21-5424 Exposing another to a life threatening communicable disease](#)
- [§ 21-5425 Unlawful administration of a substance](#)
- [§ 21-5426 Human trafficking; aggravated human trafficking](#)
- [§ 21-5427 Stalking](#)
- [§ 21-5428 Blackmail](#)
- [§ 21-5429 Endangerment](#)
- [§ 21-5430 Distribution of a controlled substance causing great bodily harm or death](#)
- [§ 21-5431 Female genital mutilation](#)
- [§ 21-5432 Human smuggling; aggravated human smuggling](#)

Post Admission Requirements

1. Criminal Background Check

- a. The program director also may request additional copies of official documentation of completion of diversion agreements and/or disposition of their case.
- b. The incurred cost of the background check will be assessed through student fees.
- c. All applicants to the Nursing program will have background checks Post Admission Requirements evaluated by the Director of the Nursing according to the exclusionary criteria of clinical facilities and the state licensing board. A list of the exclusionary criteria is provided on the following page.
- d. Failure to submit to these requirements will disqualify the applicant from beginning in the Nursing program.
- e. Any student with a criminal history who denies that history by answering “no” to the question regarding criminal background on the program application automatically and permanently will be disqualified from the program, based on fraudulently presenting herself/himself as not having a criminal record.
 - Students are required to review the Kansas State Board of Nursing Information regarding bars to nursing licensure in Kansas contained within the nursing admission

packet. This information can be found in KSA 65-1120(2) of the Kansas Nurse Practice Act (Page 32 Kansas Nurse Practice Act (<https://ksbn.kansas.gov/wp-content/uploads/NPA/npa.pdf>). Students with questions regarding license eligibility should contact the legal division at Kansas State Board of Nursing. (785) 296 4929.

- f. Students with criminal histories who desire licensure in Nursing are urged to consult the laws governing licensure or certification in the state in which they intend to license prior to application to the respective program. A pattern of misdemeanors will need to be evaluated by the Kansas State Board of Nursing (KSBN) attorney.
- g. A violation of any of the statutes on the following page or a pattern of misdemeanors may preclude admissions.
- h. Students applying for licensure in Kansas must report any sanctions toward any license or certification including CNA, CMA, HHA, EMT, hunting, fishing, and driver's license.

Origination - 072982; Revisions – 121782; 072384; 060986; 051388; 041890; 051492; 121192; 101793;102194; 030896; 021398; 030700;031601; 051701; 100702; 053003; 060903; 090903; 030805; 061406;070307; 080808; 052710; 051311; 051013; 052914; 052015; 052016;052417; 052518; 052219; 060220;052121; 051822; 07/01/2025

2. Drug Testing Policy – After Background Check

All new incoming students will be required to complete a nine-panel urine drug screen through Validity. This is in addition to the background check. The cost of the drug screening will be covered under the nursing student fees.

Origination – 05/23/19; revised 7/21/25

Nursing Program Technical Standards Functional Abilities

Fort Scott Community College Nursing Program utilizes the National Council of State Boards of Nursing categories of functional abilities for nurses. These abilities reflect skills required by students in clinical experiences as well as those used in nursing practice. All students must comply with the clinical agency's performance policies, standards and requirements. Students unable to meet functional abilities/technical standards, with or without reasonable accommodation, will be unable to meet program outcomes and complete the program. Functional/Technical Ability Categories and Representative Activities/Attributes of Select Categories □

- Gross Motor Skills

- Move within confined spaces
- Bend, squat, kneel and twist repeatedly during a clinical shift.
- Sustain repetitive movements (e.g., CPR)
- Work with arms fully extended overhead. (e.g. IV poles)
- Use hands for grasping, pushing, pulling and other fine manipulation.
- Reach below waist (e.g., plug electrical appliance into wall outlets)

- Physical Endurance

- Physical stamina sufficient to perform client care activities for entire length of work role.
- Stand and walk for an entire clinical shift, which may be up to 12 hours.

- Physical Strength:
 - Physical strength sufficient to perform full range of required client care activities.
 - Lift up to 50lbs and push, pull, or carry up to 25lbs on a regular basis
 - Assist with lifting or moving clients of all age groups and weights, with or without the use of mechanical lifts as appropriate.
- Fine Motor Skills
 - Pick up objects with hands
 - Grasp small objects with hands (e.g., IV tubing, pencil)
 - Write with pen or pencil Key/type (e.g., use a computer)
 - Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
 - Twist (e.g., turn objects/knobs using hands)
 - Squeeze with finger (e.g., eye dropper)
- Mobility:
 - Twist; Bend: Stoop/squat; Move quickly (e.g., response to an emergency); Climb (e.g., ladders/stools/stairs); Walk
- Hearing
 - Hear normal speaking level sounds (e.g., person-to-person report)
 - Hear faint noises Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)
 - Hear in situations when not able to see lips (e.g., when masks are used)
 - Hear auditory alarms (e.g., monitors, fire alarms, call bells)
- Visual:
 - See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)
 - See objects up to 20 feet away (e.g., client at end of hall)
 - Use depth perception
 - Use peripheral vision
 - Distinguish color (e.g., color codes on supplies, charts, bed)
 - Distinguish color intensity (e.g., flushed skin, skin paleness)
- Interpersonal Skills
 - Negotiate interpersonal conflict
 - Respect differences in clients
 - Establish rapport with clients
 - Establish rapport with co-workers
- Communication Skills

- Teach (e.g., client/family about health care)
- Explain procedures
- Give oral reports (e.g., report on client's condition to others)
- Interact with others (e.g., health care workers)
- Speak on the telephone Influence people
- Direct activities of others
- Convey information through writing (e.g., progress notes)
- Tactile Ability:
 - A student must possess tactile ability sufficient to perform a physical assessment of a patient and to perform procedures necessary for nursing care. This includes (but is not limited to) the ability to:
 - Palpate, percuss, and perform other tactile skills required in physical exam of the patient.
 - Assess texture, size, temperature, and vibration on physical exam.
 - Discriminate between sharp/dull and hot/cold.
- Olfactory Ability (Sense of Smell):
 - Sense of smell acute enough to detect strong odors that may indicate a change in patient condition. (i.e. A purulent wound, Ketone breath, body fluid with strong odors, Smoke or other odors indicating environmental danger)
- Arithmetic:
 - Arithmetic ability sufficient to do computation at a minimum of an eighth grade level. It includes the following three concepts:
 - Counting: the act of enumerating or determining the number of items in a group.
 - Measuring: the act or process of ascertaining the extent, dimensions, or quantity of something.
 - Computing: the act or process of performing mathematical calculations such as addition, subtraction, multiplication, and division
- Reading:
 - Reading ability sufficient to comprehend the written word at a minimum of a tenth grade level.
- Emotional stability:
 - Emotional stability sufficient to assume responsibility/accountability for actions
- Analytical:
 - Thinking Reasoning skills sufficient to perform deductive/inductive thinking for nursing decisions
 - Critical Thinking Critical thinking ability sufficient to exercise sound nursing judgment.

- Sufficient intellectual functioning and emotional stability to plan and implement care for clients.
- Analytical reasoning to solve problems and process information from multiple sources.

Approved: 2/27/2025

Faculty Related Policies

Nursing Department Course Syllabi

Faculty will update course syllabi for the next semester and submit to the Administrative Assistant prior to leaving on Christmas break and prior to leaving on summer break. An electronic copy is also submitted to the Instruction Office - VPAA.

All syllabi will follow the established format determined by the FSCC Curriculum Committee and the Nursing Department. New courses or courses with significant revision require syllabi to be submitted to the Curriculum Committee for approval.

All syllabi must indicate the number of didactic clock hours, clinical clock hours, clinical observation hours, and Simulation clock hours. (KSBN requirement)

Syllabi are available for students on Canvas. An affidavit stating the student has received and understood the syllabus is provided with the syllabus, signed, and returned to the instructor. The affidavit is then placed in the student file.

The instructor will place an electronic copy of the syllabus in Canvas documents for the course.

FSCC Nursing Textbook Policy

Students may choose to purchase hard or electronic copies of textbooks. Faculty are responsible for assuring that textbooks for nursing courses are current and appropriate for the level of the course/program. Faculty should keep current with scheduled new editions of the current textbook and review other textbooks that might be better selections for the course. Textbooks are to be no older than 4 years (consider if new edition is scheduled for release shortly). Once adopted faculty should keep the selected textbook for at least 3 years to minimize student expenses.

Course faculty should make the program director and faculty (faculty meeting/Program Evaluation Workshop) aware of their intent to update or change textbooks and seek feedback. A change of textbook may have implications across the curriculum.

Originated: 5/2025

Canvas: Student Passwords

We have had recurring issues with students' passwords in Canvas. Here are some reasons why a student's password may not work:

- The last four numbers of their SSN starts with a 0
- The student has mistyped the password
- The student's SSN has been mistyped in POISE
- Instructors have the ability to reset student passwords in Canvas. Below are the directions for resetting passwords. These directions are also listed in Corner Canvas in the link titled Canvas Quick Reference.

- Here is how to reset a password for a student in your course:
Control Panel > User Management > List/Modify Student
Search for the student by last name, username, or e-mail. Then click *Search*
Click on the *Password* button to reset the student's password
After changing password, click *Submit* to make the changes

If you or the student are still not able to access Canvas please contact the Canvas Administrator.

Faculty Testing Policy

Test Preparation

1. All faculty are expected to peer review newly written exam questions.
2. Exams in Canvas will have:
 - a. Backward Navigation disabled.
 - b. Calculator Enabled
 - c. Questions and answers are to be scrambled.
3. All test items are to be categorized utilizing the Domains of Knowledge, Nursing Process, and the NCLEX Test Blueprint
4. The Respondus lock-down browser will be enabled for all exams.

Prior to the Exam

5. Students may not wear caps, scarves, hoodies, ear buds or smart watches/glasses during an exam.
6. Phones must be left in the classroom.
7. Students will be given a white board for the exam.
8. Students may not bring drink containers into the testing room.
9. Students must notify faculty prior to the exam if they will be unable to take it. The make-up exam must be taken at the faculty's discretion.
10. Students who are more than 10 minutes late or more to the exam will be required to reschedule. The makeup exam may contain alternate format items and will be taken at the discretion of the faculty. The grade on the makeup exam will not exceed 80%.
11. Students who do not notify the faculty of an absence prior to the exam will be allowed to take the exam at the faculty's discretion but the resulting grade will not exceed 80%. The makeup exam may contain alternate format items and will be taken at the discretion of the faculty.

Exam Administration

12. Only student questions nonrelated to content will be answered during the exam.
13. Faculty will circulate throughout the room for the duration of the exam.
14. Students may use the restroom, during the exam but the time clock will continue to run.

Grading

15. Exams will be opened in the testing room just prior to the exam.
16. A password will be set for all exams and will be given to the students just prior to the exam.
17. All tests will be statistically analyzed utilizing the statistics – KR-20/Chronbach Alpha, Item Difficulty, Item Discrimination/Point Biserial) and answer selection pattern.
18. Scores will not be released at exam completion.
19. Faculty will release grades within following adequate statistical review of the items.
20. Test items with specific statistical values i.e. high difficulty level, negative discrimination will be peer reviewed by another faculty member. Decisions regarding the items scoring

will be at the discretion of the peer evaluator and the faculty member. Decisions to throw a question out/nullify requires Director of Nursing approval.

Test Review

21. All exams will be reviewed within a week of administration when possible.
22. Students must attend the live review prior to making an appointment with faculty to review the test.
23. Previous exams may not be reviewed again prior to the final.
24. Final exams are not reviewed.

Approved 01/30/2025

Nursing Faculty Recruitment and Selection Policy – Fulltime/Part-time/Adjunct Instruction

1. The Nursing Program Director discusses needed/open positions with the Vice President of Academic Affairs (VPAA). The VPAA discusses the position with the VP of Finance and the President.
2. Once approved positions are posted by human resources.
3. Prospective faculty must complete the job application on-line or may complete a downloaded hard copy and submit to the Human Resources Department along with a current resume/vitae.
4. Applications and resumes are reviewed by the VPAA and the Director of Nursing. Candidates meeting job qualifications are selected for interview.
5. Prospective faculty candidates are interviewed by the selection committee - VPAA, Director of Nursing, and faculty.
6. All prospective candidates complete a sample teaching presentation of their choice to the selection committee.
7. Faculty provide written feedback to the Director following the interview.
8. All candidate feedback is reviewed by the Director, VPAA and faculty and a decision on hire is made by the group.
9. An offer of hire is made by the Human Resources Department to the selected candidate.
10. All newly hired faculty will complete a background check and drug testing.
11. All new faculty hires will complete an orientation program at the college and department level.
12. A mentor is assigned to each new faculty at the college level and within the department of nursing as needed. The Director of Nursing continues to provide mentoring as needed.

Clinical Adjunct Faculty

13. The Nursing Program Director discusses needed/open positions with the Vice President of Academic Affairs (VPAA).
14. Approved positions are posted on the website.
15. Prospective clinical adjunct faculty must complete the job application on-line or may complete a downloaded hard copy and submit to the FSCC Human Resources Department along with a current resume/vitae.

16. Applications and resumes are reviewed by the Director of Nursing.
17. The Director of Nursing selects qualified candidates and completes the interview.
18. The Director of nursing after conferring with the course instructor extends the offer of employment.
19. All new clinical adjunct faculty hires will complete a clinical orientation with the course faculty completing the checklist. Selected clinical agencies may require clinical adjuncts to complete an orientation.
20. All newly hired faculty will complete a background check and drug testing.

Approved: 01/30/2025

FACULTY ORIENTATION CHECKLIST

If item is not applicable due to employee's job description/teaching assignment please note NA

Pre-Employment:

Interview with Director of Nursing, Vice President of Academic Affairs, and Level Coordinator (if applicable)

Recommendation to President and Board of Trustees for employment

Issue Contract

Tour and Introductions:

_____ Administration

_____ Campus Facilities (Library, Student Success Center, etc.)

_____ Nursing Faculty

_____ Nursing Administrative Assistant

Plan for Orientation:

_____ Conference with Director of Nursing

_____ College Calendar – 10 month contract calendar (Director of Nursing)

_____ Teaching Assignment

_____ Assign office and obtain keys

_____ Explanation of printing (copying – Assignment of a copy number)

Orientation to Fort Scott Community College:

_____ Mission and Purpose

_____ FSCC Faculty Meetings

_____ FSCC Professional Meetings

_____ Fort Scott Community College of Association of Professional Employees:

_____ Bylaws

_____ Review procedure for ordering supplies & equipment

_____ Personnel Policies - Required office hours and days

Required participation in after hours campus activities
(Pinning, graduation, etc.)

_____ Understand the responsibilities when using college equipment – college cars, etc.

_____ Time frame for renewal of contract by the Board of Trustees

_____ Time frame for notification of faculty termination

- _____ Time frame for faculty notification of intent to renew their contract.
- _____ Criteria for tenure (where is it?)
- _____ Review advising, retention, advisor procedures and early alert.
- _____ FSCC Catalog (online)
- _____ Leave/Travel request forms.
- _____ Telephone log
- _____ Instructor Evaluation
- _____ FERPA
- _____ ADA
- _____ Title IX
- _____ Remote Access
- _____ Zoom Meeting/TEAMS

Human Resources:

- _____ Complete Employment/Pay Rolls Forms

Orientation to the FSCC Nursing Program

Kansas State Board of Nursing:

- _____ KSBN site visit grid
- _____ Organization
- _____ Nurse Practice Act – (<https://ksbn.kansas.gov/npa/>) Law and Administrative Regulations
- _____ Faculty Qualification Record (FQR)
- _____ NCLEX RN – graduate licensing

ACEN Accreditations:

- _____ Annual Report for Renewal of Accreditation (May)
- _____ Statistical Reports (October and March)
- _____ Survey Visits – ACEN/KSBN – Faculty Responsibilities
- _____ Approval of Curriculum Change – College, KSBN. ACEN
- _____ Provide annual updated resume, copy of license renewal, continuing education information for the file- submit to secretary

Nursing Curriculum:

- _____ Procedure for Approval from KSBN
- _____ Program Curriculum Sequence
- _____ General Education Requirements/Options (Student Handbook)
- _____ Conceptual Framework (QSEN)
- _____ Philosophy and Objectives
- _____ Program Outcomes
- _____ Course Coordinator Meetings
- _____ Teaching Schedule
- _____ Course Syllabi/Textbooks (Selection and Approval)

Clinical Agencies:

- _____ Selection Policy
- _____ Clinical Course Schedules
- _____ Preceptor Selection/Orientation
- _____ Contractual Agreements
- _____ Observation Experiences
- _____ Faculty and Student Responsibilities
- _____ Clinical Outcomes/Coursework

Nursing Program:

- _____ Nursing Faculty Handbook
- _____ Student Nurse Handbook
- _____ Faculty Responsibilities

Faculty Records:

- _____ Application/Vitae, Transcript/Immunizations/TB/CPR/License #
- _____ Faculty Qualification Report/Degree Completion Report
- _____ Report of Academic, Professional and Community Activities -Vitae-annual update
- _____ Faculty evaluations – Objectives
- _____ Faculty Meetings/Work Sessions
- _____ Clinical/College Annual Training

Professional Development

- _____ Professional Workshops/Meetings – Travel Request Forms – Reimbursements
- _____ KCADNE Conference
- _____ Clinical Teaching Institute (CTI)/ Kansas Nurse Educator (KNEC)

Job Descriptions:

- _____ Nursing Director
- _____ Level Coordinator (if applicable)
- _____ Nursing Faculty
- _____ Administrative Assistant
- _____ Pinning/Graduation
- _____ Student Nurse Organization (Sponsor)
- _____ Learning Lab and Computer Equipment
- _____ Simulation Lab/Equipment
- _____ Budget Preparation (when requests must be in)

Faculty Program Evaluation Schedule

- _____ May workshop annually
- _____ Systematic Plan of Evaluation (SPE)
- _____ Faculty responsibilities for data

Student Evaluations:

- _____ Student Evaluation of Course

- _____ Student Evaluation of Clinical Experiences
- _____ Student Evaluation of Textbooks
- _____ Student Evaluation of Instructor
- _____ End of Program Student Survey

Evaluation of Student Progress:

Clinical

- _____ Clinical Evaluation Tool (Weekly)
- _____ Conferences at end of each rotation
- _____ Clinical/Didactic performance advising notes PRN - Canvas
- _____ Learning Lab Check-Offs
- _____ Pre- and Post-Conference
- _____ Nursing Care Plans
- _____ Clinical Anecdotal Notes
- _____ Weekly and Summative Clinical Evaluations

Didactic:

- _____ Advising Notes – as needed
- _____ Unit Exams – Computer Grading and Grade Book
- _____ Quizzes
- _____ Written Assignments with rubrics
- _____ Final Exam scheduling
- _____ Test Banks Elsevier
- _____ Grading Policy
- _____ Grade submission

Reports & Records:

- _____ Grades entered into Campus Connect – monthly during the academic year
- _____ Grade Reports & Student Progress Reports to Level Coordinator & Director
- _____ Withdrawal Policy Student Handbook)
- _____ Student Awards
- _____ Faculty Performance Improvement Notes/Contracts/Termination Notes
- _____ Early Warning System Grade Reporting

End of Semester Responsibilities

- _____ Lab Supplies (Reorder as needed)
- _____ Syllabus Update Done
- _____ Course schedule next semester
- _____ Clinical rotation Schedule
- _____ Thank you letters to Agencies/emails
- _____ Agency letters notification of clinical schedule
- _____ Surveys – Compiled feedback of surveys from director to faculty
- _____ Handouts (To printing, is possible)

Canvas:

- _____ In-service on Canvas programs and how to access and implement the use of the programs
- _____ In-services on Canvas are offered for new employees during in-service week
- _____ Access code for Canvas established for instructor
- _____ Director/Faculty will assist with further instruction as necessary

Revised: 2/20/2025

FSCC Nursing Program Orientation Policy

1. All new faculty (FT/PT/Didactic Adjuncts) are required to complete the FSCC Orientation (exception – clinical adjunct faculty)
2. All new nursing faculty must complete the program orientation process as outlined in the Faculty Orientation Checklist (see Attached). This orientation may take place over several scheduled sessions as set by the program director.
3. Following completion of orientation, the checklists is to be signed and dated by the faculty member and the program director and placed in the employee's file in the nursing office.
4. Clinical Adjuncts will be oriented by the faculty member teaching the course utilizing the Clinical Adjunct Orientation Checklist (see attached).

Approved: 2/20/2025

Preceptor Policy

1. Preceptor Qualification
 - a. Must be licensed as a Registered professional nurse in Kansas and/or Missouri.
 - b. Must complete the preceptor orientation packet and return confirmation of completion.
 - c. Submit required information to the program – Name, license number (Verified by the program), educational level, clinical expertise and place of employment/unit.
2. Selection of Preceptors
 - a. Preceptors must have adequate experience as a registered professional nurse to precept a nursing student.
 - b. Faculty will identify eligible registered professional nurses within facilities to determine who has an expressed interest in precepting students.
 - c. Faculty will review available preceptors' qualifications and assign students
3. Roles and Responsibilities
 - a. The nurse preceptor is expected to:
 - b. have clinical expertise in the area the student is assigned.
 - c. be willing to act as a role model

- d. interested in the student's learning.
 - e. be familiar with the roles of the preceptor, faculty, and student
 - f. discuss the experience expectations with the student prior to the clinical practicum.
 - g. orient student to the clinical area and expectations of nursing care standards.
 - h. plan clinical learning experiences with the student that facilitate progressive independence in the clinical setting.
 - i. demonstrate required skills, supervise student performance, and assist the student in clinical activities.
 - j. assist in the socialization of the student into the nursing role.
 - k. provide the student with ongoing constructive feedback that relates performance standards to student performance.
 - l. utilize others, including colleagues, nursing administrators, and faculty as resources for problem solving, support, and guidance.
 - m. communicate ongoing student progress to the student and faculty member, and contribute to the student's summative evaluation.
 - n. contribute feedback to faculty on student performance.
4. Communication With Faculty
- a. Nursing faculty will be available by phone to the precepting agency in order to support the preceptor and student during the preceptorship experience.
 - b. Faculty will support preceptors and facilitate positive preceptorship through the following activities:
 - c. Clear guidelines and expectations will be communicated between faculty, students and preceptors.
 - d. Faculty will visit clinical sites during the semester in which the preceptorship occurs. The frequency of visits will be determined by the needs of the student, preceptor, agency, and faculty.
 - e. Other means of communication and support will be used as needed, such as a facsimile or e-mail contact.

Origin: 3/2025

STUDENT CLASSROOM AND ACADEMIC RELATED POLICIES

Grading Scale/Policy

It is the policy of the nursing program that no extra credit will be given in any course. Grades on assignments and exams, including the final, will not be rounded up. The Nursing Department uses the following system of letter grades and grade points:

Academic Grades:

- A = 92 – 100 %
- B = 85 – 91.9%
- C = 76 – 84.9%
- D = 67 – 75.9%
- F = Below 67

Revised: 5/22/25; Reviewed 5/26

Quizzes

Quizzes may be given at any time in the classroom. No make-up will be allowed for unscheduled quizzes if the student is absent/tardy. A student must be present for the entire class to receive credit for the quiz. A grade of zero will be recorded for missed quizzes.

Revised: 5/22/25

Academic Integrity

This policy pertains to all FSCC classes and does not affect any action taken by the instructor of the class. The instructor retains the right to take the action he or she deems appropriate to the specific case, including but not confined to the following:

- Discussing the violation with the student.
- Failing the student for the specific assignment in question.
- Failing the student for the class.

If the instructor decides to fail the student for the course, the student will receive an F grade on his or her transcript. The instructor also has the following options regardless of the actions already taken:

- The instructor will notify the Vice-President of Academic Affairs that academic dishonesty has occurred. The notification will include the following information:
 - Name and ID number of the student or students involved
 - Proof that academic dishonesty has occurred
 - A description of any action already taken by the instructor

Once the Vice-President has received this information, he/ she will notify the student's advisor and any sponsors or coaches with whom the student is associated of the breach in academic integrity. The Vice-President will also notify the student by email that a second occurrence may result in a recommendation of dismissal from the college to the Vice President of Academic Affairs.

- The Vice-President will maintain a file listing student whose names have been turned in for academic dishonesty.
- Should the student be dismissed from the college for academic dishonesty, the student retains the right to pursue an appeal to the decision as described in the college catalog.
- retains the right to pursue an appeal to the decision as described in the college catalog.

Students who believe that their peers have cheated on any course work have the responsibility to themselves, fellow students, and the nursing profession to notify the faculty member of the course immediately.

Revised: 5/22/25

Attendance

1. Regular class attendance and participation in class activities is expected of all students. A student should not enroll in a course if the student knows that he or she will frequently be absent. At the first-class meeting, the instructor will inform students, both orally and in writing, of the course

requirements and the attendance and grading policies.

2. If a student has not attended class for more than a week, the instructor will notify the Counseling Office so that the student can be encouraged to return to class or to withdraw from the course.
3. Students are expected to attend all classes and clinical experiences. Students are expected to notify the instructor if they cannot attend class. Assignments due on that day must be submitted electronically by the beginning of class. Students missing a pop quiz when absent cannot make it up. Students absent on exam days must set up a make-up test – see Testing Policy. Students leaving class following a unit exam will be considered absent. Students with more than three class absences in the semester will receive a 3% reduction in the final course grade. Students will be required to meet with the Director of Nursing after two absences regarding the absences.
4. Students tardy to class will need to wait to enter the classroom till a break is taken. This prevents disruption to student learning. Pop quizzes missed due to tardiness cannot be made up.
5. Absence from class may be authorized by the Vice President of Students Affairs for a college-sponsored activity or to represent the college in an official capacity (includes athletes). A list of students and/or classes affected will be provided to all instructors at least one week prior to the absence. A list of students and/or classes affected will be provided to all instructors at least by the first day of the absence. The instructor will provide an opportunity to make up work missed during an absence that has been authorized by the Vice President of Students Affairs. The instructor is not required to provide such an opportunity for other absences, but may do so. Whenever possible, work should be done in advance of the absence.

Revised: 5/22/25 / 5/21/26

Classroom Written Assignments

1. All assignments are to be completed independently unless designated by the instructor.
2. All written work must be submitted on the day/time the assignment is due. No credit will be given for late papers unless prior arrangements have been made. Late assignments with permission: 1 day late – 10% reduction in the grade. After one day late assignments will be scored 0. However, all assignments must be turned in (even with no grade) to meet the course objectives. Failure to submit all required written work by the last lecture day of the course will result in a failing grade for the course. Written work is to follow APA Publication Manual Guidelines, 7th edition, and show evidence of peer-reviewed journals in reference/citations.

Revised: 5/22/25;5/21/26

Clinical Paperwork

Clinical work will be graded using clinical evaluation tools and/or rubrics. Clinical is pass/fail and the clinical portion of the course must be passed to pass the course. Students will complete the required clinical paperwork and submit within 2 days of the experience. Clinical faculty will return the clinical paperwork to the student PRIOR to the next clinical day. CET should also be complete at that time. Faculty will assess the priority areas (i.e. priority problems, goals, meds) while in clinical to provide student with feedback and guidance on the day of care. All areas of the paperwork (according to grading rubric) must be completed as they reflect the behaviors listed on the Clinical Evaluation Tool (CET). Failure to meet the clinical paperwork requirements satisfactorily set by the grading rubric will reflect as a “U” in Criterion 2, Behaviors d and e. Note: Behavior 2d is an asterisked item.

Revised: 5/22/25; 1/26

Skills Competencies

At the beginning of each semester and prior to the start of clinical rotations, the student may be required to perform comprehensive demonstrations of selected procedures learned throughout her/his time of study (See course syllabi). Skills validation or lab checkoffs are essential skills for successful course completion and safe client care. These demonstrations are pass/fail. The student cannot go into clinical rotations without successfully passing all required demonstrations and/or competencies. Students are expected to practice prior to checkoffs and must come prepared to independently and accurately perform the designated skills. Students will be expected to repeat a demonstration if not prepared.

Students are expected to schedule these events with the Lab Coordinator, be on time, and to wear a lab jacket. Lab jackets will not be provided by the program for use. Non-compliance with scheduled time, performance, or dress will result in rescheduling of the check-off.

Origination – 060986; Revised – 072387; 051388; 060189; 072500; 061301; 072302; 062403; 070104; 030105; 052406; 072007; 052808; 040309; 060710; 111110; 051311; 053012; 052914; 052015; 052518; 052319,060220;052121; 5/22/25

Medication Dosage Calculation Competency

Nursing students are required to demonstrate dose calculation competency prior to administering medications in the clinical setting in the first level and prior to the Maternal Newborn/Care of the Child courses in third level. All students are required to purchase the required dosage calculation textbook - Calculation of Drug Dosages: A Work Text (2022), Ogden, S. & Fluharty, L. 12th edition. Elsevier/Elsevier. ISBN 9780323826228. Students will have 3 opportunities to demonstrate competency. A score of 90% or greater must be achieved to be successful. If the student fails the exam on the first attempt, at least 2 practice exams must be completed prior to the 2nd attempt. If the student fails the exam on the second attempt, at least 1 practice exam must be completed prior to the 3rd attempt. A schedule of dose calculation exam dates and times will be posted on BB. Failure to achieve competency at the 90% level will result in failure of the clinical portion of the course and a grade of F.

REVISED: 120498; 050799; 072700; 061301; 0704; 071506; 052406; 072007; 040309; 051311; 052914; 052015; 052016; 052018; 7/21/25

Student Success Program Policy

The FSCC Faculty are committed to student success. In an effort to better support students, the Nursing Program has developed the Student Success Program. It is the expectation that all students referred to the program, will actively participate attending all scheduled sessions. Failure to do so will impact any petition to repeat a course.

1. **Criteria for Student Success Referral:** Students will be referred to the program based on the following criteria
 - a. **1st Semester**
 - By TEAS/ATI entrance Score - < 70
 - First Exam Failure (or any subsequent exam)
 - b. **2nd Semester**
 - Below Level 1 or Level 1 on First level ATI FON Proctored Exam
 - Failed a class in first semester.
 - Failure of the first exam (or any subsequent exam)

c. Third Semester

d. Below Level 1 or Level 1 on any second level ATI Proctored Exam including < 76% on the Customized ATI Basic Medical Surgical exam.

- Failed a course in second semester.
- Failure of the first exam (or any subsequent exam)

e. Fourth Semester

f. Below Level 1 or Level 1 on any third level ATI Proctored Exam including < 76% on the Customized ATI Acute & Chronic Medical Surgical Nursing exam.

- Failed a course in third semester.
- Repeating a course in fourth semester.
- Failure of the first exam (or any subsequent exam)
- **All students readmitted to the program following a course failure**

2. Student Success Requirements

- a. Meet one-on-one with advisor weekly
- b. Attend all focus sessions (Attendance will be taken)
- c. Attend Test Taking Strategies at each level (Attendance will be taken)

Complete all remediation prior to final exam.

3. Student Success Program Focused Sessions and Test Taking Strategies by Level. These are examples and may be modified by faculty as needed. Student input is considered.

Level 1

- a. Nursing Care Plans/Concept Map
- b. Clinical Judgment Model – Case Study
- c. Fluid and Electrolytes/Lab Diagnostics
- d. Testing Taking Strategies Level 1

Level 2

- a. Endocrine
- b. Fluid and Electrolytes
- c. Antihypertensives – Case Study
- d. Test Taking Strategies – Level 2

Level 3

- a. MNB – Hormones
- b. Peds – Cardiac Conditions in the Child
- c. Basic Med Surg – DKA/Lab/F & E
- d. Test Taking Strategies Level 3

Level 4

- a. Trauma- Neuro/Spinal/ICP Monitoring
- b. Shock/Sepsis/DIC
- c. Vasopressors
- d. Test Taking Strategies Level 4

Origin: May 22, 2025; Reviewed 5/21/2026

Student Testing Policy

- 1. Students will take exams in the computer lab
- 2. All backpacks, books/notes, electronics, smart watches, hats, drinks, and hoodies are to be left in the classroom.

3. Dress appropriately for room temperatures.
4. All screens/programs must be closed prior to beginning or the program will not function.
5. Open Respondus by clicking on the icon on the desktop.
6. Log into Canvas.
7. Select the course for the exam.
8. Click on the Quiz/exam tab select the correct exam
9. Faculty will provide the exam password.
10. Students may not exit the testing screen or utilize any other program/function during the exam.
11. Students must answer each question as they go through the exam. The exam will not allow you to return to previous items (backward navigate)
12. If the student fails to select an answer, or advances the test, no allowance will be made to answer the question after the exam.
13. Each multiple-choice question is given 1 minute per exam. Additional time, 1-2 minutes, may be given at faculty discretion for alternate items.
 - a. Multiple Choice – 1 minute
 - b. SATA – 1.5 minutes
 - c. Dosage Calculations – 2 minutes
 - d. Next Generation NCLEX – 1.5 minutes
14. A calculator is available on the desktop computer.
15. All cell phones/smart watches/smart glasses MUST be left in the classroom.
16. No raw scores or % grade will be posted at completion of the exam.
17. Each faculty member will conduct a test review the next class period in some format. Exams will not be reviewed until all students have taken the test.
18. Students must notify faculty prior to the exam if they will be unable to take it. The make-up exam may contain alternate format questions and must be taken at the time determined by the faculty. A 3% reduction in the exam score will be assigned.
19. Students who do not notify the instructor must take the exam at the first opportunity (faculty discretion) but the resulting grade will be reduced by 5%.
20. Students are expected to arrive 10 to 15 minutes early and signed into the computer and ready for the password. Entrance into the testing room will not be allowed after start of the class. Students missing the start of the exam will be required to take a make-up exam, the time determined at the discretion of the faculty. This may occur after class completion. A 3% reduction in the exam score will be assigned.

Approved: 01/30/2025; Revised 5/21/2026

Children in the Classroom

No children are allowed in the classroom. In an emergent case, children of students may attend class (lecture) with the instructor's approval. Some content may not be appropriate for small children. The parent is responsible for the child on campus. Instructors reserve the right to ask student/children to leave the classroom at any time. Refer to FSCC Catalog.

STUDENT RELATED POLICIES

Student Health and Counseling Services

The purpose of counseling is to help you become better equipped to cope with everyday-life situations. The FSCC counseling center is in Bailey Hall. Counselors are available to help you with problems and concerns which could ultimately affect your college career. The goal of our counselors is to guide you through your stay at FSCC and help you determine and achieve realistic long-term goals.

Students often experience times of indecision and stress for various reasons. You are urged to speak with a trained counselor to help you define alternatives for stress-related problems. All these discussions will be treated in a professional and confidential manner.

Fort Scott Community College

Emily Vallely - Intern Therapist, FSCC/SEKMHC

Mobile 620-228-1768

Email emilyv@fortscott.edu

FSCC

2108 Horton Street, Fort Scott 66701

Off Campus Health Services

Community Health Center of Southeast Kansas (CHC

https://chcsek.org/compassionate-care/?gad_source=1&gclid=CjwKCAiAzPy8BhBoEiwAbnM9O2zszOxdUiVvkM4iv4zl9nvdouqughB78hmStDrFh3jTkQV-EJOEHhoCBW4QA_vD_BwE#services

Hours: 7am-7pm 7 days a week

Location: 2322 South Main, Fort Scott, KS 66701

Phone: 620-223-8040

Services: Family Medicine, Woman's Health, Walk-in-Care, Behavioral Health, Pediatrics, Dental Care, Pharmacy

(Provides: Immunizations, annual wellness checkups, lab and imaging services, referrals to specialists)

CHC/SEK: accepts Medicaid, Medicare and all private insurances. Contact us or your insurance carrier if you have any questions regarding your coverage.

If you have no insurance: "We will never turn anyone away who needs healthcare – you will be treated no matter your circumstances or ability to pay. We will also help you determine your eligibility for various coverage programs offered. If you do not qualify for one of these programs, we offer discounted fees based upon family size and income level".

For information on Financial Assistant: <https://chcsek.org/financial-assistance/>

Walmart Pharmacy

Location: 2500 South Main, Fort Scott, KS 66701

Phone: 620-223-5051

Emergency Room - Kansas Mercy Hospital

1 Mount Carmel Way, **Pittsburg**, KS 66762

Phone: 620-231-6100

Revised 5/22/2025: Reviewed 5/21/26

Statement of Prevention of Alcohol Abuse and Drug Use on Campus

1. Standards of Conduct:

Fort Scott Community College supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Pursuant to these Acts, the unlawful possession, use, or distribution of illicit drugs, alcohol, cigarettes, and e-cigarettes by students on the property of Fort Scott Community College or as part of any of the activities of the college is prohibited. Any student found to be abusing alcohol or using, processing, manufacturing, or distributing controlled substances in violation of the law while on college property or while attending college events shall be subject to sanctions which include suspension and expulsion from the college.

2. Legal Sanctions

Students are reminded that illegal possession or use of drugs or alcohol may also subject individuals to criminal prosecution. The college will refer violations of proscribed conduct to appropriate authorities for prosecution. Kansas Law provides that any person who violates the criminal statutes on controlled substances by possessing, offering for sale, distributing, or manufacturing opiates and narcotics, such as cocaine and heroin, shall be guilty of a Class C felony. For a conviction of a Class C felony, the court may sentence a person to a term of imprisonment of a minimum of three to five years, a maximum of ten to twenty years, and a fine of up to \$15,000. Unlawful possession of a depressant, stimulant or hallucinogenic drug is punishable as a Class A misdemeanor, with a penalty of up to one year in jail and a fine of \$2,500. Depressants include barbiturates, Valium, and barbitol. Hallucinogens include LSD, marijuana, and psilocybin. State law classifies amphetamines and methamphetamines as stimulants.

The Federal Controlled Substances Act provides penalties for up to 15 years' imprisonment and fines of up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one (21) years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Any student who violates the Standards of Conduct as set forth in the Statement of Prevention of Alcohol Abuse and Drug Use will be reported to the appropriate law enforcement officials and, depending on the severity of the violation, will be subject to any of the following actions:

- Placed on probationary status
- Temporary suspension from classes and activities
- Suspension for a semester from classes and activities
- Expulsion
- Reported to Kansas State Board of Nursing

Students subject to these penalties will be afforded all due process rights to which they are entitled by law or under current policies affecting student discipline. The term "controlled substance" as used in this policy means substances as defined by Section 812 of Title 21 of the United States Code and as further defined by the Code of Federal regulations, 21 C.F.R. 1300.11 through 1300.15. The term does not include the use of controlled substance pursuant to a valid prescription or other uses authorized by law. The term "alcohol" as used in this policy means any product of distillation or a fermented liquid which is intended for human consumption, and which is more than 3.2% alcohol by weight or any beer or cereal malt beverage containing 3.2% alcohol or less by weight.

Counseling, Treatment or Rehabilitation Programs

- Community agencies are available to assist students seeking alcohol and drug counseling and treatment. Among these agencies are:

Social & Rehabilitation Services
710 West Eighth St #3, Fort Scott, Kansas 66701
KS66064 (620)223-4010

Social & Rehabilitation Services
616 Brown Ave, Osawatomie,
(913)755-2162

Southeast Kansas Mental Health Center
Center 212 State Street, Fort Scott, Kansas 66701
(620)223-5030 or (620)223-6240

Miami County Mental Health
505 S. Hospital Dr. Paola, KS
(913)557-9096

Kansas DCF
Mental 320S. Broadway, Pittsburg, Kansas 66762
66762 (620)231-5300

Crawford County Community
911 E. Centennial, Pittsburg, KS
(620) 231-5130

Nevada Mental Health Services
815 S. Ash Street,
Nevada, Missouri 64772
(417) 667-8352

Social Services Department
Highland Ave #1,
621 E. Nevada, MO 64772
(417) 448-1100

Students seeking additional information about health problems and treatment related to alcohol and drug problems may contact a counselor through the Fort Scott Community College Counseling Department. The Counseling Department is in the Robert and Sylvia Bailey Hall on the FSCC campus located at 2108 S. Horton in Fort Scott, Kansas.

Social Networking Policy

1. The Nursing Department recognizes the value of utilizing technologies to enhance learning and acquisition of knowledge. Federal regulations exist related to confidentiality of information. These include Health Insurance Portability and Accountability Act (HIPAA), which protects individual health information and Family Education Rights and Privacy Act (FERPA), which protects personal and academic communication.
 - No proprietary, student, confidential, or personal information will be published at any time.
 - Patients, clients, families, faculty, and staff will not be cited or published without their permission.
 - FSCC logos cannot be used on social networking sites without the permission of Public Relations/Marketing.
 - Social networking posts should be consistent with a professional image of a student, faculty, or staff member of FSCC when the individual is identified with FSCC.
 - Photography or devices that record images and/or sound are prohibited in clinical agencies, skills labs, simulation lab, and any other learning site without the prior, formal permission of the instructor and program director.
 - Any activity in our clinical agencies must conform to the established policies and procedures of that agency, which may include signed, written consent of anyone involved.

- Social networking sites are not to be used to address student, faculty, or staff concerns.
- Groups may be formed but cannot be identified as a part of FSCC Nursing.
- Students are cautioned about professionalism and legal issues connected to student privacy and patient privacy.
- Students and faculty may request items be placed on the FSCC nursing Facebook page.
- Student non-compliance with this policy will result in consequences that may include unsatisfactory clinical day, probation, suspension, and/or dismissal from the program based on the severity of the breach or repeated infraction. Faculty and staff breaches will be handled according to FSCC policies.

Origination – 051311; Revised – 053012; 052015; 5/22/2025; Reviewed 5/26

Academic Advisors

1. Students enrolled in any nursing course will be assigned a member of the nursing faculty who will serve as academic advisor. The student should plan a tentative schedule for the next semester with the nursing faculty advisor before completing pre-enrollment or enrollment. Changes in enrollment must be approved by the advisor.
2. The program director is the academic advisor for all pre-nursing and LPN students.
3. Faculty provide ongoing advising in an effort to guide the student's progress in the nursing program.
4. Advising sessions may be prompted by the student, instructor, or Director of Nursing4. any time there is concern that the student is performing less than satisfactory in the classroom and/or laboratory setting. The instructor will lead the advising session.
5. Advising notes will be kept by the advisor to establish background information, plans/goals for performance improvement and .

RE: 072382; 060986; 072387; 051388; 101488; 070700; 062403; 072007; 052016; 052417; 052518; 052319; 5/22/25; Reviewed 5/21/26

FSCC Technology Requirements System Requirements for FSCC Canvas, myFSCC, and email Systems

Students participating in FSCC's Nursing Program will provide their own computing device that meets the following requirements:

Device Requirements:

- **Operation System:** Windows 10 or newer, or MAC OS 10.14 Mojave or newer.
- **Processor:** 2 GHz or faster.
- **Memory:** 4 GB of RAM minimum, 8 GB preferred.
- **Storage:** 20 GB of free hard drive space, 40 GB preferred.
 - *Please note: course materials such as Microsoft documents, videos, photos, or other multimedia may take up several GB of data.*
- **Screen:** 1024x768 resolution minimum.
- **Internet:** 1.5 Mbps download, 1 Mbps upload minimum. 5 Mbps up/down preferred.
- **Peripherals:** functioning webcam, microphone, and speakers are needed to fully participate in online coursework.

Software Requirements:

- **Microsoft Office 2024/ Microsoft 365**

- Unless otherwise indicated by the instructor, students will need to submit assignments or projects in Microsoft Office 2024 or Microsoft 365 format (not Notepad or Google Docs).
- **Browsers:** the latest versions of Microsoft Edge, Apple Safari, Google Chrome, and Mozilla Firefox are generally compatible with online coursework. All other browsers will not be supported.
- **Operating System Updates:** it is generally recommended to keep your device updated to the latest release.

***Students need reliable access to the Internet to participate in Canvas (online) courses.**

***Students are required to use their FSCC Email accounts when sending emails to instructors.**

Rev:6/10/2025, 6/8/2026

Clinical Policies

Blood Borne Pathogen Exposure

Purpose:

The nursing/allied health department is determined to protect the health and safety of students participating in invasive procedures. To that end, efforts to provide lifelike models and other devices for simulated practice in invasive procedures will be provided for student use.

Procedure:

1. Students in classrooms, labs, or clinical setting will not be subject to any invasive procedure, such as injections, intravenous cannulation, or phlebotomy.
2. At clinical sites, nursing students will be afforded opportunities as available to practice invasive procedures after demonstrating competency in the clinical lab on patient simulation devices.
3. If a student sustains a needle stick or other exposure to a blood borne pathogen in the clinical area, the clinical instructor will immediately notify the manager of the hospital department or unit. Policies of the clinical setting concerning management of blood borne pathogen exposure will be immediately undertaken. The cost of the initial treatment of drawing blood on the patient to establish presence of infectious disease will be borne by the clinical facility. The cost of continued monitoring and treatment will be the responsibility of the student. Students are strongly urged to maintain personal coverage by health insurance while enrolled as a student in the nursing program.

Health and CPR Requirements

- **CPR** – Students must have an American Heart Association CPR certification completed prior to the first day of class or be enrolled in FSCC's CPR Class – ALH 1020. No online certification will be accepted. Initial certification or recertification at the beginning of the program will ensure certification is active throughout the entire nursing program. Students who fail to comply will NOT be allowed in clinical. CPR Class – ALH 1020 – will have spots reserved for nursing students during August and January to assist with the compliance of this requirement.
- **TB** – Testing must be completed prior to entrance to the program in August or January. This

policy applies to all incoming students. Proof of negative TB status must be maintained throughout the program. Students will not be allowed to attend clinical rotations without current immunization, TB and CPR status and will be given an unsatisfactory clinical day. Failure to comply with this policy will result in the student's inability to attend clinical until the student has complied with this policy, which could result in course failure.

Vaccines

Flu vaccines are required by clinical agencies.

It is the responsibility of the student to maintain their own record of immunizations and CPR certification. Student records will be maintained for FSCC and clinical use only until a student passes the NCLEX or withdraws from the nursing program at which point they will be deleted.

Revised 071505; 052406; 040309; 060810; 053012; 052016; 052518; 052219, 060220

Covid Vaccine Policy

Fort Scott Community College Department of Nursing. We will follow the guidelines that are set forth by the clinical agencies and the CDC and FDA regarding Covid-19 vaccination recommendations.

070721

Drug Abuse in the Clinical Setting

1. Students in the nursing and allied health programs must adhere to the standards of conduct required of health care professionals.
2. Therefore, no student will be allowed in the clinical area while under the influence of illegal drugs or alcohol. Students taking prescription medication that may impair practice or judgment must inform the clinical instructor and the student will not be able to perform in clinical.
3. Substance abuse is a recognized illness for which prompt treatment should be undertaken. Students suspected to be impaired by drugs or alcohol in the clinical area will be subject to immediate drug screening for the purpose of affording the student opportunity to establish proof that she/he is drug free.
4. If any student admits to use, possession or sale of illegal substances, the student will be immediately dismissed from the program and the dismissal will be considered a clinical failure. If the student is a licensed practitioner or holds a state certification to work in health care, admission of use, possession, or sale of illegal substances and/or a positive drug screen will be reported to the licensing agency, as required by law.
5. Conviction of any criminal drug statute while enrolled in the respective program will be grounds for immediate dismissal from the program
6. If a student is suspected to be impaired by drugs or alcohol in the clinical area, the following procedure will be implemented:
 - a. The clinical instructor will notify the Program Director immediately.
 - b. The clinical instructor and one other professional staff person will complete written documentation describing the impaired behavior observed.
 - c. The student will be subject to an immediate drug screen consistent with hospital policy. The student will not be left alone at any time. The student may not leave the clinical facility

until the drug screen is completed.

d. If drug testing is not available at the facility, the student will be transported with 2 faculty/staff members to the available drug testing lab.

e. Following the drug screen, the student will be dismissed from clinical and cannot return until the results of the drug screen have been received. The clinical instructor will contact a family member or friend to transport the student.

f. The cost of the drug screen will be billed to Fort Scott Community College. FSCC will in turn bill the student for the cost of the drug test.

g. Refusal to submit to drug screening will be grounds of immediate termination from the program and any chance of establishing proof that the student is drug-free is forfeited.

h. Results of drug screens will be reported to the student as soon as possible after they are received.

i. If the drug screen is negative, the student will be allowed to continue in the program. If the drug screen is positive, the student will be terminated from the program. To be eligible to apply for readmission, students must provide proof of successful completion of drug treatment.

Revised 7/21/25; Reviewed 5/21/26

Student Cell Phones

1. No unauthorized cell phones or mobile devices will be permitted in the classroom, lab, or clinical site. This policy includes those carried within backpacks, notebooks, purses, and pockets. The following actions will be taken if this policy is not strictly adhered to.

- Clinical/ Skills Lab/ Sim:

- **Devices must be kept in “airplane mode” – not able to send/receive in patient care area. Absolutely no photos and no videos are permitted.**
- At the discretion of the clinical instructor devices may be used in the break room/ conference room for the purpose of accessing online or electronic databases and textbooks for nursing/medical information.
- Students will be allowed to send/ receive phone calls and messages ONLY when authorized by clinical instructor and in designated areas.
- Students violating this policy will be sent home from the clinical site for the remaining clinical day with an unsatisfactory day and a zero on clinical paperwork. Clinical will be made-up by the student at the convenience and discretion of the clinical instructor.

REV: 071505, 052406; 040309; 051311; 053012; 051013; 052016; 052518; 052319; 5/22/25: Reviewed 5/21/26

Student Clinical Attendance

Attendance:

1. Students are required to contact the clinical instructor one hour **PRIOR** to the **START** of clinical if they will be absent or late.
2. Absence from clinical or tardies (arrival at any point after the beginning of clinical) will result in an unsatisfactory in appropriate designated areas on the Clinical Evaluation Tool (See CET).
Types of Absences/Tardies
 - a. Absent/Tardy with call prior to start of clinical.
 - b. Absent /Tardy with notification after the start of clinical.

c. Absent – with no call/no show will result with an unsatisfactory in all behaviors in Criterion 1-8 for that clinical day.

3. **Students are required to make up a clinical absence.** No more than one scheduled make-up clinical day will be provided per semester. Students more than 10 minutes late to clinical will be considered absent and be required to make the clinical time up when scheduled. The schedule for clinical make-up will be determined by the instructor(s) of the course and are not scheduled according to the student's convenience. More than one clinical absence will result in failure of the clinical component of the course and an "F" for the course.
4. Students may plan with the lead instructor for early clinical make-ups for anticipated absences, i.e. – pregnancy delivery, surgery etc.

Revised 072302; 062403; 0704; 071506; 052406; 072007; 052808; 040309; 061010; 051311; 052016; 052518; 060220; 05/22/25; 5/21/26

Conduct in Clinical Agencies

1. The student is responsible for her/his conduct while in an assigned clinical agency. The student is expected to behave in a professional manner in all relationships with agency personnel, clients, family, peers and instructor.
2. Students must adhere to all agency/program policies while in the clinical facility.
3. Students should be careful with client belongings. Do not borrow anything from patients.
4. Students are not to accept tips or gifts from a client or family.
5. The student shall consider information about clients, agency, staff, or business as confidential. **ANY BREACH OF CONFIDENTIAL INFORMATION TO AN UNAUTHORIZED PERSON WILL BE CONSIDERED UNETHICAL BEHAVIOR AND MAY BE CAUSE FOR DISMISSAL FROM THE NURSING PROGRAM. Penalties for breach in Federal Law include fines up to \$250,000 and imprisonment for up to ten years.**
6. Students must comply with all health, immunizations, orientation, and certifications required by the clinical agency and affiliation contracts. **All health records are due prior to the start of semester classes.** Students must have all records on file with the nursing department prior to the start of the semester. **Students not in compliance will not be allowed to attend clinical and will receive an unsatisfactory for each behavior.**
7. Chewing gum is not allowed in clinical or laboratory settings.

Revised: 5/22/25; reviewed 5/26

Clinical Dress Code

1. You are representing FSCC and the nursing profession when you are in the clinical areas. A professional appearance and demeanor increase your credibility with everyone you meet!
2. Policies are adopted to protect client safety and well-being. Research has proven that health care workers' hands, hair and nails harbor many bacteria which can and do result in fatal infections for immunosuppressed patients, newborns, and frail elderly.
3. Cosmetics and perfumes, if used, should be light and tastefully applied. Bright nail polish should

not be worn with the uniforms. **Artificial nails are not allowed!**

4. Clear or neutral polish is acceptable. Jewelry such as a wedding band and watch may be worn. No other jewelry is to be worn with the uniform except one small set of plain earrings. *Note: Medical Alert Bracelet is allowed, and name tag is required. Prohibited jewelry includes all other visible body/tongue piercings.
5. Hair should be clean and well-groomed in a simple style, arranged neatly off the face and should not touch the uniform collar. Headbands that are washable and solid grey, white, maroon, or black may be worn. Decorative accessories in hair are not acceptable. Hair must be in color/shade that is naturally occurring for humans, i.e., no pink, blue, bright red, etc.
6. In the classroom the students are to always wear appropriate attire and shoes.
7. If appearance, dress and/or cleanliness are unsatisfactory the student may be sent home by the instructor. This will be considered an absence and make-up will be required.
8. Grey, white, maroon, or black solid shirts may be worn under the scrub top.
9. Only grey, white, maroon, or black socks may be worn.

041890; 052496; 070700; 071301; 062403; 071505; 052406; 072007; 040309; 051311; 052015; 052016; 052417; 5/22/25

Dress Code for Clinical at Osawatomie State Hospital

1. All students enrolled in Mental Health Nursing (2nd semester) attending clinical at Osawatomie State Hospital are required to have another background check through OSH at no cost to the student. Any student who lives or has lived outside of Kansas in the last 5 years will need to submit fingerprints to OSH at the student's expense. Fingerprints can be obtained at the Bourbon County Sheriff's Department at the student's expense. Both the background check and fingerprints must be completed by February 1st to ensure the processes are complete by the start of clinical.
2. It is Osawatomie State Hospital's policy that its employees will look professional to the public. It is also the hospital's policy to protect patients and employees from reasonably foreseeable injuries. Dress is an important part of both a professional look and workplace safety.
3. The student must be neat, clean, and well groomed. Student uniform is black scrubs. No white lab jacket.
3. An FSCC issued name badge is required.
4. No jewelry allowed except wedding ring, watch, and small pierced earrings.
5. Shoes must be clean and in good repair (no sandals or canvas shoes).
6. Wear socks or hose with shoes that cover the feet.
7. No revealing clothing.
8. Must meet the clinical instructors and agency approval.

Revised 051388; 060189; 070700; 051601; 062403; 052406; 051013; 052518; 5/21/26

Use of Tobacco

1. **No tobacco use is allowed while the student nurse is at a clinical assignment.** This includes smoking, chewing tobacco and electronic cigarettes in cars, agency parking lots, agency property, and simulation experience.
2. Students arriving smelling strongly of smoke or tobacco may be asked by the instructor to leave. This will be considered an absence and make-up will be required.
3. All FSCC campuses are entirely smoke free. No smoking is allowed on FSCC property.

Reviewed: 5/21/26

Appendix A

FSCC DEPARTMENT OF NURSING EDUCATION AGREEMENTS RELATED TO CLINICAL EXPERIENCE

- Clinical experience is a major portion of each semester in nursing school. This is a time in which the student nurse puts to practice what has been learned in theory and lab.
- As a part of the clinical contractual agreement with area health care agencies, from time to time the student nurse may be required to complete an informational profile and have a background check run before being allowed access to the clinical areas. Students may also be asked to sign a statement that she/he will keep all patient and other agency information confidential.
- **Each nursing student must carry professional liability insurance to be able to practice in the clinical agency. A group policy is provided through the nursing department at a reduced rate and is included in the program lab fee paid each semester by nursing students.**
- It is also a part of clinical contractual agreement that each student nurse show proof of immunity &/or vaccination for Hepatitis B (series of 3), MMR (series of 2), varicella (chicken pox) immunity or proof of vaccination; complete Covid-19 immunization and annual TB screening prior to giving patient care. Any illness or injury the student nurse contracts because of being a student nurse at FSCC is the sole responsibility of the student nurse. Flu vaccinations are required during the flu

season.

- Students will submit the required immunization, TB, and CPR information to the Nursing Department prior to the start of each semester. The student is also responsible for ensuring these requirements are kept current throughout the program of nursing study.
- Student nurses must also have evidence (health physical) of physical health adequate to perform the regular duties of a nurse. FSCC has the right and responsibility to withdraw any student from the clinical area should that student be unacceptable for reasons of health, performance, or other reasonable cause.

I, _____, understand the statements made above and intend to comply with the statements. (Student nurse)

DATE: _____ SIGNATURE OF NURSING STUDENT:

(Sign in front of a notary and return to the Nursing Department Office.)

NOTARY: _____

I have read and understand the policies stated in the 2024 – 2025 Student Handbook.

Student Signature: _

Date: _

This page will be removed and placed in the student's permanent file in the Nursing Department.

REVISED 072202; 071505; 052406; 072007; 052808; 040309; 052012; 052014; 052518; 051822; 5/22/25

Appendix B

Faculty Reminders- Responsibilities and Expectations

General

- All faculty should be familiar and adhere to policies in the student handbook.
- Follow FSCC, School of Nursing, and clinical facility policies.
- Dress Code –see FSCC Faculty Manual – on campus. See Clinical facility policy for faculty dress code.
- All data required for the Data Tracking Grid for the Systematic Plan of Evaluation must be submitted prior to leaving in December and May. May data must be entered must be entered prior to the program evaluation workshop.
- All faculty are required to have 5 office hours/weekly. If you are not present for office hours please leave a note as to how you may be reached.
- Faculty must adhere to published class, lab and clinical hours. When unable to meet one of these due to illness or emergencies the faculty must notify the program director.
- When scheduled for proctoring or appointments and unable to be there please make alternate arrangements.
- Students inquiring about accommodations are to be referred to the Associate Dean of Student Services & Director of Advising, 620-223-2700, ext. 3550. No accommodations

are granted until the Associate Dean of Student Services and Director of Advising notifies the nursing program.

- Faculty are responsible for providing the program secretary of evidence of license renewal.
- Faculty requesting time off
- If you are ill or will not be in due to an appointment please let the program secretary know. Appointments must be made outside of class, clinical or lab hours.
- All faculty must provide the program director with an updated resume/vitae annually.

Didactic

- Course outcomes and content cannot be changed until it is approved by the nursing faculty, taken through the college Curriculum and Instruction Committee for approval, approved by KSBN and submitted to ACEN. All curriculum/course changes are the product of the faculty as a whole.
- Student evaluations are done on all clinical and didactic courses each semester. These are to be done in class to increase return rates. Over the course of the year return rates must average 85% or greater.
- The nursing program Syllabi Template must be followed for all nursing classes.
- All didactic written assignments must be accompanied by grading rubrics.
- Examples of student course work must be filed every semester in the designated notebooks. Place 3-4 examples of varying levels of performance for each assignment.
- Exam scores for every course are tracked and recorded on the share drive. This allows for determining performance patterns over time. Information is entered each semester.
- All proctored ATI proctored tests are tracked and recorded on the share drive. This allows for determining performance patterns over time. Information is entered each semester.
- Awarding of extra credit/attendance points is not allowed in the FSCC nursing program.
- All courses are evaluated by the faculty each semester with a summary submitted in May with recommendations for changes. The criteria to be addressed include (not all inclusive):
 - Course textbook(s)
 - Learning Strategies utilized
 - Assignments
 - Clinical experiences/facilities
 - Simulations

Testing – Testing Policy for faculty

- All faculty must follow the Faculty Testing Policy.
- All faculty must be familiar the student testing policy and adhere to it.
- Exams may be reviewed up to 1-2 weeks after they are given at the faculty's discretion. They may not be reviewed prior to the final.

Clinical

- Faculty may not have clinical responsibility for more than 10 students at a time (KSBN Requirement). This includes precepted, observational, and capstone experiences.
- Clinical evaluation of students MUST occur weekly when in non-observational clinical experiences. Students must have access to these evaluations weekly.
- Faculty are responsible for insuring that students receive clinical assignments that allow them to meet course outcomes. Records of student experiences for each rotations should be kept and filed. These should include information regarding opportunities for skills etc. and may be transferred to the Clinical Evaluation Tool (CET).
- Observation experiences are included in the 10:1 ratio. Observational means students do not perform any hands on care. They are observing.
- All preceptored experiences require the faculty to orient the preceptor and obtain the required documentation. This documentation must be given to the program coordinator for filing prior to the beginning of the experience.

Approved: 2/25/2025

Appendix C

Critical Questioning for Formulating Clinical Judgments

Model		Critical Thinking Questions
Tanners	CJM	
Noticing	Recognize Clues	What do you know? What is confusing. Tell me what you know. Describe what you see. What are the pertinent cues you are picking up? What is the pertinent data to be considered?
Interpreting	Analyze Clues	How do you interpret the data? How do they fit together? Which are of highest priority? Why? What is the underlying pathophysiology and how do the cues fit? Does this make you feel any urgency? What additional knowledge is required? What resources do you need? What is influencing your thinking? Is equipment functioning correctly? How do you know? How do you find out?
	Generate Hypotheses	What is/are the possible problem(s)/needs? What else might explain what you are observing? If you wanted to verify what you are thinking –how could you do this? What data supports your hypotheses? Which data does not?

Responding	Generate Solutions	What problems/issues must be addressed to reach the outcomes? Which is of highest priority? Why? What additional support/resources do I need? What if you do A – what are the risks? What if you do B – what are the risks? What is your rationale for doing it this way?
	Taking Action	What action(s) is/are needed? How urgent is this situation? How long can you wait? Once you take action – what will you be looking for? What is the timeline? Which cares can be delayed? How much room for is there for error? How much time do I need? What could go wrong? What would that look like?
Reflecting	Assessing Outcomes	What are the major outcomes you expect? How fast should I expect a change? What is your plan is the outcome is not achieved as needed? Is the patient responding? Is the condition changing? What are the outcomes you observed? What could I do differently to improve performance? How do I feel about what happened? What did I observe in those around me?

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1/2023

Appendix D

FSCC Nursing Faculty By-Laws

Section 1. The purpose of the Faculty Organization shall be to:

- a. Facilitate the development, implementation, and evaluation of the FSCC ADN nursing program of study.
- b. Facilitate and maintain the attainment of the mission, and philosophy and program outcomes of the FSCC Nursing Program.
- c. Promote a collegial climate to encourage faculty and student growth and to enhance the professional pursuits of students and faculty.

Section 2. The functions of the Faculty Organization shall be to:

- a. Conduct the business of the Faculty Organization through a Committee of the Whole consisting of the Nursing Program Director and full-time (FT) and part- time (PT) appointed faculty.
- b. Develop, implement, evaluate, and update curriculum and policies and propose FSCC Nursing Course changes.

Section 3: Membership and Voting

- a. The Faculty Organization shall consist of the Program Director and full-time and part-time faculty
- b. A designated student representative from each level will be appointed annually. Students are encouraged to feedback on curricular issues and program policies, although they do not vote.
- c. Decisions coming before the Faculty Organization shall be made on the basis of majority vote in person or by telephone, electronically, or a combination.
- d. The Faculty Organization shall review, revise, and approve the Bylaws at least every two years or as

needed.

Section IV : Faculty Rights and Responsibilities Rights

- a. Faculty are to develop, implement, evaluate, and update curriculum and program policies.
- b. Provide feedback, advising and guidance to students, consistent with the policies of the Program.
- c. Participate in the recruitment, admission, advising, retention, progression, and graduation of students.
- d. Promote the profession of nursing and the advancement of knowledge within the discipline.

Section V: Meetings and Quorum

- a. The Program Director shall call **at least** one regular meeting of the Faculty Organization at the beginning and end of each semester of each academic year while school is in session.
- b. Special meetings may be called by the Program Director or at the request of faculty members.
- c. A quorum consists of faculty members (FT/PT) who are present for voting in the Faculty Organization either in person or electronically. Passage of a motion requires a simple majority of the faculty members present in person or electronically. In the case of a tie the Program Director will cast the final vote.

Section VI: Committee of the Whole

- a. The Faculty Organization functions as a Committee of the Whole.
- b. The Nursing Program Director serves as chair of the Committee of the Whole.

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