Fort Scott Community College

Department of Nursing Education

Nursing Student Handbook

August 2023 to July 2024

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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Forward

Welcome to Fort Scott Community College (FSCC) and congratulations to you for being accepted into the nursing program.

The first class of practical nursing students was admitted to FSCC in 1970. The traditional practical nursing program graduated four classes, the last one being in 1974. At the closing of Mercy Hospital School of Nursing in Fort Scott, the community leaders and the college felt the need to expand the FSCC nursing program to include education for preparation of registered nurses.

The Kansas State Department of Education and the Kansas State Board of Nursing approved a Fort Scott Community College request to plan a new nursing education program. The program was designed to be a more flexible program, providing work alternatives for the individual.

FSCC Department of Nursing Education received approval of an articulated practical nursing-associate degree nursing program effective July 1, 1974. This was the first bi-level program in the State of Kansas to be approved by the Kansas State Board of Nursing.

The practical nursing program was phased out in 1984. The decision to close the practical nursing program was due to the declining enrollment of students interested in the practical nurse program and increased difficulty in obtaining practical nurse employment in our community.

The nursing program at FSCC allows the student the opportunity of earning an Associate of Applied Science degree in nursing. The program consists of a minimum of five academic semesters of general education and nursing education courses.

Upon successful completion of this program, the graduate earns an AAS in Nursing, and following confirmation by the Kansas State Board of Nursing, is eligible to write the national licensure examination (NCLEX-RN) for a Registered Nurse.

Initial National League for Nursing Accrediting Commission (NLNAC) accreditation was granted in March of 1986 for the Associate Degree Nursing Program. In 1994 and 2002, the NLNAC re-accredited the Nursing Program for eight additional years. In 2012, the program was granted Continued Accreditation through fall 2020. In May 2013, the NLNAC officially changed its name to the Accreditation Commission for Education in Nursing, Inc. (ACEN). In 2020, the ACEN commission granted continuing accreditation with conditions. A curricular revision was implemented in fall 2014. The systematic program evaluation plan is used to assess all aspects of the nursing program. The Associate Degree Nursing Program has maintained Kansas State Board of Nursing approval since 1970. In 2018, the program received approval through 2026.

In August of 1988, the Nursing Program began accepting students twice a year in January and August. Interactive Distance Learning (IDL) was implemented in fall 2009, allowing students at the Miami County Campus to attend lecture at that location. Up to ten students are approved to be admitted there each fall.

The curriculum is based on Quality and Safety Education for Nurses (QSEN) Competencies, designed to bridge the gap between agency needs and nursing education that fosters improved patient outcomes and provides enhanced patient safety. The curriculum change also reflects the Kansas Technical Education Authority's ADN program alignment for nursing programs in Kansas.

Students in the nursing program are enrolled on the same basis as any other student in the college and are subject to the policies and regulations of the college as found in the college catalog, nursing student handbook, and other publications. Because of special situations and requirements of the nursing program, this handbook is prepared to provide information pertaining specifically to students enrolled in nursing education.

The nursing faculty is always interested in your progress and in helping to make your education a successful and rewarding experience. Our goal is to graduate professional, well educated, clinically safe, graduate nurses who can successfully complete the NCLEX examination on the first attempt. Do not hesitate to contact your nursing advisor or the nursing staff for guidance. The Nursing Faculty expects you to have a successful and enjoyable experience at Fort Scott Community College.

REV: 0887; 053188; 071693; 060295; 052998; 072400; 061301; 072202; 071505; 060811; 053012; 051013; 052914; 052015;052518;052219;05212021

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FORT SCOTT COMMUNITY COLLEGE

Mission and Objectives

Fort Scott Community College is an institution of higher learning with a long history of culture and diversity that provides affordable academic, technical, and occupational programs to meet student needs while fostering a mutually supportive relationship between the college and its communities.

Department of Nursing Education Mission Statement

The nursing faculty is committed to Fort Scott Community College's mission regarding teaching, scholarship, and community service. This Nursing Department fosters an open, caring community of learners who are challenged to assume responsibility and preparation in caring for a diverse population in a global environment.

Nursing Department Philosophy

The philosophy of the nursing program is congruent with the Fort Scott Community College mission statement through the provision of high-quality nursing education that meets the needs of our students and communities. Students are prepared to assume responsibility for providing nursing care across the life span for a diverse society within a global environment.

The nursing curriculum is influenced by the four concepts within the metaparadigm of nursing: person, health, nursing, and environment (Alligood and Tomey, 2006). The person is unique and adaptable, possessing physiological, psychological, sociocultural, and spiritual dimensions. The individual interacts with the environment, is an active collaborator in healthcare, and is responsible for personal life decisions affecting health. Health is a dynamic state in which the individual demonstrates a state of balance. It is influenced by personal values, societal norms, and knowledge. Optimal health implies the achievement of the highest level of wellness throughout the life span. Nursing is a healing art and an applied science. Nursing assists individuals, families, groups, and communities to achieve or maintain health. A nurse is both a provider and a coordinator of care, acting as manager, decision-maker, change agent, advocate, and collaborator. Through the application of theory and research, professional standards, critical thinking, and professional judgment the nurse aspires to promote the profession of nursing and its contribution to society. The person, health, and nursing all interact within the limitless external and internal environments in a holistic context. Holistic care includes physical, social, cultural, and spiritual conditions and interrelations with individuals, families, groups, and communities, which differ for everyone.

The nursing faculty believes that students must be prepared with the competencies necessary to continuously improve the quality and safety of the healthcare systems in which they will work. To this end, the nursing program has adopted the Quality and Safety Education for Nurses (QSEN) competencies as an organizational framework. The competencies include patient-centered care, teamwork and collaboration, evidenced-based practice, quality improvement, safety, and informatics. Demonstration of achievement is measured by knowledge, skills, and attitudes (KSAs) for each competency (Cronenwett, et al, 2007). The associate degree nurse demonstrates these competencies within the three roles defined by the National League for Nursing (NLN): provider of care, manager of care, and member within the discipline of nursing.

- **Patient-centered care:** Recognize the patient or designee is the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
- **Teamwork and collaboration:** Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
- **Evidenced-based practice (EBP):** Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
- **Quality Improvement:** Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
- **Safety:** Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
- **Informatics:** Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.

Learning is an ongoing process of growth that provides opportunities for self-direction and critical thinking and progresses from simple to complex. Critical thinking is the ability to reason and analyze multiple factors. It includes the integration of past experiences to reach a conclusion or act in a specific situation. It reflects an attitude of inquiry and the coordination of concrete and abstract data. Learning is a cooperative process involving active participation by the student who assumes primary responsibility for self-development with guidance and direction from the faculty. While responsibility for learning remains with the learner, the faculty recognizes that students enter the program with diverse backgrounds, responsibilities, and prior experiences. The faculty creates an environment where these diverse perspectives are given voice.

References:

Alligood, M., & Tomey, A. (2006). *Nursing theory: Utilization and Application.* St. Louis: Mosby/Elsevier

Cronenwett, L., et al. (2007). Quality and safety education for nurses. *Nursing Outlook*, *55*(3). 122-131.

Approved by KSBN: 121310

QSEN *Quality and Safety Education for Nurses*

Funded by the Robert Wood Johnson Foundation

Patient-centered Care

(Developed for use in pre-licensure programs and basic nursing practice)

Definition *Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.*

Knowledge	Skills	Attitudes
› Integrate understanding of multiple dimensions of patient-centered care: + patient/family/community preferences, values + coordination and integration of care + information, communication, and education + physical comfort and emotional support + involvement of family and friends + transition and continuity › Describe how diverse cultural, ethnic, and social backgrounds function as sources of patient, family, and community values	› Elicit patient values, preferences and expressed needs as part of clinical interview, implementation of care plan and evaluation of care › Communicate patient values, preferences and expressed needs to other members of health care team › Provide patient-centered care with sensitivity and respect for the diversity of human experience	› Value seeing health care situations "through patients' eyes" › Respect and encourage individual expression of patient values, preferences and expressed needs › Value the patient's expertise with own health and symptoms › Seek learning opportunities with patients who represent all aspects of human diversity › Recognize personally held attitudes about working with patients from different ethnic, cultural and social backgrounds › Willingly support patient-centered care for individuals and groups whose values differ from own
› Demonstrate comprehensive understanding of the concepts of pain and suffering, including physiologic models of pain and comfort	› Assess presence and extent of pain and suffering › Assess levels of physical and emotional comfort › Elicit expectations of patient & family for relief of pain, discomfort, or suffering › Initiate effective treatments to relieve pain and suffering in light of patient values, preferences, and expressed needs	› Recognize personally held values and beliefs about the management of pain or suffering › Appreciate the role of the nurse in relief of all types and sources of pain or suffering › Recognize that patient expectations influence outcomes in management of pain or suffering
› Examine how the safety, quality, and cost-effectiveness of health care can be improved through the active involvement of patients and families › Examine common barriers to active involvement of patients in their own health care processes › Describe strategies to empower patients or families in all aspects of the health care process	› Remove barriers to presence of families and other designated surrogates based on patient preferences › Assess level of patient's decisional conflict and provide access to resources › Engage patients or designated surrogates in active partnerships that promote health, safety and well-being, and self-care management	› Value active partnership with patients or designated surrogates in planning, implementation, and evaluation of care › Respect patient preferences for degree of active engagement in care process › Respect patient's right to access to personal health records
› Explore ethical and legal implications of patient-centered care › Describe the limits and boundaries of therapeutic patient-centered care	› Recognize the boundaries of therapeutic relationships › Facilitate informed patient consent for care	› Acknowledge the tension that may exist between patient rights and the organizational responsibility for professional, ethical care › Appreciate shared decisionmaking with empowered patients and families, even when conflicts occur
› Discuss principles of effective communication › Describe basic principles of consensus building and conflict resolution › Examine nursing roles in assuring coordination, integration, and continuity of care	› Assess own level of communication skill in encounters with patients and families › Participate in building consensus or resolving conflict in the context of patient care › Communicate care provided and needed at each transition in care	› Value continuous improvement of own communication and conflict resolution skills

www.qsen.org | *qsen@unc.edu*

Cronenwett, L., Sherwood, G., Barnsteiner, J., Disch, J., Johnson, J., Mitchell, P., Taylor Sullivan, D., Warren, J. (2007). Quality and safety education for nurses. *Nursing Outlook*, 55(3)122-131.

QSEN *Quality and Safety Education for Nurses*

Funded by the Robert Wood Johnson Foundation

Teamwork & Collaboration

(Developed for use in pre-licensure programs and basic nursing practice)

Definition *Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.*

Knowledge	Skills	Attitudes
› Describe own strengths, limitations, and values in functioning as a member of a team	› Demonstrate awareness of own strengths and limitations as a team member › Initiate plan for self-development as a team member › Act with integrity, consistency and respect for differing views	› Acknowledge own potential to contribute to effective team functioning › Appreciate importance of intra- and inter-professional collaboration
› Describe scopes of practice and roles of health care team members › Describe strategies for identifying and managing overlaps in team member roles and accountabilities › Recognize contributions of other individuals and groups in helping patient/family achieve health goals	› Function competently within own scope of practice as a member of the health care team › Assume role of team member or leader based on the situation › Initiate requests for help when appropriate to situation › Clarify roles and accountabilities under conditions of potential overlap in team-member functioning › Integrate the contributions of others who play a role in helping patient/ family achieve health goals	› Value the perspectives and expertise of all health team members › Respect the centrality of the patient/family as core members of any health care team › Respect the unique attributes that members bring to a team, including variations in professional orientations and accountabilities
› Analyze differences in communication style preferences among patients and families, nurses, and other members of the health team › Describe impact of own communication style on others › Discuss effective strategies for communicating and resolving conflict	› Communicate with team members, adapting own style of communicating to needs of the team and situation › Demonstrate commitment to team goals › Solicit input from other team members to improve individual, as well as team, performance › Initiate actions to resolve conflict	› Value teamwork and the relationships upon which it is based › Value different styles of communication used by patients, families, and health care providers › Contribute to resolution of conflict and disagreement
› Describe examples of the impact of team functioning on safety and quality of care › Explain how authority gradients influence teamwork and patient safety	› Follow communication practices that minimize risks associated with handoffs among providers and across transitions in care › Assert own position/perspective in discussions about patient care › Choose communication styles that diminish the risks associated with authority gradients among team members	› Appreciate the risks associated with handoffs among providers and across transitions in care
› Identify system barriers and facilitators of effective team functioning › Examine strategies for improving systems to support team functioning	› Participate in designing systems that support effective teamwork	› Value the influence of system solutions in achieving effective team functioning

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Evidence-based Practice

(Developed for use in pre-licensure programs and basic nursing practice)

Definition *Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.*

Knowledge	Skills	Attitudes
› Demonstrate knowledge of basic scientific methods and processes › Describe EBP to include the components of research evidence, clinical expertise and patient/family values	› Participate effectively in appropriate data collection and other research activities › Adhere to Institutional Review Board (IRB) guidelines › Base individualized care plan on patient values, clinical expertise and evidence	› Appreciate strengths and weaknesses of scientific bases for practice › Value the need for ethical conduct of research and quality improvement › Value the concept of EBP as integral to determining best clinical practice
› Differentiate clinical opinion from research and evidence summaries › Describe reliable sources for locating evidence reports and clinical practice guidelines	› Read original research and evidence reports related to area of practice › Locate evidence reports related to clinical practice topics and guidelines	› Appreciate the importance of regularly reading relevant professional journals
› Explain the role of evidence in determining best clinical practice › Describe how the strength and relevance of available evidence influences the choice of interventions in provision of patient-centered care	› Participate in structuring the work environment to facilitate integration of new evidence into standards of practice › Question rationale for routine approaches to care that result in less-than-desired outcomes or adverse events	› Value the need for continuous improvement in clinical practice based on new knowledge
› Discriminate between valid and invalid reasons for modifying evidence-based clinical practice based on clinical expertise or patient/family preferences	› Consult with clinical experts before deciding to deviate from evidence-based protocols	› Acknowledge own limitations in knowledge and clinical expertise before determining when to deviate from evidence-based best practices

Cronenwett, L., Sherwood, G., Barnsteiner, J., Disch, J., Johnson, J., Mitchell, P., Taylor Sullivan, D., Warren, J. (2007). Quality and safety education for nurses. *Nursing Outlook*, 55(3)122-131.

QSEN *Quality and Safety Education for Nurses*

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Quality Improvement

(Developed for use in pre-licensure programs and basic nursing practice)

Definition *Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.*

Knowledge	Skills	Attitudes
› Describe strategies for learning about the outcomes of care in the setting in which one is engaged in clinical practice	› Seek information about outcomes of care for populations served in care setting › Seek information about quality improvement projects in the care setting	› Appreciate that continuous quality improvement is an essential part of the daily work of all health professionals
› Recognize that nursing and other health professions students are parts of systems of care and care processes that affect outcomes for patients and families › Give examples of the tension between professional autonomy and system functioning	› Use tools (such as flow charts, cause-effect diagrams) to make processes of care explicit › Participate in a root cause analysis of a sentinel event	› Value own and others' contributions to outcomes of care in local care settings
› Explain the importance of variation and measurement in assessing quality of care	› Use quality measures to understand performance › Use tools (such as control charts and run charts) that are helpful for understanding variation › Identify gaps between local and best practice	› Appreciate how unwanted variation affects care › Value measurement and its role in good patient care
› Describe approaches for changing processes of care	› Design a small test of change in daily work (using an experiential learning method such as Plan-Do-Study-Act) › Practice aligning the aims, measures and changes involved in improving care › Use measures to evaluate the effect of change	› Value local change (in individual practice or team practice on a unit) and its role in creating joy in work › Appreciate the value of what individuals and teams can to do to improve care

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QSEN *Quality and Safety Education for Nurses*

Funded by the Robert Wood Johnson Foundation

Safety

(Developed for use in pre-licensure programs and basic nursing practice)

Definition *Minimize risk of harm to patients and providers through both system effectiveness and individual performance.*

Knowledge	Skills	Attitudes
› Examine human factors and other basic safety design principles as well as commonly used unsafe practices (such as work-arounds and dangerous abbreviations) › Describe the benefits and limitations of selected safety-enhancing technologies (such as barcodes, Computer Provider Order Entry, medication pumps, and automatic alerts/alarms) › Discuss effective strategies to reduce reliance on memory	› Demonstrate effective use of technology and standardized practices that support safety and quality › Demonstrate effective use of strategies to reduce risk of harm to self or others › Use appropriate strategies to reduce reliance on memory (such as, forcing functions, checklists)	› Value the contributions of standardization/reliability to safety › Appreciate the cognitive and physical limits of human performance
› Delineate general categories of errors and hazards in care › Describe factors that create a culture of safety (such as open communication strategies and organizational error reporting systems)	› Communicate observations or concerns related to hazards and errors to patients, families, and the health care team › Use organizational error reporting systems for near-miss and error reporting	› Value own role in preventing errors
› Describe processes used in understanding causes of error and allocation of responsibility and accountability (such as rootcause analysis and failure mode effects analysis)	› Participate appropriately in analyzing errors and designing system improvements › Engage in root-cause analysis rather than blaming when errors or nearmisses occur	› Value vigilance and monitoring (even of own performance of care activities) by patients, families, and other members of the health care team
› Discuss potential and actual impact of national patient safety resources, initiatives, and regulations	› Use national patient safety resources for own professional development and to focus attention on safety in care settings	› Value relationship between national safety campaigns and implementation in local practices and practice settings

Cronenwett, L., Sherwood, G., Barnsteiner, J., Disch, J., Johnson, J., Mitchell, P., Taylor Sullivan, D., Warren, J. (2007). Quality and safety education for nurses. *Nursing Outlook*, 55(3)122-131.

QSEN *Quality and Safety Education for Nurses*

Funded by the Robert Wood Johnson Foundation

Informatics

(Developed for use in pre-licensure programs and basic nursing practice)

Definition *Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.*

Knowledge	Skills	Attitudes
› Explain why information and technology skills are essential for safe patient care	› Seek education about how information is managed in care settings before providing care › Apply technology and information management tools to support safe processes of care	› Appreciate the necessity for all health professionals to seek lifelong, continuous learning of information technology skills
› Identify essential information that must be available in a common database to support patient care › Contrast benefits and limitations of different communication technologies and their impact on safety and quality	› Navigate the electronic health record › Document and plan patient care in an electronic health record › Employ communication technologies to coordinate care for patients	› Value technologies that support clinical decisionmaking, error prevention, and care coordination › Protect confidentiality of protected health information in electronic health records
› Describe examples of how technology and information management are related to the quality and safety of patient care › Recognize the time, effort, and skill required for computers, databases, and other technologies to become reliable and effective tools for patient care	› Respond appropriately to clinical decision-making supports and alerts › Use information management tools to monitor outcomes of care processes › Use high quality electronic sources of healthcare information	› Value nurses' involvement in design, selection, implementation, and evaluation of information technologies to support patient care

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American Nurses' Association (ANA) Standards of Professional Performance, Standards of Nursing Practice and Code of Ethics

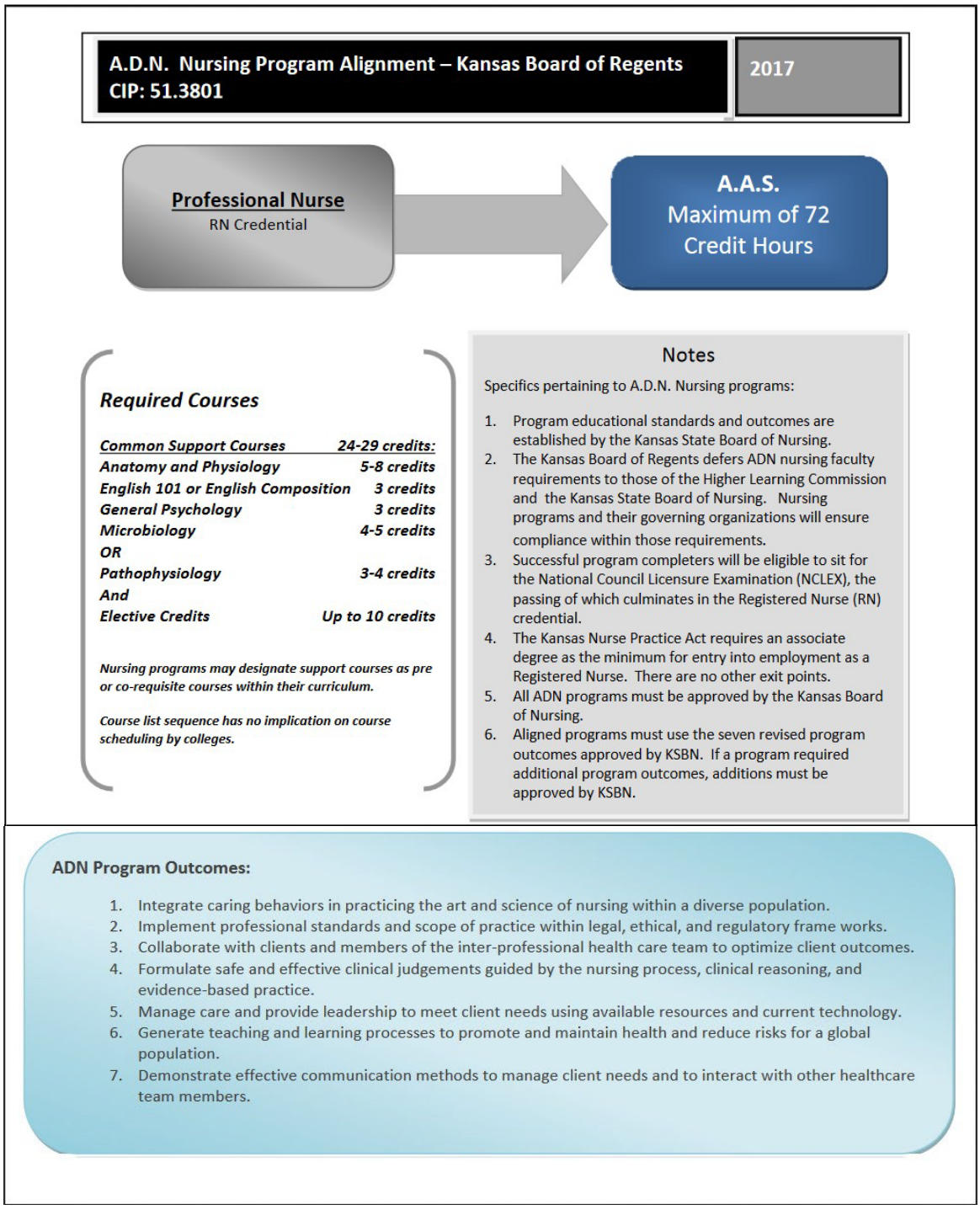
- It is essential that you as a nursing student become very familiar with the ANA Standards of Professional Performance, the Standards of Nursing Practice, and the Code of Ethics. The guidelines are presented by our professional nursing organization. Your nursing practice and professional life should be based on these.
- Standards of Practice, the Code of Ethics, and Standards of Performance may be accessed through the American Nurses Association's website: www.nursingworld.org

Ethical Practices for Department Activities

- The American Nurses Association's Code of Ethics (Revised 2001) states that, "Ethics is an integral part of the foundation of nursing. Nursing has a distinguished history of concern for the welfare of the sick, injured, and vulnerable and for social justice." The Code of Ethics states the following purposes:
  - "It is a succinct statement of the ethical obligations and duties of every individual who enters the nursing profession.
  - "It is the profession's nonnegotiable ethical standard."
  - "It is an expression of nursing's own understanding of its commitment to society."
- For these reasons, the FSCC Nursing Department seeks to provide consistent, fair, non- biased, truthful, and ethical practices in all its operations and activities. These activities include those that are related to student admission practices, recruitment, and advertising.
- Individuals are encouraged to report violations or suspected violations of ethical practices, which could include breach of policies, academic dishonesty, falsification of records, untruthfulness, discrimination, unprofessional conduct, failure to protect the integrity and safety of others, or practices that would cause harm or damage to others or to the reputation of the program and college.
- Ethical concerns should be reported to the Director of Nursing, the Vice President of Academic Affairs, the President of FSCC, the Kansas State Board of Nursing, or the Accreditation Commission for Education in Nursing (ACEN). All reports of ethical breach in practice, policies, or professional behaviors will be investigated and actions taken to resolve the concern.

Origination – 060810; **Revisions** – 052914

Kansas ADN Program Outcomes/Alignment

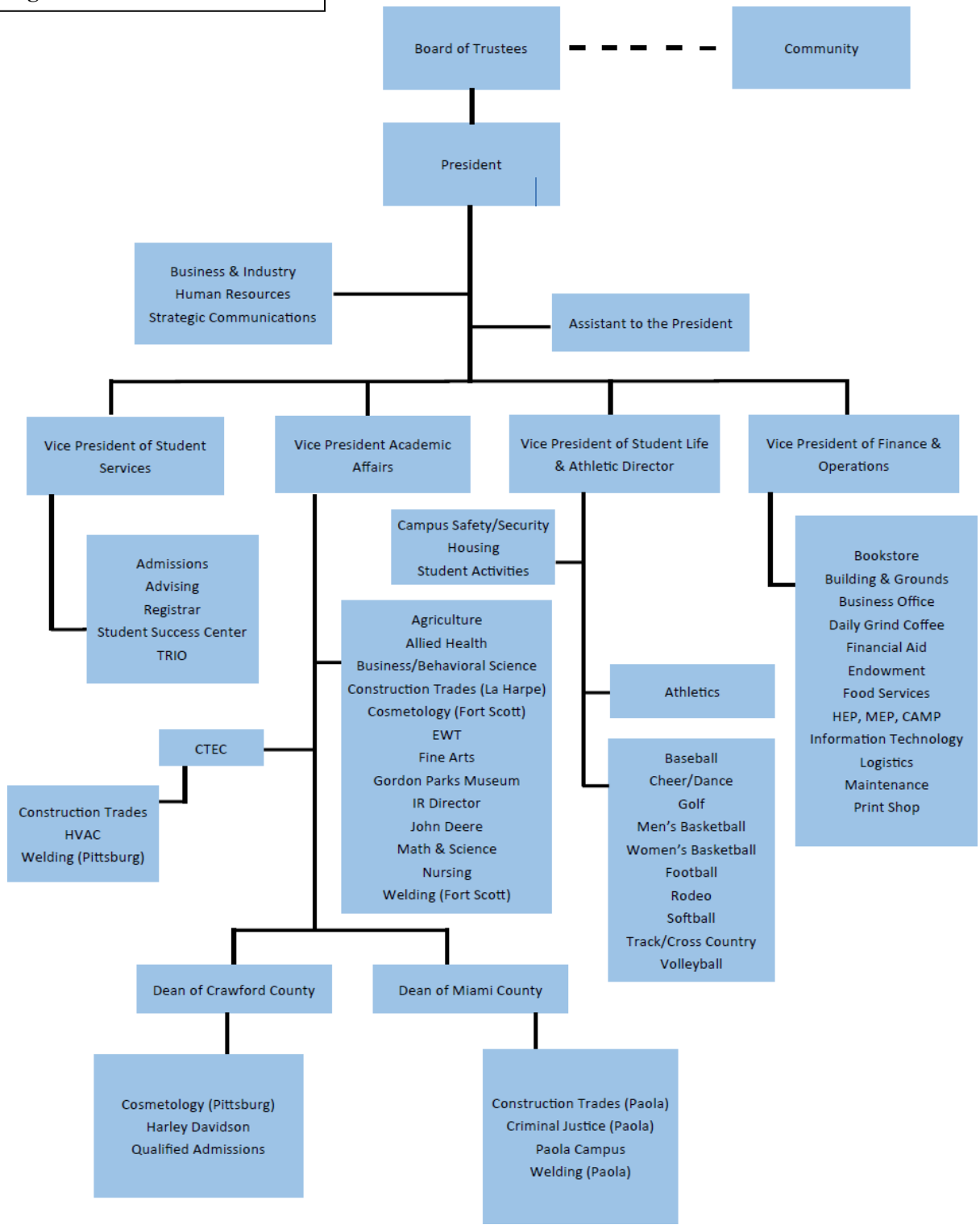


Revised: 2017 – KBOR Notes: # 2 Added

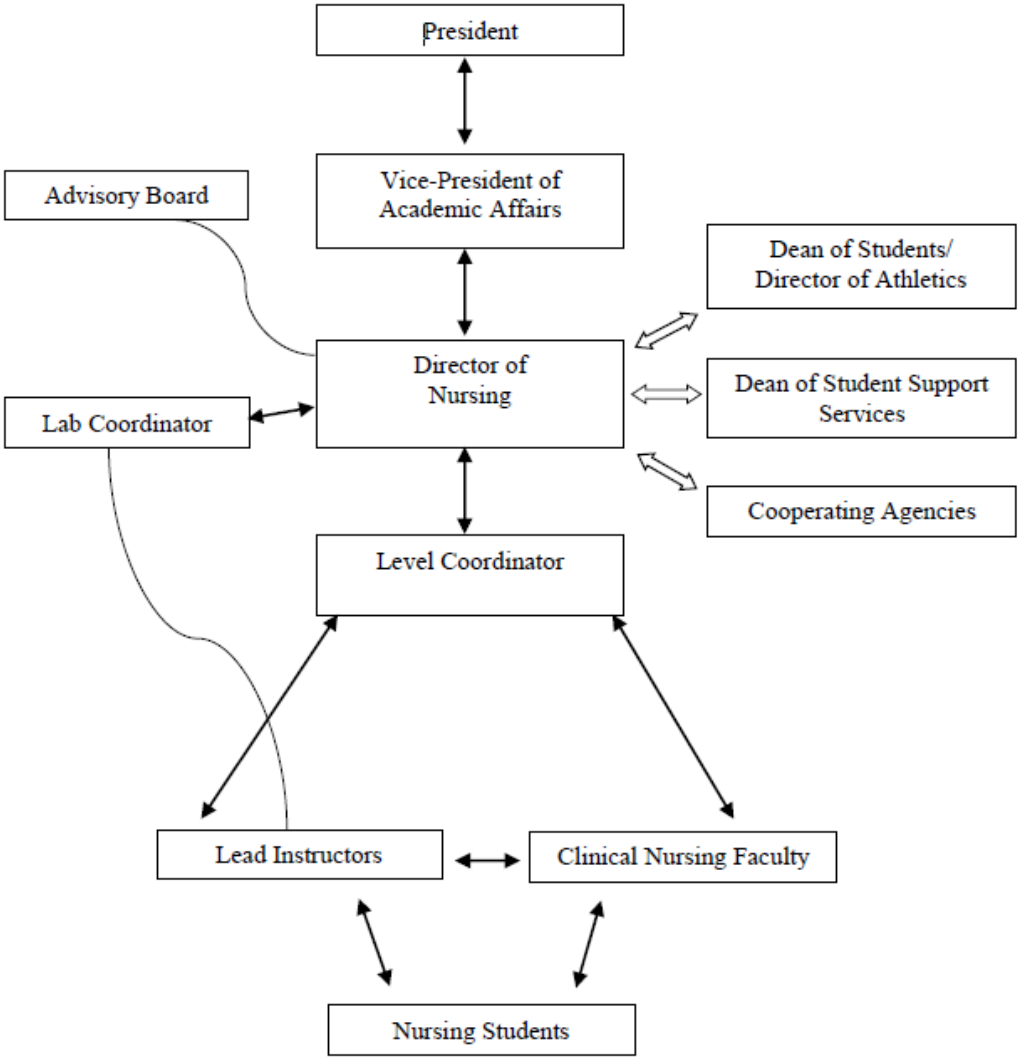
ADN Program Outcomes
Approved by KSBN: 121310; 052016

Fort Scott Community College Department of Nursing

Fort Scott Community College
Organizational Chart - 2019



Organizational Structure



Direct Relationship ⟷

Advisory Relationship ∿

Cooperating Relationship ⟺

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

Nursing Faculty Organization

- The Nursing Department faculty members, as part of FSCC faculty, are represented by the Fort Scott Community College Association of Professional Employees (FSCAPE). All full- time professional employees are members of FSCAPE, regardless of their membership in Kansas National Education Association (KNEA). The FSCC Faculty and the FSCC Staff Handbooks apply to the staff and faculty of the Nursing Department.
- The Nursing Department meetings include nursing instructors, the director, the administrative assistant, and student representatives.
- The nursing faculty acts as a body of the whole. Due to its small size, the department has limited resources to maintain standing committees. There are two committees recognized that report to the regular, departmental meetings:
- Level Committee: This committee is made up of nursing faculty. The committee is chaired by the Level Coordinator. The committee reviews curriculum, scheduling, student concerns, program change recommendations, student performance, program compliance, and other concerns that may arise. The Level Committee then presents its findings and recommendations at the departmental meeting for consideration and approval.
- Faculty Selection Committee: This committee is made up of at least two nursing faculty. The committee is chaired by the Level Coordinator. The committee reviews application files for completeness and to ensure applicants meet entrance requirements.

Origination – 020110; **Revised** – 051311; 052015; 052518

Student Representation on Faculty Governance

- FSCC's Greyhound Student Government is a student led organization. All students are welcome to attend meetings and activities. Students who wish to run for office positions of the Greyhound Student Government will need to contact the admission's office for an application form and campaign for the desired office position. Students are also represented through the President's Ambassadors and may also be asked to participate as members of FSCC committees.
- Students in the nursing program may belong to the Student Nurse Organization (SNO). Dues are $5.00/semester. Both professional and social events are encouraged. This organization is the official liaison with the Nursing Faculty and FSCC Administration.
- Student representatives are selected from each nursing semester to represent that student group at the Nursing Department meetings. Students may participate and share in those meetings until confidential or student performance/discipline concerns are discussed, at which point the student representatives are excused.
- Two students, one from each level, will be appointed to the Nursing Department's Advisory Board, one being the SNO President.
- Students are also encouraged to belong to the Kansas and National Associations of Nursing Students. Applications are available through the department or SNO sponsor.
- Students may share ideas or concerns with any faculty member, staff, or director at time in person, via e-mail, phone, or written format.

Origination – 042283; **Revised** – 051388; 060189; 071093; 072600; 052406; 060810; 111110; 051311; 053012; 052818

Nursing Curriculum

- 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).
- 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, she/he must complete the curriculum that is approved at the time of return. The curriculum consists of 72 credit hours: 31 general education credit hours and 41 nursing credit hours.
- Prerequisite courses must be completed prior to beginning the nursing courses. Co-requisite courses may be taken in the scheduled sequence or ahead of schedule. All nursing courses must be taken in order according to the curriculum sequence. Any variation from this policy requires full nursing faculty approval. A student must meet all course objectives and complete all course requirements of each semester before proceeding to the next semester of nursing.
- Transfer NUR courses must be within 2 years to be accepted.
- See suggested course sequences for generic and LPN/Advanced Standing students on the following pages.

New approval: 051311; 051013; 052914; 052015; 052016; 052417; 052518

Fort Scott Community College – Nursing Education
Suggested Curriculum Sequence

Prerequisites:
Prerequisite courses require a 3.0 GPA 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 HESI 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	3 credit hours
Total	**17 credit hours – 3.0 GPA**

CNA or MHT certification is required prior to entry
Applications are due **May 1** for fall admission; **December 1** for spring admission. The HESI Admission Exam must be scheduled and completed prior to the end of the semester when application is made.

First Nursing Semester:

NUR 1118 - Fundamentals of Patient Centered Care	8 credit hours
NUR1213- Health Assessment	3 credit hours
PSY 1023 –Psychology of the Human Lifespan	3 credit hours
Total	14 credit hours

Second Nursing Semester:

NUR 2312 - Child-Bearing Family PCC	2 credit hours
NUR 2323 - Pediatric PCC	3 credit hours
ALH 2263 – Pathophysiology	3 credit hours
NUR 2333 - Mental Health PCC	3 credit hours
NUR 2253 – Pharmacology	3 credit hours
Total	14 credit hours

Third Nursing Semester:

NUR 1228 - Basic Medical/Surgical PCC	8 credit hours
BIO 1245 – Microbiology	5 credit hours
Total	13 credit hours

Fourth Nursing Semester:

NUR 2518 - Acute and Complex M/S PCC	8 credit hours
ENG 1023 or SPE 1093 – English 102 or Public Speaking	3 credit hours
NUR 2542 - Leadership and Management of Care	2 credit hours
NUR 2531 - Capstone Clinical Immersion	1 credit hour
Total	14 credit hours

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

Revised 7/2007; 11/2007; 2/2009; 1/2011; 10/2011; 4/2014; 052015; 052016; 052017; 052018

Fort Scott Community College Nursing Education
Suggested Curriculum Sequence for LPN/Advanced Standing

Prerequisites:
Prerequisite courses require a 3.0 GPA 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 HESI Admission Exam. **Students should be in contact with the Nursing Department and should seek academic advisement through the program director.**

Anatomy and Physiology (A&P)	5 credit hours
General Psychology	3 credit hours
English 101	3 credit hours
College Algebra or Applied Math for Nursing	3 credit hours
Nutrition	3 credit hours
	*17 credit hours with 3.0 GPA
Health Assessment	3 credit hours
Microbiology	5 credit hours
Psychology of the Human Lifespan	3 credit hours LPN to RN
	28

Applications are due **May 1st** for fall admission, **December 1st** for spring admission. The HESI Admission Assessment Exam must be scheduled and completed prior to the end of the semester when application is made.

First Nursing Semester: Course credit warded with successful completion of program

Fundamentals of Patient Centered Care	*8 credit hours*
Total	*8 credit hours*

Second Nursing Semester:

Child-Bearing Family PCC	2 credit hours
Pediatric PCC	3 credit hours
Mental Health PCC	3 credit hours
Pathophysiology	3 credit hours
Pharmacology	3 credit hours
Total	14 credit hours

Third Nursing Semester: NUR 1228 is recommended, but student may do an optional test out with course credit awarded upon successful completion of the program.

Basic Medical/Surgical PCC	*8 credit hours (Recommended, but may test out**)*
Total	*8 credit hours*

Fourth Nursing Semester:

Acute and Complex M/S PCC	8 credit hours
Leadership and Management of Care	2 credit hours
Capstone Clinical Immersion	1 credit hour
English 102 or Public Speaking	3 credit hours
Total	14 credit hours

General Education = 31 Credit Hours Nursing = 26**-34 Credit Hours* Total = 57**-65 Credit Hours

Revised 7/2007; 11/2007; 2/2009; 1/2011; 10/2011; 051013; 03/2014; 05/2014; 04/2016; 05/2017; 06/2018; 05/2021

Progression within the Nursing Program

- **Pre-Entrance Requirements**
  - Pre-requisite courses include A&P, English 101, General Psychology, College Algebra or Applied Math for Nursing, and Nutrition. A GPA of 3.0 and a grade of 70% "C" or higher in each course, is required for these five courses (17 credit hours).
  - Must complete the HESI Admission Assessment Exam composite score of 80% or higher.
  - Criminal Background Check and Drug Screening with no bars. Students with questions regarding license eligibility should contact the legal division at Kansas State Board of Nursing.
- **Nursing Course Semesters**
  - All nursing courses from the prior semester must be completed with a 79.5% grade or higher and the student must pass clinical performance measures and have an average 79.5% grade on clinical paperwork assigned. An exception is made for NUR2253-Pharmacology which must be completed with a 70% or higher grade to progress. Students must achieve a passing grade "C" or better in all co-requisite courses listed on the curriculum sequence.
  - All nursing clinical is pass/fail. Failure in clinical results in course failure.
  - The student cannot progress to the next semester unless all prior semester's courses and clinical have been completed successfully.
- **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.

Origination – 060810; **Revised** – 07022010; 111110; 051311; 05/2013; 052914; 052518; 052219; 051522

Generic Nursing Student Admission

- **Step I:**
  - FSCC is an equal opportunity institution. To be admitted to the college and nursing program, an applicant must:
    - Complete and submit the FSCC admissions application and the nursing program application.
    - 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.
    - The student then submits her/his 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.
    - Submission of application to the nursing department does not guarantee admission into the nursing program.
    - Students are responsible and accountable to ensure that the department has received their complete application by 5:00 PM on the deadline.
    - 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.
- **Step II:**
  - Note: The Kansas State Board of Nursing determines the maximum number of students admitted each semester guided by the instructor to student ratio for clinical rotations, available clinical sites, and availability of qualified nursing faculty. 30 students are admitted in the spring semester at Burke Street Campus. 40 students are admitted in the fall semester with up to 10 students of those being admitted at the Miami County Campus via Interactive Distance Learning (IDL). An additional 5 Advanced Standing (LPN to RN) students may be admitted each semester if space allows.
  - Those applicants who are requesting admission must meet the following criteria:
    - 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** 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.
    - Students transferring courses from another accredited college or university must submit an "official" transcript for those courses to be considered.
    - Students must complete the HESI Admission Assessment Exam with a composite score of 80% or higher to be considered.
    - Students 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.
    - A **complete** nursing program application includes the application form, a health statement form, a latex allergy form, and three endorsement forms with positive endorsements. **Endorsement forms are not accepted from family members or close friends.**
    - Nursing Program application deadlines are due in our office by close of business day on:
      - **May 1st** for consideration of admission to the fall semester.
      - **December 1st** for consideration of admission to the spring semester.
    - It is the student's responsibility to ensure a complete application. 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 prior to final class 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, HESI 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 HESI 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
    Fort Scott Community College 2108 South Horton
    Fort Scott, Kansas 66701

- **Step III:**
  - Selection of the nursing class is based on the following guidelines:
  - Only applicants with complete files will be considered.
  - Only official transcripts with final course grades will be considered. Due to transcript processing times, an email from course instructor with final course grade may be accepted pending receipt of official transcript.
  - Selection is based on academic performance through the awarding of admission points.

HESI exam		GPA Prerequisites		FSCC Pre-Requisites
90%	3 Points	3.8 – 4.0	8 Points	1 Point
80%	2 Points	3.7 – 3.79	7 Points	
		3.6 – 3.69	6 Points	
		3.5 – 3.59	5 Points	
		3.4 – 3.49	4 Points	
		3.3 – 3.39	3 Points	
		3.2 – 3.29	2 Points	
		3.1 – 3.19	1 Point	

  - In the event of a tie in admission points, the HESI Admission Assessment Exam score will be used as the tie breaker to determine entrance.

- **Step IV:**
  - Notification and acknowledgement:
    - 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.
    - Files of applicants who do not reapply or those that are inactive will be discarded.

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

Transfer Student Admission

- **Step I:**
  - FSCC is an equal opportunity institution. To be admitted to the college and nursing program, an applicant must:
    - Complete and submit the FSCC admissions application and the nursing program application.
    - 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.
    - The student then submits her/his 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.
    - Submission of application to the nursing department does not guarantee admission into the nursing program.
    - Students are responsible and accountable to ensure that the department has received their complete application by 5:00 PM on the deadline.
    - 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.
- **Step II:**
  - Note: The Kansas State Board of Nursing determines the maximum number of students admitted each semester guided by the instructor to student ratio for clinical rotations, available clinical sites, and availability of qualified nursing faculty. 30 students are admitted in the spring semester at Burke Street Campus. 40 students are admitted in the fall semester with up to 10 students of those being admitted at the Miami County Campus via Interactive Distance Learning (IDL). An additional 5 Advanced Standing (LPN to RN) students may be admitted each semester if space allows.
  - Those applicants who are requesting admission must meet the following criteria:
    - 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** 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.
    - Students transferring courses from another accredited college or university must submit an "official" transcript for those courses to be considered.

- Students must complete the HESI Admission Assessment Exam with a composite score of 80% or higher to be considered.
- Students 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.
- A **complete** nursing program application includes the application form, a health statement form, a latex allergy form, and three endorsement forms with positive endorsements. **Endorsement forms are not accepted from family members or close friends.**
- Nursing Program application deadlines are due in our office by close of business day on:
  - **May 1st** for consideration of admission to the fall semester.
  - **December 1st** for consideration of admission to the spring semester.
- It is the student's responsibility to ensure a complete application. 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 prior to final class 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, HESI 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 HESI 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
    Fort Scott Community College 2108 South Horton
    Fort Scott, Kansas 66701

- **Step III:**
  - Selection of the nursing class is based on the following guidelines:
  - Only applicants with complete files will be considered.
  - Only official transcripts with final course grades will be considered. Due to transcript processing times, an email from course instructor with final course grade may be accepted pending receipt of official transcript.
  - Selection is based on academic performance through the awarding of admission points.

HESI exam	GPA Prerequisites	FSCC Pre-Requisites

90%	3 Points	3.8 – 4.0	8 Points	1 Point
80%	2 Points	3.7 – 3.79	7 Points	
		3.6 – 3.69	6 Points	
		3.5 – 3.59	5 Points	
		3.4 – 3.49	4 Points	
		3.3 – 3.39	3 Points	
		3.2 – 3.29	2 Points	
		3.1 – 3.19	1 Point	

- In the event of a tie in admission points, the HESI Admission Assessment Exam score will be usedas the tie breaker to determine entrance.

- **Step IV:**
  - Notification and acknowledgement:
    - 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.
    - Files of applicants who do not reapply or those that are inactive will be discarded.

Origination – 052710; **Revised:** 111110; 051311; 051013; 052914; 052015; 052016; 052417; 052518; 052219,060220;052121

Advanced Standing (LPN to RN) Admission/Articulation

- **Step I:**
  - FSCC is an equal opportunity institution. To be admitted to the college and nursing program, an applicant must:
    - Complete and submit the FSCC admissions application and the nursing program application.
    - 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.
    - The student then submits her/his 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.
    - Submission of application to the nursing department does not guarantee admission into the nursing program.
    - Students are responsible and accountable to ensure that the department has received their complete application by 5:00 PM on the deadline.
    - 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.

- **Step II:**
  - Note: The Kansas State Board of Nursing determines the maximum number of students admitted each semester guided by the instructor to student ratio for clinical rotations, available clinical sites, and availability of qualified nursing faculty. 30 students are admitted in

the spring semester at Burke Street Campus. 40 students are admitted in the fall semester with up to 10 students of those being admitted at the Miami County Campus via Interactive Distance Learning (IDL). An additional 5 Advanced Standing (LPN to RN) students may be admitted each semester if space allows.

- Those applicants who are requesting admission must meet the following criteria:
  - 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** 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.
- Students transferring courses from another accredited college or university must submit an "official" transcript for those courses to be considered.
- Students must complete the HESI Admission Assessment Exam with a composite score of 80% or higher to be considered.
- Students 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.
- A **complete** nursing program application includes the application form, a health statement form, a latex allergy form, and three endorsement forms with positive endorsements. **Endorsement forms are not accepted from family members or close friends.**
- Nursing Program application deadlines are due in our office by close of business day on:
  - **May 1st** for consideration of admission to the fall semester.
  - **December 1st** for consideration of admission to the spring semester.
- It is the student's responsibility to ensure a complete application. 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 prior to final class 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, HESI 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 HESI 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
  - Fort Scott Community College 2108 South Horton
  - Fort Scott, Kansas 66701

- **Step III:**
  - Selection of the nursing class is based on the following guidelines:
  - Only applicants with complete files will be considered.
  - Only official transcripts with final course grades will be considered. Due to transcript processing times, an email from course instructor with final course grade may be accepted pending receipt of official transcript.
  - Selection is based on academic performance through the awarding of admission points.

HESI exam	GPA Prerequisites	FSCC Pre-Requisites

90%	3 Points	3.8 – 4.0	8 Points	1 Point
80%	2 Points	3.7 – 3.79	7 Points	
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		3.5 – 3.59	5 Points	
		3.4 – 3.49	4 Points	
		3.3 – 3.39	3 Points	
		3.2 – 3.29	2 Points	
		3.1 – 3.19	1 Point	

- In the event of a tie in admission points, the HESI Admission Assessment Exam score will be used as the tie breaker to determine entrance.

- **Step IV:**
  - Notification and acknowledgement:
    - 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.
    - Files of applicants who do not reapply or those that are inactive will be discarded.

Readmission Policy

- It is the intent of the Nursing Department to provide quality education to any qualified student. However, we are limited in the number of spaces allowed for students in the nursing program. The nursing department as well as Fort Scott Community College will remain student centric as we stay in compliance with our approval agency, Kansas State Board of Nursing, (see Kansas Nurse Practice Act 60-2-107) and our accrediting agency, Accreditation Commission for Education in Nursing (See Standard 6.3). 150% of program completion for generic students is six (6) semesters and for LPN students it is four (4) semesters. The policy is as follows:
  - Students must complete the nursing program within 150% of the program length in which they were originally accepted and started the program.
  - Students can be readmitted to the nursing program if they have not failed the same course twice and can complete the program within 150% of the program length from the time of original admission.
  - Any withdrawal from a nursing or co-requisite course with a failing grade at the time of withdrawal will be considered a course failure.
  - A withdrawal from a nursing or co-requisite course with a passing grade at the time of withdrawal will not be considered a course failure, but the student is still required to complete the program within 150%
  - If the student fails the same course twice or cannot complete within 150% of the program length from the time of admission, they will not be eligible for readmission.
  - To be considered for readmission students must submit a letter requesting re-admission to the Director.
    - The letter must include the student's perception of why he/she was not successful and

plans to succeed in the future.
    - The letter must be returned within 10 business days from the last day of finals week.
  - Any student seeking readmission to the program may be subject to specific guidelines and conditions set forth by the nursing faculty/admissions committee. These include but are not limited to:
    - Student will be placed on probation. The student and lead instructor, with approval from the program director, will develop a plan to achieve success upon returning to the program.
    - Mandatory studying/tutoring on a Fort Scott Community College campus (Burke Street Campus, Miami County Campus, Harley Davidson Building) weekly with a minimum of four (4) hours per week.
      - This will need to be done during business hours.
      - The mandatory study verification form will need to be filled out, it can be scanned and emailed or faxed to the lead instructor from an employee from the Fort Scott Community College campus location.
  - **Failure to comply with this could result in not being eligible for readmission.**
  - Students that are readmitted to the program are not eligible to participate in IDL courses and must be in face-to-face courses at Burke Street Campus.

Priority Levels for Admission and Readmission

- The following procedure will be followed in the selection of student requiring readmission or advanced placement in the nursing program.
  - All advanced standing or readmitted students must meet the admission criteria and curriculum requirements in effect at the time of entry or reentry.
  - There is no guarantee that students will be readmitted following withdrawal or course failure
- **Priority I:** Given to all new, generic FSCC nursing students and those who left the nursing program in good standing and have not been absent from the nursing program for more than one semester. Should more students request readmission than there are spaces available, academic performance in prior coursework is used to rank students?
- **Priority II:** Given to Advanced Standing LPNs and transfer nursing students. Ranking of the advanced standing and transfer students will be followed as indicated in Step III of the Advanced Standing Policy and Procedure for Nursing Students.
- **Priority III:** Given to any generic FSCC nursing student who left the nursing program in good standing and has been absent from the FSCC nursing program for more than one semester.
- **Priority IV:** Given to a student who has been unsuccessful in a required nursing course. Students who withdraw from nursing courses because they are earning a grade below 79.5% will be regarded as leaving the program in poor standing. This student will be considered at this priority for readmission to the program if they can complete within 150% of program length. Students who have failed the same course twice may not be eligible for readmission to the program.
  - Students with no prior probationary or unsatisfactory.
  - Weighted total grade of highest credit hour of failed Core Nursing Course.
- **Priority V:** Students that are found to have an incomplete application file upon the due date will be given last priority for admission.

112293; 072500; 061101; 062403; 071505; 052406; 072007; 051311; 052914; 052015; 052518; 052219,060220; 051822

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
- Patient abuse or purposely harmful behavior
- Dishonest behavior, false documentation, 2nd Academic Dishonesty Offense
- 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

Miami County Campus (Paola, KS) Admissions

- Starting in the Fall Semester of 2009, FSCC began offering interactive distance learning (IDL) in Paola, Kansas, for the ADN nursing program.
- Ten students may be admitted one time a year, in August, at the Miami County Campus in Paola. Lectures in sequence will be offered via IDL technology to the Miami County Campus. This means that lectures will be viewed by those students via audiovisual feed from the Burke Street Campus in Fort Scott. This technology is live and interactive; therefore, students at the Miami County Campus may interact with the class discussions and projects. Paola students may be required to travel to the Fort Scott Burke Street Campus for scheduled nursing skills labs and checkoffs. Clinical rotations are scheduled at contracted agencies through the Fort Scott campus.
- Admission criteria to the nursing program are identical for both campuses for generic and advanced standing placement students. Students wishing to attend class in Paola must indicate this option on the admission form. Class size is limited to ten (10) students and admission to the Miami County Campus in Paola will be based on the program's admission criteria. The students that fall into the top ten regarding the admission criteria will be admitted to the Miami County Campus and any remaining qualified students will be considered for admission at the Burke Street Campus in Fort Scott.
- Students with a failure in a nursing course may not be allowed to participate in IDL at MCC.

Students with English as a Second Language

Kansas Nurse Practice Act Regulation:

- 60-3-106 (b) – Licensure qualifications: Any individual applying for licensure in Kansas for which English is a second language shall be granted a license if that individual meets all the requirements in effect at the time of application and shows evidence of oral and written English proficiency, which may be demonstrated by passing an examination as approved by the board.
- 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 HESI Admission Assessment Exam. For students whose secondary education was not in English, the applicant with English as a second language (ESL) must present a TOEFL score of the following for admission into the nursing program:

Writing –	20
Speaking –	20
Reading –	19
Listening -	20
Total -	79 or higher

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

HESI Admission Assessment Exam A2

- The Nursing Department uses the HESI Admission Exam A2 from Elsevier/ Evolve as an entrance determinant. Students should take the examination in the semester that their application is being considered. Students may take the exam up to two times in one semester to meet entrance requirements. The student may then retest in the subsequent semester after taking additional course work or guided tutoring in weak content area(s). Students not meeting entrance requirements will not be considered for admission.
- The cost of the examination is based on HESI's current charges for the examination.
- Students must achieve a score of 80% or higher based on the composite score. The HESI Exam will test in the following subject areas: Reading Comprehension, Vocabulary, Grammar, Math Skills, and Anatomy and Physiology. Admission points are based on the composite HESI Admission Assessment Exam A2 score.
- Study materials may be purchased from Elsevier/ Evolve or the bookstore to prepare for the exam. Other free resources are available online if the student desires additional preparation for the exam.
- Students taking the exam again are given a different version of the exam. Students will need to order the exam in advance through Elsevier/ Evolve and will pay for the exam prior to the exam date. The exam fee is non-refundable as the exams are ordered based on student's registration.
- If a student has completed the entrance examination without successfully passing in three -3- attempts and has an overall cumulative grade point average of 3.5 the best scores will be used from the entrance exam to compile a score. If this score is higher than the benchmark set at the time of admission the student will be granted admission into the program.

Origination – 100101; **Revised** – 100702; 010703; 090903; 040804; 120804; 042905; 100106; 050709; 081909; 060710; 051311; 053012; 051013; 052914; 052015; 052016; 052018; 052019;052121;051822

Criminal Background Check

- As required by some clinical facilities contracted by Fort Scott Community College (FSCC), all applicants to the FSCC Nursing program must submit to a criminal background check. An online instruction form for a background check will be included in the admission packet for the program. The program director also may request additional copies of official documentation of completion of diversion agreements and/or disposition of their case.
- The incurred cost of the background check will be assessed through student fees.
- All applicants to the Nursing program will have background checks 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.
- Failure to submit to these requirements will disqualify the applicant from beginning in the Nursing program.
- 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 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.
- A violation of any of the statues on the following page or a pattern of misdemeanors may preclude admissions.
- 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.

Drug Testing Policy

- As of August 2019, all new incoming students will be required to complete a nine-panel urine drug screen. This is to be completed through the FSCC background check entity. The cost of the drug screening will be covered under the nursing student fees.
- Students assigned to a site requiring drug screening must submit to testing. Refusal to be tested or a positive drug screen is cause for immediate termination from the respective program. Students will be required post-positive drug screen to list all prescription medications she/he is currently taking and written documentation from the prescribing physician will be required to support this statement.

Origination – 052319

Kansas Crimes Against Persons

Chapter 21 – Article 54

Article 54.—CRIMES AGAINST PERSONS

- 21-5401 Capital murder.
- 21-5402 Murder in the first degree.
- 21-5403 Murder in the second degree.
- 21-5404 Voluntary manslaughter.
- 21-5405 Involuntary manslaughter.
- 21-5406 Vehicular homicide.
- 21-5407 Assisting suicide.
- 21-5408 Kidnapping; aggravated kidnapping.
- 21-5409 Interference with parental custody; aggravated interference with parental custody.
- 21-5410 Interference with custody of a committed person.
- 21-5411 Criminal restraint.
- 21-5412 Assault; aggravated assault; assault of a law enforcement officer; aggravated assault of a law enforcement officer.
- 21-5413 Battery; aggravated battery; battery against certain persons; aggravated battery against certain persons.
- 21-5414 Domestic battery; 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.
- 21-5428a Repealed
- 21-5429 Endangerment.
- 21-5430 Distribution of a controlled substance causing great bodily harm or death.
- 21-5431 Female genital mutilation.

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Statement of Prevention of Alcohol Abuse and Drug Use on Campus

- **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.
- **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 statues 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 barbital. 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.

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.

Sanctions

- 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.

Drug Abuse in the Clinical Setting

- Students in the nursing and allied health programs must adhere to the standards of conduct required of health care professionals.
- 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.
- 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.
- 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, passion, or sale of illegal substances and/or a positive drug screen will be reported to the licensing agency, as required by law.
- Conviction of any criminal drug statute wile enrolled in the respective program will be grounds for immediate dismissal from the program
- If a student is suspected to be impaired by drugs or alcohol in the clinical area, the following procedure will be implemented:
    - The clinical instructor will notify the Program Director immediately.
    - The clinical instructor and one other professional staff person will complete written documentation describing the impaired behavior observed.
    - 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.
    - 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.
    - 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.
    - 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.
    - Results of drug screens will be reported to the student as soon as possible after they are received.
    - 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.

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:

- Students in classrooms, labs, or clinical setting will not be subject to any invasive procedure, such as injections, intravenous cannulation, or phlebotomy.
- 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.
- 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.
- **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 Education requires students to receive an FDA approved Covid-19 vaccination. Students will be required to show proof of a completed series prior to clinical rotation. We will follow the guidelines that are set forth by the clinical agencies and the CDC and FDA regarding Covid-19 vaccination recommendations.

070721

Latex Allergy

- Latex allergies are on the increase among health care workers. For the nursing faculty to provide a safe clinical environment, the student is asked to complete a latex allergy questionnaire before entering the program. If at any time the student believes she/he may be developing an allergy to latex, the student is expected to notify her/his instructor immediately.

LATEX ALLERGY QUESTIONNAIRE

NAME:_____ DATE:

1. Have you ever experienced skin irritation, including redness, rash, hives, or itching when exposed to latex products, such as balloons, condoms, or gloves?

   Yes No

2. If yes, did you seek treatment for the symptoms?

   Yes No

3. Have you been diagnosed with having latex allergies?

   Yes No

4. If yes, do you wear Medic alert bracelet?

   Yes No

I,_____, have had symptoms of latex allergy and need to be provided with non-latex gloves during clinical or lab practice.

I,_____, have had NO symptoms of latex allergies that I am aware of.

Textbooks

- Nursing textbooks may be purchased through the College Bookstore. Additional resources may be ordered and purchased through the College Bookstore as the need or desire arises. Students may access textbooks from online resources using the correct ISBN # provided in the course syllabus. The student is responsible for ensuring the correct text is purchased. Book bundles for Core Nursing (NUR) Courses are only available at the FSCC Bookstore. The ISBN # associated with that bundle is only good at the FSCC Bookstore.
- Reference books, nursing journals, and electronic resources are available in the College Library and online.

RE: 042283; 051388; 060189; 071693; 071301; 040309; 060810; 051311; 051013; 052015; 052518; 052219, 060220

Cell Phones

- 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.
- Classroom and Computer Lab
- If disruptive to the class, the instructor has the right to ask student to leave the classroom. Student will be dismissed for the day. If there is an exam scheduled for that day, the student will take the exam before leaving for the day. Ten points will be deducted from the exam grade. If an electronic device activates during an exam, a zero score will be given for the exam as a breach of Academic Dishonesty.

REV: 071505, 052406; 040309; 051311; 053012; 051013; 052016; 052518; 052319

FORT SCOTT COMMUNITY COLLEGE

System Requirements for FSCC Blackboard™, Campus Connect (Gizmo), and email Systems

Certified: fully tested and supported.
Compatible: partially tested but should function properly.
Provisional: future technologies considered supported by Blackboard Support.
Unsupported: either impossible or not tested.

Microsoft® Windows® Operating System

	Internet Explorer® 9	Internet Explorer 8	Firefox (Final Release Channel)	Firefox 3.6	Chrome (Stable Channel)
Windows® XP (32-bit)	Unsupported	Compatible	Compatible	Compatible	Compatible
Windows Vista® (32-bit)	**Certified**	Compatible	**Certified**	Compatible	Compatible
Windows Vista (64-bit)	Compatible	Compatible	Compatible	Compatible	Compatible
Windows 7 (32-bit)	**Certified**	Compatible	**Certified**	Compatible	**Certified**
Windows 7 (64-bit)	Compatible	Compatible	Compatible	Compatible	Compatible

Apple® Mac OS® Operating System

	Safari® 5.0	Safari 4.0	Firefox (Final Release Channel)	Firefox 3.6	Chrome (Stable Channel)
Mac OSX 10.5 "Leopard®"	Compatible	Compatible	Compatible	Compatible	Compatible
Mac OSX 10.6 "Snow Leopard®"	**Certified**	Compatible	**Certified**	Compatible	**Certified**

- Blackboard Learn requires the latest version of Sun JRE 6. The JRE can be downloaded from http://java.sun.com/javase/downloads/index.jsp.
- The following technologies are not supported:
  - Internet Explorer 6 and Internet Explorer 7

- Firefox 1.x, 2.0, 3.0, and 3.5
- Safari 2.0, 3.x (or any version on Windows)
- Mac OSX 10.4 "Tiger"
- Java 5
- Internet Explorer 8 and Internet Explorer 9 are tested in Standards Mode. Some known issues can be resolved by using Compatibility Mode (emulates IE7 behavior).
- Both Google Chrome and Mozilla Firefox have moved to a rapid release cycle. At the time of testing, Chrome 10.0 and Firefox 4.0 were the latest available versions. Since then, new stable versions have been released and widely adopted. Blackboard is supporting all newer stable versions of Chrome and Firefox.

Computer hardware requirements

	Microsoft Windows			**Apple Macintosh**	
Operating System	XP	Vista	Windows 7	Mac 10.5	Mac 10.6
Processor Speed/Type	1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor	1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor	1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor	Intel, Power PC G5, or Power PC G4 (867 MHz or faster) processor	Intel processor
CPU Memory (minimum)	1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)	1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)	1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)	512 MB of RAM	1 GB of RAM
Monitor Resolution	DirectX 9 graphics device with WDDM 1.0 or higher driver	DirectX 9 graphics device with WDDM 1.0 or higher driver	DirectX 9 graphics device with WDDM 1.0 or higher driver	1024 x 768	
Free Hard Disk Space (minimum)	16 GB available hard disk space (32-bit) or 20 GB (64-bit)	16 GB available hard disk space (32-bit) or 20 GB (64-bit)	16 GB available hard disk space (32-bit) or 20 GB (64-bit)	9 GB of free disk space	5 GB of free disk space

- Unless otherwise indicated by the instructor, students will need to submit assignments or projects in Microsoft Office 2007 or 2010 format (not Microsoft Works, Word Perfect, Notepad, or Google docs).
- Students need reliable access to the Internet to participate in Blackboard (online) courses.
- Students are required to use their FSCC Mail accounts when sending email to instructors.

Social Networking Policy

- 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.
  - References are to be cited back to the original source.
  - 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

Student Nurse Employment

- The nursing curriculum is rigorous and time consuming. Students are advised to limit outside employment to fewer than 20 hours per week and to consider the amount of personal responsibility prior to entering the nursing program. Students will find it necessary to study outside regularly scheduled classes to maintain their satisfactory grade average. To be successful, students must make their nursing education a priority above work. Outside employment is not recommended; however, those who find it a necessity **shall not** work a shift immediately preceding a scheduled clinical assignment or a major test. Non-compliance will result in the student being sent home from clinical and given an unsatisfactory day. If the student is tired, the level of alertness is decreased enhancing the changes of clinical errors and decreased test scores, thus decreasing the quality of work performed by the student nurse. Students may not "take call" while attending class.

Student Role vs. Employee Role

- Students and faculty of FSCC shall not be deemed to be employees of clinical agencies for purposes of compensation, fringe benefits, worker's compensation, unemployment compensation, minimum wage laws, income tax withholding, social security, or any other purpose because of their participation in the nursing program. Students are placed with an agency to receive clinical experience as a part of her/his academic curriculum; those duties performed by a student are not performed as an employee, but in fulfillment of these academic requirements and are performed under supervision. At no time shall students replace or substitute for any employee of an agency.
- The student nurse is not to wear the student nurse uniform or in any way represent him or herself as a student nurse of FSCC except when in that capacity during a scheduled clinical, lab, observation, or preceptor experience. Students are not to perform any task based on being a student at FSCC, when they are acting as an employee of an agency.
- As an employee of an agency, the individual will conform to the dress regulations of the employer, and job duties will be determined by the job description for the category for which they are employed.
- This does not prohibit the student or faculty member from employment by the agency under a separate employment agreement.

042283; Rev. 060986; 072387; 051388; 071693; 070700; 060810; 051311

Facilities and Resources

- The college campus provides the best surroundings for an educational experience. However, learning patient-centered care can only be accomplished when provided an opportunity to work directly with patients.
- Learning experiences for the nursing student must be provided both on the college campus, in cooperating health care agencies, and simulation laboratory.
- Students banned or bared from clinical agencies for any reason cannot complete requirements of the program and will be forced to withdraw or will not be accepted into the program.

Campus Facilities

- The Nursing Department is located at the FSCC Burke Street Campus. This area includes nursing faculty offices, classrooms, skills and simulation laboratories, and computer lab which provide for the practice of nursing skills and individual study.

Library

- The Fort Scott Community College Library is housed in the Robert and Sylvia Bailey Hall on the east side of the college campus located at 2108 S. Horton in Fort Scott, Kansas. The library provides learning resources and services in a setting conducive to academic research and study. The library also helps to serve the general interest reading needs of the community.
- Essential services provided include reference assistance, class orientation prior to research papers and projects, access to online research databases, a six-computer mini-lab, a written guide to library resources, interlibrary loans, audiovisual equipment, a photocopier, and a microfiche reader/printer.
- All books and periodical stacks are open access. The local library collection is supplemented and expanded by multiple online research (including thousands of full-text journals), and reference databases, Internet access, and the Kansas Interlibrary Loan System. The Axe Library at Pittsburg State University also allows FSCC student access to its print resources.
- Periodical, book, and audiovisual materials are listed on the Kansas Library Catalog (KLC), a cumulative list of the holdings of most of the libraries in the state. The library is a member of KICNET, which is an online system that transmits interlibrary loan requests immediately. Nursing students are encouraged to apply for a Kansas Library Card through the FSCC Library. Students can then access online databases and interlibrary holdings. Many of these provide access to full-text articles.

Student Services

- Nursing students have the same rights and privileges of the college as any other student. Policies and regulations of the college apply to students accepted into the Department of Nursing.

Student Success Center (SSC)

- The SSC will work with pre-nursing and nursing students needing assistance in subject and content areas
- Students needing assistance with math, reading, learning strategies, etc., may contact the SSC. Individual Learning Plans (ILPS) will be discussed with each student. Students may also contact the SCC for tutoring assistance.

Nursing Computer Laboratory

- The computer lab is secured when not in use. Students needing access to the computer lab may contact any faculty or staff member to provide access. The Burke Street Campus lab closes at 4 PM unless the instructor is present.
- Computers are available on a first come, first serve basis. **Students are advised not to wait until an assignment is due. Scheduled classes have priority for computer lab use.**
- Questions will be on your tests from material covered in any assigned

AV/Computer programs, skills modules, and tutorials.

- No printing of PowerPoints or syllabi is permitted on any FSCC printer. Students must provide their own paper for printing.
- Copies will be made with consent of the instructor only. Student fees and SNO membership do not include copying and printing expenses. Students should inquire about online submission of work. Course documents are provided electronically to reduce printing, lower costs, and save trees. Emergent requests may be handled by the Nursing Department Administrative Assistant based on need and her availability.

Residence Facilities

- The residence hall at Fort Scott Community College provides students with a "Living- Learning" environment which is an integral part of the total educational purpose of this college. Nursing students may apply to live in the college dormitories.
- The cafeteria provides food service for students living in the residence hall. Other students may purchase "meal tickets" directly from the Director of Food Services.

Student Health Care

- Students are responsible for care of personal health problems and should seek the advice of their family physician for evaluation of health problems. Should a student become ill, the student will assume responsibility for her/his health care. Students are encouraged to carry health insurance.
- The College does not have a student health center. In case of an emergency, the student should contact a local physician or go to the nearest Emergency Room or Urgent Care Center in her/his immediate area.

Counseling and Guidance Services

- The purpose of counseling is to help you define your goals, make intelligent decisions, and become better equipped to cope with everyday life situations. The 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.

Academic Advisor

- 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.
- The program director is the academic advisor for all pre-nursing students.

Overload

- Twelve - Fifteen credit hours during a regular semester or 6-9 credit hours in the summer session is considered a standard load. Any student enrolled in nursing courses who wishes to take additional hours must have approval of the Director of Nursing. Final approval is granted from the Vice President of Academic Affairs. It is recommended that students whose GPA is below 3.0 take fewer than 15 credit hours a semester to maintain their grades.

RE: 060986; 051388; 071693; 070700; 071301; 071505; 052406; 052016; 052518; 052219

Financial Aid

- Fort Scott Community College has available several sources of financial assistance to students. These include scholarships, PELL grants, a work-study program, a guaranteed loan program, Kansas Works (WIA), and opportunities for local student employment. It is the philosophy of the college to make every effort to prevent the loss of educational opportunity to any student because of financial need. For assistance with financial aid, the student should see one of the Financial Aid staff members located in the Dick Hedges building on the FSCC campus at 2108 S. Horton.
- Many scholarships are nursing specific. To inquire about available nursing scholarships, please see the Director of Admissions located in the Student Service Office in the Robert and Sylvia Bailey Hall building on the FSCC campus at 2108 S. Horton.

Refunds

- Students in the Nursing Department are referred to the current FSCC Catalog for information regarding refunds. Refunds are calculated based on the date the student officially withdraws in the Registrar's Office or upon receipt of correspondence from the student indicating she/he has withdrawn. Refunds should be requested from the business office at the time of official withdrawal.
- The nursing deposit submitted with the student's "letter of intent" following acceptance into the program is non-refundable. Initial expenditures are made based on the student's intent to enroll in nursing courses. As a result of this commitment of funds, the deposit and fees cannot be refunded to the student.

Withdrawal and Termination

- The nursing faculty may **terminate** any student who, after the nursing department's investigation, is found to have intentionally (with forethought and malice) **breached confidentiality of a patient of the health care agency or violated clinical policy that placed our agency contract in jeopardy**, regardless of clinical or didactic abilities of that student.
- The student who decides to withdraw from a nursing course should plan a termination interview with the instructor. Students withdrawing from the nursing program should meet with the Director of Nursing. The withdrawal policy stated in the college catalog will be followed.
- Students who withdraw from the Nursing Program because of personal, clinical, and/or academic reasons must meet existing admission criteria upon application for readmission. Decisions of readmission will follow the Policy for Readmission and will be made by the faculty after consultation with the student's last nursing instructor. Readmission may be based on available capacity and qualified nursing instructors.

050891; 072500; 061201; 062403; 052406; 072007; 061010; 051311; 052319;052121

Leave of Absence from the Program

- After successfully completing a given semester, the student may decide to take a leave of absence from the nursing program. The student wishing to take a semester or more leave of absence must submit a writing request to the Director of Nursing so the name can be considered for placement on a list to return at the end of the semester. If the student meets the promotion requirements and there is a vacancy for the next class, she/he will have the opportunity to return.
- If the student plans to be out of the nursing program more than one semester, she/he will need to submit a request to return prior to the beginning of the semester in which she/he plans to return. The Selection Committee will review the student's file before a decision is made as to whether to place her/his name on the general advanced standing list. A student that has taken a leave of absence longer than 2 semesters will be required to repeat coursework.
- Regardless of the type of leave of absence, students are responsible to complete the curriculum that is approved by the Kansas State Board of Nursing. Following a leave of absence, the returning student must complete the curriculum that is approved at the time they re-enter the nursing program.

RE: 060986; 051388; 061201; 040309; 052015; 052518; 052319

Activation to Military Duty

- 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 thereon as "Called to active military duty."

Incomplete Course Requirements

- Incomplete grades will no longer be issued for students. Students will receive the grade earned at the close of the semester. With permission from the instructor, the student may submit incomplete work. Course grades will reflect the initial grade submitted to the Registrar's office until the student successfully completes all course requirements as agreed upon with the instructor. At that time, the course instructor will initiate a grade change through the Registrar's Office to the grade earned in the course. Completion of course work must be submitted prior to the start of the next semester or summer session or within 3 months upon completion of the final semester's course(s). Failure to submit work within these time limits will result in the close-of-semester grade "F" remaining on transcript.
- Students must earn a minimum a passing standard in all required curriculum sequence courses in the nursing program.

72982; RE: 21782; 080684; 061785; 060986; 072387; 05188; 121290; 071693; 072500; 062201; 062403; 071505; 062406; 070507; 063009; 051311; 053012; 052016

Grading and Testing

- The Nursing Department uses the following system of letter grades and grade points:

Letter Grade	Explanation	Grade Points
A	Excellent	4 per credit hour
B	Good	3 per credit hour
C	Average	2 per credit hour
D	Below Average	1 per credit hour
F	Failure to Meet Objectives	0 per credit hour
W	Withdrawal	No Points

- **Academic Grades:**
  - A = 89.5 – 100 %
  - B = 79.5 – 89.49%
  - C = 70 - 79.49 % = Course failure

Nursing Department Grading Criteria:

- Examinations
  - Examinations will be given once as scheduled. Each course will have 2 exams, mid-term, and final exam. If an exam is missed because of an excused absence, the student must notify the instructor prior to that exam and decide, according to instructions provided in the course syllabus, to make up the exam. Students must notify the instructor or department prior to the exam to be excused. All excused exams and quizzes must be completed within 48 hours unless prior arrangements have been made with the instructor. A student will receive a grade of zero (- 0 -) if arrangements are not made. Format of the make-up exam will be at the discretion of the instructor. Excused absences include medically excused illness, death within the student's immediate family, college excused absence, jury duty, or subpoena for court appearance. Students will not be able to repeat an exam to receive a higher grade.
  - Format of exams is determined by the individual instructors. Examinations are peer reviewed for content and cognitive level by nursing faculty. Content and level of study determine the type and level of difficulty of test questions. Exams may include alternate-

type questions in addition to standard test formats. All exams are given through Blackboard and are analyzed for reliability and validity.
  - Online examinations will be proctored via the instructor or approved proctor following FSCC proctor guidelines. Some assignments may be non-proctored.

Children in 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.

Quizzes

- Quizzes will be given both scheduled and unscheduled. No make-up will be allowed for unscheduled quizzes. The student will be given a zero (- 0 -) for any unscheduled quiz missed. Scheduled quizzes missed without notification given to the instructor will result in a zero.

General Grading/Testing Policies – All Levels & All Courses

- No extra credit
- No review prior to exam
- No study guides
- No grade inflation >100%
- No grade adjusting without EAC test analysis, peer review, & Director approval
- Quizzes/Exams may be reviewed within one week of assignment date with instructor. An exception is made for 8-week courses. **See Syllabi.**
- Questions are not reused from quizzes to exams or exams to mid-term or final
- HESI –
  - The practice quizzes and/ or examinations are then made available to the student to prepare for course exams and the proctored HESI assessment.
  - Proctored exam prior to final.
  - Students should do their best when taking the proctored course competency exams. These exams provide an indicator of success on the NCLEX-RN exam and identify weak areas for further study. Each proctored competency exams are weighted at, at least 2.5% of total grade.
  - 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.
- Tardiness will not be acceptable and will not be considered an excused reason regardless of the cause. Should a student be late to an exam, the student may not be permitted to take the exam and a zero score may be given at the discretion of the instructor. Students may not be permitted to enter the classroom once an exam has started. Should the student be permitted to take the exam and enter the class, the student will only have the remaining time

of the exam to complete all questions at the discretion of the instructor.

- Exams with question time limits will have the "auto-submit" function turned "on." The test will be submitted when the time limit is reached, and any unanswered questions will be counted as incorrect. Students should develop the skill of pacing through a time-limited exam.
- There are no make-up quizzes or exams during class time. If a make-up exam is given, it is made up at the convenience of the instructor and is not done during class time.
- The test and item analysis information/reports and instructor peer review of exams are proprietary property of the Nursing Department and students are not authorized or permitted to view these documents.
- All hats/caps must be removed during exams and quizzes. Personal items, such as purses, books, backpacks, cell phones (turned off), pagers, notebooks, writing instruments, laptops, smart watches, iPad, electronic devices, drink or beverages, food packaging, and briefcases will be left in the front or back of the room during testing. The instructor or proctor reserves the right to ask students to remove jackets or articles of clothing that are bulky that could be suspicious of covering written material during testing. Student use of any electronic or mechanical device during testing or test review is strictly prohibited and constitutes cheating. Regardless of proctor, sanctions will occur if academic dishonesty is evident. Students are not permitted to write down test questions or answers during the results review at the close of the exam, which is considered academic dishonesty.
- All nursing examinations are given through Respondus Lockdown Browser in Blackboard. Quizzes may be given through the Lockdown Browser at the discretion of the instructor. The browser prevents the student from accessing other sites or programs while testing.
- **Written Work**
  - Any written work must be submitted on the day the assignment is due. No credit will be given for late papers unless prior arrangements have been made. 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 until the work is submitted. Written work is to follow APA Publication Manual Guidelines, 7th edition, and show evidence of nursing peer-reviewed journals in reference/citations.
- **Clinical Work**
  - Clinical work will be graded using clinical evaluation tools. Clinical is pass/fail and the clinical portion of the course must be passed to pass the course. Clinical papers will be graded using the clinical rubric. Students must achieve a minimum average of 80% on all clinical paperwork to pass clinical.
- **Exams**
  - A cumulative mid-term is given and weighted at 20% of final course grade. The final exam will be given once as scheduled during final exams week. Any exception to testing outside of the approved final schedule must be approved by the Vice President of Academic Affairs. All nursing finals are weighted at 30% of the final course grade. Exams are each weighted at 15% of final course grade.
- **Competencies**
  - At the beginning of each semester and prior to the start of clinical rotations, the student will be required to perform comprehensive demonstrations of selected procedures

learned throughout her/his time of study. These demonstrations are pass/fail. The student cannot go into clinical rotations without successfully passing all required demonstrations and/or competencies. Skills competencies should be completed without error and with no prompting. Students must come prepared and practiced performing skill checkoffs. Students may be expected to repeat a demonstration if not prepared. Skills validation or lab checkoffs are essential skills for successful course completion. Students are expected to schedule these events with the Lab Coordinator, be on time, and require 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 counseling session with lead instructor, cc to Lab Coordinator, cc to Student file, and a required 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

Math Competency

- Nursing students are required to prove competency in medication dosing math on course examinations. When a weakness is identified, the instructor will provide remediation requirements that the student must complete to fulfill course requirements. Math assistance is also provided through individualized plans developed by the SSC and HESI materials. Exams will have a minimum of 5 math questions on exams and 10 math questions on final. Students should consider Math for Meds or Applied Math for Nursing courses if they struggle with math concepts.

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

FSCC DEPARTMENT OF NURSING HESI TESTING POLICY

All students enrolled in the FSCC nursing program will take assigned nationally normed HESI specialty exams in each course and an Exit RN Exam in the final semester of the program. Students should aim to achieve a score of 900 or higher on each exam. Research demonstrates that scores in this range on the HESI Exit Exam are highly predictive of NCLEX success.

- **Purpose:** The purpose of the HESI exams is to improve students' critical thinking, reasoning skills, and test taking strategies to achieve NCLEX success.
- **Specialty examinations:** All students are required to take proctored exams in each nursing course as specified in Table 1. Exam schedules will be published in the respective course syllabus. One proctored exam, which will be given as a practice exam, will be scheduled according to the lead instructor's preference. A personalized study packet is generated based on student performance, to address areas of greater weakness first. Students can use this study packet to prepare for the second proctored exam. The higher score of the two proctored exams will be weighted at 5% of the student's total grade. Table 2 outlines the conversion scores for this second proctored exam.
- **HESI Exit examination:** The HESI Exit exam is administered during the final semester of the program. An online remediation plan is developed for each question missed and students will be encouraged to complete the remediation plan. Students should aim for a 900 or higher benchmark score on the HESI exam before sitting for the NCLEX examination.

Revised: 120622

Table 1: HESI Specialty and Exit examinations

HESI Specialty Exam	Course	Plan of Study
Fundamentals	NUR 1118	1st semester
Dosage and Calculations	NUR 1118	1st semester
Maternity Nursing	NUR 2312	2nd semester
Pediatric Nursing	NUR 2323	2nd semester
Mental Health	NUR 2333	2nd semester
Pathophysiology	NUR 1228	3rd semester
Pharmacology	NUR 1228	3rd semester
Medical/Surgical	NUR 2518	4th semester
Management/Community	NUR 2542	4th semester
Exit Exam	NUR 2542	4th semester

Table 2: Conversion scores for second proctored HESI Examination

HESI Scoring Interval	Performance Level	Grade Book Score
Greater than 1050	Recommended Performance	100
1000-1050		97
950-999		94
900-949		91
875-899	Acceptable Performance	88
850-874		85
800-849	Below Acceptable Performance	82
750-799		79
700-749	Needs Further Preparation and Retesting	76
699-650		73
649-600		70
599-550		67
549-500		64
499-0		61

Origination – 062018; REV. 052319, 060220, 060821

Standardized Testing

- Proctored tests will be given close to the completion of each course. A predictor exam will be given near the end of the nursing program that will assist the student to prepare for the NCLEX-RN exam. The proctored exams used will be those chosen by the faculty. The exam scores are used to advise students in areas needing improvement and as a part of the nursing program evaluation. Students with results less than expected per syllabus must complete a remediation plan established by the instructor.

Exit Examinations: HESI Exit Examination

- Students will complete the HESI RN Exit Predictor Examination during the 4th semester. The student must then successfully complete the HESI Compass to meet course completion requirements. Students will be given 3 (three) different versions of the Exit RN Exam during the final semester.
- Students completing the Exit RN Exam will be required to obtain a score of 825 to be eligible to sit for the NCLEX-RN. If they do not achieve this score a nursing hold will be placed on their account.
    - A nursing hold will only be placed on a student account if they do not achieve the requirement benchmark score. Students will be able to attend the pinning ceremony, their transcript will not be released to a state board of nursing until the hold is removed. To have the hold removed students will be required to be completed in HESI Compass and complete two additional Exit Examinations. If a student gets a grade higher than the benchmark set the hold will be released. If after two attempts the student does not meet the benchmark. A meeting will be held with faculty/staff to complete a plan for success and move forward. Each plan and determination of the removal of the hold will be agreed upon during this meeting and placed in the student's file.
- Since the student will be within six (6) hours of completing the degree, she/he may participate in nurse pinning and graduation ceremonies. However, a student that is not able to complete this will have a nursing hold placed on their account until the student achieves at least an 825 on the Exit RN Exam.
- Students who do not obtain a passing score will be required to remediate and attempt the Exit RN Exam two (2) additional times. If a passing score is not achieved after five (5) total attempts a meeting with faculty will be held to create a plan for success.

Origination – 060810; **Revised** – 07022010; 111110; 051311; 05/2013; 052914; 052518,060220,120622

Academic Integrity/Dishonest Behavior

- 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:

- 1. 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.

- **Attendance**
  - Regular class attendance and participation in class activities is expected of all students. It is the responsibility of the student to make up class work missed for any reason, including college-sponsored activities. 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.
  - 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.
  - When attendance becomes so irregular that the student is in danger of not meeting the course objectives, the instructor will notify the Counseling Office through Campus Connect Early Alert online, and attempt to notify the student, that an attendance problem exists. Failure to meet the attendance requirements of the class will adversely affect the student's grade and, consistent with the instructor's attendance policy, may result in the award of a grade of "F" related to poor academic performance. It is the specific responsibility of the student to meet the attendance requirements of the class. The student shall not expect or request that the instructor initiate a withdrawal on her/his behalf. The appropriate form for executing a withdrawal from a course must be used and signed by the student. The form is available in the Student Services Office and the completed form should be submitted to the Registrar's Office. Under certain extraordinary circumstances (i.e., sudden, and extended family emergency; major health problem preventing continued attendance; sudden recall to military duty) the student may request permission to be withdrawn from her/his classes. This request requires approval of the faculty member and the Vice President of Academic Affairs**.**

- **Clinical Absence**
  - **Students are required to contact the clinical site or clinical instructor as stated in the course syllabus, at least one (1) hour prior to the start of their shift. Students are required to make up each clinical absence**. Students who are tardy will be required to make up the time. 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. If absences are excessive, it may not be possible to complete the objectives of the course, and the student will fail the clinical, resulting in an 'F' for the course. **An excused clinical absence includes medically excused illness or a death within the immediate family, college excused absence, and jury duty or subpoena for court appearance.** Because make-ups are time consuming, they will be assessed on an individual basis. Students missing three (3) or more clinical days should consider withdrawing.

- Realizing that emergencies do occur, and that illness even strikes nursing students at times, **no more than one scheduled make-up clinical day will be provided per semester for make-up.** Additional clinical make-up may be scheduled into other clinical rotations at the discretion of the instructor. Students who cannot be accommodated within established clinical rotations have the option of paying the faculty's expense for a special clinical day at $32.00/hour - paid in advance to FSCC.
- **Absence from clinical with no call equals an unsatisfactory clinical day and a zero on any paperwork.**
- Students may plan with the lead instructor for early clinical make-ups for anticipated absences, i.e. – pregnancy delivery and special needs.

Revised 072302; 062403; 0704; 071506; 052406; 072007; 052808; 040309; 061010; 051311; 052016; 052518,060220

School and Clinical Cancellation

- The President has the authority to close the college whenever any condition exists which in the opinion of the President, warrants the closing of the college. Emergency closing situations include but are not limited to snowstorms or other weather conditions, heating failure in the buildings, health reasons (epidemics) and budgeting problems. (Board Policy 1995)
- Students are advised to monitor campus alerts and local news outlets for advisories pertaining to campus closure. All students will be auto enrolled into a text alert system through FSCC called RAVE alerting of any campus closure. If a student does not wish to be enrolled, they may respond to any alert message with "Stop" to be removed. If a student wishes to enroll/ re-enroll in the RAVE text alert system, they are to contact FSCC's Director of Strategic Communications.
- Occasionally, weather is such that traveling to distant clinical sites is not advisable. In these instances, the instructor may decide to cancel or delay the clinical and reschedule it for a later date. Should this happen, the instructor will notify the Director of Nursing and the students to confirm the cancellation or delay of clinical. Cancellation of clinical should occur only in rare instances and the clinical must be made up later.
- Students are not expected to put themselves in harm's way. Weather conditions may vary across the service area. If the student determines it is unsafe for him/her to travel, she/he shall notify the instructor and decide to make-up missed work or activity.

Effective 11/1300; Revised July 2001; 061010; 062518

Conduct in Clinical Agencies

- The student is responsible for her/his conduct while in a cooperating agency. The student is expected to behave in a professional manner in all relationships with agency personnel and instructor. Misconduct of a nursing student that places the school's contract with the clinical site in jeopardy may be cause for course failure and/or dismissal from the nursing program. The student must abide by the existing rules and regulations of the agency. Students are

expected to demonstrate a positive attitude about instructors and the agency in which they are receiving clinical experience. Remember, students are guests in the agency and are expected to conduct themselves accordingly.

- Be careful of patients' belongings. Do not borrow anything from patients. Students are not to accept tips or gifts from a patient or family. The student shall consider information about patients, the 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.**
- Students must comply with all health, immunizations, orientation, and certifications required by the clinical agency and affiliation contracts**. <u>All health records are due prior to the start of semester</u> classes.** Students must have all records on file with the nursing department and receive a ticket to the first day of class from the Nursing Department Administrative Assistant. **Students not in compliance will not attend clinical and will <u>receive unsatisfactory days for each missed day.</u>** All clinical days must then be made up to successfully complete the course.

<u>Expectations for Clinical Practice</u>

- **Clinical Evaluation**
  - The student will be graded on a pass/fail basis. Any infraction of the following safety guidelines will constitute an unsatisfactory clinical day. Satisfactory clinical practice for the student nurse is that she/he:
    - Demonstrates safety in clinical performance. Recognizes own limitations and seeks help accordingly.
    - Verbalizes knowledge of the drug(s) being administered and administers medications and treatments by using the "6 rights" and charts correctly.
    - Promotes safety by investigating medication or treatment modalities that appear to be contraindicated by the client's reaction or underlying pathology.
    - Contributes to a safe environment to protect the client, members of the health care team, and others from real and/or potential hazard.
    - Accepts responsibility for actions which were based on own decision(s).
    - Maintains a personal appearance and courteous approach which reflects respect of self, client and profession and incorporates teamwork and collaboration into practice.
    - Demonstrates respect for dignity of all clients in various settings in the provision of patient-centered care.
    - Is aware of and contributes to quality improvement activities on the nursing unit.
    - Uses informatics to access information, provide documentation, and research current literature.
    - Identifies and uses best practice/evidenced-based practice in developing plan of care.
    - Follows additional written criteria submitted by clinical instructor.
    - Follows all Procedures and Protocols of clinical agencies.

RE: 042283, 051388, 010689, 071693, 072600, 051601, 072302; 072007; 061010; 051311; 052518

Clinical Experience

- Lab/Clinical performance will be graded on a pass/fail basis. Skills competencies must be successfully passed prior to going into clinical rotation. A passing grade in both paperwork and weekly grades combined must be earned to pass the course. A failure in clinical will result in a grade of "F" in the course. Any student that is banned or barred from a clinical agency cannot complete requirement and will withdraw from the nursing program or not be admitted. A student who does not perform satisfactorily in the clinical area will be counseled by the appropriate clinical instructor. Four (4) unsatisfactory clinical days in the program will constitute failing the program. Two (2) in a semester may result in a failing grade for the course.
- The following are reasons for Unsatisfactory Clinical Performance:
- Note: Points marked in bold will result in an unsatisfactory day AND zero - 0- on clinical paperwork which cannot be made up.
    - Any medication errors
    - **Insubordination**
    - Failure to follow dress code
    - **Sexual Harassment**
    - Failure to follow attendance policy
    - **Tobacco/ e-cigarette use during clinical shift**
    - **Cell phone or mobile device use (unauthorized)**
    - **Disrespect toward others**
    - Pattern of tardiness
    - Using ink pen in Simulation
    - **Failure to follow safety expectations**
    - **Working night shift prior to clinical**
    - Failure to comply with health & CPR requirements
    - Unsatisfactory on written work
    - **Theft of patient, agency, student, or school property**
    - **Any intentional breach of confidentiality in either clinical or simulation experiences**
    - **No Call/No Show for clinical day**
    - **Patient Abandonment**

- Students will be sent home from the clinical site for the remaining clinical day with an unsatisfactory if they exceed a half-hour lunch and two 15-minute breaks during the clinical day without the permission of the clinical instructor. Clinical will be made-up by the student at the convenience and discretion of the clinical instructor. Up to three cumulative incidents of "Unsatisfactory" ratings on Clinical Evaluation Tool with no demonstrated improvement will result in an unsatisfactory day.
- Problems in clinical performance will be reviewed by the faculty. Students will be informed of faculty decisions in writing as soon as possible within the week.
- Final action regarding a student's failure in the clinical area will be preceded by a formal hearing with the Director of Nursing, faculty, and student present.

Clinical Observation

- **Policy:**
  - Students and Instructors of Nursing Schools will be provided with definition of clinical observation.
  - **60-2-105 (f)** Clinical observational experiences.
    - The objectives or outcomes for each observational experience shall reflect observation rather than participation in nursing interventions
    - Affiliating agencies in which observational experiences take place shall not be required to be staffed by registered nurses
    - Observational experiences shall constitute no more than 15 percent of the total clinical hours for the course.
- **Purpose:**
  - To allow a process, in which the student views health care interventions, which provides the student with additional learning opportunities.
- **Procedure**:
  - Clinical observation experience is defined as the process in which the student views health care interventions, which provides the student with additional learning opportunities. The student will not directly participate in the interventions nor will the student record or note any findings on which the institution would rely for care outcomes. This interpretation will therefore allow the use of any senses and may involve contact with a patient given care by agency personnel. For example, the student may listen to heart, lung, circulation sounds, feel a pulse, mass, etc., take a blood pressure for the sole purpose of observing something out of the ordinary, while a professional who has assessed and provided care to the patient/client supervises the student. It is the responsibility of the agency to collect all data and to give care to the patient while a student is in the observational experience. The instructor need not be present, but the students are included in the faculty-student ratio.

Kansas State Board of Nursing: Kansas Nurse Practice Act (072701)

Preceptor Clinical Experience

- **60-2-105 (g)** Clinical experiences with preceptors shall be no more than 20 percent of the total clinical hours of the nursing education program. This prohibition shall not apply to the capstone course. (Amended 3-6-2009)
  - Preceptors must hold an active Kansas Registered Nurse license, be a staff member of one of our contracted clinical agencies and must be approved by the lead instructor for the course. Preceptor and student agreements provide the roles of the preceptor and student, learning outcomes and expectations, and method(s) of feedback of student performance. Students may not begin a preceptor clinical experience until the lead instructor has approved the preceptor agreement and clinical schedule and provided the preceptor with orientation regarding the student- preceptor relationship and course information. Preceptor experiences must be completed prior to the Friday before finals week. The preceptor provides feedback for the instructor's student evaluation of performance.
  - Preceptor experience is regulated by the Kansas Nurse Practice Act. Students must comply by having the preceptor and schedule approved by the course instructor **prior** to the experience. Non-compliance will require those hours affected being repeated to be within the proctored experience requirements and the student will receive an unsatisfactory clinical experience. Schedules and preceptors cannot be changed without instructor approval.

Kansas State Board of Nursing: Kansas Nurse Practice Act

Student Nurse Uniforms

- Both male and female students are expected to purchase and wear the established school uniforms. A short white lab coat with FSCC patch or engraved jacket (from approved school vendor) are optional. However, these are the **ONLY** approved items to be worn over the scrubs. (Osawatomie will be the ONLY exception to this rule.) Lab jackets will not be provided for use by the program. These uniforms are to be ordered online from the approved uniform vendor.
- Primarily white impermeable, closed toe and closed heel nursing shoes are worn by both men and women. Clean, white leather tennis shoes are acceptable.
- White or flesh colored hose are worn with the dress uniform.
- A name tag from the school is worn with the uniform or lab coat any time the student nurse is representing the FSCC Nursing Department. Photo IDs are obtained in Student Services. Nursing requires I.D. to be prominently displayed during clinical. Badge holders and retractable clips are provided by the Nursing Department.
- Tattoos must be covered according to clinical agency policy.
- No facial, multiple ear, or tongue jewelry is permitted in clinical or observational settings.
- Jeans/denim are not permitted in any clinical setting, including orientation settings.
- Uniforms will be worn for clinical assignments in cooperating agencies and in the classroom on request of the instructor. Uniforms will not be worn as street clothes except for travel to and from the clinical area.
- The human simulation lab is considered a clinical experience, and school uniforms are required during simulation.

Unacceptable uniform items

- Yellowed, wrinkled or dirty uniforms/lab coats or shoes
- Open heel or toe shoes (clogs, sandals, etc.)
- No ill-fitting pants, unhemmed pant, or pants touching the ground.
- Sweatshirts, hoodies, and pullovers will not be allowed in lieu of lab jackets.

Approved 042589; 051598; 070700; 071301; 072302; 062403; 052808; 040309; 051311; 052015; 052518; 052319;052121

Dress Code

- 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!
- Policies are adopted to protect patient 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.
- 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!**
- Clear or neutral polish is acceptable. No harsh colors will be allowed, this is at the discretion of the clinical instructor. 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 body/tongue piercings.
- 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.
- In the classroom the students are to always wear appropriate attire and shoes.
- **No tobacco use is allowed while the student nurse is at clinical assignments.** This includes smoking, chewing tobacco and electronic cigarettes in cars, agency parking lots and any agency property, and simulation experience. 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. Use of tobacco during a clinical shift will result in an unsatisfactory clinical day and a zero -0- on clinical paperwork.
- Chewing gum is not allowed in clinical or laboratory settings.
- The instructor will consider unsatisfactory dress and personal appearance as matters for counseling.
- If the appearance and cleanliness are unsatisfactory or the student is not in proper uniform, she/he may be sent home by the instructor. This will be considered an absence and make-up will be required.
- Effective June 1, 2019, FSCC campuses are entirely smoke free. No smoking is allowed on FSCC property.
- Grey, white, maroon, or black solid shirts may be worn under the scrub top.
- Only grey, white, maroon, or black socks may be worn.

041890; 052496; 070700; 071301; 062403; 071505; 052406; 072007; 040309; 051311; 052015; 052016; 052417

Dress Code for Clinical at Osawatomie State Hospital

- 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.
- The student must be neat, clean, and well groomed. Student uniform is appropriate. No white lab jacket.
- An FSCC issued name badge is required.
- No jewelry allowed except wedding ring, watch, and small pierced earrings.
- Shoes must be clean and in good repair (no sandals or canvas shoes).
- Wear socks or hose with shoes that cover the feet.
- No revealing clothing.
- Must meet the clinical instructors and agency approval.

Revised 051388; 060189; 070700; 051601; 062403; 052406; 051013; 052518

Counseling by Nursing Faculty

- A program of continuous on-going evaluation by nursing faculty provides an opportunity to guide the student's progress in the nursing program.

Counseling Nursing Student Performance

- Counseling sessions may be prompted by the student, instructor, or Director of Nursing any time there is concern that the student is performing less than satisfactory in the classroom and/or laboratory setting.
- Counseling Notes shall be written by the instructor using the "Counseling Note" form.
- The Director of Nursing shall be informed prior to calling the counseling session and depending upon the concerns, may participate in the counseling session.
- The instructor shall carry out the counseling session.
- A copy of the Counseling Note will be given to the student in question and placed in her/his nursing file. If appropriate, a copy will be given to the Vice President of Academic Affairs.
- Students may file a grievance through the procedures outlined within the college catalog.

RE: 072382; 060986; 072387; 051388; 101488; 070700; 062403; 072007; 052016; 052417; 052518; 052319

FSCC Department of Nursing Course Remediation Policy

- **Purpose:**
  - The purpose of this policy is to provide remediation for those students that are below the 80% mark for the class, or any of those students that get below an 80% on course exams or midterm.
- **Plan:**
  - The plan requires additional, alternative ways to study and present material, so that all students can be successful at FSCC. With adaptive learning, the plan will be to tailor additional learning to each individual student.
- **Procedures:**
  - For students receiving less than 80% on any nursing course examination:
    - The lead instructor for the course may require that the student who scores less than 80% remediate.
  - An adaptive quiz in Sherpath may be created by the lead instructor for each student who does not receive an 80%.
  - The quiz will cover the material that was covered on the course examination. The number of questions and/or mastery level will be set by the lead instructor.
  - The student will complete this before the next examination, midterm, and/or final, whichever it might be.
  - Completion of the remediation assignment is the ticket to class for the next examination.
  - If student has not completed remediation prior to exam day, the student will not be eligible to take the exam in instead will complete remediation, student will then be required to stay after class to complete the exam.

Probation

- Probation is considered as a period in which an undesirable behavior or performance is closely monitored by the instructor and student with the purpose of correcting her/his limitations.
- The probation period will extend for the duration of the semester or can continue throughout the program on recommendation of the faculty. If sufficient improvement has not been demonstrated or the student demonstrates unsatisfactory behavior in subsequent clinical experience, he or she will be asked to withdraw from the program or be suspended administratively pending outcome.
- At any step in this process the student has the right to confer with another faculty member after first informing the involved faculty member of the desire to speak to another.
- Probationary students will not be permitted to serve on nursing committees or be eligible for student awards or hold SNO office while they are on probation.
- Any student who returns to the program after failing either academic and/or clinical component of a nursing course or with behavior concerns in a previous semester will be placed on a probationary status. The student will develop with the lead instructor a plan to achieve success upon returning to the program.
- Any variation from an approved probationary contract signed by the instructor(s) and student must be approved by the Program Director.

Protocol for Probation

- **Step 1**
  - Instructor and student will have a conference concerning the need for improvement of unsatisfactory/unsafe performance. A written conference form with the instructor and student describing the situation will be placed in student's record. (The student will receive a copy of this warning within one week.) This written conference form constitutes an official warning of impending probation. If the specific behavior reappears or any other pattern of inappropriate behavior continues, a second conference will then be held and documented.

- **Step 2.**
  - Instructor will recommend probation during faculty team meeting.

- **Step 3.**
  - The student has the option to appear before a faculty panel. A meeting will be scheduled, and the student will have the opportunity to present their documentation/ case. The student will also be aware that the faculty will have the right to question the student after the presentation. The student will not be present when the vote is taken on the recommendation but will be informed by the instructor as soon as the meeting has ended. There must be a minimum of three nursing faculty present at time of vote.

- **Step 4.**
  - If necessary, the student and faculty members may meet with the Director of Nursing to discuss probation and/or dismissal.

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

Grievance Procedures

- 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, then the level coordinator, and finally the department director.
- A department hearing will be held involving the student, faculty, and director prior to any final action taken against a student. The student may have a fellow student of her/his choice present at the hearing.
- 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.
- Students wishing to contact our approval and accreditation agencies may do so. The contact information is provided below:

Kansas State Board of Nursing
900 SW Jackson, Suite 1051
Topeka, Kansas 66612-1230
785.296.4929
www.ksbn.org

The Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
(404) 975-5000
https://www.acenursing.org/

052710; 051311; 06192019

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
  - 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

Nursing Student Awards Guidelines

- The awards presented to students enrolled in the nursing program are to recognize outstanding performance and commitment to learning. The Recognition and Pinning Ceremony is held at the end of each semester to recognize graduating students and those receiving special awards.
- **NOTE: Winners of student awards and scholarships are expected to attend school functions when these awards are given out.** Students who make no attempt to attend will not be considered for awards or scholarships during the next semester.

070700

Outstanding Nursing Student Award

- This award is given to the outstanding fourth semester student from each of the Fall and Spring graduate classes. Recipients will receive the award at the Pinning Ceremony. The nursing faculty will determine the pool of eligible candidates. The student will:
  - Maintain a 3.5 or better overall grade point.
  - Receive no unsatisfactory clinical days or probation days throughout the program.
  - Be a current, participating member of SNO. Be active in extracurricular activities, such as Honor Society or other campus activities
  - Pay SNO dues regularly.
  - Attend 50% or more of the SNO meetings during 3rd & 4th semesters.
  - Exhibit a caring and compassionate attitude toward clients, peers, FSCC faculty and staff.
  - Demonstrate the responsibility to attend class, clinical, and SNO meetings.
  - Demonstrate above average leadership and communication skills.
  - Be a positive role model and mentor to other students.

REVISED: 052319;052121

First Level Professionalism Award

- This award will be given each semester at the Pinning & Recognition Ceremony. The award will be given to the outstanding first level nursing student, nominated by faculty and staff according to the following criteria. The student receiving this award will be chosen by first level faculty.
- To be eligible for this award the student must:
- Maintain a 3.0 or better overall grade point average
- Demonstrate above average clinical skills as outlined in the clinical evaluations
- Receive no unsatisfactory clinical days during the first level
- Receive no probation days during the first level
- Be neat and professional in appearance
- Be involved in extracurricular activities, such as SNO, Honor Society, Student Council, and/or other campus activities
- Be involved in department and community activities, such as Bloodmobiles, B/P screenings, health fairs, and ceremonies
- Exhibit a positive attitude towards other students, faculty and FSCC

ADOPTED: 050997; REVISED: 051398; 060700; 061201; 062303; 072007; 052510; 051311; 05252018; 052319

Second Level Professionalism Award

- This award is given each semester at the Pinning & Recognition Ceremony. The award will be given to the outstanding second level nursing student, nominated by faculty and staff according to the following criteria. The student receiving this award will be chosen by second level faculty.
- To be eligible for this award the student must:
- Maintain a 3.0 or better overall grade point average
- Demonstrate above average clinical skills as outlined in the clinical evaluations
- Receive no unsatisfactory clinical days.
- Receive no probation days during the second level
- Be involved in extracurricular activities, such as SNO, Honor Society, Student Council, and/or other campus activities
- Be involved in department and community activities.
- Exhibit a positive attitude toward other students, faculty and FSCC
- Be a positive role model and mentor to first level students

ADOPTED 050997; REVISED: 051598; 060700; 061201; 062303; 072007; 052510; 051311; 052518; 052319;052121

STUDENT NURSE ORGANIZATION BY-LAWS

Article I: Name of Organization

Section I. This name of this organization shall be called the Fort Scott Community College Student Nurse Organization (SNO).

Article II: Purpose and Function

- Section I. Purpose
  - To promote professionalism in nursing,
  - To serve as a forum for student questions, concerns, or complaints.
  - To promote a positive image of the nursing profession.
  - To provide students with opportunities to develop professional and leadership skills.
  - To conduct regularly scheduled meetings using parliamentary procedure.
- Section II. Function
  - To promote participation of all nursing and pre-nursing students in SNO activities.
  - To participate in select health related community activities.
  - To provide student input to strengthen nursing education.
  - To promote and encourage student's participation in interdisciplinary activities.
  - To represent nursing students to the consumer, to institutions and other organizations.
  - To promote and encourage collaborative relationships with nursing and health related organizations.

Article III: Members

- Section I. School Constituent
  - Membership shall include all students having paid membership dues. The organization is open to nursing students and those other students interested in nursing.
  - School constituent membership is composed of active or associate members who are of the NSNA and the state association when one exists.
  - SNO shall be composed of at least 10 members from FSCC Department of Nursing and Allied Health or the total school enrollment if less than 10. There shall be only one chapter on this school campus.
  - For yearly recognition as a constituent, an officer of SNO shall submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and functions, membership, dues, and representation.
  - A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the NSNA Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.
  - SNO is an entity separate and apart from NSNA and its administration of activities, with NSNA and (state association) exercising no supervision or control over these immediate daily and regular activities. NSNA and (state) have no liability for any loss, damages, or injuries sustained by third parties because of the negligence or acts of SNO or the members thereof. In the event any legal proceedings are brought against NSNA and (state association), SNA will indemnify and hold harmless the NSNA and (state association) from any liability.

- Section II.
  - Categories of constituent membership Members of the constituent associations shall be:
    - Active members:
      - Students enrolled in state approved programs leading to licensure as a registered nurse.
      - Active members shall have all the privileges of membership.
    - Associate members:
      - Pre-nursing students, including LPN's, enrolled in college programs designed as preparation for entrance into a program leading to an associate degree.
      - Associate members shall have all the privileges of membership except the right to hold an office as president or vice president at local, state, and national levels.
    - Individual Members:
      - Individual membership shall be open at the national level to any eligible student when membership in a constituent association is not available. Individual members shall have the privileges of membership as prescribed in NSNA bylaws.
      - Active and associate membership shall be renewable annually
      - The faculty of the Nursing Department shall serve as an advisory council and will appoint a faculty advisor for the organization.

Article IV: Dues

- Section I:
  - The Annual NSNA dues for active and associate members shall be $__per member, plus $___state and $10.00 school dues, payable for the appropriate due year. The dues year for membership shall be a period of twelve consecutive months.
  - The Annual NSNA dues for active and associate members shall be $__per member, plus $___state and $20.00 school dues, payable for the appropriate due year. The dues year for membership shall be a period of twenty-four consecutive months.
  - National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. NSNA shall not collect nor remit school chapter dues.
  - Any member who fails to pay current dues shall forfeit all privileges of membership.
  - School chapter dues are payable to the Treasurer or Faculty advisor at any time during the semester.

Article V: Board of Directors

- Section I. Composition
  - The Board of Directors will consist of President, Vice President, Secretary and Treasurer.
- Section II. Responsibilities
  - The Board of Directors shall be responsible for:
    - Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting. A business meeting shall be held once a month with the date being set during the first regular meeting.
    - Filling vacancies in any office by two-thirds majority vote of Board of Directors except the office of President.
    - Reviewing expenditures, revenues, policies and procedures and any other business of the association.

- Section III. Quorum
  - A quorum for the board meetings shall be the presidents or vice president, two other board members and one faculty advisor.
- Section IV. Duties of the Board of Directors shall consist of:
  - President
    - Shall preside at all meetings of this association, appoint committees as needed, perform all other duties pertaining to the office and represent this association as needed.
    - Shall serve as chairperson of the Board of Directors meetings.
  - Vice President
    - Shall assume responsibility of the office of President in the event of the vacancy occurring in the office until the next regular election.
    - Shall preside at meetings in the absence of the President.
    - Shall assist the President as needed.
  - Secretary
    - Shall record and distribute the minutes of all meetings.
    - Shall keep on file as a permanent record all reports papers and documents.
    - Assist the President with official correspondence.
    - Deliver to the newly elected Secretary all association papers.
  - Treasurer
    - Submit financial reports to the Board of Directors and membership as directed by President.
    - Keep a permanent record of all dues received from members and any other income and disbursements with assistance of the Faculty Advisor.

Article VI: Elections

- Section I. Election of Board of Directors
  - Elections shall be held every semester
  - All nominations shall be made for the floor.
  - All elections shall be by secret ballot.
  - A plurality votes of the members present and entitled to vote constitutes an official election.
  - In the event of a tie, a re-vote shall be held.

Article VII: Meetings

Section I. Membership Meetings

A. Meeting dates shall be set by the Board of Directors.

B. Meeting location and time will be posted on the chapter bulletin board at least one week prior to the meeting.

C. The faculty advisor will be present at each meeting.

Article VIII: Committees

- Section I. Appointments
  - Committee members shall be appointed by the Board of Directors from a group of volunteers.
- Section II. Responsibility
  - All committees shall be responsible to the Board of Directors for reporting committee activities on a

regular basis and shall report same to the general membership.

Article IX: Delegates

- Section I. Purpose and Function
  - To serve as spokesperson for SNO at the annual state and national conventions.
  - Present to the state and national organizations all proposed resolutions or proposed amendments to the bylaws.
  - Keep informed as to all current and proposed resolutions at the state and national levels and report information to chapter membership.
- Section II: Qualification and Appointment
  - Qualifications to serve as delegate will be determined by the Board of Directors.
  - The Board of Directors will appoint delegates who meet the qualifications.
- Section III. Delegate representation
  - School constituents:
    - The school chapter, when recognized as an official NSNA constituent, shall be entitled to one voting delegate and alternate at the NSNA Hours of Delegates, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.
    - The school chapter delegate(s) and alternate shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting according to chapter bylaws. The school association my designate an alternate delegate for each delegate by one of the following two mechanisms:
      - Selection and/or election by members of SNO according to chapter bylaws: or
      - Written authorization to the State Board of Directors requesting them to appoint a member of the State Board to act as a state-appointed alternate for SNO.
        - School chapters shall approve the appointment.
        - The State Board of Directors shall verify that any state appointed alternate is a member in good standing of the NSNA and the state association.
        - A school chapter must have a selected and/or elected delegate present at the NSNA Convention to have a state-appointed alternate seated in the House of Delegates.
        - All alternates, whether school selected or state- appointed, shall have the same privileges as an elected delegate when seated in the House.
  - The school association shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed based on the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting.

Article X: Amendments

- Amendments to the Bylaws may be made with a 2/3 vote of those present and voting at a membership meeting if notice of proposed amendments has been sent to members at least one week prior to the meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered.

Article XI: Parliamentary Authority

- All meetings of this association shall be conducted according to the parliamentary law as set forth in *Robert's rules of Order Newly Revised* where the rules apply and are not in conflict with these bylaws.

RE: 042589; 0492; 1193; 2006; 2009; 0517

Professional Behavior Expected as a Student Nurse

- ***Professionalism = Holding yourself to the highest standards***
  - Desire to be the best nurse you can be! Be the nurse who you would want, if you were completely dependent and needed to be cared for
  - Clinically curious . . . desire to know the WHY? Of everything that is done if not known or understood
- ***Professionalism = Embracing the responsibility***
  - You are holding the life of another in your hand. Never take this lightly
  - Take initiative, ownership, and responsibility for the care of your patients, but do not hesitate to ask for help or collaborate prn!
- ***Professionalism = Caring***
  - Be truly engaged and empathetic towards those you care for
  - Demonstrate intentional caring in all patient interactions
- **Professionalism = NO incivility/disrespectful behavior towards patients, faculty, staff, or students**
  - Come to clinical in proper uniform per student handbook, watch with second hand, stethoscope, and name badge
- **Professionalism** = Embrace your role as an educator. Use the nursing process to:
  - **Assess** what are the priority needs and what the desired outcome will be
  - **Assess** what the patient/family knows and determine what must be reinforced and added
  - **Assess** and identify primary learning style
  - **Assess** any barriers to learning (language, level of education, HOH, motivation)
  - **Assess** for the presence of risk factors that are present that could be managed to promote health and disease progression
  - **Implement** by considering and minimizing distractions and teach at appropriate times
  - **Implement** by using pictures and illustrations to promote comprehension and retention
  - **Implement** by keeping it simple! If you do not understand your topic to bring it down to this level, you are not ready to teach it!
  - **Evaluate** by summarizing main points and then have the patient/family repeat these main points at the end of your discussion
- ***Professionalism = Reflective practice***
  - Reflect on what went well/poorly and make needed adjustments to prevent problems next time
  - Ability to receive constructive feedback and grow as a result
- **Professionalism = Promptness**
  - On time for clinical. Being late will result in loss of professional points.
  - *Application of all prior nursing theory/clinical into the practice setting*
  - *ALL clinical skills that have been taught must be prepared to do clinically*

- **Medication pass:** for every medication scheduled & prn's in last 24 hours know:
  - Medication class/mechanism of action
  - What is it for?
  - Safe dosage? Know range of dosages…is this a low-avg or high dose?
  - **All meds** are to be supervised/checked by instructor and **NOT** primary Rn unless expressly told by instructor
  - IV incompatibilities, dosage calculations for IVPB, or IVP must be done **BEFORE** starting med pass
  - Be prepared to provide safe patient care BEFORE pre-conference with the ability to answer the following clinical reasoning questions:
    - What is the medical problem that your patient is most likely presenting with?
    - What is the underlying cause/pathophysiology of this problem?
    - Based on the data you have collected, what is your primary concern right now?
    - What interventions will you initiate based on this primary concern? (Start with A-B-C priorities)
    - What body system will you most thoroughly assess based on the patient's chief complaint and primary/priority concern?
  - Ability to answer the following clinical reasoning questions DURING clinical:
    - What is the worst possible complication to anticipate?
    - What nursing assessment(s) and interventions will you initiate to identify and respond to this complication if it develops?
    - What VS & assessment data is RELEVANT that must be recognized as clinically significant to the nurse?
    - What lab/diagnostic results are RELEVANT that must be recognized as clinically significant to the nurse?
    - What is the relationship between the following physician orders/meds and your patient's primary medical problem?
    - What education needs have you identified and how will you meet them?
  - Room order
    - Room clean and orderly
    - Assess peripheral IV, IV fluids and rate verified
    - O_2 correct flow
    - NG to correct suction…tube feeding at correct rate
  - Foam in/out CONSISTENTLY
  - Follow all hospital & unit policies/procedures. Review as needed to provide safe care.
  - Report off to primary Rn and instructor before leaving floor for break and end of shift using SBAR format

I have been provided a copy of this document and have read these professional responsibilities and will hold myself accountable to these clinical expectations.

Student Signature:_____ Date: _____

2015 Keith Rischer/www.KeithRN.com

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 STUDENT NURSE:

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

NOTARY: _____

I have read and understand the policies stated in the 2022 – 2023 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