SEWARD COUNTY COMMUNITY COLLEGE

NURSING PROGRAM

Level I – Certificate in Practical Nursing

Level II - Associate Degree in Nursing

STUDENT HANDBOOK

(620) 417-1401
(620) 417-1449 (fax)

P.O. Box 1137

Liberal, Kansas

2017-2018
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WELCOME

On behalf of the Board of Trustees, Administration, and faculty, it is with pleasure that I welcome you as a student in the nursing program at Seward County Community College (SCCC). The nursing faculty and I look forward to having you in the program and wish you success.

Our commitment to you is to provide a nursing curriculum which will prepare you as a practitioner of nursing in primarily acute and extended care facilities. The curriculum is also designed to prepare you to complete the National Council Licensure Examination (NLCEX) as a practical nurse and/or a registered nurse.

Your commitment to us involves devoting the time and energy needed for mastery of program outcomes. This is a serious commitment on your part, but is necessary for you to achieve your goal of becoming a nurse. I encourage you to stay focused on this goal as there are many distractions in our daily lives. Continually remind yourself of the reason you chose to attend nursing school and stay committed to achieving your goal!

Best wishes for your success in the program. If the faculty and I can be of service to you, please let us know.

Sincerely,

The Director of Nursing and Nursing Faculty

FACULTY

<table>
<thead>
<tr>
<th>DIRECTOR</th>
<th>COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan G. Ingland, MSN, RN</td>
<td>620-417-1407</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FACULTY MEMBERS</th>
<th>COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melanie Brewer, BSN, RN</td>
<td>620-417-1406</td>
</tr>
<tr>
<td>Chynessa Meyers BSN, RN</td>
<td>620-417-1408</td>
</tr>
<tr>
<td>Dawn Unruh, MSN, RN</td>
<td>620-417-1405</td>
</tr>
<tr>
<td>Shayla McElvania, BSN, RN</td>
<td>620-417-1424</td>
</tr>
<tr>
<td>Judy Lathen, BSN, RN</td>
<td>620-417-1404</td>
</tr>
</tbody>
</table>
Seward County Community College
Nursing Program

FACTS ABOUT NURSING PROGRAM

The Seward County Community College Practical Nursing Program began in 1978 with an enrollment of 20. The Associate Degree program began in 1981 with an enrollment of 10. The Practical Nursing program serves as the first year of the Associate Degree Nursing program (Level I). Today the entering enrollment for the Practical Nursing program is 30 and the enrollment for the Associate Degree program is 30. The Associate Degree Nursing program is the second level or Level II. This constitutes a bi-level nursing program in Kansas.

Both programs are approved by the Kansas State Board of Nursing (KSBN). The Level II program is also accredited by the Accreditation Commission for Education in Nursing (ACEN).

The Level I program is two semester sessions and one summer session in length. The Level II program is two additional semesters in length.

Nursing students may receive clinical experience at Southwest Medical Center, Seward County Health Department, Genesis Family Practice, and Wheatridge Park Care Center Liberal, Kansas; Larned State Hospital, Larned, Kansas; Memorial Hospital of Texas County, Guymon, OK; and Via Christi Healthcare System, Wesley Medical Center, Kansas Heart Hospital, Wichita, KS. Various other specialty sites are used to enhance the learning experience including; OBGYN Clinic, Steven’s County Community Health, Hugoton, Kansas; Fresenius Health Care, Liberal, Kansas; Sublette Clinic, Sublette, Kansas; Prairie View, Newton, Kansas; and St. Catherine’s Hospital, Garden City, Kansas; Beaver County Nursing Home, Beaver, OK; Artesian Valley Health System, Lone Tree Lodge, Meade, KS and Morton County, Elkhart, KS, Kearny County Hospital, Lakin, Kansas, Stanton County Hospital, Johnson Kansas

A graduate of Seward County Community College’s Level II nursing program is eligible to take the National Council Licensure Examination (NCLEX-RN) to become licensed as a registered nurse.

A graduate of Seward County Community College’s Level I nursing program is eligible to take the National Council Licensure Examination (NCLEX-PN) to become licensed as a practical/vocational nurse.

MISSION STATEMENT

The Nursing Program at Seward County Community College prepares competent practical and associate degree nurses to meet the health care needs of clients by delivering quality wholistic care in a professional manner.
Seward County Community College
Nursing Program

PURPOSE STATEMENT

The purpose of the nursing program at Seward County Community College is to prepare entry-level nurses for the provision of wholistic client care. This purpose is fulfilled by two options: Level I is a program leading to a Certificate of Completion in Practical Nursing, or Level I is the first year of the two-year nursing program to be followed by Level II, leading to an Associate Degree in Nursing.

NURSING PHILOSOPHY

Nursing is a practice profession providing goal directed wholistic care to individuals, families, and communities based on the diagnosis and treatment of human responses to actual or potential health problems for promotion, maintenance, and restoration of health. The Seward County Community College (SCCC) nursing faculty subscribe to the definition of nursing practice as described and protected by the Kansas Nurse Practice Act.

Nursing process is a systematic method involving critical thinking and judgment to guide the nurse and client as they together determine the need for nursing care, plan and implement the care, and evaluate the results. The steps in the client-centered, goal-oriented process are interrelated and include assessing, diagnosing strengths and problems, outcome identification, development of a wholistic plan of individualized care, implementation of the plan of care, and evaluating the effectiveness of the plan in terms of client outcomes.

Education is a life-long process and an empowering force that enables an individual to achieve higher goals. Nursing programs need to be flexible to meet the learning needs of a changing student population. Nursing education should occur in institutions of higher learning incorporating all types of collegiate activities. The goal of nursing education is to provide an approachable, nurturing environment in which nursing students can develop self-discipline, intellectual curiosity, professionalism and critical thinking skills, and to prepare practitioners to meet the nursing needs of a diverse society.

The nursing graduate is a member of a collaborative health care team who functions within the legal/ethical framework to provide safe and effective care to clients in a dynamic health care system. The graduate has completed a core of nursing content and clinical experiences consistent with ANA Standards of Practice, Standards of Professional Conduct and Quality and Safety Education for Nurses.

Seward County Community College Nursing Program is Accredited by:

The Kansas State Board of Nursing
Landon State Office Building
900 SW Jackson Street, Suite 1051
Topeka Kansas 66612-1230
Main: 785-296-4929
Fax: 785-296-3929

The Accreditation Commission for Education
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
404-975-5000
www.acenursing.org
CONCEPTUAL FRAMEWORK

The Seward County Community College nursing program bases nursing education on the nursing process as a systematic method directing nursing care utilizing assessment, diagnosis, outcome identification, planning, implementation, and evaluation to provide safe wholistic care to diverse clients. The client includes the individual, family, and community. Health is the balance between body, mind, and spirit at their optimum. Curriculum threads incorporated throughout the program include critical thinking, pharmacology, communication, safety, and client teaching.
Nursing Student Learning Outcomes
ADN Alignment Nursing Outcomes

<table>
<thead>
<tr>
<th>1. Adapt through the use of the nursing process the ability to think critically and make safe and effective clinical judgments incorporating evidenced-based practice.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Integrate caring behaviors in practicing the art and science of nursing within a diverse population.</td>
</tr>
<tr>
<td>3. Demonstrate effective communication methods to manage client needs and to interact with other health care team members.</td>
</tr>
<tr>
<td>4. Collaborate with clients and members of the interdisciplinary health care team to optimize client outcomes.</td>
</tr>
<tr>
<td>5. Implement professional standards and scope of practice within legal, ethical, and regulatory frameworks.</td>
</tr>
<tr>
<td>6. Manage care and provide leadership to meet client needs using available resources and current technology.</td>
</tr>
<tr>
<td>7. Generate teaching and learning processes to promote and maintain health and to reduce risks for a variety of clients.</td>
</tr>
</tbody>
</table>

Requirements
Specifics pertaining to A.D.N. Nursing programs:
1. Program educational standards and outcomes are established by the Kansas State Board of Nursing.
2. Registered Nurses must be licensed to practice and are regulated by the Kansas State Board of Nursing.
3. Program completers will be eligible to sit for the National Council Licensure Examination (NCLEX), the passing of which culminates in the Registered Nurse (RN) credential.
4. Obtainment of an Associate Degree is required. There are no other exit points.
5. The identification of a few common technical courses to bridge articulation between secondary and postsecondary partners is unnecessary because candidates require admittance into an A.D.N. Nursing program at a postsecondary educational institution.
SCCC LEVEL I Nursing Program Outcomes

Program Outcome 1: NCLEX-RN  3-year average pass rate will be at or above the national mean (average 3 year pass rate).

<table>
<thead>
<tr>
<th>Year</th>
<th>National Average</th>
<th>SCCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2016</td>
<td>82.67%</td>
<td>93.97%</td>
</tr>
<tr>
<td>2011-2013</td>
<td>83.67%</td>
<td>93.92%</td>
</tr>
<tr>
<td>2008-2010</td>
<td>86.13%</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

Program Outcome 2: Program completion rate 3-year average will be at or above 70% (% of students completing within 150% of program length)

<table>
<thead>
<tr>
<th>Year</th>
<th>% of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2016</td>
<td>81%</td>
</tr>
<tr>
<td>2011-2013</td>
<td>92%</td>
</tr>
<tr>
<td>2008-2010</td>
<td>76%</td>
</tr>
</tbody>
</table>

Program Outcome 3: Graduates, alumni, and employers will indicate satisfaction with the SCCC ADN Program as evidenced by a mean rating of 3.5 or above on respective surveys.

<table>
<thead>
<tr>
<th>Year</th>
<th>Graduates</th>
<th>Employers</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2016</td>
<td>4.22</td>
<td>4.21</td>
</tr>
<tr>
<td>2011-2013</td>
<td>4.68</td>
<td>3.92</td>
</tr>
<tr>
<td>2008-2010</td>
<td>4.62</td>
<td>4.24</td>
</tr>
</tbody>
</table>

Program Outcome 4: 90% of graduates will be placed in a job within one (1) year of graduation.

<table>
<thead>
<tr>
<th>Year</th>
<th>% Employed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2016</td>
<td>90.66%</td>
</tr>
<tr>
<td>2011-2013</td>
<td>97.33%</td>
</tr>
<tr>
<td>2008-2010</td>
<td>90.66%</td>
</tr>
</tbody>
</table>
SCCC LEVEL II Nursing Program Outcomes

Program Outcome 1: NCLEX-RN 3 year average pass rate will be at or above the national mean (average 3 year pass rate).

<table>
<thead>
<tr>
<th>Year</th>
<th>National Average</th>
<th>SCCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2016</td>
<td>83.94%</td>
<td>84.22%</td>
</tr>
<tr>
<td>2011-2013</td>
<td>85.05%</td>
<td>85.01%</td>
</tr>
<tr>
<td>2008-2010</td>
<td>87.52%</td>
<td>90.12%</td>
</tr>
</tbody>
</table>

Program Outcome 2: Program completion rate 3-year average will be at or above 70% (% of students completing within 150% of program length)

<table>
<thead>
<tr>
<th>Year</th>
<th>% of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2016</td>
<td>90%</td>
</tr>
<tr>
<td>2011-2013</td>
<td>94%</td>
</tr>
<tr>
<td>2008-2010</td>
<td>91%</td>
</tr>
</tbody>
</table>

Program Outcome 3: Graduates, alumni, and employers will indicate satisfaction with the SCCC ADN Program as evidenced by a mean rating of 3.5 (on a scale of 1-5) or above on respective surveys.

<table>
<thead>
<tr>
<th>Year</th>
<th>Graduates</th>
<th>Employers</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2016</td>
<td>4.33</td>
<td>4.33</td>
</tr>
<tr>
<td>2011-2013</td>
<td>4.83</td>
<td>4.23</td>
</tr>
<tr>
<td>2008-2010</td>
<td>4.32</td>
<td>3.99</td>
</tr>
</tbody>
</table>

Program Outcome 4: 90% of graduates will be placed in a job within one (1) year of graduation.

<table>
<thead>
<tr>
<th>Year</th>
<th>% Employed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2016</td>
<td>95.60%</td>
</tr>
<tr>
<td>2011-2013</td>
<td>93.66%</td>
</tr>
<tr>
<td>2008-2010</td>
<td>93.33%</td>
</tr>
</tbody>
</table>
Level I Certificate in Practical Nursing
Certificate – Ten months
Because of the nature of Level I Program, a separate admission procedure is required.

First Semester Co-requisites: Anatomy & Physiology, General Psychology, and English Comp I… 11

First Semester
Nursing Courses - (Sequential)
Fundamentals of Nursing .......................... 5  
Gerontological Nursing .............................. 2  
  18

Second Semester
General Education Courses*
Developmental Psychology ............................ 3  
Nutrition/Applied Nutrition for Health .............. 3  
  24
*These courses to be taken concurrently with the nursing courses or prior to Second Semester.

Nursing Courses - (Sequential)
Maternal Child Health ................................. 5  
Medical Surgical Nursing ............................. 7  
  36

Summer - (Sequential)
Role Development of the Practical Nurse .......... 5  
Total ..............................................41 Credit Hours

Students successfully completing Level I program receive a CERTIFICATE in Practical Nursing and become eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN)

Level II Associate Degree Nursing
Degree - Associate in Applied Science

First Year
Level I serves as the first year of the Associate Degree in Nursing. Those students successfully completing a practical nursing program from another institution and have received licensure will be required to complete an orientation class where a National Predictor Exam will be given. If a student is a past graduate from the SCCC level I nursing program and out of school more than 2 years they will be required to take the orientation course. All students will need to have completed the required General Education courses as outlined in the Practical Nurse program of study before being eligible to take the second-year nursing courses.

Summer Nursing Course
From Practical Nurse to ADN Student ..................1
This course is required to be taken by the student who has graduated from a practical nursing program other than SCCC or the student who has graduated from the SCCC program more than two years previously.

Second Year

First Semester
Nursing Courses
Maternity Nursing ..................................3  
Adult & Child Care I ................................ 4  
Mental Health Nursing ............................... 3  

General Education Courses*
Microbiology ........................................5  
  15
*These courses to be taken concurrently with the nursing courses or prior to First Semester.

Second Semester Nursing Courses
Adult & Child Care II .................................4  
Client Care Nursing ................................ 3  
**Integration Seminar ............................... (3)  
**This course is required only for those who achieve a NCLEX-RN probability success score of below 65 on the Kaplan Secure Predictor 1 exam.

General Education Courses*
English Composition II or Public Speaking ..........3  
  10
Total .................................................. 25
*These courses are to be taken concurrently with the nursing courses or prior to Second Semester.

Students successfully completing the Level II program receive an
**Level I Book List**  
NR 1115 Sections 1  
FALL 2017

The following items are **ALL REQUIRED**

<table>
<thead>
<tr>
<th>Required</th>
</tr>
</thead>
</table>
| ![Clinical Nursing Judgment Study Guide](image1.jpg)  
**Clinical Nursing Judgment Study Guide for Medical-Surgical Nursing: Patient-Centered Collaborative Care, 8e**  
**ISBN:** 9780323222310  
**Edition:** 8 |
| ![Fundamentals of Nursing](image2.jpg)  
**Fundamentals of Nursing**  
**ISBN:** 9781451185614  
**Edition:** 8 |
| ![Dimensional Analysis for Meds](image3.jpg)  
**Dimensional Analysis for Meds, 4th Edition** |
Study Guide for Fundamentals of Nursing: The Art and Science of Person-Centered Nursing Care
ISBN: 9781451192728
Edition: 8
Required

MEDICAL-SURG NURSING (SINGLE VOL ED)
ISBN: 97814555772551
Edition: 8
Required

Nurse's Pocket Guide Diagnoses, Prioritized Interventions, and Rationales (Nurses Pocket Guide)
ISBN: 9780803644755
Edition: 14
Required
Davis's Comprehensive Handbook of Laboratory and Diagnostic Tests With Nursing Implications (Davis's Comprehensive Handbook of Laboratory & Diagnostic Tests With Nursing Implications)

ISBN: 9780803644052
Edition: 6
Required

Pharmacology for Nurses: A Pathophysiologic Approach (5th Edition)

ISBN: 9780134255163
Edition: 5
Required

Davis's Drug Guide for Nurses

ISBN: 9780803657052
Edition: 15
Required
Nursing Diagnosis Manual: Planning, Individualizing, and Documenting Client Care
ISBN: 9780803644748
Edition: 5

The following items are **ALL OPTIONAL**

**Optional**

Mosby's Fluids & Electrolytes Memory NoteCards: Visual, Mnemonic, and Memory Aids for Nurses, 2e
ISBN: 97803230367461
Edition: 2

Mosby's Pharmacology Memory NoteCards: Visual, Mnemonic, and Memory Aids for Nurses, 4e
ISBN: 9780323289542
Edition: 4

**Recommended**

This item is **RECOMMENDED**
NR 1202 Sections 1

FALL 2017

This item is REQUIRED

Taboski, Patricia A.

Gerontological Nursing

ISBN: 9780132956314
Edition: 3
Level II Book List

NR 1113 Sections 1

SUSAN INGLAND

FALL 2017

This item is **REQUIRED**

INFUSION NURSES SOCIETY

INFUSION NURSING STANDARDS OF PRACTICE

NR 2404 Sections 1

LATHEN J

FALL 2017

The following items are **ALL REQUIRED**

IGNATAVICIUS

MEDICAL-SURG NURSING (SINGLE VOL ED)

ISBN: 9781455772551

Edition: 8
Pharmacology for Nurses: A Pathophysiologic Approach (5th Edition)
ISBN: 9780134255163
Edition: 5

The following items are ALL Recommended

Nursing Diagnosis Manual: Planning, Individualizing, and Documenting Client Care
ISBN: 9780803628045
Edition: 4

SAUNDERS NURSING SURVIVAL GUIDE: ECG S & THE HEART
ISBN: 9781416028789
Edition: 2
2017 Intravenous Medications: A Handbook for Nurses and Health Professionals, 33e
ISBN: 9780323297394
Edition: 33

Recommended

Manual of I.V. Therapeutics: Evidence-Based Practice for Infusion Therapy
ISBN: 9780803638464
Edition: 6

NR 2503 Sections 1

DAWN UNRUH

FALL 2017

This item is REQUIRED

Required

Psychiatric Mental Health Nursing: Concepts of Care in Evidence-Based Practice
ISBN: 9780803640924
Edition: 8

The following items are ALL Recommended
Nurse's Pocket Guide: Diagnoses, Prioritized Interventions and Rationales
ISBN: 9780803627826
Edition: 13
Recommended

Dimensional Analysis for Meds, 4th Edition
ISBN: 9781435438675
Edition: 4th
Recommended

Davis's Comprehensive Handbook of Laboratory and Diagnostic Tests With Nursing Implications (Davis's Comprehensive Handbook of Laboratory & Diagnostic Tests With Nursing Implications)
ISBN: 9780803644052
Edition: 6
Recommended
NR 2603 Sections 1

DAWN UNRUH

FALL 2017

The following items are **ALL REQUIRED**

**Required**

- **MATERNAL & CHILD NURSING CARE**
  - *ISBN*: 9780134167220
  - *Edition*: 5

- **OB Peds Women's Health Notes: Nurse's Clinical Pocket Guide (Nurse's Clinical Pocket Guides)**
  - *ISBN*: 9780803614666
  - *Edition*: 1st

The following items are **ALL Recommended**

**Recommended**
Nurse's Pocket Guide: Diagnoses, Prioritized Interventions and Rationales

ISBN: 9780803627826
Edition: 13
Recommended

Dimensional Analysis for Meds, 4th Edition

ISBN: 9781435438675
Edition: 4th
Recommended

Davis's Comprehensive Handbook of Laboratory and Diagnostic Tests With Nursing Implications (Davis's Comprehensive Handbook of Laboratory & Diagnostic Tests With Nursing Implications)

ISBN: 9780803644052
Edition: 6
Recommended
INSTRUCTIONAL FACILITIES

**Epworth Allied Health Education Center:**
Seward County Community College’s nursing programs are located in the Epworth Allied Health Education Center at 6th and Washington. This building is an extension of the main campus of Seward County Community College.

The Epworth Building houses classrooms, a skills laboratory, simulation lab, student lounge, two computer labs, audio visual library and faculty offices, as well as offices and classrooms for other allied health programs and a surgical technology lab across the street.

**Printed Material:**
Laptops/tablets are required for the completion of the course work in both the level I and the level II nursing program. Purchasing a home printer is optional but beneficial for student printing of course material. Printing of class materials need to be done at home/SCCC library prior to class. Students are recommended to bring laptops/tablets to class for note-taking.

**Student Lounge:**
A student lounge is located on the second floor of the Epworth Allied Health Building. This is for use by all Allied Health students. Soft drinks, vending machines, microwave, and refrigerators are located here. During breaks from instruction students are encouraged to utilize the student lounge. Cellular phones may be used in this area. Kitchen facilities are available in the student lounge. Noise should be kept to a minimum due to surrounding classrooms. **Please keep in mind the need for keeping the noise level down in the hallways at Epworth during school hours. Allied Health students from other programs are also in class. Students are responsible for washing any cups, utensils, etc. and must be responsible for turning the coffee pot off. Leftover food in the refrigerator and classroom should be removed frequently.**

**Parking:**
Two parking lots are available for student parking. One is located directly in front of the Allied Health building and the other is the lot diagonally northeast of the building. The parking lot directly south of the building is reserved for postal employees, the parking lot directly west of the building is reserved for Memorial Library patrons, and the parking area across the street north behind Miller’s Law Office is reserved for employees. **Vehicles parked in these three parking lots will be towed away.** Please follow the SCCC instruction for obtaining your SCCC parking permit.

**Smoking:**
SCCC is compliant with the Kansas State regulation (KSA 21-4009), therefore, smoking is prohibited within the building. The designated smoking area for the Epworth Allied Health Education Center will be located on the west side of the building next to the alley. Smoking receptacles have been placed in this area.*During Clinical experiences, the SCCC nursing student will adhere to the smoking policy of that specific clinical facility.

**Phone Usage:**
Cell phones and other electronic devices **must** be turned off during class. The use of cellphones in the classroom setting is prohibited. Please turn them off. Texting, SnapChat and other mobile apps are a distraction to class mates and to the nursing faculty. **Keep in mind the reason you are attending school. If you have an emergency, please discuss this with your faculty members. There will be no text messaging, ringing, vibrating, or any other type of cell phone use during class time. Cell phones being**
utilized during class time may result in disciplinary action by nursing faculty. Access can be limited at the discretion of the instructor. Failure to comply with this may result in dismissal from the class. If electronic abuse is suspected by the instructor, the phone may be examined by the instructor. Cell phones/electronic abuse (texting, photos, HIPPA violation, personal phone calls, Facebook, social media) in clinical facilities will result in loss of privilege and a contract. Violation in the clinical setting may result in dismissal from the program. The wall phone in the classroom is for faculty use in case of an emergency. Calls may be made from the phone provided in the student lounge.

GENERAL POLICIES

ENGLISH LANGUAGE PROFICIENCY
This is a policy to deal with English language proficiency.

The goal of this policy is to ensure adequate proficiency in written and spoken English necessary for the student/applicant to benefit from instruction and provide clear oral communication in the clinical area.

The person(s) responsible for the implementation is/are the applicant and the program coordinator. The policy will be implemented for the individual for whom English is not the primary language or for the individual who has graduated from high school in a country where English is not the primary language.

The steps of this policy are:

1. The applicant makes known that English is not his/her primary language for written or oral communication.

2. The applicant chooses one of two routes for validating proficiency of the English language.
   a. Testing. Standard tests used to measure English proficiency and the Required minimum scores are:
      • Test of English as a Foreign Language (TOEFL iBT) — writing 20; speaking 20; reading 19; listening 20; Each score must meet the minimum requirement.
      • Test of Spoken English (TSE) — 50 (minimum score)
   b. College Courses. Specific courses, which require use of English, can provide evidence of proficiency.
      • Written proficiency can be shown by passing a 3-credit hour college level freshman English course with a grade of C or better, excluding developmental courses.
      • Spoken proficiency can be shown by passing a 3-credit hour college level speech course with a grade of C or better.
      • Courses must be taken from an accredited institution of higher education in the United States.

3. Admission to the program will be contingent on successful testing (refer to item “2a” above) or successful completion of college courses (refer to item “2b” above).

The anticipated outcome of this policy is the efficient orientation of students into the program.
ADMISSION, PROMOTION AND GRADUATION POLICIES

Admission:

Seward County Community College offers a bi-level nursing program. Following the first year of the nursing program (Level I), the student receives a certificate in Practical Nursing and eligibility for the NCLEX-PN for licensure. The second year provides the graduate with an Associate Degree in Nursing and eligibility for the NCLEX-RN. Thirty students are admitted to Level I each year. Level I students continue to Level II without a separate admission process, however if the program is not full, those with a LPN/LVN license will be considered for advanced placement. Application materials are accepted beginning December 1st, and the application and testing process must be completed on or before March 1st with interviews completed by March 15.

In addition to the admission procedures of the college, a separate admission procedure is required for nursing students. This procedure is as follows:

1. Complete the following forms:
   a. SCCC Application for Admission
   b. SCCC Scholarship Form
   c. Application to Allied Health Division
   d. Misdemeanor/Felony Form
   e. Technical Standards Policy
   f. Employment Verification Form
   g. Reference Forms (3)
   h. Verification of Understanding Requirements for Kansas Licensure
2. Submit two (2) official transcripts of previous college credits. The application will not be processed without these documents.
3. Obtain three references (see guidelines in application packet).
4. Take the nursing program entrance examinations. Take the TABE test at the Colvin Adult Learning Center. **A score of 581 is required for admission to the nursing program.** Students must contact the Colvin Adult Learning Center for an appointment for taking the TABE at 620-417-1349.
5. The KNAT Exam must also be taken prior to the close of the application process. Appointments can be made to take the KNAT at the SCCC Testing Center is 620-417-1042.
6. Interview with **Financial Aid Office personnel** and submit the signed “Financial Aid Interview Form” to the Epworth Allied Health Education Center.
7. If applying to **Level II** program and are a graduate of a **Practical Nursing** program from another state, take the required examinations (see Transfer & Advance Standing Policy).
8. To qualify for an interview, the applicant must have a GPA of 2.5 or higher and receive 35 points on the point system prior to the interview score.
9. Interview with a nursing faculty member.
10. Completion of steps 1-8 qualifies the applicant to be considered for admission by the Nursing Admission/Progression and Allied Health Admissions Committees.
11. Complete the Health Protection Form. Verification of all immunizations must be in place/started to be eligible for enrollment in the nursing program. All records must be on file at the time of enrollment and completed no later than August 1st. Failure to comply may result in being dropped from the nursing program. Clinical sites Require Proof of immunization. **A valid copy of the immunizations must be submitted at time of application to the nursing program in addition to the Health Protection Form. Upon acceptance into the nursing program, if any immunizations are needed to meet the**
requirements of admission, the student must begin the immunization process and have proof of all required immunizations by July 1st. Failure to meet this requirement will automatically forfeit the student’s place in the program.

If desired, a student may take any of the required general education courses prior to seeking admission to the nursing program. It is imperative that the student take English Comp I, General Psychology, and Human Anatomy and Physiology first to foster the articulation process to other nursing programs in Kansas if desired. Admission to either program means that a student is eligible to take the specific nursing courses designated for the program to which admission was received. Any falsification of information provided during the admission process may affect your eligibility for admission.

**Admission Grade Point Average**

Acceptance into the nursing program at Seward County Community College requires a minimum cumulative grade point average of at least 2.50 for all required general education courses and required nursing courses completed for the level admission is being sought (Level I or Level I I).

The following are Level I nursing program general education courses: Human Anatomy and Physiology, General Psychology, English Composition I, Nutrition, and Developmental Psychology.

The following are Level II nursing program general education courses: Human Anatomy and Physiology, General Psychology, English Composition I, Nutrition, Developmental Psychology, Microbiology, and English Composition II or Public Speaking.

**Readmission:**

For students who have previously been in the nursing program, readmission to the program can be sought as follows (this readmission will be subject to openings in the class to which admission is being sought): a. Readmission will require completion of the entire application process; b. Readmissions to each level will review and demonstrate the following competencies: math competency – 90% competency mastery (maximum of 2 re-takes), and basic medication knowledge quiz (ADN applicants only) – remediation required if below 90% with provisions of study helps. The decision regarding readmissions to the program would be determined by the Admissions committees and would be partially based on openings in the class.

A readmission form must be completed which includes the applicants plan for success addressing areas that may have contributed to being unsuccessful. References must include two previous nursing instructors. Readmission can be sought to the semester or session that needs to be completed to meet the requirements for the program.

**Applicants for readmission who have not completed a course within the nursing program during the last three calendar years must repeat the entire program.** A student may be admitted and readmitted a maximum of three times to the nursing program. A course can only be repeated one time. Any deviation from this will be at the discretion of the Nursing Admission/Progression Committee.

Level I students who are not successful in passing Fundamentals of Nursing or Gerontological Nursing must reapply for admission into the nursing program. The student will be responsible for completing the application process and will be allowed back into the program only if their tabulation score is in
the top 30 students selected. If the student demonstrated academic success in Fundamentals of Nursing but failed in Gerontological Nursing, the Fundamentals course may be audited by the student and fees charged for this process as per institutional policy. It is highly recommended that the student repeat the Fundamentals of Nursing course if they were unsuccessful in Gerontological Nursing as it may contribute to the overall academic success of the student. Upon acceptance into the program the student must then attend Gerontological Nursing. If the student failed Fundamentals of Nursing they will need to repeat Fundamentals of Nursing and follow the normal progression through the nursing program. This application process is only available for the Level I student who was not successful in the first semester of the nursing program. Unsuccessful academic progression in 2nd semester will be subject to the re-admission process contingent to openings in the program.

**Progression:**

A grade of "C" or above is required of all general education courses that are part of the nursing program: Human Anatomy and Physiology, General Psychology, English Composition I, Nutrition, Developmental Psychology, Microbiology, and English Composition II or Public Speaking. A grade of "C" or above is required of all nursing courses: Fundamentals of Nursing, Gerontological Nursing, Maternal Child Health, Medical Surgical Nursing, Role Development of the Practical Nurse, Mental Health Nursing, Maternity Nursing, Adult & Child Care I, Adult & Child Care II, Client Care Nursing, *Integration Seminar* (*Required only for those not achieving a score of 65% on the Kaplan Secure Predictor 1 exam, and **From PN to ADN Student (**Required only for non-SCCC practical nursing program graduates or SCCC practical nursing graduates of more than 2 years previously). To receive a passing grade (“C” or above) in each nursing course, an average of at least 78% is required for all major exams including the final (Kaplan testing is excluded from test mastery).

In the event that a student receives a "D", "F", or "I" in any course in the program requirements, he/she will not be able to proceed with nursing courses until the deficiency is made up. If the deficiency is in a general education course and this course is retaken with at least a "C" grade obtained, the student can then seek readmission to the nursing program. If the deficiency is in a nursing course, the student can reapply to the nursing program for the semester in which the course is taught. Any deviation from this policy requires a formal written request by the student to the Nursing Admissions/Progression Committee. The Nursing Admissions/Progression Committee will then review and respond to this request. Applicants who are needing to retake Gerontological Nursing will be required to complete the initial application process. Re-admission to the program will be based on the overall admission point tabulation score. Previous Fundamentals of Nursing and Gerontological Nursing scores will be included in the GPA calculation for the nursing program. Applicants can only re-take a failed course one time. It will be the student’s responsibility to speak with financial aid regarding funding of the repeated coursework.

Grading Scale:

- A = 90-100%
- B = 84-89%
- C = 78-83%
- D = 70-77%
- F = 69% and below
- Passing grade = C (78% or above)

**Academic Counseling Policy**

Any student who fails a nursing exam with 77.4% or below will be required to meet with the instructor of the course following the exam. The student must write a plan for success for future
exams. The student will attach their written plan to the counseling statement. Signature from the student’s advisor and the Director of Nursing will also be required. Upon the 2nd unsuccessful attempt at exam mastery a 2nd counseling statement with a plan for success will be completed. The student must again write a plan for future success in the nursing program. The following signatures must be obtained on the Academic Counseling Statement: the course instructors (all if team taught), the student’s nursing advisor, Director of the Nursing Program and the Dean of Allied Health. If the student fails exam mastery a third time (in the course), then the student will be placed on a Contract with Academic advising for program withdrawal.

**Concurrent Course Policy:**

Most nursing courses have both a theory and clinical component. The clinical component is graded pass/fail and the theory with a letter grade. If either component is not successfully completed with a letter grade of "C" or above or a "P", the concurrent component is also failed. If this occurs, the student cannot progress in the nursing program. Each nursing and general education course must be completed with a letter grade of "C" or above each semester to progress in the program. The complete list of courses is under Progression on the previous page.

**Dismissal From Course Policy:**

Behaviors that constitute unsafe or unprofessional clinical practice may result in clinical failure and consequent dismissal from the nursing program. These identified behaviors can be found in each course’s clinical tool (see page 61).

If a student’s clinical behavior results in clinical failure and subsequent dismissal from the nursing program, the student may withdraw from the course as consistent with SCCC policy; however, this dismissal information will become a part of the student's record and will be considered in the event the student seeks readmission to the program.

**Dropping A Class**

Students wishing to drop/withdraw from any class, including nursing classes, must consult with their advisor prior to dropping. Students failing a nursing clinical must withdraw before the last clinical day to receive a “W”. Students failing in a nursing theory course must withdraw prior to the final exam or by the designated last day to drop, whichever occurs earlier, to receive a “W”.

**Assignments**

There will be five (5) points deducted each day after the due date and no credit given to the assignment if it is not turned in within one week of the due date. Weekends and holidays will count as days late as papers may be emailed or faxed. Any research work should be in the correct format, (i.e., APA). Plagiarism is not tolerated and will result in a zero for the assignment, and be reported in writing to the SCCC Academic Integrity committee and the Vice President of Student Services and the Vice President of Academic Affairs. Proper citing of sources and paraphrasing must be done. Please utilize a properly identified folder for the assignment if indicated. Each student will be assigned a mail box for communication. It is the student’s responsibility to check their own box. Any items left after 10 days at the end of each semester will be disposed of. Other means of communication include the SCCC student email that is accessible on the portal. Each Allied Health Nursing student is required to have a SCCC email account. It is the expectation that each student will check their email account daily and Canvas as recommended per instructor. This is the
best way for nursing faculty to communicate information when not in the classroom setting.

Transfer and Advanced Standing:
Transfer students must go through the same admission process as other students. Admission of transfer students to the college will be granted on the basis of credit earned in other accredited post-secondary institutions. Official transcripts are required from each institution attended by the student. Credit is awarded on the basis of transcript evaluation.

The Kansas statewide Nursing Articulation Plan has been adopted by the nursing program at Seward County Community College for transfer and advanced standing applicants to the Associate Degree in Nursing program.

| Kansas Nursing Articulation Model: Practical Nurse to Associate Degree Nurse |
|-------------------------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Articulation Criteria:                           | 0 -5 Years After Graduation     | 6 - 10 Years After Graduation   | More Than 10 Years After Graduation |
| • Must meet program admission requirements.      | No validation required if holds current PN license. No work experience required. | No validation required if holds current PN license. College may require 1000 hours nursing work experience during last three years. | Validation required. Current PN license required. College may require 1,000 hours nursing work experience during last three years. |
| • Must be a graduate of a Kansas program        |                                 |                                 |                                 |
| • Must receive credit equivalent to a minimum of 40% of the admitting program’s nursing credit hours. |                                 |                                 |                                 |
| • Must validate previous nursing information when required through NCLEX-PN, testing, escrow, or portfolio according to school policy (see below). |                                 |                                 |                                 |

<table>
<thead>
<tr>
<th>Variables</th>
<th>Applies to:</th>
<th>0 -5 Years After Graduation</th>
<th>6 - 10 Years After Graduation</th>
<th>More Than 10 Years After Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Credits:</td>
<td>Kansas Graduate</td>
<td>No validation required if holds current PN license. No work experience required.</td>
<td>No validation required if holds current PN license. College may require 1000 hours nursing work experience during last three years.</td>
<td>Validation required. Current PN license required. College may require 1,000 hours nursing work experience during last three years.</td>
</tr>
<tr>
<td>Non-Nursing Credits:</td>
<td>May be transferred from colleges (subject to individual college policies).</td>
<td>May be transferred from colleges (subject to individual college policies).</td>
<td>Must be transferred from colleges (subject to individual college policies).</td>
<td></td>
</tr>
</tbody>
</table>

Following official admittance to the nursing program, twenty-four (24) credit hours (5 courses) of first year nursing courses will be posted to the applicant’s transcript. No fee will be charged to grant and post these 5 courses. If validation is required (more than 10 years after graduation), the twenty-four (24) credit hours of first year nursing courses will be held in escrow until the last semester of the ADN program and then, based upon successful completion of prior course work, added to the transcript.

Applicants to Level II who did not graduate from a Kansas Practical Nursing program must meet the following requirements:
1. Graduate of an accredited Practical Nursing program.
2. Successful completion of a practical nursing assessment examination with successful completion of an orientation class. If the practical assessment examination is below the national passing score the student must complete the recommended amount of remediation for success. The nursing student must have passing grades for credit for courses NR-1115 Fundamentals of Nursing, NR-1202 Gerontological Nursing, NR-1507 Medical Surgical Nursing, NR-1605 Maternal Child
Health, and NR-1705 Role Development of the Practical Nurse. This includes credit for the theory and clinical portions of the course. The challenge exam can be taken once a year with a total of two attempts.

3. Meet general education requirements of SCCC's Practical Nursing program (grade "C" or above).

   - Human Anatomy and Physiology: 5 credit hours
   - General Psychology: 3 credit hours
   - English Composition I: 3 credit hours
   - Nutrition/Applied Nutrition for Health: 3 credit hours
   - Developmental Psychology: 3 credit hours

4. Demonstrate the following:
   - Math competency: 90% competency mastery (maximum of two re-takes)
   - Basic medication knowledge quiz: 90% competency mastery with remediation if needed.

Applicants applying for advanced standing in the Level II program who did not graduate from a Kansas Practical Nursing program must meet the following requirements:

1. Successful completion of a practical nursing assessment challenge examination with a composite final score at or above the national passing score, or successful completion of a national NCLEX Predictor examination with an overall percentage above the national passing standard must be achieved to receive credit for Level I courses: NR-1115 Fundamentals of Nursing, NR-1202 Gerontological Nursing, NR-1605 Maternal Child Health, NR-1507 Medical Surgical Nursing and NR-1705 Role Development of the Practical Nurse. This includes credit for the theory and clinical portions of the course. The challenge examination can be taken once a year with a total of two attempts. The applicant must have completed equivalent courses in Fundamentals, Gerontology, Maternal Child Nursing and Medical Surgical Nursing to be eligible for challenge exam.

2. In addition, successful completion (grade of "C" or above) of an equivalent course of Maternity Nursing and/or Mental Health Nursing will qualify the student to take the Maternity Nursing and/or Psychiatric/Mental Health Nursing challenge exams. A letter grade of "C" or higher on the exam is required to receive credit for courses NR-2603 Maternity Nursing and/or NR-2503 Mental Health Nursing. This includes credit given for the theory and clinical portions of the course. If the exam is failed (lower than a grade of "C"), the student must enroll in the courses for credit. The examination can be taken one time only. Adult and Child Care I cannot be challenged.

3. Meet general education requirements of SCCC's Practical Nursing program (grade "C" or above):

   - Human Anatomy & Physiology: 5 credit hours
   - General Psychology: 3 credit hours
   - English Composition I: 3 credit hours
   - Nutrition/Applied Nutrition for Health: 3 credit hours
   - Developmental Psychology: 3 credit hours

4. Demonstrate the following:
   - Math competency: 90% competency mastery (maximum of two re-takes)
   - Basic medication knowledge quiz: 90% with remediation.

Applicants applying for transfer or advanced standing in Level I program, who did not take their nursing courses at SCCC, must meet the following requirements:

1. Successfully pass the challenge examinations for Fundamentals of Nursing, Gerontological Nursing and/or Maternal Child Health Nursing (achieve a score of 78% or above on the final exam of each course) to receive credit for courses NR-1202 Gerontological Nursing and/or
NR-1605 Maternal Child Health and/or NR-1115 Fundamentals of Nursing. This includes credit given for the theory and clinical portions of the course. If the exam is failed, the student must enroll in the courses for credit. The examination can be taken one time only. Only those students who have successfully completed an equivalent nursing course are eligible to take the respective challenge exams. Medical-Surgical Nursing cannot be challenged.

2. Meet the requirements for admission. (See Admission, Promotion, and Graduation Policies).

ADVISEE INSTRUCTION GUIDE FOR NURSING STUDENTS:

Each nursing student at Seward County Community College is assigned to a nursing advisor. This advisor is available to give guidance regarding choosing the appropriate courses needed to meet educational goals at SCCC. The student nursing advisor is also here to provide direction regarding study habits, available resources and general information regarding college life.

To obtain the maximum benefit from the nursing faculty advisor, the following instructions are given:

Always consult the advisor before adding or dropping any class.

The student should be in contact with an advisor on a regular basis, especially if experiencing problems in any classes.

Study the sheet that outlines the degree requirements available at Seward County Community College. If you would like to seek a degree that is in addition to the certificate or the degree offerings in the nursing programs, visit with your advisor regarding this.

You will be given a degree checklist. Keep this as a guide to chart your progress in your planned course of study.

In November, obtain a degree checklist from your advisor. Complete an application for graduation form on the college website. Print the completed form, obtain your advisor’s signature and take the amount of money due to the Registrar by the due date in order to process the graduation application. Be prepared when you meet with your advisor. Discuss and create a degree plan for continued nursing education toward a bachelor’s degree.

Graduation:

Requirements for graduation for Level I program include the successful completion of 41 credit hours. For graduation from the Level II program, a student must successfully complete 69 credit hours. Passing grades ("C" or above) must be received in all required courses.

Graduation exercises are held in May. The Level I student who has successfully completed the required courses of the first two semesters will go through graduation exercises in May, but will receive the certificate of Practical Nursing upon successfully completing the summer session.

An application for graduation must be on file before December 1 with a degree check completed by the advisor and the appropriate fee paid to the registrar. A cap/gown/tassel should be ordered in the bookstore. Students unable to participate in the Commencement ceremony should submit in writing to
the Vice President of Student Services an explanation of circumstances prohibiting attendance.

**Capping and Pinning Ceremony:**

The capping and pinning ceremony is for both Level I and Level II nursing students and is held the evening prior to Seward County Community College graduation exercises. The Level I students will receive a nursing cap (the male students will be pinned) and the Level II students will receive a SCCC ADN school pin. **Attendance at this event is mandatory exceptions can only be made by the Director of Nursing or the Dean of Allied Health.** Please refer to the estimated expense sheet on pages pg. 56-60 for anticipated costs.

**Capping/Pinning Uniform**

1. A white uniform dress or white full-length pants with a white top is to be worn for the capping/pinning ceremony.
2. Uniform dresses are to be professional in style and pure white (not cream or off-white) and of appropriate length (no shorter than knee length and no longer than mid-calf).
3. White pants are to be professional in style (no jeans, shorts, skorts, ribbed cuffs, leggings or capri) and of a fabric that is not see-through.
4. Tops worn with pants are to be of professional style (not t-shirts, see-through, tank tops, halter tops, sleeveless) and are to cover the hips.
5. A white scrub jacket may be worn over the professional type top if desired.
6. White nursing shoes with white hose (for dresses) or white socks (with pants) are to be worn with the uniform.
7. The uniform is to be clean, pressed, and pure white (not dingy or frayed). Undergarments must not be visible under the uniform.
8. **Multiple piercings shall be removed, except for one pair of earrings.**
9. **Arm Tattoos should be covered following clinical guidelines. Long sleeve jacket or white long sleeve shirt is acceptable.**
10. Beige underwear is recommended under the uniform.
11. Hair should be natural colors with no blue, purple, red, orange, green colors etc.

**ATTENDANCE POLICY**

**Classes and Clinical Attendance:**

**THE STUDENT IS REQUIRED TO BE IN CLASS AND CLINICAL.** All appointments should be made to not interfere with class or clinical. If absent from class, leave a message on that instructor’s office phone. If the student is absent from clinical then the student must contact/notify the clinical instructor via phone prior to the beginning of clinical making the clinical instructor aware of the absence.

The nursing faculty believe that absences interfere with one's ability to meet course objectives. While it is recognized that objectives may be reached through many avenues of experiences, each planned activity has a specific purpose for the learner. Many of these experiences cannot be duplicated and therefore, makeup may be required. When a student exceeds 10 percent in absences (for any reason) of scheduled clinical experiences, the instructor may recommend to the student to withdrawal from the course or the student may receive a failing grade.

When a student exceeds 20 percent in absences (for any reason) of scheduled theory classes, the instructor may recommend to the student withdrawal from the course or the student may receive a
failing grade. Any deviation from this policy will be at the discretion of the nursing faculty in a nursing admission/progression committee meeting.

Five points will be deducted from the attendance grade for each absence and two points for each tardy for class and clinical. *Instructors will keep track of minutes.*

**Illness:**
Absences due to illness fall within the scope of the attendance and absence policies discussed previously. If a student is injured and/or hospitalized, he/she must present a written physician release to return to class and clinical. In the event a student has been exposed to a communicable disease, the student must notify his/her clinical instructor prior to patient contact.

**Tardy:**
A student is expected to be in class and clinical on time. Tardiness may be accumulated as minutes missed and counted toward absences. Tardiness will be subject to contract. Two points will be deducted from the attendance grade for each tardy for each class and clinical.

Level I clinical experiences are integrated for more than one course; therefore, in the event of excessive clinical absences, the student may be withdrawn from more than one nursing course.

**Absences from Clinical/Sim Lab:**
The clinical instructor/sim lab facilitator MUST be notified by the student (not by a relative or friend) in the event he/she will be absent from clinical/sim lab. This notification must be given directly to the clinical instructor/sim lab facilitator and must be **PRIOR TO THE TIME PRE-CONFERENCE/SIM LAB IS TO BEGIN.** Failure by the student to adhere to the established notification policy will **result in a contractual agreement between the student and the SCCC nursing faculty and 50 points will also be deducted from the attendance grade.** This contract will stipulate that future violation of this policy **will result in dismissal** of the student from the nursing program. Any deviation from this policy will be at the discretion of the nursing faculty.

**ANY CLINICAL/SIM LAB ABSENCES WILL REQUIRE MAKE-UP, INCLUDING ADDITIONAL WRITTEN ASSIGNMENTS, DUE WITHIN FIVE DAYS.** Should a student's absences exceed 10 percent (for any reason) of scheduled clinical classes, the facilitator may recommend to the student withdrawal from the course or the student may receive a failing grade. It is the student’s responsibility to contact the clinical/sim lab facilitator on the first day back to class/clinical for scheduling makeup the first available open date. Any deviation from this policy will be at the discretion of the nursing faculty.

**Absences from an Examination:**
If a student must be absent from a scheduled exam, the student is to call the instructor prior to the time of the exam. The student will receive a deduction of five (5) percentage points for every day missed prior to taking the nursing exam. The following is an example of the student's achieved test grade percentage beginning the next day following the exam (example: if a student's achieved test grade percentage is 95%, five (5) percentage points deducted would result in a test grade percentage of 90%). The student is **required to make up the missed examination the same day upon returning to lecture, lab or clinical at the main campus, Epworth Building, or the clinical facility.** For each day, the exam is delayed upon returning to class, five (5) points will be deducted from the student's achieved test grade percentage.
**Inclement Weather:**
In the event of weather that interferes with school to the extent that school is closed, it will be announced by on the following radio stations: 1420AM, 106.7FM, 1270AM, 107.5FM, 99.1FM, and 101.5FM. If college classes are canceled then clinical is considered canceled. The student may also sign up with the college RAVE system for text notification through the campus portal. Students are encouraged to use their judgment about safety of travel to clinical; however, if the college is not closed the student will be considered absent. If the college closes once a student is at the clinical site then the clinical must be canceled as well.

**CPR POLICY**
Students in the SCCC's nursing program are required to be currently certified in CPR by the American Heart Association. This certification should include infant, child and adult.

It is the student's responsibility to ensure that this certification is received and that it is current. To be considered current, certification must be obtained during the following time:

ADN Student - between May 15th and September 1.
PN Student - between June 15th and September 1.

The student must be able to show proof of certification. **IF A STUDENT IS NOT CERTIFIED, HE/SHE WILL NOT BE ABLE TO ATTEND CLINICAL AND THEREFORE WILL NOT PROGRESS TO THE NEXT SEMESTER.** Any deviation from this policy will be at the discretion of the nursing faculty.

**HEALTH REQUIREMENTS**

Part of the admission process at the Allied Health Nursing Program is the expectation that all applicants will **submit proof** of required immunizations at the time of the application process. Upon acceptance into then nursing program all required immunizations must be completed and **submitted prior to the beginning of nursing classes by July 1st.**

Students who are getting a series of immunizations must submit them in a timely manner to the Allied Health Secretary. Failure to meet timelines and deadlines may result in a student contract, loss of clinical time, or dismissal from the program. Influenza vaccines must all be obtained by November 1st and each student must be responsible for turning them into the Allied Health Secretary. Clinical sites require that students have all the listed immunizations. Failure to comply may result in dismissal from the program. If a student has a health or religious reason for not obtaining immunizations, then they need to meet with the Director of the Allied Health Nursing Program.

Students must test free of tuberculosis to attend the clinical areas. A TB skin test is done and should be negative. If the test is positive, a QuantiFERON Gold TB lab test or a chest x-ray can be completed. The chest x-ray is valid for three years. The QuantiFERON Gold TB testing should be valid through June 15th for Level I students and through May 15th for Level II students. All documentation needs to be on file before entering the nursing program. Immunizations required are:

- a series of two MMR immunizations or a titer for all measles, mumps and rubella
- Hepatitis B vaccines (a series of three must be started upon acceptance in the program in April and the series completed upon the beginning of classes in August) or a waiver signed.
• Tetanus vaccines 1 dose of Tdap vaccine followed by the Td booster every 10 years. Adults who did not receive the Tdap between the ages of 11 and 18 (ages 11-12 preferred) must obtain the vaccine before the Td booster. All adults are required to receive the Td booster every ten (10) years and must supply proof that their vaccination status is current.

• Varicella, a series of two vaccines or a titer

The Influenza vaccine is required each fall no later than Nov 1st, and the polio vaccine is recommended, but not required. Many clinical sites require the influenza vaccine. Students who do not receive the influenza vaccine may be restricted by some clinical facilities and must meet with the Director of Nursing.

Immunizations can be obtained at the Seward County Health Department located at 2nd and Lincoln, you may contact them at 620-626-3369, or with your personal physician. For other health care concerns, there are a variety of options. The Genesis Family Health Clinic fees for service are based on income. The clinic is located at 311 N. Grant and can be contacted by calling 620-624-6865. For more information, see the SCCC Student Handbook at www.sccc.edu. Health services are also made available at Southwest Medical Center located at 315 W 15th St. They can be contacted at 620-624-1651. For immediate emergencies contact 911.

**ACCIDENTAL MEDICAL EXPENSE BENEFIT**

Accidental medical insurance is required for all allied health students and is provided by Seward County Community College. This insurance is in effect only while the student is participating in program activities sponsored and supervised by SCCC. The maximum benefit for accident medical expenses is $5000. This insurance policy will pay the reasonable expenses incurred by an insured person, in excess of the deductible amount, for medical care if the first expense is incurred within 30 days after the accident; and the expense is incurred within 52 weeks after the accident. The student will be responsible for paying the deductible amount of $50 per occurrence. A course fee is paid by the allied health student for this insurance coverage.

**Liability Insurance:**
Professional liability insurance is provided for the nursing student by Seward County Community College. This insurance is in effect only while the student is in the clinical/laboratory area.

The total liability limit per person is $4,000,000. A course fee is paid by the nursing student for this insurance coverage.

**SUBSTANCE ABUSE PROTOCOL**

Seward County Community College’s Drug-Free Institution of Higher Education Policy is contained in the SCCC Student Handbook at www.sccc.edu. The SCCC Board of Trustees recognizes that the possession, manufacture, consumption, use or distribution of alcoholic liquor, beer, cereal malt beverage or controlled substances may constitute a hazard to the emotional, social and physical health of students and employees and may be a threat to a positive campus learning environment. The SCCC allied health programs abide by the Drug-Free Institution of Higher Education Policy as set forth in the college catalog and incorporates the same as though fully set forth herein.

In addition, the SCCC Allied Health Division adopts the following protocols, to be implemented in conjunction with the Drug-Free Institution of Higher Education Policy:

• SCCC Allied Health Division students who are involved in theory and clinical activities at health care facilities must comply with substance abuse regulations of the facilities.
• If the program coordinator or any Allied Health instructor determines from the behavior, appearance and/or demeanor of the student or otherwise detects the odor of alcoholic liquor, beer, cereal malt beverage or any controlled substance:
  a. If the student is in the theory or clinical setting, he/she will be dismissed from the setting. The student will not be allowed to drive self from the clinical site. The program coordinator will determine the appropriate time that the student may return to the theory or clinical setting.
  b. The student will be asked to submit to a medical blood alcohol screen and/or a urine drug screen at the discretion of the faculty and/or program coordinator. The student will be accompanied to a medical laboratory by a faculty member for the screen. All charges for laboratory tests are accrued by the program, subject to reimbursement by the student. The student agrees that there is no physician-patient privilege implicated in obtaining the screen and that SCC is entitled to know the results of the screen. The student is informed of the test results and any further action considered by the program. The student is also informed of his/her right to obtain a second screen at his/her own cost. Refusal by the student to submit to a drug screen may result in dismissal from the program. SCC has an account at the SWMC lab and there is no requirement for a physician to be contacted prior to the test.
  c. If the results are positive, a mandatory assessment (at the student’s expense) will be done at that time by a drug and alcohol counselor. A copy of the counselor’s written assessment will be submitted to the student’s file, and the program coordinator will be notified. The student must sign a release of information form for the program coordinator. Refusal to sign this form will result in dismissal of the student from the program. The counselor will send reports to the program coordinator on a continual basis as warranted.
  d. When indicated by the counselor, mandatory treatment will take place in one of two ways: out-patient follow-up or in-patient admission.
  e. The student will be allowed to continue in the allied health program on a probationary status. Any recurrence will result in documentation by an instructor, notification of the program coordinator, and dismissal from the program.
  f. If the student holds a license to practice nursing (second year student, LPN), the student will be reported to the Kansas State Board of Nursing after one occurrence.

CONDUCT IN THE CLASSROOM
Think of the student-teacher relationship as a partnership with a common goal-your success! Here are a few tips to keep your relationship with your instructor on track:

• Be on time for your class, and give your instructor your full attention. Show that you’re serious about your studies.
• Participate in class discussions and volunteer answers to questions, without dominating the discussion. Show that you’re interested and willing to work.
• Accept corrections and criticism as part of the learning process. We often learn more from our failures than we do from our successes.
• Ask questions. Instructors are not mind readers-they need to know if something isn’t clear.
• Make an appointment to talk to your instructor. If you’re having trouble with the course work, don’t wait until you’re completely lost to ask for help.

See SCCC Student Handbook at www.sccc.edu for more information.

ACADEMIC INTEGRITY

Academic integrity is vital to the development of genuine learning in the individual. It rests on two principles: First, that academic work is represented truthfully as to its source and its accuracy. Second, that academic results are obtained by fair and authorized means.

Examples of Academic Misconduct:

A. CHEATING - Giving, using, or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise, including unauthorized communication of information.

EXAMPLES:
• copying from another student’s paper or receiving unauthorized assistance during a quiz, test, or examination;
• using books, notes, or other devices (e.g. phones, PDA’s, calculators, smart watches) when these are not authorized;
• procuring without authorization, tests or examinations before the scheduled exercise;
• copying reports, laboratory work, computer programs or files from other students.

B. FABRICATION AND FALSIFICATION - Unauthorized alteration or invention of any information or citation in an academic exercise.

EXAMPLES:
(Fabrication)
• inventing or counterfeiting data or research procedures to make it appear that the results of one process are the results of several processes;
(Falsification)
• false citation of the source of information;
• altering the record of or reporting false information about practicum or clinical experiences;
• altering grade reports or other academic records, submitting a false excuse for absence or tardiness in a scheduled academic exercise;
• altering a returned examination paper and seeking regrading.

C. PLAGIARISM - Knowingly presenting the work of another as one’s own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas or information are common knowledge.

EXAMPLES:
• submitting as one’s own the work of a research assistant, ‘ghost writer’ or commercial writing service;
• directly quoting from a source without citation;
• paraphrasing or summarizing another’s work without acknowledging the source;
• using facts, figures, graphs, charts, or information without acknowledgment of the source.

Plagiarism may occur orally and in writing. It may involve computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any information which belongs to another and which is not acknowledged as such.
D. FACILITATING ACADEMIC MISCONDUCT - Giving or attempting to help another commit an act of academic misconduct.

EXAMPLES:
- allowing another to copy from one’s paper during an examination or test;
- distributing test questions or substantive information about the material to be tested before the scheduled exercise;
- collaborating on academic work with the knowledge that the collaboration will not be reported;
- taking an examination or test for another student, or signing a false name on an academic exercise.

E. TAMPERING WITH MATERIALS, GRADES, OR RECORDS - Interfering with, altering, or attempting to alter college records, grades or other documents without authorization from an appropriate college official for the purpose of changing, falsifying, or removing the original information found in such records.

EXAMPLES:
- using a computer or false written document to change or effect the grade recorded for a student;
- forging the signature of a college official on an enrollment, add or drop card;
- erasing records or information of a student;
- unauthorized access of a college record by computer or through unauthorized entry into an office or file for the purpose of changing information in a university document;
- or obtaining information from a college file without proper authorization.

Examples are taken from a publication of the University of Kansas.

A nursing student who is found to be dishonest in the performance of classroom or clinical assignments will receive a score of zero if the involved assignment is graded, ie, test, papers, etc. Dishonesty in pass/fail assignments will require that the experience be repeated and additional compensating activity may be completed by the offending student. The magnitude of this compensating work will be at the discretion of the instructor. Certain dishonest student clinical behaviors could result in immediate clinical failure and consequent dismissal from the nursing program. Refer to the Unsatisfactory Behaviors page 61.

HONOR CODE AND CHEATING POLICY

One of the most significant aspects of Seward County Community College is its commitment to high ethical standards and integrity. The faculty and administration at SCCC are committed to the belief that strong moral values build an atmosphere of trust between faculty and students, enhance academic standards, build character, and develop better citizens.

SCCC Student Honor Code:
- I will not resort to lying, cheating, or stealing in my academic work.
- I will courageously oppose any instance of academic unscrupulousness.
- I will promptly notify faculty members or administrators either verbally or in writing when I observe any deed of academic cheating in any course.
- I will allow my conscience to be my guide when I report evidence of cheating as to whether I
will name the person or persons who have committed a violation of the Honor Code at SCCC.

Cheating Policy:

Academic Dishonesty
Academic dishonesty is defined as any act of cheating, plagiarism, or deceit. Examples of such conduct would include:

- Either copying another's exam or allowing another to copy the exam.
- Collaboration that is not permitted by the instructor.
- Plagiarism, i.e. the use of another's ideas or words and pretending they're one's own.
- Providing and/or receiving aid on an assignment without the permission of the instructor.
- Providing and/or receiving aid on an assignment under conditions in which a reasonable person would know such aid was unethical.

Consequences

First Offense-The instructor will determine the appropriate punishment as set forth in the class policies. The instructor will also report the incident to the Dean of Allied Health, Vice President of Academic Affairs and Vice President of Student Services, who will keep records of infractions. A letter will be sent to the student from the Vice President of Academic Affairs and the Dean of Student Services acknowledging the incident and warning the student of the consequences of a second offense.

Second or Third Offense (doesn’t have to be in the same course)-The instructor will again determine the appropriate punishment as set forth in the course policies and report the incident to the Vice President of Academic Affairs and Vice President of Student Services. The Dean of Allied Health, the Vice President of Academic Affairs and the Vice President of Student Services will appoint a committee, composed of themselves and three other full-time faculty members and/or Deans of Academic Divisions who will then review any written information and interview appropriate sources. The accused student will have the right to appear before the committee to provide explanation. If the committee determines that the student is guilty of cheating, then the committee will determine an appropriate punishment.

(Approved 02/20/2012, Revised 07/20/2015)

A nursing student who is found to be dishonest in the performance of classroom or clinical assignments will receive a score of zero if the involved assignment is graded, i.e., test, papers, etc.

Dishonesty in pass/fail assignments will require that the experience be repeated and additional compensating activity may be completed by the offending student. The magnitude of this compensating work will be at the discretion of the instructor. Certain dishonest student clinical behaviors could result in immediate clinical failure and consequent dismissal from the nursing program. Refer to the Unsatisfactory Clinical Behaviors handout (See the Unsatisfactory Clinical Behaviors).

STUDENT RIGHT OF DUE PROCESS
SCCC assures students the right of due process. When violations of the Student Code of Conduct are alleged, students have the right to a hearing before the Vice President of Student Services. The Vice President of Student Services will determine if sanctions are warranted. When sanctions involve suspension or expulsion from college, the student may make an appeal to the President of the college. The appeal must be presented in writing within five (5) working days after the decision. The appeal must be based on an excessively severe sanction, the introduction of new evidence, or substantial
procedural irregularities in the original hearing. The President will determine if the sanction was appropriate for the violation.

**ACADEMIC COUNSELING/STUDENT CONTRACT**

When a student does not satisfactorily achieve test mastery on any exam in any of the Nursing Program courses the student will be expected to write a plan of correction for future success. This plan will be attached to an academic counseling statement that will be signed by nursing faculty and the student’s advisor. If the student fails to meet test mastery a second time on an exam the student will have a second academic counseling statement and the form must be signed by all nursing faculty who are teaching the class, the Director of Nursing and the Dean of Allied Health. A written plan by the student will be attached for the student’s plan for success. If a student fails to reach test mastery for a third time the student will be placed on contract with recommendation for withdrawal from the program.

If at any time a faculty member feels that a student's clinical/theory work or behavior is unsatisfactory and has a bearing on passing the class, a contract will list the concerns of the instructor and what must be done to correct the concern. The contract will list a deadline for the correction and consequences if the corrections are not met. The contract will be signed by the student, the faculty member, and the Director of Nursing.

**CONFIDENTIALITY POLICY**

Due to the nature of the nursing course, students are exposed to information regarding patients that are very confidential. This could include any information regarding the names of patients in the hospital as well as their diagnosis, progress, status (which may include family members) etc.

According to the law, as put forth by the Kansas Nurse Practice Act, a nurse's license can be revoked if the nurse violates the confidentiality of information or knowledge concerning the patient. (K.S.A. 60-3-110)

**SCCC Nursing Program's policy** is that a student is required to maintain confidentiality of all information relating to patients. A violation of this policy is taken very seriously and can result in dismissal from the program. Special care must be taken with social media sites. Patients or clinical experiences in general should never be mentioned in addition to verbal or written breaches in confidentiality.

SCCC maintains HIPAA (Health Insurance Portability and Accountability Act of 1996) compliance.

In addition, instructor content should not be posted on social media, email, or internet. **Permission must be obtained from the instructor before sharing with another student. If posted without permission, the student will come before the admission progression committee.**

**Epworth Nursing Journal Use Policy**

Students have access to nursing literature in the library and per computer access (CINAHL, Kansas Library Card, ProQuest). Go to [www.sccc.edu](http://www.sccc.edu) and click on library. An orientation with library staff will be scheduled each year.

**EPWORTH COMPUTER LAB/TECHNOLOGY CENTER**

The Epworth Allied Health Education Center computer lab is in room E117 and the Epworth
Technology Center is located in room E213.

The following guidelines will be enforced:

1. No food or drinks are allowed in either computer labs. PLEASE we are on a very limited budget and can’t afford to replace equipment due to spilling of drink or food.
2. The lab is available for student use but may be scheduled for special classroom instruction or testing. The lab will be closed to all other students during these scheduled sessions.
3. To minimize distractions please limit conversation and all cell phones should be turned off.
4. Please be courteous to faculty and other students.
5. Plan by looking at the calendar posted by each lab door to determine lab availability.
6. Ask the division secretary to unlock the Epworth Technology Center (E213) if E117 computer lab is not available.
7. Each student must have an email address on file with their advisor.
8. Computer work must be saved to a flash drive or sent to the student’s email account. Anything saved to the computer is deleted at midnight each day.

**COMPUTER USE GUIDELINES**

Students who use college computing resources are expected to adhere to the *SCCC Network Computing Use Policy*. Misuse can result in computer use privileges being revoked, suspension from college, and possible legal action. A summary of the general guidelines of the Policy are listed below. A copy of the complete Policy is available upon request from a college dean.

**Guidelines for use of SCCC Computing Resources:**

1. All aspects of the SCCC Network Computer System are owned by the College and are provided for the use by SCCC students, faculty, and staff in support of the educational programs of the college. All use of computing resources should be related to the educational mission and goals of the College. Publishing, downloading, transmitting or receiving (with prior knowledge) any threatening or obscene material is prohibited.

2. Personal commercial uses of computing resources are prohibited.

3. It is the student’s responsibility to use computing resources in an effective, efficient, ethical, and lawful manner consistent with the policies/procedures of SCCC and of the laws of the State of Kansas and of the Federal Government.

4. SCCC reserves the right to terminate computer services to any student without notice.

5. Students are responsible to maintain and protect individual user names and passwords; these should not be disclosed or shared with other students.

6. Students are expected to follow proper accepted computer etiquette when using e-mail, the Internet and local and outside networks.

7. Computer software protected by copyright shall not be copied from, into, or by SCCC computing resources except as permitted by law.

8. Harassment using SCCC computing resources is prohibited. Harassment includes the persistent
annoyance of other users, interference in another user work, sending of unwanted mail, etc. Harassment has the effect of creating a hostile, intimidating or offensive environment.

9. Vandalism using SCCC computing resources is prohibited; vandalism is a malicious attempt to harm or destroy data of another user including creating and/or uploading computer viruses.

10. Changing settings i.e., unauthorized modification of computer resources is prohibited.

11. Use of Computers, Software, and Related Equipment – Students are expected to use college computers, software, networks, and related equipment in ways consistent with the mission and goals of SCCC. All student use of computers should support educational programs of the college. Proper computer etiquette by all students is expected when using computer resources. The following uses of computer resources are examples of prohibited activities: commercial use, sharing username and/or password, attempt to gain unauthorized access to computer resources, modification of settings, destruction of computer resources, willful introduction of computer viruses, computer use to communicate defamatory, derogatory, hostile, or threatening messages, illegally coping of software, etc. Student use of the Internet on college computers for research, E-mail or browsing should access only web-sites that are socially appropriate and do not contain obscene material, pictures, messages, etc. The college uses computer software that identifies the specific computer and time that an undesirable website is accessed. Violations of computer use guidelines may result in disciplinary action; the student’s computer use privileges may be suspended immediately and indefinitely. Notification of law enforcement agencies may occur when appropriate. Students may request a complete “SCCC Networking Computer Use Policy” for review from a college dean.

Enrollment in any SCCC course constitutes agreement, by the student, to abide by the terms of the SCCC Network Computing Use Policy. Violations are considered unethical and may result in disciplinary actions by the College including computer use privileges being revoked, possible suspension from classes and from college, and appropriate legal action by the College and law enforcement agencies.

**SOCIAL MEDIA POLICY**

Based on the National Council of State Boards of Nursing, the SCCC nursing department has adopted the following policy. The nursing program supports the use of social media in students’ personal lives. No information should be shared regarding any clinical experience and/or patient information in verbal or written communication. This policy applies to any social media such as, but not limited to: blogging, video or wiki-posting, the use of sites such as YouTube, Facebook, MySpace, Snap Chat and Twitter, the use of chat rooms, personal blogs, text messaging, email communication, other written interpersonal communications, online journals, diaries, or personal newsletters not affiliated with SCCC.

Any patient information obtained by the nursing student during care and treatment must be kept confidential. This information may only be disclosed to other members of the health care team for providing care for the patient. Confidential information can only be shared if the patient has given informed consent, if legally required, or if not providing the information could be harmful.

A breach in confidentiality can occur through posting on social media sites. Examples include: written or verbal information that provides enough detail to identify the patient, videos or photos of the patient, or negative comments about the patient and/or family, or clinical experience. A breach in confidentiality is identified as a critical item on the SCCC Unsatisfactory Clinical Behaviors and can result in
immediate dismissal from the program.

Instances of inappropriate use of social and electronic media may be reported to the Kansas State Board of Nursing (KSBN), which may then result in an investigation. A report of breach of confidentiality, divulging communication, a failure to protect the patient’s records, or unprofessional or unethical conduct can be examined.

Comments made online by a nursing student regarding peers, instructors, clinical nurses, or physicians, even if posted outside of the school or clinical setting made in person or via the Internet may be considered lateral violence. Lateral violence includes disruptive behaviors of intimidation and bullying. This can negatively impact student learning and achievement, as well as safe and effective health care and collaboration with the multidisciplinary health care team (see Unsatisfactory Clinical Behaviors in the SCCC Nursing Student Handbook).

While social media can be a positive and useful tool, be aware that there can be negative consequences if the user does not use discretion and sound judgment. Student use of photography and/or recording devices is prohibited in patient care areas of all clinical and observation sites. Students may be photographed or recorded during simulation or skills lab. The student must sign a SCCC release form for photographs to be released to the media or used on the college website. Recorded simulations or skills will be erased after 60 days. Students should not post or show instructor PowerPoints or lecture without permission. Nursing Faculty will not post pictures of students to their personal social media pages.


**STUDENT GRIEVANCES**

**Individual Concerns:**

If an individual student or group of students has a complaint concerning a decision of a Nursing Instructor or the Nursing Department and the decision affects him/her personally, the following procedure should be implemented by the student:

- **Step 1** Discuss the concern with the appropriate instructor.
- **Step 2** If the student(s) is/are not satisfied with the decision after discussing the problem with the instructor, discuss the concern with the course coordinator.
- **Step 3** If the student(s) is/are not satisfied after discussing the problem with the course coordinator, the student should then contact the Director of the Nursing Department.
- **Step 4** If the student's concern still has not been resolved, and if the concern regards an academic decision, the matter will be addressed by the Nursing Admission/Progression Committee.
- **Step 5** If the student(s) is/are still dissatisfied with the decisions the Vice President of Academic Affairs and/or the Vice President of Student Services of the College should be notified by the student, as outlined in the appeal procedures of the SCCC's Student Handbook.

Note: Steps 1 thru 5 should be accomplished within two weeks or sooner if indicated.
If many individuals have concerns regarding decisions or policies of the Nursing Department or have suggestions for improvement, the following procedure should be implemented by the students:

Step 1: The student class representatives who attend the nursing faculty meetings should be notified of the concern. Student representatives are the official communication "link" between the nursing student body and the nursing faculty. The representatives are expected to present the issue to the nursing faculty and relay the decision back to the nursing student body.

Step 2: If the concerned students remain dissatisfied with the action of the nursing faculty, an appointment can be made with the Director of the Nursing Department to request a personal meeting with the nursing faculty.

Step 3: If the concerned students are still dissatisfied with the solution, the Vice President of Academic Affairs and/or the Vice President of Student Services should be contacted by the students, as outlined in the appeal procedure of the SCCC Student Handbook.

Sexual Harassment of Student
Harassment of any student on the basis of sex shall be considered a violation of college policy and Federal Law.

Conduct involving unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature shall be considered to constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of academic success; or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions, affecting the students; or
3. Such conduct has the purpose or effect of unreasonably interfering with a student’s performance or creating an intimidating, hostile or offensive environment.
4. When any behavior that represents repeated or unwanted sexual attention or sexual advances, when acceptance of such attention or advances is made a condition of reward, or of penalty.

In determining whether alleged behavior constitutes sexual harassment, SCCC will examine the record and all aspects of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The President shall establish and promulgate a procedure for resolving sexual harassment complaints.

Any student who feels he/she has been the victim of sexual harassment should contact the Vice President of Finance and Operations within fourteen (14) calendar days of the occurrence of the incident which gave rise to the complaint. This contact can be in an oral or written form, but a confidential, written and signed statement of the complaint must be submitted by the complainant to the Vice President of Finance and Operations within five (5) calendar days of the initial contact so that the Vice President can proceed with an investigation into this matter.


**Privacy Rights of Students**

The Family Educational Rights and Privacy Act (FERPA) of 1974 assures students of confidentiality of records. Your records consist of your admission application, high school and/or college transcripts, grades and academic standing, and any notes, memos or letters about your scholastic progress, etc.

The only people who can have access to information concerning you are:

- College faculty and staff who have legitimate educational interest.
- Parents claiming you as a dependent on their federal income tax returns.
- Scholarship and other financial aid organizations supporting you.
- Federal, state, and local officials who by law must receive information from the college.
- Any party designated by judicial order or subpoena, provided the college notifies you.
- Anyone with your written consent, or your parents or guardians if you are under 18 years old.

In keeping with this law, SCCC will adhere to the following procedure and policy relative to the collection, maintenance, and dissemination of student records.

See the SCCC College Student Handbook for more information (www.sccc.edu).

**STUDENT EMPLOYMENT AND EXTRA CURRICULAR ACTIVITIES**

It is recommended that students limit their work schedule to 12 hours per week or less. If it appears that outside work and activities are interfering with class and clinical performance the student will be asked by the faculty to reassess time priorities. No student should care for patients if no sleep for more than 24 hours due to safety concerns. The employing agency is responsible for the performance of the individual while he/she is working for compensation in any agency. The College’s liability insurance does not cover a student who is working for an employer or for gratuitous service. The student identification is NOT to be worn during employment and the employment identification is NOT to be worn during the student clinical experience. The student identification is NOT to be used for medication administration during the course of employment. When signing documents, proper credentials are to be used based on the current role (Level I or Level II).

**KCADNE STUDENT EMERGENCY USE FUND**

The Kansas Council of Associate Degree Nurse Educators has limited funds available to assist Level II students who are experiencing a financial emergency. See the SCCC Director of Nursing for additional information.

**STUDENT SERVICES**

Student Identification Card

See SCCC ID policy.
COUNSELING SERVICES
The Counseling Office is available for support with academic, career, and personal counseling. It’s yours and it’s free, so take advantage of it! There’s no anxiety that a little information won’t cure. Here’s what is available:

Academic Counseling—If you are a new student or you haven’t declared a major, you can see an advisor in the Counseling office for help planning your class schedule. They can help all new and non-degree students plan their classes for the short or long term. (If you have already declared a major, your faculty advisor is your source for academic counseling.)

Career Counseling—If you need help defining your career goals and identifying the skills you’ll need, ask for career counseling. The Counseling Office helps you match your skills and interests with career choices. You can take a class or get individual counseling. The center is also ready to help you with job-search training, resume writing and interviewing techniques when you’re ready to go for that job.

Personal Counseling—Personal problems can interfere with academic success. If you’re having trouble concentrating on your status or are depressed for any reason, make an appointment with a counselor. The Counseling Office will help you sort things out and get back on track.

Substance Abuse Prevention—The Counseling Office has information and counseling for substance abuse problems. This office can also refer clients to community agencies from long-term counseling.

Student Health—For health concerns, the student may go to the Seward County Health Department or Southwest Medical Center. In an emergency call 911.

STUDENT SUPPORT SERVICES
Student Support Services (SSS) is a federally funded program that provides opportunities for academic development, assists students with basic college requirements and motivates students toward a successful completion of their postsecondary education. They provide assistance to students who are academically disadvantaged, with transfer programs, low income, first generation or documented disabled.

NURSE AIDE/HOME HEALTH AIDE CREDENTIALING
Students who have completed (“C” or above) Fundamentals of Nursing and Gerontological Nursing may apply to take the test to become a certified nurse aide or certified home health aide through the Kansas Department of Health and Environment. See the SCCC Director of Nursing for additional information.

STUDENT NURSES ASSOCIATION
Seward County Community College Student Nurse's Association shall be comprised of at least fifteen members from SCCC nursing programs including Level I and Level II nursing students, any outreach BSN or MS programs as long as classes are taken through Seward County Community College.

Pre-Nursing and nursing students may join the Student Nurses Association at Seward County Community College by paying the appropriate yearly dues. Information can be obtained from the Association president or from the Director of Nursing at Seward County Community College.

To be eligible for privileges of memberships, at least 50% of the scheduled meetings would need to be attended
The purposes of the Student Nurses Association are to:

1. Assume responsibility for contributing to nursing education to provide for the highest quality of health care.
2. Provide programs representative of fundamental interests and concerns to nursing students.
3. Aid in the development of the whole person, his/her professional role, his/her responsibility for health care of people in all walks of life.

The functions of the Student Nurses Association are to:

1. Have direct input into standards of nursing education and influence the education process.
2. Promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues.
3. Represent nursing students to the consumer, to institutions, and other organizations.
4. Promote and encourage students' participation in inter-disciplinary activities.
5. Promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person’s race, color, creed, sex, lifestyle, national origin, age, economic status, disease entity or physical limitations.
6. Promote and encourage collaborative relationships with nursing and health related organizations.
7. Promote and encourage the development of leadership skills in the nursing profession.
STUDENT REPRESENTATIVE POLICY

PURPOSE:

1. Serve as liaison between faculty and nursing student body.
2. Provide input from the student perspective on various issues concerning the nursing program.

SELECTION:

At the beginning of each school term (in August or September) two representatives will be selected from each level.

RESPONSIBILITIES:

1. Attend monthly faculty meetings. The two representatives from each level can alternate attendance if so desired.
2. Upon request of the Director or faculty, seek input from students regarding specific program issues or concerns.
3. Relay student input regarding program issues or concerns to faculty at faculty meetings.
4. Student representatives do not have voting privileges at faculty meetings.
5. Example of these program issues or concerns to be brought before faculty:
   a. Philosophy and learning outcomes of program
   b. Course requirements
   c. Policies regarding student's behavior, expectations etc.
   d. Class and clinical schedules
   e. Resources and activities available to student
   f. Textbook selection

Concerns that deal with individual faculty requirements or faculty relationships should be directed back to the individual student and faculty member.
TECHNICAL STANDARDS POLICY
The Seward County Community College nursing program’s faculty has identified specific abilities that are critical to the nursing students’ success. Students must demonstrate the ability to meet these standards, with or without reasonable accommodations.

PHYSICAL:
• Ability to make appropriate observations required in providing nursing care.
• Ability to manipulate equipment and supplies as required in providing nursing care.
• Ability to use senses of hearing, seeing, touch and smell to make observations regarding client conditions for demonstrating competency to engage in nursing practice.
• Ability to lift a minimum of 50 pounds.

COMMUNICATION:
• Ability to effectively communicate with members of the health care team, clients, peers, and faculty. Skills include verbal, written/computerized, and non-verbal abilities.
• The clinical rotations require independent reading of medical records and independent recording of nursing care plans and communication analysis.

EMOTIONAL:
• Ability to demonstrate emotional coping skills necessary to provide nursing care as determined by standards of practice.
• Ability to carry out activities consistent with safe nursing practice without demonstrated behaviors of addiction to, abuse of, or dependence on any drug that might impair behavior or judgment.

COGNITIVE:
• Ability to measure, calculate, and problem solve to engage in the safe practice of nursing.
• Ability to exercise judgment skills as required in providing nursing care.
• Ability to identify, assess, and understand patient conditions to provide nursing care.
• Ability to determine appropriate conclusions and course of action necessary for providing client care.
• Ability to demonstrate responsibility and accountability for actions as a student that are required by nursing practice.

The Seward County Community College nursing program adheres to the Kansas Act Against Discrimination (KAAD) which prohibits discrimination against those with a disability. The KAAD is in compliance with the Federal Americans with Disabilities Act.

If anyone needs accommodations to meet the above criteria, please contact the Program Director immediately.

I have read and understand the above criteria and believe I can meet these requirements with reasonable accommodations.

DATE: ___________________________ STUDENT NAME, ___________________________

WITNESS: ___________________________

Please sign with a witness and return with application to Seward County Community College nursing program.
CRIMINAL BACKGROUND CHECKS

All applicants admitted to the allied health programs at Seward County Community College must submit to a criminal background check (CBC). This policy is based on a standard of The Joint Commission which requires healthcare organizations to verify criminal background information on students who provide care, treatment, and services to patients/clients during clinical activities. The cost of the CBC is a student responsibility and is non-waiverable and non-refundable. The CBC will be performed only by an external vendor designated by the SCCC business office. Student eligibility for clinical activities is determined by the affiliated clinical agencies based on the CBC. Inability to participate in clinical activities prohibits successful completion of clinical courses and therefore prohibits program progression, since the classroom and clinical courses must be successfully completed in the same semester.

LICENSURE QUALIFICATIONS

**Practical Nurse Applications:**

65-1116.

(a) Qualification. An Applicant for a license to practice as a licensed practical nurse shall:

(1) have graduated from an approved school of practical nursing or professional nursing in the United States or its territories or from a school of practical nursing or professional nursing in a foreign country which is approved by the board as defined in rules and regulations;

(2) have obtained other qualifications not in conflict with this act as the board may prescribe by rule and regulation; and

(3) file with the board a written application for a license.

(b) If the board finds in evaluating any applicant that such an applicant is deficient in qualification or in the quality of such applicant’s educational experience, the board may require such applicant to fulfill such remedial or other requirements as the board may prescribe.

(c) License

(1) The board shall issue a license to an applicant to practice as a practical nurse who has:

(A) met the qualifications set forth in subsections (a) and (b);

(B) passed a written examination as prescribed by the board; and

(C) no disqualifying factors under K.S.A. 65-1120 and amendments thereto.

(2) The board may issue a license to practice nursing as a practical nurse to an applicant who has been duly licensed as a practical nurse by examination under the laws of another state or territory if, in the opinion of the board, the applicant meets the qualifications required of a practical nurse in this state. Verification of the applicant’s licensure status shall be required from the original state of licensure.

Graduates from the SCCC Practical Nursing program are not eligible to be licensed as a vocational nurse in the State of Texas. Contact the SCCC Director of Nursing for clarification. Additionally, some states, including Kansas, require a valid social security number for licensure.

**Professional Nurse Application:**

65-1115.

(a) Qualifications of applicants. An Applicant for a license to practice as a registered professional nurse shall:

(1) have graduated from an approved school of professional nursing in the United States or its territories or from a school of professional nursing in a foreign country which is approved by the board as defined in rules and regulations;

(2) have obtained other qualifications not in conflict with this act as the board may prescribe by rule and regulation; and

(3) file with the board a written application for a license.

(b) Applicant deficient in qualifications. If the board finds in evaluating any applicant that such an applicant is deficient in qualification or in the quality of such applicant’s educational experience, the board may require such applicant to fulfill such remedial or other requirements as the board may prescribe.

(c) License
(1) The board shall issue a license to an applicant to practice as a registered professional nurse who has:
(A) met the qualifications set forth in subsections (a) and (b);
(B) passed a written examination as prescribed by the board; and
(C) no disqualifying factors under K.S.A. 65-1120 and amendments thereto.

(2) The board may issue a license to practice nursing as a registered professional nurse to an applicant who has been duly licensed as a registered professional nurse by examination under the laws of another state or territory if, in the opinion of the board, the applicant meets the qualifications required of a registered professional in this state. Verification of the applicant’s licensure status shall be required from the original state of licensure.

Some states, including Kansas, require a valid social security number for licensure.

74-1112. Applicant for licensure as a professional nurse, practical nurse or mental health technician to be fingerprinted and submit to a state and national criminal history record check.

(a) The board of nursing may require an original applicant for licensure as a professional nurse, practical nurse or mental health technician to be fingerprinted and submit to a state and national criminal history record check. The fingerprints shall be used to identify the applicant and to determine whether the applicant has a record of criminal history in this state or other jurisdictions. The board of nursing is authorized to submit the fingerprints to the Kansas bureau of investigation and the federal bureau of investigation for a state and national criminal history record check. The board of nursing may use the information obtained from fingerprinting and the applicant’s criminal history for purposes of verifying the identification of any applicant and in the official determination of character and fitness of the applicant for any licensure to practice professional or practical nursing or mental health technology in this state.

(b) Local and state law enforcement officers and agencies shall assist the board of nursing in taking and processing of fingerprints of applicants to practice professional or practical nursing or mental health technology in this state and shall release all records of adult convictions and non-convictions and adult convictions or adjudications of another state or country to the board of nursing.

(c) The board shall fix a fee for fingerprinting of applicants or licensees, or both, as may be required by the board in an amount necessary to reimburse the board for the cost of the fingerprinting. Fees collected under this subsection shall be deposited in the criminal background and fingerprinting fund.

(d) There is hereby created in the state treasury the criminal background and fingerprinting fund. All moneys credited to the fund shall be used to pay the Kansas bureau of investigation for the processing of fingerprints and criminal history background checks for the board of nursing. The fund shall be administered by the board of nursing. All expenditures from the fund shall be made in accordance with appropriation acts upon warrants of the director of accounts and reports issued pursuant to vouchers approved by the president of the board or a person designated by the president.
According to K.S.A. 65-1120

(a).... the Board of Nursing may deny, revoke, limit, or suspend any license, certificate of qualification or authorization to practice nursing as a registered professional nurse, as a licensed practical nurse...that is issued by the board or applied for under this act or may publicly or privately censure a licensee or holder of a certificate of qualification or authorization, if the applicant, licensee or holder of the certificate of qualification or authorization is found after hearing:

(1) to be guilty of fraud or deceit in practicing nursing or procuring or attempting to procure a license to practice nursing;

(2) to have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense, unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust, except that notwithstanding K.S.A. 74-120 no license, or authorization to practice nursing as a licensed professional nurse, as a licensed practical nurse, as an advance registered nurse practitioner or registered nurse anesthetist shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated, prior to its repeal, or sections 36 through 64,174, 210 or 211 of chapter 136 of the 2010 Session Laws of Kansas, and amendments thereto;

(3) to have committed an act of professional incompetency as defined in subsection (e);

(4) to be unable to practice with skill and safety due to current abuse of drugs or alcohol;

(5) to be a person who has been adjudged in need of a guardian or conservator, or both, under the act for obtaining a guardian or conservator, or both, and who has not been restored to capacity under the act;

(6) to be guilty of unprofessional conduct as defined by the rules and regulations of the board;

(7) to have willfully or repeatedly violated any of the provisions of the Kansas Nurse Practice Act or any rules and regulations adopted pursuant to the act...; or

(8) to have a license to practice nursing as a registered nurse or as a practical nurse denied, revoked, limited, or suspended, or to be publicly or privately censured by a licensing authority of another state, agency of the United States government, territory of the United States or country or to have other disciplinary action taken against the applicant or licensee by a licensing authority of another state, agency of the United States government, territory of the United States or country. A certified copy of the record of order of public or private censure, denial, suspension, limitation, revocation or other disciplinary action of the licensing authority of another state, agency of the United States government, territory of the United States of country shall constitute prima facie evidence of such a fact for purposes of this paragraph(8).

(9) to have assisted suicide in violation of K.S.A. 21-3406 and amendments thereto as established by any of the following:

(A) A copy of the record of criminal conviction or plea of guilty for a felony in violation of K.S.A. 21-3406 and amendments thereto.

(B) A copy of the record of a judgment of contempt of court for violating an injunction issued under K.S.A. Supp. 60-4404, and amendments thereto.

(C) A copy of the record of a judgment assessing damages under K.S.A. 2002 Supp. 60-4405 and amendments thereto.
Felony Crimes

After July 1, 1997, the Board of Nursing will not issue licenses to applicants who have felony convictions in this list:

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-3401</td>
<td>Murder in the first degree</td>
</tr>
<tr>
<td>21-3402(a)</td>
<td>International second degree murder</td>
</tr>
<tr>
<td>21-3439</td>
<td>Capital Murder</td>
</tr>
<tr>
<td>21-3412(c)(3)*</td>
<td>Domestic Battery; third or subsequent within the last 5 yrs.</td>
</tr>
<tr>
<td>21-3421</td>
<td>Aggravated kidnapping</td>
</tr>
<tr>
<td>21-3401</td>
<td>Murder in the first degree</td>
</tr>
<tr>
<td></td>
<td>Conspiracy (21-3302)</td>
</tr>
<tr>
<td>21-3402(b)</td>
<td>Murder in the second degree (reckless)</td>
</tr>
<tr>
<td>21-3401</td>
<td>Murder in the first degree:</td>
</tr>
<tr>
<td></td>
<td>Solicitation (21-3303)</td>
</tr>
<tr>
<td>21-3403</td>
<td>Voluntary Manslaughter</td>
</tr>
<tr>
<td>21-3420</td>
<td>Kidnapping</td>
</tr>
<tr>
<td>21-3427</td>
<td>Aggravated robbery</td>
</tr>
<tr>
<td>21-3415(b)(1)</td>
<td>Aggravated battery on LEO-intentional.</td>
</tr>
<tr>
<td></td>
<td>Great bodily harm</td>
</tr>
<tr>
<td></td>
<td>(See 21-3414(a)(1)(A))</td>
</tr>
<tr>
<td>21-3440</td>
<td>Injury to a pregnant woman in the commission of a felony</td>
</tr>
<tr>
<td>21-3414(a)(1)(A)</td>
<td>Aggravated battery-intentional, great bodily harm</td>
</tr>
<tr>
<td>21-3440</td>
<td>Injury to a pregnant woman in the commission of K.S.A.</td>
</tr>
<tr>
<td></td>
<td>21-342 (aggravated assault), K.S.A. 21-3413 (a) (1), battery</td>
</tr>
<tr>
<td></td>
<td>or K.S.A. 21-3517, sexual battery</td>
</tr>
<tr>
<td>21-3404</td>
<td>Involuntary manslaughter</td>
</tr>
<tr>
<td>21-3426</td>
<td>Robbery</td>
</tr>
<tr>
<td>21-3414(a)(2)(A)</td>
<td>Aggravated battery - reckless, great bodily harm</td>
</tr>
<tr>
<td>21-3411</td>
<td>Aggravated assault on law enforcement officer</td>
</tr>
<tr>
<td>21-3437</td>
<td>Mistreatment of dependent adult - physical</td>
</tr>
<tr>
<td>21-3410</td>
<td>Aggravated assault</td>
</tr>
<tr>
<td>21-3422(a)(b)</td>
<td>Aggravated interference with parental custody</td>
</tr>
<tr>
<td>21-3428</td>
<td>Blackmail</td>
</tr>
<tr>
<td>21-3413(a)(2)</td>
<td>Battery against a correctional officer</td>
</tr>
<tr>
<td>21-3413(a)(3)</td>
<td>Battery against a youth center officer</td>
</tr>
<tr>
<td>21-3413(a)(4)</td>
<td>Battery against a juvenile detention officer</td>
</tr>
<tr>
<td>21-3413(a)(5)*</td>
<td>Battery against a city/county correctional officer/employee</td>
</tr>
<tr>
<td>21-34(a)(1)(B)</td>
<td>Aggravated battery - intentional, bodily harm</td>
</tr>
<tr>
<td>21-3414(a)(1)(C)</td>
<td>Aggravated battery - intentional, physical contact</td>
</tr>
<tr>
<td>21-3438(C)</td>
<td>Stalking when the offender has a previous conviction within 7 years for stalking the same victim</td>
</tr>
<tr>
<td>21-3414(a)(2)(B)</td>
<td>Aggravated battery - reckless, bodily harm</td>
</tr>
<tr>
<td>21-3406</td>
<td>Assisting suicide</td>
</tr>
<tr>
<td>21-3419</td>
<td>Criminal threat</td>
</tr>
<tr>
<td>21-3438(a)</td>
<td>Stalking in all other cases</td>
</tr>
<tr>
<td>21-3422(c)(2)</td>
<td>Interference with parental custody in all other cases</td>
</tr>
</tbody>
</table>

*This crime was created or the severity level of this crime was amended during the 1996 legislative session.
A successfully completed court-ordered diversion is NOT a conviction and SHOULD NOT be documented/reported as a conviction per the nursing application. A diversion can become a conviction if you violate any/all of the terms/conditions of the diversion. The city/county attorney may file a motion to revoke the diversion. If the judge agrees with the motion, the judge orders the diversion revoked and the defendant is now convicted of the original misdemeanor and/or felony offense(s).

**All felony convictions must be reported to KSBN**

Convictions that occurred when the applicant was a juvenile ARE reportable to KSBN. K.S.A. 65-1120 (a) (1) of the Kansas Nurse Practice Act states it is grounds for possible disciplinary action, if after a hearing, you are found guilty of **fraud or deceit** in practicing nursing or in procuring or **attempting to procure a license to practice nursing**.

Please review K/A.R. 60-3-113 of the Kansas Nurse Practice Act regarding the reporting of **misdemeanor** convictions to KSBN; in particular, note item (m) under this Practice Act regulation regarding a reportable misdemeanor; “any action arising out of a violation of any state or federal regulation” (please call the KSBN legal department prior to completing your application if you have questions regarding what is/is not reportable under this Practice Act regulation).

The following are some examples of reportable misdemeanor convictions:

- Worthless check/insufficient funds
- Theft and/or petty theft/shoplifting
- Theft of services (examples: eating at a restaurant without paying; staying at a hotel/motel without paying)
- Criminal damage to property
- Unlawful deprivation of property
- Criminal trespass
- Criminal use of a financial card
- Tampering with a theft detection device
- Harboring a vicious animal
- Dog at large
- Battery
- Assault
- Domestic battery and/or domestic violence
- Disorderly conduct
- Lewd and lascivious behavior
- Harassment by telephone
- Fleeing/eluding law enforcement
- Providing false information to law enforcement
- Obstruction of the legal process/resisting arrest
- Failure to appear
- Minor in possession/consumption of alcohol and/or cereal malt beverage
- DUI and/or DWI
- Pedestrian under the influence of drugs or alcohol
- Transporting an open container of alcohol
- Unlawful hosting of minors
- Possession of a controlled substance (marijuana, but may be other drugs)
- Possession of drug paraphernalia
- Expired tags/registration
- Driving while license suspended/cancelled/revoked
- Driving without a driver’s license on your person
- Driving in violation of driver’s license restrictions
- Unlawful use of a driver’s license or non-driver’s ID card
- Reckless driving
- Careless and imprudent driving
- Leaving the scene of a motor vehicle accident

Failure to report a motor vehicle accident Sometimes when a person is cited and/or ticketed by a law enforcement officer, the offense may only have been a city ordinance violation or infraction and NOT a misdemeanor; check the front side of your ticket to see which box was checked by the officer.
Disciplinary Action:

The question regarding disciplinary action is on ALL the KSBN’s nursing applications (initial, renewal, reinstatement and endorsement). This question includes, but, is not limited to disciplinary action against ALL licenses, certifications and/or registration as well as disciplinary action by a governmental agency. (Some examples are):

driver’s license;
fishing license;
hunting license;
day care license;
nursing home administrator’s license;
nursing license in Kansas or another state;
CNA/CMA/HHA certification;
school teacher certification.
“dishonorable discharge” and/or “other than honorable discharge” from any branch of the military
“disciplinary sanction” from any branch of the military.

If you have had a driver’s license suspension, restriction, revocation, denial and/or cancellation for any reason, it is reportable to the KSBN per this question on the nursing application.

Many times, a driver’s license is suspended for a month when a DUI has occurred, regardless of whether the DUI results in a diversion or conviction.
The driver’s license is then often restricted for the next 333 days (to/from work, home, school and for medical emergencies).
A driver’s license can be restricted in association with a pattern of DUIs (i.e. ignition interlock).
A driver’s license can be suspended for a short period of time when you are convicted of minor in possession/consumption of alcohol.
A driver’s license can be suspended due to nonpayment of a traffic citation (example: failure to pay speeding and/or parking tickets).
A driver’s license can be suspended due to no proof of vehicle insurance, expired tag and driving on an (already) suspended driver’s license.
A driver’s license can be cancelled when you pay for your driver’s license renewal with a worthless check.
When someone is determined to be a “habitual violator” due to excessive DMV “points” and/or type of offenses/convictions, their driver’s license is usually revoked for three (3) years.

The Kansas Department of Revenue (who governs the DMV) is the “keeper” of your Kansas driving record. The Kansas driving record shows convictions, suspensions,
restrictions, revocations, denials and cancellations (a legend is provided through the Kansas Department of Revenue web site that will enable the user to decipher the codes on the driving record).

If disciplinary action has been taken against your (Kansas) driver’s license within the past three (3) years, you are required to provide a copy of your current Driving Record. A copy of your Driving Record can be obtained from the DMV for a small fee.

If disciplinary action has been taken against your (Kansas) driver’s license more than three (3) years ago, you are required to provide a copy of your Driver’s License Folder, which can be obtained from the DMV for a small fee and is more complete than your driving record.

If the disciplinary action on your driver’s license occurred in other states, the applicant should call the agency for that state which is responsible for maintaining the driving record and any/all written notices. The applicant should inquire how long driver’s license information stays on their record, then, the applicant can decide which document(s) would be appropriate for the KSBN application process.

If disciplinary action has ever been taken against your driver’s license (for any reason), you are required to provide an explanatory letter regarding the disciplinary action(s) taken against your driver’s license. Your letter should include the following for each disciplinary action:
- circumstances leading up to the disciplinary action;
- date of the disciplinary action;
- actual disciplinary action;
- current status of the disciplinary action.

If the applicant’s name has appeared on the Kansas Department of Health and Environment (KDHE) abuse/neglect/exploitation registry (for CNA/CMA/HHA certification), the applicant is required to report this to the KSBN. A certified/dated copy of the applicant’s actual KDHE disciplinary action document must be provided to the KSBN (with an explanatory letter from the applicant).

If the applicant has had disciplinary action taken against a day care license, the applicant is required to provide certified/dated copies of the disciplinary documents, usually obtained from KDHE and/or SRS (with an explanatory letter from the applicant).

If the applicant has been disciplined by a Board of Education regarding a school teacher’s certificate, the applicant must provide certified/dated copies of the appropriate documents indicating that disciplinary action (with an explanatory letter from the applicant). The official documents can usually be obtained from the Board of Education where the disciplinary action occurred.

If the applicant has been “dishonorably discharged”, received an “other than honorable discharge” and/or received a “disciplinary sanction” from any branch of the military, the applicant must provide certified/dated copies of the appropriate documents from that
military branch regarding the disciplinary action (with an explanatory letter from the applicant). A person can be dishonorably discharged in association with 1 and/or felony crimes.

3/17
Miscellaneous Information

SEWARD COUNTY COMMUNITY COLLEGE
Level I NURSING PROGRAM

Estimated Expenses

**Fall Semester**

Paid at Enrollment

- **Seward County Resident Tuition & Fees**
  - $94.00/credit hour

- **In-state Tuition & Fees**
  - $95.00/credit hour

- **Border State Tuition & Fees**
  - $117.00/credit hour

- **Out-of-state Tuition & Fees**
  - $132.00/credit hour

- **One Time Course Fee (Name tag, Liability, and Accidental Medical Insurance)**
  - $60.00

- **Criminal Background Check**
  - $70.00

- **Assessment Testing Fee**
  - $121.00

- **Skills Lab Supplies**
  - $140.00

- **Simulation Lab Fee**
  - $200.00

- **Drug Testing**
  - 70.00

**Purchased at Bookstore**

- **Nursing Textbooks (Required)**
  - $900.00
  - (General Education Course texts and optional nursing texts are additional)

**Purchased on Own**

- **Hepatitis B Vaccine**
  - $89.99/dose may vary upon provider

- **Professional shoes**
  - (prices vary)

- **Scrub jacket (optional)**
  - (Saint’s Bookstore)
  - $50.00

- **Scrub top (Approximate Price)**
  - (Saint’s Bookstore)
  - $11.00-$115.00
Stethoscope

Pen Light $2.00

Bandage Scissors $8.00

Ladies Polo Shirt (In-Stock) $38.00-$58.00

**Spring Semester**  
**Paid at Enrollment**

Seward County Resident Tuition & Fees $94.00/credit hour

In-state Tuition & Fees $95.00/credit hour

Border State Tuition & Fees $117.00/credit hour

Out-of-state Tuition & Fees $132.00/credit hour

Continuing Ed. Nursing Conference $25.00

Textbooks

Graduation Fee $15.00

Nursing Pin (optional) $50.00

Capping & Pinning white dress uniform $30.00

Capping & Pinning misc. expenses $20.00

**Required**

ADN Space Reservation Fee $100.00

**Summer Semester**  
**Paid at Enrollment**

Seward County Resident Tuition & Fees $94.00/credit hour

In-state Tuition & Fees $95.00/credit hour

Border State Tuition & Fees $117.00/credit hour

Out-of-state Tuition & Fees $132.00/credit hour

Drug Testing for Wichita Clinical $70.00
Clinical Field Trip
- Lodging: $200.00
- Meals: $200.00

State Board Exam
- Application Fees: $250.00
- Fingerprinting: $68
- *Transcript Request Fee: $5.00 - $12.00

SEWARD COUNTY COMMUNITY COLLEGE
Level II NURSING PROGRAM
Estimated Expenses

**ESTIMATED EXPENSES**

**Fall Semester**

**Paid at Enrollment**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Seward County Resident Tuition &amp; Fees</td>
<td>$94.00/credit hour</td>
</tr>
<tr>
<td>In-state Tuition &amp; Fees</td>
<td>$95.00/credit hour</td>
</tr>
<tr>
<td>Border State Tuition &amp; Fees</td>
<td>$117.00/credit hour</td>
</tr>
<tr>
<td>Out-of-state Tuition &amp; Fees</td>
<td>$132.00/credit hour</td>
</tr>
<tr>
<td>One time Course Fee (Name tag, Liability, and Accidental Medical Insurance)</td>
<td>$60.00</td>
</tr>
<tr>
<td>Criminal Background Check</td>
<td>$70.00</td>
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<tr>
<td>Assessment Testing Fee</td>
<td>$121.00</td>
</tr>
<tr>
<td>Skills Lab Supplies</td>
<td>$200.00</td>
</tr>
<tr>
<td>Drug Testing</td>
<td>$70.00</td>
</tr>
<tr>
<td>Prairie View Clinical</td>
<td>$35.00</td>
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**Purchased at Bookstore**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Textbooks (Required)</td>
<td>$577.00</td>
</tr>
<tr>
<td>(does not include books purchased as a 1st year student or general education texts</td>
<td></td>
</tr>
</tbody>
</table>
**Purchased on Own**

- Hepatitis B Vaccine $89.99/dose
- Professional shoes (prices vary)
- Scrub jacket (optional) $ (Saint’s Bookstore)
- Scrub top $ (purchased at student's choice)
- Scrub pants $25.00
- Stethoscope $16.00
- Bandage scissors $4.00
- Pen Light $3.00
- Polo shirt with SCCC logo $40.00

**Required Sessions**

- Learned Clinicals $200.00
- Meals ($30 x 4 days - may be able to go cheaper) $200.00
- Lodging (if lodging is shared) $200.00

**Spring Semester**

**Paid at Enrollment**

- Seward County Resident Tuition & Fees $94.00/credit hour
- In-state Tuition & Fees $95.00/credit hour
- Border State Tuition & Fees $117.00/credit hour
- Out-of-state Tuition & Fees $132.00/credit hour
- Continuing Ed. Nursing Conference $25.00

**Purchased at Bookstore**

- Textbooks 100
- Graduation Fee 45
- Nursing Pin (optional) 35
- Capping & Pinning white dress uniform $30.00
- Capping & Pinning misc. expenses $20.00

**State Board Exam**

- Application Fees $250.00
- Fingerprinting
- *Transcript Request Fee $5.00-$12.00
 Required Sessions
Spring Adult & Child Clinical
   Lodging                      $200.00
   Meals                        $200.00

*The Kansas State Board of Nursing requires an official transcript when applying for licensure. The cost is $5.00-12.00 to the student. The student’s transcript WILL NOT be released until the student’s bill is paid in FULL. No exceptions.
Seward County Community College Nursing Program

UNSATISFACTORY STUDENT BEHAVIORS

THE FOLLOWING BEHAVIORS ARE EXAMPLES THAT CONSTITUTE UNSAFE OR UNPROFESSIONAL CLASS/CLINICAL PRACTICE.

1. Attendance
   Absence - class/clinical
   Clinical absence may constitute a failure. A student may be denied clinical practice due to excessive classroom absenteeism and lack of safe knowledge.
   No Call/No Show is unprofessional and will result in a contract
   Habitually fails to attend pre/post conference.
   Tardy to clinical - Students are expected to notify the instructor regarding absences or tardiness according to student nurse handbook.

2. Preparation
   Incomplete or late assignments.
   Failure to prepare for clinical experience.
   Failure to hand in written clinical assignments on time.
   Consistently poor quality of written clinical assignments.

3. Inappropriate Behaviors
   A. * Dishonesty
      * Failure to Research procedures or follow policy
      * Behavior which aims to threaten or intimidate a patient
      * Inappropriate touch
      * Working under influence of drugs or alcohol
      * Lateral Violence
   Lack of respect, inappropriate comments made about other health care workers, instructor, peers, patient/family
   Inappropriate verbal/nonverbal behavior patterns - i.e., inappropriate facial expressions, eye-rolling, disrespectful toward others, intimidating behavior, bullying, inappropriate inflection of voice, inappropriate laughter.
   “Tuning out” patient/team members
   Being “pre-occupied” when giving patient care
   *Not following directions of instructor
   Does not establish and maintain a workable interpersonal relationship with client
   Failure to meet any clinical agency’s requirements or policies may result in dismissal from the nursing program.
   It is grounds for dismissal from the nursing program if a student’s conduct is such that a clinical agency refuses to allow the student to do clinical.
   Not in full uniform
   Inappropriate use of cell phone/electronic devices in class/clinical.

4. Inadequate Patient care:
   Failure to verify patient allergies
   Failure to establish patient identification
   Not checking with the instructor regarding a procedure
   Late in providing a patient’s treatment/medication
   Lack of sufficient knowledge of treatment/medication
   Failure to check medication/treatments appropriately
   Failure to safely perform a procedure
   Neglects patient’s needs/care
Unsafe behaviors due to lack of sleep, more than 24 hours
Not charting accurately
* Is dishonest in admitting errors in carrying out any part of nursing care
   Is unable to give rationale for his/her nursing care
   Does not recognize the implications of change in the patient’s condition

5. Breach of Confidentiality
   * Disclosing information from patient records with persons NOT involved in their care or any
     other HIPAA violation including pictures, posting on social media, etc.
   * Photocopying or taking pictures of patient records
   * Discussing patient/family information with persons NOT involved in the care of the patient
   A breach in confidentiality can occur through posting on social media sites. Examples
   include: written or verbal information that provides enough detail to identify the patient,
   videos or photos of the patient, or negative comments about the patient and/or family, or
   clinical experience. Comments made online by a nursing student regarding peers,
   instructors, clinical nurses, or physicians, even if posted outside of the school or clinical
   setting made in person or via the Internet may be considered lateral violence. Lateral
   violence includes disruptive behaviors of intimidation and bullying.

Clinical Failures will be based on interpretation of patterns of behavior and/or seriousness of behavior at instructor discretion.

* These identified student clinical behaviors could result in immediate clinical failure and consequent dismissal from
  the nursing program.

5/00, 4/02, 7/06, 12/06, 4/09, 5/12, 7/13, 7/14, 7/15, 3/17, 8/17

Math Competency:
A math proficiency exam will be given at the beginning of Gerontology, Medical/Surgical
Nursing, and Role Development for the Level I students and at the beginning of A&C I and A&C
II for the Level II students. A 90% competency will be required on each exam with a maximum
of two re-takes. Failure to meet this competency will prevent the student from continuing in the
program. Tutoring will be available between each re-take upon the student’s request.

A math proficiency exam must be successfully completed prior to beginning the ‘From LPN to
ADN Student class. A 90% competency will be required with a maximum of two re-takes. This
exam will be the same as the last exam required for the SCCC Level I students. Failure to meet
this competency will prevent the student from continuing in the program. A schedule of testing
dates and review materials will be included with the acceptance letter. Students who have
previously completed the course ‘From LPN to ADN Student’ and are returning to the program
will need to complete the math proficiency exam prior to beginning the Fall semester.
Reporting Procedures for First Aid Incidents

Whenever a student is involved in a first aid incident which results in potential exposure, the student shall report the incident to their instructor before the end of the work shift during which the incident occurred (see attachment #1). The student must provide the instructor with the names of all first aid providers (those who assisted with the incident) involved in the incident, a description of the circumstances of the accident, the date and time of the incident, and a determination of whether an exposure incident, as in the OSHA standard, has occurred. The information shall be reduced to writing by the student and maintained in the first aid incident report file with the instructor. If an exposure incident has occurred, other post-exposure evaluation and follow-up procedures will be discussed with the student.

Post-Exposure Evaluation and Follow-up

An exposure incident occurs when there is specific mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials (OPIMs). Whenever a student has an exposure incident in the performance of his or her clinical assignment, an opportunity for a confidential post-exposure evaluation and follow-up will be provided to the student at the expense of the student (see attachment #2). Accidental medical insurance is required for all allied health students and is provided by Seward County Community College (SCCC). This insurance is in effect only while the student is participating in program activities sponsored and supervised by SCCC. The maximum benefit for accident medical expenses is $5000. This insurance policy will pay the reasonable expenses incurred by an insured person, in excess of the deductible amount, for medical care if the first expense is incurred within 30 days after the accident; and the expense is incurred within 52 weeks after the accident. The student will be responsible for paying the deductible amount of $50 per occurrence. A course fee is paid by the allied health student for this insurance coverage. The student or instructor should contact the Allied Health Division Chairperson for the appropriate insurance form prior to the post-exposure evaluation.

Post-exposure evaluation and follow-up shall be performed at Southwest Medical Center or the local health department according to recommendations of the U.S. Health service current at the time these evaluations and procedures take place. The cost of any laboratory tests required for the evaluation or follow-up procedures is the responsibility of the student. The student should check in at the Admissions area to complete all required paperwork.

Whenever an exposure incident occurs, the exposed student shall report the incident to their instructor, who will explain to the student his or her right to a post-exposure evaluation and follow-up. All costs associated with the post-exposure evaluation are the responsibility of the student.
SCCC Student Injury/Exposure Report

Instructions:
1. This form is to be completed and returned to Employee Health Dept. within 24 hours of the time of injury.
2. Please print all information clearly.

Location check one □ Hospital □ Clinic

<table>
<thead>
<tr>
<th>Date of Injury</th>
<th>Time of Injury</th>
<th>Dept.</th>
<th>Social Security Number</th>
</tr>
</thead>
</table>

Last Name | First | Middle Initial | Sex | Birth Date |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>O Male</td>
<td>O Female</td>
</tr>
</tbody>
</table>

Home Address | City | State | Zip |
|------------|------|-------|-----|

Home Phone | Cellular Phone |
|------------|----------------|

Please describe in detail what happened including any relevant events prior to incident. Please describe injury in detail. (location, severity, pain, etc)
________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________

Last any equipment involved. If injury was a needle stick, please list the brand, type of needle, and gauge of needle.

Was a safety device present? Was the safety device used?

Where did incident occur (Patient room #, cafeteria, OR, etc) Witnesses? (Provide Names)

Body Part Effective
O Right Side | O Left Side | O Both Sides | O Middle

Head/Neck | Extremities – Upper | Trunk | Extremities - Lower
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>O Scalp</td>
<td>O Nose</td>
<td>O Upper Back</td>
<td>O Thigh</td>
</tr>
<tr>
<td>O Skull</td>
<td>O Mouth</td>
<td>O Lower Back</td>
<td>O Knee</td>
</tr>
<tr>
<td>O Neck</td>
<td>O Teeth</td>
<td>O Chest</td>
<td>O Lower Leg</td>
</tr>
<tr>
<td>O Ears</td>
<td>O Face</td>
<td>O Abdomen</td>
<td>O Ankle</td>
</tr>
<tr>
<td>O Eyes</td>
<td></td>
<td>O Hip</td>
<td>O Foot</td>
</tr>
<tr>
<td></td>
<td></td>
<td>O Groin</td>
<td>O Toe</td>
</tr>
</tbody>
</table>

I UNDERSTAND THAT SOUTHWEST MEDICAL CENTER WILL DRAW INITIAL EXPOSURE LABS PER FACILITY PROTOCOL. MYSELF OR SEWARD COUNTY COMMUNITY COLLEGE WILL BE RESPONSIBLE FOR ANY MEDICAL TREATMENT AND DO NOT HOLD SOUTHWEST MEDICAL CENTER LIABLE FOR ANY MEDICAL TREATMENT. BY SIGNING THIS DOCUMENT I ACKNOWLEDGE AND AGREE TO ABIDE TO THE PREVIOUS STATEMENTS.

Signature | Date

OFFICE USE ONLY
Data completed Date _______________________________
By ____________________________

New 05/13
PROTOCOL FOR SCCC STUDENT EXPOSURE

Source Patient Information

1. Find out the patient’s name from which the exposure occurred; also referred to as the source patient. Explain the situation to the patient and complete Source Patient Consent Form (IC137 att 2C).
2. Write order on patient chart as follows: “No Charge” followed by “HIV, HBsAg and HCV,” Dr. Peterson/nurse’s signature; include date & time of order.
3. These orders are not entered into the computer. Complete lab requisition provided in packet by putting “SCCC” followed by Patient’s Social Security Number and Initials in the space for the name, fill in date of birth and sex “M” or “F” and attach patient’s label to both pages. Remove gold page and write the student’s name on bottom of the sheet, then put in the exposure file for later reference by EH. Notify lab of the blood draw and give the completed requisition to the lab personnel.
4. The following to be completed by Employee Health/Infection Prevention: Make a copy of the patient consent and a copy of completed lab results, once obtained send to HIS to be included in the patient’s chart. Ensure that no identifiable employee information is on any of the patient forms (to ensure confidentiality).

SCCC Student Information

1. Go to Employee Health office or notify House Coordinator.
2. Sign consent for lab work. With consent the following labs will be drawn: HIV, HBSABT, HBsAg, HCV, and Hepatic panel.
3. Complete the lab requisition provided in the packet by putting “SCCC” followed by Social Security Number and Initials in the space for the name, fill in date of birth and sex “M” or “F.” In “Other Tests” section write “Please send results to Employee Health.” Tear off the gold sheet put in the exposure file. Give the requisition to the student to take to Admissions.
4. Check in at Admissions letting them know you are a SCCC Student then go to lab.
5. Complete the SCCC Student Injury/Exposure Report thoroughly, describing the incident in as much detail as possible. Include the type, gauge, name, etc… of any needle or equipment involved. Report will be turned into Employee Health Office.

If completed by the HS #20 after-hours or over the weekend, please place completed Exposure file in an envelope and slide under the Employee Health door.

Revised 04/2013
With regard to the occupational exposure you have sustained, it is important for you to read and understand the following information:

1. You are at risk for acquiring certain diseases which may be transmitted by blood and body fluids. Blood is the number one source of transmission for Hepatitis B, Hepatitis C, and Human Immunodeficiency Virus (HIV) which are three very serious blood-borne diseases.

2. There is a vaccine available to prevent Hepatitis B. You may have already had this vaccine and if you have a documented, adequate antibody titer response, you are at a lesser risk for acquiring Hepatitis B. If you have not had the vaccine or you do not have an adequate antibody titer response, you are at increased risk for acquiring Hepatitis B.

3. There is no vaccine available to prevent HIV or Hepatitis C. If the source of your exposure is known, the source individual will be contacted to obtain permission to perform HIV, Hepatitis C, as well as Hepatitis B testing. If the source individual refuses the testing, you will be notified. If the source individual consents to the testing, you will be informed of the results as soon as they become available. You must not disclose these results to anyone else. Doing so is a breach of confidentiality and is subject to disciplinary action. If the source of the exposure is unknown (i.e. needle in a needle-box), no source testing can be performed.

4. It is recommended that you have your blood tested for HIV and Hepatitis B, and Hepatitis C following the exposure by contacting your physician or the local health department. If you elect to have this testing done, you will be asked to sign a consent for the testing. If you are unsure whether you want the testing done now, you may have your blood drawn and saved for 90 days. Should you change your mind during that time and decide you want to have the testing done, you will need to notify your physician and sign a consent and blood will be tested at that time. If you do not notify your physician before the 90 day time limit has ended, the blood will be destroyed without further notice to you. Blood must be drawn within 72 hours following the exposure.

5. A hepatic profile will also be done to establish your current liver function status.

6. If the initial lab results on both you and the source individual are negative, no further blood work will be necessary. If either you or the source patient has any positive results, additional testing is required, and blood work will need to be repeated at six weeks, three months, and six months.

7. It is your responsibility to notify your physician if you develop any symptoms of viral illness within 12 weeks following the exposure.

8. You may obtain more information about AIDS by calling the Center for Disease Control AIDS hotline at: 1-800-342-AIDS. You may obtain more information about Hepatitis by calling 1-404-332-4555.

9. If you have questions, or would like further information, you are encouraged to meet with your personal physician.

____________________________________________  _________________________
Student Signature  Date

____________________________________________  _________________________
Witness  Date
SOUTHWEST MEDICAL CENTER

POST OCCUPATIONAL BLOOD EXPOSURE

SCCC STUDENT CONSENT FORM

I have received an occupational exposure to blood and/or any one of the following body fluids visibly contaminated with blood: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, amniotic fluid, blood components or products made from human blood, or saliva in dental procedures.

Other sources of potentially infectious materials also include unfixed tissue or organs from a human (living or dead), cell tissue cultures, or other media for laboratory use, should any come into contact with my non-intact skin, eyes, or mucous membranes.

This exposure resulted from a splash or spray of bloody fluid into my eyes, mouth or nose, or onto my non-intact skin (e.g. sores, acne, cuts/abrasions, chaffing/chapping), or a stick, stab or slice of my body by a lancet, needle, scalpel, glass, or other object capable of penetration that was contaminated with blood or bloody fluids.

(Circle all exposure/injury types that apply.)

I understand that it is my responsibility to select and use the appropriate personal protective equipment (PPE) for the task at hand and will continue to do so. I further understand that I am responsible for maintaining barrier precautions as instructed until all testing is completed.

I understand that if the source patient is known and gives consent, blood testing will be done unless the HIV, HBV, HCV status of the source patient is already known and/or documented in the patient’s medical record.

The results of my post exposure testing and the patient source testing will be kept confidential and maintained in the EH office, I realize that I am responsible for the confidentiality of the source patient’s test results per hospital policy as well as state law and regulations.

I understand that I am responsible for reporting any signs and symptoms suggestive of disease during the testing period (e.g. fever, malaise, swollen lymph nodes and other flu-like symptoms) to the SCCC Allied Health Instructors. Copies of my test results will be provided to me.

I understand that Southwest Medical Center will draw the initial labs but will not be liable for any further testing or treatment.

I give consent to HIV, HBV, HCV, and Hepatic profile blood testing as outlined in this document:

Student Signature________________________________ Date:______________________________

Witness: __________________________________________________ Date : ______________________________
SOUTHWEST MEDICAL CENTER
SEWARD COUNTY COMMUNITY COLLEGE (SCCC)
POST OCCUPATIONAL BLOOD EXPOSURE

SOURCE PATIENT CONSENT FORM

Patient: _______________________________________________ Dept: ___________________

Print Name

I understand that an occupational exposure occurred to a SCCC student involving my blood or body fluids.

As a result of this exposure, I am being asked to give consent for testing of my blood for the presence of HIV (Human Immunodeficiency Virus which leads to the AIDS Virus) HBV (Hepatitis B Virus) and HCV (Hepatitis C Virus) unless the HIV, HBV or HCV status is already documented in my medical record. In such cases, testing with consent will be done accordingly. I further understand that I have a right to refuse testing.

If I consent to blood testing, I further understand that the SCCC will be responsible for the cost of the HIV, HBV, and HCV testing of this exposure.

With all my questions answered, I or my legal guardian consent to or decline testing of my blood for HIV, HBV and HCV as signified below by initials and signature.

__________  I give consent to HIV, HBV and HCV blood testing as outlined in this document.

__________  I DO NOT give consent to HIV, HBV and HCV blood testing as outlined in this document.

Patient/Legal Guardian: __________________________________________ Date: ____________

Signature

Witness: ____________________________ Title: ____________ Date: ____________

Hospital Use:

If consent has been given by the exposure source, please check the appropriate post exposure laboratory test(s)

Human Immunodeficiency Virus (HIV) _________
Hepatitis B Surface Antigen (HBsAg) _________
Hepatitis C Virus Antibody (Anti-HCV) _________

<table>
<thead>
<tr>
<th>Patient Identification Label</th>
<th>Southwest Medical Center/SCCCATS</th>
</tr>
</thead>
<tbody>
<tr>
<td>IC 137 Attachment 2C</td>
<td>Post Occupational Blood Exposure</td>
</tr>
<tr>
<td></td>
<td>Source Patient Consent Form</td>
</tr>
</tbody>
</table>

Revised 05/13
Seward County Community College
CONSENT FOR PROPHYLACTIC TREATMENT FOLLOWING BLOOD/BODY FLUID OCCUPATIONAL EXPOSURE

Indinavir (Crixivan)
Zidovudine (AZT) 300 mg BID
Lamivudine (3TC) 150 mg BID

I, _______________________, fully understand the limits and possible side effects of the above circled drug/drugs. I understand that there is no guarantee implied that these drugs will prevent me from seroconversion or also becoming positive for HIV, the causative virus in AIDS.

I also understand that follow-up blood work will be needed and agree to them at my expense:

5. 6 weeks
6. 3 months
7. 6 months after my exposure and/or up to one year, if source is known HIV positive.

If I discontinue or do not take the full 4-week supply, I will notify my physician.

Student Name (print) ________________________________

____________________________  _________________________
Signature                        Date

____________________________  _________________________
Witness                          Date
Seward County Community College

Release of Medical Information Form

I, ______________________________________ , authorize Seward County Community College to release the following information from my student record:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

The above listed records are to be sent to:

____________________________________________________________________________________

____________________________________________________________________________________

_______________________________________________________________

___

The above listed records are to be sent to:

____________________________________________________________________________________

____________________________________________________________________________________

_______________________________________________________________

___

Student Signature

Date
**MAJOR CLINICAL FACILITIES**

Seward County Community College          620-624-1951  
                                      1-800-373-9951

Nursing Department SCCC         620-417-1401
Nursing Department Fax        620-417-1449
Larned State Hospital      620-285-2131
Lone Tree Lodge           620-873-2146
Seward County Health Department 620-626-3369
Southwest Medical Center   620-624-1651

  Administrative Conference Room 620-629-6809
  Conference Room #1            620-629-6826
  Conference Room #2            620-629-6850
  Conference Room #3 (Computer training room) 620-629-6852
  Conference Room #4            620-629-6809
  Conference Room #5            620-629-6427
Skilled Nursing Station       620-629-6226
Skilled Waiting Room          620-629-6384
Skilled Dining Room           620-629-6220
Medical Floor                  620-629-6477
Medical Floor Conference Room 620-629-6472
OB Floor                       620-629-6316
Surgical Floor                 620-629-6376
Surgical Floor Conference Room 620-629-6371
Wheat Ridge Park Care Center   620-624-0130
Stevens County Community Health Services 620-544-7157
Sublette Clinic                620-675-2686
Wound Care Center (Curative Health Services) 620-272-2700
Genesis Family Health         620-624-6865
Brookdale Independent Living Center 620-626-5082
Beaver County Nursing Home    580-625-4571
Liberal Family Medicine       620-624-1651
Memorial Hospital of Texas County 580-338-6515

**THE CLINICAL SETTING**

**Personal Appearance:**
The personal appearance of student nurses affects the image that is projected to patients, staff members, and others. The nursing faculty at Seward County Community College feel it is very important to present oneself in a way that promotes a positive image of nursing.

**Uniforms:**

**Female Students:**
The student will wear a black scrub pant or skirt (no shorts, skorts, spandex, leggings, flight pants, or capri) with a green scrub top purchased through the Saints Bookstore. A black scrub jacket is optional. A shirt may be worn under the scrub top that is plain white or black. Uniforms must be hemmed to not touch the floor. Students ARE NOT to wear white lab coats or any other jacket other than scrub jacket over student uniform during clinicals. The black scrub pants are not required to be purchased through the SCCC bookstore.

**Male Students:**
Black scrub pants and a green scrub top purchased through the Saints bookstore are to be worn. Green scrub jackets may be worn over scrub top. White or Black professional shoes with white or black shoe laces are to be worn with the uniform.
The green uniform should be purchased through the SCCC bookstore. A polo shirt with a SCCC logo may be purchased for field trips and specified clinical experiences. The black scrub pants are not required to be purchased at the bookstore.

Each Level I & Level II student will receive a SCCC name badge each year prior to the first clinical experience. The name badge is considered part of the professional uniform.

**Clinical Assignments:**
The green scrub jacket and name pin or the SCCC polo shirt with name tag are to be worn over professional looking street clothes and shoes (no blue jeans, shorts, spandex, leggings, capris, sweats, wind suits, miniskirts, low cut tops, or flip flops). Midriff must be covered when a student is in the clinical setting picking up assignments for the next day's clinical experience or looking at a chart in medical records. Children or other non-nursing personnel should not accompany the student to any clinical area. No patient information may be picked up without proper attire and identification. Inappropriate attire will result in the student being sent to change into appropriate clothing. No cell phones.

**Guidelines for Personal Appearance and Conduct at Clinical Sites:**
1. Personal cleanliness is essential, including oral hygiene.
2. Clean hair, **pulled back**. No bows, head scarfs, headbands, feathers, or beads, may use simple clips. Natural hair colors only.
3. Professional nursing shoes designated for clinical use only, may be white or black. Shoes and laces must be clean.
4. Clean short fingernails with no fingernail polish. No artificial nails will be allowed.
5. Beards or mustaches must be neatly trimmed.
6. Avoid perfume or after shave lotion and no strong odors i.e. cigarette smoke.
7. No jewelry other than wedding bands or engagement rings and one pair of small earrings in the ear (smaller than a dime). Gauges should have a flesh colored & smaller than a dime plug.
8. Minimal makeup.
9. The complete uniform includes: **a pressed clean proper fitting uniform with a scrub jacket or scrub top, a name pin, an undecorated stethoscope, pen lite, scissors, a black pen and a watch that has a second read out**.
10. Facial jewelry, such as eyebrow, nose, lip or tongue jewelry is prohibited.
11. The midriff, flank, and lower back must be covered.
12. All visible tattoos must be covered, except the hand due to infection control concerns.
13. No cell phone

If these basic expectations are violated, an instructor may ask the student to make a change in the uniform, or appearance or may ask the student to leave the clinical area. The day will be counted as an absence.

**Personal conduct includes:** maintaining a quiet environment, being respectful toward peers, personnel, faculty, clinical facility staff and patients, maintaining confidentiality, use of professional language, projecting a professional image, and no posting of negativity on social networking sites. See social media page 39 and/or Unsatisfactory Clinical Behavior on page 48 for further information.

Negative conduct includes lack of respect, inappropriate comments made about other health care workers, instructor, peers, patient /family, inappropriate verbal /nonverbal behavior patterns - i.e., inappropriate facial expressions, eye-rolling, disrespectful toward others, intimidating behavior, bullying, inappropriate inflection of voice, and inappropriate laughter.

If these basic expectations are violated, an instructor may ask the student to make a change in the uniform,
or appearance or may ask the student to leave the clinical area. The day will be counted as an absence.

SOUTHWEST MEDICAL CENTER STUDENT NURSE POLICY

PURPOSE:

To define the clinical practice of student nurses at Southwest Medical Center.

POLICY:

Southwest Medical Center Nursing Service Department will maintain responsibility and accountability for all care performed by student practical nurses and student professional nurses. Student nurses will be supervised by instructors from their School of Nursing with Southwest Medical Center retaining ultimate responsibility for patient care. Student nurses are guests of Southwest Medical Center and have the authority to care for patients on their clinical areas based on a contract between their School of Nursing and Southwest Medical Center.

Southwest Medical Center Nursing Department staffs according to unit-based staffing grids. Student nurses are not counted in actual care hours, therefore staffing is not adjusted based on the presence or absence of student nurses.

Southwest Medical Center Nursing Department will work cooperatively with student nurses and their instructors.

Student nurses are held to the same Standard of Care as registered nurses and licensed practical nurses. Instructors will provide adequate supervision and instruction for their students. Student nurses shall not perform any act or procedure for which they are not fully trained or adequately prepared.

A. Student nurses will:

1. Use two patient identifiers before any procedure and scan patient identification band and medication to be administered prior to administration.
2. Report any significant patient observations to the nurse in charge before leaving the clinical area.
4. Comply with policies of their school and Southwest Medical Center.
5. Physician Orders:
   a. The majority of physician orders will be entered in the computer by the physician, using Care Provider Order Entry (CPOE).
   b. Under the direct supervision of the RN, Level II Nursing Students may receive a telephone or verbal order and/or place the order into the Patient Care System (PCS).
   c. LEVEL I nursing students will not accept verbal or telephone orders.
6. Documentation:
   a. The Level I and Level II will follow SWMC documentation policies/procedures.
   b. Level I may document in the PCS with the same dictionary access as the SWMC LPN, including, but not limited to: daily flowsheets, interventions and eMAR. PNS nursing instructors may document a review of the students’ documentation in the PCS.
   c. Level II may document in the PCS with the same dictionary access as the SWMC RN, including, but not limited to: assessments notes, interventions, and eMAR. If the ADNS is a Licensed
Practical Nurse (LPN), nursing instructors are not required to review and sign the student’s documentation; if the ADNS is not an LPN, the instructor will document a review of the student’s documentation in the PCS.

B. Student Nurses at Southwest Medical Center will not:

2. Give prescriptions to patients that have not been signed by the physician (Level II only).
3. Dispense medications to discharged patients unless labeled with patient's name, med dose, and Doctor's signature (Level II only).

C. Southwest Medical Center will provide:

1. A clinical setting for learning experiences.
2. Space for student discussions.
3. Orientation for instructors and students.

D. The School of Nursing will provide:

1. Instructors.
2. Theoretical instruction.
3. Clinical Supervision.
4. Assignments for student nurses.
5. Validation of current licensure for all Nursing instructors at Southwest Medical Center.

E. The students will provide their own:

1. Meals.
3. Uniforms.
4. Liability insurance.
STUDENT HANDBOOK

The student is highly encouraged to obtain and read the college student handbook. This contains policies and statements that relate to all students on campus.

No license, certificate of qualification or authorization to practice nursing as a licensed professional nurse, as a licensed practical nurse, as an advanced registered nurse practitioner or registered nurse anesthetist shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto (Kansas Nurse Practice Act 65-1120).

POLICY ON DISCRIMINATION

Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Seward County Community College are hereby notified that this institution does not discriminate on the basis of race, religion, color, national origin, gender, age, or handicap in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning Seward County Community College’s compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact Mr. Dennis Sander, 1801 North Kansas, Liberal, KS, 67901 telephone: 620-417-1951, email address: dennis.sander@sccc.edu. His office is located in the Hobble Academic Building, office #A116.

Mr. Sander has been designated by Seward County Community College to coordinate the institution’s efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution’s compliance with the regulations implementing Title VI, Title IX, or Section 504.

ACCREDITATION

Seward County Community College is accredited by the Higher Learning Commission and the Kansas Board of Regents.

Level I program is approved by the Kansas State Board of Nursing (KSBN). The Level II program is approved by the Kansas State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN).

<table>
<thead>
<tr>
<th>ACEN</th>
<th>Kansas State Board of Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>3343 Peachtree Road NE</td>
<td>Landon State Office Building</td>
</tr>
<tr>
<td>Suite 850</td>
<td>900 SW Jackson Rm 1051</td>
</tr>
<tr>
<td>Atlanta, GA 30326</td>
<td>Topeka, KS 66612-1230</td>
</tr>
<tr>
<td>404-975-5000</td>
<td>785-296-4929</td>
</tr>
<tr>
<td><a href="http://www.acenursing.org">www.acenursing.org</a></td>
<td><a href="http://www.ksbn.org">www.ksbn.org</a></td>
</tr>
</tbody>
</table>

STATEMENT OF UNDERSTANDING

I have read the Seward County Community College Nursing Student Handbook, understand its content and agree to abide by the policies contained therein.

_________________________________________  ____________________________
Student Signature                        Date

ACKNOWLEDGMENT OF SCCC’S ALLIED HEALTH DIVISION PROTOCOL FOR A DRUG AND ALCOHOL FREE ENVIRONMENT

I have reviewed the Seward County Community College’s Drug-Free Institution of Higher Education Policy. I understand and will abide by said Policy.

I further agree that, should I be requested to submit to a blood and/or urine drug and/or alcohol screen and further agree that, should I be subject to any of the disciplinary actions set forth in the protocol, I waive any privilege regarding my alleged drug and/or alcohol use and consent to the release of information to Seward County Community College.

Signature:____________________________________

Date:______________

CONTRACT FOR SOCIAL MEDIA

I have read the Social Media Policy for SCCC nursing program. I agree to comply with all issues regarding confidentiality and/or communication involving social media.

Student Name (print) ________________________________

Student Signature ________________________________  Date:  _____________________