Fort Scott Community College

Department of Nursing Education

Nursing Student Handbook

August 2012 to July 2013

FSCC does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to its programs and activities.
FORT SCOTT COMMUNITY COLLEGE
Mission and Objectives

Fort Scott Community College is an educational and cultural resource center primarily for citizens of its service area. The college provides an affordable, high quality education suited to the needs of its students and community through personal enrichment, transfer programs, community-based services and activities, business and industry programs, and professional and technical programs. The college fosters an open, caring community of learners who are challenged to assume responsibility in a democracy and prepared to participate in a diverse society within our global environment.

Fort Scott Community College fulfills its mission through the following objectives:

- Provide general education (core), academic and technical curricula to suit student needs.
- Provide lifelong learning opportunities to meet the cultural and educational needs of the service area.
- Provide students professional guidance and services that support the educational process.
- Provide students and the community with opportunities for leadership development, cultural enrichment, intellectual stimulation, physical improvement and social growth.
- Demonstrate excellence through the ongoing process of Program Review and careful evaluation, development, and effective use of human, financial, physical and institutional resources.
- Use the Comprehensive, Integrated Strategic Planning Process as outlined in the Design Plan.
- Attract, retain and motivate qualified personnel.
- Maintain a mutually supportive relationship among the college, community and the service area.
- Demonstrate integrity in our practices and relationships.

FORT SCOTT COMMUNITY COLLEGE
VISION FOR THE FUTURE

Together, we will:

**F**oster a

**S**uccessful,

**C**ompetent

**C**ommunity of learners prepared to lead in a diverse society.
Welcome to Fort Scott Community College and congratulations to you for being accepted into the nursing program.

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

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

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

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

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

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

Initial National League for Nursing Accrediting Commission (NLNAC) accreditation was granted in March of 1986 for the Associate Degree Nursing Program. In 1994 and 2002, the National League for Nursing re-accredited the Nursing Program for eight additional years. In 2010, the program was granted Continued Accreditation with warning, and a resurvey is scheduled for fall 2012. Areas not meeting standards were in faculty qualification at the MSN level, curriculum, and program evaluation. Corrective actions have been taken with interim reports provided to the NLNAC. The curriculum has been totally revised and approved. The systematic program evaluation plan has been developed, and all lead instructors now hold MSN degrees. The Associate Degree Nursing Program has maintained Kansas State Board of Nursing approval since 1970. In 2010, the program received approval with conditions. A final corrective action plan was provided to KSBN in December 2010. The program received full approval by Kansas State Board of Nursing on September 15, 2011.
In August of 1988, the Nursing Program began accepting students twice a year in January and August. Interactive Distance Learning (IDL) was implemented in fall 2009, allowing students at the Miami County Campus to attend lecture at that location. Ten students are approved to be admitted there each fall.

A major nursing curriculum revision was approved by the Kansas State Board of Nursing in December 2010, the FSCC Curriculum Committee, KBOR, and NLNAC in the spring of 2011. Implementation of the new prerequisite semester began in fall 2011. This curriculum change is based on Quality and Safety Education for Nurses (QSEN) Competencies, designed to bridge the gap between agency needs and nursing education that fosters improved patient outcomes and provides enhanced patient safety. The curriculum change also reflects the Kansas Technical Education Authority’s ADN program alignment for nursing programs in Kansas.

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

The nursing faculty is always interested in your progress and in helping to make your education a successful and rewarding experience. Our goal is to graduate well educated, clinically safe, graduate nurses who are able to successfully complete the NCLEX examination on the first attempt. Do not hesitate to contact your advisor or the nursing staff for guidance. The Nursing Faculty expects you to have a successful and enjoyable experience at Fort Scott Community College.
Bourbon County Public Health
210 South National
Fort Scott, KS  66701  **620-223-4465**

Miami County Medical Center
2100 Baptiste Dr./P. O. Box 365
Paola, KS  66071  **913-294-2327**

Fort Scott Manor
736 Heylman
Fort Scott, KS  66701  **620-223-3120**

Moore-Few Care Center
901 South Adams
Nevada, MO 64772  **417-667-3355**

Girard Medical Center
302 North Hospital Drive
Girard, KS  66743  **720-724-8291**

Nevada Regional Medical Center
800 South Ash
Nevada, MO 64772  **417-667-3355**

Life Care Center of Osawatomie
1615 Parker
Osawatomie, KS  66064  **913-755-4165**

North Point Skilled Center
908 North Pearl
Paola, KS  66071  **913-294-4308**

Louisburg Healthcare & Rehab
1200 South Broadway
Louisburg, KS  66701  **913-837-2916**

Osawatomie State Hospital
500 State Hospital Drive
Osawatomie, KS 66064  **913-755-3151**

Medicalodge of Fort Scott
915 South Horton
Fort Scott, KS  66701  **620-223-0210**

Southern Care, Inc.
2307 South Tucker
Pittsburg, KS  66762  **620-231-8000**

Mercy Health Care System of SE KS
401 Woodland Hills Blvd.
Fort Scott, KS  66701  **620-223-2200**

Via Christi Hospital @1 Mt. Carmel Way
Centennial and Rouse Streets
Pittsburg, Kansas  66762  **620-231-6100**

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**SECOND LEVEL.**
FORT SCOTT COMMUNITY COLLEGE  
DEPARTMENT OF NURSING EDUCATION

Mission Statement

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

Nursing Department Philosophy

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

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

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

**Teamwork and collaboration:** Function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

**Evidenced-based practice (EBP):** Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

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

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

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

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

**References:**

Approved by KSBN: 121310
Kansas ADN Alignment
Program Outcomes

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.

2. Integrate caring behaviors in practicing the art and science of nursing within a diverse population.

3. Demonstrate effective communication methods to manage client needs and to interact with other health care team members.

4. Collaborate with clients and members of the interdisciplinary health care team to optimize client outcomes.

5. Implement professional standards and scope of practice within legal, ethical, and regulatory frameworks.

6. Manage care and provide leadership to meet client needs using available resources and current technology.

7. Generate teaching and learning processes to promote and maintain health and to reduce risks for a variety of clients.

Approved by KSBN: 121310
Nursing Faculty Organization

The Nursing Department faculty members, as part of FSCC faculty, are represented by the Fort Scott Community College Association of Professional Employees (FSCAPE). All full-time professional employees are members of FSCAPE, regardless of their membership in Kansas National Education Association (KNEA). The FSCC Faculty and the FSCC Staff Handbooks apply to the staff and faculty of the Nursing Department.

The Nursing Department meetings include nursing and allied health faculty, the director, the administrative assistant, and student representatives.

The nursing faculty acts as a body of the whole. Due to its small size, the department has limited resources to maintain standing committees. There are two committees recognized that report to the regular, departmental meetings:

Level Committee: This committee is made up of full-time nursing faculty. The committee is chaired by the Level Coordinator. The committee reviews curriculum, scheduling, student concerns, program change recommendations, student performance, program compliance, and other concerns that may arise. The Level Committee then presents its findings and recommendations at the departmental meeting for consideration and approval.

Faculty Selection Committee: This committee is made up of at least two full-time faculty. The committee is chaired by the Level Coordinator. The committee reviews application files for completeness and to insure applicants meet entrance requirements. Applicant information is entered into a worksheet that sorts by admission points and then by TEAS scores to break any ties. The admission list is then provided to the director and administrative assistant to issue acceptance letters.

Origination – 020110; Revised – 051311
TEAS-V Examination

Beginning fall 2010, the Nursing Department uses the TEAS – V version from Assessment Technologies Institute (ATI) as an entrance determinant. Students should take the examination in the semester that their application is being considered. Students may take the TEAS – V three times in order to meet entrance requirements. Students not meeting entrance requirements on the third attempt will not be considered for admission. Calculators are not permitted for the Math section.

The cost of the examination is based on ATI’s current charges for the examination. Students must achieve a category level of Proficient or higher based on the composite score, and then scores in each sub-section (math, English, science, and reading) must be at 50 or higher in order to meet entrance requirements. Admission points are based on the composite score.

Study materials may be purchased from ATI or the bookstore in order to prepare for the exam. Other resources are available if the student desires additional preparation for the exam.

Students taking the exam again are given a retake version of the exam. Students will register for the exam in advance and will pay for the exam at the time of registration. The exam fee is non-refundable as the exams are ordered based on student’s registration. FSCC will accept TEAS-V scores from student attempts at other locations. Students using TEAS 4.0 will be required retake using the TEAS-V version beginning in fall 2011. Students without all four subject sections will be required to retake the TEAS-V exam.

Students who meet the proficient category, but miss one of the sub-scores, may request to take only the one sub-score subject area. This request must be made in advance when the student registers for the exam.

Origination – 100101; Revised – 100702; 010703; 090903; 040804; 120804; 042905; 100106; 050709; 081909; 060710; 051311; 053012
Nursing Curriculum

An Associate of Applied Science Degree can be completed in five semesters. The graduate will, following confirmation by the Kansas State Board of Nursing, be eligible to take the National Council Licensure Examination - Registered Nurse (NCLEX-RN).

Students are responsible for completing the curriculum that is approved by the Kansas State Board of Nursing at the time they enroll in a nursing course. In the event the student has taken a leave of absence, she/he must complete the curriculum that is approved at the time of return. The new curriculum (2011) consists of 72 credit hours; 31 general education credit hours and 41 nursing credit hours. Students beginning nursing courses in the spring 2012 will begin under this curriculum. Students beginning nursing courses in the fall 2011 will complete the program under the old curriculum.

Prerequisite courses must be completed prior to beginning the nursing courses. Co-requisite courses may be taken in the scheduled sequence or ahead of schedule. All nursing courses must be taken in order according to the curriculum sequence. Any variation from this policy requires full nursing faculty approval. A student must meet all course objectives and complete all course requirements of each semester before proceeding to the next semester of nursing.

See suggested course sequences for generic and LPN/Advanced Standing students on the following pages.

New approval: 051311
Prerequisites:
Prerequisite courses require a 3.0 GPA in these 17 credit hours. The program does not use a cumulative GPA for admission. These courses must be completed in the semester prior to the anticipated start of the nursing semesters. Although General Biology and Basic Chemistry are waived for pre-nursing students, students without these basic science courses are strongly advised to take them to be successful in A&P, Microbiology, and on the TEAS-V test. **Pre-nursing students should be in contact with the Nursing Department and should seek academic advisement through the program director.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy and Physiology (A&amp;P)</td>
<td>5</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>English 101</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Algebra (or higher)</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Nursing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17 credit hours</strong></td>
</tr>
</tbody>
</table>

**Beginning Fall 2012, CNA or MHT certification is required prior to entry.**
Applications are due **April 15** for fall admission; **October 15** for spring admission. The TEAS exam must be scheduled and completed prior to the end of the semester when application is made. Students with English as a second language (ESL), whose primary education was not in English, must provide a TOEFL composite score of 79 or higher with minimum scores in each of: Writing (20), Speaking (20), Reading (19), and Listening (20).

**First Nursing Semester:**
- Fundamentals of Patient Centered Care A: 4 credit hours
- Fundamentals of Patient Centered Care B: 4 credit hours
- Health Assessment: 3 credit hours
- English 102 or Public Speaking: 3 credit hours
- **Total**: 14 credit hours

**Second Nursing Semester:**
- Basic Medical/Surgical PCC A: 4 credit hours
- Basic Medical/Surgical PCC B: 4 credit hours
- Pathophysiology: 3 credit hours
- Developmental Psychology: 3 credit hours
- **Total**: 14 credit hours

**Third Nursing Semester:**
- Child-Bearing Family PCC: 2 credit hours
- Pediatric PCC: 3 credit hours
- Mental Health PCC: 3 credit hours
- Microbiology: 5 credit hours
- **Total**: 13 credit hours

**Fourth Nursing Semester:**
- Acute and Complex M/S PCC A: 4 credit hours
- Acute and Complex M/S PCC B: 4 credit hours
- Leadership and Management of Care: 2 credit hours
- Capstone Clinical Immersion: 1 credit hour
- Healthcare Informatics: 3 credit hours
- **Total**: 14 credit hours

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

Fort Scott Community College  
Nursing Education  
**Suggested Curriculum Sequence for LPN/Advanced Standing**  
**Fall 2011**

Note: Variation may be required due to phase-in of the new curriculum.

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

- Anatomy and Physiology (A&P) 5 credit hours
- General Psychology 3 credit hours
- English 101 3 credit hours
- Intermediate Algebra (or higher) 3 credit hours
- Introduction to Nursing 3 credit hours 17 credit hours with 3.0 GPA
- Health Assessment 3 credit hours
- English 102 or Public Speaking 3 credit hours
- Pathophysiology 3 credit hours
- Developmental Psychology 3 credit hours

Applications are due **April 15** for fall admission; **October 15** for spring admission. The TEAS exam must be scheduled and completed prior to the end of the semester when application is made. Students with English as a second language (ESL), whose primary education was not in English, must provide a TOEFL composite score of 79 or higher with minimum scores in each of: Writing (20), Speaking (20), Reading (19), and Listening (20).

**First Nursing Semester:** Course credit awarded with successful completion of program.
- Fundamentals of Patient Centered Care A 4 credit hours
- Fundamentals of Patient Centered Care B 4 credit hours
- Total 8 credit hours

**Second Nursing Semester:** Course credit awarded with successful completion of program
- Basic Medical/Surgical PCC A 4 credit hours
- Basic Medical/Surgical PCC B 4 credit hours
- Total 8 credit hours

**Third Nursing Semester:** Admission into 3rd semester determined by PN Med/Surg exam
- Child-Bearing Family PCC 2 credit hours
- Pediatric PCC 3 credit hours
- Mental Health PCC 3 credit hours
- Microbiology 5 credit hours
- Total 13 credit hours

**Fourth Nursing Semester:**
- Acute and Complex M/S PCC A 4 credit hours
- Acute and Complex M/S PCC B 4 credit hours
- Leadership and Management of Care 2 credit hours
- Capstone Clinical Immersion 1 credit hour
- Healthcare Informatics 3 credit hours
- Total 14 credit hours

**Total = 72 Credit Hours**
**Incomplete Course Requirements**

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

Students must earn a minimum grade of “C” in all required core courses in the nursing curriculum sequence to remain in the program.

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

**Students with English as a Second Language**

**Kansas Nurse Practice Act Regulation:**

60-3-106 (b) – Licensure qualifications: Any individual applying for licensure in Kansas for which English is a second language shall be granted a license if that individual meets all of the requirements in effect at the time of application and shows evidence of oral and written English proficiency, which may be demonstrated by passing an examination as approved by the board.

For students whose secondary education was in English, no TOEFL scores are required. Students are expected to meet entrance requirements through prerequisites and demonstrate academic capabilities on the TEAS-V exam. For students whose secondary education was not in English, the applicant with English as a second language (ESL) must present a TOEFL score of the following for admission into the nursing program:

| Writing  | 20 |
| Speaking | 20 |
| Reading  | 19 |
| Listening| 20 |
| Total    | 79 or higher |

RE: 031497; 062201; 052406; 020509; 051311; 053012
Progression within the Nursing Program

The Associate of Applied Science degree in Nursing is designed to build on content from the prerequisite courses and then prior semester’s nursing and co-requisite courses. Students must achieve a passing grade “C” or better in the nursing courses listed on the curriculum sequence and must have passed appropriate clinical courses to proceed.

Pre-Entrance Requirements

Pre-requisite courses include A&P, English 101, General Psychology, Intermediate Algebra (or higher), and Introduction to Nursing. A GPA of 3.0 is required for these five courses (17 credit hours).

The TEAS-V examination must have a category of Proficient Level and sub-scores should be at or above 50 in each subject area.

Criminal Background Check with no bars. Students with questions regarding license eligibility should contact the legal division at Kansas State Board of Nursing.

Nursing Course Semesters

All nursing courses from the prior semester must be completed with an 80% grade or higher and the student must pass clinical performance measures and have an average 80% grade on clinical paperwork assigned.

The student cannot progress to the next semester unless all prior semester’s courses and clinical have been completed successfully.

ATI RN Predictor Examination

Near the end of NUR 2071 Trends, Issues, and Management in Nursing course, students will complete the ATI RN Predictor Examination. The student must then successfully complete the Virtual ATI Review and produce evidence of being given the “green light” to test for the NLCLEX-RN exam to meet course completion requirements. The student will receive a failing grade “F” in the course until all required course components are completed. After the student has successfully completed the Virtual ATI Review, the instructor will post the grade the student earned and will submit the grade change to the Registrar. The Registrar will then post the updated grade to demonstrate completion of the AAS in nursing degree and will provide the official transcript for the student’s state nursing license application and approval to test. The Virtual ATI review course must be successfully completed within three (3) months of the course final, or the failing grade will stand.

Since the student will be within six (6) hours of completing the degree, she/he may participate in nurse pinning and graduation ceremonies. However, the degree will not be issued until the student successfully completes the ATI Virtual review course AND completes the NUR2071 course with a passing grade.
Graduation Requirements

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

Origination – 060810; Revised – 07022010; 111110; 051311

Grading and Testing

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Explanation</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4 per credit hour</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3 per credit hour</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2 per credit hour</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1 per credit hour</td>
</tr>
<tr>
<td>F</td>
<td>Failure to Meet Objectives</td>
<td>0 per credit hour</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>No Points</td>
</tr>
</tbody>
</table>

Academic Grades:

A = 94 – 100 %
B = 87 – 93 %
C = 80 - 86 %
D = 75 - 79 %
F = 74 % and below

Nursing Department Grading Criteria:
Examinations

Examinations will be given once as scheduled. Each course will have a first quarter, mid-term, third quarter, and final exam. If an exam is missed because of an excused absence, the student must notify the instructor prior to that exam and make arrangements to make up the exam. Students must call the department prior to the exam to be excused. All excused exams must be completed within 48 hours unless prior arrangements have been made with the instructor. A student will receive a grade of zero (- 0 - ) if arrangements are not made. Format of the make-up exam will be at the discretion of the instructor. Excused absences include medically excused illness, death within the student’s immediate family, college excused absence, jury duty, or subpoena for court appearance. Students will not be able to repeat an exam in order to receive a higher grade.

Format of exams is determined by the individual instructors. Examinations are peer reviewed for content and cognitive level by nursing faculty. Content and level of study determine the type and level of difficulty of test questions. Exams may include alternate-type questions in addition to standard test formats. All exams are given through Blackboard and are analyzed for reliability and validity.
Online examinations will be proctored via the instructor or approved proctor following FSCC proctor guidelines. Some assignments may be non-proctored. No children are allowed in the classroom during testing.

No cell phones or electronic devices are allowed during testing. No hats are to be worn during testing. First and third quarter exams are each worth 15% of total grade. Instructors reserve the right to ask student/children to leave the classroom at any time.

**Quizzes**  
Quizzes will be given both scheduled and unscheduled. No make-up will be allowed for unscheduled quizzes. The student will be given a zero (0) for any unscheduled quiz missed.

**General Grading/Testing Policies – All Levels & All Courses**  
- No extra credit
- No review prior to exam
- No study guide
- No take home exams I, Med-Term, 3, Final
- No grade inflation >100%
- No grade adjusting without EAC test analysis, peer review, & Director approval
- Quizzes/Exams must be reviewed within one week of assignment date
- Questions are not reused from quizzes to exams or exams to mid-term or final
- Workbooks are graded on what is submitted or pass/fail only
- ATI –
  1. A non-proctored exam is given at beginning of the course to establish a baseline of knowledge.
  2. The proctored exam is then given toward the end of the course to determine that learning was achieved.
  3. Then, one additional non-proctored exam is given for remediation until a 95% or higher score is achieved

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

Tardiness will not be acceptable and will not be considered an excused reason regardless of the cause. Should a student be late to an exam, the student may not be permitted to take the exam and a zero score may be given at the discretion of the instructor. Students may not be permitted to enter the classroom once an exam has started. Should the student be permitted to take the exam and enter the class, the student will only have the remaining time of the exam to complete all questions at the discretion of the instructor.

Exams and quizzes will have one minute per question. Students should be prepared to answer all the questions in the allotted time.

There are no make-up quizzes during class time. If a make-up exam is given, it is made up at the convenience of the instructor and is not done during class time.
The test and item analysis information/reports and instructor peer review of exams are proprietary property of the Nursing Department and students are not authorized or permitted to view these documents.

All hats/caps must be removed during exams and quizzes. Personal items, such as purses, books, backpacks, digital pens, cell phones (turned off), pagers, notebooks, laptops, iPod, iPad, electronic devices, drink or beverages, food packaging, and briefcases will be left in the front or back of the room during testing. The instructor or proctor reserves the right to ask students to remove jackets or articles of clothing that are bulky that could be suspicious of covering written material during testing. Student use of any electronic or mechanical device during testing or test review is strictly prohibited and constitutes cheating. Regardless of proctor, sanctions will occur if academic dishonesty is evident.

All nursing examinations are given through Respondus Lockdown Browser in Blackboard. Quizzes may be given through the Lockdown Browser at the discretion of the instructor. The browser prevents the student from accessing other sites or programs while testing.

**Written Work**

A written work must be submitted on the day the assignment is due. No credit will be given for late papers unless prior arrangements have been made. However, all assignments must be turned in (even with no grade) to meet the course objectives. Failure to submit all required written work by the last lecture day of the course will result in a failing grade until the work is submitted. Points will be deducted from written work for lack of neatness, poor grammar, spelling, and typographical errors. Written work is to follow APA Publication Manual guidelines, and show evidence of nursing peer-reviewed journals in reference/citations.

**Clinical Work**

Clinical work will be graded using clinical evaluation tools. Clinical is pass/fail and the clinical portion of the course must be passed to pass the course. Clinical papers will be graded using the clinical rubric. Students must achieve a minimum average of 80 % on all clinical paperwork to pass clinical.

**ATI Testing**

Students should do their best when taking the proctored course competency exams. These exams provide an indicator of success on the NCLEX-RN exam and identify weak areas for further study. Proctored competency exams are weighted at 5% of total grade.

**Mid-Term and Final Exams**

A cumulative mid-term is given and weighted at 20% of final course grade. The final exam will be given once as scheduled during final exams week. All nursing finals are weighted at 30 % of the final course grade.
Competencies
At the beginning of each semester and prior to the start of clinical rotations, the student will be required to perform comprehensive demonstrations of selected procedures learned throughout her/his time of study. These demonstrations are pass/fail. The student cannot go into clinical rotations without successfully passing all required demonstrations and/or competencies. Skills competencies should be completed without error and with no prompting. Students must come prepared and practiced to perform skill check-offs.

Notes
Grading policies are reviewed annually by the faculty and current grading policies are to be included in all course syllabi.

Review of unit tests prior to finals is not allowed in any nursing course.

Origination – 060986; Revised – 072387; 051388; 060189; 072500; 061301; 072302; 062403; 070104; 030105; 052406; 072007; 052808; 040309; 060710; 111110; 051311; 053012

Attendance
Regular class attendance and participation in class activities is expected of all students. It is the responsibility of the student to make up class work missed for any reason, including college-sponsored activities. **A student should not enroll in a course if the student knows that he or she will frequently be absent.** At the first class meeting, the instructor will inform students, both orally and in writing, of the course requirements and the attendance and grading policies.

If a student has not attended class for more than a week, the instructor will notify the Counseling Office so that the student can be encouraged to return to class or to withdraw from the course.

When attendance becomes so irregular that the student is in danger of not meeting the course objectives, the instructor will notify the Counseling Office through Campus Connect Early Alert online, and attempt to notify the student, that an attendance problem exists. Failure to meet the attendance requirements of the class will adversely affect the student’s grade and, consistent with the instructor’s attendance policy, may result in the award of a grade of “F” related to poor academic performance. **It is the specific responsibility of the student to meet the attendance requirements of the class.** The student shall not expect or request that the instructor initiate a withdrawal on her/his behalf. The appropriate form for executing a withdrawal from a course must be used and signed by the student. The form is available in the Student Services Office and the completed form should be submitted to the Registrar’s Office. Under certain extraordinary circumstances (i.e., sudden and extended family emergency; major health problem preventing continued attendance; sudden recall to military duty) the student may request permission to be withdrawn from her/his classes. This request requires approval of the faculty member and the Dean of Instruction or Dean of Student Services.
Clinical Absence

Students are required to call the clinical site or clinical instructor one (1) hour prior to the start of their shift. Students are required to make up each clinical absence. Students who are tardy will be required to make up the time. The schedule for clinical make-up will be determined by the instructor(s) of the course and are not scheduled according to the student’s convenience. If absences are excessive, it may not be possible to complete the objectives of the course, and the student will fail the clinical, resulting in an ‘F’ for the course. An excused clinical absence includes medically excused illness or a death within the immediate family, college excused absence, and jury duty or subpoena for court appearance. Because make-ups are time consuming, they will be assessed on an individual basis. Students missing three (3) or more clinical days should consider withdrawing.

Realizing that emergencies do occur and that illness even strikes nursing students at times, no more than one scheduled make-up clinical day will be provided per semester for make-up. Additional clinical make-up may be scheduled into other clinical rotations at the discretion of the instructor. Students who cannot be accommodated within established clinical rotations have the option of paying the faculty’s expense for a special clinical day at $31.00/hour - paid in advance to FSCC.

Absence from clinical with no call equals an unsatisfactory grade for the day.

Students may make arrangements with the lead instructor for early clinical make-ups for anticipated absences, i.e. – pregnancy delivery and special needs.

Revised 072302; 062403; 070406; 052406; 072007; 052808; 040309; 061010; 051311

Conduct in Clinical Agencies

The student is responsible for her/his conduct while in a cooperating agency. The student is expected to behave in a professional manner in all relationships with agency personnel and instructor. Misconduct of a nursing student that places the school’s contract with the clinical site in jeopardy is cause for dismissal from the nursing program. The student must abide by the existing rules and regulations of the agency. Students are expected to demonstrate a positive attitude about instructors and the agency in which they are receiving clinical experience. Remember, students are guests in the agency and are expected to conduct themselves accordingly.

Be careful of patients’ belongings. Do not borrow anything from patients. Students are not to accept tips or gifts from a patient or family. The student shall consider information about patients, the agency, staff or business as confidential. ANY BREACH OF CONFIDENTIAL INFORMATION TO AN UNAUTHORIZED PERSON WILL BE CONSIDERED UNETHICAL BEHAVIOR AND MAY BE CAUSE FOR DISMISSAL FROM THE NURSING PROGRAM. Penalties for breach in Federal Law include fines up to $250,000 and imprisonment for up to ten years.

Students must comply with all health, immunizations, orientation and certifications required by the clinical agency and affiliation contracts. Students not in compliance will not attend clinical and will receive unsatisfactory days for each missed day. All clinical days must then be made up to successfully complete the course.
Expectations for Clinical Practice

Clinical Evaluation
The student will be graded on a pass/fail basis. Any infraction of the following safety guidelines will constitute an unsatisfactory clinical day. Satisfactory clinical practice for the student nurse is that she/he:

- Verbalizes knowledge of the drug(s) being administered and administers medications and treatments by using the “8 rights” and charts correctly.
- Promotes safety by investigating medication or treatment modalities that appear to be contraindicated by the client’s reaction or underlying pathology.
- Contributes to a safe environment to protect the client, members of the health care team, and others from real and/or potential hazard.
- Accepts responsibility for actions which were based on own decision(s).
- Maintains a personal appearance and courteous approach which reflects respect of self, client and profession and incorporates teamwork and collaboration into practice.
- Demonstrates respect for dignity of all clients in various settings in the provision of patient-centered care.
- Is aware of and contributes to quality improvement activities on the nursing unit.
- Uses informatics to access information, provide documentation, and research current literature.
- Identifies and uses best practice/evidenced-based practice in developing plan of care.
- Follows additional written criteria submitted by clinical instructor.

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

Clinical Experience
Lab/Clinical performance will be graded on a pass/fail basis. Skills competencies must be successfully passed prior to going into clinical rotation. A passing grade in both paperwork and weekly grades combined must be earned to pass the course. A failure in clinical will result in a grade of “F” in the course. A student who does not perform satisfactorily in the clinical area will be counseled by the appropriate clinical instructor.

Four (4) unsatisfactory clinical days in the program will constitute failing the program. Three (3) in a semester results in a failing grade for the course.

The following are reasons for Unsatisfactory Clinical Performance:

Any medication error                                       Insubordination
Failure to follow dress code                             Sexual Harassment
Failure to follow attendance policy                      Smoking during clinical shift
Cell phone, I-Pod, or Blackberry use                      Disrespect toward others
Three of more incidents of tardiness                     Using ink pen in Simulation
Failure to follow minimum safety expectations
Failure to comply with health & CPR requirements          Unsatisfactory on written work

Any intentional breach of confidentiality in either clinical or simulation experiences - -0- on paperwork. No Call/No Show for clinical day = Unsatisfactory day and -0- on paperwork. Patient Abandonment = Unsatisfactory day and -0- on paperwork.
Students will be sent home from the clinical site for the remaining clinical day with an unsatisfactory if they exceed a half-hour lunch and two 15-minute breaks during the clinical day without the permission of the clinical instructor. Clinical will be made-up by the student at the convenience and discretion of the clinical instructor. Three cumulative incidents of “Unsatisfactory” ratings on Clinical Evaluation Tool with no demonstrated improvement will result in an unsatisfactory day.

Problems in clinical performance will be reviewed by the faculty. Students will be informed of faculty decisions in writing as soon as possible within the week.

Final action regarding a student’s failure in the clinical area will be preceded by a formal hearing with the Director of Nursing, faculty, and student present.

**Cell Phones**

No unauthorized cell phones, iPods, iPads or Blackberries, will be permitted in the classroom, lab or clinical site. **Exception:** For educational purposes only with the instructor’s approval. This policy includes those carried within backpacks, notebooks, purses, and pockets. The following actions will be taken if this policy is not strictly adhered to.

**Clinical/Lab - Devices**

Clinical/Lab - Devices cannot be in use in any area other than in the break room/conference room for the purpose of accessing online or electronic databases for nursing/medical information. Students violating this policy will be sent home from the clinical site for the remaining clinical day with an unsatisfactory day. Clinical will be made-up by the student at the convenience and discretion of the clinical instructor. When authorized, devices must be in “airplane mode” – not able to send/receive in patient care area. No photos and no videos are permitted without prior consents and approvals.

**Classroom and Lab** – Student will be dismissed for the day. If there is an exam scheduled for that day, the student will take the exam before leaving for the day. Ten points will be deducted from the exam grade. If an electronic device activates during an exam, a zero score will be given for the exam as a breach of Academic Dishonesty.

REV: 071505, 052406; 040309; 051311; 053012
Criminal Background Check

As required by some clinical facilities contracted by Fort Scott Community College (FSCC), all applicants to the FSCC Nursing program must submit to a criminal background check. A permit form for a background check will be included in the application packet for these programs and must be signed and dated. The program director also may request additional copies of official documentation of completion of diversion agreements and/or disposition of their case.

The incurred cost of the background check will be the applicant’s responsibility and will be assessed through student fees.

All applicants to the Nursing/Allied Health programs will have background checks evaluated by the Director of the Nursing according to the exclusionary criteria of clinical facilities and the state licensing board. A list of the exclusionary criteria is provided on the following page.

Failure to submit to these requirements will disqualify the applicant from beginning in the Nursing program.

Any student with a criminal history who denies that history by answering “no” to the question regarding criminal background on the program application automatically and permanently will be disqualified from the program, based on fraudulently presenting herself/himself as not having a criminal record.

Students with criminal histories who desire licensure in Nursing are urged to consult the laws governing licensure or certification in the state in which they intend to license prior to application to the respective program. A pattern of misdemeanors will need to be evaluated by the Kansas State Board of Nursing (KSBN) attorney.

A violation of any of the statues on the following page or a pattern of misdemeanors may preclude admissions.

Students applying for licensure in Kansas must report any sanctions toward any license or certification including: CNA, CMA, HHA, EMT, hunting, fishing, and driver’s license.
## Felony Crimes Against Persons
### Chapter 21 – Article 34

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
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</thead>
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<tr>
<td>21-3401</td>
<td>Murder in the 1st degree</td>
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<tr>
<td>21-3402</td>
<td>Murder in the 2nd degree</td>
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<tr>
<td></td>
<td>(a) Intentionally; or</td>
</tr>
<tr>
<td></td>
<td>(b) Unintentionally but recklessly under circumstances manifesting extreme indifference to the value of human life</td>
</tr>
<tr>
<td>21-3403</td>
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<td>Aggravated assault</td>
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<td>Aggravated assault on a law enforcement officer</td>
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<td>21-3412a</td>
<td>(b) (3) Domestic battery; third or subsequent within last 5 years</td>
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<td>21-3413 (a) (2) (A) or (B)</td>
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<tr>
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<td>21-3414 (a) (1) (A)</td>
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<tr>
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<td>Aggravated battery – intentional, physical contact</td>
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<td>21-3414 (a) (2) (A)</td>
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<tr>
<td>21-3414 (a) (2) (B)</td>
<td>Aggravated battery- reckless, bodily harm</td>
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<tr>
<td>21-3415</td>
<td>Aggravated battery against a law enforcement officer</td>
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<tr>
<td>23-3419</td>
<td>Criminal threat</td>
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<td>21-3419a</td>
<td>Aggravated criminal threat (all sections)</td>
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<tr>
<td>21-3420</td>
<td>Kidnapping</td>
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<td>21-3421</td>
<td>Aggravated kidnapping</td>
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<td>21-3422 (c) (2)</td>
<td>Interference with parental custody</td>
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<td>21-3422a</td>
<td>Aggravated interference with parental custody</td>
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<td>21-3426</td>
<td>Robbery</td>
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<td>Aggravated robbery</td>
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<td>21-3435</td>
<td>Exposing another to a life threatening communicable disease</td>
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<tr>
<td>21-3437 (a) (1) or (2)</td>
<td>Mistreatment of a dependent adult – physical injury, unreasonable confinement or cruel punishment or taking unfair advantage of physical or financial depending on the aggregate amount of resources</td>
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<tr>
<td>21-3438</td>
<td>Stalking</td>
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<td>21-3430</td>
<td>Capital murder</td>
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<td>21-3440</td>
<td>Injury to a pregnant woman in commission of K.S.A. 21-3412; 21-3413 (a) (1); 21-3412a (b) (1) and (b) (2) 21-3517</td>
</tr>
<tr>
<td>21-3441</td>
<td>Injury to a pregnant woman by vehicle by a person driving while under the influence of drugs or alcohol</td>
</tr>
<tr>
<td>21-3422</td>
<td>Involuntary manslaughter while under the influence of drugs or alcohol</td>
</tr>
</tbody>
</table>

Reviewed 1/19/10 (KSBN)
Authorization for Criminal Background Check

As required by some clinical facilities contracted by Fort Scott Community College (FSCC) all applicants to the FSCC Nursing/Allied Health programs must submit to a criminal background check. This authorization form is to permit us to request investigative reports which may contain public record information from various federal, state, local and other agencies which contain your past activities.

By signing below, you hereby authorize without reservation, any party or agency contacted by FSCC to furnish the above-mentioned information. You further authorize ongoing procurement of the above-mentioned reports at any time during your enrollment as a student who has been accepted into the Nursing or EMT programs. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original.

You have the right to make a request, without any reservation, from any present or former employer, school, police department, or other persons or agencies having knowledge about you to furnish the Investigative Company any and all background information in its possession regarding you, in order that your admission qualification may be evaluated.

Monies for the Criminal Background Check will be taken from your Laboratory Fee.

PRINT YOUR FULL NAME: __________________________________________
Street Address (No P. O. Box): _______________________________________
Phone Number: _________________________
City: ___________________________ State: ______________  Zip: __________
Soc. Sec. #: ____________________  Dr. License #: ___________  State: _____

(The following is for identification purposes only to perform the background check):
Date of Birth (MM/DD/YYYY): ____________  Race: _____  Gender: M ___ F ___
Other former names: ___________________________________________________

EMPLOYMENT (Current or History):
Employer Company Name: ______________________  City: __________  State: _____
Start Date: __________  End Date: __________  Currently Employed: _____
                  (MM/DD/YYYY)              (MM/DD/YYYY)
Job Title: __________________________

License or Certification:
Circle: LPN  EMT  CNA  CMA  Number: ___________  State: ______

SIGNATURE: ___________________________  DATE: __________________
Statement of Prevention of Alcohol Abuse and Drug Use on Campus

Standards of Conduct:

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

Legal Sanctions

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

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

Counseling, Treatment or Rehabilitation Programs

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

Social & Rehabilitation Services
108 West Second, Fort Scott, Kansas 66701
(620)223-4010

Social & Rehabilitation Services
616 Brown Ave
Osawatomie, KS 66064
913.755.2162

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

Miami County Mental Health Center
505 S. Hospital Dr. Paola, KS
913.557.9096
Students seeking additional information about health problems and treatment related to alcohol and drug problems may contact a counselor through the Fort Scott Community College Counseling Department. The Counseling Department is located in the Robert and Sylvia Bailey Hall on the FSCC campus located at 2108 S. Horton in Fort Scott, Kansas.

**Sanctions**

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

1. Placed on probationary status
2. Temporary suspension from classes and activities
3. Suspension for a semester from classes and activities
4. Expulsion
5. Reported to Kansas State Board of Nursing

Students subject to these penalties will be afforded all due process rights to which they are entitled by law or under current policies affecting student discipline.

The term “controlled substance” as used in this policy means substances as defined by Section 812 of Title 21 of the United States Code and as further defined by the Code of Federal regulations, 21 C.F.R. 1300.11 through 1300.15. The term does not include the use of controlled substance pursuant to a valid prescription or other uses authorized by law.

The term “alcohol” as used in this policy means any product of distillation or a fermented liquid which is intended for human consumption and which is more than 3.2% alcohol by weight or any beer or cereal malt beverage containing 3.2% alcohol or less by weight.

**Drug Abuse in the Clinical Setting**

Students in the nursing and allied health programs must adhere to the standards of conduct required of health care professionals. Therefore, no student will be allowed in the clinical area while under the influence of illegal drugs or alcohol. Students taking prescription medication that may impair practice or judgment must inform the clinical instructor. Assignments may be adjusted to accommodate the student and to protect the patient, staff, and others.

Substance abuse is a recognized illness for which prompt treatment should be undertaken. Students suspected to be impaired by drugs or alcohol in the clinical area will be subject to immediate drug screening for the purpose of affording the student opportunity to establish proof that she/he is drug free.
Students assigned to a site requiring drug screening must submit to testing. Refusal to be tested or a positive drug screen is cause for immediate termination from the respective program. Students are given opportunity prior to the drug screen to list all prescription medications she/he is currently taking and written documentation from the prescribing physician will be required to support this statement.

In the event that a student is suspected to be impaired by drugs or alcohol in the clinical area, the following procedure will be implemented:

- The clinical instructor will notify the Program Director immediately.
- The clinical instructor and one other professional staff person will complete written documentation describing the impaired behavior observed.
- The student will be subject to an immediate drug screen consistent with hospital policy. The student will not be left alone at any time. The student may not leave the clinical facility until the drug screen is completed.
- Following the drug screen, the student will be dismissed from clinical and cannot return until the results of the drug screen have been received. The clinical instructor will contact a family member or friend to transport the student.
- The cost of the drug screen will be billed to Fort Scott Community College, FSCC will in turn bill the student for the cost of the drug test.
- Refusal to submit to drug screening will be grounds of immediate termination from the program and any chance of establishing proof that the student is drug-free is forfeited.
- Results of drug screens will be reported to the student as soon as possible after they are received.
- If the drug screen is negative, the student will be allowed to continue in the program. If the drug screen is positive, the student will be terminated from the program. To be eligible to apply for readmission, students must provide proof of successful completion of drug treatment.

In the event that any student admits to use, possession or sale of illegal substances, the student will be immediately dismissed from the program and the dismissal will be considered a clinical failure. If the student is a licensed practitioner or holds a state certification to work in health care, admission of use, possession, or sale of illegal substances and/or a positive drug screen will be reported to the licensing agency, as required by law.

Conviction of any criminal drug statute while enrolled in the respective program will be grounds for immediately dismissal from the program.
Blood Borne Pathogen Exposure

Purpose:

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

Procedure:

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

Health and CPR Requirements

CPR – Certification must be completed during the first month of the first semester of the nursing program. This will ensure certification throughout the entire nursing program. Students who fail to comply will NOT be allowed in clinical. This policy applies to all incoming students regardless of their current CPR status. CPR Class – ALH 1020 – will have spots reserved for incoming nursing students during August and January to assist the students with the compliance of this requirement.

TB – Testing must be completed prior to entrance to the program in August or January. This policy applies to all incoming students regardless of their current TB test status. Students will need to be tested again prior to entering 3rd semester. Students will not be allowed to attend clinical rotations without current immunization, TB and CPR status and will be given an unsatisfactory clinical day. Failure to comply with this policy will result in the student’s inability to attend clinical until the student has complied with this policy.

Revised 071505; 052406; 040309; 060810; 053012

Latex Allergy

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

NAME: _______________________________   DATE: ______________

1. Have you ever experienced skin irritation, including redness, rash, hives, or itching when exposed to latex products, such as balloons, condoms or gloves?
   
   Yes   No

2. If yes, did you seek treatment for the symptoms?
   
   Yes   No

3. Have you been diagnosed with having latex allergies?

   Yes   No

4. If yes, do you wear Medicalert bracelet?

   Yes   No

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

I, ________________________________, have had NO symptoms of latex allergies that I am aware of.
Clinical Observation

Policy: Students and Instructors of Nursing Schools will be provided with definition of clinical observation.

60-2-105 (f) Clinical observational experiences.
(1) The objectives or outcomes for each observational experience shall reflect observation rather than participation in nursing interventions.
(2) Affiliating agencies in which observational experiences take place shall not be required to be staffed by registered nurses.
(3) Observational experiences shall constitute no more than 15 percent of the total clinical hours for the course, unless approved by the board.

Purpose: To allow a process, in which the student views health care interventions, which provides the student with additional learning opportunities.

Procedure: Clinical observation experience is defined as the process in which the student views health care interventions, which provides the student with additional learning opportunities. The student will not directly participate in the interventions nor will the student record or note any findings on which the institution would rely for care outcomes. This interpretation will therefore, allow the use of any senses and may involve contact with a patient given care by agency personnel. For example, the student may listen to heart, lung, circulation sounds, feel a pulse, mass, etc., take a blood pressure for the sole purpose of observing something out of the ordinary, while a professional who has assessed and provided care to the patient/client supervises the student. It is the responsibility of the agency to collect all data and to give care to the patient while a student is in the observational experience. The instructor need not be present, but the students are included in the faculty-student ratio.

Kansas State Board of Nursing: Kansas Nurse Practice Act
072701

Preceptor Clinical Experience

60-2-105 (g) Clinical experiences with preceptors shall be no more than 20 percent of the total clinical hours of the nursing education program. This prohibition shall not apply to the capstone course. (Amended 3-6-2009)

Preceptors must hold an active Kansas Registered Nurse license, be a staff member of one of our contracted clinical agencies, and must be approved by the lead instructor for the course. Preceptor and student agreements provide the roles of the preceptor and student, learning outcomes and expectations, and method(s) of evaluation. Students may not begin a preceptor clinical experience until the lead instructor has approved the
preceptor agreement and provided the preceptor with orientation regarding the student-
preceptor relationship and course information.

Kansas State Board of Nursing: Kansas Nurse Practice Act

**Repeating Required Classes**

Students are allowed to repeat a required core nursing course one time. Students
must submit a letter requesting re-admission the following semester. Any future failed
course will result in termination from the program. Only one re-admission is permitted.
**Students may only repeat a total of two required courses throughout the entire**
Associate of Applied Science in nursing curriculum, including pre-requisites, co-
requisites, and nursing courses.

**Withdrawal and Termination**

The nursing faculty may **terminate** any student who, after the nursing department’s
investigation, is found to have intentionally (with forethought and malice) **breached**
**confidentiality of a patient of the health care agency**, regardless of clinical or didactic
abilities of that student.

The student who decides to withdraw from a nursing course must plan a termination
interview with the instructor and the Director of Nursing. The withdrawal policy stated
in the college catalog will be followed.

Students who withdraw from the Nursing Program because of personal, clinical, and/or
academic reasons will be considered for readmission on an individual basis. All
readmissions must meet existing admission criteria. Decisions of readmission will follow
the Policy for Readmission and will be made by the faculty after consultation with the
student’s last nursing instructor. Readmission may be based on available capacity and
qualified nursing instructors.

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

**Leave of Absence from the Program**

After successfully completing a given semester, the student may decide to take a leave of
absence from the nursing program. The student wishing to take a semester or more leave
of absence must submit a writing request to the Director of Nursing so the name can be
considered for placement on a list to return at the end of the semester. If the student
meets the promotion requirements and there is a vacancy for the next class, she/he will
have the opportunity to return.

If the student plans to be out of the nursing program more than one semester, she/he will
need to submit a request to return prior to the beginning of the semester in which she/he
plans to return. The Admission Committee will review the student’s file before a
decision is made as to whether or not to place her/his name on the general advanced
standing list.
Regardless of the type of leave of absence, students are responsible to complete the curriculum that is approved by the Kansas State Board of Nursing at the time they enroll in any nursing course. Following a leave of absence, the returning student must complete the curriculum that is approved at the time they re-enter the nursing program.

**Activation to Military Duty**

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

**Academic Integrity/Dishonest Behavior**

Any nursing student caught cheating on an examination, found to be guilty of plagiarism, falsification of records, or in some manner presenting someone else’s work as her/his own will be:

- On the first occasion, the student will be given a score of zero on the assignment with no make-up or extra assignment possible and placed on probation until graduation.
- On the second occasion, the student will be dismissed from the nursing program.
- Each occurrence will be reported to the Dean of Student Services and the Dean of Instruction.
- Documentation of any breaches of academic integrity will be kept in the student’s file.

**School and Clinical Cancellation**

The President has the authority to close the college whenever any condition exists which, in the opinion of the President, warrants the closing of the college. Emergency closing situations include, but are not limited to: snowstorms or other weather conditions, heating failure in the buildings, health reasons (epidemics) and budgeting problems.

(Board Policy 1995)

Occasionally, weather is such that traveling to distant clinical sites is not advisable. In these instances the instructor may decide to cancel or delay the clinical and reschedule it for a later date. Should this happen, the instructor will notify the Director of Nursing and the students to confirm the cancellation or delay of clinical. Cancellation of clinical should occur only in rare instances and the clinical must be made up at a later date.

Students are not expected to put themselves in harm’s way. Weather conditions may vary across the service area. If the student determines it is unsafe for him/her to travel, she/he shall notify the instructor and make arrangements to make-up missed work or activity.

Effective 11/1300; Revised July 2001; 061010
Ethical Practices for Department Activities

The American Nurses Association’s Code of Ethics (Revised 2001) states that, “Ethics is an integral part of the foundation of nursing. Nursing has a distinguished history of concern for the welfare of the sick, injured, and vulnerable and for social justice.” The Code of Ethics states the following purposes:

- “It is a succinct statement of the ethical obligations and duties of every individual who enters the nursing profession.”
- “It is the profession’s nonnegotiable ethical standard.”
- “It is an expression of nursing’s own understanding of its commitment to society.”

For these reasons, the FSCC Nursing Department seeks to provide consistent, fair, non-biased, truthful, and ethical practices in all of its operations and activities. These activities include those that are related to student admission practices, recruitment, and advertising.

Individuals are encouraged to report violations or suspected violations of ethical practices, which could include breach of policies, academic dishonesty, falsification of records, untruthfulness, discrimination, unprofessional conduct, failure to protect the integrity and safety of others, or practices that would cause harm or damage to others or to the reputation of the program and college.

Ethical concerns should be reported to the Director of Nursing, the Dean of Instruction, the President of FSCC, the Kansas State Board of Nursing, or the National League for Nursing Accrediting Commission. All reports of ethical breach in practice, policies, or professional behaviors will be investigated and actions taken to resolve the concern.

Origination – 060810; Revisions –
**Grievance Procedures**

The nursing department believes that issues and concerns are best handled when parties involved in conflict can communicate concerns and obtain resolution prior to initiating the FSCC grievance/appeals procedures. Students should follow the chain of command within the department by first discussing the concern with the instructor, then the level coordinator, and finally the department director.

A department hearing will be held involving the student, faculty, and director prior to any final action taken against a student. The student may have a fellow student of her/his choice present at the hearing.

If the concern cannot be resolved at the department level, the student appeals procedures are presented in the *FSCC Student Catalog* under the headings: College Disciplinary Process and Student Appeals Other than Disciplinary Areas.

Students wishing to contact our approval and accreditation agencies may do so. The contact information is provided below:

- **Kansas State Board of Nursing**
  900 SW Jackson, Suite 1051
  Topeka, Kansas 66612-1230
  785.296.4929
  [www.kbsn.org](http://www.kbsn.org)

- **National League for Nurses Accrediting Commission**
  3343 Peachtree Road NE, Suite 850
  Atlanta, Georgia 30326
  404.975.5000
  [www.nlnac.org](http://www.nlnac.org)

052710; 051311

**Nursing Department Chain of Command**

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

- Adjunct Faculty
- Lead Instructor
- Level Coordinator
- Director of Nursing
- Associate Dean of Occupations (vacant position)
- Dean of Instruction
- President

01042010; Rev. 05272010
Nursing Student Probation

Protocol for Probation

Step 1.

Instructor and student will have a conference concerning the need for improvement of unsatisfactory/unsafe performance. A written conference form with the instructor and student describing the situation will be placed in student’s record. (The student will receive a copy of this warning within one week.) This written conference form constitutes an official warning of impending probation. If the specific behavior reappears or any other pattern of inappropriate behavior continues, a second conference will then be held and documented. If the specific behavior is of grave nature, immediate probation or dismissal from the program may be in order as judged by faculty. Behavior of grave nature, e.g., flagrant safety violations, substance abuse, unlawful acts, etc.

Step 2.

Instructor will recommend probation during faculty team meeting.

Step 3.

Student has the option to appear before the team on her/his own behalf. The time will be scheduled and the student will come with her/his original documents in hand (see Step 1). The student will also be aware that the faculty will have the right to question the student after the presentation. The student will not be present when the vote is taken on the recommendation, but will be informed by the instructor as soon as meeting is ended. There must be a minimum of three nursing faculty present at time of vote.

Step 4.

Student and faculty member will meet with the Director of Nursing to discuss the probation and/or dismissal.
Probation

- Probation is considered as a period of time in which an undesirable behavior or performance is closely monitored by the instructor and student with the purpose of correcting her/his limitations.

- The probation period will extend for the duration of the semester or can continue into the immediate next semester at the vote of the faculty. If sufficient improvement has not been demonstrated or the student demonstrates unsatisfactory behavior in subsequent clinical experience, he or she will be asked to withdraw from the program or be suspended administratively pending final outcome.

- At any step in this process the student has the right to confer with another faculty member after first informing the involved faculty member of the desire to speak to another.

- Probationary students will not be permitted to serve on nursing or college committees or be eligible for student awards.

- Any student who returns to the program after failing either academic and/or clinical component of a nursing course or with behavior concerns in a previous semester will be placed on a probationary status. The student will develop with the lead instructor a plan to achieve success upon returning to the program.

Reviewed 062701; 051311
Maximized Individualized Learning Laboratory (MILL)

The M.I.L.L. will work with pre-nursing and nursing students needing assistance in subject and content areas.

Students needing assistance with math, reading, learning strategies, etc., may contact the M.I.L.L. Individual Learning Plans (ILPS) will be discussed with each student.

Students may also contact the Counseling Center for tutoring assistance.

Nursing Computer Laboratory

- The computer lab is secured when not in use. Students needing access to the computer lab may contact any faculty or staff member to provide access. The Burke Street Campus lab closes at 4 PM unless the instructor is present.

- Computers are available on a first come, first serve basis. **Students are advised not to wait until an assignment is due. Scheduled classes have priority for computer lab use.**

- Questions will be on your tests from material covered in any assigned AV/Computer programs, skills modules, and tutorials.

- No printing of PowerPoints or syllabi is permitted on any FSCC printer. Students must provide their own paper for printing.

- Copies will be made with consent of the instructor only. Student fees and SNO membership do not include copying and printing expenses. Students should inquire about online submission of work. Course documents are provided electronically to reduce printing, lower costs, and save trees.

Refunds

Students in the Nursing Department are referred to the current FSCC Catalog for information regarding refunds. Refunds are calculated based on the date the student officially withdraws in the Registrar’s Office or upon receipt of correspondence from the student indicating she/he has withdrawn. Refunds should be requested from the business office at the time of official withdrawal.

The nursing deposit submitted with the student’s “letter of intent” following acceptance into the program is non-refundable. Initial expenditures are made based on the student’s intent to enroll in nursing courses. As a result of this commitment of funds, the deposit cannot be refunded to the student.
**Generic Nursing Student Admission**

**Step I:**
FSCC is an equal opportunity institution. In order to be admitted to the college and nursing program, an applicant must:

- Complete and submit the FSCC admissions application and the nursing program application.

- The student then submits her/his high school transcript or GED transcript and transcripts from all other colleges or universities attended to the Registrar’s Office or the nursing department. Final acceptance of transfer credits is determined by the college Registrar.

- **Submission of application to the nursing department does not guarantee admission into the nursing program.**

**Step II:**
Note: The Kansas State Board of Nursing determines the maximum number of students admitted each semester guided by the instructor to student ratio for clinical rotations, available clinical sites, and availability of qualified nursing faculty. A maximum of 30 students are admitted each semester at Burke Street Campus. An additional 10 students may be admitted only in the fall semester at the Miami County Campus via Interactive Distance Learning (IDL). An additional 5 Advanced Standing (LPN to RN) students may be admitted each semester if space allows.

Those applicants who are requesting admission as of August 2011 must meet the following criteria:

- Prerequisite courses including Anatomy & Physiology, English 101, General Psychology, Intermediate Algebra (or higher), and Introduction to Nursing must be completed the semester prior to the planned entrance semester. Summer and intercession are not included in this determination. The application may be submitted while the applicant is completing the prerequisite courses.

- A 3.0 GPA must be achieved in the prerequisite courses. A cumulative GPA will not be used to determine entrance requirements.

- Students are only allowed two (2) repeated courses throughout the nursing curriculum. This includes prerequisites, co-requisites, and nursing courses. Subsequent failure in any course (D or F) will result in the student not being allowed to continue in the program.

- Students transferring courses from another accredited college or university must submit an “official” transcript for those courses to be considered.

- Students must complete the Test of Essential Academic Skills (TEAS – V) prior to the application deadline. To be considered, a category of Proficient, Advanced, or
Exemplary must be achieved; and all four sub-scores in Math, Science, Reading, and English must be at or above 50 in each subject area.

- Students entering FSCC must take the COMPASS exam if they are not transferring hours from another college or university. Students who have taken the ACT and have scores 21 or higher in English and Math are also exempted from taking the COMPASS exam.

- A complete nursing program application includes the application form, a health statement form, a latex allergy form, and three letters of reference with positive endorsements. Letters of reference are not accepted from family members or friends.

- Nursing Program application deadlines are:
  
  April 15 for consideration of admission to the fall semester.
  
  October 15 for consideration of admission to the spring semester.
  
  There are no exceptions: late applications or incomplete applications will not be considered.

- Applications are considered based on highest number of admission points awarded for GPA in prerequisite courses, TEAS-V category, and residence within the FSCC service county area. If ties exist in admission points, final determination is awarded to the student with the highest TEAS-V score.

- Applicant files are initially reviewed by the Administrative Assistant for completeness; files are then reviewed by the Director for completeness and assignment of admission points; files are then reviewed by the Faculty Selection Committee for completeness and to assign ranking for entrance. The Faculty makes the final determination for entrance.

- All application materials are to be sent to:

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

**Step III:**
Selection of the nursing class is based on the following guidelines:

- Only applicants with complete files will be considered.

- Only official transcripts with final course grades will be considered.
• Selection is based on academic performance through the awarding of admission points. Service county residents are awarded one point if the resident address includes Bourbon, Linn, Miami, or Crawford counties in Kansas.

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Bourbon, Linn, Miami, or Crawford County – Kansas 1 Point

In the event of a tie in admission points, the TEAS-V composite score will be used as the tie breaker to determine entrance.

**Step IV:**
Notification and acknowledgement:
• Selected applicants will be notified in writing and given 10 business days to accept their position by returning a “letter of intent” and non-refundable deposit.

• Applicants who are not selected will be notified in writing.

• Applicants who qualify and are not selected due to lack of space will be waitlisted and the applicant with the highest admission qualification will be given the opportunity to enter the program if space becomes available.

• Applicants who were not accepted must request in writing to be considered for subsequent classes.

• Files of applicants who do not reapply or those that are inactive will be discarded.
Transfer Student Admission

Step I:
FSCC is an equal opportunity institution. In order to be admitted to the college and nursing program, an applicant must:

- Complete and submit the FSCC admissions application and the nursing program application.

- The student then submits her/his high school transcript or GED transcript and transcripts from all other colleges or universities attended to the Registrar’s Office. Final acceptance of transfer credits is determined by the college Registrar.

- Submission of application to the nursing department does not guarantee admission into the nursing program.

Step II:
Note: The Kansas State Board of Nursing determines the maximum number of students admitted each semester guided by the instructor to student ratio for clinical rotations, available clinical sites, and availability of qualified nursing faculty. In addition to generic students, an additional 5 Advanced Standing (LPN to RN) students may be admitted each semester if space allows.

Those applicants who are requesting admission as of fall 2010 must meet the following criteria:

- Prerequisite courses including Anatomy & Physiology, English 101, General Psychology, Intermediate Algebra (or higher), and Introduction to Nursing must be completed the semester prior to the planned entrance semester. Summer and intercession are not included in this determination. The application may be submitted while the applicant is completing the prerequisite courses. Students transferring nursing courses must submit a complete course description and syllabus for each course being considered. The nursing faculty will determine if course content is equal to FSCC nursing courses. The faculty may elect to have the transfer student test in the subject area with a passing score of 80% or higher. FSCC’s Introduction to Nursing is required and no other program’s course will be considered as transferable credit for this course. Note: Variance may occur as the nursing program implements the new curriculum through fall 2013.\n
- A 3.0 GPA must be achieved in the prerequisite courses. A cumulative GPA will not be used to determine entrance requirements.

- Students are only allowed two (2) repeated courses throughout the nursing curriculum. This includes prerequisites, co-requisites, and nursing courses. Subsequent failure in any course (D or F) will result in the student not being allowed to continue in the program.

- Students transferring courses from another accredited college or university must submit an “official” transcript for those courses to be considered.
• Students must complete the Test of Essential Academic Skills (TEAS – V). To be considered, a category of Proficient, Advanced, or Exemplary must be achieved; and all four sub-scores in Math, Science, Reading, and English must be at or above 50 for that area. TEAS-V exam results from another program will be considered based on the department’s TEAS policy.

• Students entering FSCC must take the COMPASS exam if they are not transferring hours from another college or university. Students who have taken the ACT and have scores 21 or higher in English and Math are also exempted from taking the COMPASS exam.

• A complete nursing program application includes the application form, a health statement form, a latex allergy form, and three letters of reference with positive endorsements. Letters of reference are not accepted from family members or friends.

• Nursing Program application deadlines are:
  
  **April 15** for consideration of admission to the fall semester.
  
  **October 15** for consideration of admission to the spring semester.
  
  **There are no exceptions**: late applications or incomplete applications will not be considered.

• Applications are considered based on highest number of admission points awarded for GPA in prerequisite courses, TEAS-V category, and residence within the FSCC service county area. If ties exist in admission points, final determination is awarded to the student with the highest TEAS-V score.

• Applicant files are initially reviewed by the Administrative Assistant for completeness; files are then reviewed by the Director for completeness and assignment of admission points; files are then reviewed by the Faculty Selection Committee for completeness and to assign ranking for entrance. The Faculty makes the final determination for entrance.

• All application materials are to be sent to:

  Nursing Department  
  Fort Scott Community College  
  2108 South Horton  
  Fort Scott, Kansas 66701
**Step III:**
Selection of applicants is based on the following guidelines:

- Only applicants with complete files will be considered.
- Only official transcripts with final course grades will be considered.
- Selection is based on academic performance through the awarding of admission points. Service county residents are awarded one point if the resident address includes Bourbon, Linn, Miami, or Crawford counties in Kansas.

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In the event of a tie in admission points, the TEAS-V composite score will be used as the tie breaker to determine entrance.

**Step IV:**
Notification and acknowledgement:

- Selected applicants will be notified in writing and given 10 business days to accept their position by returning a “letter of intent” and non-refundable deposit.
- Applicants who are not selected will be notified in writing.
- Applicants who qualify and are not selected due to lack of space will be waitlisted and the applicant with the highest admission qualification will be given the opportunity to enter the program if space becomes available.
- Applicants who were not accepted must request in writing to be considered for subsequent consideration.
- Files of applicants who do not reapply or those that are inactive will be discarded.

*Origination – 052710; Revised: 111110; 051311*
Advanced Standing (LPN to RN) Admission/Articulation

Step I:
FSCC is an equal opportunity institution. In order to be admitted to the college and nursing program, an applicant must:

- Complete and submit the FSCC admissions application and the nursing program application.
- The student then submits her/his high school transcript or GED transcript and transcripts from all other colleges or universities attended to the Registrar’s Office or the nursing department. Final acceptance of transfer credits is determined by the college Registrar.
- Submission of application to the nursing department does not guarantee admission into the nursing program.

Step II:
Note: The Kansas State Board of Nursing determines the maximum number of students admitted each semester guided by the instructor to student ratio for clinical rotations, available clinical sites, and availability of qualified nursing faculty. In addition to generic students, an additional 5 Advanced Standing (LPN to RN) students may be admitted each semester if space allows.
Those applicants who are requesting admission as of August 2011 must meet the following criteria:

- Prerequisite courses including Anatomy & Physiology, Intermediate Algebra (or higher), General Psychology, English 101, and Introduction to Nursing must be completed the semester prior to the planned entrance semester. Summer and intercession are not included in this determination. The application may be submitted while the applicant is completing the prerequisite courses. In addition to the above generic prerequisites, Advanced Standing students must also complete Health Assessment, English 102 or Public Speaking, Developmental Psychology, and Pathophysiology as prerequisite courses.

A 3.0 GPA must be achieved in the five (5) prerequisite courses (17 credit hours). A cumulative GPA will not be used to determine entrance requirements.

- Students are only allowed two (2) repeated courses throughout the nursing curriculum. This includes prerequisites, co-requisites, and nursing courses. Subsequent failure in any course (D or F) will result in the student not being allowed to continue in the program.

- Students transferring courses from another accredited college or university must submit an “official” transcript for those courses to be considered.
• Students must complete the Test of Essential Academic Skills (TEAS – V). To be considered, a category of Proficient, Advanced, or Exemplary must be achieved; and all four sub-scores in Math, Science, Reading, and English must be at or above 50 in each subject area.

• LPN students must complete the Assessment Technologies Institute’s (ATI) Comprehensive Medical/Surgical exam for Practical Nurses. If determined to be proficient at Level II or Level III, the student is admitted into the third nursing semester. If at Level I or below, the applicant needs medical/surgical review and is placed in the second nursing semester.

• Students entering FSCC must take the COMPASS exam if they are not transferring hours from another college or university. Students who have taken the ACT and have scores 21 or higher in English and Math are also exempted from taking the COMPASS exam.

• A complete nursing program application includes the application form, a health statement form, a latex allergy form, and three letters of reference with positive endorsements. Letters of reference are not accepted from family members or friends.

• Nursing Program application deadlines are:
  
  April 15 for consideration of admission to the fall semester.
  
  October 15 for consideration of admission to the spring semester.

  There are no exceptions; late applications or incomplete applications will not be considered.

• Applications are considered based on highest number of admission points awarded for GPA in prerequisite courses, TEAS-V category, and residence within the FSCC service county area. If ties exist in admission points, final determination is awarded to the student with the highest TEAS-V score.

• Applicant files are initially reviewed by the Administrative Assistant for completeness; files are then reviewed by the Director for completeness and assignment of admission points; files are then reviewed by the Faculty Selection Committee for completeness and to assign ranking for entrance. The Faculty makes the final determination for entrance.

• All application materials are to be sent to:

  Nursing Department
  Fort Scott Community College
  2108 South Horton
  Fort Scott, Kansas 66701
Step III:
Selection of Advanced Standing applicants is based on the following guidelines:

- Only applicants with complete files will be considered.
- Only official transcripts with final course grades will be considered.
- Selection is based on academic performance through the awarding of admission points. Service county residents are awarded one point if the resident address includes Bourbon, Linn, Miami, or Crawford counties in Kansas.

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In the event of a tie in admission points, the TEAS-V composite score will be used as the tie breaker to determine entrance.

Step IV:
Notification and acknowledgement:

- Selected applicants will be notified in writing and given 10 business days to accept their position by returning a “letter of intent” and non-refundable deposit.

- Applicants who are not selected will be notified in writing.

- Applicants who qualify and are not selected due to lack of space will be waitlisted and the applicant with the highest admission qualification will be given the opportunity to enter the program if space becomes available.

- Applicants who were not accepted must request in writing to be considered for subsequent consideration.

- Files of applicants who do not reapply or those that are inactive will be discarded.

Origination – 052710; Revised – 051311
Priority Levels for Admission and Readmission

It is the intent of the Nursing Department to provide quality education to any qualified individual. However, we are limited in number of spaces allowed for students in the nursing program. The following procedure will be followed in the selection of students requesting readmission or advanced placement in the nursing program. **All advanced standing or readmitted students must meet the admission criteria and curriculum requirements in effect at the time of entry or reentry.** There is no guarantee that students will be readmitted following withdrawal or failure.

**Priority I** Given to any generic FSCC nursing student who left the nursing program in good standing and has not been absent from the nursing program for more than one semester. Should more students request readmission than there are spaces available, step III of the generic nursing admission policy will be followed to rank students.

**Priority II** Given to Advanced Standing LPNs and transfer nursing students.

**IIa.** Ranking of the advanced standing and transfer students will be followed as indicated in Step III of the Advanced Standing Policy and Procedure for Nursing Students.

**Priority III** Given to any generic FSCC nursing student who left the nursing program in good standing and has been absent from the FSCC nursing program for more than one semester.

**Priority IV** Given to a student who has not made the grading requirements for a required nursing course. (Students who withdraw from nursing classes because they are earning a grade below 80% will be regarded as leaving the program in poor standing.) This student will be considered at this priority for **one readmission** to the program. Students with failures in two semesters will not be readmitted to the program. Students who have already repeated two general education courses, and then fail a nursing course, will not be readmitted to the program.

Student behaviors that may result in immediate dismissal from the nursing program and do not allow for readmission are:

- Intentional (with forethought and malice) Breach of Confidentiality
- Patient abuse or purposely harmful behavior
- Dishonest behavior, false documentation, 2nd Academic Dishonesty Offense
- Substance Abuse

**Any student seeking readmission to the program may be subject to specific guidelines and conditions set forth by the nursing faculty/admissions committee.**
Miami County Campus (Paola, KS) Admissions

Starting in the Fall Semester of 2009, FSCC began offering interactive distance learning (IDL) in Paola, Kansas, for the ADN nursing program.

Ten students may be admitted one time a year, in August, as a separate class on the Miami County Campus in Paola. Lectures in sequence will be offered via IDL technology to the Miami County Campus. This means that lectures will be viewed by those students via a live television feed from the Burke Street Campus in Fort Scott. This technology is live and interactive; therefore, students at the Miami County Campus may interact with the class discussions and projects. Paola students will be required to travel to the Fort Scott Burke Street Campus for scheduled nursing skills labs and check-offs as required. Clinical rotations will be offered in the Paola area only when sites are available.

Admission criteria to the nursing program are identical for both campuses for generic and advanced standing placement students. Students wishing to attend class in Paola must indicate this option on the admission form. Class size is limited to ten (10) students and admission to the Miami County Campus in Paola will be based on the program’s admission criteria. The students that fall into the top ten in regard to the admission criteria will be admitted to the Miami County Campus and any remaining qualified students will be considered for admission at the Burke Street Campus in Fort Scott to a limit of 40 total admissions to the two campuses.

Math Competency

Nursing students are required to prove competency in medication dosing math on course examinations. When a weakness is identified, the instructor will provide remediation requirements that the student must complete in order to fulfill course requirements. Math assistance is also provided through individualized plans developed by the MILL.

REVISED: 120498; 050799; 072700; 061301; 0704; 071506; 052406; 072007; 040309; 051311

Nursing Student Awards Guidelines

The awards presented to students enrolled in the nursing program are to recognize outstanding performance and commitment to learning. The Recognition and Pinning Ceremony is held at the end of each semester to recognize graduating students and those receiving special awards.
Outstanding Nursing Student Award
“Caring Is Wellness”

This award is given to the outstanding fourth semester student from each of the Fall and Spring graduate classes. Recipients will receive the award at the Pinning Ceremony. The outstanding nursing student award will be selected by the Student Nurse Organization. The nursing faculty and SNO sponsor will determine the pool of eligible candidates. The SNO members will then elect a recipient from the list of candidates who meet the following criteria. The student will:

- Maintain a 3.5 or better overall grade point
- Receive no unsatisfactory clinical day
- Receive no probation days
- Be a current, participating member of SNO, active in fundraising activities and community service projects. Be active in extracurricular activities, such as Honor Society or other campus activities
- Pay SNO dues regularly
- Attend 50% or more of the SNO meetings her/his 3rd & 4th semesters
- Exhibit a caring and compassionate attitude toward clients, peers, FSCC faculty and staff
- Demonstrate the responsibility to attend class, clinical, and SNO meetings
- Demonstrate above average leadership and communication skills
- Be a positive role model and mentor to other students

First Level Professionalism Award

This award will be given each semester at the Pinning & Recognition Ceremony. The award will be given to the outstanding first level nursing student according to the following criteria. The student applying for the award will:

- Maintain a 3.0 or better overall grade point average
- Demonstrate above average clinical skills as outlined in the clinical evaluations
- Receive no unsatisfactory clinical days
- Receive no probation days
- Be neat and professional in appearance
- Be involved in extracurricular activities, such as SNO, Honor Society, Student Council, and/or other campus activities
- Be involved in department and community activities, such as Bloodmobiles, B/P screenings, health fairs, and ceremonies
- Exhibit a positive attitude towards other students, faculty and FSCC

The student receiving this award will be chosen by first level faculty from those students submitting an application for the award.
Second Level Professionalism Award

This award is given each semester at the Pinning & Recognition Ceremony. The award will be given to the outstanding second level nursing student according to the following criteria. The student applying for the award will:

- Maintain a 3.0 or better overall grade point average
- Demonstrate above average clinical skills as outlined in the clinical evaluations
- Receive no unsatisfactory clinical days during courses taken in the second level of the nursing program
- Receive no probation days
- Be neat and professional in appearance
- Be involved in extracurricular activities, such as SNO, Honor Society, Student Council, and/or other campus activities
- Be involved in department and community activities, such as Bloodmobiles, B/P screenings, health fairs and ceremonies
- Exhibit a positive attitude toward other students, faculty and FSCC
- Be a positive role model and mentor to first level students

This award will be chosen by second level faculty from those students submitting an application for the award.

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

- **NOTE:** Winners of student awards and scholarships are expected to attend school functions when these awards are given out. Students who make no attempt to attend will not be considered for awards or scholarships during the next semester.

070700

Facilities and Resources

The college campus provides the best surroundings for an educational experience. However, learning patient-centered care can only be accomplished when provided an opportunity to work directly with patients.

Learning experiences for the nursing student must be provided both on the college campus, in cooperating health care agencies, and simulation laboratory.

Campus Facilities

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

The Fort Scott Community College Library is housed in the Robert and Sylvia Bailey Hall on the east side of the college campus located at 2108 S. Horton in Fort Scott, Kansas. The library provides learning resources and services in a setting conducive to academic research and study. The library also helps to serve the general interest reading needs of the community.

Essential services provided include reference assistance, class orientation prior to research papers and projects, access to online research databases, a six-computer mini-lab, a written guide to library resources, interlibrary loans, audiovisual equipment, a photocopier, and a microfiche reader/printer.

All books and periodical stacks are open access. The local library collection is supplemented and expanded by multiple online research (including thousands of full-text journals), and reference databases, Internet access, and the Kansas Interlibrary Loan System. The Axe Library at Pittsburg State University also allows FSCC student access to its print resources.

Periodical, book, and audiovisual materials are listed on the Kansas Library Catalog (KLC), a cumulative list of the holdings of most of the libraries in the state. The library is a member of KICNET, which is an online system that transmits interlibrary loan requests immediately. Nursing students are encouraged to apply for a Kansas Library Card through the FSCC Library. Students can then access online databases and interlibrary holdings. Many of these provide access to full-text articles.

Beginning July 2, 2012, FSCC provides access to ProQuest Medline databases to students, faculty, and on campus library users. The link is available from website; Academics: Library; ProQuest.

Student Services

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

Residence Facilities

The residence hall at Fort Scott Community College provides students with a “Living-Learning” environment which is an integral part of the total educational purpose of this college. Nursing students may apply to live in the college dormitories.

The cafeteria provides food service for students living in the residence hall. Other students may purchase “meal tickets” directly from the Director of Food Services.
**Student Health Care**

Students are responsible for care of personal health problems and should seek the advice of their family physician for evaluation of health problems. Should a student become ill, the student will assume responsibility for her/his health care. Students are encouraged to carry health insurance.

The College does not have a student health center. In case of an emergency, the student should contact a local physician or go to the nearest Emergency Room or Urgent Care Center in her/his immediate area.

**Counseling and Guidance Services**

The purpose of counseling is to help you define your goals, make intelligent decisions, and become better equipped to cope with everyday life situations. The counseling center is located in the Academic Building. Counselors are available to help you with problems and concerns which could ultimately affect your college career. The goal of our counselors is to guide you through your stay at Fort Scott Community College and help you determine and achieve realistic long-term goals.

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

**Financial Aid**

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

Many scholarships are nursing specific. To inquire about available nursing scholarships, please see the Director of Admissions located in the Student Service Office in the Robert and Sylvia Bailey Hall building on the FSCC campus at 2108 S. Horton.

**Academic Advisor**

Students enrolled in any nursing course will be assigned a member of the nursing faculty who will serve as academic advisor. The student should plan a tentative schedule for the next semester with the nursing faculty advisor before completing pre-enrollment or enrollment. Changes in enrollment must be approved by the advisor.

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

Fifteen credit hours during a regular semester or 8-9 credit hours in the summer session is considered a standard load. Any student enrolled in nursing courses who wishes to take additional hours must have approval of the Director of Nursing. Final approval is granted from the Dean of Instruction. It is recommended that students whose GPA is below 3.0 take fewer than 15 credit hours a semester in order to maintain their grades.

RE: 060986; 051388; 071693; 070700; 071301; 071505; 052406

Counseling by Nursing Faculty

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

Counseling Nursing Student Performance

♦ Counseling sessions may be prompted by the student, instructor, or Director of Nursing any time there is concern that the student is performing less than satisfactory in the classroom and/or laboratory setting.

♦ Counseling Notes shall be written by the instructor using the “Counseling Note” form.

♦ The Director of Nursing shall be informed prior to calling the counseling session and depending upon the concerns, may participate in the counseling session.

♦ The instructor shall carry out the counseling session.

♦ Arrangements for the student in question to be seen as soon as possible by the Dean of Student Services can be made if indicated. A copy of the Counseling Note will be given to the student in question and placed in her/his nursing file. If appropriate, a copy will be sent to the Dean of Student Services.

RE: 072382; 060986; 072387; 051388; 101488; 070700; 062403; 072007
Student Nurse Employment

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

Student Role vs. Employee Role – Students and faculty of FSCC shall not be deemed to be employees of clinical agencies for purposes of compensation, fringe benefits, worker’s compensation, unemployment compensation, minimum wage laws, income tax withholding, social security, or any other purpose because of their participation in the nursing program. Students are placed with an agency to receive clinical experience as a part of her/his academic curriculum; those duties performed by a student are not performed as an employee, but in fulfillment of these academic requirements and are performed under supervision. At no time shall students replace or substitute for any employee of an agency.

The student nurse is not to wear the student nurse uniform or in any way represent him or herself as a student nurse of FSCC except when in that capacity during a scheduled clinical, lab, observation, or preceptor experience. Students are not to perform any task on the basis of being a student at FSCC, when they are acting as an employee of an agency.

As an employee of an agency, the individual will conform to the dress regulations of the employer, and job duties will be determined by the job description for the category for which they are employed.

This does not prohibit the student or faculty member from employment by the agency under a separate employment agreement.
**Achievement Testing**

Achievement tests will be given close to the completion of each course. A diagnostic exam will be given near the end of the nursing program that will assist the student to prepare for the NCLEX-RN exam. The achievement exams used will be those chosen by the faculty. The exam scores are used to advise students in areas needing improvement and as a part of the nursing program evaluation.

**Student Nurse Uniforms**

- Both male and female students are expected to purchase and wear the established school uniforms, including lab coats. These uniforms are ordered online from Meridy’s Uniforms.

- Primarily white impermeable, closed toe and closed heel nursing shoes are worn by both men and women. Clean, white leather tennis shoes are acceptable.

- White hose are worn with the dress uniform.

- A name tag from the school is worn with the uniform or lab coat any time the student nurse is representing the FSCC Nursing Department. Photo IDs are obtained in Student Services. Nursing requires full name to be prominently displayed. Badge holders and retractable clips are provided by the Nursing Department.

- Tattoos must be covered while the student is in the clinical area.

- No facial, multiple ear, or tongue jewelry is permitted in clinical or observational settings.

- Jeans/denim are not permitted in any clinical setting, including orientation settings.

- Uniforms will be worn for clinical assignments in cooperating agencies and in the classroom on request of the instructor. Uniforms will not be worn as street clothes except for travel to and from the clinical area.

- The human simulation lab is considered a clinical experience, and school uniforms are required during simulation.

**Unacceptable uniform items**

- Yelllowed, wrinkled or dirty uniforms/lab coats or shoes

- Open heel or toe shoes (clogs, sandals, etc.)

Approved 042589; 051598; 070700; 071301; 072302; 062403; 052808; 040309; 051311
**Dress Code**

Although some may believe the dress code is “old fashioned” or “strict” these policies are adopted to protect patient safety and well being. Many patients are allergic to perfume and smoke resulting in severe respiratory distress. Research has proven that health care workers’ hands, hair and nails harbor many bacteria which can and do result in fatal infections for immunosuppressed patients, newborns, and frail elderly.

- Cosmetics and perfumes, if used, should be light and tastefully applied. Bright nail polish should not be worn with the uniforms. **Artificial nails are not allowed!**

- Clear or natural polish is acceptable. Jewelry such as a wedding band and watch may be worn. No other jewelry is to be worn with the uniform except one small set of plain earrings. *Note: Medical Alert Bracelet is allowed and name tag is required. Prohibited jewelry includes all other body/tongue piercings.

- Hair should be clean and well groomed in a simple style, arranged neatly off the face and should not touch the uniform collar. Ribbons and colored decorative accessories in hair are not acceptable. Hair must be in color/shade that is naturally occurring for humans, i.e. no pink, blue, bright red, etc.

- In the classroom the students are to wear appropriate attire and shoes at all times.

- **No smoking is allowed while the student nurse is at clinical assignments.** This includes agency parking lots and any agency property, and simulation experience.

- Chewing gum is not allowed in clinical or laboratory settings.

- The instructor will consider unsatisfactory dress and personal appearance as matters for counseling.

- If the appearance and cleanliness are unsatisfactory or the student is not in proper uniform, she/he may be sent home by the instructor. The time the student is gone will be considered an absence and make-up will be required.

- Smoking at the Burke Street Campus may only be in the designated area at the West side of the Building. Kansas law prohibits smoking at public building entrances.

041890; 052496; 070700; 071301; 062403; 071505; 052406; 072007; 040309; 051311
Dress Code for Clinical at Osawatomie State Hospital

It is Osawatomie State Hospital’s policy that its employees will look professional to the public. It is also the hospital’s policy to protect patient and employees from reasonable foreseeable injuries. Dress is an important part of both a professional look and workplace safety.

- The student must be neat, clean and well groomed. Street clothes (no jeans/shorts) are appropriate. Lab jacket is not required.
- Name pin is required.
- No jewelry allowed except wedding ring, watch, and small pierced earrings.
- Shoes must be clean and in good repair (no sandals or canvas shoes).
- Wear socks or hose with shoes that cover the feet.
- No revealing clothing.
- Must meet the clinical instructors and agency approval.

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

Remember: You are representing FSCC and the nursing profession when you are in the clinical areas. A professional appearance and demeanor increases your credibility with everyone you meet!

Textbooks

Nursing textbooks may be purchased or rented through the College Bookstore. Additional resources may be ordered and purchased through the College Bookstore as the need or desire arises. Students may access textbooks from online resources using the correct ISBN # provided in the course syllabus. The student is responsible for insuring the correct text is purchased.

Reference books, nursing journals, and electronic resources are available in the College Library and online.

RE: 042283; 051388; 060189; 071693; 071301; 040309; 060810; 051311
**Student Representation on Faculty Governance**

FSCC does not have a student government body. Students are represented through the President’s Ambassadors, and students may be asked to participate as members of the FSCC SOAR performance improvement committees.

Students in the nursing program may belong to the Student Nurse Organization (SNO). Dues are $5.00/semester. Both professional and social events are encouraged. This organization is the official liaison with the Nursing Faculty and FSCC Administration.

Student representatives are selected from each nursing semester to represent that student group at the Nursing Department meetings. Students may participate and share in those meetings until confidential or student performance/discipline concerns are discussed, at which point the student representatives are excused.

Two students, one from each level, will be appointed to the Nursing Department’s Advisory Board, one being the SNO President.

Students are also encouraged to belong to the Kansas and National Associations of Nursing Students. Applications are available through the department or SNO sponsor.

Students may share ideas or concerns with any faculty member, staff, or director at time in person, via e-mail, phone, or written format.

*Origination – 042283; Revised – 051388; 060189; 071093; 072600; 052406; 060810; 111110; 051311; 053012*
Social Networking Policy

The Nursing Department recognizes the value of utilizing technologies to enhance learning and acquisition of knowledge. Federal regulations exist related to confidentiality of information. These include Health Insurance Portability and Accountability Act (HIPAA), which protects individual health information and Family Education Rights and Privacy Act (FERPA), which protects personal and academic communication.

- No proprietary, student, confidential, or personal information will be published at any time.
- Patients, clients, families, faculty, and staff will not be cited or published without their permission.
- References are to be cited back to the original source.
- FSCC logos cannot be used on social networking sites without the permission of Public Relations/Marketing.
- Social networking posts should be consistent with a professional image of a student, faculty, or staff member of FSCC when the individual is identified with FSCC.
- Photography or devices that record images and/or sound are prohibited in clinical agencies, skills labs, simulation lab, and any other learning site without the prior, formal permission of the instructor and program director.
- Any activity in our clinical agencies must conform to the established policies and procedures of that agency, which may include signed, written consent of anyone involved.
- Social networking sites are not to be used to address student, faculty, or staff concerns.
- Groups may be formed, but cannot be identified as a part of FSCC Nursing.
- Students are cautioned about professionalism and legal issues connected to student privacy and patient privacy.

Student non-compliance with this policy will result in consequences that may include unsatisfactory clinical day, probation, suspension, and/or dismissal from the program based on the severity of the breach or repeated infraction. Faculty and staff breaches will be handled according to FSCC policies.

Origination – 051311; Revised - 053012
American Nurses’ Association (ANA) Standards of Professional Performance, Standards of Nursing Practice and Code of Ethics

It is essential that you as a nursing student become very familiar with the ANA Standards of Professional Performance, the Standards of Nursing Practice, and the Code of Ethics. The guidelines are presented by our professional nursing organization. Your nursing practice and professional life should be based on these.

You can find all three of these documents in your Principles of Health Promotion Textbook – Potter, Patricia A.; Perry, Anne Griffin: Fundamentals of Nursing, 8th edition, St. Louis, Elsevier, Mosby
### System Requirements for FSCC Blackboard™, Campus Connect (Gizmo), and email Systems

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

#### Microsoft® Windows® Operating System

<table>
<thead>
<tr>
<th></th>
<th>Internet Explorer® 9</th>
<th>Internet Explorer 8</th>
<th>Firefox (Final Release Channel)</th>
<th>Firefox 3.6</th>
<th>Chrome (Stable Channel)</th>
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<tbody>
<tr>
<td>Windows® XP (32-bit)</td>
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<tr>
<td>Windows Vista® (32-bit)</td>
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<tr>
<td>Windows Vista (64-bit)</td>
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<tr>
<td>Windows 7 (32-bit)</td>
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<td>Windows 7 (64-bit)</td>
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#### Apple® Mac OS® Operating System

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<tr>
<th></th>
<th>Safari® 5.0</th>
<th>Safari 4.0</th>
<th>Firefox (Final Release Channel)</th>
<th>Firefox 3.6</th>
<th>Chrome (Stable Channel)</th>
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</thead>
<tbody>
<tr>
<td>Mac OSX 10.5 &quot;Leopard®&quot;</td>
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<tr>
<td>Mac OSX 10.6 &quot;Snow Leopard®&quot;</td>
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• The following technologies are not supported:
  o Internet Explorer 6 and Internet Explorer 7
  o Firefox 1.x, 2.0, 3.0, and 3.5
  o Safari 2.0, 3.x (or any version on Windows)
  o Mac OSX 10.4 "Tiger"
  o Java 5

• Internet Explorer 8 and Internet Explorer 9 are tested in Standards Mode. Some known issues can be resolved by using Compatibility Mode (emulates IE7 behavior).

• Both Google Chrome and Mozilla Firefox have moved to a rapid release cycle. At the time of testing, Chrome 10.0 and Firefox 4.0 were the latest available versions. Since then, new stable versions have been released and widely adopted. Blackboard is supporting all newer stable versions of Chrome and Firefox.

### Computer hardware requirements

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<thead>
<tr>
<th>Operating System</th>
<th>Microsoft Windows</th>
<th>Apple Macintosh</th>
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<tr>
<td></td>
<td>XP</td>
<td>Vista</td>
</tr>
<tr>
<td><strong>Processor</strong></td>
<td>1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor</td>
<td>1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor</td>
</tr>
<tr>
<td><strong>CPU Memory</strong></td>
<td>1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)</td>
<td>1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)</td>
</tr>
<tr>
<td><strong>Monitor Resolution</strong></td>
<td>DirectX 9 graphics device with WDDM 1.0 or higher driver</td>
<td>DirectX 9 graphics device with WDDM 1.0 or higher driver</td>
</tr>
<tr>
<td><strong>Free Hard Disk Space</strong></td>
<td>16 GB available hard disk space (32-bit) or 20 GB (64-bit)</td>
<td>16 GB available hard disk space (32-bit) or 20 GB (64-bit)</td>
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</table>
Unless otherwise indicated by the instructor, students will need to submit assignments or projects in Microsoft Office 2007 or 2010 format (not Microsoft Works, Word Perfect, or Notepad).

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

Students are required to use their FSCC Mail accounts when sending email to instructors.
STUDENT NURSE ORGANIZATION

BY-LAWS

Article I

This association will be called the Fort Scott Community College Student Nurse Organization (SNO).

Article II

The purposes of the organization are to:

- promote professionalism in nursing,
- serve as a forum for student questions, concerns or complaints,
- conduct regularly scheduled meetings using parliamentary procedure,
- promote participation of all nursing and pre-nursing students in student Nurse Organization activities,
- participate in select health related community activities,
- establish and maintain a voluntary mentor program for first level nursing students,
- establish and maintain a scholarship fund with criteria for the awarding of scholarships,
- organize and support a Student Nurse Organization Alumni Association.

Article III

Membership shall include all students having paid membership dues. The organization is open to nursing students and those other students interested in nursing.

Article IV

The presence of one-half of the total membership shall be necessary to form a quorum at any meeting.

SECTION IV 1. Two-thirds of the quorum shall be necessary to carry a vote.

SECTION IV 2. Two officers (or all those whose clinical/class schedules do not conflict with meeting dates) of the organization should be present at each meeting.
Article V

A business meeting shall be held once a month with the date being set during the first regular meeting.

SECTION V 1. Additional meetings may be called by the executive committee.

Article VI

Dues will be $5.00 per person per semester and payable at any time during the semester.

Article VII

Officers of the organization shall be as follows: President, Vice-President, Secretary, Treasurer, and one faculty representative from each semester.

SECTION VII 1. Nominations for President and Treasurer shall be taken from the floor during the first meeting of fall semester. Nominations for Vice President and Secretary shall be taken from the floor during the first meeting of the spring semester.

SECTION VII 2. Elected officers shall hold office for a term of two semesters. If a student is unable for any reason to fulfill her/his obligation, elections will be held per Article VII, Section I.

SECTION VII 3. The faculty advisor will chair the first meeting of each semester in the absence of the President and/or Vice President.

Article VIII

The duties of the officers shall include the following:

President: The President shall preside at all meetings of the organization and shall appoint the chairman of any special committees and delegate her/his duties. (S)He will also be an ex-officio member of the special committees. (S)He will chair the Executive Committee.

Vice-President: The Vice-President shall preside in the absence of the President and perform any other duty designated by the President. (S)He will chair the activities committee. (S)He will assist the President by meeting with all committees making sure all activities are in keeping with the organization and school policies.
Secretary: The Secretary shall keep the records of the proceedings of all meetings; all other matters of which a record shall be deemed advisable; shall conduct the correspondence of the organization with concurrence of the president and advisory council; and shall keep a role of all members. (S)he shall keep a record of the members in each committee. After each meeting, copies of the minuets shall be given to the department secretary or the advisor to be typed. These minutes will be kept in a notebook for future record. The secretary will chair the By-Laws Committee. To compile all articles and pictures pertaining to the organization and put such articles into a scrapbook. (S)he shall also give a report of important events to the Fort Scott Tribune and the Greyhound Communicator. (S)he will chair the Public Relations Committee.

Historian-Reporter: Shall keep records of all money transactions with concurrence of the Advisory Council. (S)he is also responsible for giving a report at each meeting. All records shall be kept in a notebook for future reference. The Treasurer shall serve as Chairman of the finance Committee.

Treasurer: Shall keep records of all money transactions with concurrence of the Advisory Council. (S)he is also responsible for giving a report at each meeting. All records shall be kept in a notebook for future reference. The Treasurer shall serve as Chairman of the finance Committee.

Faculty Representative: Each class will nominate a faculty representative. At least one of the two representatives from the level shall attend the nursing faculty meetings to represent her/his particular class. (S)he is also responsible for giving a report at these meetings and reporting information back to her/his respective class and level.

Article IX

SECTION IX  I. Standing Committees:

The standing committees of the organization shall be as follows:

1. **Executive Committee:** Chaired by the President. Consists of officers of the organization. Purpose is to coordinate all activities of the organization and make administrative decisions.

2. **Activities Committee:** Chaired by the Vice-President. Purpose is to plan and coordinate all activities of the organization. Responsible to get approval of Faculty Advisor and Dean of Student services for any activities planned.

3. **Finance Committee:** Chaired by the Treasurer. Responsible to determine how much money to spend for activities. Works closely with the Activities Committee.
4. Public Relations Committee: Chaired by the Secretary. Responsible to see that all activities of the organization are written up for the newspaper. Sees that publicity and public relations for the organization are maintained.

5. By-Laws Committee: Chaired by the Secretary. Responsible to work on and revise the By-Laws and present them to the member of the Organization for approval. Responsible to see that the By-Laws are in keeping with the organization and college policies.

Membership of these committees will consist of the designated chairperson and as many volunteer members as necessary.

SECTION IX 2. Special Committees

Special Committees shall be organized as the need arises. The President shall select the chairperson of these committees and delegate her/his duties. The chair selected should not presently be the chairperson of any other committees.

SECTION IX 3. Committee Minutes

The chairperson of each committee shall select a secretary to keep records of all committee meetings, activates, and members. Copies of these records shall be given to the President, Faculty Advisor, and Secretary as soon as possible after each meeting.

Article X

The faculty of the Nursing Department shall serve as an advisory council and will appoint a faculty advisor for the organization. The faculty advisor will be present at each meeting.

Article XI

If a paid SNO member wishes to make changes to the By-Laws, the proposed change should be submitted in writing to the By-Laws Committee. The proposed change will then be reviewed by the committee and may be presented to the membership at a regular SNO meeting. The By-Laws may then be changed or repeated per Article IV, Section I.

RE: 042589; 0492; 1193; 2006; 2009
**Patient-centered Care**

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

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

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# Teamwork & Collaboration

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

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

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

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

<table>
<thead>
<tr>
<th><strong>Definition</strong></th>
<th>Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Knowledge</strong></td>
<td><strong>Skills</strong></td>
</tr>
<tr>
<td>• Demonstrate knowledge of basic scientific methods and processes</td>
<td>• Participate effectively in appropriate data collection and other research activities</td>
</tr>
<tr>
<td>• Describe EBP to include the components of research evidence, clinical expertise and patient/family values</td>
<td>• Adhere to Institutional Review Board (IRB) guidelines</td>
</tr>
<tr>
<td>• Differentiate clinical opinion from research and evidence summaries</td>
<td>• Base individualized care plan on patient values, clinical expertise and evidence</td>
</tr>
<tr>
<td>• Describe reliable sources for locating evidence reports and clinical practice guidelines</td>
<td>• Read original research and evidence reports related to area of practice</td>
</tr>
<tr>
<td>• Explain the role of evidence in determining best clinical practice</td>
<td>• Locate evidence reports related to clinical practice topics and guidelines</td>
</tr>
<tr>
<td>• Describe how the strength and relevance of available evidence influences the choice of interventions in provision of patient-centered care</td>
<td>• Participate in structuring the work environment to facilitate integration of new evidence into standards of practice</td>
</tr>
<tr>
<td>• Discriminate between valid and invalid means for modifying evidence-based clinical practice based on clinical expertise or patient/family preferences</td>
<td>• Question rationales for routine approaches to care that result in less-than-desired outcomes or adverse events</td>
</tr>
<tr>
<td>• Consult with clinical experts before deciding to deviate from evidence-based protocols</td>
<td></td>
</tr>
<tr>
<td>• Acknowledge own limitations in knowledge and clinical expertise before determining when to deviate from evidence-based best practices</td>
<td></td>
</tr>
</tbody>
</table>
# Quality Improvement

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

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

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## Safety

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

### Definition

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

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

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

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

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Clinical experience is a major portion of each semester in nursing school. This is a time in which the student nurse puts to practice what has been learned in theory and lab.

As a part of the clinical contractual agreement with area health care agencies, from time to time the student nurse may be required to complete an informational profile and have a background check run before being allowed access to the clinical areas. Students may also be asked to sign a statement that she/he will keep all patient and other agency information confidential.

Each nursing student must carry professional liability insurance to be able to practice in the clinical agency. A group policy is provided through the nursing department at a reduced rate and is included in the $500 lab fee paid each semester by nursing students.

It is also a part of clinical contractual agreement that each student nurse show proof of immunity &/or vaccination for Hepatitis B (series of 3), MMR (series of 2), varicella (chicken pox) immunity or proof of vaccination; and annual TB screening prior to giving patient care. Any illness or injury the student nurse contracts as a result of being a student nurse at FSCC is the sole responsibility of the student nurse. Students will submit the required immunization, TB, and CPR information. The student is responsible for insuring requirements are kept current throughout the program of nursing study.

Student nurses must also have evidence (health physical) of physical health adequate to perform the regular duties of a nurse. FSCC has the right and responsibility to withdraw any student from the clinical area should that student be unacceptable for reasons of health, performance or other reasonable cause.

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

DATE: ______ SIGNATURE OF STUDENT NURSE: _______________________

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

NOTARY: ___________________

REVISED 072202; 071505; 052406; 072007; 052808; 040309; 052012

I have read and understand the policies stated in the 2012 – 2013 Student Handbook.

Student Signature: ___________________

Date: _______________________

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