

SEWARD COUNTY COMMUNITY COLLEGE



**NURSING STUDENT
HANDBOOK
2023-2024**

SEWARD COUNTY COMMUNITY COLLEGE

NURSING PROGRAM

Level I – Certificate in Practical Nursing

Level II - Associate Degree in Nursing

STUDENT HANDBOOK

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P.O. Box 1137

Liberal, Kansas

2021-2022

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WELCOME

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

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

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

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

Sincerely,



Susan G. Inghland, MSN. RN
Director of Nursing and Nursing Faculty

Nursing Faculty

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Facts About Nursing Program

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

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

The Level I program is two semester sessions in length. The Level II program is two additional semesters in length.

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

Seward County Community College employs 4 full-time nursing faculty members, including the Director, and part-time clinical adjunct nursing faculty members.

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

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

Mission Statement

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

Purpose Statement

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

Nursing Philosophy

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

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

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

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

Seward County Community College Nursing Program Is Accredited By:

The Accreditation Commission for Education
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
404-975-5000
www.acenursing.org

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

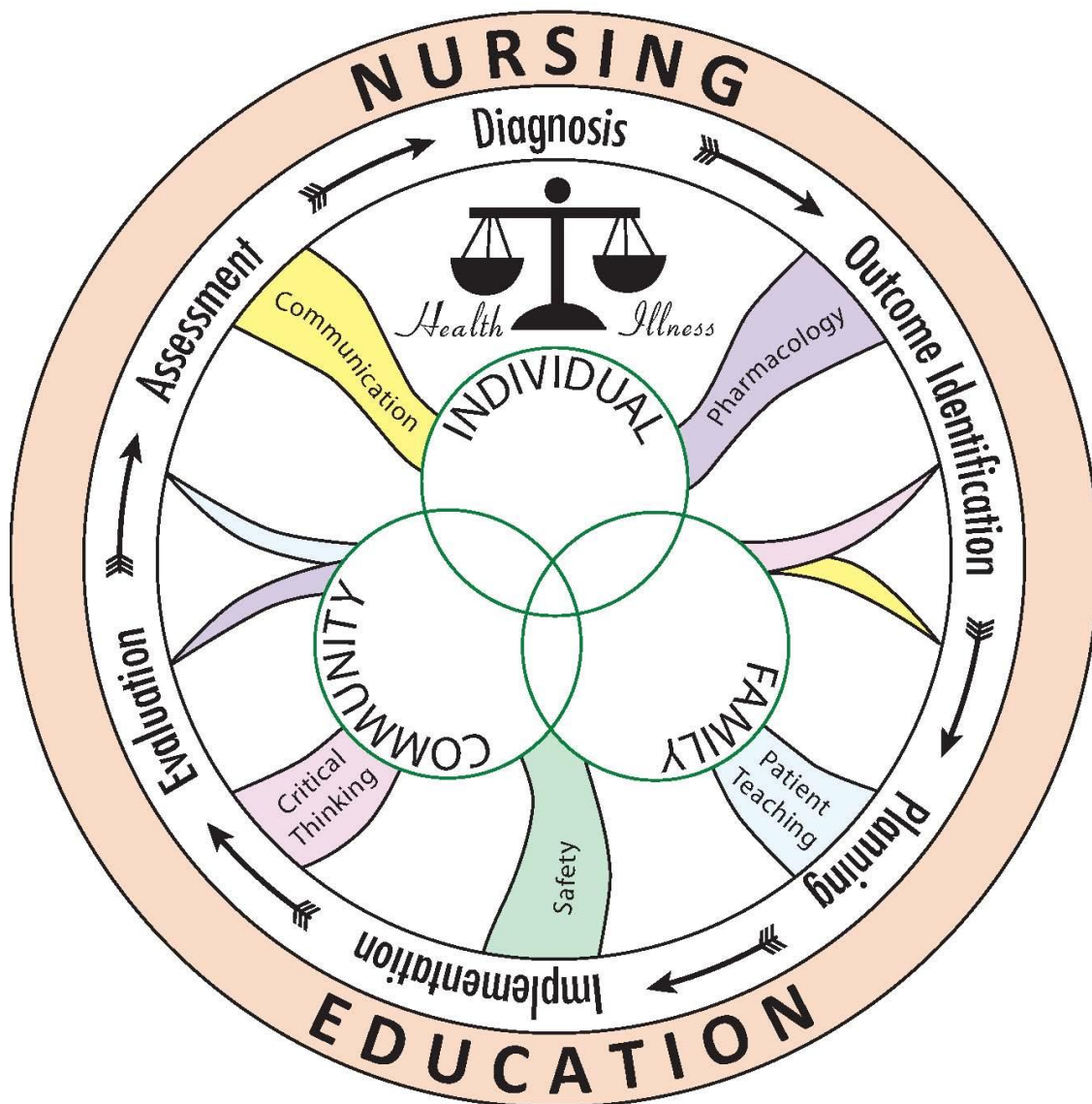
Seward County Community College
Nursing Program

Fax: 785-296-3929

Seward County Community College
Nursing Program

Conceptual Framework

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



Seward County Community College
Nursing Program

Nursing Student Learning Outcomes
ADN Alignment Nursing Outcomes

	Specifics pertaining to A.D.N. Nursing programs:
1. Integrate caring behaviors in practicing the art and science of nursing within a diverse population.	1. Program educational standards and outcomes are established by the Kansas State Board of Nursing.
2. Implement professional standards and scope of practice within legal, ethical and regulatory frame works.	2. The Kansas Board of Regents defers ADN nursing faculty requirements to those of the Higher Learning Commission and the Kansas State Board of Nursing. Nursing programs and their governing organizations will ensure compliance within those requirements.
3. Collaborate with clients and members of the inter-professional health care team to optimize client outcomes.	3. Successful program completers will be eligible to sit for the National Council Licensure Examination (NCLEX), the passing of which culminates in the Registered Nurse (RN) credential.
4. Formulate safe and effective clinical judgements guided by the nursing process, clinical reasoning, and evidence-based practice.	4. The Kansas Nurse Practice Act requires an associate degree as the minimum for entry into employment as a Registered Nurse. There are no other exit points.
5. Manage care and provide leadership to meet client needs using available resources and current technology.	5. All ADN programs must be approved by the Kansas Board of Nursing.
6. Generate teaching and learning processes to promote and maintain health and reduce risks for a global population.	6. Aligned programs must use the seven revised program outcomes approved by KSBN. If a program required additional program outcomes, additions must be approved by KSBN.
7. Demonstrate effective communication methods to manage client needs and to interact with other healthcare team members	

Seward County Community College
Nursing Program

Program Outcomes

Level I PN 3 Year NCLEX Pass Rates

The pass rate for the first-time test-takers will be 80% or greater

2022	64.00%
2021	87.50%
2020	92.86%
3 Year Average	81.45%

2019	100%
2018	86.96%
2017	100%
3 Year Average	95.65%

2016	94.26
2015	97.27%
2014	90.10%
3 Year Average	93.87%

Level I PN Program Completion Rate of 150%

80% of students satisfactorily complete the nursing program within 150% of the normal completion time of the nursing program

2022	80.00%
2021	73.33%
2020	83.33%
3 Year Average	78.88

2019	83.33%
2018	86.66%
2017	87.50%
3 Year Average	85.83

2016	96.66%
2015	79.00%
2014	83.00%
3 Year Average	86.22%

Job Placement https://www.kansasregents.org/workforce_development/k-tip-report

Seward County Community College
Nursing Program

Program Outcomes

Level II ADN NCLEX Pass Rates

The pass rate for the first-time test-takers will be 80% or greater

2022	47.62%
2021	87.10%
2020	52.63%
3 Year Average	62.45%

2019	74.07%
2018	73.33%
2017	73.33%
3 Year Average	73.57%

2016	73.33%
2015	84.62%
2014	79.17%
3 Year Average	79.04

Level II ADN Program Completion Rate of 150% of Length

80% of students satisfactorily complete the nursing program within 150% of the normal completion time of the nursing program

2022	86.00%
2021	93.00%
2020	80.00%
713 Year Average	86.33%

2019	80.00%
2018	83.33%
2017	91.14%
3 Year Average	84.82

2016	90.00%
2015	87.00%
2014	90.00%
3 Year Average	89.00%

Job Placement https://www.kansasregents.org/workforce_development/k-tip-report

Seward County Community College
Nursing Program

SCCC Nursing Curriculum

Level I Certificate in Practical Nursing

Certificate – Nine months

First Year

The Level I program serves as the first year of the Associate Degree in Nursing.

Because of the nature of the Level I Nursing Program, a separate admission procedure is required.

<u>Pre-requisites:</u> Anatomy & Physiology	5-8
General Psychology	3
English Comp I	3

Pre-requisites must be completed prior to admission into the nursing program.

<u>Co-requisites:</u> Microbiology	4-5
English Comp II/Public Speaking	3
Nutrition	3
Developmental Psychology	3

may be taken prior to admittance to the nursing program or concurrently with nursing courses.

Fall Semester

Nursing Courses - (Sequential)

Foundations of Nursing Care I.....	10
Pharmacology for Nursing I.....	<u>2</u>

Spring Semester

Nursing Courses - (Sequential)

Nursing Care II.....	10
Pharmacology for Nursing II.....	<u>1</u>

Total 47-51

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

Note: Students will need to test at the beginning algebra level for course placement. Students who do not test at this level will be required to take beginning algebra.

Level II Associate Degree Nursing

Degree - Associate in Applied Science

Those students successfully completing a practical nursing program from another institution and have received licensure will be required to complete an orientation class. If a student is a past graduate from the SCCC Level I Nursing Program and out of school more than 2 years they will be required to take the orientation course.

Second Year

Summer Semester

From LPN to ADN Student (Orientation Course) 1

*This course is required only for non-SCCC practical nursing program graduates or SCCC graduates of more than two years ago.

Fall Semester

Nursing Courses

Nursing Care III.....	10
Pharmacology for Nursing III.....	1

Spring Semester Nursing Courses

Nursing Care IV.....	5
Integration Seminar.....	3

Integration is a required course for all ADN level II nursing students starting spring 2020.

Total 66-70

Students successfully completing the Level II program receive an ASSOCIATE IN APPLIED SCIENCE DEGREE and become eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).
Program Completion is not guarantee of employment.

**SCCC Nursing Program Textbook
Listing
Seward County Community College
Nursing Program
Textbook Listing
2023-2024**

Level I Nursing Program Textbooks

Textbook	Author	ISBN	Publisher	Edition
Fundamentals of Nursing	Potter, Perry, Stockert & Hall	ISBN: 9780323810340	Elsevier	11 th edition
Fundamentals of Nursing (Study Guide)	Potter, Perry, Stockert & Hall	ISBN: 9780323812207	Elsevier	11 th edition
Clinical Skills Online Resource	Potter & Perry			
Mosby's Diagnostic & Laboratory Test Reference	Pagana, Pagana, Pagana	ISBN: 9780323609678	Elsevier	14 th edition
Gerontological Nursing & Health Aging	Touhy, Jett,	ISBN: 9780323473972	Elsevier	6th edition
Pharmacology: A patient-centered nursing process approach.	McCuistion, Dimaggio, Winton	ISBN: 9780323759076	Elsevier	11 th edition
Clinical Calculations	Kee, Marshall, Woods, Forrester	ISBN: 9780323809832	Elsevier	10 th edition
Davis's Drug Guide for Nurses	Vallerand & Sanoski	ISBN: 9781719646406	F.A. Davis	18 th edition
Spring Semester 2024	Level I Nursing	Books from 1st semester will be utilized		
Lewis's Medical-Surgical Nursing: Assessment and Management of Clinical Problems	Harding, Kwong, Roberts, Hagler, & Reinisch	ISBN: 978-0-323-55149-6	Elsevier	12 th edition
Lewis's Medical	Harding, Kwong,	ISBN: 978-0-323-	Elsevier	12 th edition

Surgical Nursing: Assessment and management of clinical problems (STUDY GUIDE)	Roberts, Hagler, & Reinisch	55156-4		
Psychiatric mental health nursing: Concepts of Care in Evidence Based Practice	Morgan, Townsend	ISBN-13: 978-0-80367678-7	F.A. Davis	10th edition
Maternal Child Nursing Care	Perry, Lowdermilk, Cashion, Alden, Olshansky	ISBN: 978-0-323-54938-7	Elsevier	7 th edition
Maternal Child Nursing Care	Perry, Lowdermilk, Cashion, Alden, Olshansky	ISBN: 978-0-323547666	Elsevier	7th edition

The textbooks in the 1st semester of the nursing program are going to be utilized in the 2nd semester and on into the level II portion of the nursing program. The Pharmacology, drug calculations, drug guides will be utilized in NR 1102 Pharmacology for Nursing I, NR 1411 Pharmacology for Nursing II and NR1801 Pharmacology III. It is the goal of nursing faculty to assist the students in utilization of the same textbooks each semester in both levels of the nursing program.

Level II Nursing Textbooks (New)

Textbook	Author	ISBN	Publisher	Edition
Priorities in Critical Care Nursing	Urden, Stacy, Lough	ISBN:978-0-323-53199-3	Elsevier	8 th edition
Intravenous Medications	Gahart	ISBN: 9780323757423	Elsevier	37th edition

Instructional Facilities

Colvin Family Center for Allied Health:

The nursing program is in the Colvin Family Center for Allied Health located at the Seward County Community College Campus.

Printed Material:

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

Technical Standards: for Exam Soft

How-To

Examplify can be used on most modern Microsoft Windows-based computers (i.e. purchased within the last 3-4 years). Please see specific system requirements as noted below.

Examplify cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.

For exam taking best practices: (including disabling antivirus programs)

- Operating System: 32-bit and 64-bit Versions of Windows 10.
- ***Alternate versions of Windows 10, such as Windows RT, and Windows 10 S are NOT supported at this time.***
- Only genuine, U.S.-English versions of Windows Operating Systems are supported
- ExamSoft does not support tablet devices other than Surface Pro as detailed below
- CPU Processor: 1.86Ghz Intel Core 2 Duo or greater
- RAM: 2GB or highest recommended for the operating system
- Hard drive: 1GB of available space or highest recommended for the operating system
- For onsite support, a working USB port is required (newer devices may require an adaptor)
- Internet connection for Examplify download, registration, exam download and upload
- For technical troubleshooting, account passwords, including BitLocker keys, may be required.
- Screen resolution must be 1024x768 or higher

Surface Pro minimum system requirements:

- Surface Pro, Surface Books, and Surface Laptop devices are supported (Non-pro Surface devices are NOT supported)
- Must be running a supported Operating System (See PC Requirements above)
- An external keyboard (USB or Bluetooth) is required. Bluetooth keyboards must be paired prior to launching exam
- Hard Drive: 1GB or higher available space
- For onsite support, a working USB port is required (newer devices may require an adaptor)
- Internet connection for Examplify download, registration, exam download and upload
- Screen resolution must be 1920x1080
- Administrator level account permissions

How-To

Exemplify Requirements for Mac Devices are listed below.

MacOS Mojave is supported on Exemplify version 1.7.4 and higher.

In order to use Exemplify on your Apple Macbook, Macbook Air or Macbook Pro natively, you must have:

- Internet connection for Exemplify download, registration, exam download and upload
- For on-site support, a working USB port is required (newer devices may require an adapter)
- For technical troubleshooting, account passwords, including device passwords, may be required.
- Server versions of Mac OS X is not supported
- Screen Resolution must be **1024 x 768** or higher
- Operating system:
 - Mac OS X 10.11 El Capitan
 - Mac OS X 10.12 Sierra
 - Mac OS X 10.13 High Sierra
 - Mac OS X 10.14 Mojave
- Hard drive = 1 GB or higher of free disk space
- RAM = 2 GB
- CPU = Intel processor
- Touchbars are supported
- Exemplify cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.

Exemplify for iPad: Minimum System Requirements

Sep 17, 2018•Tutorial

How-To

Exemplify iPad Requirements

- Hardware = iPad Air+, iPad Mini+, iPad Pro
- Operating system = iOS 10, iOS 11, and iOS 12 (Only genuine versions of iOS are supported)
- 500 MB of free space required to commence an exam
- iPad must not be jailbroken
- Internet connection for Exemplify download, registration, and exam download & upload
- In order to take an exam using an iPad, your institution must first enable iPad support.

ONLINE FORMAT POLICIES INTERNET ACCESS/COMPUTER SKILLS

Students must possess a computer with email and word processing capabilities, a webcam, and a reliable Internet service provider. Students need to have basic computer skills to enable them to create word processing documents, scan and attach files to an email message, send and receive email and participate in asynchronous discussions.

Student Commons Areas

A student commons area is in the Colvin Family Center for Allied Health. This is for use by all Allied Health students. Soft drinks, vending machines, are in this area. During breaks from instruction, students are encouraged to utilize the student commons area. Cellular phones may be used in this area. Please **NOTE THAT NOISE** should be kept to a minimum due to surrounding classrooms. **Allied Health students from other programs are also in class.**

Parking

General parking is provided for students, faculty, staff, and the public. Students should obtain a parking permit from the security office if parking on the SCCC parking lots.

Handicapped parking can be used only by the handicapped persons whose cars display the required special license, sticker or decal. There is NO PARKING along curbs at the college entrance or in any undesignated areas.

Traffic on the circle drive is two-way, around the campus. Speed limit for all vehicles is 20 mph on the circle drive. Designated pedestrian crosswalks are to be properly observed. Students who fail to abide by the parking guidelines may be assessed a fine. This also applies to speeding or reckless driving. Allied health students may **NOT** park in the cosmetology parking lot. Those spaces are reserved for their customers only! **Students and/or staff could be assessed a parking fine if found parking illegally or found driving recklessly on campus.**

Vehicle Search and Removal Advisory

Any vehicle on any SCCC property is subject to search and/or removal off the property if there is reason to believe there is or may be illegal material or danger within. ***Illegal Drugs and/or alcohol, or any other contraband are not allowed on any SCCC property.*** Failing to cooperate with a SCCC Security Officer or other SCCC Official is grounds for administrative and/or law enforcement action. SCCC Security, and Law enforcement, including K9 units who may also patrol, and legally inspect all vehicles on campus properties.

Any vehicle left abandoned or disabled for more than 72 hours or is causing an immediate disruption to the normal operation of the college may be towed off the property at the owner's expense. SCCC is NOT responsible for towing charges and/or damage or loss of property.

*Accidents, and damage to another's property, as well as any other driving or parking violation are subject to both administrative and/or law enforcement action. SCCC reserves the option to increase

its administrative action in matters that it believes are necessary in order to better serve or protect the campus community and/or cover its total cost, including repair, replacement and operational cost to remedy the situation. The fine amounts specified above have no bearing or involvement with those fines or costs issued or associated with law enforcement or by an outside person, business, organization, legal firm, insurance company or court of law, etc.

Smoking

SCCC is compliant with the Kansas State regulation (KSA 21-4009), therefore, smoking is prohibited within the building. You may only smoke in the designated smoking areas on campus. *During Clinical experiences, the SCCC nursing student will adhere to the smoking policy of that specific clinical facility.

Phone Usage

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

Student Identification (ID)

Students are required to wear their student picture ID badges in the classroom daily while attending classes on campus. This is for security purposes. Seward County Community College maintains a safe and healthy campus. Student identification should always be worn while in the classroom, simulation center, skills labs, clinical sites, professional conferences, or student travel.

Classroom Safety

Out of respect and safety for students and faculty, there may be times that the option of locking the classroom door may be required. Nursing faculty want to provide the opportunity for students to have hourly classroom breaks, while conducting timely classroom discussions and lecture. If nursing faculty elect to lock the classroom, please follow the guidelines established within the classroom environment. Be on time for class and limit leaving the classroom as the door is locked and someone will have to open it. This is a disruption for fellow students and inhibits the security parameters established. If class has begun, you will have to wait until the next scheduled break. This guideline is subject to change as needed and determined by individual faculty, the dean of allied health or campus security.

General Policies

English Language Proficiency

This is a **policy** to deal with English language proficiency.

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

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

The **steps** of this policy are:

1. The applicant makes known that English is not his/her primary language for written or oral communication.
2. The applicant chooses one of two routes for validating proficiency of the English language.
 - a. **Testing**. Standard tests used to measure English proficiency and the required minimum scores are:
 - Test of English as a Foreign Language (TOEFL iBT) — writing 20; speaking 20; reading 19; listening 20; Each score must meet the minimum requirement.
 - Test of Spoken English (TSE) — 50 (minimum score)
 - b. **College Courses**. Specific courses, which require use of English, can provide evidence of proficiency.
 - Written proficiency can be shown by passing a 3-credit hour college level freshman English course with a grade of C or better, excluding developmental courses.
 - Spoken proficiency can be shown by passing a 3-credit hour college level speech course with a grade of C or better.
 - Courses must be taken from an accredited institution of higher education in the United States.
3. Admission to the program will be contingent on successful testing (refer to item “2a” above) or successful completion of college courses (refer to item “2b” above).

The **anticipated outcome** of this policy is the efficient orientation of students into the program.

Admission, Promotion and Graduation Policies

Admission

Seward County Community College offers a bi-level nursing program. Following the first year of the nursing program (Level I), the student receives a certificate in Practical Nursing and eligibility for the NCLEX-PN for licensure. The second year provides the graduate with an Associate Degree in Nursing and eligibility for the NCLEX-RN. Up to thirty (30) students are admitted to Level I each year. Level I students continue to Level II without a separate admission process, however if the program is not full, **those with an LPN/LVN license will be considered for advanced placement into the level II portion of the program following the application process.** Application materials are accepted beginning **November 1st**, and the application and testing process must be completed on or before **Jan 31st**.

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

1. Complete the following forms:
 - a. SCCC Application for Admission
 - b. SCCC Scholarship Form
 - c. Application to Allied Health Division
 - d. Misdemeanor/Felony Form
 - e. Technical Standards Policy
 - f. Employment Verification Form
 - g. Reference Forms (3)
 - h. Verification of Understanding Requirements for Kansas Licensure
 - i. Transfer of all College transcripts to the SCCC registrar's office (see below).
2. Submit **all** official transcripts of previous college credits to the SCCC registrar to process. Courses completed will then be placed in the SCCC portal. The application will not be processed without these documents. It is imperative to see general education courses completed and calculation of the GPA.
3. Obtain three references (see guidelines in application packet).
4. The TEAs Test must also be taken prior to the close of the application process. Information and appointments can be made to take the TEAs Test at the SCCC Testing Center. The phone number is 620-417-1042.
5. Schedule an interview with a **Financial Aid Office personnel** and submit the signed "Financial Aid Interview Form" to the Epworth Allied Health Education Center.
6. If applying to the **Level II** program and the applicant is a graduate of another **Practical Nursing Program** or from another state, they must have a LPN/LVN License to be admitted in the level II portion of the nursing program

7. To qualify for an interview, the applicant must have a GPA of 2.5 or higher and receive 35 points on the criteria point system prior to the interview score. The 35 points is applicable to the level I applicants only.
8. Interview with a nursing faculty member.
9. Completion of steps 1-8 qualifies for the applicant to be considered for admission by the Nursing Admission/Progression and Allied Health Admissions Committees.
10. Complete the Health Protection Form.

Verification of all immunizations must be in place/started to be eligible for enrollment in the nursing program. All records must be on file at the time of enrollment and completed no later than the first day of classes. Failure to comply may result in being dropped from the nursing program. **Clinical sites require proof of immunization. A valid copy of the immunizations must be submitted at time of admission/beginning of classes to the nursing program in addition to the Health Protection Form. Upon acceptance into the nursing program, if any immunizations are needed to meet the requirements of admission, the student must begin the immunization process and have proof of all required immunizations by the beginning of class. Failure to meet this requirement may result in forfeiting the student's place in the program. Verification of immunization will be monitored by Sentry MD. Failure of the student to send Sentry MD the immunization requirements will result in clinical absence until the immunization requirements are met. Missing clinical may result in failure to progress in the nursing program.**

Please be aware that Seward County Community College partners with multiple health systems and healthcare providers to provide clinical experiences for our students. These clinical partners may require all students to have received the COVID-19 vaccine before being allowed to begin their on-site experiences. As a result, unvaccinated students could be precluded from participating in such experiences, which could impact their completion of program requirements.

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

Admission Grade Point Average

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

The following are Level I Nursing Program general education courses: Human Anatomy and Physiology, General Psychology, English Composition I, Nutrition, and Developmental Psychology **(KBOR PN Alignment)**.

The following are Level II Nursing Program general education courses: Human Anatomy and Physiology, General Psychology, English Composition I, Nutrition, Developmental Psychology, Microbiology, and English Composition II or Public Speaking **(KBOR ADN Alignment)**.

Re-admission

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

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

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

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

Progression

A 2.50 GPA or above is required for all general education courses that are part of the nursing program: Human Anatomy and Physiology, General Psychology, English Composition I, Nutrition, Developmental Psychology, Microbiology, and English Composition II or Public Speaking. A GPA of 2.50 in the nursing general education courses: Foundations of Nursing Care I, Pharmacology for Nursing I, Nursing Care II, Pharmacology for Nursing II, Nursing Care III, Pharmacology for Nursing III, Nursing Care IV, Integration Seminar and **From LPN to ADN Student (**Required only for non-SCCC practical nursing program graduates or SCCC practical nursing graduates of more than 2 years previously). To receive a passing grade ("C" or above) in each nursing course, an average of at least 80% is required for all major exams including the final (ATI testing is excluded from test mastery).

If the nursing student in any nursing course does not have an average test mastery grade of 80% on unit exams, they will not be eligible for the final comprehensive exam.

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

Grading Scale:

A = 90-100%

B = 84-89%

C = 78-83%

D = 70-77%

F = 69% and below

Passing grade = C (78% or above) Seward County Community College.

Exam Mastery must be 80% or above to progress on in the nursing program. Students who do not maintain this test mastery on unit exams will not be eligible to take the final exam.

Nursing Program

Student Withdrawal Interview Form

1. Identify the reason for the withdrawal.
2. Is the student dropping all courses including general education classes?
3. What would the student like for us to tell the other students regarding the withdrawal?
4. Does the student anticipate re-admission at a later date?
5. What requirements are there for the student regarding re-admission?
6. Complete the following:
 - a. Have student turn in name tag.
 - b. Notify IT and Pharmacy at SWMC to DC student privileges for Omni Cell.
 - c. Contact ATI
 - d. Contact Program Director regarding re-admission at 2-months prior to desired date of re-admission including a plan for success.
 - e. Contact Registrar regarding withdrawal, if applicable.
 - f. Refer to college policy regarding refund policy.
 - g. Remind student of policy regarding re-admission (limit of three times).
 - h. Notify Financial Aid, Cashier, and Director of Development
 - i. Record withdrawal date in the blue book

Student Signature

Faculty Signature

Date _____

Date _____

Faculty Signature _____

Date _____

Academic Counseling Policy

Any student who fails a nursing exam with below 80% will be required to meet with the instructor of the course following the exam. The student must write a plan for success for future exams. The nursing faculty will attach the student's written plan to the counseling statement. Signature from the student's advisor and nursing instructor will be required. Upon the 2nd unsuccessful attempt at exam mastery a 2nd counseling statement with a plan for success will be completed. The student must again write a plan for future success including a plan for remediation in the nursing program. The following signatures must be obtained on the Academic Counseling Statement: the course instructors (all if team taught), the student's nursing advisor, and Director of the Nursing Program. If the student fails exam mastery a third time (in the course), then the student will be placed on a contract with academic advising for program withdrawal.

Seward County Community College
Nursing Program
Crucial Conversations

Student: _____ Date: _____

Please Document below why student was in your office

Any Course of action or recommendations:

Please Select the following

- ☐ Assisted student to find more resources
- ☐ Student was seeking personal guidance
- ☐ Previously schedules advising meeting
- ☐ Penalty or Contract action taken/recommended
- ☐ Follow up meeting/appointment needed- When? _____
- ☐ Other: _____

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Concurrent Course Policy

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

An average of at least 80% is required on unit exams and the final exam in each nursing course to receive a passing grade. An average of at least 80% is required on clinical assignments in each nursing course to receive a passing grade for the course. **An average of 80% on all exams must be met to be eligible to sit for the course final exam. An overall average of 80% on all exams including the final must be obtained to receive a passing grade for the course. Test mastery percentages will not be rounded to meet the next whole percentage. For example, an exam average of 79.5% will not round to 80%. If an examination is not taken on the scheduled day and time, 5% will be deducted from the exam grade.**

The Development of Clinical Skills tool will be utilized by the student during the course in addition to the Clinical Evaluation tool. Clinical evaluations should be completed **before** the student may progress from one clinical rotation to the next. Exceptions will be at the discretion of the nursing instructor.

The final clinical grade will be assigned Pass (P)/Fail(F)

Pass

Satisfactory completion of 80% of all clinical objectives, experiences and satisfactory completion of all critical objectives experienced.

Satisfactory completion of all assigned clinical hours and clinical work, including all clinical experiences, teaching experiences, worksheets, and clinical focuses. Assignments have been made to enrich the clinical experience. Each assignment is considered as a clinical objective.

An average of 80% is required on clinical assignments to receive a passing grade for clinical and in turn pass the nursing course enrolled.

Fail

Satisfactory completion of less than 80% of all critical objectives experienced and failure to satisfactory complete one or more critical clinical objectives experienced will result in a failure in clinical. This includes assigned observation and preceptorship experiences, unsatisfactory completion of less than 80% on clinical assignments, and unsatisfactory completion of clinical time

Examinations

An **average of 80% on all exams** (including the final exam) must be obtained to receive a passing grade for the course. **Test mastery percentages will not be rounded to meet the next whole percentage. For example, an exam average of 79.9% will not round to 80%. If the examination is**

not taken on the scheduled day and time, 5% will be deducted from the grade. Nursing students who do not maintain 80% test mastery on unit exams will not be eligible for the comprehensive final exam.

If an examination is not taken on the scheduled day and time, 5% will be deducted from your exam grade.

Dismissal from Course Policy

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

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

Dropping A Class

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

Assignments

Late Assignments Policy

The ability to meet deadlines and deliver care in a timely manner is critical to the nursing profession. Class and clinical assignments are expected to be turned in on (or before) the date and time assigned. **Students who submit assignments after the due date or time will receive a "0" (zero).**

If the student sees that the assignment will be late, the student must contact the instructor 24 hours prior to the due date. If the reason of the late assignment is related to an emergency or an extenuating circumstance that occurs after the 24 hours, it is up to the instructor to determine if the assignment will be accepted.

All assignments must be submitted even if it is late with a grade of a "0" to pass the course. If a student has 3 late assignments, the student will meet with the instructor and the director of the department to discuss a course of action to prevent further late work. The student will receive a one-time warning regarding further late assignments. **If a student reaches 5 late assignments the student will then be removed from the program due to unprofessional behavior.**

Unfortunately, there are occasions when unforeseen circumstances beyond control can have an impact on study, assessment, and daily life. It will be up to the discretion of the instructor if an assignment will be accepted after the due date due to Extenuating Circumstances.

Extenuating Circumstances (ECs) is a phrase which is used to describe serious and exceptional factors outside your control which adversely affect your performance during your study. These factors may prevent a student from attending examinations or other timed assessments or cause a

missed assignment no meeting submission deadlines. If an extenuating circumstance arise, a student may make arrangements for an extension by contacting the professor who is in charge of that particular course prior to the date and time that the assignment is due.

Typically, such unforeseen circumstances could include:

- Involvement in an accident
- Victim of crime
- An acute illness or serious on-going medical condition
- Ongoing life-threatening illness of a close family member or partner
- Bereavement of a close family member or partner
- Acute or on-going serious personal/emotional circumstances
- Domestic upheaval at the time of the assessment (e.g. fire, burglary, eviction)

Attendance Policy

Timeliness is very important in nursing. Classes have a start and end time, and we will stick to the strict times as they are assigned. Tardiness is considered if you are walking through the door at 0900, when the class is expected to begin at 0900. If you are tardy 3 times this will count as one absence. If you miss 3 class times or clinical times, you may be removed from the program due to unprofessional behavior. We understand there can be times when you are sick or other circumstances occur.

Clinical assignments are still required to be submitted for evaluation of competency, even if a score of '0' for failure of on-time submission is earned. This is required to achieve completion of the clinical component. This will include weekends or holidays as papers may be posted on Canvas. Any research work should be in the correct APA format. **Plagiarism is not tolerated and will result in a zero '0' for the assignment. Plagiarism will be reported in writing to the SCCC Academic Integrity committee and the Vice President of Student Services and the Vice President of Academic Affairs. Proper citing of sources and paraphrasing must be done. Please utilize a properly identified folder for the assignment if indicated.**

Means of communication include the SCCC student email that is accessible on the SCCC portal. Each allied health nursing student is required to have a SCCC student email account. It is the expectation that each student will check their email account daily, and Canvas as recommended per instructor. Each SCCC nursing student will also have access to the Canvas email system within each nursing course. They will also have ability to access each nursing faculty member who is assigned as an instructor through Canvas. This is the best way for nursing faculty to communicate information when not in the classroom setting.

Attendance Policy

Classes and Clinical Attendance

The student is required to be in class and clinical.

Do Not Make Appointments During Class or Clinical Time. All appointments should be made to not interfere with class or clinical. The calendar provides for adequate time off for appointments.

Do Not Ask to Be Absent or Leave Early from Class or Clinical Unless No Other Option Is Possible.

If a student is going to be absent from class, call and leave a message on that instructor's **office**

phone. **If a student is going to be absent from clinical, the student must contact/notify the clinical instructor via phone prior to the beginning of clinical making the clinical instructor aware of the absence.**

No call no show is subject to dismissal from the nursing program. Do not schedule preceptor hours during class time. You will receive a zero on your clinical assignment if this occurs.

The nursing faculty believe that absences interfere with one's ability to meet course objectives. While it is recognized that objectives may be reached through many avenues of experiences, each planned activity has a specific purpose for the learner. Many of these experiences cannot be duplicated and therefore, makeup may be required.

Absence Calculation

For each classroom absence, 10 points will be deducted from the attendance grade, after 20% of class time is missed (2 class absences), ten percent **(10%) of the student's final overall grade will be deducted.**

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

When a student exceeds ten percent (10%), one clinical day in absences of scheduled clinical experiences (for any reason), the instructor may recommend to the student to withdraw from the course, or the student may receive a failing grade.

Clinical makeup may require additional written assignments, and if requested, the additional makeup work will be due within 5 days. Any deviation from this policy will be at the discretion of the nursing faculty.

Incomplete Policy

A student may be given an "I" (incomplete) grade in a course if he/she was unable to complete the course work due to a condition beyond his/her control. The instructor will have the discretion of deciding if the conditions were beyond the student's control.

The student will be assigned a deadline on the incomplete form, within the next semester, to complete the work in the course in which an "I" was received. The original incomplete form will be filed with the Registrar, and the instructor will keep a copy for his/her files.

The instructor will notify the Registrar to enter a grade when the work is completed by the student, or the time has expired for the student to complete the required work. If an instructor is no longer employed at SCCC, the Registrar will have the right to complete the instructor's incomplete scores with the stipulations as assigned on the incomplete form and concurrence with the division chair.

Students receiving an "I" in a course that has been designated as a pre-requisite for another course may not enroll in the advanced course until the incomplete course work has been completed or the instructor has given permission.

An **Incomplete Grade Agreement** must be completed by the instructor, signed by the student, the instructor, and the Registrar prior to issuance of an "I". The **Incomplete Grade Agreement** will be in effect a maximum of one subsequent semester (excluding summer session). On the **Incomplete Grade Agreement**, the instructor will designate the following:

- The month, day, and year the Incomplete Grade Agreement expires,
- the assignments / requirements to successfully complete the course,
- and the course grade to be recorded if the requirements are not met.

At the end of the specified time , the "incomplete designation" (I) will be changed by the Registrar to either:

- The current course grade indicated by the instructor when the Incomplete Grade Agreement is signed

Or

- The new grade, reported by the instructor to the Registrar, resulting from completion of the requirements specified on the Incomplete Grade Agreement.

It should be noted that when a student agrees to an "*incomplete designation*" (I) in a course, the student's financial aid eligibility could be jeopardized. Copies of the **Incomplete Grade Agreement** will be distributed to the student and the instructor, and the original placed in the students file in the Registrar's Office.

Illness

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

Tardy

A student is expected to be in class and clinical on time. Tardiness may be accumulated as minutes missed and counted toward absences. Tardiness will be subject to contract. Five (5) points will be deducted from the attendance grade for each tardy for class and clinical. *Instructors will keep track*

of minutes. When a student is tardy more than 3 times **5% will be deducted from the final overall course grade.**

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

Absences from Clinical/Sim Lab:

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

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

Absences from Class

For each classroom absence, 10 points will be deducted from the attendance grade, after 20% of class time is missed (2 class absences), 10% of the student's final overall grade will be deducted. Makeup may require additional written assignments, and if requested, the additional makeup work will be due within 5 days. Any deviation from this policy will be at the discretion of the nursing faculty.

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

Absences from an Examination

If a student must be absent from a scheduled exam, the student is to call the instructor **prior** to the time of the exam. The student will receive a deduction of five (5) percentage points for every day missed prior to taking the nursing exam. The following is an example of the student's achieved test grade percentage beginning the next day following the exam (example: if a student's achieved test grade percentage is 95%, five (5) percentage points deducted would result in a test grade percentage of 90%). **The student is required to make up the missed examination the same day upon returning to lecture, lab or clinical at the main campus, or the clinical facility.** For each day, the exam is

delayed upon returning to class, five (5) points will be deducted from the student's achieved test grade percentage.

Name Change

If a student has a name change during the school year or over the summer, they must notify the Director of Nursing, the Allied Health Division Secretary, the Registrar, and the business office within 10 business days. The legal name that is listed at the Office of the Registrar is what will be used for the capping and pinning ceremony.

Transfer and Advanced Standing

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

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

<i>Kansas Nursing Articulation Model: Practical Nurse to Associate Degree Nurse</i>			
Articulation Criteria: <ul style="list-style-type: none"> • Must meet program admission requirements. • Must be a graduate of a Kansas program. • Must receive credit equivalent to a minimum of 40% of the admitting program's nursing credit hours. • Must validate previous nursing information when required through NCLEX-PN, testing, escrow, or portfolio according to school policy (see below). 			
Variables	0 -5 Years After Graduation	6 - 10 Years After Graduation	More Than 10 Years After Graduation
Applies to:	Kansas Graduate	Kansas Graduate	Kansas Graduate
Nursing Credits:	No validation required if holds current PN license. No work experience required.	No validation required if holds current PN license. College may require 1000 hours nursing work experience during last three years.	Validation required. Current PN license required. College may require 1,000 hours nursing work experience during last three years.
Non-Nursing Credits:	May be transferred from colleges (subject to individual college policies).	May be transferred from colleges (subject to individual college policies).	Must be transferred from colleges (subject to individual college policies).

Students who wish to apply to the level II nursing program who did not graduate from the SCCC level I certificate program must have a LPN license and good standing in the state of the license.

Advisee Instruction Guide for Nursing Students

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

To obtain the maximum benefit from the nursing faculty advisor, the following instructions are given: Always consult the advisor before adding or dropping any class.

The nursing student should be in contact with the faculty nursing advisor on a regular basis. Each nursing student must meet with their nursing faculty advisor monthly or more frequently as needed. Students will be given a degree checklist. Keep this as a guide to chart your progress in your planned course of study.

Application for Graduation

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

Graduation

Requirements for graduation for **Level I** program include the successful completion of 41-51 credit hours. For graduation from the **Level II** program, a student must successfully complete 66-70 credit hours. Passing grades ("C" or above) must be received in all required courses.

Graduation exercises are held in May. The **Level I** student who has successfully completed the required courses of the first two semesters will go through graduation exercises in May and receive the certificate of **Practical Nursing**.

An application for graduation must be on file as designated by the office of the registrar with fees paid. A degree check must be completed by the advisor and turned in with the application for graduation. A cap/gown/tassel should be ordered in the bookstore. Students unable to participate in the commencement ceremony should submit in writing to the Vice President of Student Services an explanation of circumstances prohibiting attendance.

Capping and Pinning Ceremony

The capping and pinning ceremony for both Level I and Level II nursing students is held the evening prior to Seward County Community College graduation exercises. The Level I students will receive a nursing cap (the male students will be pinned) and the Level II students will receive a SCCC ADN school pin. **Attendance at this event is mandatory. Exceptions can only be made by the Director of Nursing or the Dean of Allied Health.**

Capping/Pinning Uniform

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

Commencement Ceremonies

Students meeting the requirements for graduation should participate in Commencement ceremonies. Numerous graduation activities are held annually in May and include a public reception honoring the graduates.

In order to participate in graduation exercises, the following is required of students:

- An Application for Graduation form must be filed in the Registrar's Office by the published deadline.
- A Degree Check will be completed by the student and inform the advisor and submitted to the Registrar along with the grad application. The Registrar will inform the advisor any deficiencies; the advisor will notify the student of any deficiencies by the enrollment period in January.
- A student must be within nine (9) credit hours of completing graduation requirements in order to participate in the commencement activities.
- Exceptions are made for some certificate programs. A student who withdraws from a course or courses included in the "within nine" credit hour requirement will be ineligible to participate in commencement activities. If all requirements are not met by the semester applied for, the student must reapply for graduation and pay for another diploma. The date on the diploma will be the month and year that all requirements are met.

A regalia fee must be paid in the SCCC Bookstore; this fee includes, cap/gown/tassel purchase, and hood (for Associate Degree Candidates only). Students unable to participate in the Commencement ceremony should submit a request in writing to the VP of Student Services explaining circumstances prohibiting attendance.

TRANSCRIPT INFORMATION A transcript is a copy of a student's permanent academic record. A transcript contains confidential information and will be released in accordance with provisions of the Family Educational Rights and Privacy Act (FERPA). Transcripts are released to students, or persons designated by the student, with signed written permission. Official transcripts are issued from the Office of the Registrar. A transcript is official if it is signed by the Registrar and imprinted with the college seal. How to Order a Transcript • Go to www.sccc.edu to request a transcript to be sent electronically, by mail or by fax. • In person - Bring a completed copy of the transcript request form to the Office of the Registrar during regular campus office hours. Personal identification will be required. • Requests by phone and/or email are not accepted. Written, signed requests are required whether by mail, fax, electronically, or in person. Transcripts requests are usually processed within 2 working days of receipt of request; however, a longer period of time may be required for processing at the end of each semester and during peak enrollment periods. Transcript Charges The cost for an Official Transcript is \$5 per copy or \$7.50 for an electronic request and must be paid in advance by cash, check, money order, Visa, or MasterCard. The fee for a Faxed transcript is \$5 (paid in advance). Student copies, which are unofficial, are issued in person at no cost from the Registrar or may be obtained from the Student Records secure login page on the SCCC web site. Students should be aware that some holds prevent access to transcripts; contact the Registrar's office for more information on holds against your student records. Evaluation of Transcripts for College Credit Official transcripts, certificates, licenses, training documents may be submitted to the Registrar for evaluation when SCCC credit is requested. When necessary, the Registrar will consult with the instructor, Dean, agency, certification, etc. to determine educational content and appropriate classification of work presented. The maximum allowable credit for prior learning is 75% of the total program hours. Types of learning or educational experiences that can be evaluated for SCCC credit include: • College Level Examination Program (CLEP) • Advanced Placement (AP) • Advanced standing tests from College Entrance Examination Board (CEEB) • Skill based tests (MOUS, A+, ASE, ASPA, MCSE, etc.) • License and Certificates (LPN, EMT, Medical Lab Technicians, Law Enforcement Training Certificates, Cosmetology/Barber Licenses, Certified Dietary Management Certificate, etc.) • Military service/ courses • Proprietary and Trade Schools *To receive credit for coursework done in another country, you will need to request a course-by-course evaluation to be done on your transcript by a NACES or AICE member organization, then request that the evaluation be sent to Seward County Community College. The list of NACES & AICE organizations can be found here: <http://www.naces.org/members.html> and <http://aiceeval.org/members/> There is no fee charged when students submit official transcripts from accredited colleges and universities in order to transfer credit to SCCC. **CHANGE OF NAME & ADDRESS INFORMATION** If you are an employee (faculty, staff, or student), federal regulations require employers to validate that the employee's name and social security number on record exactly matches the name/S.S.N. which appears on the individual's social security card to ensure proper tax reporting. Thus, in order to reflect your name/S.S.N. change on your personnel and payroll records, your social security card which reflects your new name/S.S.N. to the Human Resources Department in the Hobbie Academic Building. To change your name, please bring two forms of government issued identification to the Registrar's Office in the Hobbie Academic

Building. Students can also change their address on-line through the SCCC Portal. If you have not requested a change of name with the Social Security Administration, please apply for a new social security card with the nearest Social Security Administration Office. (Note: You will need to bring two original legal documents reflecting your new name to support your request for the name/S.S.N. change. Examples of accepted legal documents include a birth certificate, marriage license, divorce decree, 18 etc.) Once you receive your new Social Security card, please bring it to the appropriate office. If you have any questions or concerns, please call the appropriate office.

Transcripts for State Boards of Nursing

Processing of transcripts following spring commencement ceremonies will be available for request for NCLEX-PN, NCLEX-RN testing **June 1st**. **Please do not request transcripts** for State Boards of Nursing until after **June 1st** due to campus processing times for the degree that is completed in May.

Transcript requests prior to this time will result with incomplete transcripts for credit. State Boards of Nursing will not be able to utilize these transcripts.

Inclement Weather

In the event of weather that interferes with school to the extent that school is closed, it will be announced by one of the following radio stations: 1420AM, 106.7FM, 1270AM, 107.5FM, 99.1FM, and 101.5FM. If college classes are canceled, then clinical is considered canceled. The student may also sign up with the college **RAVE system** for text notification through the campus portal. Students are encouraged to use their judgment about safety of travel to clinical; however, if the college is not closed the student will be considered absent. If the college closes once a student is at the clinical site, then the clinical must be canceled as well.

CPR Policy

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

It is the student's responsibility to ensure that this certification is received and that it is current and remains current during their time enrolled as a nursing student. The student must be able to show proof of certification. IF A STUDENT IS NOT CERTIFIED, HE/SHE WILL NOT BE ABLE TO ATTEND CLINICAL AND THEREFORE MAY NOT PROGRESS TO THE NEXT SEMESTER. Any deviation from this policy will be at the discretion of the nursing faculty

***Seward County Allied Health Students should verify with nursing faculty regarding the possibility of a skills lab CPR Course upon the commencement of classes each fall.

Health Requirements

Immunizations

Part of the admission process is the expectation that all applicants will **submit proof** of required immunizations at the time of the enrollment process. Upon acceptance into the nursing program all required immunizations must be completed and submitted to Sentry MD. The student will receive information at the time of acceptance and enrollment regarding this process. Upon

acceptance into the nursing program students will be asked to complete an online submission of information regarding proof of immunizations. This proof of immunizations must be submitted to Sentry MD at the beginning of nursing classes. Failure of the student to be compliant with the immunization standards will prevent them from attending clinical. This could result in further progression in the nursing program.

It is the expectation that all applicants will submit proof of required immunizations. Upon acceptance into the nursing program all required immunizations must be completed and submitted at the beginning of nursing classes in the fall. Students who are getting a series of immunizations must submit proof in a timely manner to Sentry MD. Failure to meet timelines and deadlines may result in a student contract, loss of clinical time, or dismissal from the program. Influenza vaccines must all be obtained no later than **November 1st** and **each student must be responsible for submitting them to Sentry MD.** Clinical sites require that students have all the listed immunizations. Failure to comply may result in dismissal from the program. If a student has a health or religious reason for not obtaining immunizations, then they need to meet with the Director of the Allied Health Nursing Program.

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

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

Sentry MD follows and complies with the recommendations from the Centers for Disease Control (CDC) for compliance with clinical placement. The Influenza vaccine is required each fall no later than Nov 1st, and the polio vaccine is recommended, but not required. Most clinical sites require the influenza vaccine. Students who do not receive the influenza vaccine may be restricted by some clinical facilities and must meet with the Director of Nursing.

Immunizations can be obtained at the Seward County Health Department located at 1411 W 15th St, you may contact them at 620-626-3369, or contact with your personal physician. Immunizations may also be obtained from local area pharmacies. For other health care concerns, there are a variety of options. The Genesis Family Health Clinic fees for service are based on income. The clinic is located at 311 N. Grant and can be contacted by calling 620-624-6865. For more information, see the SCCC Student Handbook at www.sccc.edu. Health services are also made available at Southwest Medical Center located at 315 W 15th St. They can be contacted at 620-624-1651. For immediate emergencies contact 911.

Accidental Medical Expense Benefit

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

Liability Insurance

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

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

Substance Abuse Protocol

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

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

- SCCC Allied Health Division students who are involved in theory and clinical activities at health care facilities must comply with substance abuse regulations of the facilities.
- If the program coordinator or any Allied Health instructor determines from the behavior, appearance and/or demeanor of the student or otherwise detects the odor of alcoholic liquor, beer, cereal malt beverage or any controlled substance:
 - a. If the student is in the theory or clinical setting, he/she will be dismissed from the setting. The student will not be allowed to drive self from the clinical site. The program coordinator will determine the appropriate time that the student may return to the theory or clinical setting.

- b. The student will be asked to submit to a medical blood alcohol screen and/or a urine drug screen at the discretion of the faculty and/or program coordinator. The student will be accompanied to a medical laboratory by a faculty member for the screen. All charges for laboratory tests are accrued by the program, subject to reimbursement by the student. The student agrees that there is no physician-patient privilege implicated in obtaining the screen and that SCCC is entitled to know the results of the screen. The student is informed of the test results and any further action considered by the program. The student is also informed of his/her right to obtain a second screen at his/her own cost. Refusal by the student to submit to a drug screen may result in dismissal from the program. SCCC has an account at the SWMC lab and there is no requirement for a physician to be contacted prior to the test.
- c. If the results are positive, a mandatory assessment (at the student's expense) will be done at that time by a drug and alcohol counselor. A copy of the counselor's written assessment will be submitted to the student's file, and the program coordinator will be notified. The student must sign a release of information form for the program coordinator. Refusal to sign this form will result in dismissal of the student from the program. The counselor will send reports to the program coordinator on a continual basis as warranted.
- d. When indicated by the counselor, mandatory treatment will take place in one of two ways: out-patient follow-up or in-patient admission.
- e. The student will be allowed to continue in the allied health program on a probationary status. Any recurrence will result in documentation by an instructor, notification of the program coordinator, and dismissal from the program.
- f. If the student holds a license to practice nursing (second year student, LPN), the student will be reported to the Kansas State Board of Nursing after one occurrence.

Conduct in The Classroom

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

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

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

See SCCC Honor Code

Professionalism

A professionalism grade will be assigned. Each student will begin the semester with 100 Professionalism points for each course. Professionalism will be designated based on appropriate classroom and clinical behaviors, outlined in this *Nursing Student Handbook*. Respect for peers and instructors, preparation for class and clinical, engagement and participation in both class and clinical are all considered as professionalism. The way in which you present yourself (proper uniform attire, hair pulled back, etc.) during clinical experiences and while in uniform (hospitals, clinics, community events and skills labs) will also be reflected in the professionalism grade. Submission of late assignments or failure to turn in an assignment is considered unprofessional and points will be deducted from your professional grade as well as the assignment grade. A tardiness and absence from class or clinical without notifying the instructor is considered unprofessional and will result in point deduction from the professionalism grade as well as the attendance grade. **Five points will be deducted for each late or missing assignment and 10 points will be deducted for each unexcused tardy and absence. All other professionalism infractions will be deducted at least 2 points per instructor discretion.**

Academic Integrity

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

Examples of Academic Misconduct:

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

EXAMPLES:

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

- B. **Fabrication and Falsification** - Unauthorized alteration or invention of any information or citation in an academic exercise.

EXAMPLES:

(Fabrication)

- inventing or counterfeiting data or research procedures to make it appear that the results

of one process are the results of several processes.

(Falsification)

- false citation of the source of information.
- altering the record of or reporting false information about practicum or clinical experiences.
- altering grade reports or other academic records, submitting a false excuse for absence or tardiness in a scheduled academic exercise.
- altering a returned examination paper and seeking regrading.

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

EXAMPLES:

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

Plagiarism may occur orally and in writing. It may involve computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any information which belongs to another and which is not acknowledged as such.

- D. **Facilitating Academic Misconduct** - Giving or attempting to help another commit an act of academic misconduct.

EXAMPLES:

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

- E. **Tampering with Materials, Grades, Or Records** - Interfering with, altering, or attempting to alter college records, grades or other documents without authorization from an appropriate college official for changing, falsifying, or removing the original information found in such records.

EXAMPLES:

- using a computer or false written document to change or effect the grade recorded for a student.
- forging the signature of a college official on an enrollment, add or drop card.
- erasing records or information of a student.
- unauthorized access of a college record by computer or through unauthorized entry into

- an office or file for changing information in a university document.
• or obtaining information from a college file without proper authorization.

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

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

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

Honor Code and Cheating Policy

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

SCCC Honor Code

I will not resort to lying, cheating, or stealing in my academic work.

- I will courageously oppose any instance of academic unscrupulousness.
- I will promptly notify faculty members or administrators either verbally or in writing when I observe any deed of academic cheating in any course.
- I will allow my conscience to be my guide when I report evidence of cheating as to whether I will name the person or persons who have committed a violation of the Honor Code at SCCC.

Cheating Policy

Academic Dishonesty

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

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

Consequences

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

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

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

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

Dishonesty in pass/fail assignments will require that the experience be repeated, and additional compensating activity may be completed by the offending student. The magnitude of this compensating work will be at the discretion of the instructor. Certain dishonest student clinical behaviors could result in immediate clinical failure and consequent dismissal from the nursing

program. Refer to the **Unsatisfactory Clinical Behaviors** handout (See the Unsatisfactory Clinical Behaviors)

Student Right of Due Process

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

Academic Counseling/Student Contract

When a student does not satisfactorily achieve test mastery on any exam in any of the nursing program courses the student will be expected to write a plan of correction for future success. This plan will be attached to an academic counseling statement that will be signed by nursing faculty and the student's advisor. If the student fails to meet test mastery a second time on an exam the student will have a second academic counseling statement and the form must be signed by all nursing faculty who are teaching the class and the director of nursing. A written plan by the student will be attached for the student's plan for success. If a student fails to reach test mastery for a third time the student will be placed on contract. If at any time a faculty member feels that a student's clinical/theory work or behavior is unsatisfactory and has a bearing on passing the class, a contract will list the concerns of the instructor and what must be done to correct the concern. The contract will list a deadline for the correction and consequences if the corrections are not met. The contract will be signed by the student, the faculty member, and the director of nursing.

Confidentiality Policy

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

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

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

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

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

Nursing Journal Use Policy

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

Math Competency

A math proficiency exam will be given during of Pharmacology I, and Pharmacology II, for the Level I students and at the beginning of Pharmacology III for the Level II students. A 90% competency will be required on each exam with a maximum of two re-takes. Failure to meet this competency will prevent the student from continuing in the program. Tutoring will be available between each re-take upon the student's request.

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

Computer Lab/Technology Center

The following guidelines will be enforced:

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

Computer Use Guidelines

Students who use college computing resources are expected to adhere to the **SCCC Network Computing Use Policy**. Misuse can result in computer use privileges being revoked, suspension from

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college, and possible legal action. A summary of the general guidelines of the Policy are listed below. A copy of the complete policy is available upon request.

Guidelines for use of SCCC Computing Resources

1. All aspects of the SCCC Network Computer System are owned by the College and are provided for the use by SCCC students, faculty, and staff in support of the educational programs of the college. All use of computing resources should be related to the educational mission and goals of the College. Publishing, downloading, transmitting, or receiving (with prior knowledge) any threatening or obscene material is prohibited.
2. Personal commercial uses of computing resources are prohibited.
3. It is the student's responsibility to use computing resources in an effective, efficient, ethical, and lawful manner consistent with the policies/procedures of SCCC and of the laws of the State of Kansas and of the Federal Government.
4. SCCC reserves the right to terminate computer services to any student without notice.
5. Students are responsible to maintain and protect individual usernames and passwords; these should not be disclosed or shared with other students.
6. Students are expected to follow proper accepted computer etiquette when using e-mail, the Internet and local and outside networks.
7. Computer software protected by copyright shall not be copied from, into, or by SCCC computing resources except as permitted by law.
8. Harassment using SCCC computing resources is prohibited. Harassment includes the persistent annoyance of other users, interference in another user work, sending of unwanted mail, etc. Harassment has the effect of creating a hostile, intimidating or offensive environment.
9. Vandalism using SCCC computing resources is prohibited; vandalism is a malicious attempt to harm or destroy data of another user including creating and/or uploading computer viruses.
10. Changing settings i.e., unauthorized modification of computer resources is prohibited.
11. Use of Computers, Software, and Related Equipment – Students are expected to use college computers, software, networks, and related equipment in ways consistent with the mission and goals of SCCC. All student use of computers should support educational programs of the college. Proper computer etiquette by all students is expected when using computer resources. The following uses of computer resources are examples of prohibited activities: commercial use, sharing username and/or password, attempt to gain unauthorized access to computer resources, modification of settings, destruction of computer resources, willful introduction of computer viruses, computer use to

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communicate defamatory, derogatory, hostile, or threatening messages, illegally copying of software, etc. Student use of the Internet on college computers for research, E-mail or browsing should access only websites that are socially appropriate and do not contain obscene material, pictures, messages, etc. The college uses computer software that identifies the specific computer and time that an undesirable website is accessed. Violations of computer use guidelines may result in disciplinary action; the student's computer use privileges may be suspended immediately and indefinitely. Notification of law enforcement agencies may occur when appropriate. Students may request a complete "SCCC Networking Computer Use Policy" for review from a college dean.

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

Social Media Policy

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

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

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

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

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

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

National Council of State Boards of Nursing. (2011). *White paper: A nurse's guide to social media*. Chicago: Author

Student Grievances

Individual Concerns:

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

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

Note: Steps 1 thru 5 should be accomplished within two weeks or sooner if indicated.

If many individuals have concerns regarding decisions or policies of the Nursing Department or have suggestions for improvement, the following procedure should be implemented by the students:

SEWARD COUNTY COMMUNITY COLLEGE

- Step 1 The student class representatives who attend the nursing faculty meetings should be notified of the concern. Student representatives are the official communication "link" between the nursing student body and the nursing faculty. The representatives are expected to present the issue to the nursing faculty and relay the decision back to the nursing student body.
- Step 2 If the concerned students remain dissatisfied with the action of the nursing faculty, an appointment can be made with the Director of the Nursing Department to request a personal meeting with the nursing faculty.
- Step 3 If the concerned students are still dissatisfied with the solution, the Vice President of Academic Affairs and/or the Vice President of Student Services should be contacted by the students, as outlined in the appeal procedure of the SCCC Student Handbook.

Sexual Harassment of Student

Harassment of any student based on sex shall be considered a violation of college policy and Federal Law.

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

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

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

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

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Privacy Rights of Students

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

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

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

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

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

Student Employment and Extra Curricular Activities

IT IS RECOMMENDED THAT STUDENTS LIMIT THEIR WORK SCHEDULE TO 12 HOURS PER WEEK OR LESS. If it appears that outside work and activities are interfering with class and clinical performance the student will be asked by the faculty to reassess time priorities. No student should care for patients if no sleep for more than 24 hours due to safety concerns. **The employing agency is responsible for the performance of the individual while he/she is working for compensation in any agency. The employing agency must not expect student nurses to work while on a clinical rotation with SCCC. Items related to employment must be handled outside of clinical time.** The College's liability insurance does not cover a student who is working for an employer or for gratuitous service. The student identification is NOT to be worn during employment and the employment identification is NOT to be worn during the student clinical experience. The student identification is NOT to be used for medication administration during employment. When signing documents, proper credentials are to be used based on the current role (Level I or Level II).

Students who are at the clinical site in the capacity of a student should in no way represent the employer as an employee while participating in the clinical experience as a student nurse.

KCADNE Student Emergency Use Fund

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

SEWARD COUNTY COMMUNITY COLLEGE

STUDENT SERVICES

Student Identification Card

See SCCC ID policy.

Counseling Services

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

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

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

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

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

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

Student Support Services/TRIO

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

SEWARD COUNTY COMMUNITY COLLEGE

Student Nurses Association

Seward County Community College Student Nurses Association shall be comprised of at least fifteen members from SCCC nursing programs including Level I and Level II nursing students, any outreach BSN or MS programs if classes are taken through Seward County Community College.

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

To be eligible for privileges of memberships, at least 50% of the scheduled meetings would need to be attended.

The purposes of the Student Nurses Association are to:

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

The functions of the Student Nurses Association are to:

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

SEWARD COUNTY COMMUNITY COLLEGE

**Seward County Community College
Student Representative Policy****PURPOSE:**

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

SELECTION:

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

RESPONSIBILITIES:

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

Concerns that deal with individual faculty requirements or faculty relationships should be directed back to the individual student and faculty member.

Criminal Background Checks

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

For Licensure Qualifications and exclusionary listing for licensure in Allied Health Programs please see the Kansas State Board of Nursing website at

<https://ksbn.kansas.gov/>

Nurse Practice Act

<https://ksbn.kansas.gov/npa/>

Tuition and Fees-Follow the link below

[TUITION AND FEES | SCCC](#)

Miscellaneous Information
SEWARD COUNTY COMMUNITY COLLEGE
ESTIMATED EXPENSES FOR LEVEL I & LEVEL II

NR 1115			Total
Foundations of			
Nursing Care I			
Applied Course Fee Insurance	\$60.00		\$60.00
Applied Course Fee Supplies	\$260.00		\$260.00
Applied Course Fee Immunization Tracking	\$35.00		\$37.46
Background Check	\$71.69		\$71.69
Testing/Remediation ATI	\$1225.00		\$1225.00
Online Resources/Exam Soft	\$227.50		\$227.50
Simulation Lab	\$100.00 Supplies		\$100.00
Basic Life Support	\$30.00		\$30.00
Care Learning	\$10.00		\$10.00
Nursing Care II			
Testing/Remediation Fee ATI	\$1225.00		\$1225.0
Continuing Ed Nursing Conference	\$35.00		\$35.00
Nursing Care III			
Prairie View Clinical Fee	\$35.00		\$35.00
Applied Course Fee Insurance	\$260.00		\$260.00

(Applied Course Fees)	\$200.00		\$200.00
Immunization Tracking	\$37.50		\$37.50
Background Fee	\$71.69		\$71.69
ACLS Fee (Advanced Cardiac Life Support)	\$75.00		\$75.00
Testing and Remediation ATI	\$612.50		\$612.50
Nursing Care IV			
Testing & Remediation ATI	\$612.50		\$612.50
Continuing Nursing Ed (Conference)	\$35.00		\$35.00

Seward County Community College Nursing Program
UNSATISFACTORY STUDENT BEHAVIORS

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

1. Attendance

Absence - class/clinical.

Clinical absence may constitute a failure. A student may be denied clinical practice due to excessive classroom absenteeism and lack of safe knowledge.

No Call/No Show is unprofessional and will result in a contract.

Habitually fails to attend pre/post conference.

Tardy to clinical - Students are expected to notify the instructor regarding absences or tardiness according to student nurse handbook.

2. Preparation

Incomplete or late assignments.

Failure to prepare for clinical experience.

Failure to hand in written clinical assignments on time.

Consistently poor quality of written clinical assignments.

3. Inappropriate Behaviors

* Dishonesty.

* Failure to research procedures or follow policy.

* Behavior which aims to threaten or intimidate a patient.

* Inappropriate touch.

* Working under influence of drugs or alcohol.

* Lateral Violence.

Lack of respect, inappropriate comments made about other health care workers, instructor, peers,

patient/family.

Inappropriate verbal/nonverbal behavior patterns - i.e., inappropriate facial expressions, eye-rolling, disrespectful toward others, intimidating behavior, bullying, inappropriate inflection of voice, inappropriate laughter.

"Tuning out" patient/team members.

Being "pre-occupied" when giving patient care.

*Not following directions of instructor.

Does not establish and maintain a workable interpersonal relationship with client.

Failure to meet any clinical agency's requirements or policies may result in dismissal from the nursing program.

It is grounds for dismissal from the nursing program if a student's conduct is such that a clinical agency refuses to allow the student to do clinical.

Not in full uniform.

Inappropriate use of cell phone/electronic devices in class/clinical.

4. Inadequate Patient Care:

Failure to verify patient allergies.

Failure to establish patient identification.

Not checking with the instructor regarding a procedure

Late in providing a patient's treatment/medication.

Lack of sufficient knowledge of treatment/medication.
 Failure to check medication/treatments appropriately.
 Failure to safely perform a procedure.
 Neglects patient's needs/care
 Unsafe behaviors due to lack of sleep, more than 24 hours.
 Not charting accurately.

- *Is dishonest in admitting errors in carrying out any part of nursing care.
- Is unable to give rationale for his/her nursing care.
- Does not recognize the implications of change in the patient's condition.

5. Breach of Confidentiality

- *Disclosing information from patient records with persons NOT involved in their care or any other HIPAA violation including pictures, posting on social media, etc.
 - * Photocopying or taking pictures of patient records.
 - * Discussing patient/family information with persons NOT involved in the care of the patient.
- A breach in confidentiality can occur through posting on social media sites.

Examples:

Include written or verbal information that provides enough detail to identify the patient, videos or photos of the patient, or negative comments about the patient and/or family, or clinical experience. Comments made online by a nursing student regarding peers, instructors, clinical nurses, or physicians, even if posted outside of the school or clinical setting made in person or via the Internet may be considered lateral violence. Lateral violence includes disruptive behaviors of intimidation and bullying.

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

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

5/00, 4/02, 7/06, 12/06, 4/09/ 5/12, 7/13, 7/14, 7/15, 3/17, 8/17, 7/19, 7/20

Seward County Community College Clinical Policy for Student Nurses

Purpose:

To define the clinical practice of student nurses at the clinical site.

POLICY:

The clinical site nursing service department will maintain responsibility and accountability for all care performed by student practical nurses and student professional nurses. Student nurses will be supervised by instructors from the school of nursing with the clinical site retaining ultimate responsibility for patient care. Student nurses are guests of the clinical site and have the authority to care for patients on their clinical areas based on a contract between their school of nursing and the clinical site, nursing department staffs according to unit-based staffing grids. Student nurses are not counted in actual care hours; therefore, staffing is not adjusted based on the presence or absence of student nurses. Student nurses who are employed with the clinical site must not act as an employee while attending school clinical. They will always maintain the role of a student nurse while functioning as a student nurse at the clinical site. Student nurses will not act as an employee while engaged in clinical activities with the Seward County Community College nursing program.

The clinical site Nursing Department will work cooperatively with student nurses and their instructors.

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

Student Nurses will:

1. Use two patient identifiers before any procedure and scan patient identification band and medication to be administered prior to administration.
2. Report any significant patient observations to the nurse in charge before leaving the clinical area.
3. Maintain confidentiality of patient information.
4. Comply with policies of their school and the clinical site.

Physician Orders:

1. Most physician orders will be entered in the computer by the physician, using Care Provider Order Entry (CPOE).
2. Under the direct supervision of the RN, Level II Nursing Students may receive a telephone or verbal order and/or place the order into the Patient Care System (PCS).
3. LEVEL I nurse students will not accept verbal or telephone orders.

Documentation:

1. The Level I and Level II nursing students will follow the clinical site documentation policies/procedures.

2. Level I may document in the PCS with the same dictionary access as the clinical site LPN, including, but not limited to daily flowsheets, interventions and eMAR. PNS nursing instructors may document a review of the students' documentation in the PCS.
3. Level II may document in the PCS with the same dictionary access as the clinical site RN, including, but not limited to assessments notes, interventions, and eMAR. If the ADNS is a Licensed Practical Nurse (LPN), nursing instructors are not required to review and sign the student's documentation; if the ADNS is not an LPN, the instructor will document a review of the student's documentation in the PCS.

Student Nurses at the clinical site will not:

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

The clinical site will provide:

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

The School of Nursing will provide:

1. Instructors.
2. Theoretical instruction.
3. Clinical Supervision.
4. Assignments for student nurses.
5. Validation of current licensure for all nursing instructors at the clinical site.

The students will provide their own:

1. Meals.
2. Books.
3. Uniforms.
4. Liability insurance.

Drug Testing

1. Students will be required to undergo drug testing per clinical facility requirements. Students will undergo the drug testing at Southwest Medical Center, or a location required by the clinical site. The

fees for the drug testing will be included in the student course fees that are associated with clinical. The students will not be provided with a notice of the drug testing to ensure validity of the test. If the student's results are positive, please see the substance abuse policy (page 40).

Major Clinical Facilities

Seward County Community College	620-624-1951	1-800-373-9951
Nursing Department SCCC	620-417-1401	
Nursing Department Fax	620-417-1449	
Larned State Hospital	620-285-2131	
Lone Tree Lodge	620-873-2146	
Seward County Health Department	620-626-3369	
Southwest Medical Center	620-624-1651	
Administrative Conference Room	620-629-6809	
Conference Room #1	620-629-6826	
Conference Room #2	620-629-6850	
Conference Room #3 (Computer training room)	620-629-6852	
Conference Room #4	620-629-6809	
Conference Room #5	620-629-6427	
Skilled Nursing Station	620-629-6226	
Skilled Waiting Room	620-629-6384	
Skilled Dining Room	620-629-6220	
Medical Floor	620-629-6477	
Medical Floor Conference Room	620-629-6472	
OB Floor	620-629-6316	
Surgical Floor	620-629-6376	
Surgical Floor Conference Room	620-629-6371	
Wheat Ridge Park Care Center	620-624-0130	
Stevens County Community Health Services	620-544-7157	
Sublette Clinic	620-675-2686	
Wound Care Center (Curative Health Services)	620-272-2700	
Genesis Family Health	620-624-6865	
Brookdale Independent Living Center	620-626-5082	
Beaver County Nursing Home	580-625-4571	
Liberal Family Medicine	620-624-1651	
Memorial Hospital of Texas County	580-338-6515	
Western Plains, Dodge City Kansas	620-225-8400	
St. Catherine's Hospital	620-272-2222	
Pioneer Manor Hugoton Kansas	620-544-2023	
Bethel Home Montezuma, Kansas	620-846-2241	

The Clinical Setting

Personal Appearance:

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

Uniforms:

The green uniform scrub top should be purchased through the SCCC bookstore. The black scrub pants are not required to be purchased at the bookstore. All uniforms must be hemmed to not touch the floor. White or black professional shoes with white or black shoelaces are to be worn with the uniform.

Students ARE NOT to wear white lab coats or any other jacket other than the approved black or green scrub jacket over the student uniform during clinicals.

A polo shirt with a SCCC logo may be purchased for field trips and specified clinical experiences.

Each Level I & Level II student will receive a SCCC name badge each year prior to the first clinical experience. The name badge is considered part of the professional uniform and must be worn in the classroom, clinical setting, simulation center, conferences and on campus at all times.

Female Students:

The student will wear a black scrub pant or skirt (no shorts, skorts, spandex, leggings, flight pants, or capris) with a green scrub top purchased through the Saints Bookstore. A black or green scrub jacket is optional and may be worn over the scrub top. A shirt may be worn under the scrub top that is plain white or black.

Male Students:

The student will wear a green scrub top purchased at the Saints bookstore. A black or green scrub jacket is optional and may be worn over the scrub top. The student is to wear black scrub pants

Clinical Assignments:

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

Guidelines for Personal Appearance and Conduct at Clinical Sites:

1. Personal cleanliness is essential, including oral hygiene.

2. Clean hair **pulled back**. No bows, head scarfs, headbands, feathers, or beads, may use simple clips. Natural hair colors only.
3. Professional nursing shoes designated for clinical use only, may be white or black. Shoes and laces must be clean.
4. Natural nails will be worn by all health care workers and providers who provide direct, “hands-on” patient care. Natural nails must be clean, well-manicured, and must not extend beyond the fingertip or less than one quarter inch long (whichever is shorter). Natural nails may be worn with nail polish, gel polish, or shellac, as long as the polish/shellac is well maintained, not chipped, and does not artificially extend the length of the natural nail.
Artificial nails of any kind that extend the length of the natural nail (including nail tips, overlays, acrylics, silks, etc.) are prohibited for all health care workers who provide direct, “hands-on” patient care.
5. Beards or mustaches must be neatly trimmed.
6. Avoid perfume or after shave lotion and no strong odors i.e. cigarette smoke.
7. No jewelry other than wedding bands or engagement rings and one pair of small earrings in the ear (smaller than a dime). Gauges should have a flesh colored & smaller than a dime plug.
8. Minimal makeup.
9. The complete uniform includes: **a pressed clean proper fitting uniform with a scrub jacket or scrub top, a name pin, an undecorated stethoscope, pen lite, scissors, a black pen and a watch that has a second read out.**
10. Facial jewelry, such as eyebrow, nose, lip or tongue jewelry is prohibited.
11. The midriff, flank, and lower back must be covered.
 12. All visible tattoos must be covered, except the hand due to infection control concerns.
 13. No cell phones

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

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

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

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

Blood Exposure Incidents
 Seward County Community College
 Exposure Control Procedure for Blood borne Pathogens
(Student Form)

Reporting Procedures for First Aid Incidents

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

Post-Exposure Evaluation and Follow-up

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

Post-exposure evaluation and follow-up shall be performed at the clinical site as per the clinical site protocol. The cost of any laboratory tests required for the evaluation or follow-up procedures is the responsibility of the student. The student should check in at the Admissions area to complete all required paperwork.

Whenever an exposure incident occurs, the exposed student shall report the incident to their instructor, who will explain to the student his or her right to a post-exposure evaluation and follow-up. **All costs associated with the post-exposure evaluation are the responsibility of the student. Exposure Control Procedure for Blood borne Pathogens**

(Student Form)

STUDENT ACCIDENT INVESTIGATION/TRACKING FORM

Date of Accident: _____ Time of Accident: _____ Place of Occurrence: _____

Student Name: _____ Address: _____

Phone/Cell: _____ ID # _____

Instructor's Name: _____ Contact # _____

Clinical Field of Study: _____

Notified Instructor of Accident: Yes _____ No _____

Provide witness names when/if applicable: _____

Was any property/equipment damaged? _____ If so, please explain: _____

Student's description of incident: _____

Witness/instructor's account: _____

Type of Exposure (circle the appropriate response): Needle stick Puncture/laceration

Mucosal Splash Other: _____

Describe injury in detail:

Exposure Device: _____ Brand: _____ Type: _____ Did

equipment have safety features available? Yes _____ No _____ If yes, was it activated properly?

Yes _____ No _____ If no, please explain: _____

Was immediate first aid administered following the exposure? Yes _____ No _____

If yes, please describe: _____

Student's vaccination status: HBV series: _____ Tdap: _____

Allergies/Reactions: _____

Student received information sheet with initial post-exposure counseling: Yes__ No_

PROTOCOL FOR EXPOSURE

Source Individual Information

1. Determine the individual's name from which the exposure occurred; also referred to as the Source Individual.
2. The exposed student should contact their local physician for evaluation, if available.
3. If their local physician is not available, the source individual and the exposed student should go to the emergency room for evaluation and the hospital Employee Health/Infection Control Nurse should be contacted, if available. *Student should begin this process at the Admission Department.* If the source individual is a patient in a medical facility, the patient's physician should be contacted. Obtain an order for a Rapid HIV, HBsAg (Hepatitis B surface antigen), and Anti-HCV (Hepatitis C antibodies). Write orders on the patient chart as follows: Write "No Charge", followed by Rapid HIV, HBsAg, & Anti-HCV, VO (verbal order) or PO (phone order), physician's name/nurse's signature; include date and time of order. The student will be billed for this expense.
4. If the source individual is not a patient in a medical facility, obtain an order for a Rapid HIV, HBsAg (Hepatitis B surface antigen), and Anti-HCV (Hepatitis C antibodies) from the student's physician or the emergency room physician.
5. Have the source individual sign the consent/refusal for the necessary lab work. If the source individual consents, lab personnel will be notified of the blood draw.

Student Information

1. Have the student read, sign, and date the Post Occupational Exposure Information/Education sheet. Give the original to the student, make a copy and place in the exposure file.
2. If needed, have the student complete and sign the SCCC Release of Medical Information form.
3. Have the student carefully read the Consent/Refusal for Post Occupational Exposure Testing of Blood/Body Fluids for SCCC students prior to blood draw of the following labs: Rapid HIV, HBsAg, Anti-HCV, and Hepatic panel. The student needs to indicate either consent or refusal for the lab work by their signature.
4. Complete the lab requisition. Should the student choose to have blood drawn but not tested and held for 90 days, then write "No Testing, Hold Specimen for 90 Days" on top right-hand corner of requisition. Initial blood specimen must be drawn within 72 hours postexposure.
5. If the student wishes to start prophylactic treatment for HIV, he/she needs to read and sign the consent form (Consent for Prophylactic Treatment Following Blood/Body Fluid Occupational Exposure). Medication must be started within 72 hours post exposure. An order for this medication will be obtained from the student's physician or the emergency room physician.
6. Help the student complete the Student Accident Investigation/Tracking Form.

7. Expenses related to this incident will be paid for by the student.

Post Occupational Exposure Student Information/Education

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

1. You are at risk for acquiring certain diseases which may be transmitted by blood and body fluids. Blood is the number one source of transmission for Hepatitis B, Hepatitis C, and Human Immunodeficiency Virus (HIV) which are three very serious bloodborne diseases.
2. There is a vaccine available to prevent Hepatitis B. You may have already had this vaccine and if you have a documented, adequate antibody titer response, you are at a lesser risk for acquiring Hepatitis B. If you have not had the vaccine or you do not have an adequate antibody titer response, you are at increased risk for acquiring Hepatitis B.
3. There is no vaccine available to prevent HIV or Hepatitis C. If the source of your exposure is known, the source individual will be contacted to obtain permission to perform HIV, Hepatitis C, as well as Hepatitis B testing. If the source individual refuses the testing, you will be notified. If the source individual consents to the testing, you will be informed of the results as soon as they become available. You must not disclose these results to anyone else. Doing so is a breach of confidentiality and is subject to disciplinary action. If the source of the exposure is unknown (i.e. needle in a needle box), no source testing can be performed.
4. It is recommended that you have your blood tested for HIV and Hepatitis B, and Hepatitis C following the exposure by contacting your physician or the local health department. If you elect to have this testing done, you will be asked to sign a consent for the testing. If you are unsure whether you want the testing done now, you may have your blood drawn and saved for 90 days. Should you change your mind during that time and decide you want to have the testing done, you will need to notify your physician and sign a consent and blood will be tested at that time. If you do not notify your physician before the 90-day time limit has ended, the blood will be destroyed without further notice to you. Blood must be drawn within 72 hours following the exposure.
5. A hepatic profile will also be done to establish your current liver function status.
6. If the initial lab results on both you and the source individual are negative, no further blood work will be necessary. If either you or the source patient has any positive results, additional testing is required, and blood work will need to be repeated at six weeks, three months, and six months.
7. It is your responsibility to notify your physician if you develop any symptoms of viral illness within 12 weeks following the exposure.
8. You may obtain more information about AIDS by calling the Center for Disease Control AIDS hotline at: 1-800-342-AIDS. You may obtain more information about Hepatitis by calling 1-404-332-4555.
9. If you have questions, or would like further information, you are encouraged to meet with your personal physician.

Student Signature

Date

Witness

Date

Seward County Community College
POST OCCUPATIONAL EXPOSURE
(Student Form)

Source Individual Form

(The source individual is to sign in the event a SCCC student is exposed to the source individual's blood/body fluids)

CONSENT FORM

Source Individual: _____

Print Name

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

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

If I consent to blood testing, my physician will review the results of my test with me. I further understand that the involved student will be responsible for the cost of the HIV, HBV, and HCV testing of this exposure.

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

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

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

Source Individual/Legal Guardian: _____ Date: _____

Signature

Witness: _____ Title: _____ Date: _____

Hospital Use:

If consent has been given by the source individual, please check the appropriate post exposure laboratory test(s): Human Immunodeficiency Virus (Rapid HIV) _____

Hepatitis B Surface Antigen (HBsAg) _____

Hepatitis C Virus Antibody (Anti-HCV) _____

Note:

- This form is to be used when asking the source individual to consent to HIV, HBV, HCV tests after a SCCC student has been exposed to his/her blood and/or body fluids.
- Orders are not placed in the Meditech system. Use the lab requisitions provided in the exposure packet, and once completed give requisition along with a copy of this form to Lab.

Seward County Community College
**Consent/Refusal for Post-Occupational Exposure Testing of
Blood/Body Fluids for SCCC Students**

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

Occupational exposure could also include contact with an unfixed tissue or organ from a human, living or dead. Cell tissue culture, organs, cultures, or other media for laboratory use are potentially infectious materials for exposure.

This exposure was a splash of fluid into my eyes, mouth or nose, or contact with my skin which was not intact (such as sores, acne, cuts, chapping), or a stick, stab or slice of my body by an object such as a lancet, needle, scalpel, glass that had any contact with the aforementioned body fluids or tissues. **(Circle exposure type).**

I understand that I am responsible for maintaining barrier precautions as instructed until all testing is completed and I am released by the physician.

If I am a non-responder to the Hepatitis B vaccine, I will receive a Hepatitis B booster at my expense.

I understand also that if the source individual is known and gives consent, a blood test will be done to determine the presence of HIV, HBV, HCV in that individual, unless the HIV, HBV, HCV status of the individual is already known.

The results of my post exposure testing and the patient source testing will be sent to my physician or the Human Resource department at SCCC and maintained confidentially. My physician or the SCCC Human Resource department will notify me of the results. The results of my test and the source individual will be reviewed with me during counseling. I realize that I am responsible for the confidentiality of the source individual's test results.

I understand that I am responsible for reporting any signs and symptoms of disease during the testing period to my physician, such as: malaise, swollen lymph nodes or unusual symptoms. A copy of the test results and counseling done by my physician and/or designee will be provided to me within 15 working days of the completion of the tests and referred to my physician if further follow-up and treatment is indicated.

If the initial blood test results are negative, no further testing will be needed. If indicated, I understand that the following blood tests may need to be done in six weeks, three months and six months:

Human Immunodeficiency Virus (Rapid HIV) _____

Hepatitis B titer _____

Hepatitis B Surface Antigen (HBsAg) _____

Hepatitis C Antibody (Anti-HCV) _____

Hepatic Profile _____

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

Student Signature _____ Date _____

I **do not give** consent to HIV, HBV, HCV, and Hepatic profile blood testing as outlined in this document:

Student Signature _____ Date _____

Witness: _____ Date _____

Seward County Community College
**CONSENT FOR PROPHYLACTIC TREATMENT FOLLOWING BLOOD/BODY
FLUID OCCUPATIONAL EXPOSURE**

Indinavir (Crixivan)

Zidovudine (AZT) 300 mg BID

Lamivudine (3TC) 150 mg BID

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

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

1. 6 weeks
2. 3 months
3. 6 months after my exposure and/or up to one year, if source is known HIV positive.

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

Signature

Date

Witness

Date

Seward County Community College
Release of Medical Information Form

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

The above listed records are to be sent to:

Student Signature

Date

STUDENT HANDBOOK

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

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

POLICY ON DISCRIMINATION

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

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

ACCREDITATION

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

Level I program is approved by the Kansas State Board of Nursing (KSBN). The Level II program is approved by the Kansas State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN). The most recent accreditation decision by the ACEN Board of Commissioners for the associate degree nursing program is continuing accreditation. The most recent status with the Kansas State Board of nursing for the associate degree nursing program is approval with conditions.

ACEN
3390 Peachtree Road NE
Suite 1400
Atlanta, GA 30326
404-975-5000
www.acenursing.org

Kansas State Board of Nursing
Landon State Office Building
900 SW Jackson Rm 1051
Topeka, KS 66612-1230
785-296-4929
www.ksbn.org

revised 5/96,1/97,5/97,7/98,6/99,8/2000, 7/2001,7/2002,6/2003, 6/2004, 6/2005, 6/06 7/07, 7/08, 7/09, 6/10, 7/11,7/12,7/13,7/14, 3/16, 3/17, 3/21

STATEMENT OF UNDERSTANDING

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

Student Signature

Date

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

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

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

Signature: _____

Date: _____

CONTRACT FOR SOCIAL MEDIA

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

Student Name (print) _____

Student Signature _____ Date: _____

TECHNICAL STANDARDS POLICY

The Seward County Community College nursing program's faculty has identified specific abilities that are critical to the nursing students' success. Students must demonstrate the ability to meet these standards, with or without reasonable accommodations.

PHYSICAL:

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

COMMUNICATION:

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

EMOTIONAL:

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

COGNITIVE:

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

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

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

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

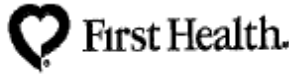
DATE: _____

STUDENT

NAME _____

WITNESS:

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



1. PLEASE FULLY COMPLETE THIS FORM
 2. ATTACH ITEMIZED BILLS
 3. MAIL TO HSR
 E-mail : claims@hsr.com



HSR Plaza II
 4100 Medical Parkway
 Carrollton, Texas 75007
 Phone: (972) 512-5600 Fax: (972) 512-5820
 Toll Free (800) 328-1114

Policy Name:
 Seward County Community
 College/Area Technical School
 Policy Number:
 MAR13770
 School Name (if applicable):
 Seward County Community
 College/Area Technical School

PART I - POLICYHOLDER'S REPORT

1. Claimant's Name (Injured Person)		2. Social Security Number	3. Gender <input type="checkbox"/> M <input type="checkbox"/> F	4. Date of Birth	5. E-Mail
6. Address of Injured Person and Best Contact Phone Number (Include Area Code)					
7. If Applicable, Parent's Name, Address, and Best Contact Phone Number (Include Area Code)					
8. Date and Time of Accident		9. Place where Accident Occurred		10. The injured person was a: <input type="checkbox"/> Participant <input type="checkbox"/> Staff Member <input type="checkbox"/> Guest <input type="checkbox"/> Volunteer	
Dental Claims	11. Indicate which Teeth were Involved in the Accident		12. Describe Condition of Injured Teeth Prior to Accident: <input type="checkbox"/> Whole, Sound, and Natural <input type="checkbox"/> Filled <input type="checkbox"/> Capped <input type="checkbox"/> Artificial		
13. Type of Injury (Indicate Part of Body Injured - e.g. broken arm, sprained ankle, etc.)				Did Injury Result in Death? <input type="checkbox"/> YES <input type="checkbox"/> NO	
14. Describe How Accident Occurred - Give All Possible Details					
15. Did Accident Occur (Check Yes or No for Each of the Following):					
A. During a policyholder programmed, sponsored & supervised, or sanctioned activity?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
B. On activity premises?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
C. While on the job (if applicable)?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
D. While traveling directly and uninterruptedly to or from home and policyholder premises?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
E. During intercollegiate/scholastic athletic practice? <input type="checkbox"/> YES <input type="checkbox"/> NO or competition?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
16. Name of Event or Activity			17. Name and Title of Supervisor		
18. Name of Policyholder					
20. Signature of Policyholder Representative			21. Title of Policyholder Representative		22. Date

PART II - OTHER INSURANCE STATEMENT

Do you/spouse/parent have medical/health care or is the Claimant enrolled as an individual, employee or dependent member of a Health Maintenance Organization (HMO) or similar prepaid health care plan, or any other type of accident/health/sickness plan coverage through your employer or other source on you or does your son/daughter have health care coverage as a dependent from your previous marriage as mandated in a divorce decree? ☐ YES ☐ NO

If Yes, name of insurance company

Policy #

Name of insurance company

Policy #

Claimant's primary employer name, address, and phone number

Mother's primary employer name, address, and phone number

Father's primary employer name, address, and phone number

IF OTHER INSURANCE OR HEALTH CARE PLANS EXIST, PLEASE SUBMIT COPIES of their EXPLANATION OF BENEFITS along with your claim.
 IF NO OTHER INSURANCE OR HEALTH PLAN EXISTS, PLEASE READ & SIGN BELOW.

I agree that should it be determined at a later date there is insurance (or similar), to reimburse HEALTH SPECIAL RISK, INC., or the insurance company to the extent of any amount collectible.

SIGNATURE OF PARTICIPANT OR PARENT

DATE

PART III - AUTHORIZATION TO PAY BENEFITS TO PROVIDER

I authorize medical payments to physician or supplier for services described on any attached statements enclosed. (If not signed, submit proof of payment)

SIGNATURE

DATE

I hereby authorize any insurance company, hospital, physician or other person who has attended or examined the claimant to disclose when requested to do so, all information with respect to any injury, policy coverage, medical history, consultation, prescription or treatment, and copies of all hospital or medical records. A photo static copy of this authorization shall be considered as effective and valid as the original.

SIGNATURE

DATE

FRAUD STATEMENTS

FOR RESIDENTS OF ALL STATES OTHER THAN THOSE LISTED BELOW:

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Alaska and Kentucky: Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false, incomplete or misleading information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and may be prosecuted under state law.

Arizona: For your protection Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.

Arkansas, Louisiana, Maryland, West Virginia: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

California: For your protection California law requires the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Colorado: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.

Connecticut: This form must be completed in its entirety. Any person who intentionally misrepresents or intentionally fails to disclose any material fact related to a claimed injury may be guilty of a felony.

Delaware, Idaho, Indiana: Any person who knowingly, and with intent to injure, defraud, or deceive any insurer, files a statement of claim containing any false, incomplete or misleading information is guilty of a felony.

District of Columbia: Warning: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

Florida: WARNING: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

Hawaii: For your protection, Hawaii law requires you to be informed that presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.

Georgia: Any natural person who knowingly or willfully

1) Makes or aids in the making of any false or fraudulent statement or representation of any material fact or thing:

- In any written statement;
- In the filing of a claim; or

c) In the receiving of money for an application for a policy of insurance for the purpose of procuring or attempting to procure the payment of any false or fraudulent claim or other benefit by an insurer;

2) Receives money for the purpose of purchasing insurance and converts such money to such person's own benefit;

3) Issues fake or counterfeit insurance policies, certificates of insurance, insurance identification cards, or insurance binders; or

4) Makes any false or fraudulent representation as to the death or disability of a policy or certificate holder in any written statement for the purpose of fraudulently obtaining money or benefit from an insurer commits the crime of insurance fraud.

Maine: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines, or a denial of insurance benefits.

Michigan, North Dakota, South Dakota: Any person who knowingly and with intent to defraud any insurance company or another person files a statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and subjects the person to criminal and civil penalties.

Minnesota: A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

Nevada: Any person who knowingly files a statement of claim containing any misrepresentation or any false, incomplete or misleading information may be guilty of a criminal act punishable under state or federal law, or both, and may be subject to civil penalties.

New Hampshire: Any person who, with a purpose to injure, defraud, or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.

New Jersey: Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

New Mexico and Pennsylvania: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

New York: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

Employee Signature _____ Date _____

Ohio: Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

Oklahoma: WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

Oregon: Any person who makes an intentional misstatement that is material to the risk may be found guilty of insurance fraud by a court of law.

Tennessee, Virginia, Washington: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purposes of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

Texas: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Virginia: Any person who, with the intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement may have violated state law.