



Department of Nursing Student Handbook 2023-2024

**Colby Community College
Department of Nursing
1255 S Range
Colby, KS 67701**

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General Information

Introduction

This handbook, along with the Colby Community College Catalog and Student Handbook, provide the Practical Nursing (PN) and Associate Degree Nursing (ADN) programs with essential information including Nursing Department policies and expectations, as well as academic requirements and students' rights and responsibilities.

The information contained in this handbook is subject to revision at any time. Students will be notified of any changes

Accreditation and Approvals

Colby Community College is accredited by the Higher Learning Commission and approved by the Kansas Board of Regents. Inquiries may be directed to:

Higher Learning Commission (HLC)
230 S. LaSalle St., Suite 7-500
Chicago, IL 60604-1411
(800) 621-7440
FAX (312) 263-4162
<https://www.hlcommission.org/>

Kansas Board of Regents (KBOR)
1000 SW Jackson St., Suite 520
Topeka, KS 66612-1368
(785) 430-4240
<https://www.kansasregents.org/>

The CCC Department of Nursing Practical Nursing (PN) and Associate Degree Nursing programs (ADN) are approved by the Kansas State Board of Nursing (KSBN). The ADN program is fully accredited, with conditions, by the Accreditation Commission for Education in Nursing, Inc. (ACEN). Inquiries may be directed to:

Kansas State Board of Nursing (KSBN)
900 SW Jackson St., Suite 1051
Topeka, KS 66612-1230
(785) 296-3929
<https://ksbn.kansas.gov/>

Accreditation Commission for Education in
Nursing, Inc. (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
FAX (404) 975-5020
<https://www.acenursing.org/>

Program and Faculty Contact Information

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 1255 S Range
 Colby, KS 67701
 Phone (785) 460- 4797
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Department of Nursing Norton Campus
 Colby Community College
 711 N Norton
 Norton, KS 67654
 Phone (785) 877-2735
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Adjunct instructors' contact information will be available with each course.

Academic Calendar 2023-2024

August

Fall 2023

January

Spring 2024

Kansas State Board of Nursing Nurse Practice Act Statutes and Administrative Regulations

The statutes can be found on the Kansas State Board of Nursing website at <https://ksbn.kansas.gov/npa/>. All students should review these statutes. The Kansas State Board of Nursing has the power to deny, revoke, limit, or suspend any license to practice nursing as a licensed practical nurse or a registered professional nurse that is issued or applied for.

65-1120 Grounds for disciplinary actions; proceedings; witnesses; costs; professional incompetency defined; criminal justice record information.

(a) Grounds for disciplinary actions. The board may deny, revoke, limit or suspend any license or authorization to practice nursing as a registered professional nurse, as a licensed practical nurse, as an advanced practice registered nurse or as a registered nurse anesthetist that is issued by the board or applied for under this act, or may require the licensee to attend a specific number of hours of continuing education in addition to any hours the licensee may already be required to attend or may publicly or privately censure a licensee or holder of a temporary permit or authorization, if the applicant, licensee or holder of a temporary permit or authorization is found after hearing:

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

(2) to have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient

(10) to have assisted suicide in violation of K.S.A. 21-3406, prior to its repeal, or K.S.A. 2019 Supp.

21-5407, and amendments thereto, as established by any of the following:

(A) A copy of the record of criminal conviction or plea of guilty for a felony in violation of K.S.A. 21-3406, prior to its repeal, or K.S.A. 2019 Supp. 21-5407, and amendments thereto.

(B) A copy of the record of a judgment of contempt of court for violating an injunction issued under K.S.A. 2019 Supp. 60-4404, and amendments thereto.

(C) A copy of the record of a judgment assessing damages under K.S.A. 2019 Supp. 60-4405, and amendments thereto.

(b) Proceedings. Upon filing of a sworn complaint with the board charging a person with having been guilty of any of the unlawful practices specified in subsection (a), two or more members of the board shall investigate the charges, or the board may designate and authorize an employee or employees of the board to conduct an investigation. After investigation, the board may institute charges. If an investigation, in the opinion of the board, reveals reasonable grounds for believing the applicant or licensee is guilty of the charges, the board shall fix a time and place for proceedings, which shall be conducted in accordance with the provisions of the Kansas administrative procedure act.

(c) Witnesses. No person shall be excused from testifying in any proceedings before the board under this act or in any civil proceedings under this act before a court of competent jurisdiction on the ground that such testimony may incriminate the person testifying, but such testimony shall not be used against the person for the prosecution of any crime under the laws of this state except the crime of perjury as defined in K.S.A. 2019 Supp. 21-5903, and amendments thereto.

(d) Costs. If final agency action of the board in a proceeding under this section is adverse to the applicant or licensee, the costs of the board's proceedings shall be charged to the applicant or licensee as in ordinary civil actions in the district court, but if the board is the unsuccessful party, the costs shall be paid by the board. Witness fees and costs may be taxed by the board according to the statutes relating to procedure in the district court. All costs accrued by the board, when it is the successful party, and which the attorney general certifies cannot be collected from the applicant or licensee shall be paid from the board of nursing fee fund. All moneys collected following board proceedings shall be credited in full to the board of nursing fee fund.

(e) Professional incompetency defined. As used in this section, "professional incompetency" means:

(1) One or more instances involving failure to adhere to the applicable standard of care to a degree which constitutes gross negligence, as determined by the board;

(2) repeated instances involving failure to adhere to the applicable standard of care to a degree which constitutes ordinary negligence, as determined by the board; or

(3) a pattern of practice or other behavior which demonstrates a manifest incapacity or incompetence to practice nursing.

(f) Criminal justice information. The board upon request shall receive from the Kansas bureau of investigation such criminal history record information relating to arrests and criminal convictions as necessary for the purpose of determining initial and continuing qualifications of licensees of and applicants for licensure by the board.

History: L. 1949, ch. 331, § 9; L. 1963, ch. 314, § 6; L. 1972, ch. 231, § 10; L. 1975, ch. 316, § 7; L. 1978, ch. 240, § 6; L. 1981, ch. 245, § 1; L. 1983, ch. 206, § 10; L. 1985, ch. 88, § 6; L. 1986, ch. 233, § 4; L. 1990, ch. 221, § 5; L. 1993, ch. 194, § 1; L. 1995, ch. 97, § 2; L. 1997, ch. 158, § 4; L. 1998, ch. 142, § 8; L. 2011, ch. 30, § 236; L. 2011, ch. 114, § 42; L. 2018, ch. 42, § 5; July 1, 2019

Program Framework

Colby Community College Mission Statement

Challenge students to adapt to a diverse society. Create opportunities for student growth. Connect student learning with professional experiences.

Department of Nursing Program Mission Statement

The mission of the Department of Nursing is to prepare professional nurses at the practical certificate and associate degree nursing levels by instilling caring, critical thinking, effective nursing judgment, and the adaptability in an ever-changing nursing profession. Also, the CCC Department of Nursing supports the Colby Community College's mission to challenge students to adapt to a diverse society, create opportunities for student growth, and connect student learning with professional experiences.

Department of Nursing Philosophy

The Nursing Faculty at Colby Community College, believe that:

Nursing is a dynamic profession involving specialized knowledge, skills, and attitudes that demonstrate competence in the delivery of safe, effective, holistic patient-centered care. Nurses communicate with the health care team to provide compassionate, culturally sensitive care based upon a patient's physiological, psychological, sociological and spiritual needs as well as preferences, values and beliefs. Nursing incorporates evidence-based practices to support critical thinking and effective nursing judgment.

Nursing care is provided to diverse individuals, families, groups, and communities in collaboration with the healthcare team. The goal is to promote and maintain health and ensure continuity of care through advocacy and patient education. To enhance patient satisfaction and health outcomes, professional values guide effective interactions with patients, families, and colleagues, fostering mutual respect and shared decision making.

The art and science of nursing is practiced using the nursing process. Adaptability of nursing care, skills, enhance quality and minimize risks to patients and providers of care through the use of quality improvement methods and effective informatics skills provided in a variety of inpatient and community-based settings. Adherence to established nursing standards, ethical principles and regulatory guidelines promote the delivery of holistic healthcare to achieve shared goals and positive outcomes.

The faculty's goals are to provide a realistic nursing educational program that recognizes the unique needs of the lifelong learner, establishes an environment conducive to learning that instills caring, adaptability and supports development of nursing judgment to meet the health needs of a diverse public.

Organizing Framework

The nursing curriculum at Colby Community College moves from the basic to the complex. The curriculum is guided by Maslow's Hierarchy of Needs and the Nursing Process. The curriculum was developed using professional standards and competencies from Quality and Safety Education for Nurses (QSEN), National League for Nursing (NLN) and Massachusetts Nurse of the Future. Nursing courses are based on the institutional mission, program mission and philosophy, and student learning outcomes. The primary goal of the curriculum is to prepare competent, effective nurses to practice both the art and science of nursing. This is accomplished through purposeful faculty and student interactions outlined in the curriculum. The student and the faculty have distinct and separate responsibilities to facilitate learning and accountability for lifelong learning. The organizing framework is reflected in the Nursing Program Philosophy.

Major Concepts of the Practical Nursing Program

Relationship-centered care: Therapeutic relationships with clients, families, communities, and other members of the health care team that integrate and reflect respect for the dignity and uniqueness of others valuing diversity, personal beliefs, and self-determination (NLN, 2010).

Teamwork and Collaboration: The delivery of a coordinated approach to relationship-centered care in partnership with the client and interprofessional team members, fostering open communication, mutual respect, and shared decision-making (Adapted from QSEN, 2007, Giddens, 2016).

Evidence Based Practice: Integration of current evidence with best practices and client/family preferences and values for delivery of optimal health care in collaboration with the health care team (adapted from QSEN, 2007).

Informatics: Use information and technology to communicate, manage knowledge, mitigate error, and support clinical decision making (QSEN, 2007).

Quality Improvement: The use of data and improvement methods consistent with current professional knowledge and evidence to monitor outcomes of care processes for the continuous improvement of health care services (Adapted from Massachusetts Nurse of the Future, 2016; NLN, 2010).

Safety: Provide care that minimizes the risk of harm to clients, self, and others in a skillful and informed manner (NLN, 2010).

Professionalism: The demonstration of accountable and responsible behavior of the practical nurse and internalization of core values integral to the profession of nursing that incorporates legal and ethical principles and regulatory guidelines that comply with standards of nursing practice (Adapted from Massachusetts Nurse of the Future, 2016, NLN, 2010).

Leadership: The process by which nurses act in an ethical manner to influence the behavior of individuals or groups of individuals using principles and standards fundamental to the profession 792 reW* f

The NCSBN Clinical Judgment Measurement Model

(Retrieved from https://www.coadn.org/public/uploads/images/Next_Generation_NCLEX.pdf)

Needs of the Individual and Maslow's Hierarchy of Needs

Abraham Maslow, an American psychologist, proposed that humans are motivated by needs arranged in a hierarchy. The needs are organized so that basic needs must be more or less met prior to higher needs. The need order is flexible based on external circumstances or individual differences.

Level I: Physiological Needs

Biological requirements for human survival

Air, food, drink, shelter, clothing, warmth, sex, and sleep

If these are not satisfied, the body cannot function properly

Level II: Safety Needs

Protection from elements, security, order, law, stability, freedom from fear

Level III: Belonging & Love Needs

This level follows after physiological and safety needs have been fulfilled

N2 0 5

Nursing Process

The nursing process has been the common thread that links different types of nurses who work in various settings. The nursing process is an essential part of the delivery of holistic, patient-focused care (ANA, 2019)

Assessment

First step in the nursing process

Systematic, dynamic way to collect and analyze data about a client

Assessment includes physiological, psychological, sociocultural, spiritual, economic, and life-style factors

Diagnosis

Second step in the nursing process

The nurse's clinical judgment about the client's response to actual or potential health conditions or needs

Outcomes/Planning

Third step in the nursing process

The nurse sets measurable and achievable short- and long-range goals which are written in the patient's care plan so that nurses as well as other health professionals caring for the patient have access to it

Implementation

Fourth step in the nursing process

Quality and Safety Education for Nurses Competencies

Preparing future nurses to have the knowledge, skills and attitudes necessary to continuously improve the quality and safety of the healthcare systems within which they work is the overall goal for the Quality and Safety Education for Nurses (QSEN) Project (Qsen.org, 2019).

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

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

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

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

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

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

QSEN (2019). Quality and Safety Education for Nurses Competencies. Retrieved from www.qsen.org

National League for Nursing (NLN) Competencies

Guiding nurse educators to design curricula that position graduates for practice in a dynamic

Massachusetts Nurse of the Future 2010 Competencies

The Nurse of the Future Core Competencies emanate from the foundation of nursing knowledge. The competencies, which will inform future nursing practice and curricula, consist of the following:

Provide holistic care that recognizes an individual's preferences, values, and needs and respects the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care.

Demonstrate accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles.

Be able to use advanced technology and to analyze as well as synthesize information and collaborate in order to make critical decisions that optimize patient outcomes.

Identify, evaluate, and use the best current evidence coupled with clinical expertise and consideration of patients' preferences, experience and values to make practice decisions.

Influence the behavior of individuals or groups of individuals within their environment in a way that will facilitate the establishment and acquisition/achievement of shared goals.

Demonstrate an awareness of and responsiveness to the larger context of the health care system, and will demonstrate the ability to effectively call on work unit resources to provide care that is of optimal quality and value.

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

Interact effectively with patients, families, and colleagues, fostering mutual respect and shared decision making, to enhance patient satisfaction and health outcomes.

Function effectively within nursing and interdisciplinary teams, fostering open

PN Program Outcomes

At the completion of the PN program, the student will be able to demonstrate the following in a structured setting:

- I. Relationship-centered care: provide nursing care that is relationship-centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of clients with commonly occurring health alterations that have predictable outcomes.
- II. Teamwork and Collaboration: collaborate with the client and members of the interprofessional health care team to promote continuity of client care and shared decision-making.
- III. Evidence based practice: use current evidence as a basis for nursing practice.
- IV. Informatics: use information and client care technology to support the delivery of safe, quality client care.
- V. Safety: provide an environment that is safe and reduces risk of harm for clients, self, and others.
- VI. Professionalism: demonstrate accountability for client care that incorporates legal and ethical principles, regulatory guidelines, and standards of nursing practice.
- VIII. Leadership: use leadership skills that support the provision and coordination of client care.

ADN Program Outcomes

At the completion of the ADN program, the graduate will be able to demonstrate the following in a structured setting.

- I. Integrate caring behaviors in practicing the art and science of nursing within a diverse population.
- II. Implement professional standards and scope of practice within legal, ethical, and regulatory frameworks.
- III. Collaborate with clients and members of the interprofessional team to promote continuity of client care and shared decision-making.

Program Guides

Certificate: Practical Nursing

Must have a CNA certification and CPR must be current through the school year.

*CCC requires that the nursing student earn 5 credit hours in Anatomy and Physiology. If you are transferring more than 5 credit hours of Anatomy and Physiology, CCC will only accept 5 of those hours.

Full Time PN	Credit Hours
Prerequisites Courses	
BI278 Anatomy & Physiology with lab	5
PS276 Developmental Psychology	3
AL102 Medical Terminology	1
AL101 Basic Nutrition	3
Total	12
Fall Semester	
NS100 KSPN Foundations of Nursing	4
NS101 KSPN Foundations of Nursing Clinical	2
NS122 KSPN Fundamentals of Pharmacology and Safe Medication Administration	2
NS145 KSPN Maternal Child Nursing I	2
NS146 KSPN Maternal Child Nursing I Clinical	1
NS156 KSPN Mental Health Nursing I	2
Semester Total	13
Spring Semester	
NS112 KSPN Care of Aging Adults	2
NS167 KSPN Nursing Care of Adults I	4
NS168 KSPN Nursing Care of Adults I Clinical	2
NS178 KSPN Nursing Care of Adults II	4
NS179 KSPN Nursing Care of Adults II Clinical	2
NS189 KSPN Leadership, Roles, and Issues I	1
Semester Total	15
Program Total	41 0 0 1 144.26 4

ASSOCIATE APPLIED SCIENCE DEGREE: RRT/MICT to ADN

Academic Policies

Attendance Policy

Attendance and promptness are essential to the nursing profession. Acquisition of knowledge and skills in nursing is cumulative. Therefore, class and clinical attendance is mandatory. The following is required of each nursing student:

1. Attendance is mandatory at each scheduled classroom and clinical experience. If absence is unavoidable faculty MUST be notified and approved at least one hour prior to the clinical or

ATI Nursing Education Programs

The ATI Nursing Education programs are utilized to prepare the student before, during, and after program completion. All students learn differently and the ATI Nursing Education's learning system is designed to support the different ways students learn. The tools of the learning system will aid students by assisting with the instruction of course and clinical objectives, evaluating student learning, and serving as a platform for exam delivery.

Throughout the program, ATI provides a large variety of NCLEX preparation tools. These tools help the student develop critical thinking skills and a comprehensive nursing knowledge base to prepare for the NCLEX exam. Some of the tools utilized in the program include:

Study Tools	Comprehensive Assessment and Review Products
Video Case Studies	Anatomy and Physiology Comprehensive Exam
Pharmacology Made Easy	Critical Thinking Entrance and Exit Exams
Achieve	Nurse's Touch
Health Assess	Adult Medical Surgical
Real Life Scenarios (RN and PN)	Community Health
The NCLEX Experience	Capstone
Learning System	Comprehensive Predictor
Civility Mentor	Dosage Calculation
The Communicator	Fundamentals
Nurse Logic Systems	Leadership
Skills Modules	Maternal Newborn
Engage Fundamentals	Mental Health
Nurse's Touch	Nursing Care of Children
Active Stack Pharmacology Flash Cards	Nutrition
EHR Tutor	Pharmacology
Dosage Calculation and Safe Medication Administration	Targeted Medical Surgical
Board Vital NCLEX Prep RN	Self-Assessment Inventory Web
ATI Plan Student Orientation	Virtual ATI

Assignments in the ATI Nursing Education Program address specific course objectives and are directed by the course faculty member. Some of the assignments will be required as skill-building tutorials and testing to prepare for other course exams and clinical preparation. In each course, a percentage of the course grade will depend on completion of ATI assignments.

During the last semester of the program, student attendance at a live NCLEX review course is required.

Grading Policies

1. Unit Exams and Final Exams
 - a. A score below 78% on any nursing exam constitutes unsatisfactory work and is a failing grade. Arrangements will be made by students failing unit exams to document their exam according to the Exam Documentation Policy. The grade will not be changed. A Student Improvement Plan (Appendix A) shall be written and remain for the entire course. If the terms of the plan are not met by the specified time of the plan, the student will be subject to dismissal from the program after notice and an opportunity

Second Weighted Grade:

Daily Work 25%, Unit Exam Average 50%, and Final Exam 25%. (This weighted grade will be rounded to the nearest whole number, example 77.5% will be 78%)

The student must receive a 78% to proceed to the next nursing course.

- b. Each nursing course of 1 credit hour or less will have one final exam. A student must receive a grade of 78% or greater in the course with the following weighted formula:
Daily work 75% and Final Exam 25%

4. Laboratory and Clinical Grading

- a. The clinical and laboratory work will be graded with the following components. Clinical work is deemed satisfactory if clinical performance demonstrates fulfillment of clinical outcomes. Faculty will follow the daily work late assignment policy. Refer to the following table for the laboratory and clinical grading components.

<p>Clinical Evaluation Tools (CETs)</p> <p>Used to evaluate clinical performance in the clinical setting and is based on direct observation of the student's application of nursing theory in simulated and actual client care situations. Each student behavior will be assessed using an "M" (Met) or "NM" (Not Met). For the Final grade, each student's behavior will be assessed using the same choices. Students must receive an "M" for <i>all</i> behaviors to pass the clinical component by the completion of the clinical experiences. If the Final evaluation is deemed unsatisfactory, the student will be subject to dismissal from the program after notice and an opportunity for a hearing.</p>
<p>Laboratory Skills Procedures</p> <p>Each student must demonstrate each laboratory skill safely and effectively to receive a "pass". The student is allowed three attempts to complete a clinical skill procedure demonstration satisfactorily to advance to the next skill. If a student does not satisfactorily complete a competency on the 3rd attempt, the student will receive a "fail" and will be subject to dismissal from the program after notice and an opportunity for a hearing. Students are advised to utilize laboratory and individual practice to be able to meet the program standards.</p>
<p>Clinical Paperwork</p> <p>Required for each clinical course. These components may consist of written reports, concept maps, care plans, and other clinical paperwork to meet the objectives of each course. Students must receive 78% to pass the course. Letter grades will be assigned per nursing grading scale.</p>
<p>Math Competency Exams</p> <p>Each nursing course with a clinical component will have a medication calculation competency exam given through safeMedicate. In order for students to continue to the next nursing course, the competency must be completed with a minimum score of 90%.</p> <ul style="list-style-type: none">a. It is the student's responsibility to identify the need for assistance and to contact faculty for additional or outside tutoring.b. If the student does not pass the competency on the first attempt, the student will:<ul style="list-style-type: none">i. Contact the faculty and make an appointment to discuss the situation. This should occur no later than one week after the competency.

- ii. Faculty will review the exam with the student and areas of weakness will be identified.
- iii. A Student Improvement Plan (Appendix A) will be issued. The approach may include, but is not limited to: weekly tutoring sessions or weekly math worksheets or additional learning opportunities.
- c. If the student does not pass the competency on the third attempt, the student will receive a "fail" for the clinical component and will be dismissed from the programs subject to notice and opportunities for a hearing.

5. Nursing Grading Scale

- a. To remain in the nursing program the student must obtain a "C" or better in all nursing and required prerequisite and support courses. The CCC Department of Nursing grading scale is the following: (Grades will be rounded to the nearest whole number, example 77.5% will be 78%)

- A: 93%-100%
- B: 85%-92%
- C: 78%-84%
- D: 70%-77%
- F: 69% & below

6. Comprehensive Exams

- a. Proctored Comprehensive Exams are required throughout the PN and ADN programs. These exams are used both to review and revise program effectiveness and to measure a student's knowledge in comparison to their peers and nationally.
- b. The student will be required to achieve a grade of Level I on each of these exams (in the following table) to remain in the program and to be able to continue to the next course.
- c. The student will have 2 chances to take the exam and pass at a Level I.
- d. Focused Review: The student will be required to complete a Focused Review following the exam. The following will be the hour requirement for each Level that is earned. This focused review is mandatory and must be completed to proceed to the next course.
Level 3

	PN Pharmacology 2020 Comprehensive Predictor (Must score 80% predictability of passing NCLEX. May have 2 nd attempt after remediation)
ADN Course	ATI
NS205 Nursing Care of Adults III	RN Fundamentals 2019 RN Nutrition 2019
NS210 Mental Health Nursing II	RN Mental Health 2019
NS215 Leadership, Roles, and Issues II	RN Leadership 2019
NS220 Maternal Child Nursing II	RN Maternal Newborn 2019 RN Nursing Care of Children 2019
NS235 Nursing Care of Adults IV	RN Adult Medical Surgical 2019 RN Pharmacology 2019 Comprehensive Predictor (Must score 80% predictability of passing NCLEX. May have 2 nd attempt after remediation, see exit exam criteria)

Student Roles in Clinical Experiences

To receive a comprehensive education, students are required to participate in a variety of clinical sites or experiences. Depending on the outcomes that are intended to be met, the student role at these facilities may vary. The student is responsible to ask questions about the clinical experience outcomes

basis. Direct client care may occur, if it falls within the specific guidelines for that experience. Both the student and the RN preceptor must understand the student's role and responsibilities prior to the student performing care.

Probation, Withdrawal, and Dismissal Policy

1. Unsatisfactory performance shall be identified by the nursing faculty, course faculty, director of nursing or the student. The problem may be academic, personal, behavioral, emotional, or financial.
2. If unsatisfactory work is identified, a student conference shall be held with the student and two faculty/staff members to identify the problems, make recommendations, and provide a verbal warning. After the conference, a written summary of the conference will be prepared by the faculty member with a copy provided to the student. See Record of Student Conference (Appendix B).
3. If the problem continues, a joint conference shall be scheduled with the student, the nursing staff, and/or other appropriate individuals (i.e., counselor, support staff, financial aid officer, student health staff, etc.). A Student Improvement Plan (Appendix A) will be developed and signed by the individuals involved—student, Director, staff, and faculty to address academic, clinical or behavior problems. If the terms of the plan are not met, the student may be subject to dismissal from the program pending notice and an opportunity to be heard.
4. The completed plan will be discarded upon graduation from the program. A copy of an uncompleted plan will be retained in the withdrawn student's record.
5. A Statement of Withdrawal will be completed upon the request of a student. The original statement will be in the student's file and a copy given to the student. If this statement is not signed/completed by the student, the incomplete form will be filed. The withdrawal form will be emailed by faculty to the registrar.
6. A Statement of Dismissal will be completed upon the dismissal of a student. The original statement will be in the student's file and a copy will be given to the student. If this statement is not signed/completed by the student, the incomplete form will be filed. The dismissal form will be emailed by faculty to the registrar.
- 7.

Student Success Policy

The CCC Department of Nursing is dedicated to promoting student success. The faculty believe that students must first take responsibility for their own success. Students are encouraged, at any time, to speak with a faculty member to discuss possible tutoring, resources, or other avenues to improve their success either professionally or personally.

When a student is placed on a Student Improvement Plan (Appendix A), the following success measures may be initiated. If the student is unable to complete the requirements outlined in their individualized Student Improvement Plan, they may be dismissed from the nursing program subject to notice and a hearing.

1. Student/Faculty Mentor Weekly Meeting

The student will schedule an appointment with their assigned faculty mentor (identified in the Student Improvement Plan) and complete the Student/Faculty Mentoring Weekly Meeting form (Appendix C). A copy of this form will be placed with the student's record that is kept by the faculty. The Student/Faculty Mentoring Weekly Meeting will include the following:

1. Student's name
 2. Faculty Mentor's name
 3. Date
 4. Two faculty identified barriers to success
 5. Two student identified barriers to success
 6. Two student identified goals for the upcoming week to improve success
 7. Two faculty identified goals for the upcoming week to improve success
 8. Two student/faculty identified topics/areas of study the student is struggling to understand. This information may be supplied to the tutor – either faculty or peers.
 9. Resources available to assist the student
 10. Scheduled date and time of next Student/Faculty Mentor meeting
 11. Student signature and date
 12. Faculty signature and date
2. CCC Early Alert System

5. ThinkingStorm Online Tutoring

Online tutoring from ThinkingStorm is available to Colby Community College students 24/7 through their Canvas accounts. Every student can access up to 10 free hours of online tutoring each semester. For assistance with online tutoring, students may contact ThinkingStorm Support at care@thinkingstorm.com or at 1-877-889-5996. The student on a Student Improvement Plan may be required to complete online tutoring as directed by the faculty.

6. Peer Tutoring/CCC Tutoring

Free tutoring is available to all students at Colby Community College. The Comprehensive Learning Center (CLC), located in the library, provides support services for all learners. To schedule an appointment, visit <https://hfdavismemorallibrary.setmore.com> or email tutor@colbycc.edu or call 785-460-5480.

Tutoring is available in Student Support Services to all eligible Student Support Services participants. Please contact Student Support Services for qualifying program criteria at 785-460-5510, or by stopping by Student Support Services, located in the Student Union.

Reviewing and Documenting Exams

1. Following completion of the exam, the instructor will allow the student(s) time to review the exam and the incorrect questions. The review time allowance will be designated by the instructor. The instructor will allow the student time to review the incorrect questions and the student will record the topics that were missed and will hand in the topics to the instructor upon completion of the review time. These topics will then be used for documentation purposes.

The exam topics will not leave the nursing office, unless arrangements for a faculty approved monitor have been made by faculty. The exam will not be copied by any means. Under no circumstances may any exam item be reproduced in any format. The exam may not be reviewed until all students have completed the exam.

2. Students receiving below a 78% on a unit exam must document the exam, before the next unit exam. Any student may document an exam, regardless of their score.

3. Use an applicable text and document each incorrect answer topic including the following data:

- a. What is the topic of the question?
- b. The title or the author of the text, and the page number where the supporting data was found.
- c. Write out three (3) pieces of information regarding that topic and document these from your text.

4. Information regarding the exam (questions, answers, topics) may not be transcribed by the student and kept for personal use. All documentation, exam, and other materials, in all formats, must be returned to the faculty or proctor.

The nurse is caring for a client receiving digoxin for the treatment of congestive heart failure. Which of the following assessments should the nurse perform prior to the administration of this medication?

- a. Apical Pulse*
- b. Blood Pressure*
- c. Temperature*
- d. SaO2*

Documentation:

The topic of this question is nursing considerations in the administration of digoxin. Pharmacology, Author, Page 237. Digoxin is a cardiac glycoside which slows and strengthens the heartbeat. An apical pulse must be taken prior to the administration of this medication for at least one full minute. The medication is held by the nurse if the heart rate is below 60 beats per minute.

Exit Exam Criteria

The ATI Predictor is a comprehensive exam of content for PN and ADN preparation. The purpose of the exam is to give the student feedback on their knowledge of nursing content and predict their potential at passing the NCLEX boards. Results will provide the student and faculty with individual and program strengths and weaknesses. The ATI Predictor is a required exam and must be completed before grades are released. The student must achieve an 80% predictability on this exam. Remediation will be required with the following hours needed per score. Upon completion of remediation, and within one week from first exam, the student will be allowed to retake the ATI Predictor comprehensive exam to achieve the required 80% predictability.

80% or higher predictability	1-hour remediation
70-79% predictability	2 hours remediation
60-69% predictability	3 hours remediation
Below 60% predictability	4 hours

Promotion and Graduation Policy

To graduate and be eligible to apply to write the NCLEX-PN the PN nursing student must successfully complete Medical Terminology, Human Anatomy and Physiology, Developmental Psychology, Basic Nutrition, KSPN Foundations of Nursing, KSPN Foundations of Nursing: Clinical, KSPN Fundamentals of Pharmacology and Safe Mec, Hum Safe rsing studndM(s. R)-27(fo)-r(m)-4l CvInt

The ADN nursing student must successfully complete General Psychology, Microbiology, English Composition I, Pharmacology, Basic Nutrition, Anatomy & Physiology, Developmental Psychology, complete the required math component, Nursing Care of Adults III, Nursing Care of Adults III Clinical, Mental Health Nursing II, Mental Health Nursing II Clinical, Leadership, Roles, and Issues II, Maternal Child Nursing II, Maternal Child Nursing II Clinical, Nursing Care of Adults IV, Nursing Care of Adults IV Clinical, and NCLEX-RN Exam Preparation to graduate and be eligible to apply to write the NCLEX-RN. **All fees must be paid in** and all materials including library books, etc., must be returned as part of the graduation requirements.

Participation in Pinning and Graduation Exercises

Participation in these ceremonies is expected. The CCC pinning ceremony requires the nursing uniform and clinical appropriate shoes. Uniforms and shoes are to be neat and clean. The traditional cap and gown will be worn for commencement.

In addition to course enrollment, fees for the cap and gown will be paid for by the student during the spring semester.

Readmission Policy

Readmission candidate guidelines:

If a student fails the program in the first semester, they will be required to reapply to the program.

If a student fails the program in the second semester, they will be required to restart the second semester.

If the student is dismissed due to a behavioral conflict, they will not be considered for readmission.

If the student passes a course, but fails the accompanying clinical, or vice versa, both the clinical and the lecture course will need to be retaken.

Students will only be allowed to be readmitted one time. If the student is unsuccessful after readmission is granted, the student will be required to reapply for entry into the program.

The readmitted candidate will submit a professional letter to the nursing

COLBY COMMUNITY COLLEGE
Department of Nursing

Council of Practical Nursing Students (COPNS)
Constitution and By-Laws

ARTICLE I. NAME AND OBJECT

Section 1. The name of this organization shall be the Council of Practical Nursing Students.

Section 2. The objectives of the nursing organization, hereinafter referred to as COPNS, shall be:

1. To promote student-faculty communication.
2. To promote the nursing program.
3. To provide opportunities for students to hold leadership positions.
4. To promote workplace skills:
 - a. Resource Management
 - b. Teamwork
 - c. Work Ethics
 - d. Creative Thinking
 - e. Self-management
 - f. Decision Making/Problem Solving
 - g. Interpreting/Communicating Information

ARTICLE II. MEMBERSHIP

Section 1. Active membership in this Council shall consist of PN students in the nursing program.

Section 2. Each campus shall have its own council.

ARTICLE III. OFFICERS

Section 1. The officers of COPNS shall be President, Vice-President, Secretary, Treasurer, Historian (optional), one Student Representative from each campus with one/half vote each at faculty meetings. The Student Rep to Faculty meetings will be appointed by faculty.

Section 2. The duties of the officers shall be prescribed according to need.

Section 3. Officers shall be elected each fall semester, and at the discretion of the nursing faculty, new officers may be elected in the spring semester.

ARTICLE IV. THE EXECUTIVE BOARD

Section 1. The Executive Board shall consist of President, Vice-President, Secretary, Treasurer, and Faculty Advisor(s).

Section 2. The Executive Board shall meet at the call of the President and/or Faculty Advisor(s) and at such other times as may be necessary. When a special meeting is called the purpose thereof shall be stated in the notice of said meeting.

ARTICLE V. FACULTY ADVISOR

Section 1. The faculty advisor or advisors shall be the Nursing Program Director or Coordinator or her designees.

ARTICLE VI. PARLIAMENTARY PROVISIONS

Section 1. Robert's Rules of Order, Revised, shall govern

COLBY COMMUNITY COLLEGE
Department of Nursing

Council of Associate Degree Students (COADNS)
Constitution and By-Laws

ARTICLE I. NAME AND OBJECT

Section 1. The name of this organization shall be the Council of Associate Degree Students.

Section 2. The objectives of the nursing organization, hereinafter referred to as COADNS, shall be:

1. To promote student-faculty communication.
2. To promote continuity of the nursing program.
3. To provide opportunities for students to hold leadership positions.
4. To promote workplace skills:
 - a. Teamwork
 - b. Resource Management
 - c. Work Ethics
 - d. Creative Thinking
 - e. Self-management

Student Code of Conduct

Colby Community College Department of Nursing expects students to behave in a manner that supports a positive educational environment for all. Students will behave professionally in all aspects of their nursing education. The Colby Community College Department Code of Conduct and the Academic Integrity policies can be found in the Colby Community College Catalog. Supporting safe patient care and promoting professional attitudes are nursing profession requirements.

A professional nurse's practice in the health care community requires honesty and integrity. Learning to become a nurse requires the student to accept a variety of commitments, obligations, and responsibilities. It is the policy of the Colby Community College nursing program to impose sanctions on students who misrepresent their academic, lab, or clinical work, cheat, and/or otherwise engage in dishonesty. Sanctions will depend on the facts and seriousness of the violation and behaviors in each case.

The Department of Nursing has outlined the following infractions as grounds for discipline 1 72.024anhll69agcommitmen

Academic Integrity

Colby Community College defines academic integrity as learning that leads to the development of knowledge and/or skills without any form of cheating or plagiarism. This learning requires respect for the college's institutional values of quality, service and integrity. All students, faculty, staff, and administrators are responsible for upholding academic integrity.

Cheating is giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and college electronic devices.

Plagiarism is representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it.

The following procedure for the Academic Integrity Policy begins with the notification of the first infraction and continues throughout the student's academic tenure at Colby Community College:

- First Offense – Student will receive a zero for the assignment and the student will be reported to the Vice President of Academic Affairs.
- Second Offense – The student will receive a failing grade in the class and be reported to the Vice President of Academic Affairs and removed from the class in which the second offense occurred.
- Third Offense – The student will be reported to the Vice President of Academic Affairs and dismissed from the college.

Questions about this policy may be referred to the Vice President of Academic Affairs.

Sexual Harassment Policy

Harassment of any student or staff member on the basis of sex shall be considered a violation of College policy. 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.

Any behavior that represents repeated or unwanted sexual attention that is made a condition of reward or penalty is prohibited. In determining whether alleged behavior constitutes sexual harassment, the College will examine the record as a whole and all aspects or circumstances, such as the nature of sexual advances and the context in which the alleged incidents occurred. Students or employees who feel they have been a victim of sexual harassment should contact the Vice President of Student Affairs, Vice President of Academic Affairs, the President or his designee. The alleged victim will be advised of his/her rights and policies and procedures of the grievance process. He/she will also be advised of external resources and the option for notifying campus security and local law enforcement authorities.

Sexual Misconduct Policy

Colby Community College values the health and safety of each individual on campus and expects its students to treat other persons with respect and dignity. Students, administrators, faculty, staff, guests and visitors have the right to be free from all violence, including sexual violence. Everyone within the campus community is expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in a zero-tolerance policy for all misconduct, including gender-based misconduct, which typically includes the crimes of rape, acquaintance rape, domestic violence, dating violence, sexual assault, sexual harassment, and stalking. When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy is intended to define community expectations, to establish a mechanism for determining when those expectations have been violated and to provide recourse for those individuals whose rights have been infringed upon. This policy has been developed herein to reaffirm these principles procedurally and programmatically.

The term sexual assault as used by the College is synonymous with sexual battery (also referred to as rape). Sexual battery is a violation of state law as defined in Kansas Statute, 21-3517.

The Drug-Free Workplace Policy and Drug-Free Awareness Program

The policy and program of the College in this regard are designed to enhance the physical health of employees and students, and to provide a safe workplace. All employees and students are expected to be in suitable mental and physical condition while at work or in the learning environment and to perform their jobs in a satisfactory fashion.

In accordance with this policy, when the use of controlled substances interferes with an employee's or student's responsibilities, appropriate disciplinary action, up to and including termination or expulsion, will be taken.

Colby Community College values the dignity of every individual and is committed to maintaining an educational setting which will provide students and employees with optimum opportunities for reaching their potential. This commitment is incorporated in the institutional philosophy and outcomes which specify the paramount importance of student welfare.

Colby Community College does not permit or condone the consumption of alcoholic beverages by an individual under the age of 21. All laws, local, state, and federal concerning the possession or use of illegal drugs by any student, faculty or staff member will be strictly enforced on the campus and at any event sponsored by the College.

Policy on Civility Expectations

Colby Community College Civility is defined as behavior that demonstrates consistent respect for others, including an effort to understand differences. Civility helps to create an environment at Colby Community College where all are valued and can be productive. Colby Community College values the inherent worth and dignity of every person, thereby fostering a community of mutual respect. Students, faculty, and staff are expected to exhibit and practice civil behaviors at all times. Colby Community College supports the freedom of expression for faculty, staff, and students. However, maintaining these freedoms requires the conditions of the learning environment to be conducive to the learning process.

Disruptive behaviors will not be tolerated. Any individual engaging in such behaviors may be subject to disciplinary including suspension from school and/or termination of employment.

Prohibited behaviors include:

- Profanity
- Name-calling (a term ending in -ist or -phobe OR beginning with anti- or similarly critical terms)
- Derogatory Terms (stupid, ignorant, etc.)
- Shouting
- Insulting Body Language (eye-rolling or physical gestures)
- Insulting tone of voice (baby talk, speaking "down" to a person)
- Ridicule
- Open hostility
- Biting Sarcasm
- Gas Lighting
- Disruptive, discourteous, and/or insubordinate conduct
- Social Media or Discussion Board posts that are rude, disrespectful, offensive, or inappropriate
- Violating etiquette rules

Students, faculty, and staff are encouraged to address civility concerns directly with one another. However, there may be times when those involved do not feel comfortable doing so. In such instances involving faculty and staff, the concerns should be taken to the Director of Human Resources or the supervising Vice President. Student concerns should be shared with the Vice President of Student Affairs.

Threats of physical violence or loud arguments that rise to the point of disrupting the learning environment will result in contacting campus authorities and/or the Colby Police Department. Students, faculty, or staff members engaging in disruptive and/or uncivil behaviors will be disciplined accordingly based on the complaint procedure (pgs. 15-16 of the Workplace Handbook) and/or the Student Code of

Social Media Policy

Colby Community College Department of Nursing recognizes the use of technology and impact of social media inside and outside the classroom. Using technology comes with the expectation that students in the Nursing Program will uphold the ethical standards of their profession, American Nurses Association Code of Ethics, and the Colby Community College Student Code of Conduct.

Federal Regulations regarding privacy such as Health Insurance Portability and Accountability Act (HIPAA) and Family Education Rights and Privacy Act (FERPA) apply to all personal and academic communication. Students will be required to sign confidentiality forms as required by clinical facilities. For information on HIPAA and FERPA refer to www.hhs.gov and the CCC home web page www.colbycc.edu.

Student use of photography and/or recording devices is prohibited in all classrooms, clinical, laboratory, and clinical sites. Exceptions can be made with written faculty approval.

Students are required to read and comply with the Nursing Student Handbook, Colby Community College Student handbook and federal regulations related to privacy (HIPAA and FERPA). Noncompliance with this policy will result in disciplinary actions up to and including course failure,

3. If the issue is not resolved after the Director of Nursing has reviewed the complaint and made a recommendation, the written complaint will be referred to the appropriate Division Chair.
4. After the Division Chair has made a recommendation and the issue has not been resolved, the written statement will be referred to the Vice President of Academic Affairs for resolution.
5. The Vice President of Academic Affairs will, after receiving and reviewing the complaint, inform the student and faculty in writing of its receipt and request to meet with the student. After discussion of the complaint with the student, the Vice President of Academic Affairs will meet with the Division Chair and faculty to discuss the conflict.
6. A written response will be sent to the student and the faculty member summarizing the complaint and facts from the Vice President of Academic Affairs' discussions with both parties including any recommendations to resolve the complaint.

Records of a complaint will be maintained and will be kept in the program director's office. A log demonstrating the name of the student, the nature of complaint and the date of resolution will be maintained according to institution policy. (See student complaint guidelines on CCC website.)

Grade Appeal

As outlined in the CCC course catalog:

by the Faculty Alliance Executive Board, one by the student and one by the faculty member involved in the case. All members of the committee must be involved with Colby Community College.

Student Employment

If students choose to work while pursuing their academic degree, they must work around their class and clinical schedules. The student is responsible for informing their employer about their class and academic scheduling obligations.

If students choose to work:

Any employment work hours should not interfere with their academic/clinical progress.

Students should not wear anything that would identify them as a CCC student.

Safety is considered a primary issue in the clinical setting.

Students cannot work within 8 hours prior to clinical.

Employment in any health care facility should be based on the student's currently held certification or licensure level. The student uniform and name tag may not be worn during outside employment.

Uniform Policy

1. Regulation uniforms are to be worn at all times while on duty. Uniforms must be clean, fit appropriately, and neatly pressed. Uniforms are not to be worn outside of the clinical area

Student Health

Standards and Functional Abilities of Nursing Students

Colby Community College will consider reasonable and appropriate accommodation for the student to participate fully in the educational program. To successfully progress through the nursing program curriculum and function as a practicing nurse upon graduation, an individual must be able to perform certain physical and mental activities. The following standards and functional abilities are based largely upon the Functional Ability Categories and Representative Activities/Attributes as provided by the [National Council of State Boards of Nursing](#) Inc and are necessary for participation in the nursing program.

Critical Thinking Ability: Your critical thinking skills must be sufficient for clinical judgment, including sufficient intellectual functioning and emotional stability to plan and implement care for clients, and critical thinking to identify cause-effect relationships, plan/control activities for others, synthesize knowledge and skills, and sequence information.

Analytical Thinking Ability: Your analytical thinking skills must be sufficient to transfer knowledge from one situation to another, process information, evaluate outcomes, problem solve, prioritize tasks, and use long- and short-term memory.

Interpersonal Skills:

sufficient motor functions to be able to execute movements required to provide general care and treatment to patients in all health care settings. You are required to have the motor skills necessary for assessment and therapeutic procedures such as palpation, percussion, auscultation, and other diagnostic maneuvers and procedures. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional uses of the senses of touch, vision and hearing. You must be able to perform basic life support (including CPR), transfer and position patients, and position and reposition yourself around patients. You must also be able to operate equipment typically found in the health care environment (i.e.: IV pump, cardiac monitor, electric and manual blood pressure equipment, electric beds).

Sensory/Observation: You must be able to acquire information presented through demonstration and experience in the basic and nursing sciences. You must be able to observe and appreciate non-verbal communication when performing nursing assessment and intervention or administering medication. You must be capable of perceiving the signs of disease and infection and images of the body surfaces, palpable changes in various organs and tissues, and auditory information (e.g., patient's voice, heart tones, bowel and lung sounds).

Reading Ability: You must be able to read and understand written documents (e.g., policies, protocols).

Cognitive Ability: You must be able to measure, calculate, reason, analyze, integrate and synthesize information. You must be able to quickly read and comprehend extensive written materials. You must also be able to evaluate and apply information and engage in critical thinking in the classroom, lab and clinical setting. You must be able to read and understand columns of writing (flow sheet, charts), digital displays, graphic printouts (e.g., EKG), graphs (e.g., vital sign sheets) and measurement marks (e.g., measurement tapes, scales, etc.); calibrate equipment, convert numbers to and/or from the metric system, tell time, measure time (e.g., count duration of contractions, etc.), count rates (e.g., drips/minute, pulse), use measuring tools (e.g., thermometer), add, subtract, multiply and/or divide whole numbers, compute fractions (e.g., medication dosages), use a calculator, write numbers in records, and perform algebraic equations to calculate medication dosages.

Communication: You must have the ability to communicate effectively and sensitively with other students, faculty, staff, patients, family and other professionals. You must be able to express ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. You must be able to convey or exchange information at a level allowing development of a health history, identify problems presented, explain alternative solutions and give directions during treatment and post-treatment. You must be able to effectively communicate in English on oral, written and electronic forms, and to retrieve information from literature, computerized databases and lectures. You must be able to process and communicate information on the patient's status with accuracy in a timely manner to members of the health care team. The appropriate communication may also rely on the candidate's ability to make a correct judgment, seeking 3(and00000912 0 612 792 reW* nBT/F3 11.04 Tf1 0 0 1 147.130176ETQq0.0

9. All immunizations must remain current for the entire school year. Students not immunized will be restricted in their access to the clinical program.

Incidental Needle Stick Injury

Purpose: To identify high risk persons following an incidental needle stick injury and to conduct the necessary laboratory tests. All needle sticks must be reported to faculty immediately!

1. Determine if person was injured with a clean or used needle. Puncture wounds should be washed with soap and water.
2. Complete the facility's variance report.
3. Complete Department of Nursing variance report.
4. Follow the facility's policy for an incidental needle stick injury.
5. If no policy exists, and the injury is from a contaminated needle, the following steps will be followed:
 - a. Notify the client's and student's health care provider to secure orders to perform hepatitis screening and HIV antibody test on the client and student. Inform the client of the incident and explain the need for the blood testing and who will pay for the test. In the event the facility does not accept responsibility for the fee, the student will be responsible for the cost of testing.
 - b. If the client refuses to have the blood drawn, continue with protocol for the student.
 - c. If the student refuses to have blood drawn, have him/her sign a release of responsibility.
 - d. HIV and hepatitis screenings are available at the college for the student only.
 - e. It is recommended the student repeat the HIV and hepatitis screenings six months from the incident. The student will be responsible for the scheduling and cost of screenings.
6. Director, faculty, and student review both forms, and file the forms in the student's folder.

Drug and Alcohol Policy

1. The use of illegal drugs is prohibited. Any student suspected of such use will be removed from any classroom/clinical area and required to undergo a urine drug screen.
2. The use of alcohol is not allowed in the classroom or clinical facility. If at any time there is reasonable suspicion that a student is using, distributing or under the influence of alcohol or any illegal drug/controlled substance, the student will be removed from any classroom/clinical area and required to undergo appropriate testing.
3. If the student refuses to submit to testing or if such tests are positive, the student, subject to notice and a hearing, will be dismissed from the nursing program. Any charges incurred for the urine drug screen are the responsibility of the student.
4. Some clinical sites require drug testing prior to the student's assignment to that site. If this is required, it may be at the student's expense.
5. If the student holds a professional license, the student will be reported to the appropriate licensing agency.

Appendix A: Student Improvement Plan

COLBY COMMUNITY COLLEGE
Department of Nursing

Student Improvement Plan

Student Name: _____ Date: _____

After a joint conference, the faculty of the Department of Nursing has determined that improvement must be demonstrated in certain areas. The following topics are areas of concern and must be improved on or before _____.

Problem:

Objective:

The following student success measures will be put into place moving forward:

The following are based off the Student Success Policy and policies set forth in the CCC Catalog, CCC Student Handbook, and CCC Nursing Student Handbook.

Weekly meeting with faculty mentor and Complete the Student/Faculty Mentor Weekly Meeting form.

Faculty Mentor is _____

CCC Early Alert System Notification - Date: _____

Faculty Tutoring _____

Appendix B: Record of Student Conference

COLBY COMMUNITY COLLEGE
Department of Nursing

RECORD OF STUDENT CONFERENCE

Student Name _____ Date _____

Issues Discussed and Interventions Recommended:

Appendix C: Student/Faculty Mentor Weekly Meeting

COLBY COMMUNITY COLLEGE
Department of Nursing

Student/Faculty Mentor Weekly Meeting

Date _____ (M7)9(____)- 72.024 624.34 Tm0 G()JTJETQq0.00000912 0 612 792 reW* n____

Appendix D: Statement of Withdrawal

COLBY COMMUNITY COLLEGE
Department of Nursing

Statement of Withdrawal

Student Name: _____ Date: _____

Date they entered the nursing program: _____

Date they withdrew from the nursing program: _____

The student withdrew from the nursing program for the following reasons:

Student and faculty must contact the college registrar and financial aid to complete the withdrawal procedure.

Student has been informed of policies regarding withdrawal found in Colby Community College Nursing Student Handbook and Colby Community College Catalog.

1. Colby Community College Nursing Department Readmission Policy
2. Colby Community College Nursing Department Probation, Withdrawal, and Dismissal Policy

Student Signature

Date

Faculty/Staff Signature

Date

Faculty/Staff Signature

Date

Director Signature

Date

Appendix E: Statement of Dismissal

COLBY COMMUNITY COLLEGE
Department of Nursing

Statement of Dismissal

Student Name: _____ Date: _____

Date they entered the nursing program: _____

Date they were dismissed from the nursing program: _____

The student was dismissed from the nursing program for the following reasons:

Student and faculty must contact the college registrar and financial aid to complete the dismissal procedure.

Student has been informed of policies regarding dismissal found in Colby Community College Nursing Student Handbook and Colby Community College Catalog.

1. Colby Community College Nursing Department Readmission Policy
2. Colby Community College Nursing Department Probation, Withdrawal, and Dismissal Policy
3. Colby Community College Grade Appeal Policy
4. Colby Community College Grievance Procedure

Student Signature

Date

Faculty/Staff Signature

Date

Faculty/Staff Signature

Date

Director Signature

Date

Appendix F: Release of Liability

COLBY COMMUNITY COLLEGE
Department of Nursing

Release of Liability: Health Insurance

I, _____ understand that I am not covered by any Colby Community College health insurance policy. As a nursing student, I will come in contact with people who have infectious diseases and there is a risk of becoming injured while providing client care. It is my responsibility to obtain and pay for health insurance. Medical bills accumulated are the responsibility of the student. Some health care services are provided by the college's student health facility. Certain services such as being examined by a Health Care Provider may require a fee.

Some health care facilities require students to carry active health insurance.

Student Signature

Date

Insurance Provider



Appendix H: Hepatitis B Immunization

COLBY COMMUNITY COLLEGE
Department of Nursing

HEPATITIS B IMMUNIZATION

The

Appendix J: Nursing Handbook Acknowledgement

COLBY COMMUNITY COLLEGE
Department of Nursing

Nursing Student Handbook Acknowledgement

I, _____, have received, read, and understand the contents of the Colby Community College Nursing Student Handbook. I agree to follow these policies.

Student Signature

Student Printed Name

Date