



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

Colby Community College
 1255 S Range
 Colby, KS 67701
 Phone (785) 462-3984
 Toll Free (888) 634-9350
 Fax: (785) 460-4699

Department of Nursing Colby Campus

Colby Community College
 1255 S Range
 Colby, KS 67701
 Phone (785) 460- 4797
 Fax: (785) 460-4788

Department of Nursing Norton Campus

Colby Community College
 711 N Norton
 Norton, KS 67654
 Phone (785) 877-2735
 Fax: (785) 877-3735

<u>Name</u>	<u>Email Address</u>	<u>Office</u>
Michaëlle Bliss, MSN, RN Director of Nursing	michaëlle.bliss@colbycc.edu	785-460-5442
Rikki Wait, MSN, RN Nursing Instructor	rikki.wait@colbycc.edu	785-460-5444
Cathy McVey, MSN, RN Nursing Instructor	cathy.mcvey@colbycc.edu	785-460-5446
Macey Batie, RN Nursing Instructor	macey.batie@colbycc.edu	785-460-5533

Adjunct instructors' contact information will be available with each course.

College Department Contact Information

Department	Phone Number	Email/Website
Admissions	785-460-4690	admissions@colbycc.edu
Advising	785-460-5401	advising@colbycc.edu
Book Store	785-460-5500	bookstore@colbycc.edu www.colbyccbooks.com
Counseling/Early Alert	785-460-5439	brooke.jones@colbycc.edu
Endowment (Scholarship)	785-460-4611	scholarships@colbycc.edu
Financial Aid	785-460-4695	financialaid@colbycc.edu
Health Sciences Administrative Assistant	785-460-4797 785-460-4788 Fax	healthassistant@colbycc.edu
Information Technology	785-460-5541	support@colbycc.edu
Library/CLC	785-460-4689	tara.schroer@colbycc.edu
Registrar	785-460-5509	registrar@colbycc.edu
Student Accounts	785-460-4665	studentaccounts@colbycc.edu
Student Health	785-460-5502	studenthealth@colbycc.edu
Tutoring and Proctoring Services	785-460-5480	tutor@colbycc.edu

Academic Calendar 2023-2024

August	Fall 2023	January	Spring 2024
14-18	Faculty Report/Workdays	2	Grades Due for 8-week 3 and Late Fall courses by 3p
14	New Employee In-Service	3	CCC Administrative Offices Open/Staff Report
16	CCC Employee In-Service	10-12	Faculty Report/Workdays
18	Registration/Residence Halls Open	13	Resident Halls Open
21	Fall 16-wk, 8-wk, & 4-wk Classes Begin	15	MLK Jr. Day- No Classes/Offices Closed
23	Last Day to Add or Drop with a Full Refund 4-week 1 Classes	16	Spring 16-week, 8-week 1, and 4-week 1 Classes Begin
28	Last Day to Add or Drop with Full Refund 8-week 1 classes	18	Last Day to Add or Drop with Full Refund 4-week 1 Classes
28	Certification Date 4-week Classes	23	Last Day to Add or Drop with Full Refund 8-week 1 Classes
31	Last Day to Add or Drop with Full Refund 16-week classes	23	Certification Date 4-week 1 Classes
31	Last Day to Withdraw from 4-week 1 Classes	29	Last Day to Add or Drop with Full Refund 16-week classes
September		29	Last Day to Withdraw from 4-week 1 Classes
4	Labor Day-No Classes/Offices Closed	31	Certification Date 8-week 1 Classes
6	Certification Date 8-week 1 Classes	February	
14	Last Day of 4-week 1 classes (final exams)	8	Last Day of 4-week 1 Classes (final exams)
18	Fall 12-Week Classes Begin	9	SPRING 2024 Graduation Applications Due
19	Grades due for 4 week 1 classes by 3p	12	Spring 12-Week Classes Begin
25	Certification Day 16-week classes	13	Grades due for 4 week 1 Classes by 3p
25	Last Day to withdraw from 8-week 1 classes	19	Presidents Day-No Classes/Offices Closed
28	Last Day to Add or Drop with Full Refund 12-week classes	20	Last Day to withdraw from 8-week 1 Classes
October		20	Certification Day 16-week Classes
11	Certification Day 12-Week Classes	26	Last Day to Add or Drop with Full Refund 12-week classes
12	Last Day of 8-Week Class 1 classes (final exams)	March	
16	Fall 8-week 2 Classes Begin	7	Last Day of 8-Week 1 Classes (final exams)
17	8-Week 1 Final Grades and 16-Week Mid-Term Grades Due 3p	7	Certification Day 12-Week Classes
23	Last Day to Add or Drop with a Full Refund 8-week 2 Classes	8	Summer 2024 Graduation Applications Due
23	Spring 2023 Enrollment Begins	11-15	Spring Break-No Classes
27	FALL 2024 Graduation Applications Due	18	Spring 8-week 2 Classes begin
30	Fall 8-week 3 AND 4-week 2 classes begin	19	8-week 1 Final and 16-week Mid-Term Grades Due by 3p
31	Last Day to withdraw from 16-week classes	25	Last Day to Add or Drop with Full Refund 8-week 2 classes
31	Certification Day 8-week 2 classes	28	No Classes-Faculty Work Day
November		29	Spring Holiday-No Classes/Offices Closed
1	Last Day to Add or Drop with a Full Refund 4-week 2 Classes	April	
6	Last Day to Add or Drop with a Full Refund 8-week 3 Classes	2	Certification Day 8-week 2 Classes
6	Certification Day 4-Week 2 Classes	3	Last Day to Withdraw from 16-Week Classes
7	Last Day to Withdraw from 12-Week Classes	8	Fall 2024 Enrollment Begins
9	Last Day to Withdraw from 4-Week 2 Classes	11	Last Day to withdraw from 12-week classes
14	Certification Day 8-week 3 classes	15	Spring 4-Week 2 Classes Begin
16	Last Day to Withdraw from 8-Week 2 Classes	17	Last Day to Add or Drop with Full Refund 4-week 2 classes
20-24	Thanksgiving Break-No Classes/Offices Closed	22	Last Day to Withdraw from 8-Week 2 Classes
30	Last Day of 4-week 2 classes (final exams)	22	Certification Day 4-Week 2 Classes
December		25	Last Day to Withdraw from 4-Week 2 Classes
5	Grades Due for 4-week 3 classes by 3p	May	
7	Last Day to withdraw from 8-week 3 Classes	9	Last Day of Term 4-Week 2 Classes (final exams)
13	Late Fall Classes Begin	14	Grades Due for 4-Week 2 Classes by 3p
13-14	Last days of 16, 12, and 8-week 2 classes (final exams)	15-16	Last days of 16, 12, and 8-week 2 Classes (final exams)
15	Last Day to Add or Drop with a Full Refund Late Fall Classes by 2p	16	5:30 Commencement Practice @ Event Center
17	Certification Day Late Fall Classes	17	6p CCC Commencement @ Event Center
15, 18-19	Faculty Workdays (19 Grades AND Assessments due by 3p)	20	Faculty Workdays (Grades AND Assessments due by 3p)
18-19	Staff Workdays-Offices Open	27	Memorial Day-Offices Closed
22	Last Day to withdraw from Late Fall Classes		
20-29	College Closed for Winter Break		Summer 2023
29	Last Day of Term 8-Week 3 and Late Fall Classes (final exams)	June	
		3	Summer Sessions Begin-4-Week 1 and 8-Week
		5	Last Day to Add or Drop with a Full Refund 4-Week 1
		7	Certification Day 4-Week 1 classes
		7	Last Day to Add or Drop with a Full Refund 8-Week
		14	Certification Day 8-Week
		18	Last Day to Withdraw from 4-Week 1 classes
		28	Last Day of 4-Week 1 Classes (final exams)-Grades due July 2
		July	
		1	Summer Session Begins-Second 4-Week
		3	Last Day to Add or Drop with a Full Refund 4-Week 2
		4	College Closed
		8	Last Day to Withdraw from 8-Week
		8	Certification Day 4-Week 2 classes
		17	Last Day to Withdraw from 4-Week 2
		26	Last Day of 4-Week 2 and 8-Week (final exams)-Grades due July 30

American Nurses' Association Code of Ethics

Nursing students must adhere to the professional standards set forth by the American Nurses' Association and National Federation of Licensed Practical Nurses Code of Ethics. (American Nurses Association, *Code of Ethics for Nurses with Interpretative Statements*, 2015).

Provision 1: The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.

Provision 2: The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3: The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4: The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5: The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6: The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7: The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8: The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9: The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

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 rehabilitation to warrant the public trust, except that notwithstanding K.S.A. 74-120, and amendments thereto, no license or authorization to practice nursing as a licensed professional nurse, as a licensed practical nurse, as an advanced practice registered nurse or registered nurse anesthetist shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated, prior to their repeal, or article 54 of chapter 21 of the Kansas Statutes Annotated, or K.S.A. 2019 Supp. 21-6104, 21-6325, 21-6326 or 21-6418, and amendments thereto;

(3) has been convicted or found guilty or has entered into an agreed disposition of a misdemeanor offense related to the practice of nursing as determined on a case-by-case basis;

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

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

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

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

(8) to have willfully or repeatedly violated the provisions of the Kansas nurse practice act or any rules and regulations adopted pursuant to that act, including K.S.A. 65-1114 and 65-1122, and amendments thereto;

(9) to have a license to practice nursing as a registered nurse or as a practical nurse denied, revoked, limited or suspended, or to be publicly or privately censured, by a licensing authority of another state, agency of the United States government, territory of the United States or country or to have other disciplinary action taken against the applicant or licensee by a licensing authority of another state, agency of the United States government, territory of the United States or country. A certified copy of the record or order of public or private censure, denial, suspension, limitation, revocation or other disciplinary action of the licensing authority of another state, agency of the United States government, territory of the United States or country shall constitute prima facie evidence of such a fact for purposes of this paragraph (9); or

(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 of nursing and that facilitate the establishment and acquisition/achievement of shared goals (Adapted from Massachusetts Nurse of the Future, 2016; ANA, 2015)

Major Concepts of the Associate Degree Nursing Program

Patient-Centered Care: The provision of compassionate, age, and culturally sensitive care that is based on a patient's physiological, psychological, sociological and spiritual needs as well as preferences, values and beliefs which respect the patient and designee to promote safe, quality care (adapted from Massachusetts Nurses of the Future, 2010, NLN, 2010).

Professionalism and Leadership: The demonstration of accountable and responsible behavior of the 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 using a process by which nurses act to influence the behavior of individuals, families, groups, and communities to facilitate the establishment and acquisition/achievement of shared goals (Adapted from Massachusetts Nurse of the Future, 2010; ANA, 2015; NLN, 2010).

Teamwork and Collaboration: The delivery of a coordinated approach to patient-centered care in partnership with the patient, other nurses, and interprofessional team members, fostering open communication, mutual respect, and shared decision-making to achieve safe, quality care (Adapted from QSEN, 2007, Giddens, 2013).

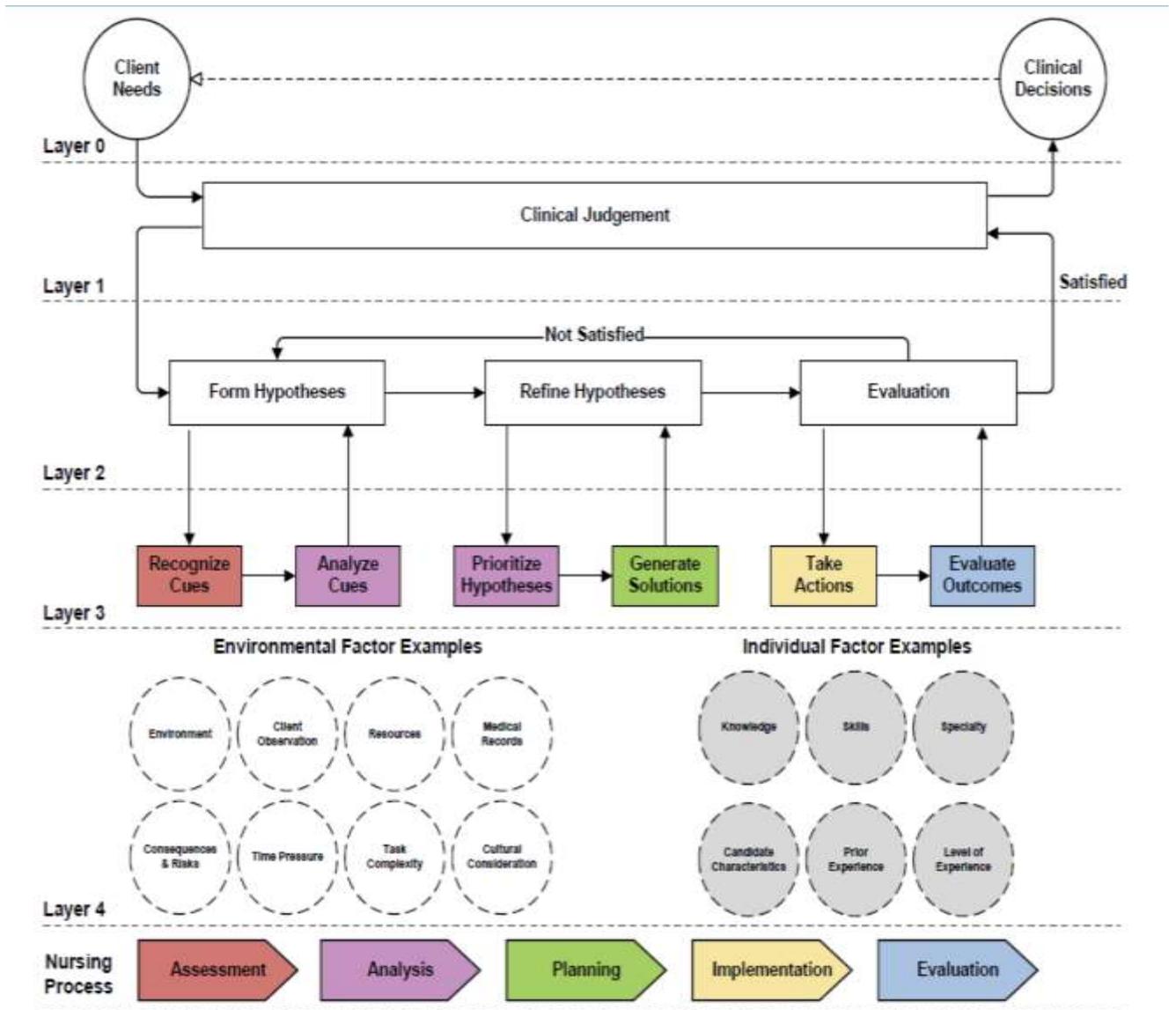
Evidence-Based Practice: The integration of best current evidence, clinical expertise, and patient involvement to guide nursing practice to achieve optimal patient-centered care (Adapted from Massachusetts Nurse of the Future, 2010, Giddens, 2013).

Informatics: The design, development, use, and management of information science and technology as a communication and information management tool to direct care, mitigate error, and support clinical decision making. (Adapted from QSEN, 2007, NLN, 2010).

Safety and Quality Improvement: Safety: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2007). Quality Improvement: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems (QSEN, 2007).

Communication: The effective exchange of verbal and non-verbal information or messages between two or more people that promotes mutual respect and shared decision making with the goal of enhancing patient satisfaction and achieving optimal patient outcomes (Adapted from Massachusetts Nurse of the Future, 2010).

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

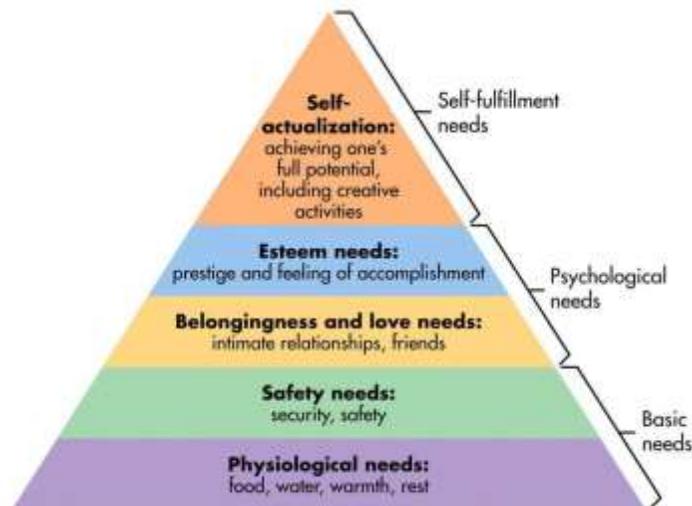
- This level follows after physiological and safety needs have been fulfilled
- Need for interpersonal relationships motivates behavior
- Friendship, intimacy, trust, and acceptance, receiving and giving affection and love
- Being part of a group (family, friends, work)

Level IV: Esteem Needs

- Esteem for oneself (dignity, achievement, mastery, independence)
- The desire for reputation or respect from others (status, prestige)

Level V: Cognitive Needs

- Realizing personal potential, self-fulfillment, seeking personal growth and peak experiences.
- "To become everything, one is capable of becoming."



(Maslow's Hierarchy: 2018, retrieved from: <https://www.simplypsychology.org/maslow-5.jpg>)

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
- Nursing care is implemented according to the care plan
- Care is documented in the patient's record

Evaluation

- The patient's status and the effectiveness of the nursing care must be continuously evaluated
- The care plan is modified as needed



American Nurses Association (2019) The nursing process. Retrieved from www.ana.org

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).

Patient-Centered Care

- 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.

Teamwork and Collaboration

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

Evidence-based Practice (EBP)

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

Quality Improvement

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

Safety

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

Informatics

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

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 health care arena: practice that is informed by a body of knowledge and ensures that all members of the public receive safe, quality care.

Human Flourishing

- Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.

Nursing Judgment

- Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.

Professional Identity

- Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

Spirit of Inquiry

- Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.



National League for Nursing (2010). NLN Education Competencies. Retrieved from www.nln.org

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:

Patient-Centered Care: 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.

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

Informatics and Technology: 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.

Evidence-Based Practice (EBP): Identify, evaluate, and use the best current evidence coupled with clinical expertise and consideration of patients' preferences, experience and values to make practice decisions.

Leadership: 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.

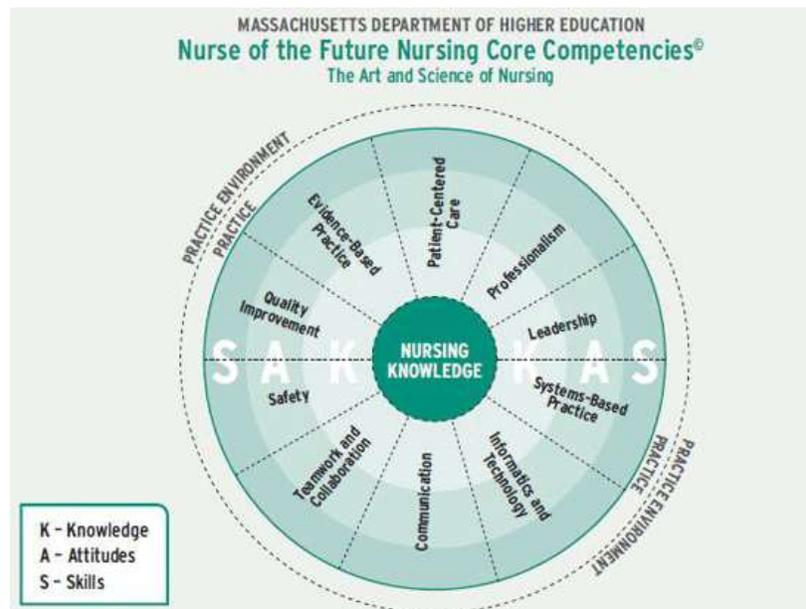
Systems-Based Practice: Demonstrate an awareness of and responsiveness to the larger context of the health care system, and will demonstrate the ability to effectively call on work unit resources to provide care that is of optimal quality and value.

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

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

Teamwork and Collaboration: Function effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision making, team learning, and development.

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



Massachusetts Department of Higher Education Nurse of the Future Competency Committee. (2016). Nurse of the Future Nursing Core Competencies. Boston: Massachusetts Department of Higher Education.

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. Quality Improvement: participate in quality improvement activities assessing their effect on client outcomes.
- VI. Safety: provide an environment that is safe and reduces risk of harm for clients, self, and others.
- VII. 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 health care team to optimize client outcomes.
- IV. Formulate safe and effective clinical judgments guided by the nursing process, clinical reasoning, and evidence-based practice.
- V. Provide leadership to meet client needs using available resources and current technology.
- VI. Generate teaching and learning processes to promote and maintain health and to reduce risks for a global population.
- VII. Demonstrate effective communication methods to manage client needs and to interact with other health care team members.

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	40

PN	Credit Hours
Pre-requisites	12
PN Core Courses	28
Total	40

ASSOCIATE APPLIED SCIENCE DEGREE: ASSOCIATE DEGREE NURSING

Students must be an LPN. CPR certification must be current through the school year. A math component of at least Beginning Algebra must be completed before graduation (see math requirement on admission application)

*To meet KBOR regulations, student must 24 credit hours in common support courses. Colby Community College (CCC) requires that Associate Degree Nursing Students earn 5 credit hours of Microbiology. If you are transferring a 4-credit hour Microbiology course, you will be required to take the comprehensive Microbiology exam and pass it with a C or higher to be awarded the additional credit you need. If you do not pass the comprehensive Microbiology exam, you will be required to take the 5-credit hour Microbiology course here at CCC. CCC requires the nursing students earn 5 credit Anatomy and Physiology. If you are transferring more than 5 credit hours of Anatomy and Physiology, CCC will accept only 5 of those hours.

Full Time Program	Credit Hours
Prerequisite Courses from PN Program	
BI276 Anatomy & Physiology with lab*	5
PS276 Developmental Psychology	3
AL102 Medical Terminology	1
AL101 Basic Nutrition	3
PN Program Total	12
Co-requisite Courses (Can be taken with nursing courses)	
BI280 Microbiology with lab*	5
PS176 General Psychology	3
EN 176 English Composition I	3
AL136 Pharmacology	1
Total	24
Fall Semester	
NS205 Nursing Care of Adults III	3
NS206 Nursing Care of Adults III Clinical	2
NS210 Mental Health Nursing II	2
NS211 Mental Health Nursing II Clinical	1
NS215 Leadership, Roles, and Issues II	1
Semester Total	9
Spring Semester	
NS220 Maternal Child Nursing II	3
NS221 Maternal Child Nursing II Clinical	2
NS235 Nursing Care of Adults IV	3
NS236 Nursing Care of Adults IV Clinical	2
NS245 NCLEX-RN Exam Preparation	1
Semester Total	11
Program Total	40
Nursing Hours	20

ADN	Credit Hours
PN prerequisites	12
Prior Learning (LPN)	28
ADN Co-requisites	12
ADN Nursing Courses	20
Total	72

1+1 Total Program Hours	
PN	40
ADN	32
Total	72

ASSOCIATE APPLIED SCIENCE DEGREE: RRT/MICT to ADN

Students must be a graduate of an accredited program and be an RRT (Registered Respiratory Therapist) or MICT (Mobile Intensive Care Technician) with one year of experience. CPR certification must be current through the school year. A math component of at least Beginning Algebra must be completed before graduation (see math requirement on admission application)

*To meet KBOR regulations, student must 24 credit hours in common support courses. Colby Community College (CCC) requires that Associate Degree Nursing Students earn 5 credit hours of Microbiology. If you are transferring a 4-credit hour Microbiology course, you will be required to take the comprehensive Microbiology exam and pass it with a C or higher to be awarded the additional credit you need. If you do not pass the comprehensive Microbiology exam, you will be required to take the 5-credit hour Microbiology course here at CCC. CCC requires the nursing students earn 5 credit Anatomy and Physiology. If you are transferring more than 5 credit hours of Anatomy and Physiology, CCC will accept only 5 of those hours.

RRT/MICT Transition to ADN	Credit Hours
Prerequisite Courses from PN Program	
BI276 Anatomy & Physiology with lab	5
PS276 Developmental Psychology	3
AL102 Terminology	1
AL101 Basic Nutrition	3
PN Program Total	12
Co-requisite Courses (Can be taken with nursing courses)	
BI280 Microbiology with lab*	5
PS176 General Psychology	3
EN 176 English Composition I	3
AL136 Pharmacology	1
Total	24
Summer Semester	
NS201 RRT/MICT to A.D.N. Transition Concepts	1
NS202 RRT/MICT to A.D.N. Articulation Concepts	1
NS203 RRT/MICT to A.D.N. Concepts of Care	2
Semester Total	4
Fall Semester	
NS205 Nursing Care of Adults III	3
NS206 Nursing Care of Adults III Clinical	2
NS210 Mental Health Nursing II	2
NS211 Mental Health Nursing II Clinical	1
NS215 Leadership, Roles, and Issues II	1
Semester Total	9
Spring Semester	
NS220 Maternal Child Nursing II	3
NS221 Maternal Child Nursing II Clinical	2
NS235 Nursing Care of Adults IV	3
NS236 Nursing Care of Adults IV Clinical	2
NS245 NCLEX-RN Exam Preparation	1
Semester Total	11
Program Total	40

RRT/MICT to ADN option	Credit Hour
Co-requisites	24-25
Transition Courses	4
ADN courses	20
Total	44
Prior Learning Awarded (RRT/MICT)	18

Total KBOR Maximum Hours 72

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 classroom experience or as soon as physically possible.
2. After an absence, the student shall schedule a meeting with faculty on the day of return to get the makeup work assignment. Failure to do so may result in a grade of "0" for the assignment. Theory make-up work must be completed prior to taking the unit exam related to content missed.
3. Absences of more than **18 hours** total per semester (class, clinical, lab, etc.) will be evaluated by nursing faculty and may be grounds for discipline. A conference will be conducted when the student has 18 hours of absences. A Student Improvement Plan (**Appendix A**) may be issued.
4. The student who experiences an extended medical problem will meet with the faculty and recommendation for retention or withdrawal will be made. Returning to clinical practice may require a physician release.
5. Classroom and clinical hours will be made up hour for hour.
6. Students will be required to complete a set number of clinical/observation/preceptor hours as defined in the curriculum. Failure to complete the required hours will result in a failed clinical grade. The student will not be able to progress to the next course and will be dismissed from the program.
7. Inclement Weather: The school and/or faculty may decide to not penalize the entire group because of uncontrollable circumstances. As adults, students should make wise decisions about their own safety concerning class attendance during times of severe inclement weather. The college rarely closes during these times. As with any other absence, students should contact faculty as soon as possible if they are unable to attend due to weather related emergencies.

Tardiness reflects lack of planning and interferes with the education process. The following applies to clinical and classroom tardiness.

1. Classroom tardiness will be monitored and managed by the class instructor.
2. Tardies are cumulative per semester for classroom, lab and clinical. Clinical tardiness will be reviewed by the faculty. Tardiness may be grounds for discipline up to and including dismissal from the program.
3. The first clinical tardy will result in a verbal warning. Two acts of clinical tardiness constitute an absence of a clinical day. Each additional clinical tardy constitutes a clinical day absence.
4. Tardies are cumulative per semester and a Student Improvement Plan (**Appendix A**) may be issued.
5. A cumulative attendance record will remain a part of the student's file.
6. **No contact, no shows to the classroom, lab, or clinical will result in discipline up to and including dismissal from the nursing program.**

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 for a hearing are provided.
- b. Extenuating circumstances are to be discussed with appropriate faculty members prior to the scheduled exam time. An exam may not be retaken without the approval of the Vice President of Academic Affairs.
- c. If you must miss an exam, arrangements need to be made with faculty to make-up the exam as soon as possible. Make-up exams will be completed outside class time at the discretion of faculty. Make-up exams must be completed prior to the next scheduled exam and no later than one week after the exam was originally scheduled or an exam grade of 0 will be recorded. If it is not possible for the exam to be taken within one week the student must submit a written request for an extension to the director. The director must approve the request.
- d. Students who are tardy for an exam will result in the test being completed in the remaining time scheduled (75 minutes for a 50-question exam, 150 minutes for a 100-question exam).

2. Daily Work

- a. Daily work is developed to assist the student in achieving course outcomes and unit objectives.
- b. Late assignments will be graded with the following scale:

0-24 hours late-10% deduction

Over 24 hours-100 deduction

3. Course Grade

- a. Each nursing course that is 2 credit hours or greater will have more than one-unit exam and a final exam. A student must receive a passing grade of 78% or higher in each course. The course grade will be weighted twice:
 - First Weighted Grade:
 - Unit Exam Average 66.67% and Final Exam 33.33%. (This first weighted grade will be rounded to the nearest whole number, example 77.5% will be 78%).
 - The student must receive a 78% or higher to proceed to the second weighted formula. If the student does not receive a 78%, they will be subject to dismissal from the nursing program pending notice and an opportunity for a hearing. Daily work will only be counted for the final grade after the first weighted grade is a 78% or higher.

- 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 requires 1 Hour of Focused Review
 - Level 2 requires 2 Hours of Focused Review
 - Level 1 requires 3 Hours of Focused Review
 - Below Level 1 requires 4 Hours of Focused Review

PN Course	ATI Comprehensive Exam
NS100 KSPN Foundations of Nursing	PN Fundamentals 2020 PN Anatomy & Physiology 2020 (No minimum required, remediation on score achieved)
NS145 KSPN Maternal Child Nursing I	PN Maternal Newborn 2020 PN Nursing Care of Children 2020 (No minimum requirement, remediation on score achieved)
NS156 KSPN Mental Health Nursing I	PN Mental Health 2020
NS178 KSPN Nursing Care of Adults II	PN Adult Medical Surgical 2020
NS189 KSPN Leadership, Roles, and Issues I	PN Management 2020

	PN Pharmacology 2020 Comprehensive Predictor (Must score 80% predictability of passing NCLEX. May have 2nd attempt after remediation)
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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 2nd 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 before the clinical experience begins. Clinical experiences may change throughout the school year depending upon availability and requirements of the clinical site. A number of observational and preceptor experiences are utilized as part of the learning experience.

Clinical Observation Experience: In this clinical setting, the student is in the clinical area as an observer **only**. According to the *Kansas Nurse Practice Act, January 2022, 60-1-104. Definitions*, “Clinical observational experience” means the process in which the student views health care interventions but does not participate in the interventions. Affiliating agency personnel shall be responsible for patient care. However, a student may use any of the five senses while with the patient for the sole purpose of observing as the agency professional assesses and provided care to the patient. The instructor shall not be required to be present, but the students shall be included in the faculty-student ratio.

Clinical Learning: According to the *Kansas Nurse Practice Act, January 2022, 60-1-104. Definitions*, “Clinical learning experience” means an active process in which the student participates in nursing activities while being guided by a member of the faculty.

Preceptor Experience (ADN Only): To offer the student a variety of experiences, selected nurses may be trained to provide preceptor experiences to students. The *Kansas Nurse Practice Act, January 2022, 60-1-104*, defines as follows, “Preceptor” means a registered professional nurse supervising a student in the clinical setting who is not employed as nursing faculty. The preceptor provides oversight of each student’s patients and gives feedback to the student and clinical instructor. The nursing program faculty shall not be required to be in the affiliating agency's facilities but shall be immediately available. In this unique experience the student works under director supervision of the RN preceptor on a one-to-one

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. The Student Success Policy contains measures that can be provided/completed with the Student Improvement Plan (**Appendix A**) to promote student success in the nursing program. These measures outline both college and nursing program resources that can be utilized to improve the students' success.
8. Readmission Students: Students who are readmitted into the nursing program at any point will be placed on a Student Improvement Plan (**Appendix A**). These students will be required to complete the Student/Faculty Mentor Weekly Meetings and Remediation Plan. If the student is placed on a subsequent Student Improvement Plan regarding Academics at any time in the nursing program, the faculty will develop a new Student Improvement plan and additional student success measures will be initiated. Faculty may reevaluate the need for the student development plan for readmitted students after 8 weeks.

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**

The faculty will activate the CCC Early Alert System to provide the faculty and student with additional resources to assist the student as needed. This may include counseling, finances, or other educational resources and support.

3. **Faculty Tutoring**

A weekly tutoring session is provided by the faculty on each campus. The student who is on an academic **Student Improvement Plan** may be required to attend tutoring sessions as directed by the faculty. The student/faculty will identify two topics/areas of study the student is struggling with and this may be provided to the tutor.

4. **Documentation of Exams**

The student on an academic **Student Improvement Plan** may be directed to document each unit exam for the remainder of the course, the semester, or the program. Documentation will be in accordance with the Documenting an Exam policy in the Department of Nursing Student Handbook.

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://hfdavismemoriallibrary.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:

- What is the topic of the question?
- The title or the author of the text, and the page number where the supporting data was found.
- 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.

Example:

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 Medication Administration, KSPN Maternal Child Nursing I, KSPN Maternal Child Nursing I: Clinical, KSPN Mental Health Nursing, KSPN Care of Aging Adults, KSPN Nursing Care of Adults I, KSPN Nursing Care of Adults I: Clinical, KSPN Nursing Care of Adults II, KSPN Nursing Care of Adults II: Clinical, and KSPN Leadership, Roles, and Issues.

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 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 program director by June 1st that addresses the following factors:

- Reason for leaving the program and whether the reason still exists.
- Academic and clinical ability while in the program and how the student plans to be academically successful if readmitted.
- Measures the student has taken to prepare for the upcoming academic year.
- An updated nursing application, health history, immunizations, and CPR.
- The above items must all be turned in to be considered for readmission.

After a prospective student has submitted their request for readmission and it has been reviewed and accepted by the faculty, the student will then be required to successfully complete the following before being readmitted into the nursing program:

- Meet the admission requirements and points set for the class the student is asking to join.
- The student will be required to complete the following ATI Comprehensive Exams for each semester they return.

- PN second semester returning student
 - ATI PN Fundamentals 2020 (Must score a Level I)
 - ATI PN Maternal Newborn 2020 (Must Score a Level I)
 - ATI PN Mental Health 2020 (Must Score a Level I)
- ADN second semester returning students
 - ATI RN Fundamentals 2019 (Must Score a Level I)
 - ATI RN Mental Health 2019 (Must Score a Level I)
 - ATI RN Nutrition 2019 (Must Score a Level I)
- Challenge Math Exams may be assigned – a score of 90% is required
- Readmission into the nursing program is dependent on available openings in the program.
- It will be at the discretion of the faculty whether to grant the applicant readmission. Certain situations may prohibit a student from readmission to the program.

A Student Improvement Plan will be initiated when a student is readmitted to outline expectations for the upcoming academic year.

Administrative Policies

Class Organizations

The Council of Practical Nursing Students (COPNS) is the official student nursing organization for PN. All students enrolled in PN are members. Each campus has an organization, and one member of each campus will be appointed by the respective faculty to attend and have voting privileges at faculty meetings. Student representatives may be replaced for not attending regularly and/or a negative attitude.

The Council of Associate Degree Nursing Students (COADNS) is the official student nursing organization for ADN. All students enrolled in ADN are members. Student representatives will be appointed by faculty to attend and have voting privileges at faculty meetings. Student representatives may be replaced for not attending regularly and/or a negative attitude.

Each organizational group will be recommended to collect dues, participate in one community service project and one campus service project. Fundraising is recommended to be limited to two activities.

CLASS OFFICERS

Class officers are elected in the fall semester. A re-election of new officers for the spring semester may be recommended by the nursing faculty advisor.

President
 Vice-President
 Secretary
 Treasurer
 Historian (optional)
 Student Representatives

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 all proceedings except when inconsistent with the Constitution and By-Laws of this council.

ARTICLE VII. AMENDMENTS

Section 1. This constitution may be amended by a two-thirds majority vote of members present at a regularly called meeting.

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
 - f. Decision Making/Problem Solving
 - g. Interpreting/Communicating Information

ARTICLE II. MEMBERSHIP

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

ARTICLE III. OFFICERS

Section 1. The officers of COADNS shall be President, Vice-President, Secretary, Treasurer, Historian (optional), one Student Representative with one/half vote each at faculty meetings.

The Student Representative 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 January.

ARTICLE IV. THE EXECUTIVE BOARD

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

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ARTICLE VII. AMENDMENTS

Section 1. This constitution may be amended by a two-thirds majority vote of members present at a regularly called meeting.

Section 2. The call of the meeting must include the proposed amendments.

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 up to and including dismissal from the nursing program subject to notice and a hearing:

- Demonstrating unsafe client care
- Misrepresentation about client care
- Stealing from clients or facilities
- Any form of abuse or harassment towards clients or others
- Violating HIPAA or hospital policies
- Intentional or willful negligence
- Incivility to faculty, staff, students, clinical staff, or clients
- Impairment of drugs or alcohol during classroom, clinical, or lab experiences
- Cheating and/or plagiarism – See CCC Academic Integrity

Respect for the Learning Experience

A safe and respectful learning environment is an essential condition for students if they are to reach their maximum levels of student achievement. Students show respect by being prepared and attending class on time, paying attention, contributing to discussions, adapting to alternative delivery environments, and striving for their best performance. Faculty show respect by their timeliness and preparedness, active listening, valuing student goals, aspirations and providing honest feedback. In a learning environment with mutual respect and consideration, we can learn together in a pleasant, productive, and supportive manner.

Classroom civility is essential to the learning environment. Each student is valued and differences in learning styles are respected. Class members and faculty will be expected to conduct themselves in a manner that facilitates learning.

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 Conduct found in the Student Handbook.

Change of Information Policy

Information concerning the nursing program is reviewed on an annual basis. Policies may change during the school year. Students currently enrolled in the program will receive written notice of any policy change and the change will be reviewed with the students. A written copy of the policy will be distributed to each student and each student will be required to sign and date a copy of the policy. The signed copy will be placed in the student’s file.

The Colby Community College nursing web page information will be updated within 30 days of any change in content.

The Registrar and Admission office will be notified in writing of any changes in policy that impact incoming students.

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, probation, or with notice and a hearing, dismissal from the program.

Technology Policy

Distant education is defined as the use of computer-generated technology for delivery of information. Students will be required to have access to internet services that allow for email and delivery of didactic content. The department will assess an additional fee for student use of ATI Learning System that supplements course content. Computer requirements will be specific to the program function, for example: online testing, quizzes, and daily work. **A personal laptop is strongly encouraged.**

The college will provide a Trojan email account to be utilized by instructors for relaying course information. Colby Community College has wireless internet connectivity and has computer labs in Ferguson, Bedker, Davis Library and the Norton campus.

Grievance Procedure/Student Complaint of Faculty

The Colby Community College faculty believes that open, honest communication is an essential component of professional growth.

The purpose of the grievance procedure is to:

- Provide an appropriate avenue for legitimate complaints related to faculty/student interaction
- Promote positive methods of conflict resolution
- Maintain a positive learning atmosphere

1. A student who has a concern should discuss the issue with faculty involved.
2. If the issue has not been resolved after an attempt to discuss it with the faculty, the student may file a written complaint with the Director of Nursing.

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:

The assigning of grades is an academic responsibility of the instructor of the class. If the need arises, the burden of proof for appealing rests with the student. The student shall be given the opportunity to discuss with instructors and supervisors to resolve the issues concerning assigned grades. However, the student shall be offered due process when the issue cannot be resolved. Therefore, an appeal policy has been established to review the unsolved grade disagreement. Student grade appeals are not intended to interfere with the instructor's right to determine his or her evaluation process or to perform that evaluation. The Grade Appeal Policy Committee was established by the College to review and recommend action on an individual situation in which the student and instructor cannot resolve a disagreement over an assigned final course grade. The policy and procedures are to be strictly followed in the resolving of such issues. Those procedures are outlined as follows:

1. The student should make every effort to resolve problems with the instructor before filing an appeal. If the issue cannot be resolved, a student may file an appeal **within 5 business days after the start of the next term or 7 business days after the final grade is posted with the registrar.**

2. The faculty member named in the appeal and the student presenting the appeal will submit written statements on the case to the Division Chair. The Division Chair will submit the case to the Academic Council for further review. Academic Council will review the case on the following criteria. After review the Council will determine the validity of the case. If the appeal is warranted the case will move to the Grade Appeal Committee.

- a. **For an appeal to have validity the student must have documented proof that assignments and exams were submitted.**

- b. **The result of the appeal would need to raise the students' grade to a passing percentage.**

- c. **The student must provide proof suggesting an unfair grade.**

3. After review if the Academic Council determines the appeal is warranted the Vice President of Academic Affairs will organize The Academic Appeal Committee. Four members will serve on this committee: one member appointed by the Student Government Association, one appointed

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. Student nurse status does not permit the employed student to function as a practical/professional nurse until the entire program has been completed and licensure has been obtained.

Transportation

Transportation is the student's responsibility. There may be occasions when transportation will be provided by Colby Community College. Release of liability forms will be signed per Colby Community College policy.

Student Records

Student files in the Department of Nursing will be initiated upon application to the program. Records will be maintained through withdrawal, dismissal, transfer, or graduation.

Upon withdrawal/dismissal student files will be kept for 8 years.

Upon transfer, the file will be kept for 8 years.

Upon graduating, files will be kept for 8 years.

If at any time a transcript is needed the student will need to contact the college registrar and pay the appropriate fee.

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 (e.g., classroom or downtown). Regulation uniforms are considered to be: the school's approved uniform. Pant length **must not** touch the floor.
2. Colby Community College dress will be the blue CCC nursing polo and professional straight legged black dress pants, (no jeans or leggings) and closed toed shoes. Pant length must not touch the floor.
3. Regulation name tags are to be worn at all times while wearing the clinical uniform or CCC dress.
4. A watch with the capacity to count seconds is needed during clinical.
5. Personal hygiene: good daily hygiene, no perfume and/scented toiletries.
6. Hair is to be clean. Long hair is to be pinned up neatly off the collar. Hair styles during clinical hours are subject to faculty/facility approval.
7. Nails are to be clean, trimmed short, and no nail polish is to be worn. No artificial nails.
8. A wedding set or band may be worn but other rings are to be removed while in the clinical setting.
9. No large pendant necklaces. If small necklaces are worn, they must be under the uniform top.
10. If ears are pierced, one pair of small post earrings may be worn. No large or dangling styles are to be worn in the clinical setting. The piercing of other body parts shall not be visible (tongue, umbilicus, nipples, eyebrows, nose, etc.). Gauged ears will be discussed with the faculty prior to clinical
11. Male students will be clean shaven or may have a neatly trimmed mustache or beard.
12. Students with tattoos may be required to cover them during clinical.
13. Uniform shoes and shoelaces shall be clean and neat. No open-toed shoes are allowed. Athletic shoes, nursing clogs/shoes are accepted. Shoes must be approved by the nursing faculty.
14. Students **may not** use tobacco or alternate cigarettes in any form while in uniform, CCC dress, or at any time they are representing the college as a nursing student. Students may be disciplined for violation of this policy.
15. Cultural and religious requirements regarding nursing uniforms will be considered on an individual basis.

The student is responsible for following this policy. If at any time there is a deviation from the guidelines, the student will be expected to make appropriate the behavioral changes needed to remain in the clinical area and nursing program.

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: The candidate's skills must be sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds; negotiate interpersonal conflict; respect differences in clients; and establish rapport with clients and co-workers.

Emotional Stability: You must be able to establish therapeutic boundaries, provide clients with emotional support, adapt to changing environment/stress, deal with the unexpected, focus attention on task, monitor own emotions, perform multiple responsibilities concurrently, and handle strong emotions (e.g., grief).

Gross Motor Skills: You must be able to move within confined spaces, sit and/or stand and maintain balance, reach above shoulders (e.g., IV poles), and reach below waist (e.g., plug electrical appliances into wall outlets).

Manual Dexterity: You must have the ability to handle small objects, pick up objects, grasp small objects (e.g., IV tubing, pencil), record information (e.g., pen, pencil, keyboard, typing), pinch, pick (e.g., manipulating a syringe), twist (e.g., turn objects/knobs), squeeze (e.g., eye dropper), and perceive texture.

Physical Endurance: You must have the ability to remain at client's side during surgical or therapeutic procedure, sustain repetitive movements (e.g., CPR), and maintain physical tolerance (e.g., work entire shift).

Physical Strength/Mobility: You must have the ability to push and pull 25 pounds (e.g., position clients), support 25 pounds of weight (e.g., ambulate client), lift 25 pounds (e.g., pick up a child, transfer client), move light objects weighing up to 10 pounds (e.g., IV poles), move heavy objects weighing from 11 to 50 pounds and carry up to 25 pounds frequently, but occasionally may exceed these limits. You should have

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 supervision and consultation in a timely manner.

Professional Conduct: You must possess the ability to reason morally and practice nursing in an ethical manner. You must be willing to learn and abide by professional standards of practice. You must have compassion, empathy, altruism, integrity, honesty, responsibility and tolerance. You must be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations, including but not limited to children, adolescents, adults, individuals with disabilities, medically compromised patients, and vulnerable adults.

Notice of Non-Discrimination

Colby Community College provides equal opportunity to its applicants for admission, enrolled students, graduates, and employees. The College does not discriminate with respect to hiring, continuation of employment, promotion, tenure, other employment practices, application for admission or career services and placement on the basis of race, color, gender, age, disability, national origin or ancestry, sexual orientation or religion. For inquiries regarding the nondiscrimination policies, contact the Vice President of Student Affairs, Title IX and ADA Coordinator, Colby Community College, 1255 S. Range Ave., Colby, KS 67701 or call 785.460.5490.

Health Care Policy

Colby Community College endorses wellness and preventive health measures and encourages students to discuss questions regarding their health with their primary health care provider, counselor, or the student health nurse. Referrals will be made promptly when needed.

Should pregnancy occur during the school year(s), it is recommended that the clinical instructor be notified to implement any necessary precautions in assignments.

Accidents will be treated with first aid measures by trained individuals.

Student health records are kept in the student's file and Student Health Office. Prophylaxis against communicable diseases is the responsibility of the student. Immunizations must be current before admission to the program. Refer to the Immunization Requirements Policy. Any previous exposure to a communicable disease must be reported to the clinical instructor before any clinical assignment.

Nursing students are not covered by any Colby Community College health insurance policy. Some health care facilities require nursing students to have current health insurance coverage. Nursing students come into contact with people who have infectious diseases and there is a risk of becoming injured while providing patient care. Medical bills and cost for personal health care are the responsibility of the student. Some health care services are provided by the college's student health facility. Selected services may require a fee.

Students are role models of health and wellness concepts to other college persons. Tobacco use is strongly discouraged. **No tobacco or alternative cigarettes are allowed at any time prior to or during clinical and observational experiences or at any other time while in uniform or CCC dress representing Colby Community College. A student may be disciplined up to and including dismissed from clinical or college activity.**

Students with acute contagious diseases or infections will not be allowed in the clinical facilities and/or college. To continue in the nursing program following a serious illness, surgical procedure, injury, or the delivery of an infant, the student may be required to submit a written statement that they are able to return from their health care provider to the Department of Nursing. The statement must reflect that the student is physically able to continue in both didactic and clinical experience in order to meet the stated objectives.

Students are required to follow the requirements of their clinical healthcare facilities. These requirements may include immunization requirements, wearing personal protective equipment (PPE), or being screened for infectious disease related health symptoms (temperature, contact tracing, etc.). If students are unable to abide by the requirements of the clinical facility, it may limit their ability to complete their clinical requirements.

Immunization Requirements Policy

Students entering any health care program will be in close contact with other individuals having a variety of health problems in which the etiology may or may not be known. Therefore, the nursing program has specific precautionary immunization requirements based on the type of exposure and/or clinical agency policies. The student is responsible for following the program guidelines and necessary precautions against contracting and transmitting disease. If the guidelines and precautions cannot be followed the student's access to the clinical requirements may be limited if they are not allowed to enter the clinical facilities.

Requirements

1. **MMR (Measles-Mumps-Rubella)**: The student is required to show proof of **two MMRs** OR a **positive titer**. Immunity is verified when the titers are positive and are routinely performed during pregnancy. Immunizations or titers may be scheduled through your provider, health department, or student health.
2. **TB**: A baseline TB screening is required once admitted to the nursing program. This may be done using a tuberculin skin test (TST), or a single blood assay for M. tuberculosis (BAMT). Screening documentation is the student's responsibility and is required by August 1st of the current school year and **before** attending any clinical site. After baseline testing students are required to have annual screening utilizing a TST or BAMT. A positive result for the baseline TB screen or newly positive annual TB screen should be evaluated by a healthcare provider and a chest x-ray performed to rule out active disease. Once an active disease is ruled out the student may enter a clinical site. The student should complete a symptom checklist annually and no further radiography is necessary unless the student reports symptoms. If a student has a history of latent tuberculosis infection (LTBI) before entry into the nursing program, documentation of a negative chest x-ray, performed within a minimum of 2 years, is required before entry into a clinical site. In the event of a shortage of tuberculin, a chest x-ray will be used.
3. **Varicella (Chickenpox)**: The student is required to either have **proof of 2 immunizations**, or a **positive varicella titer** indicating immunity. If negative, the varicella immunization series is required.
4. **Hepatitis B**: The student must either have **3 Hepatitis B immunizations** according to the immunization criteria OR **sign a waiver indicating the student does not wish to receive the series**.
5. **Diphtheria/Tetanus/Pertussis (Adult Tdap)**: Boosters are required every 10 years.
6. **Influenza (flu)**: Yearly immunizations are required and available in the fall.
7. **Covid**: **CCC or the nursing program does not require** the vaccine, however it may be required at some facilities. If this occurs and an **exemption** has been provided. A **reasonable** attempt will be made to accommodate a different clinical site with the same/similar experiences.
8. Students are responsible to maintain a copy of current immunizations and be able to produce them upon request.

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 _____

Documentation of Unit Exams till: End of Course End of Semester End of program

ThinkingStorm Online Tutoring _____

Peer Tutoring/CCC Tutoring _____

Other: _____

If the terms of this plan are not completed as above, I understand that I may be dismissed from the Nursing Program.

Student Signature

Date

Faculty/Staff Signature

Date

Faculty/Staff Signature

Date

Director Signature

Date

Appendix C: Student/Faculty Mentor Weekly Meeting

COLBY COMMUNITY COLLEGE
Department of Nursing

Student/Faculty Mentor Weekly Meeting

Date _____
Student's name _____
Faculty Mentor's name _____

Two faculty identified barriers to success

1. _____
2. _____

Two student identified barriers to success

1. _____
2. _____

Two student identified goals for the upcoming week are to improve success

1. _____
2. _____

Two faculty identified goals for the upcoming week are to improve success

1. _____
2. _____

Two student/faculty identified topics/areas of study the student could improve (this may be provided to the tutor – see below)

1. _____
2. _____

Support and resources to be provided/accessed:

Next Student/Faculty Mentor meeting: Date _____ Time _____

Student Signature _____ Date _____

Faculty Signature _____ Date _____

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 G: Physical Examination

COLBY COMMUNITY COLLEGE
Department of Nursing

Physical Examination (Mandatory for all Students)

Date: _____ DOB: _____

Full Name of Student: _____

Assessment	Normal	Abnormal
HEENT		
Neck		
Lungs		
Heart		
Abdomen		
Skin		
Genitourinary		
Musculoskeletal		
Neurological		
Other		

Medical Conditions: _____
Attach additional forms as needed.

Medications: _____

Special Dietary Restrictions: _____

Allergies: _____

Other special needs or pertinent information: _____

Signature of MD, PA-C, NP, DO: _____

Please print or stamp MD, PA-C, NP, DO name: _____

Address: _____

Telephone: _____ Fax: _____

***Health Care Provider must be a Physician (MD, DO), Nurse Practitioner, or Physician Assistant.**

Appendix H: Hepatitis B Immunization

COLBY COMMUNITY COLLEGE
Department of Nursing

HEPATITIS B IMMUNIZATION

The Hepatitis B vaccine is developed from the surface antigen of Hepatitis B. It is recommended for administration to high-risk groups, particularly those in the health care fields who are in contact with potentially infectious body fluids.

Dose: Series of three IM injections with the second injection given one month after the initial injection and the third given six months after first injection.

I understand that I must have three doses to confer immunity. The vaccine provides protection for 99% of participants receiving the full series of three vaccinations, and in most cases, lasts for at least ten years. However, as with all medical treatment, there is no guarantee that I will become immune.

I understand that, according to studies completed by the CDC, the most common side effect of this vaccine is a sore arm, although the possibility of headache, and/or dizziness exists.

Refusal of the vaccine relieves the clinical facility and Colby Community College of any responsibility if I should contract the virus during clinical rotation.

VERIFICATION OF HEPATITIS B IMMUNIZATION

I have received the Hepatitis B Vaccine. I have attached a copy with my records.

Student Signature: _____

Date: _____

CONSENT FOR HEPATITIS B IMMUNIZATION

I have decided to receive the Hepatitis B vaccine and understand that the cost is my financial responsibility.

Student Signature: _____

Date: _____

WAIVER OF HEPATITIS B IMMUNIZATION

After reviewing this information on Hepatitis B vaccine requirements, I do NOT wish to receive the vaccine at this time.

Student Signature: _____

Date: _____

Appendix I: Student Notice of Information Shared – FERPA Release

COLBY COMMUNITY COLLEGE
Department of Nursing

Student Notice of Information Shared

This serves as a notice to students that personal information is shared with clinical sites to meet the requirements of the program and clinical facility.

Personal information that is shared with clinical sites can include but not limited to:

- Legal name
- Social security number
- Immunization records: including results of titers and chest x-rays
- Current proof of CPR
- Current proof of nursing licensure or other credentials as accepted by the nursing program
- Proof of current health insurance
- Additional paperwork required by the facility
- HIPAA agreement

As a Colby Community College student of the nursing program, I understand this information is required and this information will be made available to the current clinical locations utilized within the nursing program.

Student Signature

Date

Faculty Signature

Date

Director of Nursing Signature

Date

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