



**Associate Degree Nursing
Student Handbook
2020-2021**

Table of Contents

Mission.....	5
Nursing Program Mission Statement.....	6
Course Curriculum	7
PROGRAM APPROVAL.....	Error! Bookmark not defined. 8
Program Philosophy.....	9
Conceptual Framework.....	10
ADN Program Outcomes.....	11
ADN Program Courses.....	12
Credit Hour Definition.....	13
Admission to ADN Program	14
Re-Admission to the Program.....	15
Grading and Progression.....	16
Procedures to be Followed for Probation and Dismissal.....	17
Grievance Procedure	18
Testing Procedure	19
Nursing Practicums and Competencies	21
Attendance and Missing Class/Clinical Assignments.....	22
Student Health	23
Policy on Bloodborne Disease.....	25
Substance Abuse	26
Policy on Use of Social Media	27
General Policies.....	28
Counseling	28
Learning Resource Center.....	29
Clinical Planning Attire.....	29
Dress Code for Clinical Experience	29
Lab/Practicum Uniform.....	29
TOEFL	29
Employment.....	30
Convictions or Disciplinary Action	30
Student Representatives.....	30
Composition/ Selection:.....	30

National Technical Honor Society	31
Canvas	31
Emergency Response & Management Plan.....	31
Guidelines for Accommodations for Students Enrolled in Nursing Programs.....	32
Accessibility Services.....	32
CONSENT FOR RELEASE OF PHOTOGRAPHS	33
HANDBOOK ACKNOWLEDGMENT	34



Welcome Letter

Dear Nursing Student:

The faculty of the Department Nursing welcomes you to Salina Area Technical College. We look forward to working with you.

This handbook contains policies and guidelines that apply to all students enrolled in the Nursing Program. The website for Salina Area Technical College is www.salinatech.edu. You should keep this college website handy for use as a reference during your student career here at SATC. It contains the answers to many of your questions about the college.

We look forward to working with you as you progress toward your career goals

Respectfully,

The Nursing Program Faculty



Mission

Salina Area Technical College will meet employment needs of the region by providing a diverse community of learners with the technical and general education skills necessary for employment, personal growth and lifelong learning.

Vision

Be the college of choice for the region where students are equipped to succeed in the dynamic world of business and industry.

Values

Collaboration: To build a stronger community, SATC values partnerships with K-12, business, and community organizations. Together, we can achieve more.

Lifelong Learning: SATC values supporting individual goals that encourage students to learn, grow, collaborate, and innovate throughout their life.

Diversity: SATC embraces the diversity of our students, employees and community by promoting inclusion and access for all.

Excellence: SATC values its students and is committed to providing an education that encourages responsible, successful, and ethical employees.

Innovation: SATC values innovative technology and delivery methods to keep student learning relevant within a rapidly changing world.

Nursing Program Mission Statement

The mission of the nursing department at Salina Area Technical College is to meet employment needs for Licensed Practical Nurses and Registered Nurses by providing high quality education that includes meaningful classroom experiences, realistic simulation, and a variety of clinical experiences that will prepare learners for employment, personal growth, and lifelong learning.

**Associate Degree Nursing Program
Course Curriculum
Associate of Applied Science**

Prerequisite Courses..... Credits

Also, SATC PN prerequisites:

BIO 150	Anatomy and Physiology w/lab	5
PSY 105	Human Development.....	3

Additional ADN prerequisites:

MAT 150	College Algebra.....	3
BIO 200	Microbiology w/lab.....	5
PSY 101	General Psychology	3
ENG 101	English Composition 1	3
<u>COM 102</u>	<u>Interpersonal Communication</u>	<u>3</u>
Total:		25

Second Year Fall Semester			Second Year Spring Semester		
Course Title		Credits	Course Title		Credits
NUR 200	LPN to RN Transition	1	NUR 220	Complex Care Needs of the Adult	10
NUR 205	Health Assessment and Advanced Nursing Skills	3	NUR 230	Nursing Leadership and Management	2
NUR 210	Complex Care Needs of the Mental Health and Maternal Child populations	8			
Semester Total		12	Semester Total		12

Total prerequisite credit hours	25
Total Nursing credit hours	24
Credits transferred from PN	17
TOTAL DEGREE PROGRAM CREDITS	66

Upon successful completion of the Second-Year courses, a maximum of 17 credit hours will be transferred from the student’s Practical Nursing certificate. The graduate’s A.A.S. degree will be 66 credit hours.

Program Approval

The Kansas State Board of Nursing voted to accept a request from Salina Area Technical College to offer an Associate Degree Nursing completion program. A site visit by the Kansas State Board of Nursing approved the program in July, 2018.

Program Philosophy
ADN Program
Salina Area Technical College

We believe:

The Associate Degree Nursing program at Salina Area Technical College is designed to prepare Licensed Practical Nurses for entry level employment in professional nursing. The program's mission is consistent with the mission and values of Salina Area Technical College.

The patient is the recipient of nursing care. The patient may be an individual, family, or group of individuals in need of nursing care which may include health promotion, assistance with recovery from an illness or surgery, or support during end of life. The patient has the right of self-determination reflecting his or her own values. The patient also has the right of privacy regarding his or her health, and health care records.

The goal of nursing care is to assist the patient to regain health (or achieve a peaceful death) by applying holistic principles with a caring attitude. The application of nursing care is based on standards and competencies created by the American Nurses Associations Scope and Standards of Practice (3rd Ed., 2017) and the NLN Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, and Associate Degree, Baccalaureate, Master's, Practice Doctorate, and Research Doctorate Programs in Nursing as guidelines. QSEN (Quality and Safety in Nursing Education) Competencies of Safety, Teamwork/Collaboration, Informatics, Evidence-Based Practice, Quality Improvement and Patient Centered Care are integrated into the didactic and clinical portions of the program.

During delivery of nursing care, the nurse collaborates and communicates with other members of the health care team and the patient; and uses clinical judgment to make clinical decisions based upon data from the patient, the health care team and evidence-based practice. Nursing care decisions are also made considering the diversity of the patient.

Associate degree nursing education in a 1+1 program promotes the development of the nursing student from an LPN role and knowledge base. The educational program builds upon the knowledge, skills, and abilities of the LPN, adds additional knowledge, skills and abilities all designed to move the nurse to the professional nursing role.

A variety of social and biological science courses are required to prepare the student for the professional nursing program. It is the responsibility of the nursing faculty to establish academic and clinical performance standards, and to assess and evaluate student development to meet these standards. The faculty develops and maintains a curriculum that closely correlates theory with practice and is guided by the Kansas Associate Degree Nursing (ADN) program alignment process. Excellence is expected. Learning best occurs through the provision of sequential learning experiences and the use of innovative technology. It is the responsibility of the student to actively participate in the learning process in both classroom and clinical settings, setting a pathway for lifelong learning.

Upon successfully completing the Associate Degree Nursing program at Salina Area Technical College, the graduate is eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and will demonstrate beginning competency as a professional nurse.

**Conceptual Framework of
ADN Program
Salina Area Technical College**

Caring: The essential component of holistic nursing. Includes nurturing, but results in protection, enhancement, and preservation of human dignity (Watson, 1988)

Clinical judgment: The process by which the nurse arrives at a nursing diagnosis and identifies appropriate nursing actions. This involves problem solving, decision making, clinical reason, and critical thinking.

Collaboration and teamwork: Working with all disciplines and other nurses to develop an optimal plan of care for the patient.

Communication: Imparting and exchanging information.

Diversity: Recognizing and respecting differences; planning care that matches the needs of each person's beliefs and customs.

Evidence based practice: Using the experience of the nurse, and the best available research evidence to make clinical decisions for the patient. (Stedman's 7th Ed.)

Excellence: Quality education that requires the student nurse to show accountability for self and for patients combined with a high academic passing standard.

Innovation: Using technology to deliver simulation and theoretical education; adapt use of current technology to enhance patient care.

Lifelong Learning: Encourage and model ongoing education.

Leadership: The action of leading a group of people.

Patient-centered care: Care that is individualized for each specific patient/support unit.

Professionalism: Actions taken by the nurse that shows by appearance, treatment of patient with respect and dignity, promotion of health and well-being, integrity, and high standards of practice that the nurse is a member of a profession.

Quality Improvement: Improving patient outcomes by evaluating and making changes based upon the results of data collection. (QSEN)

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

Salina Area Technical College
ADN Program Outcomes:

1. Integrate caring behaviors in practicing the art and science of nursing within a diverse population.
2. Implement professional standards and scope of practice within legal, ethical, and regulatory frameworks.
3. Collaborate with clients and members of the inter-professional health care team to optimize client outcomes.
4. Formulate safe and effective clinical judgements guided by the nursing process, clinical reasoning, and evidence-based practice.
5. Manage care and provide leadership to meet client needs using available resources and current technology.
6. Generate teaching and learning processes to promote and maintain health and reduce risks for a global population.
7. Demonstrate effective communication methods to manage client needs and to interact with other healthcare team members.

Note: These are the revised graduate outcomes created through the ADN program alignment process in 2015. Source: KBOR program alignment.

Salina Area Technical College
Associate Degree Nursing Course Descriptions

NUR 200 LPN to RN Transition 1 credit hour. 15 contact hours.

This course focuses on the role transition from LPN to RN. Emphasis is placed on the nursing process, communication, and critical thinking skills. Program concepts are taught. Personal effects of change. Principles of evidence-based nursing research to guide teaching/learning. Understand regulatory framework under which nursing practices. Prerequisite: Admission to the program.

NUR 205 Health Assessment and Advanced Nursing Skills. 3 credit hours 2.5 didactic (37.5 contact hours)/.5 lab (22.5 contact hours). Total 60 contact hours.

This course focuses on the skills necessary to complete a comprehensive and focused health assessment of patients, and on IV therapy. Health assessment includes history taking, identification of risk factors, and physical assessment techniques for patients of all ages. Specific body systems are emphasized. Principles and practice of IV therapy are emphasized. Lab time will be used to practice skills. Competency testing will be done for physical assessment and IV therapy skills. Prerequisite: Admission to the program.

NUR 210 Complex Care needs of the Mental Health and Maternal Child Populations. 8 credit hours. 6 didactic (90 contact hours)/2 clinical (90 contact hours). Total 180 contact hours.

This course focuses on mental health and maternal-child and pediatric patients. Health promotion, illness prevention, and maintenance of health are emphasized in either acute or chronic conditions. Within the maternal child population, the focus will be on high risk mothers and babies. The nursing role is emphasized. Emphasis in preventive, supportive, and therapeutic care is offered through clinical experiences in the care of the obstetrical patient and newborn, child, and adolescent and in mental health care settings. Prerequisite: successful completion of NUR 200 and NUR 205 with a "C" or better.

NUR 220 Complex Care Needs of the Adult 10 credit hours. 7 credit hours didactic (105 contact hours)/3 credit hours clinical (135 contact hours). Total 240 contact hours.

This course focuses on the nursing care of adults with complex medical-surgical acute or chronic conditions. The expansion of the nursing role to families and groups is emphasized. Health promotion, illness prevention, and maintenance of health are emphasized. Prerequisite: Successful completion of NUR 210 with a "C" or better.

NUR 230 Nursing Leadership and Management 2 credit hours. 30 contact hours.

This course focuses on nursing leadership and management as it applies to a ADN-prepared nurse working within a health care system. Current issues affecting the nursing profession and healthcare are also discussed. Prerequisite: Successful completion of NUR 210 with a "C" or better.

Credit Hour Definition

The “credit hour” is the basic unit of measure used for determining college credit. Salina Area Technical College, in accordance with federal government guidelines and Higher Learning Commission expectations, defines the credit hour as:

One hour of lecture class time and two hours per week of work outside of class. For the typical three credit hour class, a student spends three hours per week in class and should expect to complete at least six hours per week of work outside of class.

The ratio of contact hours to credit hours in nursing lecture courses will be 15:1. The ratio of contact hours to credit hours in nursing laboratory courses will be 30:1 and clinical courses will be 45:1.

Admission to ADN Program

External applicants are eligible for consideration of admission to the Associate Degree Nursing program when all admission requirements are completed including:

1. Application to Salina Technical College
2. Application to Associate Degree Nursing Program
3. Proof of completion of prerequisite courses with a least a "C" in each course. Overall GPA of 2.5 is required in the prerequisite courses.
4. Proof of active Kansas Practical Nursing license
5. Submission of results of current version of ATI PN Comprehensive Predictor
6. Complete submission of immunization requirements
7. Submit a 2-page, typed paper addressing why you desire to pursue the associate degree of nursing

Applications will be selected from the list of qualified applicants. A scoring rubric will be used to determine the highest scoring applicants. In case of a tie, the ATI PN Predictor test results will serve as the tie breaker.

Internal applicants (current SATC Practical Nursing students) will be considered for direct admission from the Practical Nursing to the Associate Degree Nursing program if the student meets the following criteria:

- A "B" or (3.0) cumulative score in Fall Semester PN nursing courses.
- Completion of ADN-level prerequisite courses with a "C" or higher in each course. Overall GPA of 2.5 is required in the prerequisite courses.
- New application to Salina Technical College
- Application to SATC Associate Degree Nursing Program

A successful candidate will be admitted provisionally to the ADN program, with full admission after successfully passing the NCLEX-PN licensure exam.

Re-Admission to the Program

There may be circumstances when a student is not capable of finishing the program, i.e., not the right time in the student's life or possibly dismissal from the program. Students may have the option for reapplying to the program.

Many students who request readmission had academic or personal struggles while they were enrolled, and do not have good retention of knowledge, skills and abilities. Requiring proof of content mastery is one way to determine whether the student is ready for advance placement, or whether they may need to repeat the program.

When an individual who has not completed a nursing program desires to be readmitted, the individual must follow any procedures required for readmission for Salina Area Technical College. These may be found in the SATC Student Policies and Procedures Handbook.

In addition, the following steps must be completed within the Department of Nursing.

An individual who has been out of a program from 6 months to 2 years will be required to successfully complete:

- Form requesting readmission to the nursing program (available from the Nursing office) including evaluation of their reason for leaving the program and a detailed description of their plan for success in a subsequent admission.
- Clinical skills testing with an 80% score or greater
- Math final with a minimum score of 100%.
- All course finals up to semester of enrollment with a score of at least 78%.
- Updated BLS, TB skin test, flu shot, background check and physical exam as needed
- Completion of a **new** application packet for the ADN program
- Meeting with the director of nursing to review the student's plan for success with re-admission

An individual who has been out of a nursing program for over two years will be required to enter the program at the beginning.

Fees have been established for re-admission testing to cover the expense of faculty and support staff time, and the expenses of supplies. The fees for readmission tests are:

- Each written test: \$25
- Skills testing: \$50

Additional Readmission Policies:

- A student is allowed one readmission to the program.
- Students dismissed because of clinical safety issues will not be readmitted.
- Students who believe they had extenuating circumstances justifying a second readmission may address a letter to the Director of Nursing stating the nature of the circumstances for which consideration should be given.

Grading and Progression

Each course will have a separate grade as a part of the total program. For the courses with a clinical component, both the clinical and didactic course must be passed for the student to progress in the program. No credit is given for the courses that have both a clinical and didactic component if one is failed.

Exams, assignments, and final grades within lecture courses are graded by the following breakdown:

- A: 94-100%
- B: 86-93%
- C: 78-85%
- D: 70-77%
- F: below 70%

A grade of "C" or higher in each course is required to pass the course. All courses are sequential, and a grade below C will prevent the student from moving to the next course in the curriculum.

All assignments, presentations, quizzes and exams will be assigned a specific point value. At the end of the course, the student's total points will be tabulated and converted to a percentage of the total points possible. The grade is based on that percentage. **STUDENTS MUST COMPLETE ALL ASSIGNMENTS WITHIN A COURSE.**

Clinical courses will be graded on a pass/fail basis, based in part on evaluation forms completed by the clinical instructors. Completed clinical hours, clinical evaluations, attendance, student engagement at clinical rotations, and clinical paperwork will all contribute to the final grade.

While the clinical component is a P/F, course work within the clinical course that contributes to the P/F will be graded and reflective of the nursing grading scale. Both the clinical evaluation form and clinical work must be passed for the student to progress in the program.

Satisfactory progress, clinical courses:

1. A passing grade with no clinical probation is required for successful completion of a clinical course, or clinical component of the course in the ADN program.
2. Successful completion will also include passing practicum skills testing. These skills are evaluated through student performance in the presence of an instructor with a pass/fail given.
3. Student attendance during each clinical rotation is required to allow for effective evaluation of the student's ability to meet clinical performance standards. Inadequate attendance or preparation during a clinical rotation can result in probation or clinical failure.

Progression and Completion

- A. Courses are to be completed in sequence, as identified in the college catalog.
- B. A passing grade is needed in the didactic AND clinical course for the student to progress in the program.
- C. A course grade of "D" or lower requires that a course must be repeated.

- D. Associate Degree Nursing graduates are awarded an Associate of Applied Science Degree. Graduates of the program are eligible to take the National Council Licensure Exam (NCLEX) for Registered Nurses.

If the student fails to comply with established academic or clinical performance standards or at the discretion of the instructor, the student may be placed on probation or considered for dismissal from the program.

Probation

1. Probation is a period of time during which student activity is directed toward improvement and/or correction of identified deficiencies in academic or clinical performance.
2. Length of Probation
 - a. Academic – until the student’s cumulative average in a course is raised to a passing level. Generally, this is 4 weeks, or the end of the course.
 - b. Clinical
 1. Patient care areas – the subsequent rotation, or the remaining part of the last rotation of a course.
 2. Resolution of clinical probation – the outcome of the probation will be pass, extended probation, or failure, with final clinical course grades identified as pass or fail.

Dismissal

1. Reasons for dismissal include, but are not limited to:
 - a. Inability to change identified negative behavior(s) during the probationary period.
 - b. Inability to comply with existing college, program, or agency policies.
 - c. Any behavior which significantly compromises patient or staff safety. This could include, but is not limited to:
 1. leaving assigned patient unprotected.
 2. lack of preparation for patient care.
 3. leaving assignment without proper notification.
 4. physical or verbal abuse of individuals.
 5. substance abuse.
 6. working immediately preceding a scheduled clinical rotation.
 7. academic dishonesty or falsification of records, including plagiarism.
 8. failure to successfully demonstrate competency with core skills.
 9. failure to maintain confidentiality of patient records or information.

Individual faculty members may recommend failure, but the full faculty must concur with the final decision.

Procedures to be Followed for Probation and Dismissal

1. Notification
A statement of probation will be dated and signed by the student and the faculty advisor when the student is notified of academic or clinical probation. The student will receive a copy of this statement and student services will be notified.

2. Academic Probation
 - a. The student will be informed when the cumulative course grade is below 78%
 - b. The student will create an action plan for improvement, which is recorded on the probation sheet.
 - c. The student will sign the probation sheet during a conference with the faculty advisor.
 - d. Classroom work will be closely monitored during the probation period.
 - e. The student will remain on probation for the entire probationary period; probation length is at least four weeks.
3. Clinical Probation
 - a. The student will be informed verbally by the clinical instructor whenever unsatisfactory or unsafe nursing care is noted.
 - b. At the completion of each clinical rotation, a scheduled conference will be held by the student and instructor to review the student's progress in meeting clinical performance standards. The conference includes the giving of a grade (pass, probation, or fail) and the signing of the evaluation form by both the student and the instructor. A student may be placed on probation during a rotation if the instructor judges the student's performance to be consistently below established level objectives.
 - c. The student placed on probation will have a conference with the faculty advisor or clinical instructor, will create an action plan for improvement, and sign the probation form.
 - d. Clinical work will be closely monitored during the next rotation or the remaining weeks of the current rotation, consistent with the time probation is initiated.
 - e. If the performance standards have been met satisfactorily at the end of the next clinical rotation, the student is informed and removed from probation.
 - f. If the negative behavior that caused the probation is still being shown or progress utilizing new learning is not evident, the clinical instructor may recommend dismissal. This recommendation must be acted upon by the full program faculty. If the faculty decision is to support the instructor's recommendation of failure, the student will be notified of the decision in a conference.
 - g. If a student is grossly negligent concerning patient or staff safety, the clinical instructor may recommend dismissal for the student to the faculty without the student's having been on probation. The student will be notified of the decision in a conference.

Grievance Procedure

If the student does not agree with the decision of the nursing faculty, an appeal to the program administration may be made using the grievance procedures listed in the Salina Area Technical College Student Handbook.

Testing, Exam Review, and Late Testing

Testing Procedure

1. Tests will be administered on scheduled days and times specified on student calendar.
2. Personal belongings including cell phones will be removed from the student's immediate area (outside classroom or front of classroom) during testing. No caps or hats will be allowed. Calculators, if allowed, must be approved by the instructor.
3. Assistance with testing in any form is not allowed without prior permission. This includes testing in an area other than the assigned classroom.
4. All test answer sheets, scratch paper must be turned in to the instructor at the end of the test period and accounted for prior to the student's leaving the classroom.
5. Online testing students will log off the course management system immediately after test submission and exit the testing area.
6. The late test policy/procedure will be followed for students who are late or absent from a test.

Exam Review

1. Test scores will be posted on the online grade book after grades are finalized.
2. Test scores will be posted no later than one week after test administration.
3. Students may be allowed to review paper/pencil tests in the classroom or online.
 - a. No discussion of questions will be allowed while viewing tests in class.
 - b. Notes will not be taken during test review.
 - c. Students questioning an item should make an appointment with the instructor responsible for the material, and submit, in writing, three separate citations supporting student's viewpoint for alternate correct answer.
 - d. Materials will be reviewed by faculty and compared to tools and texts used in classroom.
 - e. Faculty member responsible for test content will respond to the student, in writing, within three classroom days.
4. Online test review may be immediate if 100% of the class is present for testing. Students are always encouraged to make an appointment with the faculty member for test review if immediate review is not an option.

Late Testing

1. *Taking an exam later than the scheduled time will result in a reduction in the student's exam score. For the first day, 5% will be deducted from the student's exam score.*
2. 5% will be deducted for each of the next two days that the exam is not taken, for a total of 15%. It is the student's responsibility to notify the instructor of the course to arrange a make-up date for the exam. If a student fails to complete the exam within three class days, the student will receive a zero for the exam.

Example:

<i>Original Score</i>	<i>10 minutes to 1 day late</i>	<i>2 days late</i>	<i>3 days late</i>	<i>4 days late</i>
90%	85%	80%	75%	0

- A. A student may be admitted late to a test at the instructor's discretion.
- B. The student must contact the faculty member responsible for the exam on the first day following the absence.
- C. In the case of a prolonged absence when the student has missed several exams, the student will work with the faculty to develop a written plan for becoming current with coursework and testing.
- D. Rescheduled exams may be taken before or after a classroom or clinical day.
- E. At the instructor's discretion, rescheduled exams may follow a different format than the original. The plan shall be approved by the program faculty members.
- F. All exam retakes will be arranged in coordination with the faculty member and the LRC coordinator.

**SATC Grading Policy for
Nursing Practicums and Competencies**

All Competencies/Test must be completed at the specified proficiency to successfully complete the Associate Degree Nursing program.

Steps to complete a clinical practicum are as follows:

1. Clinical practicums are scheduled by the program instructors. Each student will be assigned a time to be tested. Each student will be evaluated by one of the clinical instructors, and if the student is deemed competent, no further action is needed.
2. If the student is deemed to need enrichment of skills, an enrichment session will take place prior to a second attempt.
3. The second attempt at a practicum skill will only be scheduled after an enrichment session followed by practice. The student will document lab time for skills practice and notify one of the faculty members when they have met the practice and enrichment requirements.
4. A different clinical instructor will evaluate the clinical competency the second time. If the student is deemed competent, no further action is needed.
5. If the student does not pass the competency, a final enrichment session and practice is scheduled.
6. The instructor may opt to video the competency test the third time to assist the student in identifying their own performance. A student is in jeopardy of failing the program if they cannot successfully demonstrate a skill after three tries.

Attendance and Missing Class/Clinical Assignments

Rationale:

Salina Area Technical College's nursing programs have established a policy and procedure related to appropriate attendance during class or clinical learning experiences. Student participation in learning activities is vital to attainment of knowledge and skills. Behaviors demonstrating the responsibility inherent in the nursing role include promptness and reliability. Curriculum content and time allocation are approved by the Kansas State Board of Nursing.

Policy:

Students are expected to attend classes and clinical. A student is also expected to have very little clinical absence. While nothing can duplicate the concurrent clinical experience, students will be expected to make up any clinical absence beyond 16 contact hours. For specialty areas, clinical make-up will be required when more than (8) of the clinical hours are missed. The amount of clinical make-up may be determined by the clinical instructor. Students are expected to be at the clinical site, prepared to deliver care at the scheduled time. A student is expected to notify the clinical site and instructor when absent.

Procedure:

- Students receive paper or electronic copies of the SATC Student Handbook and Nursing Student handbook.
- Overall attendance status will be monitored on an ongoing basis. Clinical absences will be monitored for each rotation, course and for the total program.
- For class days, the student is responsible for notifying the program faculty prior to the beginning of the scheduled day. Call, text or email the instructor if you will be late or absent, just like you would do at your place of employment.
- Probationary counseling for low academic performance will trigger a review of the attendance record.

Additional Information:

- A student who needs to make up clinical time to fulfill requirements will complete the requirements during the semester and prior to starting the next semester or completion of the program.
- The instructor may ask a student to leave either class or clinical if, in the judgment of the instructor, the student is unable to perform expected responsibilities, or the student is a health hazard to others. The student will be considered absent.
- A graduate's attendance record will be shared with potential employers who call requesting reference information.

It is the student's responsibility to come to the instructor for make-up work due to an absence. If you want to discuss what you have missed, or make arrangements before an absence, please come to the instructor before or after class. Get notes from other classmates before or after school, not during class. Make-up work will not be discussed during class time. Make-up work must be completed *no more than one week* after returning to class.

Student Health

To work effectively in the health care field, students are expected to maintain personal health. In addition to the basic habits of good health practice, the following recommendations, requirements, and procedures will be followed:

The U. S. Department of Health and Human Services, Centers for Disease Control, recommends that health care workers receive all immunizations identified for their age group. This includes immunizations for diphtheria-tetanus, poliomyelitis, measles (rubeola), rubella, mumps and varicella. Hepatitis B immunization is also recommended for health care workers.

1. During the application process for SATC nursing programs, applicants are required to submit proof of:
 - A. Hepatitis B series (3 doses) or proof of one positive titer.
 - B. Varicella (2 doses) or proof of immunity by titer.
 - C. MMR (2 doses) or proof of immunity by titer to:
 - i. Rubeola
 - ii. Rubella
 - iii. Mumps
 - D. Documentation of tetanus within the last 10 years.
2. Prior to student contact with patients, the Division of Nursing also requires evidence of
 - A. Health history and physical form.
 - B. Proof that the student does not have active tuberculosis. See following page for details.
3. Students will also be required to receive an annual influenza vaccine. The cost will be paid by the student.
4. Contracting communicable conditions that may present a hazard in the clinical setting must be reported to the nursing faculty immediately. (See influenza/infectious disease policy.)
5. Students are required to carry health insurance. Information about student health insurance is available in the main office. All students enrolled and in good standing are covered by accident insurance through SATC.
6. A student who becomes pregnant, is diagnosed with an illness requiring ongoing medical treatment, or is scheduled for a surgical procedure that may include physical restrictions, is expected to notify their assigned nursing faculty advisor as soon as possible. The student must have the approval of their primary health care provider to remain in clinical courses. A written statement to that effect must be submitted to the Director of Nursing. Students are responsible for obtaining and delivering this statement. A copy of the statement must be provided to the student's current clinical instructor to help avoid assignments to potentially hazardous situations.
7. Students should develop and maintain good mental and physical health habits. If learning is impaired due to health-related issues, the student is expected to take action to modify or resolve these issues.

A list of healthcare agencies available to the students follows.

List of Salina Area Healthcare Agencies

Saline County Health Department 785-826-6600 www.sschd.org

125 W Elm St Salina Hours 8:00am to 5:00pm Monday through Friday
Immunizations, TB testing, Pregnancy testing, STI testing.

Comcare Clinic 785 825-8221 www.comcarepa.com

2090 S Ohio Salina 8:30am to 5:00pm Monday through Friday
Primary Care Clinic

Mowery Clinic 785-827-7261 www.moweryclinic.com

737 E Crawford St Salina 8:30am to 5:00pm Monday through Thursday, 8:30am to 12:00pm Friday
Primary Care Clinic

Med Express 785-827-3551 www.medexpress.com/salina

2770 S 9th Street Salina Hours 8:00am to 8:00pm Monday through Sunday
Urgent Care. School physicals, flu shots, immunizations and vaccinations.

Statcare 785-827-6453 www.comcarepa.com

1001 S Ohio St Salina Monday through Sunday 8:00am to 8:00pm
Urgent Care, School & Athletic Physicals

Salina Regional Health Center 785 452 7000 www.srhc.com

400 S Santa Fe Salina 24-hour ER care and ambulatory surgery and med surgical floors

Salina Family Healthcare Center 785-825-7251 www.salinahealth.org

651 E Prescott Rd Salina
Medical and Dental Services—community based.

Policy on Bloodborne Disease

Students may be exposed to bloodborne pathogens as part of the program of study. The following steps are taken to ensure that the student understands the risk and recommended safety measures:

1. Instruction in disease transmission, infection control measures and safety precautions in the workplace.
2. Use of safety measures and knowledge of disease transmission in both lab and clinical settings.
3. Instruction in steps to take if an exposure occurs.
4. Follow-up measures post-exposure.

Each student is asked to sign a Statement of Understanding regarding bloodborne pathogen exposure prior to the first clinical rotation.

Exposures at the clinical site will follow that clinical site's bloodborne pathogen exposure plan for initial management of the exposure.

Long-term exposure management will be initiated by the Director of Nursing; the student will be referred to a local agency that will manage the follow-up testing.

Expenses incurred because of a bloodborne pathogen exposure, whether in lab or clinical, are the responsibility of the student.

Substance Abuse

Rationale:

It is recognized that illness and disabilities can compromise nursing practice and jeopardize public safety. One illness or disability which has this potential is chemical dependency. Chemical (drug or alcohol) dependency is a chronic, relapsing illness that is characterized by denial. The Kansas Nurse Practice Act addresses the issue of chemical dependency in KSA 65-1120 (a), Grounds for Disciplinary Action. Clinical agencies with which the college has cooperating agreements for student learning experience also have policies relating to employees working free from the effects of alcohol and other performance impairing substances. College policy deals with students in the classroom and on college property but does not specifically relate to the nursing practice setting. For these reasons, the following program policy has been developed.

1. Individuals who are currently on parole or probation for a controlled substance or alcohol related offense will provide information to the nursing director that provisions of the parole and probation are being satisfactorily met.
2. If the nursing faculty has reasonable suspicion of substance abuse based on objective criteria, the college or program policy will be followed. If the behaviors are observed when the student is at a clinical site, the student will be required to have drug and/or alcohol testing.
3. The Vice-President of Student Services will be notified, and the student will be transported for drug/alcohol testing. Positive results for any illegal drugs, prescription drugs not medically authorized or blood alcohol will be grounds for dismissal from the program. The student will not be allowed to participate in clinical site experience until the results of the laboratory work are available. Refusal to provide a specimen for this testing will be grounds for dismissal from the program.
4. The student will be asked to call family or friends for a ride from the clinical site. Failure to do this will initiate police notification by the SATC faculty/staff.

Policy on Use of Social Media

SATC recognizes that social networking has changed the way people communicate and that students want to be a part of this ever-changing platform. However, because social networking is so accessible and has blurred the lines between personal and private, there are a number of concerns with social networking sites of which you should be aware. Realize that the information you post may be available to anyone, including SATC faculty, fellow classmates, current and prospective employers and many more. While SATC encourages online collaboration, we would like to provide you with a policy and set of guidelines for appropriate online conduct to avoid the misuse of this communication medium.

- Online can mean forever. Remember what you post is accessible long after you remove it. Comments can be forwarded or copied. Years from now prospective employers could find posts you create now. If it is not something you would say to a person face to face, you should think twice about posting it online.
- Do NOT use social media to post content that is obscene, defamatory, racist, harassing, threatening, bullying or otherwise injurious to another person or entity.
- Do NOT use social media to spread gossip, rumors or other unverified information. Furthermore, do not assume that everything posted on social media is true.
- Do NOT be rude or argumentative or use inappropriate language.
- Do NOT insult, disparage, disrespect or defame the College, faculty or members of the Salina community.
- Do NOT post information that you observe or assist in while out in the community setting. You are required to abide by HIPAA Law!

*There are consequences for misuse of social media, including probation and dismissal from the program based on discretion of the Program Administrator.

In addition, the nursing department adds the following guidelines.

- Confidential information related to individuals or agencies must not be disclosed.
- Information concerning clients or clinical rotations (for example photos, stories, discussions) must not be posted in any online forum or webpage.
- The student must not disclose confidential information about the College, its employees, or its students.
- No materials provided by the instructor for classroom use, including lectures, lecture notes, and handouts may be posted in any social networking site, online forum, or webpage.
- The student must not state personal opinions as being endorsed by the College.
- SATC does not tolerate content from students that is defamatory, harassing, libelous or inhospitable to a reasonable academic environment including to faculty, fellow students, staff, or clients at any of the clinical sites utilized for the program.

The student is notified that:

- Social media may be used to investigate student behavior.
- Students are legally responsible for anything that is posted in social media forums.

- Postings on social media sites that do not meet the standards outlined above will result in disciplinary action including suspension or dismissal from the program. A student that does not meet the standards for posting on social media will be required to submit a paper related to the topic at the discretion of the director.

General Policies

Academic Integrity

Students who compromise the academic integrity of the classroom, laboratory, internship or clinical areas are subject to disciplinary action, which may result in probation, suspension, and/or expulsion from SATC. Violations of academic honesty include, but are not limited to cheating, plagiarism, falsification, forgery or alteration of records. The student will be notified of any incident and given an opportunity to meet with the Program Administrator.

Graduation

All students who successfully complete the Associate Degree Nursing program will be awarded an Associates of Applied Science Degree (A.A.S) , attesting all the requirements have been fulfilled. Graduates will be eligible to take the NCLEX-RN—the licensure exam for Registered Nurses in all states within the USA.

Background Check

Clinical contracts require that all students pass a background check. All clinical students will be asked to submit an approved background check at their expense. Background checks will be considered current for two years for students who transition directly from PN to the ADN program.

Health Insurance

Individual health insurance for each student is required to cover any illness or injury that may occur during clinical instruction. The student will provide a record of the above information to maintain a department record. This record will be requested before the first clinical rotation.

BLS

Basic Life Support from American Heart Association at the Healthcare Provider level is required prior to clinical experience. This certification is to remain current throughout the program year.

Counseling

As identified in the SATC Student Handbook, counseling services are available to all students. A counselor is available in the main office by dropping in or by appointment as well as being available by telephone.

Faculty Advising

At the beginning of the program year, students will be assigned a faculty advisor. Advising sessions can be made during office hours or by appointment. Mandatory advising sessions will be assigned at the beginning of each semester.

Learning Resource Center

The Learning Resource Center (LRC) is staffed to assist students in locating and using resources to enhance learning.

Electronic resources, computer software and unit modules may not be removed from the site where they are to be used in the Nursing Department or LRC. Please check with library staff, nursing faculty or division chair if you have questions.

Clinical Planning Attire

The attire for clinical planning is the standard program uniform. Identifying nametag must also be worn. A student who does not present herself/himself at the clinical site as required is subject to disciplinary action.

Dress Code for Clinical Experience

The student must be neat, clean and appropriately dressed at all times. Contractual agreements with clinical sites require that students are dressed in a standard program uniform with identifying name badge. All aspects of clinical attire (uniform, stockings/ socks, shoes) should be clean, free of obvious stains and in good repair. Specific dress code policy from each clinical agency will also be considered as mandatory requirements for students (hair color, piercings, tattoos, etc.) A student who does not present himself/herself at a clinical site as required by the contractual agreement/policy/handbook may be denied access to clinical for that day.

Clinical Uniform

The standard program attire for Associate Degree nursing consists of the prescribed uniform with a sewn-on program patch. The patch is to be sewn on the upper left sleeve of any uniform top. A lab jacket that is solid black in color may be worn in the clinical setting. Any other cover jackets or sweaters will not be worn at the clinical site. Shoes must be all black and clean. Black, gray, or white long sleeve t-shirts without a collar may be worn under uniform tops. Fleece material is not allowed in the clinical setting.

Lab/Practicum Uniform

The attire for Lab/Practicum is the standard program uniform. Identifying name tag must also be worn as it is considered a part of the uniform. A student who does not present herself/himself to the assigned lab/practicum as required is subject to disciplinary action. A \$5.00 charge will be incurred by the student for each replacement name badge.

TOEFL

Test of English as a Foreign Language (TOEFL) will be required for applicants if English is not their primary language.

The Kansas State Board of Nursing has set the following as minimum passing scores for the TOEFL exam:

- ▶ Writing – 20
- ▶ Speaking – 20
- ▶ Reading – 19
- ▶ Listening – 20

Each area must meet the minimum requirement.

Employment

ADN: Individuals who plan to be employed as care providers in hospitals, home health agencies, or nursing homes during the program year may practice only according to their license or any certification earned *prior* to beginning the program. Associate Degree nursing student uniforms or nametags are not to be worn. The employing agency is responsible for supervision of work performance.

Because of the heavy study load, students will find it necessary to limit the hours of employment. A student may not work the hours prior to clinical and will be sent home, unexcused, if this occurs.

Convictions or Disciplinary Action

Kansas laws governing nursing state that an individual may be denied licensure if that person has had certain criminal convictions:

KSA 65-1120 Denial, revocation, limitation or suspension of license (a) (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, no license, certificate of qualification or authorization to practice nursing as a licensed practical nurse shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto . . .

Licensure may also be denied because of past disciplinary action on a license or certificate. The Kansas State Board of Nursing staff can answer questions relating to licensure (785-296-4325).

ADN: Early in the first semester, students will be asked to complete a form describing any past convictions or disciplinary action. Students are also required to notify the division chair if convicted of an offense as described above during the program year. If clinical sites require, students may be asked to complete a criminal background check.

Student Representatives

Goals:

- Provide leadership for student body activities
- Serve as communication link with faculty
- Participate in SATC student government activities

Composition/ Selection:

The student body will select at least two individuals to serve as the Student Representative Committee twice during the academic year.

The duties of the Student Representative Committee will include:

1. Organize class activities such as celebrations, pot-lucks, service projects, response to illness or other activities.
2. Serve as an advocate for student concerns:
 - a. Have access to Director of Nursing and faculty.
 - b. Maintain perspective of seeking clarification and referring student questions, rather than assuming a counseling function.
 - c. Maintain confidentiality.
3. Provide representation in SATC Student Government Organization.
4. Chairperson of the Student Representative Committee may attend beginning portion of regular faculty meetings to facilitate communication of student concerns.

National Technical Honor Society

As one way to recognize performance which exceeds program requirements, individuals may be nominated by the nursing faculty for membership in the National Technical Honor Society. Some of the attributes which are criteria for nomination include a GPA of 3.5, classroom grades, the ability to integrate knowledge and skills effectively in the clinical setting, positive attitude, dependability, and personal responsibility. Attendance is also a consideration for nomination. Individuals are inducted into the Honor Society at the end of the program year.

Canvas

1. Tech Support
2. Netiquette:

Netiquette is a combination of Internet and Network etiquette. Netiquette guidelines are recommended guidelines for personal conduct that apply to all online communications. Good online manners are vital to a productive and supportive online learning environment.

- a. It can be tempting to let yourself go in an environment that feels anonymous but remember that there are real people reading your messages.
- b. Your online classroom may well be bringing you together with a diverse group of people. Keep in mind that you probably have something to gain from exposure to views and backgrounds different than you own.
- c. Be careful when using sarcasm and humor, and don't include any obscenities in your messages. Without face-to-face communications, people may take your humor personally, and you never know who may be offended by expressions that are commonplace to you. Keep in mind that online forms of communication are absent of any emotion. Many times, the instructor cannot determine how a comment should be taken. Be sure to word your communications carefully.
- d. Think carefully about what you write about others. Always assume that your electronic messages will be forwarded. Do not write anything that you do not want broadcast to the entire class.

Emergency Response & Management Plan

The SATC Emergency Response and Management Plan provide direction for faculty, staff and students in a crisis situation. A copy of the plan is located in each office and classroom. In addition, maps displaying exit routes, as well as safe areas for fire and weather emergencies are posted in each classroom, including nursing simulation lab areas.

Guidelines for Accommodations for Students Enrolled in Nursing Programs

The Nursing Programs at Salina Area Technical College follow the guidelines outlined by the Kansas State Board of Nursing for NCLEX testing. Students requesting an accommodation for a disability should refer to those guidelines on the Kansas State Board of Nursing website.

Accessibility Services

Salina Area Technical College operates under the mandate of Section 504 and 508 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) Amendments Act of 2008, which prohibit discrimination on the basis of disability against any “otherwise qualified individual.” Individuals seeking accommodations must give reasonable notice (2 weeks or more) and provide documentation to support their request. Reasonable accommodations will be made on a case-by-case basis in order to ensure educational accessibility. Be aware that high school and college have different expectations and requirements and different laws regarding accommodations. Qualified students with documented disabilities may be able to qualify for accommodations. In order to receive services, students should contact:

Vice President of Student Services
2562 Centennial Rd., Salina, KS 67401
E-mail: jennifer.callis@salinatech.edu
785.309.3115 (P) or 785.309.3101 (F)

CONSENT FOR RELEASE OF PHOTOGRAPHS

I hereby give permission to Salina Area Technical College to release my photograph and video images for use in media, college publications, websites, social media, marketing, fund raising and teaching purposes.

I understand I will receive no compensation and that permission is binding.

Signature of Participant

Date

HANDBOOK ACKNOWLEDGMENT

I have read and receive a copy of SATC Student Handbook and the Associate Degree Nursing Program Handbook. I have been given an opportunity to ask questions about the policies of the school and the program. I agree to follow the policies stated in the handbooks and understand that failure to follow these policies can/will result in disciplinary action and possible dismissal from the SATC Associate Degree Nursing Program.

_____ Date _____
Signed

Printed