Practical Nursing

Handbook

WASHBURN UNIVERSITY
INSTITUTE OF TECHNOLOGY

2017-2018
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Dear Practical Nursing Students,

Welcome to the Washburn Institute of Technology’s Practical Nursing Program. Through your commitment to learning and efforts this year, you will acquire the knowledge, skills, attitudes, and abilities necessary for an entry level licensed practical nursing position. You will also be eligible for taking the NCLEX-PN exam. Our faculty will work in partnership with you to facilitate your learning and to assist you in achieving your goal of becoming a Licensed Practical Nurse. Washburn Tech Practical Nursing Student’s NCLEX-PN pass rate is consistently above the state and national level.

This handbook has been prepared for you by the Washburn Institute of Technology’s Practical Nursing faculty, staff, and administration to provide the guidelines, policies, and procedures you will need to understand and follow for successful completion of the Practical Nursing program.

Gallup Polls consistently rank nursing as the number one most honest profession. The Washburn Institute of Technology Practical Nursing faculty, staff and administration expect Practical Nursing students to strive to uphold this public opinion.

Please refer to the Washburn Institute of Technology Student Handbook; this handbook is designed as a supplement to that document.

We want you to be successful and have a rewarding learning experience as a student. If we can assist you in any way, please let us know. Best wishes for a fulfilling and meaningful school year.

Sincerely,

Belinda Eckert and Faculty
**HISTORY**

The Topeka Public Schools of Practical Nursing was established as a part of USD 501 under the Department of Vocational Education. Instruction began in October 1957 at the Monroe School. The Practical Nursing program was moved to the Washburn Institute of Technology Campus in 1968. On July 1, 2008 Kaw Area Technical School affiliated with Washburn University. On May 15, 2009 Kaw Area Technical School became Washburn Institute of Technology.

**ACCREDITATION**

The institutional accreditation has been continuous since first granted in 1964 and was most recently reviewed during the 2008 school year. Currently Washburn Institute of Technology is accredited by the North Central Higher Learning Commission in conjunction with Washburn University. The Practical Nursing Program is approved by the Kansas State Board of Nursing.

**WASHBURN INSTITUTE OF TECHNOLOGY MISSION STATEMENT**

The mission of Washburn Institute of Technology is to deliver innovative educational and training opportunities for individuals to strengthen the communities we serve.

**PRACTICAL NURSING PROGRAM MISSION STATEMENT**

The mission of the Washburn Institute of Technology Practical Nursing program is to offer a state approved curriculum to provide quality educational opportunities in a supportive adult learning environment to meet individual and labor market needs.

Kansas State Board of Nursing
Landon State Office Building
900 SW Jackson Suite 1051
Topeka, KS 66612-1230
Phone: 785-296-4929
Fax: 785-296-3929
Website: [www.ksbn.org](http://www.ksbn.org)
Philosophy

Upon successful completion of the Practical Nursing program, the faculty at Washburn Institute of Technology anticipates graduates will have the knowledge, skills, attitudes, and abilities necessary to practice safely and effectively. As an entry level practical nurse, the graduate will be able to meet the patient’s basic needs throughout the lifespan using promotion, maintenance, and/or restoration of health.

Patients - The faculty believe patients (individuals, families and significant others), are finite beings with varying capacities to function in society. They are unique individuals who have defined systems of daily living that reflect their values, cultures, motives, and lifestyles. Additionally, patients have the right to make decisions regarding their health care needs.

Health - The faculty believe health is achieved in three areas: promotion, maintenance, and restoration. Health promotion and maintenance are defined as patient care that incorporates knowledge of expected stages of growth and development, and prevention and/or early detection of health problems. Restoration is defined as assisting the patient to achieve an optimal level of health.

Nursing - The faculty believe nursing is both an art and a science. We believe nurses provide care for patients’ biological, cultural, spiritual and psychosocial needs throughout the lifespan. Nurses provide comfort in a caring environment. Critical thinking and the nursing process are the primary clinical problem solving tools of the nurse. The nurse is part of the interdisciplinary health care team who collaborates within the healthcare system and the community. Nurses are accountable for providing care within the scope of ethical and legal responsibilities.

Practical Nursing - The faculty believe practical nurses provide care of patients with commonly occurring health problems that have predictable outcomes. The practical nurse delivers care under the supervision of a registered nurse or a person licensed to practice medicine, surgery or dentistry.

Education and Learning - The faculty and students believe they are partners in the acquisition of knowledge, skills, attitudes, and abilities in a supportive adult learning environment. Promoting student success and instilling a value of lifelong learning is integral for success in the discipline of nursing.

Environment - The faculty believe environment is both external and internal. External environment is the set of circumstances, objects or external conditions that positively or negatively affect the well-being of patients. Internal environment includes biological, cultural, spiritual and psychosocial aspects.

Important Note: The Institute of Medicine (IOM, 2010) has envisioned the future of nursing as one in which nurses have the potential to provide quality care that is safe, effective, scientifically and evidence-based practice across the continuum of care. Furthermore the IOM has challenged nurses to achieve a higher level of education and training. They envision nurses as entering practice with the minimum education of a BSN. To this end the faculty and staff at Washburn Tech will assist any student with information and contacts to further their education.
Conceptual Framework
(Definitions of Curriculum Concepts)

Nursing Process - a scientific approach to clinical decision making which incorporates evidence-based practice and critical thinking. The steps of the process include assessment, diagnosis (implemented by Registered Nurses), planning, implementation, and evaluation.

Professional Behavior - behaviors that demonstrate intellectual and personal integrity which include: dedication to the patient’s welfare, commitment to the discipline of nursing, and adherence to college, program, and agency policies. Professional behavior involves participation in life-long self-development activities to enhance and maintain current knowledge and skills for continuing competency.

Collaboration/Communication - the verbal and non-verbal interaction between the practical nurse, members of the health care team, patients, families, and significant others. Events and activities associated with patient care are validated in written and/or electronic records that reflect standards of practice and accountability in the provision of care.

Basic Needs - physiological, psychosocial and spiritual requirements necessary for optimal functioning. Physiological needs are basic needs related to the functioning of body systems essential to life: oxygenation, hydration, nutrition, bowel elimination, urinary elimination, activity/mobility, rest and sleep, hygiene, skin/tissue integrity, comfort and physiological safety.

Maslow’s Theory of Basic Needs - As physiological needs are sufficiently satisfied, psychosocial and spiritual needs emerge. Psychosocial and spiritual needs include: sexuality, emotional security, communication and cognition, love and belonging, self-esteem, and self-actualization. When there is an interference with one’s ability to meet basic needs, health problems may result.

Safety - a safe and effective care environment includes providing protection of patients and health care personnel from health and environmental hazards.

REFERENCES
Kansas State Board of Nursing (July 2015, revised 2016) Nurse Practice Act, Statutes and Administrative Regulations
National Council of State Boards of Nursing, (April 2017) NCLEX - PN Examinations; Detailed test plan for the National Council Licensure Examination for Licensed Practical/Vocational Nurses.
Washburn Institute of Technology
Practical Nursing Program Description

The Washburn Institute of Technology Practical Nursing Program is a 48 credit hour curriculum designed to provide graduates with the knowledge, skills, attitudes, and abilities needed to practice safely and effectively as an entry level Practical Nurse and eligibility to take the NCLEX-PN licensure exam. This program is available in two formats; a full-time program consisting of two semesters and a part-time program consisting of four semesters of study.

Prerequisites:
- Prospective students must pass the WorkKeys Admissions Test with the following scores: Applied Math: Level 5 and Reading for Information: Level 6.
- Pass the TEAS Assessment with a minimum composite score of 55, effective for January, 2018 admissions.
- Have a high school diploma or GED.
- Hold a current Kansas Certified Nurse Aide certification, and maintain throughout the program.
- An approved Anatomy and Physiology course of 6 credit hours, including lab from an accredited college, completed within the last 5 years with a grade of “C” or better.
- An approved Nutrition Course of 3 credit hours completed with a grade of “C” or better.
- Human Development course of 3 credit hours from an accredited college with a grade of “C” or better.

Anatomy & Physiology, Nutrition, and Human Development classes are available at Washburn Institute of Technology.

Work experience in the health care field and active participation or membership in a community service organization is considered. Other recommended prior course work to enhance a student’s success and ability to articulate include: Psychology, Biology, Pharmacology, English and Algebra. Taking a Certified Medication Aide (CMA) course helps to prepare applicants for Washburn Tech’s Practical Nursing program.

English as Second Language applicants will be considered for the program when they pass the WorkKeys Admission Test as listed above and obtain a TOFEL Exam score that meets Washburn University English proficiency requirements. A college level English Composition I class is encouraged, although not required. Foreign coursework will be evaluated individually.

Program and prerequisite courses require students to have knowledge of and access to computers. Students will be required to submit homework online using Microsoft Word, download papers, and use e-mail. Laptop computers are not required in the classroom. D2L is the online management learning system used by Washburn Tech and students are expected to be able to navigate this system.

Thirty students are admitted to the full-time program twice a year in August and January. Instructional hours are Monday through Friday from 8:00 am - 2:55 pm. Clinical times may start as early as 5:45 am. Twenty students are admitted to the part-time program every third semester. The start dates for the part-time program will be January and August each year. Part-time classes are conducted Monday through Thursday from 5:00 – 9:00 pm with some Friday, Saturday, and Sunday clinical hours and includes a summer semester. Times for all programs are subject to change. The closing date for application to the program is March 1 for the August start date and September 1 for the January start date. Closing dates for application are subject to change.

ADDITIONAL INFORMATION
Student Services – (785) 670-2010 (to schedule your admissions test)
Financial Aid – Tammy Parsons – (785) 670-3360 or tammy.parsons@washburntech.edu
Administrative Assistant to the Coordinator– (785) 670-3351.

It is the policy of Washburn Institute of Technology to assure equal educational and employment opportunity to qualified individuals without regard to race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status or sexual orientation/gender identity, or other factors prohibited by law. Direct questions or concerns to Ms. Carol Vogel, Equal Opportunity Director, Morgan Hall 380A, (785) 670-1509, carol.vogel@washburn.edu
## Practical Nursing Full-Time Course Requirements

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<tr>
<th>Course Numbers</th>
<th>Course Titles</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Prerequisites</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCT 132 &amp; 133</td>
<td>Anatomy &amp; Physiology with lab</td>
<td>6</td>
</tr>
<tr>
<td>HCT 141</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HCT 131</td>
<td>Human Development</td>
<td>3</td>
</tr>
<tr>
<td>Prerequisite Total</td>
<td></td>
<td>12</td>
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| Level 1        |                                              |              |
| PNS 101        | KSPN Foundations of Nursing                  | 4            |
| PNS 115        | KSPN Foundations of Nursing Clinical         | 2            |
| PNS 111        | Pharmacology                                 | 3            |
| PNS 121        | Strategies for Success                       | 2            |
| PNS 161        | KSPN Medical Surgical Nursing I              | 4            |
| PNS 166        | KSPN Medical Surgical Nursing I Clinical     | 3            |
| Level 1 Total  |                                              | 18           |

| Level 2        |                                              |              |
| PNS 211        | KSPN Medical Surgical Nursing II             | 4            |
| PNS 216        | KSPN Medical Surgical Nursing II Clinical    | 3            |
| PNS 221        | KSPN Maternal Child Nursing                  | 2            |
| PNS 226        | KSPN Maternal Child Nursing Clinical         | 1            |
| PNS 230        | KSPN Gerontology                             | 2            |
| PNS 240        | KSPN Mental Health                           | 2            |
| PNS 250        | PN Role Development                          | 2            |
| PNS 255        | PN Role Development Clinical                 | 2            |
| Level 2 Total  |                                              | 18           |

| Total Program  |                                              | 48           |

## Part-time Practical Nursing Course Requirements

<table>
<thead>
<tr>
<th>Course Numbers</th>
<th>Course Titles</th>
<th>Credit Hours</th>
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<tr>
<td>Prerequisites</td>
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<tr>
<td>HCT 132 &amp; 133</td>
<td>Anatomy &amp; Physiology with lab</td>
<td>6</td>
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<tr>
<td>HCT 141</td>
<td>Nutrition</td>
<td>3</td>
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<tr>
<td>HCT 131</td>
<td>Human Development</td>
<td>3</td>
</tr>
<tr>
<td>Prerequisite Total</td>
<td></td>
<td>12</td>
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| Semester 1    |                                              |              |
| PNS 101       | KSPN Foundations of Nursing                    | 4            |
| PNS 115       | KSPN Foundations of Nursing Clinical           | 2            |
| PNS 111       | Pharmacology                                   | 3            |
| PNS 121       | Strategies for Success                         | 2            |
| Semester 1 Total |                                            | 11           |

| Semester 2    |                                              |              |
| PNS 161       | KSPN Medical Surgical Nursing I                | 4            |
| PNS 166       | KSPN Medical Surgical Nursing I Clinical       | 3            |
| PNS 221       | KSPN Maternal Child Nursing                    | 2            |
| PNS 226       | KSPN Maternal Child Nursing Clinical           | 1            |
| Semester 2 Total |                                            | 10           |

| Summer Session|                                              |              |
| PNS 230       | KSPN Gerontology                               | 2            |
| PNS 240       | KSPN Mental Health                             | 2            |
| Summer Total  |                                              | 4            |

| Semester 3    |                                              |              |
| PNS 211       | KSPN Medical Surgical Nursing II               | 4            |
| PNS 216       | KSPN Medical Surgical Nursing II Clinical      | 3            |
| PNS 250       | PN Role Development                            | 2            |
| PNS 255       | PN Role Development Clinical                   | 2            |
| Semester 3 Total |                                            | 11           |

| Total Program |                                              | 48           |
### Part-Time Practical Nursing Program Schedule

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall 2017</th>
<th>Spr 2018</th>
<th>Sum 2018</th>
<th>Fall 2018</th>
<th>Spr 2019</th>
<th>Sum 2019</th>
<th>Fall 2019</th>
<th>Spr 2020</th>
<th>Fall 2020</th>
<th>Spr 2021</th>
<th>Sum 2021</th>
<th>Fall 2021</th>
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<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>S</td>
<td>3</td>
<td>1</td>
<td>S</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>2</td>
<td>S</td>
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*S=Summer Session*

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Washburn Institute of Technology prohibits discrimination on the basis of race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status, sexual orientation/gender identity, genetic information, or other non-merit reasons, in University programs and activities, admissions, educational programs or activities, and employment, as required by applicable laws and regulations. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director, Washburn University, 1700 SW College Ave., Topeka, Kansas 66621, 785.670.1509, eodirector@washburn.edu

1/23/14

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### COURSE DESCRIPTIONS

#### PRACTICAL NURSING – Level 1

**PNS 121 Strategies for Success:**

2 credit hours  
**Prerequisites:** An approved Anatomy and Physiology course of 6 credit hours, including lab from an accredited college, completed within the last 5 years with a grade of “C” or better. Admission to the Practical Nursing program.

This course is the first in a sequence of practical nursing courses and is designed as an introduction to the many facets of the college experience. Emphasis is placed on factors affecting student success including: orientation to the academic arena, study skills, computer proficiency, and basic mathematic skills.

**PNS 101: KSPN Foundations of Nursing:**

4 credit hours  
**Prerequisites:** An approved Anatomy and Physiology course of 6 credit hours, including lab from an accredited college, completed within the last 5 years with a grade of “C” or better. Admission to the Practical Nursing program. Must be taken concurrently with PN115: KSPN Foundations of Nursing Clinical.

This course utilizes the nursing standards of practice based on principles of biology, psychosocial, spiritual, and cultural diversity to meet the needs of patients throughout the lifespan. Emphasis is placed on basic nursing skills, patient safety, and therapeutic communication. Concepts and skills are enhanced in subsequent courses.

**PNS 115: KSPN Foundations of Nursing Clinical**

2 credit hours  
**Prerequisites:** An approved Anatomy and Physiology course of 6 credit hours, including lab from an accredited college, completed within the last 5 years with a grade of “C” or better. Admission to the Practical Nursing program. Must be taken concurrently with PN101: KSPN Foundations of Nursing Clinical.
This course explores the art and science of nursing. In this clinical course, emphasis is placed on the nursing process, cultural and spiritual awareness, communication, data collection, performance of basic nursing skills, and documentation. Principles of safe medication administration are introduced.

**PNS 161: KSPN Medical Surgical Nursing I**  
4 credit hours  
**Perquisite:** PN 121 Strategies for Success. PN101: KSPN Foundations of Nursing. PN 115: KSPN Foundations of Nursing Clinical. PN111: KSPN Pharmacology. Must be taken concurrently with PN 166: KSPN Medical Surgical Nursing Clinical.

This course focuses on the effect of disorders of selected systems throughout the lifespan and applies the nursing process in meeting basic needs. Health promotion, maintenance, and restoration of health are emphasized. The role of the practical nurse is incorporated throughout.

**PNS 166: KSPN Medical Surgical Nursing Clinical**  
3 credit hours  
**Prerequisites:** PN101: KSPN Foundations of Nursing. PN 115: KSPN Foundations of Nursing Clinical. Must be taken concurrently with PN161: KSPN Medical Surgical Nursing I.

This course uses simulated and actual care situations throughout the lifespan to facilitate learning. Clinical sessions occur in a variety of care settings. An emphasis is placed on critical thinking and clinical decision-making skills.

**PNS 111: KSPN Pharmacology**  
3 credit hours  
**Prerequisites:** Must be taken concurrently with PN 121 Strategies for Success. PN101: KSPN Foundations of Nursing.

This course introduces the principles of pharmacology, drug classifications, and the effects of selected medications on the human body. The nursing process is used as the framework for ensuring safe and effective nursing care for patients across the lifespan.

**PRACTICAL NURSING – Level 2**

**PNS 221: KSPN Maternal-Child Nursing**  
2 credit hours  
**Prerequisites:** PN111: KSPN Pharmacology. PN211: KSPN Medical Surgical Nursing II, PN216: KSPN Medical Surgical Nursing II Clinical. Must be taken concurrently with PN226: KSPN Maternal-Child Nursing Clinical. (Evening program prerequisites: PN 161: Medical Surgical Nursing I, PN 166: Medical Surgical Nursing I Clinical).

This course focuses on pre- and post-natal maternal nursing care, as well as the care of children from infancy to adolescence. Emphasis is given to normal reproduction and frequently occurring biological, cultural, spiritual, and psychosocial needs of the child-bearing and child-rearing family.

**PNS 226: KSPN Maternal-Child Nursing Clinical**  
1 credit hour  
**Prerequisites:** PN111: KSPN Pharmacology. PN211: KSPN Medical Surgical Nursing II, PN216: KSPN Medical Surgical Nursing II Clinical. Must be taken concurrently with PN221: KSPN Maternal-Child
Nursing. (Evening program prerequisites: PN 161: Medical Surgical Nursing I; PN 166: Medical Surgical Nursing I Clinical).

This clinical course applies concepts from Maternal Child I. Emphasis is placed on the nursing process and meeting the basic needs of the maternal child patient.

**PNS 211: KSPN Medical Surgical Nursing II**
4 credit hours
Prerequisites: PN111: KSPN Pharmacology, PN161: KSPN Medical Surgical Nursing I, PN166: KSPN Medical Surgical Nursing I Clinical. Must be taken concurrently with PN216: KSPN Medical Surgical Nursing II Clinical.

This course focuses on the effect of disorders of selected systems throughout the lifespan using the nursing process in meeting basic needs. Prevention, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout.

**PNS 216: KSPN Medical Surgical Nursing II Clinical**
3 credit hours
Prerequisites: PN111: KSPN Pharmacology, PN161: KSPN Medical Surgical Nursing I, PN166: KSPN Medical Surgical Nursing I Clinical. Must be taken concurrently with PN211: KSPN Medical Surgical Nursing II.

This course uses simulated and actual care situations throughout the lifespan to facilitate learning. Clinical sessions occur in a variety of care settings. An emphasis is placed on critical thinking and clinical decision-making skill development. Principles of leadership for the practical nurse will be implemented, as well as multi-task management skills for transition as a practical nurse.

**PNS 230: KSPN Gerontology**
2 credit hours
Prerequisites: KSPN Medical Surgical Nursing I, PN166: KSPN Medical Surgical Nursing I Clinical.

This course is designed to explore issues related to the aging adult using the nursing process as the organizing framework. Also discussed are the impact of ageism, alterations in physiological and psychosocial functioning, and the role of the practical nurse in caring for older adult patients.

**PNS 240: KSPN Mental Health**
2 credit hours
Prerequisites: KSPN Medical Surgical Nursing I, PN166: KSPN Medical Surgical Nursing I Clinical.

This course explores basic concepts and trends in mental health nursing. Therapeutic modalities and patient behavior management are discussed. Emphasis is placed on using the nursing process and meeting the basic human needs of the mental health patient.

**PNS 250: PN Role Development**
2 credit hours
Prerequisites: KSPN Pharmacology, PN211: KSPN Medical Surgical Nursing II, PN216: KSPN Medical Surgical Nursing II Clinical. Must be taken concurrently with PN255: PN Role Development Clinical.

This course includes expansion of the leadership and management skills necessary for personal and career growth and development, emphasizing delegation and conflict management. This course also
provides an opportunity to acquire additional knowledge in areas of concern and to build on areas of strength to improve the chances of being successful in the NCLEX-PN.

**PNS 255: PN Role Development Clinical**
2 credit hours
Prerequisites: KSPN Pharmacology. PN211: KSPN Medical Surgical Nursing II. PN216: KSPN Medical Surgical Nursing II Clinical. Must be taken concurrently with PN250: PN Role Development.

This course applies concepts of leadership and management skills necessary for personal and career growth and development, emphasizing delegation and conflict management. Importance is placed on critical thinking and clinical decisions making. The student applies knowledge and understanding of content gained in all previous and concurrent didactic and clinical courses in various clinical environments.

**PROGRAM OUTCOMES**

1. Provide professional nursing care within the scope of the ethical and legal responsibilities of practical nursing.

2. Utilize the nursing process to identify basic needs of the client throughout the lifespan for health promotion and maintenance, or when biological, spiritual, cultural, and psychological needs are being met.

3. Provide safe and skillful therapeutic care in simple nursing situations based on knowledge of biological, spiritual, cultural, and psychological needs of the client throughout the lifespan.

4. Demonstrate effective interpersonal relationships with the client, the client’s family, and members of the inter-disciplinary team within the healthcare system and the community by utilizing caring communication, documentation, teaching and learning.

**STUDENT RESPONSIBILITIES**

It is the responsibility of each student to be aware of and to meet the program requirements for graduation. The student must adhere to all Washburn University/Washburn Institute of Technology/Practical Nursing and clinical agency rules, regulations, policies, and deadlines.

Regulations are established to govern student conduct on the school campus, in affiliating agencies, and in other places where school-sponsored activities are conducted. Such regulations recognize the rights and responsibilities of students and are designed to promote effective learning and responsible standards of behavior.

All students are expected to adhere to the Federal HIPAA regulations (Public Law 104-191) throughout the Practical Nursing Program at Washburn Tech. Failure to do so could result in student sanctions or dismissal from the program.
CONFIDENTIALITY OF PATIENT DATA

A confidentiality statement will be signed by each student prior to attending the first clinical course. All patient information is confidential and shall not be disclosed. Students are not authorized to remove any patient information from the premises, take pictures of patients, or post any patient information on any internet site including social media sites. Failure to preserve patient confidentiality may result in probation or immediate dismissal from the program.

STUDENT LIABILITY

Practical nursing students are legally responsible and accountable for their actions during clinical practice. Students enrolled in the practical nursing program are required to carry professional liability insurance. The cost of the insurance is included in student fees. The coverage is for the student clinical experience only. Policy information is available through the Health Occupations Office.

CLASS REPRESENTATIVE

A Class Representative is elected after the fourth week of the first semester and the first week of the second semester by peer vote. Duties are as follows:

Class representative: serves as a communication link with faculty and may attend the beginning portion of the faculty meetings to facilitate communication of student concerns, ask questions, and provide input. Student concerns will be communicated to the Health Occupations Coordinator at least one day prior to faculty meetings.

CONDUCT CODE FOR NURSING STUDENTS
ANA’s Code of Ethics for Nurses

The Preface to the Code

Nurses have strong ethical responsibilities. The Code of Ethics with Interpretive Statements exists to assist nurses in identifying those ethical responsibilities and engaging in serious ethical reflection. Such assistance and engagement are crucial in an era when health care is undergoing fundamental changes in delivery systems and personnel. A code of ethics makes explicit the primary goals, values, and obligations of the profession. Traditionally, health care ethics have relied on the principles of respect, autonomy, beneficence, non-malfeasance, and justice. The Code of Ethics addresses these principles and the responsibilities derived from them and relies on humanist, feminist, and social ethics as well as the cultivation of virtues. The Code of Ethics assists nurses when they recognize that many of the decisions they make have an ethical component and may involve conflicts among ethical responsibilities. These conflicts may involve the clash between two ethical duties (such as duty to respect autonomy and duty to benefit the patient). The conflicts, though, may be between professional ethical positions and religious ones. The conflicts may also be between duties to self and duties to the patient. In addition, there may be conflicts between rights versus benefits. "Many situations faced by the nurse pose the problem of the rights of the patient conflicting with benefits to the patient; that is, one course seems to protect the patient's right while another course would produce more good for the patient." (Fry and Veatch, p. 32, ANA Code of Ethics)
ANA Code of Ethics for Nurses

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

2) The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.

3) The nurse promotes, advocated for, and protects the health, safety, and rights of the patient.

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.

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.

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.

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.

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

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

References


For the most current Code of Ethics, Standards of Practice and Statutes, Rules and Regulations for the LPN please see the following web sites.

ANA’s Code of Ethics for Nurses:  http://nursingworld.org/ethics/code/


NAPNES Standards of Practice:  http://www.napnes.org/about/standards.pdf


GRADING AND COMPLETATION STANDARDS

I. Grades - Course grade reports will be given to students following each semester.

   A. Written examinations and course grades will be assigned according to the following scale:

      A  94-100%  Excellent
      B  87-93%  Above Average
      C  80-86%  Average
      D  75-79%  Unsatisfactory/Failing
      F  Below 75%  Failing
B. Satisfactory progress, non-clinical courses:
   a. A grade of a “C” or greater is required to pass each course. When a final course grade is
      below a “C”, the student will not be allowed to continue in the program. This may occur
      during or at the end of a semester. Each individual course grade in a semester must be a
      “C” or greater to progress to the next semester.
   b. If a student’s cumulative score drops below passing levels during a course, the student will
      be placed on academic probation. The instructor will fill out a Progress Report form to
      notify the student of their probation status. In many cases, only a short time period is
      available for improving scores due to the short duration of the course.
   c. Medication Math exams are graded on a pass or fail basis, with a minimum score of 90%
      required on selected and final exams to demonstrate math proficiency. Students with less
      than 90% on the exam the first time will be allowed a second opportunity to pass the
      Medication Math exams with a score of 90% or higher. Students not achieving 90% after
      two attempts will be withdrawn from the program and required to repeat the course.

C. Satisfactory progress, clinical courses:
   a. Skill performance is evaluated during skills lab testing on a pass or fail basis. Passing
      performance is required to progress to the next level of instruction and for successful
      completion of PNS 101: KSPN Foundations of Nursing. Students who do not perform at a
      passing level will be allowed a second opportunity to perform the skill at a passing level.
      Students failing a second time will be withdrawn from the program with clinical failure and
      will need to reenter the program per the readmission policies. Students with passing
      performance the second time will be put on clinical probation during their first clinical
      rotation.
   b. Clinical performance is continually evaluated by observation and discussion during clinical
      experiences and formally evaluated in a written document at the end of each clinical
      rotation. Clinical grades within a course may be pass, probation, or fail, but the final clinical
      grade will be either pass or fail.
   c. Performance that is evaluated as failing during any clinical course means that the student
      cannot continue to the next rotation or clinical course.
   d. Assignment of a failing clinical grade results in dismissal from the program.
   e. Student attendance during each clinical rotation should be adequate to allow for effective
      evaluation of the student’s ability to meet clinical performance standards. In addition to
      the 90% PN Attendance policy, students cannot miss more than 25% of a clinical rotation.
      More than 25% absence per clinical rotation, more 15 clock hours missed of clinical per
      semester, or more than 30 total clinical clock hours missed in the program will result in a
      failing clinical grade and dismissal from the program. A no call no show in the clinical area
      will result in clinical probation. A second no call no show will result in dismissal from the
      program.

II. Progression and Completion
   A. Courses are to be completed in sequence.
   B. Theory and clinical courses must be taken concurrently.
   C. After successful completion of this Kansas State Board of Nursing approved program, the
      student is granted a certificate and graduates.
D. The graduate is eligible to apply for licensure in Kansas and take the NCLEX-PN licensure examination.

III. Probation and Failure: If the student fails to comply with the established academic or clinical performance standards, the student may be placed on probation or considered for failure.

A. Probation
   a. 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.
   b. General Procedure for Probation
      1) Notification
         (a) A Progress Report form will be submitted to the student by the instructor or Health Occupations Coordinator stating the reason for probation. It will be reviewed and signed together.
         (b) The original form will be placed in the student’s file. A copy will be given to the student.
   c. Procedure for Academic Probation
      1) The student will be informed when the cumulative course grade is below 82% (or test scores below 90% for Medication Math).
      2) The student will sign the probation sheet during a conference with the instructor.
      3) Classroom work will be closely monitored during the probation period.
      4) When the average grade in the course rises above the probationary level, the student is removed from probation.
   d. Procedure for Clinical Probation
      1) The student will be informed verbally by the clinical instructor whenever unsatisfactory or unsafe nursing care is demonstrated.
      2) A student may be placed on probation during a clinical session if the instructor judges the student’s performance to be below established level objectives.
      3) The student will be closely watched during the next clinical session.
         (a) If the performance standards have been met satisfactorily at the end of the next clinical, the student is informed and removed from probation by the instructor.
         (b) If the negative behavior that caused the probation is still being exhibited or progress utilizing new learning is not evident, the clinical instructor may recommend failure. This recommendation must be acted upon by the Progression Committee that is comprised of the Health Occupations Coordinator, Associate Dean of Student Services, and Student Career Navigator. If the Progression Committee’s decision is to support the instructor’s recommendation of failure, the student will be notified of the decision by the Health Occupations Coordinator.
      4) At the completion of each clinical rotation, a scheduled conference will be held by the instructor and student 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.
      5) If a student demonstrates behavior that significantly compromises patient or staff safety, the clinical instructor may ask the student to leave the clinical setting and/or recommend failure regardless of probation status.
6) The student will be notified of the faculty’s decision in writing.

c. Length of probation

1) Academic: The student will be on academic probation until the student’s cumulative grade point average in a course is raised to a passing level (80%).

2) Clinical
   (a) Simulation Experience Laboratory: The interval experience the student must pass prior to the next assigned patient care experience.
   (b) Patient care assignments: The subsequent clinical experience the students must complete.

f. 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.

B. Failure

a. Failure in a class or clinical as a final grade results in dismissal from the program.

   1) Procedure for Failure
      (a) A Progress Report form will be filled out and signed by the instructor stating the reason for failure.
      (b) This form is to be signed by the student and a copy will be forwarded to the Health Occupations Coordinator.
      (c) The student will receive a copy of the statement when signed.
      (d) Students must meet with the Health Occupations Coordinator.

b. Reasons for failure include, but are not limited to:

   1) Inability to change identified negative behavior(s) during the probationary period.
   2) Inability to comply with existing program, school or agency policies.

      (a) Any behavior that significantly compromises patient or staff safety, including, but not limited to the following:
         (i) Failure to appropriately notify instructor when absent or late (no call, no show)
         1) please note important information in student contract
         (ii) Performing tasks without clinical instructor supervision
         (iii) Leaving assigned patient unprotected
         (iv) Lack of preparation for patient care
         (v) Leaving assignment without proper notification
         (vi) Physical or verbal abuse of individuals
         (vii) Substance use or abuse
            1) Substance is defined as alcohol or non-prescribed medications and use of these are not permitted
         (viii) Physical or emotional state interfering with functioning
         (ix) Unprofessional conduct
         (x) Academic dishonesty, dishonesty or falsification of records
         (xi) Uncooperative or disruptive actions or attitudes
         (xii) Failure to maintain confidentiality of patient records or information

   3) Individual faculty members may recommend clinical failure, but the Progression Committee must concur with the final decision.
4) Students on probation will be dismissed from the program for additional behaviors that would otherwise result in probation.

IV. Student Absence for Exams
A. When a student is absent on the day of an exam, it is the student’s responsibility to contact the instructor for rescheduling the first day after returning to school, please refer to student contract for precise instructions.
B. Rescheduled exams may be taken before or after a classroom or clinical day, when instructor supervision is available, at the earliest opportunity as scheduled with the instructor.
C. All absences for testing may result in point reductions:
   a. Within 3 school day’s one letter grade reduction.
   b. Within 5 school day’s two letter grade reduction.
   c. After 5 school days, the exam score will be a zero.
D. In the case of a prolonged absence when the student has missed several exams, the student will work with the instructor(s) to develop a plan for becoming current with coursework and testing at the faculty’s discretion.
E. Students who are absent at the time of the exam may be provided with the opportunity for a make-up exam. Make-up exams will assess understanding of the same content as the original exam and will be worth the same number of points; however, the make-up exam may be formatted differently from the original exam and include true-false, completion, short answer, essay and/or multiple choice items.
F. Absences prior to exam dates will not dismiss a student from the responsibility to take the exam on the scheduled date, if the student is present in class on the exam date. Failure to complete the exam on the scheduled date will result in a grade of zero for the exam.

V. Readmission
A. Students must complete any procedures required for readmission to Washburn Institute of Technology through the admissions office including entrance exam scores and required testing.
   a. All previous accounts must be paid and the appropriate deposits, tuition and fees must be paid prior to attending classes. Failure to meet a payment deadline may prevent readmission.
B. Program specific forms and procedures must be done prior to reentry:
   a. Updated health information forms.
   b. Updated health insurance information.
   c. New background checks due to school and affiliating agency policies.
C. All requests are subject to the approval of the Health Occupations Coordinator and the Associate Director of Student Services.
   a. Students must complete the form requesting readmission to the nursing program.
   b. Reentering students will be subject to the selection process required for all new students.
   c. Readmission is dependent on available space, recommendations from instructors, the demonstration of academic skill, laboratory skill, and math competency appropriate for the level to which the applicant is to be readmitted.
D. Reentry due to prior personal or health issues or for failing grades
a. Students will be allowed to reenter the program after dismissal for failing grades, including failure of clinical, one time. After the second failure, there is a one year waiting period.

b. Students who must leave the program for failing grades or for documented personal or health issues will be exempt from retaking courses already passed if the following are met:
   1) The personal or health issue must be appropriately documented by a healthcare provider and submitted to the Health Occupations Coordinator.
   2) No more than one year has passed since the student’s attendance.
   3) All other criteria for readmission and reentry are met.
   4) Approval is given by the Health Occupations Coordinator.

E. Reentry due to Lack of Attendance

a. Students leaving the program for attendance will be evaluated individually.
   1) If the student is allowed to reenter, attendance requirements will be developed based on absence history, or, in some cases, the student may be required to start over at the beginning of the program.
      (a) Attendance rules as stated in the attendance section below will still apply for students choosing to reenter.
      (b) The student must start over at the beginning of the program if more than one year has passed since consistent attendance.

F. After two unsuccessful admissions, students will be not be considered for readmission without a one year waiting period.

ATTENDANCE

Rationale:

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 have been approved by the Kansas State Board of Nursing. For these reasons, Washburn Institute of Technology’s Practical Nursing Program has established a policy and procedure related to appropriate attendance during class or clinical learning experiences.

Policy:

Students are expected to maintain a minimum attendance consisting of no less than 90% of the total contact hours in the curriculum (10% absence). Within this expected minimum attendance, a student is expected to have no more than 30 clock hours of clinical absence for the entire program, 15 hours per semester for the day program and 10 hours per semester for the evening program. Student absences of more than 25% of a specific clinical rotation will result in clinical failure. Students are expected to attend all classes to promote optimal learning. Students are expected to be at the clinical site 15 minutes prior to the scheduled start time and be prepared to deliver care at the scheduled time. A student is expected to notify the instructor via cell phone and text ahead of time if they will be absent.

Procedure:

- Students receive copies of the Washburn Institute of Technology Student Handbook and Practical Nursing Student Handbook as part of orientation.
• Overall attendance status will be monitored on a semester and program basis. Clinical absences will be monitored for each rotation, semester, and for the total program.

• A tardy is defined as not being present for up to 10 minutes of class, or arrival less than fifteen minutes before the designated start time for clinical. A tardy is tabulated as one hour of absence. If a student is tardy and is going to be charged one hour of absence it is recommended that the student arrive to class as early as possible.

• The student is responsible for notifying the instructor prior to the beginning of the scheduled day if the student will be late or absent.

• A no call, no show is an absence in the clinical area at the designated start time without notifying the instructor ahead of time.

• A no call no show in the clinical area is considered grounds for clinical probation. A second no call no show will result in dismissal from the program.

• If the student’s absences hinder progress in attaining academic or clinical performance standards, or if the student shows a lack of responsibility in managing attendance responsibilities, they may be considered for termination of enrollment.

• Leaving the clinical site during class is not allowed. This includes during lunch and breaks. Leaving the clinical area without informing the instructor and providing coverage for patient care is viewed as patient abandonment and is grounds for dismissal from the program. Sleeping during clinical is never permitted.

Additional information:

• Classroom time, assignments, and tests can be made up at the discretion of the instructor. The instructor must be contacted upon return and the work must be done in a timely manner (see test make up page 17).

• There is no scheduled clinical make-up time within 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.

APPEAL PROCESS

Students who wish to appeal for reinstatement of enrollment must provide a written appeal to the Associate Dean of Student Services. Appeal forms are available in the STEPS office. Written appeals must be supported with appropriate documentation. The SAP Appeal Committee reviews all appeals and takes into consideration any excessive withdrawals or non-completion of original hours in previous semesters. The Associate Dean of Student Services notifies the student in writing of the decision within ten days of receiving the appeal. This decision is final. If the reinstatement request is approved, financial aid may be reinstated.

TESTING

The Practical Nursing program content is cumulative including prerequisites. Students must retain knowledge and skills learned in previous courses, therefore tested material will include current course content plus content from past required courses, including but not limited to anatomy and physiology, nursing courses, pharmacology, math and nutrition. Information from the Practical Nursing Handbook may also be included on tests.
COUNSELING AND ADVISING

Counselors are available in the Student Services office for students needs in academic advising (see Washburn Institute of Technology Handbook). Nursing instructors and the Health Occupations Coordinator are also available for student guidance.

TUTOR

Peer tutors are available in the Nursing department, Computer Lab, and the Advantage Center on Mondays through Thursdays when school is in session from approximately 3:00PM to 4:30PM. Practical Nursing Students entering Level 2 are encouraged to apply to be federal work study tutors. Qualifications include: eligibility for federal work study program, successful completion of the Level I Practical Nursing program, GPA of 3.0 or higher, and faculty recommendations. See the Health Occupations Coordinator and the Financial Aid Administrator for details.

EQUAL EDUCATIONAL OPPORTUNITY/HARRASSMENT POLICIES

Washburn University/ Washburn Institute of Technology is committed to a policy of equal educational and employment opportunity without regard to race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status, or sexual orientation. Each unit is charged with conducting its practices in conformity with these principles. See the Student Handbook for the more information.

Equal Educational Opportunity
Equal educational opportunity includes, but is not limited to, admissions, recruitment, extracurricular programs and activities, counseling and testing, financial aid, health services, and employment.

Sexual Harassment and Harassment
All individuals must be allowed to pursue their activities at Washburn University/Washburn Institute of Technology free from sexual harassment and sexual advances and harassment based on color, race, religion, age, national origin, ancestry, disability, sex, marital or parental status, or sexual orientation. Such conduct will not be tolerated. Responsibility for maintaining a harassment free environment rests with all employees, students, and visitors while on the campus or involved in University or Washburn Institute of Technology-sponsored activities.

Responsibility for monitoring and implementation of these policies is delegated to the Equal Opportunity Director; however, all employees will share in the specific activities necessary to achieve these goals.

Complaint procedure
The complaint procedure to report discrimination, sexual harassment or harassment is found at www.washburn.edu/eeo-complaints. Complaints are to be made within 180 days of the latest alleged incident to the Equal Opportunity Director, Dr. Pam Foster, Washburn University, Morgan Hall, Room 200K. Phone: 785-670-1509. Email: pam.foster@washburn.edu.

STATEMENT OF ACCOMMODATIONS

It is the policy of Washburn Institute of Technology to assure equal educational opportunity without regard to race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status
sexual orientation/gender identity, or other factors prohibited by law. The Testing/ADA Coordinator’s Office is responsible for assisting in arranging accommodations and for identifying resources on campus for persons with disabilities. Qualified students with disabilities must register with the office to be eligible for services. The Testing/ADA Coordinator MUST have documentation on file in order to provide services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact as soon as a need may arise. Contact the Testing/ADA Coordinator for an interview. Each request is evaluated on a case by case basis.

The Testing/ADA Coordinator coordinates and provides services it deems appropriate for each eligible student. Services for which assistance in securing have been provided are:

- Orientation to the campus for new students
- Classroom interpreting services
- Assistance with admissions and registration, when needed
- Liaison to faculty, staff, administration, community agencies
- Testing services
- In-class note-takers
- Reader services
- Braille and/or large print materials
- Scribe services

**PROCEDURES FOR SERVICE REQUESTS**

**A. Voluntary disclosure by the student of the disabling condition(s)**

a. It is the responsibility of the student to notify and register with the Special Support Service Coordinator. This may be initiated by calling the Testing/ADA Coordinator at 785-228-6356.

**B. Documentation from medical or other appropriate professional MUST be on file with the Testing/ADA Coordinator prior to consideration of requested accommodations.**

a. Contact the Testing/ADA Coordinator to obtain a copy of ‘Eligibility Guidelines for Disability Support Services’ and complete a Service Request Form and provide professional documentation which includes:

1) Description of the disability, how disability was diagnosed (testing information and diagnosis within past 3 years in most cases, within the last 6 months for psychiatric disabilities), how the disability affects the student’s academic performance, and suggested accommodations, if possible.

**C. Complete a Service Request Form each semester.** Depending on the accommodation request, four to eight weeks lead time may be needed for timely and effective provision of services.

**D. Return appropriate documentation completed by the diagnosing professional, as applicable to your situation.**

**E. Schedule a personal interview between the student and the Testing/ADA Coordinator.** This interaction is essential as the Testing/ADA Coordinator needs to receive background information from the student and discuss potential appropriate accommodations.

**F. Following the interview, the Coordinator will evaluate and assign accommodations.** The student will be informed in writing or by phone as to what determinations were made.

**G. Washburn Institute of Technology follows the federal regulations that adjustments may be awarded to qualified individuals (a student with a disability who meets the academic and technical standards requisite for admission or participation in the institution’s educational programs or activities) if they are reasonable modifications that do not lower or substantially affect the essential requirements of the program.** The burden of costs for the accommodations...
is not necessarily a student obligation. However, before Washburn Institute of Technology will fund accommodations, the student should contact state vocational rehabilitation agencies and other private organizations to explore financial assistance. When alternative funding is not secured, Washburn Institute of Technology can generally assist with securing reasonable accommodations.

Examples of accommodation arrangements:

1. **Visually Impaired** – Reader services, cassette players, test needs, books on tape. NOTE: When possible textbooks should be sent to appropriate agencies (e.g. Recording for the Blind & Dyslexic) for taping PRIOR to the semester.
2. **Hearing impaired** – Interpreter services, when available, note taker.
3. **Learning Disabled** -- Accommodations based on assessment of each individual’s needs.
4. **Testing Accommodations** – Testing accommodations must be scheduled in a timely manner prior to the test date to assure availability of personnel to assist.
5. **Other Conditions** – Accommodations will be determined on an individual basis following an interview between the student and the Testing/ADA Coordinator. NOTE: The above list includes examples of accommodations. Washburn Institute of Technology reserves the right to provide assistance to meet specific individual needs.

**Contact Information**

Gloria Christian  
Testing/ADA Coordinator  
Washburn Institute of Technology  
5724 SW Huntoon Avenue  
Topeka, KS 66604  
785-670-3365  
gloria.christian@washburn.edu

**Appeal Procedure**

The Testing/ADA Coordinator is authorized by Washburn Institute of Technology to provide reasonable accommodation at his/her discretion. Should the student disagree with the recommendation of accommodations, he/she may appeal in writing to a committee including the Associate Director of Student Services, Washburn Institute of Technology, and the Equal Opportunity Director, Washburn University. The committee will meet with the student as soon as practicable. Final determination of the accommodation(s) will be implemented by the committee.

It is the policy of Washburn Institute of Technology to assure equal educational and employment opportunity to qualified individuals without regard to race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status or sexual orientation/gender identity, or other factors prohibited by law. Direct questions or concerns to Dr. Pam Foster, Equal Opportunity Director, Morgan Hall 200K, (785) 670-1509, pam.foster@washburn.edu

Revised: 1/09, 7/10
Professional Aptitudes, Abilities and Skills for Nursing

The Practical Nursing Faculty has determined that the following general categories to address the aptitude, ability, and skills needed by students in the Practical Nursing Program in order to become prepared to function as generalists in practical nursing. It is the policy of Washburn Institute of Technology to provide reasonable accommodations for those with disabilities, health impairments, and other disabling conditions. These standards can also be used to determine whether accommodations or modifications are necessary. The standards have been established through consideration by faculty and consultation with the following sources: consultation with the advisory committee for the program, The Vocational Rehabilitation Act, The Americans with Disabilities Act, and industry standards.

A. Sensory and Motor Ability: The use of motor skills to perform patient exams, laboratory procedures and other clinical maneuvers. Students must be able to execute gross and fine motor movements required to provide assessment, general care and emergency treatment of patients. Examples of such skills include but are not limited to:

- administering CPR
- using the assessment skills of inspection, palpation, percussion, and auscultation
- assisting in moving and lifting patients and equipment using proper body mechanics
- ability to lift a minimum of 50 pounds without restrictions
- stand for a minimum of two hours
- walk for a minimum of six hours, not necessarily continuously
- demonstrating the ability to perform clinical skills such as injections, catheter insertion, and dressing changes
- determining changes in skin temperature
- must be able to work independently

B. Observation: The use of assessment skills such as observing faculty demonstrations, obtaining a health history from the patient, and directly observing a patient’s health condition. Students must be able to perform sensory skills (auditory, visual, and tactile) necessary to assess accurately the health status of patients. Examples of such skills include but are not limited to:

- hearing with a stethoscope to assess blood pressure, heart, lung, and abdominal sounds
- seeing color changes in the skin and changes in pupil reaction
- accurately reading calibrations on syringes and measuring devices

C. Communication: Communication with patient and members of the health care team about the patient’s condition in settings where communication typically is oral, in settings where communication typically is written, and in settings where the time span for communication is limited. Students must be able to speak, to hear, and to observe patients in order to obtain complete and accurate assessments of patient status. Communication includes speaking, reading, writing and non-verbal behaviors that reflect sensitivity, clarity, and comprehension. Examples of such skills include but are not limited to:

- initiating and maintaining a nurse/patient relationship
- sharing pertinent patient information with members of the health team
• giving verbal or written reports
• documenting accurately and clearly in written or electronic form
• providing patient/family teaching that results in mutual understanding
• communicating clearly in English to include; verbally, written, and in electronic forms
• understand verbal, written or computer screen generated information
• detect, interpret, and appropriately respond to verbal and non-verbal communication, acoustically generated signals (call bells, monitors, telephones)

**D. Reasoning and Intellectual Skills:** Critical thinking, problem solving and teaching skills necessary to provide care for individuals and families. Students must have sufficient critical thinking skills to problem solve in the clinical setting and to synthesize information in an analytical, deliberative, decisive, and evaluative manner. Examples of such skills include but are not limited to:

• accurately identifying nursing problems from all relevant patient data
• analyzing data to determine patient’s health care needs and comprehension of the RN’s identification of nursing diagnoses
• using judgment to develop a plan of care that will implement nursing interventions relevant to patient needs
• developing an alternative plan of care if current plan is ineffective

**E. Professional, Behavioral, and Social Characteristics:** The ability to provide care that is patient centered and shows respect for human dignity and the uniqueness of each individual, free from all bias and discrimination, and without consideration for personal attributes or the nature of health problems. Students must be emotionally stable. Examples of such skills include but are not limited to:

• possessing the qualities of self-awareness, emotional maturity, objectivity, flexibility, empathy, and integrity
• possessing the ability emotionally to handle demanding clinical assignments and to function effectively under stress
• possess the ability to remove themselves from the learning environment when experiencing an emotional state or under the influence of a substance interfering with function

Under the Family Educational Rights and Privacy Act, when a child turns 18 or attends a postsecondary institution, (if that happens first) all rights of the parents transfer to the student.

It is the policy of Washburn Institute of Technology to assure equal educational and employment opportunity to qualified individuals without regard to race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status or sexual orientation/gender identity, or other factors prohibited by law. Direct questions or concerns to Pam Foster, Equal Opportunity Director, Morgan Hall 200K, (785) 670-1509, pam.foster@washburn.edu

**WEAPONS AND DRUGS**

Washburn University has regulations and procedures in place to address concealed carry of weapons on campus. Those regulations and procedures can be located at http://www.washburn.edu/concealedcarry.
In this class, there may be times when you will be moving around the classroom and be separated from your handbag/purse/backpack. If you intend to carry a concealed weapon in your handbag/purse/backpack, on those days where you will be separated from your handbag/purse/backpack, it is your responsibility to make other arrangements for your weapon so that you remain compliant with the policy. I will provide notification to the class at least 24 hours prior to any class period where this will occur.

Washburn Institute of Technology also prohibits the unlawful possession, use, manufacture or distribution of alcohol, weapons, illicit drugs/substances or contraband by students on school property or as part of school activities. When possession of such contraband is discovered, a report shall be made to the appropriate office or department.

Any student found to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances or weapons in violation of the law on school property or during clinical may receive a citation, imprisonment and/or administrative dismissal from the program. Absenteeism due to legal complications secondary to possession of contraband will not be excused (see Washburn Institute of Technology Handbook).

SUBSTANCE USE OR CHEMICAL DEPENDENCY

Washburn Institute of Technology recommends that students who exhibit signs of substance use or chemical dependency or in whom there is suspicion of substance use or chemical dependency undergo further assessment and evaluation. The use of prescribed medications which alter thought processes or physical abilities cannot be used when providing patient care. Drug screening may be required when the student is suspected of alcohol and/or drug use. When there is evidence of substance use or chemical dependency, the student will be removed from the clinical experience and will be counseled to seek medical or professional intervention.

If a nursing faculty member has reasonable suspicion of substance use, based on objective criteria, school or program policy will be followed. If the student is on the Washburn Institute of Technology campus when the behavior is observed, the policy outlined in the Washburn Institute of Technology handbook will be followed. If the behaviors are observed when the student is at the clinical site, the student may be required to have drug and/or alcohol testing and may not participate in the clinical setting until the results are available and negative. Refusal to provide a specimen for testing may be grounds for dismissal from the program. Students with a suspicion of substance use or chemical dependency will not be allowed to drive.

Continuation of chemically dependent students in the program depends on compliance with the treatment program and the terms of a contract initiated by the Washburn Institute of Technology Health Occupations Coordinator with the student. Pursuant to Section IX of Policy No. 8125, any student suspended for a substance abuse violation must provide evidence of a consultation with a substance abuse specialist before readmission.

USE OF ELECTRONIC COMMUNICATION DEVICES

In accordance to agency policies students cannot bring personal cell phones, beepers, MP3/IPODs or other electronic communication devices into the clinical setting. Electronic communication devices must not be used and must be off during all classes. Instructors may remove these devices from
students if this policy, classroom guidelines, or clinical guidelines are not followed. The devices will be returned to the student after the completion of class. Faculty have the right to dismiss a student from the class for failure to follow this policy. Students dismissed from the class for this reason will be counted absent. Communication on these devices during testing will be considered academic dishonesty. Pictures or video may not be taken during any class or clinical unless permission has been obtained from the faculty and facility.

WEATHER RELATED SCHOOL CLOSINGS

In the event of severe weather conditions:
1) The decision to close school is made by Washburn University or Washburn Institute of Technology.
2) Information on cancellation of classes will be announced on local radio and/or television stations, school text or staff phone tree after 6:00 a.m.
3) If a cancellation is issued, classes will resume on the following day unless otherwise announced.
4) Good judgment in terms of travel/attendance should be exercised in the event of severe weather conditions whether school is cancelled or not.

HEALTH REQUIREMENTS

Policy:
• For the protection of the students and patients these health requirements will be required: Physical Examinations must be completed before entering the Practical Nursing program and must have been obtained within the three months prior to starting the program. Current immunizations are required of all students in the Practical Nursing program. The student must maintain CPR for the Health Care Provider or CPR for the Professional Rescuer for Adults and Child/Infants throughout the program. Students are required to maintain proof of health insurance coverage while enrolled in the Practical Nursing program at Washburn Institute of Technology. The faculty or Health Occupations Coordinator may require a written statement of ability to return, or ability to participate, in the Practical Nursing program after a student is ill or has an injury. Each case will be considered on an individual basis. Students must maintain these requirements. If the student fails to maintain any of these requirements throughout the program they will not be allowed to continue in class.

Procedure:

VERIFIED CREDENTIALS (EFFECTIVE AUGUST 2017)

Beginning August 2017, the Practical Nursing Program is partnering with Verified Credentials to track pre-licensure student health clearance records and to conduct pre-entrance background checks. Students will be provided simple instructions on how to submit their health clearance documentation and will be assessed a fee upon signing up on the Verified Credentials website. Any questions or concerns regarding uploading documents should be directed to Verified Credentials via their website chat feature, email (clientservices@verifiedcredentials.com), or phone (800-938-6090). Nursing students must submit all health clearance requirements by August 1st for the Fall semester, and December 1st for the Spring semester. Students may not participate in any clinical practicums without being compliant with all their health clearance requirements. Immunization requirements by the Practical Nursing program and the
affiliating clinical agencies are enforced. Students will not be allowed to attend class if these requirements are not met and will be withdrawn from the program within 5 days if documentation is not provided. 

**The following documentation is required:**

Complete Pre-entrance Background Check (See page 33 for more information)

10-Panel Drug Screen – When students pay the fee to Verified Credentials a pin is purchased and must be used to obtain the drug screen within 30 days. Failure to do so will cause the student to purchase a second pin. **(EFFECTIVE FOR JANUARY, 2018 COHORT)**

Complete Pre-Entrance Physical Exam Form – Students will use the official form available on the Verified Credentials website to complete the physical exam. Requires account creation first.

Varicella (Chicken Pox) Immunization - Students will electronically submit evidence of 2 varicella vaccinations or titer/blood test demonstrating positive immunity. If students have only had 1 of the vaccinations, they must obtain the 2nd immunization or submit a titer with positive results. The program will **NOT** accept documentation of disease as evidence of immunity. Enter all dates accurately or the submission will be rejected.

Influenza Immunization **(Due no later than Oct. 1)** – Students will electronically submit evidence of an influenza (i.e. flu) vaccination appropriate for the influenza season occurring during the student’s enrollment in the program or a waiver. Note that clinical sites are under no obligation to accept a waiver of immunization and may refuse placement to students submitting an immunization waiver for any reason. If a student elects to waive this requirement, they may be disqualified from some or all clinical sites and potentially unable to complete the program.

Measles, Mumps and Rubella Immunization - Students will electronically submit evidence of 2 MMR vaccinations or titer/blood test demonstrating positive immunity to each. Enter all dates accurately or the submission will be rejected.

Hepatitis B Immunization – Students will electronically submit evidence of a 3 series vaccination, titer/blood test demonstrating positive immunity, or signed waiver. If the student has not had all 3 vaccinations, visit with your healthcare provider about fulfilling this requirement. The approved waiver form is provided within the Verified Credential system. Enter all dates accurately or the submission will be rejected.

BLS Certification for the **Health Care Provider** or **Professional Rescuer** – Students must submit current certification and maintain certification throughout the program (must be valid throughout the program).

Tdap (Tetanus, Diphtheria, and Pertussis) - Students will electronically submit evidence of a tetanus/diphtheria vaccination (Tdap given within the past 10 years). If the tetanus/diphtheria vaccine was given over 10 years ago, the student must submit evidence of a Tdap booster vaccine. Enter all dates accurately or the submission will be rejected.

Tuberculosis (PPD) - Students will submit evidence of a 1-step Tuberculosis skin test result within the month prior to first day of the semester. If a test proves positive, a chest x-ray for Tuberculosis evaluation will be required and students must submit the radiologist’s report. If a student has previously tested positive for Tuberculosis exposure and the student’s last Tuberculosis evaluation
chest x-ray was completed more than 12 months ago, the student must see a medical provider to complete the Absence of TB Symptoms Form (official form contained in the Verified Credentials System). If a student’s chest x-ray results are positive for Tuberculosis, students must visit their healthcare provider to complete treatment and in this case the Program Director must be notified immediately. Enter all dates accurately or the submission will be rejected.

Evidence of Personal Health Insurance – Students must submit a copy of an insurance card which states the student’s name, policy number, and insurance carrier. If the student is on a parent’s, spouse’s, or partner’s policy and the insurance card does NOT have the student’s name listed, a letter from the insurance carrier verifying coverage will have to be submitted in the Verified Credential system.

HEALTH SERVICES

Washburn Institute of Technology students with an active Washburn University ID may use the Health Services in Morgan Hall on the Washburn University Main Campus. Hours of operation are 9:30 to 4:30, closed for lunch from 1:00 to 2:00PM. No appointments are scheduled; service is on a walk-in basis. See page 35 for a full description of Health Services.

CLINICAL DRESS CODE

Uniforms, as described by the dress code and in compliance with the dress code of the affiliating agencies, are to be worn while engaged in clinical experiences. School uniforms are not to be worn outside of the Washburn Institute of Technology Practical Nursing learning environment. Students in uniform are representing Washburn Institute of Technology Practical Nursing Program and will be expected to appear and be professional, follow handbook guidelines and the Nurse Code of Ethics. To protect and enhance the student’s projected image, health care practices, and welfare of the patient the following standards of personal appearance are to be adhered to by all Washburn Institute of Technology Practical Nursing Students.

Uniform:
1) All students must wear a clean school uniform.
2) Uniforms are not to be worn before or after the clinical experience to protect the patient and public safety by preventing the transmission of pathogens.
3) Skirt hemlines must be at least to the bend of the knee.
4) Slacks should be loose fitting but not allowed to drag on the floor or be shorter than ankle length.
5) Appropriate underclothing must be worn at all times. Nothing is to be showing outside of the uniform. White T-shirts that fit under the uniform are available at the uniform store.
6) Hose or socks are required; socks must be white and hose must be neutral.
7) Leather mostly white shoes must be clean, polished, and soft-soled. No sandals, canvas tennis shoes, clogs, Crocks, open toes or sling-back shoes are allowed.
8) Hats, caps and sunglasses will not be worn.
9) Students must be in full uniform on all clinical days including appropriate badges.
10) On clinical assignment days only, the student may wear the school uniform or a school lab coat over business dress attire. Jeans, halters, midriff tops, mini-skirts, low cut tops, shorts, leggings and exercise attire are not acceptable under the lab coat. Appropriate business type shoes are required, no casual sandals. Students in the school uniform will be allowed to perform skills if the opportunity arises as designated and observed by the instructor.
11) The Washburn Institute of Technology I.D. patch must be sewn on the left sleeve of both the uniform top and lab coat. Washburn Institute of Technology name tag and facility ID badge will be worn by the student at all times during each clinical day.

Jewelry:
12) A watch with a second hand is required.
13) Wedding bands are the only jewelry to be worn with the uniform. Rings with stones are not to be worn in the clinical agency. Necklaces, bracelets, and other jewelry are not allowed.
14) Only post earrings in the ears are allowed. No other visible piercings are allowed including tongue piercings.

Grooming:
15) The body and clothing must be kept clean. Daily bath/shower, use of deodorant, and good oral hygiene are essential.
16) Perfumes and cologne are not recommended.
17) The hair should always be worn in a neat style and kept off the collar.
18) Fingernails must be short, clean, and manicured. Artificial nails, acrylic nails, or nail polish are not permitted.
19) Clean shaven or closely trimmed beards, mustaches, and side burns only are allowed.
20) No visible tattoos.

Note: Students are to adhere to the uniform policy. Faculty have the right to dismiss and count a student absent who arrives at clinical without complying with the uniform dress code. Students while in uniform will be expected to abide by the school rules on or off campus. Failure to maintain professional conduct while in uniform is grounds for dismissal.

TRANSPORTATION TO CLINICAL

Students are responsible for having their own transportation to the clinical site.

STUDENT INJURIES AND INCIDENTS

Students receiving injuries in the clinical setting should notify the instructor immediately and follow agency procedures. Depending on the agency policy, the student may be responsible for follow up appointments, medications, diagnostic procedures or treatments ordered by the physician.

When an injury or exposure occurs, or universal/barrier precautions are compromised, a written report is prepared by the student and instructor and submitted to the Health Occupations Coordinator. The statement must include the date and circumstances leading to the injury or exposure. Students will be advised to contact a health care provider for medical follow-up as indicated. Students who are exposed to communicable diseases may be referred to the Shawnee County Health Clinic or medical agency of choice for counseling and education. Students are required to carry health insurance and are responsible for charges incurred related to injuries and exposures. Washburn Institute of Technology or its affiliates are not responsible for charges incurred from injuries and/or exposures on campus or during clinical experiences.
EMPLOYMENT

The faculty have developed the following suggestions in regard to student employment.

1) The option to be gainfully employed while attending the Washburn Institute of Technology Practical Nursing Program is left to the discretion of the student. Employment commitments should not interfere with the regular school hours as special adjustments of course scheduling will not be made to accommodate the student work schedules.

2) Health related employment must be compatible with the student’s current certification status (e.g. CNA). Students are not to wear their school badges, uniforms or name badges while working as a CNA/CMA.

3) Students should be cautioned that working over 14-16 hours per week may jeopardize their ability to progress through the program satisfactorily. In the case of declining academic performance, the student will be expected to reduce the number of hours worked per week or discontinue employment entirely. However, the student assumes full responsibility for their employment status.

READINESS FOR NCLEX-PN

Standardized Testing
Nursing assessment exams developed by the Assessment Technologies Institute (ATI) are utilized throughout the program as a tool to determine the student’s level of achievement and readiness to pass the NCLEX-PN. An individual performance summary is provided to each student identifying the assessment’s content areas, individual student testing results, suggested references for study, and critical thinking score. Results of these tests provide a formative indicator of a student’s readiness for the NCLEX-PN exam and will be used as part of the student’s grade.

The ATI Comprehensive Predictor, given at the end of the program, provides a percentage of likelihood of passing the NCLEX-PN. Students scoring below 93% likelihood of passing should consider an NCLEX-PN prep course as a NCLEX-PN preparation tool. Instructors will identify the graduates who do not pass the NCLEX-PN the first time and inform the Health Occupations Coordinator. Graduates have several options for remediation available and are not required to use the Virtual-ATI.

GRADUATION REQUIREMENTS

1) Successful completion of the PN Program:
   a) A grade of “C” or greater is required in each course within the program.
   b) Achieve or surpass the minimum requirement for Medication Math exams.
   c) Clinical evaluations must be satisfactory.

2) All money owed to Washburn Institute of Technology must be paid and all clinical agency badges returned to faculty before the student’s official transcript is released or sent to the State Board of Nursing.

3) Certificates will be mailed to graduates post-graduation or when all the above requirements have been met.

4) Transcripts will be sent to KSBN when all the above requirements have been met.

Practical Nursing graduates from December and May have the opportunity to attend the Washburn Institute of Technology Graduation Ceremony held each May.
PINNING CEREMONY

The pinning ceremony is a time-honored nursing graduation tradition that welcomes the newly-graduated nurses into the profession of practical nursing. The graduate nurses are presented with the school nursing pins by the faculty. The nursing pin is worn by nurses to identify the nursing school from which they graduated and is a time-honored symbol of the skill and commitment demonstrated by the graduate. It represents pride in your professional education and can be worn throughout your career.

A pinning ceremony, organized by the Health Occupations Coordinator and faculty, will be held for graduating nurse at the completion of the program at Washburn Institute of Technology. Only the Washburn Institute of Technology Practical Nursing pin may be awarded during the ceremony. School pins may be ordered during the last semester of the program.

NATIONAL TECHNICAL HONOR SOCIETY

The Technical Honor Society at Washburn Institute of Technology has been established according to the guidelines of the National Technical Honor Society. The purpose of the honor society is to recognize students who demonstrate superior academic achievement, commendable attitude, dependability, outstanding attendance, pursuance of employment in the field of study, community service, leadership qualities, skilled workmanship, and worthy character.

Second semester practical nursing students who plan to graduate during the current school year may be nominated for membership into the National Technical Honor Society. A student may be nominated by an instructor, department nomination, or by self-nomination. Final selection of candidates is made by the Washburn Institute of Technology Review Committee which is comprised of the Washburn Tech Practical Nursing faculty. Inductions take place during the spring semester.

PUSITZ AWARD

Graduating practical nursing students who demonstrate outstanding clinical skills may be nominated by the faculty to receive a Pusitz Award. The selection of the recipient of this award is based upon consistent demonstration of compassion and a sympathetic attitude toward the treatment of patients in their care. The selected student will receive the Pusitz Award during the pinning ceremony.

PHOTOGRAPHS/CLASS COMPOSITE

During the program, individual photos are arranged to be taken by Washburn Institute of Technology. Further details will be announced. The photo package will include a photograph to be attached to the Kansas State Board of Nursing application for licensure as a LPN. A class composite photograph is created from the individual photos and is available for all graduating students.

STATE BOARD APPLICATION PROCESS

Both the NCLEX-PN and Kansas State Board of Nursing (KSBN) applications and fees should be submitted at least 30 days before graduation. Students making application for licensure to practice as a licensed practical nurse (LPN) in the state of Kansas must:
1) Complete the on-line Kansas State Board of Nursing Licensure Application. The application is available online at ksbn.org and is good for six months.

2) Obtain a money order, check, or exact cash for $48.00 payable to Kansas State Board of Nursing for the background check and $50.00 for the licensure application.

3) Have fingerprinting done at KSBN for a small fee ($7.50). Background checks usually require about 30 days for processing.

4) To register for the NCLEX-PN Examination, go online to www.pearsonvue.com/nclex or call (866) 496-2539.

5) Pearson Vue requires $200.00 to register for the NCLEX-PN Examination.

6) Request an official transcript be sent from Washburn Institute of Technology to Kansas State Board of Nursing.

7) Fill out a Kansas State Board of Nursing Approval to Test form to go with KSBN application.

Note: this process will be reviewed with students during PNS 250: Role development course.

Candidates who have been convicted of a misdemeanor or felony must send the following:

1) a letter describing in full detail all occurrences that resulted in a conviction or disciplinary action and

2) a certified and dated copy of the court records (or board action when applicable) and

3) KSBN Application for Examination and Licensure as a LPN.

Diverted or expunged misdemeanors and felonies do not need to be reported. Felony and misdemeanor convictions committed as a minor need to be reported. Submission of required legal documentation to KSBN prior to application for licensure will be the responsibility of the student.

The candidate's application will have to be approved by the Kansas State Board of Nursing Investigative Committee before the candidate will be issued a license. **KSBN may deny licensure to an applicant convicted of a misdemeanor or felony.** Inquiries can be made to KSBN at (785) 296-4325. See excerpt from the Kansas Nursing Practice Act below or go online to ksbn.org for more precise and current details.

**BACKGROUND CHECKS**

The Washburn Institute of Technology affiliating agencies require students to pass a background check prior to being allowed to participate in clinical educational experiences. All students are therefore required to obtain a background check after tentative acceptance into the program. Students passing the background check will be admitted into the program. Students are also required to notify the Health Occupations Coordinator if convicted of an offense throughout the practical nursing program. Some clinical agencies will do an additional background check prior to students attending clinical. Students are tentatively accepted into the program until they pass all background checks. Failing to pass the background check is grounds for dismissal.

**HealthCare Services at Washburn University Student Health**

As an affiliate of Washburn University, Washburn Tech post-secondary students may utilize the services of the Washburn University Student Health Service on the main campus. This service exists to enhance the learning and development of students and staff, through provision of prompt whole-patient-centered medical care, with a strong emphasis on education, prevention, affordability and patient
advocacy. The Student Health Services is located in Morgan Hall, on the Washburn University Campus. Medical care, including physical exams, care of acute injuries and illness, immunizations and lab tests, and referral to outside providers as needed, is available to all enrolled students. Three nurse practitioners and a registered nurse are available for health care and counseling. A low cost health insurance program is available to all postsecondary students enrolled in six or more credit hours per semester. Literature regarding student insurance options is available in the STEPS Center. Students should be aware that many of the technical programs work with potentially dangerous equipment and that while students will be taught how to work safely around the equipment before they use it, accidents may still happen. For this reason it is recommended that all students purchase health insurance.

Counseling Services

Students experiencing difficulty with academic work or who have personal concerns may want to utilize the Counseling Services’ office located in Morgan Hall. Office hours are Monday through Friday, 8am - 5pm or other times by appointment. Students can drop-in to make an appointment or call 785-670--1450. Confidentiality is maintained for all types of counseling. However, students under the age of 18 will need parental consent to use the Counseling Services’ office.

Student Recreation Center

Washburn Tech postsecondary students may utilize the Student Recreation and Wellness Center located on the Washburn University main campus. The facility components include a rock climbing wall, indoor track, gymnasium, cardiovascular and resistance training area, multi-purpose room, wellness suite, and locker rooms. Program offerings include formal, intramural, group exercise, climbing, and wellness opportunities.

Articulation

Nursing articulation is progressing in Kansas due to Kansas Board of Regents mandated program alignments. The Practical Nursing Curriculum initiated at Washburn Institute of Technology August 2009 allows students to transfer several credits to Kansas colleges and universities. Graduates who have completed the Practical Nursing program and obtain a Kansas LPN License are eligible to apply to an ADN program for a one year degree completion program or a four year BSN program. Graduates are encouraged to seek information from the admissions office at the college or university they are interested in attending to determine which credits will transfer. Historically, Washburn and Baker University have agreed to award Washburn Institute of Technology Practical Nursing graduates 18 college credits toward a Bachelor of Science in Nursing degree. LPN's seeking articulation in Kansas should contact the program they wish to attend for an individualized articulation plan.

CERTIFIED MEDICATION AIDE

After successful completion of PNS 111 KSPN Pharmacology the student who is currently a Certified Medication Aide may send the KDHE papers and fees to KDHE using PNS 111 KSPN Pharmacology as a Medication Update course and become recertified for two years.
Washburn Institute of Technology Practical Nursing students who have a Kansas Nurse Aide Certification may complete the Certified Medication Aide Challenge course and take the KDHE medication aide examination following the successful completion of PNS 101 Foundations of Nursing, PNS 115 KSPN Foundations of Nursing Clinical, PNS 111 KSPN Pharmacology and 25 clinical hours of KSPN 166 Medical Surgical Nursing I. In order to be certified as a medication aide in the state of Kansas the student must:

1) Successfully complete the above mentioned coursework with a grade of “C” or better.
2) Successfully complete the Certified Medication Aide Challenge course.
3) Pass the CMA exam on the first attempt.
4) Complete the 75-hour Medication Aide Application and Documentation of Training forms.
5) Provide the Washburn Institute of Technology Assistant Health Occupations Coordinator a copy of the student's nurse aide certificate & social security card.
6) Have satisfactory clinical evaluations.
7) Pay the appropriate course fees.

**Regional Simulation Center**

Kansas Technical Re/training Among Industry-targeted Networks (KanTRAIN) grant project of $11,997,957 is 100% funded through the U.S. Department of Labor's Trade Adjustment Assistance Community College and Career Training program.

This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.
65-1116. Licensure of practical nurses; qualifications of applicants; examination; refresher course; renewal license; title and abbreviation; temporary permit; exempt license.

(a) Qualification. An applicant for a license to practice as a licensed practical nurse shall:
   (1) Have graduated from an approved school of practical nursing or professional nursing in the United States or its territories or from a school of practical nursing or professional nursing in a foreign country which is approved by the board as defined in rules and regulations;
   (2) have obtained other qualifications not in conflict with this act as the board may prescribe by rule and regulation; and
   (3) file with the board a written application for a license.

(b) If the board finds in evaluating any applicant that such applicant is deficient in qualification or in the quality of such applicant's educational experience, the board may require such applicant to fulfill such remedial or other requirements as the board may prescribe.

(c) License.
   (1) The board shall issue a license to an applicant to practice as a practical nurse who has:
      (A) Met the qualifications set forth in subsections (a) and (b);
      (B) passed a written examination as prescribed by the board; and
      (C) no disqualifying factors under K.S.A. 65-1120 and amendments thereto.


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 a registered nurse anesthetist that is issued by the board or applied for under this act 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 as a registered nurse anesthetist that is issued by the board or applied for under this act 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:
      (A) Met the qualifications set forth in subsections (a) and (b);
      (B) passed a written examination as prescribed by the board; and
      (C) no disqualifying factors under K.S.A. 65-1120 and amendments thereto;
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 (8); or

(9) to have assisted suicide in violation of K.S.A. 21-3406, prior to its repeal, or K.S.A. 2012 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. 2012 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. 2012 Supp. 60-4404, and amendments thereto.

(C) A copy of the record of a judgment assessing damages under K.S.A. 2012 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 such 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. 2012 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.

### FACULTY AND FACILITY DIRECTORY

**Washburn Institute of Technology**

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belinda Eckert MSN, APRN</td>
<td>Health Occupations Coordinator</td>
<td>785-670-3480&lt;br&gt;<a href="mailto:belinda.eckert@washburn.edu">belinda.eckert@washburn.edu</a></td>
</tr>
<tr>
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<tr>
<td>Kathy Hamman RN, BSN</td>
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<td>785-670-3484&lt;br&gt;<a href="mailto:kathy.hamman@washburn.edu">kathy.hamman@washburn.edu</a></td>
</tr>
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**Affiliating Clinical Agencies**

- **Aldersgate Village**<br>7220 SW Asbury Drive<br>Topeka, KS<br>785-478-9440

- **Kansas Rehabilitation Hospital**<br>1504 SW 8th Avenue<br>Topeka KS 66606<br>785-235-6600

- **St Francis Health Center**<br>1700 SW 7th Street<br>Topeka, KS<br>785-295-8000

- **Stormont-Vail HealthCare**<br>1500 SW 10th Avenue<br>Topeka, KS<br>789-354-6000

- **VA Eastern Kansas Health Care System**<br>2200 SW Gage<br>Topeka, KS<br>785-350-3111

- **Sunflower Prompt Care**<br>4646 NW Fielding Road<br>Topeka KS 66618<br>785-246-3733
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