



# Washburn Tech

## Practical Nursing Student Handbook

2021-2022

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#### COVID Notice:

The Kansas State Board of Nursing requires that students complete training hours in clinical facilities and have direct patient care experiences prior to licensure endorsement. Due to COVID-19, there is a possibility that we will not have access to certain clinical environments, resulting in delays in your course completion and/or program graduation. We are continually working with our clinical facilities and KSBN to ensure our compliance with health and safety guidelines during this pandemic, as well as to comply with licensing regulations to ensure your successful training and transition into a rewarding career.



Dear Practical Nursing Student,

We are pleased to welcome you to the Washburn Tech Practical Nursing Program!

This is an exciting step along your journey of a rewarding career in nursing. Our PN program at Tech follows the curriculum that has been approved by the Kansas State Board of Nursing for all schools in that state; yet we believe we offer more than just a curriculum. We care about your success. You may be interested to learn that our Practical Nursing student NCLEX-PN pass rate is consistently above the state and national level. We are proud of our students' successes and value the opportunity to guide students toward this essential and satisfying professional field.

Through your commitment to learning, you will acquire the knowledge, skills, attitudes, and abilities necessary for an entry level licensed practical nursing position. Our faculty will assist you as you go through the didactic (classroom) and clinical experiences that lead up to taking the NCLEX-PN exam, which is required for licensure as a practical nurse.

This handbook has been prepared for you by the Washburn Tech'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. Our handbook complements the Washburn University Student Handbook; both are important documents that you should read and understand.

We hope you 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 year.

Sincerely,

A handwritten signature in black ink that reads "Pamela Masters".

Pamela Masters, MSN RN CNL  
Director of Health Occupations

## 2. ACCEPTANCE REQUIREMENTS

Applicants to the Practical Nursing Program must have completed the following steps:

1	Complete and submit the Washburn Tech application form for Admissions
2	Submit Accuplacer (or ACT, SAT, COMPASS) scores
3	Complete all three of the following pre-requisite courses, earning a grade of "C" or better in each (submit official transcripts): <b>1. Nutrition</b> <b>2. Human Growth and Development</b> <b>3. Human Anatomy and Physiology (both lecture AND lab) -within last 5 years</b>
4	Take TEAS test - <i>Students must earn a <b>composite score of 55 or higher</b> -within last 2 years</i>
5	Provide proof of your active <b>Kansas Certified Nurses Aid and CPR certificates;</b>
6	Submit all OFFICIAL transcripts for college, high school and/or GED
7	Complete the Washburn Tech Practical Nursing application

Note: English as Second Language applicants will be considered for the program when they pass the TOEFL exam and the entrance exams in Reading for Information and applied Math at the required levels for entrance into the program. College level English is encouraged for ESL students, although not required.

Applicants are considered for acceptance once the Priority Deadline for admissions has passed. Applicants will be notified by letter of their status.

- Applicants who are **conditionally accepted** into the Practical Nursing program are awaiting some documentation that is required for acceptance (i.e. transcripts). If this documentation is not received by the designated deadline, or if the documentation does not meet admission standards, the conditional acceptance will be rescinded.
- Applicants who are **accepted** into the Practical Nursing program have completed all requirements for acceptance.
- Applicants who are **denied acceptance** may not have the requisite test scores or grades. Applicants may retest or retake the classes, and reapply for future cohorts.

### REQUIREMENTS UPON ACCEPTANCE INTO THE PROGRAM

An **Acceptance Packet** will be sent to students who are *accepted* or *conditionally accepted* into the program. The packet contains information about the Orientation meeting; the Acceptance Form; instructions for creating an account on the *Verified Credentials* platform; and the list of documents and immunization records that should be downloaded into *Verified Credentials*.

1. Pay Enrollment fee (unless you are *continuously* enrolled)
2. Attend Practical Nursing Orientation meeting
3. Submit the Practical Nursing acceptance letter
4. Establish Verified Credentials account

5. Successfully complete Background check
6. Successfully complete Drug Screen
7. Successfully complete all immunizations
8. Submit results of a recent (within three months of acceptance) physical health examination
9. Submit current CNA and CPR certifications (must maintain throughout the PN program)
  - a. CPR must be American Heart Association Basic Life Support for Healthcare Providers or
  - b. American Red Cross CPR/AED for Professional Rescuers and Healthcare Providers
  - c. Unacceptable CPR certification includes HeartSaver or any lay person CPR
10. Provide proof of health insurance coverage (must maintain throughout the PN program)

## Student Responsibilities

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.

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

## Documents containing regulations:

PN Student Handbook (this document)

Washburn University Student Conduct Code

[https://washburn.edu/student-life/services/files/Student\\_Conduct\\_Code.pdf](https://washburn.edu/student-life/services/files/Student_Conduct_Code.pdf)

Washburn Tech college catalog

<https://catalog.washburn.edu/washburn-institute-technology/>

## Verified Credentials Platform

The Practical Nursing program has partnered with **Verified Credentials** to track pre-licensure student health clearance records and to conduct pre-entrance background checks and drug screens. Instructions for creating an account are sent to students in the Acceptance Packet. Any questions or concerns regarding uploading documents should be directed to **Verified Credentials** via their website chat feature, email ([clientservices@verifiedcredentials.com](mailto:clientservices@verifiedcredentials.com)) or phone (800.938.6090).

PN students must submit all health clearance requirements by the **fifth** day of the semester. Students may not participate in any clinical practicums without being compliant with all their health clearance requirements. Immunization requirements by the PN program and by the affiliating clinical agencies are enforced.

The screenshot below shows the **Verified Credentials** screen once the student has created an account:

**Washburn University - Practical Nursing Program**  
Background Check, Drug Screen & Additional Requirements - Practical Nursing Program

Due Date: 8/15/2020

1 2 3 4 5 6 7 8

Introduction 0 of 1 Tasks Complete

Forms & Notices 0 of 3 Tasks Complete

Personal Info 0 of 7 Tasks Complete

Review Results 0 of 2 Tasks Complete

### Welcome to QualifiedFirst!

Welcome! Your organization has partnered with QualifiedFirst® by Verified Credentials, Inc to help you complete the requirements outlined below. Don't worry; we'll walk you through the process step-by-step, with guidance designed especially for people new to the process. QualifiedFirst® works a lot like a navigation system, showing you what to do every step of the way and providing you clear, easy-to-follow instructions.

Take a moment to review the requirements below. When you're finished, click "Let's Get Started" below.

#### Background Report

Your background report will contain the following background checks and verifications:

- Criminal Search - County [What is this?](#)
- Drug Screen - 10 Panel Urine (Q10) [What is this?](#)
- FACIS - Level 1 Individual [What is this?](#)
- ID Trace Pro [What is this?](#)
- National Criminal Database [What is this?](#)

#### Immunizations

You will need to provide details and possibly supporting documentation that you received the following immunizations:

- Hepatitis B [What is this?](#)
- Influenza [What is this?](#)
- MMR (Measles-Mumps-Rubella) [What is this?](#)
- Tdap [What is this?](#)
- Tuberculosis [What is this?](#)
- Varicella (Chickenpox) [What is this?](#)

#### Insurance

You will need to provide details and possibly supporting documentation that you possess the following insurance coverage:

- Medical Insurance [What is this?](#)

#### Miscellaneous Information

You will need to provide details and possibly supporting documentation of the following miscellaneous Information:

- Medical History & Physical [What is this?](#)

#### Professional Certifications

You will need to provide details and possibly supporting documentation of the following professional certifications:

## Background Report

**Verified Credentials** will conduct the background checks shown in the screenshot above. Certain criminal convictions would deny or restrict access to a Kansas nursing license. Specific information about these convictions is identified in Kansas Law (KSA-65-1120). Please check with the Kansas State Board of Nursing (785-296-4929) if you have questions.

## Drug Screen

**Verified Credentials** will provide a list of available and nearby resources where students can obtain the drug screen.

## Immunizations

**Varicella (Chicken pox).** Students will electronically submit evidence of 2 varicella vaccinations or titer/blood test demonstrating positive immunity. If students have only had one of the vaccinations,

they must obtain the second 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.** Students will electronically submit evidence of an influenza (i.e. flu) vaccination appropriate for the influenza season (May through October) occurring during the student's enrollment in the program – or submit 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, he/she may be disqualified from some or all clinical sites and may potentially be unable to complete the program.

**Measles, Mumps, Rubella.** 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.** 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, he/she should visit with a 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.

**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 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 one month prior to the start 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 notify the Director of the Health Occupations immediately.** Enter all dates accurately or the submission will be rejected.

## Insurance

Students must submit a copy of a current 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.

## Miscellaneous Information

Students must submit results of a recent physical examination by their healthcare provider. The physical exam should take place no more than three months prior to acceptance into the PN program.

## **Professional Certification Documentation Needed**

The following certificates must be current and must remain current throughout the duration of the PN program:

1. Certified Nurse Aide (C.N.A.) certificate
2. CPR certificate for the Health Care Provider or Professional Rescuer

### 3. ABOUT THE WASHBURN TECH PN PROGRAM

The Washburn Tech Practical Nursing program is a 47-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. The program also prepares graduates to take the NCLEX-PN licensure exam.

#### **HISTORY of Washburn Tech Practical Nursing Program**

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 Kaw Area Technical School 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**

Programs at Washburn Tech are included in the accreditation for Washburn University, which is accredited by the **Higher Learning Commission**. To file a complaint with the commission, [please follow its stated procedures](#).

[Verification of affiliation can be found here.](#)

##### [Higher Learning Commission](#)

230 South LaSalle Street, Suite 7-500  
Chicago, Ill. 60604

View [Washburn University accreditation mark of affiliation and status verification](#) on washburn.edu.

The Practical Nursing Program is approved by the Kansas State Board of Nursing.

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.kansas.gov](http://www.ksbn.kansas.gov)

#### **WASHBURN TECH MISSION STATEMENT**

Washburn Tech delivers innovative educational training opportunities to enhance the lives of individuals and strengthen the communities we serve.

#### **PRACTICAL NURSING PROGRAM MISSION STATEMENT**

The mission of the Washburn Tech 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.



## PROGRAM OUTCOMES

1. **Relationship-centered care:** provide nursing care that is relationship-centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of clients with commonly occurring health alterations that have predictable outcomes.
2. **Teamwork and Collaboration:** collaborate with the client and members of the inter-professional health care team to promote continuity of client care and shared decision-making.
3. **Evidence-based practice:** use current evidence as a basis for nursing practice.
4. **Informatics:** use information and client care technology to support the delivery of safe, quality client care.
5. **Quality Improvement:** participate in quality improvement activities assessing their effect on client outcomes.
6. **Safety:** provide an environment that is safe and reduces risk of harm for clients, self, and others.
7. **Professionalism:** demonstrate accountability for client care that incorporates legal and ethical principles, regulatory guidelines, and standards of nursing practice.
8. **Leadership:** use leadership skills that support the provision and coordination of client care.

## PRACTICAL NURSING INSTRUCTORS AND STAFF

Director of Health Occupations	Pam Masters, MSN, RN, CNL	<a href="mailto:Pamela.masters@washburn.edu">Pamela.masters@washburn.edu</a>	785-670-3351
Administrative Assistant	Elizabeth Simmons	<a href="mailto:Elizabeth.simmons@washburn.edu">Elizabeth.simmons@washburn.edu</a>	785-670-3351
Level 1 Instructor (day program)	Ashley Tyler, BSN, RN	<a href="mailto:Ashley.tyler1@washburn.edu">Ashley.tyler1@washburn.edu</a>	785-670-3486
Level 1 Instructor (day program)	Dodie Greenfield, BSN, RN	<a href="mailto:dodie.greenfield@washburn.edu">dodie.greenfield@washburn.edu</a>	785-670-3485
Level 2 Instructor (day program)	Nicole Wade, BSN, RN	<a href="mailto:nicole.wade@washburn.edu">nicole.wade@washburn.edu</a>	785-670-3488
Level 2 Instructor (day program)	Stephanie Selk, BSN, RN, MHCL	<a href="mailto:stephanie.selk@washburn.edu">stephanie.selk@washburn.edu</a>	785-670-3487
Evening Instructor	Laura Keighley, MSN, RN	<a href="mailto:Laura.keighley@washburn.edu">Laura.keighley@washburn.edu</a>	785-670-3484

## OUR 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 believe they are partners with students 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:

IOM, (2010). *The future of nursing: Leading change, advancing health*.  
<http://www.nap.edu/catalog/12956.html>

Kansas State Board of Nursing (July 2015, revised 2016) *Nurse Practice Act, Statutes and Administrative Regulations*

National Association. for Practical Nurse Educators and Service (NAPNES). (2004). *Standards of practice for LPN/VNs*. Silver Spring, MD

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*.

National Association of Licensed Practical Nurses Inc. (NALPN). (Formerly NFLPN, updated December 2015). *Nursing practice standards for the licensed practical/vocational nurse*, Raleigh, NC: Author. [www.nalpn.org](http://www.nalpn.org).

## **CLASS REPRESENTATIVE**

A Class Representative is elected during the fourth week of the semester for Level 1 students; and during the first week of the semester for Level 2 students.

Duties are as follows:

- serve as a communication link with faculty
- attend the beginning portion of the faculty meetings to facilitate communication of student concerns, ask questions, and provide input.
- Communicate student concerns to the Director of Health Occupations at least one day prior to faculty meetings.

## **PHOTOGRAPHS/CLASS COMPOSITE**

During the program, the PN program will arrange a photography session during which each student will have a photo taken for the purposes of generating a class composite. A class composite photograph is created from the individual photos and is available for all graduating students. Further details will be announced in class.

## **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 pin identifies the school from which nurse graduated and is a 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 will be held for graduating student prior to the graduation ceremony\*. School pins may be ordered during the last semester of the program; the cost varies depending on the style of the pin. The cost of the pin is included in tuition/fees. However, if students wish to upgrade or add a pin guard, students will need to pay the additional cost out of pocket. Further details will be available in class.

## **PUSITZ AWARD**

Graduating practical nursing students who demonstrate outstanding clinical skills may be nominated by the faculty to receive a Pusitz Award. Criteria for this award includes 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\*.

*\* when COVID-19 restrictions allow mass gatherings*

## COMPUTER REQUIREMENTS FOR COURSEWORK

Program and prerequisite courses require students to have knowledge of and access to computers. **A smart phone is NOT sufficient** for completing the assignments and accessing the programs needed for the PN courses.

- Students will need computers (desktop or laptop; Chromebooks and iPads/tablets will not work for some online applications used in the program) and reliable internet access.
- Students who do not have their own laptops or desktop computers may be eligible to borrow a laptop from Washburn Tech's IT services, if available. Students must sign a form indicating acknowledgement of a charge to the student's bill if the laptop is not returned on the designated due date.
- Students will be required to submit homework online using Microsoft Word; download documents; and use e-mail.
- D2L is the online management learning system used by Washburn Tech; students are expected to be able to navigate this system.
- In case of a COVID-19-related shelter-in-place order, instruction will continue via Zoom meetings and online delivery of content via D2L as allowed by the Kansas State Board of Nursing regulations.

## EMPLOYMENT WHILE ENROLLED as a STUDENT

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

- The option to be gainfully employed while attending the Washburn Tech Practical Nursing Program is left to the discretion of the student.
- Employment commitments should not interfere with the regular school hours (i.e. special adjustments of course scheduling will NOT be made to accommodate the student work schedules).
- Healthcare-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.
- 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.

## 4. SERVICES FOR STUDENTS

### ACADEMIC ADVISING

Program Navigators are available in the Student Services office for students in need of academic advising. Nursing instructors and the Director of Health Occupations are also available for career counseling and seeking appropriate resources to meet students' needs.

### ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The Campus Advocate 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 Campus Advocate to be eligible for services. The Campus Advocate must have documentation on file in order to provide services.

Requests for accommodations should be submitted to the Campus Advocate two months or more prior to the date services should begin; however, contact the Campus Advocate as soon as a need may arise. Contact the Campus Advocate for an interview. Each request is evaluated on a case by case basis.

Qualified students with disabilities must register with the Campus Advocate to be eligible for services. This requires voluntary disclosure by the student with the disabling condition(s). Documentation from medical or other appropriate professional must be on file with the Campus Advocate prior to consideration of requested accommodations.

The Campus Advocate is responsible for assisting in arranging accommodations and for identifying resources on campus for students with disabilities. The Campus Advocate must have documentation on file in order to provide services. Contact the Campus Advocate at [shelley.bearman@washburn.edu](mailto:shelley.bearman@washburn.edu) or 785-670-3364.

The Campus Advocate is authorized by Washburn Tech to provide reasonable accommodations at his/her discretion. Should the student disagree with the recommended accommodations, he/she may appeal in writing to the Assistant Dean/Director of Student Services at Washburn Tech.

### COUNSELING SERVICES

Students experiencing difficulty with academic work or who have personal concerns may want to utilize Counseling Services located in Kuehne Hall, suite 200. Office hours are Monday through Friday, 8am - 5pm or other times by appointment. Students can make an appointment by calling 785-670-3100. Confidentiality is maintained for all types of counseling. However, students under the age of 18 will need parental consent to use Counseling Services.

### EQUAL EDUCATIONAL OPPORTUNITY/HARRASSMENT POLICIES

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

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. Conduct constituting harassment or discrimination will not be tolerated.

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.

The complaint procedure to report discrimination, sexual harassment or harassment is found at [www.washburn.edu/eo-complaints](http://www.washburn.edu/eo-complaints). Submit complaints within 180 days of the alleged incident to the Equal Opportunity Director: Dr. Pam Foster, Equal Opportunity Director, Morgan Hall 200K, 785-670-1509, [pam.foster@washburn.edu](mailto:pam.foster@washburn.edu)

## **FINANCIAL AID SERVICES**

The Financial Aid office at Washburn Tech is located in the Student Services offices in the A Building at Washburn Tech. For an appointment, please call 785-670-3360.

PN students may apply for federal Financial Aid by completing the FAFSA. For more details about the Financial Aid process and office at Washburn Tech, please visit the website: <https://washburntech.edu/admissions/financial-aid/index.html>

Please see the Washburn Tech college catalog online for more details about Financial Aid and Satisfactory Academic Progress (<https://catalog.washburn.edu/washburn-institute-technology/tuition-fees-financial-aid/federal-financial-aid/>)

## **HEALTH INSURANCE**

A low-cost health insurance program is available to all post-secondary students enrolled in six or more credit hours per semester. Please contact the Student Health Services office or email [studentinsurance@washburn.edu](mailto:studentinsurance@washburn.edu).

## **HEALTH SERVICES**

Student Health Services is located in Morgan Hall, on the Washburn University 17<sup>th</sup> street campus. Services include: physical exams, care of acute injuries and illness, immunizations and lab tests, and referral to outside providers as needed. These services are provided at a low cost to Washburn students. Many types of services are NOT covered by tuition/fees (i.e. immunizations); students must pay for those services.

## **NATIONAL TECHNICAL HONOR SOCIETY**

The Washburn Tech chapter of the National Technical Honor Society has as its primary purpose the recognition of 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 may be nominated for membership into the National Technical Honor Society. A student may be nominated by an instructor, department, or by him/herself. Selection of candidates is made by a committee of faculty, staff and administrators. The induction ceremony occurs prior to graduation.

### **STUDENT RECREATION CENTER**

Washburn Tech students may utilize the Student Recreation and Wellness Center located on the Washburn University 17<sup>th</sup> street campus. The facility includes a rock-climbing wall, indoor track, gymnasium, cardiovascular and resistance training area, multi-purpose room, wellness suite, and locker rooms. Program offerings include intramural, group exercise, climbing, and wellness opportunities.

### **LIBRARY RESOURCES**

Washburn Tech students may utilize the Mabee Library and Center for Student Success on the Washburn Campus. Several databases have applications for mobile devices which provide point-in-time information. All students have online access to the Mabee Library, library holdings and databases. There is a Health Sciences Librarian who is available to work with nursing students as needed.

A reference library is also available on the Washburn Tech campus located in Gabelmann Room in Building A East.



## 5. PROGRESSION THROUGH THE PRACTICAL NURSING PROGRAM

The full-time day program requires two semesters (spring and fall) to complete. Cohorts that begin Level 1 in the spring semester will have the summer off, and then must return in the fall to complete the program (Level 2). Cohorts that begin Level 1 in the fall semester return in the spring semester to complete the program (Level 2).

Instructional hours for the **full-time day program** are Monday through Friday, 8:00 am - 2:55 pm. Students will be notified of their clinical assignments, which may require a different start/end time than the didactic classes.

The part-time evening program requires three academic semesters and one summer session to complete. Cohorts that begin in the fall semester (August) will attend fall, spring, summer, fall. Cohorts that begin in the spring semester (January) will attend spring, summer, fall, spring.

Instructional hours for the **part-time evening program** are conducted Monday through Thursday, 5:00 - 9:00 pm with some Friday, Saturday, and/or Sunday clinical hours. Students will be notified of their clinical assignments, which may require a different start/end time than the didactic classes.

Clinical times may start as early as 5:45 am. Clinical assignments are coordinated with other area nursing programs and there is no little to no flexibility in that schedule. In order to complete the required clinical hours, students will need to prioritize and arrange to attend all assigned clinical times regardless of competing priorities.

Times for all programs are subject to change.

The full-time day program course load is as follows:

Course Number	Course Name	Credit Hours
<b>Prerequisites</b>		
HCT 136 & 137	Human Anatomy and Physiology	6
HCT 141	Nutrition	3
HCT 134	Human Growth and Development	3
<b>Prerequisite Total</b>		<b>12</b>
<b>Level 1</b>		
PNS 121	Strategies for Success	2
PNS 101	KSPN Foundations of Nursing	4
PNS 115	KSPN Foundations of Nursing Clinical	2
PNS 152	KSPN Nursing Care of Adults I	5
PNS 155	KSPN Nursing Care of Adults I Clinical	2
PNS 145	KSPN Fundamentals of Pharmacology & Safe Medication Administration	2
<b>Level 1 Total</b>		<b>17</b>
<b>Level 2</b>		
PNS 212	KSPN Nursing Care of Adults II	5

PNS 215	KSPN Nursing Care of Adults II Clinical	3
PNS 232	KSPN Care of Aging Adults	2
PNS 235	KSPN Mental Health Nursing	2
PNS 221	KSPN Maternal Child Nursing	2
PNS 226	KSPN Maternal Child Nursing Clinical	1
PNS 242	KSPN Leadership, Roles and Issues	2
PNS 245	NCLEX - PN	1
<b>Level 2 Total</b>		<b>18</b>
<b>Program Total</b>		<b>47</b>

The part-time evening program course load is as follows:

Course Number	Course Name	Credit Hours
<b>Prerequisites</b>		
HCT 136 & 137	Human Anatomy and Physiology	6
HCT 141	Nutrition	3
HCT 134	Human Growth and Development	3
<b>Prerequisite Total</b>		<b>12</b>
<b>Semester 1</b>		
PNS 121	Strategies for Success	2
PNS 101	KSPN Foundations of Nursing	4
PNS 115	KSPN Foundations of Nursing Clinical	2
PNS 145	KSPN Fundamentals of Pharmacology & Safe Medication Administration	2
<b>Semester 1 Total</b>		<b>10</b>
<b>Semester 2</b>		
PNS 152	KSPN Nursing Care of Adults I	5
PNS 155	KSPN Nursing Care of Adults I Clinical	2
PNS 221	KSPN Maternal Child Nursing	2
PNS 226	KSPN Maternal Child Nursing Clinical	1
<b>Semester 2 Total</b>		<b>10</b>
<b>Summer Session</b>		
PNS 232	KSPN Care of Aging Adults	2
PNS 235	KSPN Mental Health Nursing	2
<b>Summer Session Total</b>		<b>4</b>
<b>Semester 3</b>		
PNS 212	KSPN Nursing Care of Adults II	5
PNS 215	KSPN Nursing Care of Adults II Clinical	3
PNS 242	KSPN Leadership, Roles and Issues	2
PNS 245	NCLEX - PN	1
<b>Semester 3 Total</b>		<b>11</b>
<b>Program Total</b>		<b>47</b>

Please refer to the online Washburn Tech catalog for current course descriptions (<https://catalog.washburn.edu/washburn-institute-technology/programs-technical-certificates-graduation-requirements/certificate-programs/practical-nursing/> )

## PROGRESSION

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 Student Handbook may also be included on tests.

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

## PROGRESSION COMMITTEE

The Progression Committee is responsible for determining whether a student is eligible to continue progressing through the program. The Progression Committee consists of the Director of Health Occupations, the Assistant Dean/Director of Student Services and the Program Navigator/advisor. When students are placed on probation or have performed in a manner that warrants dismissal from the program, the Progression Committee will review the circumstances and arrive at a final decision regarding progression.

Students must be in good financial standing with the college/university in order to continue from one semester to the next. If the student balance exceeds the minimum allowable amount, students should contact the business office and/or financial aid office to determine how to rectify the outstanding balance.

## SATISFACTORY PROGRESS - DIDACTIC COURSES:

A passing grade (80% or greater) is required to pass each course. When a final course grade is below 80%, the student will not be allowed to continue in the program. This may occur during the semester, because some PN courses are completed prior to the end of the semester. The Progression Committee will convene to determine the conditions of the withdrawal (i.e. credits earned, student financial aid disbursement, eligibility for reapplication for future cohorts). These students will be eligible for reapplication for a future cohort, however acceptance is not guaranteed.

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. If a student is unable to improve their grade to passing level (80%) prior to the course ending, they will not be eligible to continue in the program that semester.

**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 take the Medication Math exam. Students not achieving 90% after two attempts will be withdrawn from the program and may reapply for admission for future cohorts.

## SKILLS LAB TESTING PRIOR TO CLINICAL ASSIGNMENT

To prepare for clinicals, PN students are assessed during skills lab testing in PNS115 KSPN Foundations of Nursing Clinical. Skill performance is evaluated on a pass or fail basis. Passing performance is required to progress to the next level of instruction and for successful completion of PNS 115: KSPN Foundations of Nursing Clinical.

**Failing the First Attempt.** Students who do not perform at a passing level will be allowed a second opportunity to perform the skill at a passing level. Students will be assessed by a different instructor during the second attempt.

**Failing the Second Attempt.** Students failing a second attempt will fail KSPN115 and will be withdrawn from the program with clinical failure. These students will be eligible for reapplication for a future cohort.

**Passing the Second Attempt.** Students with passing performance the second time will be put on clinical probation during their first clinical rotation. Refer to section on *Policies, Standards, and Processes - Probation* in this manual.

## ACADEMIC IMPROPRIETIES

The basic presumption at Washburn University/Washburn Tech is that the work produced by a student is a true representation of the student's knowledge and abilities. Academic improprieties are actions that cast doubt upon the authenticity of the student's academic work.

Examples of academic improprieties may include but are not limited to the following: failure to follow the instructor's directions for assignments or exams; using resources that the instructor has forbidden; cheating; copying another student's work; falsifying documents or records; plagiarism; illicitly obtaining academic materials that students are not authorized to possess; purchasing papers from another student or online vendor; collusion or working with others to distribute questions, answers or other forms of academic materials.

When an instructor suspects academic impropriety, the following actions may be undertaken, depending on the circumstances and severity of the impropriety:

1. Verbal warning
2. Moving the student to another location
3. Dismissing the student from class for the day
4. Voiding the assignment or exam with the option for a make-up assignment or exam
5. Voiding the assignment or exam with no option for make-up
6. Adjusting the grade on the assignment or exam
7. Giving a grade of "F" for the assignment or exam
8. Failing the student for the entire course

**Any action taken by the instructor that does not involve a grade adjustment is not subject to appeal. Actions that result in grade adjustments may be appealed by the student (see the policy in this handbook regarding Appeals for Grades).**

## **ARTICULATION**

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.

The LPN articulation program at Washburn University is designed specifically for practical/vocational nurses to earn a Bachelor of Science degree in Nursing (BSN). The basic program is four academic years in length. Qualified licensed LPNs may receive 18 hours of college credit for required coursework.

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.

## 6. CLINICALS

### Expectations for Clinicals

- In order to meet KSBN requirements for clinical hours, clinicals may be scheduled outside the usual scheduled class times.
- Clinical assignments are coordinated with other area nursing programs and there is no little to no flexibility in that schedule.
- Students are responsible for having their own transportation to and from the clinical site.
- Students are expected to be at the clinical site 15 minutes prior to the scheduled start time.
- Students are expected to be prepared to deliver care at the scheduled time.
- Sleeping during clinical is never permitted; students who are found asleep during clinicals will be considered unable to perform their duties and will be sent home.

### Satisfactory progress, clinical courses

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.

In order to be cleared for clinicals, students must meet the Technical Standards included in this handbook (see page 23).

Refer to previous sections in this handbook for policies regarding:

- Attendance - Clinicals
- Drug Screening
- Electronic Devices
- Probation – Clinicals
- Student Injuries and Incidents
- Substance Abuse and Chemical Dependency
- Wearing Uniforms during Clinicals

### Clinical Dress Code

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 Tech Practical Nursing Students.

- On clinical assignment days only, the student may wear either 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.
- Skirt hemlines must be at least to the bend of the knee.
- Slacks should be loose fitting but not allowed to drag on the floor or be shorter than ankle length.
- Appropriate underclothing must be worn at all times. Undergarments should not be showing outside of the uniform. A plain neutral colored t-shirt that fits under the uniform can be worn and is

available at the uniform store.

- Hats, caps and sunglasses will not be worn.
- 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. While in uniform students 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.

### **Footwear**

- Appropriate business type shoes are required.
- Leather (mostly white) shoes must be clean, polished, and preferably soft-soled hose or socks are required; socks must be white and hose must be neutral.
- Canvas tennis shoes and open toed or sling-back shoes are NOT allowed.

### **Jewelry**

- A watch with a second hand is required.
- 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.
- Only post earrings in the ears are allowed. No other visible piercings are allowed (including tongue piercings).

### **Grooming**

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

## 7. TECHNICAL STANDARDS

Students who are (or become) unable to perform their duties either in the classroom or in the clinical sites may be withdrawn from the program. Students should make an appointment with the Director of Health Occupations to determine whether the student will be able to earn credit for work already completed or not. The Director of Health Occupations will consult with the Progression Committee to determine whether the student may be eligible for deferred enrollment in a future cohort.

*In addition to Washburn Tech's Technical Standards, each clinical site may have their own standards for the performance of job duties. PN students must be able to perform to the clinical sites' standards and expectations in order to provide patient care. Students are encouraged to meet with their instructors to discuss any concerns about physical requirements/restrictions to duty.*



### TECHNICAL STANDARDS PRACTICAL NURSING

The technical standards discussed in the following chart define performance expectations that must be met for advancement through and successful completion of the Practical Nursing Program. It is the policy of Washburn Tech 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 and 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, Dictionary of Occupational Titles, O\*Net Online developed for the U.S. Department of Labor.



ABILITY	STANDARD	Some examples of necessary activities (not all inclusive)
Sensory/Motor Ability	The student must be able to use 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.	<ul style="list-style-type: none"> <li>• Administering CPR to appropriate patients.</li> <li>• Using the assessment skills of inspection, use of palpation, percussion and auscultation.</li> <li>• Assisting in moving and lifting clients, and equipment using proper body mechanics.</li> <li>• Lifting a minimum of 50 pounds without restrictions.</li> <li>• Standing for a minimum of two hours.</li> <li>• Walking for a minimum of six hours, not necessarily continuously.</li> <li>• Demonstrating the ability to perform clinical skills such as injections, catheter insertion and dressing changes.</li> <li>• Working independently and under the supervision of an RN.</li> </ul>
Observation	The student must be able to use 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 the sensory skills necessary to assess a patient's health status accurately.	<ul style="list-style-type: none"> <li>• Auscultating with a stethoscope to assess blood pressure, heart, lung and abdominal sounds.</li> <li>• Visually observing patient changes including color changes.</li> <li>• Accurately reading calibrations on syringes and measuring devices.</li> </ul>
Communication	Student must be able to communicate with the members of the patient's health care team regarding the patient's condition in settings where communication may be oral, written, and succinct. Student must be able to speak, hear, and observe patients in order to obtain complete and accurate assessments of patient status. Communication includes speaking, reading, writing and using non-verbal behavior that reflect sensitivity, clarity, and comprehension.	<ul style="list-style-type: none"> <li>• Initiating and maintaining a therapeutic nurse-patient relationship.</li> <li>• Sharing patient information with pertinent members of the health team.</li> <li>• Giving verbal or written reports.</li> <li>• Documenting accurately and clearly in written or electronic form.</li> <li>• Providing patient/family teaching that results in mutual understanding.</li> <li>• Understanding verbal, written or computer-generated information.</li> <li>• Detecting, interpreting and appropriately responding to verbal communication, and generated signals (call lights, monitors, telephones).</li> </ul>

Reasoning and Intellectual Skills	Student must be able to use critical thinking, problem solving and teaching skills necessary to provide care for patients and families. Student must have sufficient critical thinking skills to synthesize information in an analytical, deliberative, decisive, and evaluative manner.	<ul style="list-style-type: none"> <li>• Performing basic mathematical calculations.</li> <li>• Accurately identifying nursing problems from relevant patient data.</li> <li>• Analyzing data to determine patient’s health care needs and nursing diagnoses.</li> <li>• Using judgment to develop a plan of care that will implement nursing interventions relevant to patient needs.</li> <li>• Evaluating effectiveness of plan of care and implementing changes as necessary.</li> </ul>
Professional, Behavioral and Social Characteristics	The student must possess the ability to provide care that is patient-centered and show 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.	<ul style="list-style-type: none"> <li>• Possessing the emotional stability to develop facilitative relationships and successfully communicate with individuals and groups from a variety of social, emotional, cultural and intellectual backgrounds.</li> <li>• Possessing the qualities of self- awareness, emotional maturity, objectivity, flexibility, empathy and integrity.</li> <li>• Possessing the ability to emotionally withstand demanding clinical assignments and to function effectively under stress.</li> <li>• Possessing the ability to remove oneself from the learning environment when emotionally necessary.</li> <li>• Possessing the ability to perform in the clinical or class settings without the influence of substances.</li> </ul>



## 8. LICENSURE

Students are eligible for licensure upon completion of the following:

1. Passing all classes with a grade of 80% or better in each class
2. Successful completion of all clinical experiences
3. Successful passing the NCLEX-PN exam

### READINESS FOR NCLEX-PN

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. Testing fees for two attempts are included in your student fees. In order to increase the probability of success on the NCLEX-PN, we highly recommend a predictability score of 90% or higher prior to graduation and sitting for NCLEX-PN exam. Any attempts needed beyond the two attempts will be paid for by the student.

### STATE BOARD APPLICATION PROCESS

During the NCLEX-PN Course at the end of the PN program, instructors will review the state board application process with students. The application process will require approximately \$400-\$500 to cover costs for background checks, fingerprinting, application processing, NCLEX examination fees, and other expenses. Students are responsible for paying these fees out of pocket.

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 <https://ksbn.kansas.gov> and is good for six months.
2. Obtain a money order or a check payable to Kansas State Board of Nursing for the background check and for the licensure application.
3. Have fingerprinting done at the KBI or police station for a small fee
4. Background checks usually require about 30 days for processing.
5. To register for the NCLEX-PN Examination, go online to [www.pearsonvue.com/nclex](http://www.pearsonvue.com/nclex) or call (866) 496- 2539.
6. Payment must be made to Pearson Vue to register for the NCLEX-PN Examination.

7. Request an official transcript be sent from Washburn Institute of Technology to Kansas State Board of Nursing.
8. Fill out a *Kansas State Board of Nursing Approval to Test* form to go with KSBN application.

**Transcripts.** The graduate will not be eligible for licensure until the official transcript has been submitted to KSBN among other requirements. Before the student's official transcript is released or sent to the State Board of Nursing, all money owed to Washburn Institute of Technology must be paid and all clinical agency badges returned to faculty.

Candidates who have been convicted of a misdemeanor or felony must send the following in addition to the above:

1. a letter describing in full detail all occurrences that resulted in a conviction or disciplinary action
2. a certified and dated copy of the court records (or board action when applicable)

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.

## 9. ANA CODE OF CONDUCT 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-maleficence, 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.

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/>

KSBN Kansas Nurse Practice Act: <http://www.ksbn.org/npa/npa.htm>

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

NALPN Standards of Practice: <http://nalpn.org/wp-content/uploads/2016/02/NALPN-Practice/standards.pdf>

## 10. POLICIES, STANDARDS AND PROCESSES

This section contains the policies, standards and processes for the Practical Nursing program at Washburn Tech. Topics include:

1. Appeals
2. Attendance policies
3. Background Check
4. Confidentiality of Patient Data
5. Dismissal from Program
6. Drug Screening
7. Electronic Devices Policy
8. Grading Standards
9. Graduation Requirements
10. Immunization and Physical Health Examination
11. Probation
12. Readmission
13. Refunds
14. Social Media Policy
15. Student Injuries and Incidents
16. Student Liability
17. Substance Use or Chemical Dependency
18. Weapons Policy
19. Wearing Uniforms
20. Weather-related School Closings

### APPEALS

#### Appeal Process for Acceptance Decisions

Applicants who feel they have been unfairly denied acceptance into the Practical Nursing program may appeal the decision in writing. The appeal letter must include an explanation of how the applicant met all admissions criteria along with appropriate documentation. The letter must be submitted to the Director of Health Occupations within ten business days of receipt of the rejection letter.

The Director of Health Occupation will consult with the Admissions office and PN instructional staff upon receiving the appeal letter to reconsider the acceptance decision. The Director of Health Occupations will notify the applicant via email regarding the final decision within five business days.

#### Appeal Process for Accommodations Decisions

PN students who have a documented disability may apply for accommodations by contacting the Campus Advocate. Students must provide substantiating documentation in a timely manner. The Campus Advocate will review the documentation along with the Technical Standards and job requirements of the clinical sites to determine whether/what kind of accommodations can be provided.

PN students who have a documented disability and have been denied accommodations may appeal the decision by submitting a written letter to the Assistant Dean/Director of Student Services within ten business days of the Campus Advocate's decision. The Assistant Dean/Director of Student Services will review the circumstances of the case and make a final decision regarding the requested accommodations.

The Assistant Dean/Director of Student Services will notify the student via email regarding the final decision within five business days.

### **Appeal Process for Dismissal Decisions (see DISMISSAL POLICY below)**

Students who have been dismissed from the program may appeal the dismissal decision by submitting a written request along with pertinent documentation/evidence to the Assistant Dean/Director of Technical Education. During the appeal period, students are not permitted to attend classes or clinicals.

The appeal must be submitted within five business days of the dismissal decision. A review of the evidence will be conducted along with interviews of relevant personnel to determine if there is a basis for reversing the decision to dismiss the student. The Assistant Dean/Director of Technical Education will notify the student of the decision within five business days of receiving the appeal.

The decision of the Assistant Dean/Director of Technical Education will be considered final.

### **Appeal Process for Grades**

Practical Nursing students who believe an assigned grade is in error may petition the instructor for a review of the grade. If the instructor reviews the grade and finds no reason to change the grade, the student may appeal to the Director of Health Occupations for a review of the grade.

The Director of Health Occupations will ask both the instructor and the student to provide evidence that supports their reasons for issuing/challenging the grade. The decision of the Director of Health Occupations will be considered final.

Grade adjustments that occur as a result of suspected academic impropriety may be appealed. The student may provide a written request to the Director of Health Occupations for an investigation/review by the Progression Committee. The decision of the Progression Committee will be considered final.

### **ATTENDANCE POLICY – GENERAL (see attendance policies specific to didactic/classroom and clinicals below)**

The PN curriculum aligns with the requirements of the Kansas State Board of Nursing and the Kansas Board of Regents. Our curriculum specifies the amount of time spent in didactic (classroom) and clinical experiences and has been approved by the Board. It is essential that students participate in these learning activities to attain the requisite knowledge and skills for success in the profession. For these reasons, Washburn Tech's Practical Nursing program has established a policy related to appropriate attendance during class or clinical learning experiences.

- Students are expected to ***notify the instructor via email*** prior to the beginning of the class period (either didactic or clinical) if they will be absent. Failure to notify the instructor via email, and failure to attend class or clinical is known as ***“no contact/no show.”***
- Students are expected to maintain a minimum attendance consisting of no less than 90% of the total contact hours in the total curriculum. See specific attendance requirements for didactic and clinical experiences in the sections below.
- Absenteeism due to legal complications secondary to possession of contraband (alcohol, controlled and/or illegal substances, weapons) will not be excused. Depending on the nature of these legal complications, students may be prevented from attending clinicals, which would lead to dismissal from the program.



## Prolonged Absences

If a student will be absent for a prolonged period of time (more than three consecutive days), the student should contact the Director of Health Occupations to discuss the specific reasons for the prolonged absence and the available options.

Factors impacting the available options include:

- the point during the semester when the prolonged absence occurs/will occur (beginning, middle, end)
- the nature of/reason for the prolonged absence (i.e. illness or medical complications; surgery and recovery; high risk pregnancy with restrictions; court-mandated appearances, detention, treatments or sanctions, or other circumstances that will require student absence from classes/clinicals)
- the anticipated length of the prolonged absence
- anticipated ability to meet performance standards upon return.

Options may include (but are not limited to): make-up the work and continue enrollment in the semester; defer enrollment until the student is able to return to the didactic/clinical experience; award credit for classes completed (if applicable).

Decisions regarding deferred enrollment will involve the Progression Committee (consisting of the Director of Health Occupations, the Assistant Dean/Director of Student Services, and the Program Navigator/advisor for the PN program). Decisions regarding credit for work completed, refunds, financial aid status/disbursements will be dependent upon the week of the semester and the existing policies in the college catalog. The Director of Health Occupations will provide a letter explaining the details of the deferred enrollment; students should keep a copy of this letter for future reference.

The Director of Health Occupations may require a doctor's release or statement of ability to participate in the Practical Nursing program upon student's return from the prolonged absence.

## ATTENDANCE POLICY - CLINICALS

Clinical absences will be monitored for each session, rotation, semester, and for the total program.

- For each clinical rotation, absences of more than 10% will result in clinical failure.
- For daytime PN students, absences of more than 15 hours per semester will result in clinical failure.
- For evening PN students, absences of more than 9 hours in the first semester; 12 hours in the second semester; and 12 hours in the third semester will result in clinical failure.

Student participation during each clinical rotation should be adequate to allow for effective evaluation of the student's ability to meet clinical performance standards.

- ***There is NO scheduled clinical make-up time within the program.***
- 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 *no contact/no show* at the designated start time is considered an absence in the clinical area.
- The first *no contact/no show* incident in the clinical area is considered grounds for clinical probation.
- A second *no contact/no show* will result in dismissal from the program.
- The instructor may ask a student to leave clinical if, in the judgment of the instructor, the student is

unable to perform expected responsibilities or the student is a health hazard or disruption to others. The student will be considered absent for the hours missed. The incident will be documented and will be considered when determining if the student should be placed on probation. The student must obtain permission from the instructor to return to clinicals.

- Students are not permitted to leave the clinical site (unless directed to do so by the clinical instructor) even for lunch and breaks. Leaving the clinical area without informing the instructor and subsequently failing to provide coverage for patient care is viewed as patient abandonment and is grounds for dismissal from the program.

## **ATTENDANCE POLICY – DIDACTIC (CLASSROOM)**

Students are expected to attend all classes to promote optimal learning. Student absences of more than 10% of a specific didactic course will result in academic probation and may result in failure. Overall attendance status will be monitored on a semester and program basis.

- A tardy is defined as not being present for up to 10 minutes of class. A tardy is tabulated as one hour of absence.
- Absences prior to exam dates will not excuse a student from the responsibility to take the exam on the scheduled date.
- The instructor may ask a student to leave class if, in the judgment of the instructor, the student is unable to perform expected responsibilities or the student is a health hazard or a disruption to others. The student will be considered absent for the remaining time for that day. The incident will be documented and will be considered when determining if the student should be placed on probation. The student may return to class the next day.

### **Make-up Policy for Exams**

Students who are absent at the time of the exam may be provided with the opportunity for a make-up exam. It is the student's responsibility to contact the instructor immediately upon return to discuss opportunities for the make-up exam.

- Make-up exams are only provided as the instructor's schedule permits.
- Exams must be scheduled either within one week of the missed exam date.
- Failure to complete the exam or submit the assignment on the scheduled date will result in a grade of zero.
- 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

### **Make-up Policy for Assignments**

Late assignments are not accepted for credit. If an assignment is due on the day a student is absent, the assignment will be completed and turned in on the first day of class following the absence if the instructor has been notified of the absence per the attendance policy.

## **BACKGROUND CHECK**

Students are required to pass a background check prior to being allowed to participate in clinical

educational experiences. Some clinical agencies will request an additional background check prior to students attending clinical.

Upon establishing an account with *Verified Credentials*, the student must select all the Background Check options.

- Failure to submit to the background check **by the fifth day of class of the first semester** is grounds for dismissal from the program.
- Failure to pass the background check is grounds for dismissal from the program.

Students who are convicted of an offense during their enrollment in the PN program must notify the Director of Health Occupations immediately. Certain criminal convictions would deny or restrict access to a Kansas nursing license. Specific information about these convictions is identified in Kansas Law (KSA-65-1120).

### **CONFIDENTIALITY OF PATIENT DATA**

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 sanctions or dismissal from the program.

Each student will sign a confidentiality statement prior to attending the first clinical course. Failure to sign and submit the confidentiality statement will prevent the student from participating in the clinical experience until the statement is provided.

- All patient information is confidential and shall not be disclosed.
- Students are not authorized to remove any patient information from the premises
- Students are not to 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.

### **DISMISSAL POLICY**

Students may be dismissed from the Practical Nursing program for several reasons, including but not limited to the following:

- Failure to submit required background check, drug screen and/or health clearance documents in a timely manner
- Failure to pass the drug screen
- Failure to pass the background check
- Earning a final grade of less than 80% in a didactic class
- Failure to pass skills lab testing in PNS101/PNS115
- Unsatisfactory performance in a clinical
- Absences that exceed the 10% threshold (see attendance policies)
- Academic dishonesty, falsification of records, or other forms of academic impropriety
- Inability to change identified negative behavior(s) during a probationary period
- For students already on probation, additional or new occurrences of behaviors that would

- otherwise result in probation
- Inability to comply with existing program, school or agency policies
  - Physical or verbal abuse of individuals
  - Bullying, harassing or intimidating behaviors
  - Substance use or abuse (alcohol or non-prescribed medications)
  - Failure to provide a specimen for testing if student is suspected of chemical/substance use or abuse
  - Certain convictions that have been identified by the Kansas State Board of Nursing as restricting or preventing licensure of the PN student
  - Unprofessional conduct
  - Uncooperative or disruptive actions or attitudes
  - Failure to appropriately notify instructor when absent or late (*no contact/no show*) two times
  - Any behavior in the clinical setting that significantly compromises patient or staff safety, including but not limited to the following:
    - a. Performing tasks without clinical instructor supervision
    - b. Leave assigned patient unprotected
    - c. Lack of preparation for patient care
    - d. Leaving assignments without proper notification
    - e. Physical or emotional state interfering with functioning
    - f. Failure to maintain confidentiality of patient records or information

Individual faculty members may recommend clinical failure, but the Progression Committee must concur with the final decision. The Progression Committee consists of the Director of Health Occupations, the Assistant Dean/Director of Student Services and the Program Navigator/advisor.

The Director of Health Occupations will set up an appointment to meet with the student to discuss the reasons for the dismissal and will provide a written letter of dismissal. Depending on the week of the semester that the dismissal occurs, students may have completed one or more courses. The Progression Committee will consider the completed courses when determining the conditions of the dismissal (i.e. student financial aid; eligibility for reapplication or readmission; other considerations).

Immediately upon dismissal, the student is not allowed to return to classes or clinicals.

## DRUG SCREEN

Upon establishing an account with *Verified Credentials*, the student must select the Drug Screen option.

- Failure to submit to the Drug Screen **by the fifth day of class of the first semester** is grounds for dismissal from the program.
- Failure to pass the Drug Screen is grounds for immediate dismissal from the program.

Some clinical agencies may require an additional drug screen prior to students attending clinical.

The use of prescribed medications which alter thought processes or physical abilities cannot be used when providing patient care. Drug screenings may be required when the student is suspected of alcohol and/or drug use.

## ELECTRONIC COMMUNICATION DEVICES

Electronic communication devices (defined as personal cell phones, beepers, pagers, MP3/IPODS, laptops, tablets, or other technology devices) may be used only if the instructor explicitly approves such use.

### Devices in Classroom

- If an electronic communication device is causing a disruption to the class, or if the student is inappropriately using such device, instructors may remove these devices from students. The devices will be returned to the student at the conclusion of the class period.
- 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. (Refer to the section in this handbook regarding *Progression Through the Nursing Program* for procedures related to academic impropriety.)

### Devices in Clinical Setting

Depending upon agency policies, students might not be allowed to bring personal electronic communication devices into the clinical setting. Instructors will inform students if this is the policy for the affiliating agency.

Pictures or video may not be taken during any class or clinical unless permission has been obtained from the faculty and facility.

## GRADING STANDARDS

Students may check their grades throughout the semester on D2L. At the end of each semester, students may check their course grades through MyWashburn.

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/not passing
F	Below 75%	Failing

## GRADUATION REQUIREMENTS

Eligibility for graduation is conditioned upon successful completion of the PN Program:

- A grade of 80% or greater is required in each course within the program.

- Achieve or surpass the minimum requirement for Medication Math exams.
- Clinical evaluations must be satisfactory.
- The student completes and submits the Application for Graduation in the Student Services office (see Program Navigator/advisor for assistance with these forms)

Practical Nursing graduates from December and May have the opportunity to attend the Washburn Tech Graduation Ceremony held\* each December and May.

*\*when COVID-19 restrictions allow mass gatherings.*

Certificates will be mailed to graduates after graduation or when all the above requirements have been met, including the successful completion of all financial obligations to Washburn Tech.

Graduation from the Washburn Tech Practical Nursing program does not guarantee licensure as a practical nurse. The graduate must take and pass the NCLEX-PN exam to become eligible for licensure. (Refer to the section in this handbook regarding *Licensure* for procedures related to the NCLEX-PN exam.)

## **IMMUNIZATIONS AND PHYSICAL HEALTH EXAMINATION**

During clinical experiences, PN students will be providing supervised patient care. For the protection of the students and patients, PN students must provide documentation of current immunizations along with a physical exam. Please refer to a previous section regarding *Acceptance Requirements*, showing the *Verified Credentials* platform page.

The following health clearance items will be required:

- Current immunizations are required of all students in the Practical Nursing program.
- Nursing students must submit all health clearance requirements by the fifth day of school each semester. If a seasonal vaccination/immunization is not available within this timeline, students will be granted an extension for that particular vaccine/immunization. However, the vaccination/immunization must be completed prior to attending clinicals.
- Students may be dismissed if these required documents are not provided.
- Students may not participate in any clinical practicums without being compliant with all their health clearance requirements.
- The Physical Examination must be completed during the three months before entering the Practical Nursing program.
- It is the student's responsibility to assure that all requirements are up to date throughout the entirety of the program.

## **PROBATION**

Probation is a period of time during which student activity is directed toward improvement and/or correction of identified deficiencies in didactic (classroom) or clinical performance. If, while on probation, the student engages in additional behaviors that warrant probation, the student will be dismissed immediately from the program.

The process for notifying the student of their probationary status and the duration of the probationary

period differ between the clinical experience and the didactic classroom experience.

### **Clinical Probation**

- A student may be placed on probation during a clinical rotation if the instructor judges the student's performance to be below standards.
- The student will be informed verbally by the clinical instructor whenever unsatisfactory or unsafe nursing care is demonstrated.
- The student will be closely watched throughout the remainder of the clinical session and throughout the next clinical session.
- If the performance standards have been met satisfactorily at the end of the next clinical, the student is informed verbally and removed from probation by the instructor.
- 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.
- The recommendation for failure must be reviewed by the Progression Committee that is comprised of the Director of Health Occupations, the Assistant Dean/Director of Student Services, and Program Navigator/advisor.
- If the Progression Committee's decision is to support the instructor's recommendation of failure, the student will be notified of the decision both verbally and in writing by the Director of Health Occupations. The student will be dismissed immediately from the program.

### **Didactic (Classroom) Probation**

According to the grading scale, the minimum standard for “passing” work in didactic portion of the PN program is 80%. Thus, when the student’s performance drops below 80% (or test scores below 90% for Medication Math), the instructor will notify the student of probationary status by providing a Progress Report.

A Progress Report form will be completed by the instructor stating the reason for probation. The instructor will schedule a conference with the student to review the Progress Report along with recommendations for improvement and use of relevant resources. The Progress Report will be signed by both instructor and student, and a copy will be given to the student. An additional copy will be placed in the student's file.

Classroom work will be closely monitored during the probation period. When the average grade in the course rises above the probationary level as stated above, the student is removed from probation. The Progress Report will be updated indicating removal from probation.

## **REAPPLICATION/READMISSION**

**Reapplication.** Reapplication is the process whereby students resubmit all required documents for application through the Washburn Tech Admissions office. In addition to the required application materials, the student file retained by the Director of Health Occupations will be consulted in the selection process.

Students who are eligible to go through the reapplication process are those who:

- had been previously denied acceptance to the PN program

- had been previously conditionally accepted into the PN program but failed to submit required immunizations or documentation in a timely manner through *Verified Credentials*. Students should ensure that all immunizations and documentation are updated and will be submitted properly upon successful reapplication to the program.
- had been previously accepted into the PN program **but were dismissed** for reasons related to performance, attendance, or violations of certain standards.

Students are advised to consult with the Admissions counselor to check whether transcripts and test scores are still on file or must be resubmitted. Students must complete the required application procedures through the admissions office as follows:

1. Submit a new Washburn Tech application form for Admissions
2. Submit a new Washburn Tech Practical Nursing application
3. Update all transcripts for college credits earned after previous admission to the PN program
4. Update test scores if they are more than two years old
5. Provide proof of current C.N.A. certification
6. Documentation of consultation with substance abuse specialist (if required due to dismissal related to substance use or abuse)
7. Provide a letter explaining why they had been dismissed, and how they intend to avoid the same problem/issues if selected for readmission into the program
8. Meet with the selection committee to discuss their submitted letter and answer any questions regarding their plan of successful completion of the program
9. Satisfy all holds that prevent registration prior to submitting their PN application

Other information related to readmission:

1. Students must take classroom and clinical classes concurrently.
2. The student will be responsible for updating health forms in *Verified Credentials* before re-entering the program. Failure to have updated health information and health insurance will result in the student's inability to attend clinical and continue in the program.
3. Students will be required to have background checks redone due to school and affiliating agency policies. Students re-entering at the beginning of the first semester will be entered into the selection process. If the selection process cutoff date has passed there may not be space available. Each case will be reviewed individually by the director.
4. Students will be allowed to re-enter the program for failing grades one time. After the second failure there is a one year waiting period and the student must start at the beginning of the program if readmitted.
5. Students will be allowed to re-enter the program starting at the beginning of the nursing course they left without any waiting period if the other criteria for readmission are met, not more than one year has passed and there have been no curriculum changes.
6. Students leaving the program for attendance will be evaluated individually and if allowed to re-enter, attendance requirements will be developed based on past use of absences or the student may start over at the beginning of the program without accumulated absences.
7. Readmission is dependent on available space, approval, meeting selection criteria, recommendations from instructors, the written plan for improvement, being accepted



- through the selection process, and on the demonstration of academic skill, laboratory skill, and math competency appropriate for the level to which the applicant is to be readmitted.
8. When time constraints exist due to school semester start times students may be allowed tentative admission until all testing is complete. If the student fails to meet the requirements the student will be denied admission and not be allowed to continue classes.
  9. After two unsuccessful admissions students will be not be considered for readmission without a one year waiting period.
  10. After one year all students will start at the beginning of the program if readmitted.

### **Readmission. (Deferred Enrollment)**

Readmission is the process whereby students who had been previously accepted into the PN program **but were granted deferred enrollment** will be automatically enrolled in a future cohort. Students who are eligible for readmission do NOT need to go through the application process for admission.

Students who are eligible for readmission should have received a letter indicating their deferred enrollment status from the Director of Health Occupations at the time of withdrawal from the program. Students should retain this letter as proof of their eligibility for readmission. The Student Services office will enroll students in the applicable courses, and the student will be notified of the date they may return to the program.

Readmission is dependent on available space, recommendations from instructors, the demonstration of academic skills, laboratory skills and math competency appropriate for the level to which the applicant is readmitted.

All previous accounts must be paid, and the appropriate deposits, tuition and fees must be paid prior to attending classes. Failure to meet previous payment deadlines may prevent readmission.

Students who had previously completed coursework prior to being granted deferred enrollment will be exempt from retaking courses already passed if the following conditions are met:

- The deferred enrollment letter specified which courses were completed
- The Washburn Tech transcript shows credit for courses completed
- No more than one year has passed since the student's attendance.
- The curriculum in those classes has not undergone a revision in the interval between first attempt and readmission

Students who are readmitted are expected to complete the Acceptance Packet, attend Practical Nursing Orientation, and update documentation in *Verified Credentials*:

1. updated Physical Exam
2. background check
3. drug screen
4. immunizations
5. current certifications for CNA and CPR

### **REFUNDS**

Students who wish to drop out of the program must provide a written request to drop courses. This

request must be submitted to the Program Navigator/advisor. The student may be eligible for a refund of tuition/fees, depending on the date that the written request is received.

Students who fail to provide a written request to drop the classes will be billed the full amount of tuition/fees.

The amount of the refund is prorated based on when the student officially drops the course. All time periods begin with the first day of the designated semester.

Official request to Drop Is submitted within 1-2 days	100% refund
Official request to Drop Is submitted within 3-5 days	80% refund
Official request to Drop Is submitted within 6-10 days	60% refund
Official request to Drop Is submitted within 11-15 days	40% refund
Official request to Drop Is submitted after 15 days	no refund

For the full policy on refunds, please refer to the Washburn Tech online catalog:

<https://catalog.washburn.edu/washburn-institute-technology/tuition-fees-financial-aid/withdrawal-refund-policy/>

## **SOCIAL MEDIA POLICY**

Social media includes applications such as Twitter, Facebook, Instagram, SnapChat, YouTube, and various others. Washburn Tech affirms the value of networking and communicating through social media. However, social media can be both effective and destructive. In accordance with our Core Values at Washburn Tech, we expect all individuals will use social media in a manner that upholds integrity, respect, accountability, and inclusion.

Inappropriate uses of social media include:

- Sharing academic content, PowerPoint slides, exam questions or other classroom materials (academic dishonesty)
- Sharing photos, videos, anecdotes or medical records related to patients, fellow students, instructors or staff members (violations of confidentiality; HIPAA; professional conduct)
- Posting intimidating, threatening, disparaging, false, misleading, libelous or slanderous statements (cyberbullying)

## **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 at their own expense.

- When an injury or exposure occurs, or universal/barrier precautions are compromised, the Washburn University Incident Report is prepared by the student and instructor and submitted to the Director of Health Occupations.
- 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 Tech or its affiliates are not responsible for charges incurred from injuries and/or exposures on campus or during clinical experiences.

## **STUDENT LIABILITY INSURANCE**

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.

## **SUBSTANCE USE OR CHEMICAL DEPENDENCY**

Washburn Tech prohibits the unlawful possession, use, manufacture or distribution of alcohol, 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 Campus Police. Refer to the Student Handbook and the Code of Student Conduct for updated policies regarding procedures for sanctions, discipline or penalties associated with substance use/abuse.

Any student found to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances in violation of the law on school property or during clinical may receive a citation, imprisonment and/or administrative dismissal from the program.

If a nursing faculty member has reasonable suspicion of substance use based on objective criteria when the student is at the clinical site, the student may be asked to leave the clinical site. Students suspected of substance use or chemical dependency will not be allowed to drive. Students will be required to secure transportation at their own expense. The student may be required to have drug and/or alcohol testing before being allowed to return to the clinical rotation and/or classroom. The student may not participate in the clinical setting until the drug test results are available and negative.

Washburn Tech 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. When there is evidence of substance use or chemical dependency, the student will be counseled to seek medical or professional intervention.

Any student who had been dismissed from the program for a substance abuse violation must provide evidence of consultation with a substance abuse specialist during the reapplication process. 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 Tech Director of Health Occupations with the student. Please note that affiliating agencies may have differing policies regarding chemically dependent students; such students might not be permitted to participate in certain clinical sites.

## **WEAPONS POLICY**

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>.

Washburn Tech also prohibits the unlawful possession, use, manufacture or distribution of weapons by students on school property or as part of school activities. Any student found to be using, possessing, manufacturing, or distributing weapons in violation of the law on school property or during clinical will be reported to campus police (or security at the affiliating agency) and may receive a citation, imprisonment and/or administrative dismissal from the program.

## **WEARING UNIFORMS DURING CLINICALS, LAB, SIMULATIONS**

Students will need to arrange purchase of uniforms. Students will be issued Washburn Tech name tag and patches prior to starting clinical rotations (the patches may be sewn onto uniforms). Uniforms are to be worn while engaged in clinical experiences, labs, and simulation experiences. Refer to the section in this handbook regarding *Clinicals* and the dress code.

Upon starting a clinical rotation, students will be issued appropriate facility ID badges. All facility badges must be returned upon conclusion of the clinical rotation.

Students in uniform are representing the Washburn Tech Practical Nursing Program and will be expected to appear and be professional, follow handbook guidelines and the Nurse Code of Ethics.

- The Washburn Tech I.D. patch must be sewn on the left sleeve of both the uniform top and lab coat.
- Washburn Tech name tag and facility ID badge will be worn by the student at all times during each clinical day
- Students must be in full uniform on all clinical days (including appropriate badges), for all labs and simulation experiences.
- 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.

## **WEATHER RELATED SCHOOL CLOSINGS**

In the event of severe weather conditions:

- The decision to close school is made by Washburn University administrators.
- Information regarding cancellation of classes will be announced on local radio and/or television stations, and the iAlert school text
- If a cancellation is issued, classes will resume on the following day unless otherwise announced.

Good judgment in terms of travel/attendance should be exercised in the event of severe weather conditions whether or not school is cancelled. Students should keep in touch with their instructors for updates regarding assignments, exams, clinicals, etc.

## 11. ACKNOWLEDGEMENT FORM

The form below will be distributed by the faculty for acknowledgement and signature during the first week of class.

Washburn Institute of Technology  
Practical Nursing Program  
**STUDENT HANDBOOK**

This student handbook has been prepared by the Washburn Tech Practical Nursing faculty, staff and administration to provide guidelines, policies, and procedures for the Nursing program. This handbook is designed to supplement the Washburn Tech Student Handbook.

I have received a copy of the Washburn Tech Practical Nursing Handbook, been advised of the guidelines and given the opportunity to ask questions. I realize that is my responsibility to read and to be accountable for the content in this handbook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name