



**Washburn Institute of Technology**

**Practical Nursing Student Handbook**

**Fall 2020**

## FACULTY AND FACILITY DIRECTORY

Washburn Institute of Technology

(785) 670-2010

Sheila Krumrey	Administrative Assistant	<a href="mailto:Sheila.krumrey@washburn.edu">Sheila.krumrey@washburn.edu</a> 785-670-3351
	Director of Practical Nursing and Health Occupations	
Dodie Greenfield, BSN, RN	PN Level 1 Instructor	785-670-3485 <a href="mailto:dodie.greenfield@washburn.edu">dodie.greenfield@washburn.edu</a>
Ashley Tyler, BSN, RN	PN Level 1 Instructor	785-670-3486 <a href="mailto:ashley.tyler@washburn.edu">ashley.tyler@washburn.edu</a>
Stephanie Selk, BSN, MHCL, RN	PN Level 2 Instructor	785-670-3487 <a href="mailto:stephanie.selk@washburn.edu">stephanie.selk@washburn.edu</a> —
Nicole Wade RN, BSN	PN Level 2 Instructor	785-670-3488 <a href="mailto:nicole.wade@washburn.edu">nicole.wade@washburn.edu</a>
	PN Evening Program Instructor	785-670-3484



Dear Practical Nursing Students,

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

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

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

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

Sincerely,

Lisa Blair, Ph.D.  
Assistant Dean and Director of Technical Education

## **HISTORY**

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

## **ACCREDITATION**

The institutional accreditation has been continuous since first granted in 1964 and was most recently reviewed during the 2018 school year. Currently Washburn Institute of Technology is accredited by the North Central Higher Learning Commission in conjunction with Washburn University. The Practical Nursing Program is approved by the Kansas State Board of Nursing.

## **WASHBURN INSTITUTE OF TECHNOLOGY MISSION STATEMENT**

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

## **PRACTICAL NURSING PROGRAM MISSION STATEMENT**

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

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

## 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 processes are the primary clinical problem-solving tools of the nurse. The nurse is part of the interdisciplinary health care team who collaborates within the healthcare system and the community. Nurses are accountable for providing care within the scope of ethical and legal responsibilities.

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

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

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

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

## Conceptual Framework (Definitions of Curriculum Concepts)

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

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

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

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

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

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

### REFERENCES

- 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: Author
- 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).

## **Washburn Institute of Technology Practical Nursing Program Description**

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

### **Required Prerequisites:**

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

**NOTICE: Applicants to the nursing program should be aware that 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.**

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

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

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

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

Thirty students are admitted to the full-time program twice a year in August and January. Instructional hours are Monday through Friday from 8:00 am - 2:55 pm. Clinical times may start

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

**ADDITIONAL INFORMATION**

Student Services - {785} 670-2010 (to schedule your admissions test)

Financial Aid – (785) 670-3360 o

Administrative Assistant to the Coordinator- {785} 670-3351.

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



## Practical Nursing Curriculum

Prerequisite Courses	Credit Hours	Clock Hours
HCT 136 Human Anatomy and Physiology	4	60
HCT 137 Human Anatomy and Physiology Lab	2	45
HCT 141 Nutrition	3	45
HCT 134 Human Growth and Development	3	45
<b>Total</b>	<b>12</b>	<b>195</b>

### Full-time Course Sequence

Level 1	Credit Hours	Clock Hours
<b><u>First Half of the Semester</u></b>		
PNS 121 Strategies for Success	2	30
PNS 101 KSPN Foundations of Nursing	4	60
PNS 115 KSPN Foundations of Nursing Clinical	2	90
<b><u>Second Half of the Semester</u></b>		
PNS 145 KSPN Fundamentals of Pharmacology and Safe Medication Administration	2	45
PNS 152 KSPN Nursing Care of Adults I	5	75
PNS 155 KSPN Nursing Care of Adults I Clinical	2	90
<b>Total</b>	<b>17</b>	<b>390</b>

Level 2	Credit Hours	Clock Hours
<b><u>First Half of the Semester</u></b>		
PNS 212 KSPN Nursing Care of Adults II	5	75
PNS 215 KSPN Nursing Care of Adults II Clinical	3	135
PNS 232 KSPN Care of Aging Adults	2	30
<b><u>Second Half of the Semester</u></b>		
PNS 221 KSPN Maternal Child Nursing	2	30
PNS 226 KSPN Maternal Child Nursing Clinical	1	45
PNS 235 KSPN Mental Health Nursing	2	30
PNS 242 KSPN Leadership, Roles, and Issues	2	30
PNS 245 NCLEX- PN	1	15
<b>Total</b>	<b>18</b>	<b>390</b>
<b>Program Total</b>	<b>47</b>	<b>975</b>

## Part-time Course Sequence

<b>Level 1 New Course Sequence</b>	<b>Credit Hours</b>	<b>Clock Hours</b>
<b><u>Semester 1</u></b>		
PNS 121 Strategies for Success	2	30
PNS 101 KSPN Foundations of Nursing	4	60
PNS 115 KSPN Foundations of Nursing Clinical	2	90
PNS 145 KSPN Fundamentals of Pharmacology and Safe Medication Administration	2	45
<b>Total</b>	<b>10</b>	<b>225</b>
<b><u>Semester 2</u></b>		
PNS 152 KSPN Nursing Care of Adults I	5	75
PNS 155 KSPN Nursing Care of Adults I Clinical	2	90
PNS 221 KSPN Maternal Child Nursing	2	30
PNS 226 KSPN Maternal Child Nursing Clinical	1	45
<b>Total</b>	<b>10</b>	<b>240</b>
<b><u>Summer Session</u></b>		
PNS 232 KSPN Care of Aging Adults	2	30
PNS 235 KSPN Mental Health Nursing	2	30
<b>Total</b>	<b>4</b>	<b>60</b>
<b><u>Semester 3</u></b>		
PNS 212 KSPN Nursing Care of Adults II	5	75
PNS 215 KSPN Nursing Care of Adults II Clinical	3	135
PNS 242 KSPN Leadership, Roles, and Issues	2	30
PNS 245 NCLEX- PN	1	15
<b>Total</b>	<b>11</b>	<b>255</b>
<b>Program Total</b>	<b>47</b>	<b>975</b>

## Course Descriptions

### Human Anatomy & Physiology

**Human Anatomy & Physiology—Lecture (4 credit hours):** This course is designed to introduce the student to the structure and function of the following body systems: skeletal, muscular, nervous, sensory, circulatory, respiratory, digestive, and urinary systems. This class offers information concerning normal human structures and functions and the developmental changes that occur during an individual's life span. Students will learn specific information about factors associated with expected and abnormal anatomical and physiological changes associated with the body's major organ systems. This course is designed for students who are interested in pursuing a career in a health occupation.

**Human Anatomy & Physiology—Lab (2 credit hours):** This course provides opportunities to observe various anatomical parts and to investigate physiological phenomena. The student will relate specimens, models, microscope slides, and whole-body information learned in lecture and read about in the textbook. Study of anatomy of major organ systems includes use of anatomical models and selected preserved animals and organs.

### Human Growth and Development

**Human Growth and Development (3 credit hours):** This course provides an introduction to physical, cognitive, emotional, and social aspects of human development throughout the life span. It emphasizes developmental processes beginning with conception and continuing throughout childhood, adolescence, adulthood, later life and death. The course focuses on developmental processes, cultural influences, and other factors that make each individual unique. This course takes an interdisciplinary approach toward human development that is based on science and applied toward the goal of solving important human problems.

### Nutrition

**Nutrition (3 credit hours):** This introductory course provides a basic knowledge of human nutrition. Students will learn the sources and functions of the various nutrients. They will also explore the interaction of diet, disease, prevention, and treatment. Through the use of computerized nutrition program, students will analyze their diets for nutritional deficiencies and excesses.

### Practical Nursing Core Curriculum

#### **Strategies for Success (2 credit hours)**

This course is the first in a sequence of practical nursing courses and is designed as an introduction to the many facets of the college experience. Emphasis is placed on factors affecting student success. This includes orientation to the academic arena, study skills, computer proficiency, skills procedures and basic mathematic skills. Medical terminology will also be reviewed for proficiency. Concepts and skills learned in this class will be enhanced in subsequent courses.

#### **KSPN Foundations of Nursing (4 credit hours)**

This course provides an introduction to practical nursing and roles of the practical nurse as well as profession- and client-related care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic data collection and nursing skills is presented and an introduction to the nursing process provides the student with a framework for decision making.

#### **KSPN Foundations of Nursing Clinical (2 credit hours)**

This course provides an introduction to the skills required to practice nursing. The theoretical foundation for basic data collection and nursing skills is presented and the student is given an opportunity to demonstrate these skills in a clinical laboratory setting. Students are also given an opportunity to practice application of the nursing process to client-related situations.

#### **KSPN Fundamentals of Pharmacology and Safe Medication Administration (2 credit hours)**

This course provides an introduction to the principles of pharmacology. Emphasis is placed on nursing care related to the safe calculation and administration of medications to clients across the life span.

**KSPN Nursing Care of Adults I (5 credit hours)**

This course focuses on the care of adult clients experiencing common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in cardiac output and tissue perfusion, oxygenation, regulation and metabolism, and integument. Principles of pre-and post-operative care and IV therapy are also addressed.

**KSPN Nursing Care of Adults I Clinical (2 credit hours)**

This course focuses on the care of adult clients with common medical/surgical health alterations. The clinical laboratory experience provides the student an opportunity to apply the theoretical concepts from Nursing Care of Adults I and implement safe client care in selected settings.

**KSPN Nursing Care of Adults II (5 credit hours)**

This course focuses on the care of adult clients experiencing common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in cognition and sensation, mobility, elimination, immunity and hematology, and reproduction. Principles related to emergency preparedness are also addressed.

**KSPN Nursing Care of Adults II Clinical (3 credit hours)**

This course focuses on the care of adult clients with common medical/surgical health problems. The clinical laboratory experience provides the student an opportunity to build on the theoretical concepts from Nursing Care of Adults I and II and implement safe client care in selected settings. Students are given the opportunity to practice leadership skills while managing a caseload of clients.

**KSPN Care of Aging Adults (2 credit hours)**

This course is designed to explore issues related to the aging adults. Course content addresses the impact of ageism, alterations in physiological and psychosocial functioning, and the role of the practical nurse in caring for older adult clients across a continuum of care.

**KSPN Maternal Child Nursing (2 credit hours)**

This course provides an integrative, family-centered approach to the care of childbearing women, newborns, and children. Emphasis is placed on care of the pregnant woman and newborn, normal growth and development, and common pediatric disorders.

**KSPN Maternal Child Nursing Clinical (1 credit hour)**

This course provides an integrative, family-centered approach to the care of childbearing women, newborns, and children. Students are given the opportunity to observe the uncomplicated birth process and practice postpartum care as well as care of the newborn in the clinical laboratory setting. Common pediatric diseases and the growth and development process is the focus of child-related clinical laboratory experiences.

**KSPN Mental Health Nursing (2 credit hours)**

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

**KSPN Leadership, Roles, and Issues (2 credit hours)**

This course provides orientation to leadership roles of the LPN and related responsibilities. It will introduce issues to the student they will encounter in the workplace.

**NCLEX-PN (1 credit hour)**

This course is designed to provide a structured review of key content in the PN program. Test-taking strategies for NCLEX and requirements for NCLEX exam registration will be covered in this course. Review materials will be focused on foundations of nursing, care of the adult, mental health, pharmacology, maternal-child nursing, and leadership. The course will end with a comprehensive predictor to determine the student's readiness for the NCLEX exam.

## 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.

## STUDENT RESPONSIBILITIES

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

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

**It is expected that all students are expected to adhere to the Federal HIPAA regulations (Public Law 104-191) throughout the Practical Nursing Program at Washburn Tech. Failure to do so could result in student sanctions or dismissal from the program.**

## **CONFIDENTIALITY OF PATIENT DATA**

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

## **SOCIAL MEDIA POLICY**

Practical nursing students are expected to adhere to Washburn Tech's Practical Nursing Program Social Media Policy. A copy of the policy will be provided, reviewed and signed by each student at the beginning of their first semester in the program.

## **STUDENT LIABILITY**

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

## **CLASS REPRESENTATIVE**

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

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

## CONDUCT CODE FOR NURSING STUDENT

### ANA's Code of Ethics for Nurses

#### The Preface to the Code

Nurses have strong ethical responsibilities. The Code of Ethics with Interpretive Statements exists to assist nurses in identifying those ethical responsibilities and engaging in serious ethical reflection. Such assistance and engagement are crucial in an era when health care is undergoing fundamental changes in delivery systems and personnel. A code of ethics makes explicit the primary goals, values, and obligations of the profession. Traditionally, health care ethics have relied on the principles of respect, autonomy, beneficence, non-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.

## References

Winland-Brown, J., Lachman, V. D., & O'Connor Swanson, E. (2015). Ethics, law, and policy: The new 'code of ethics' for nurses with interpretive statements: Practical clinical application, Part I and Part II.

Retrieved from <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-2015-Part-1.pdf>.

Retrieved from <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-2015-Part-II.pdf>.

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/> KSBK 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>

## GRADING AND COMPLETION STANDARDS

- I. Grades - Course grade reports will be given to students following each semester.
  - A. Written examinations and course grades will be assigned according to the following scale:

A	94-100%	Excellent
B	87-93%	Above Average
C	80-86%	Average
D	75-79%	Unsatisfactory/Failing
F	Below 75%	Failing



- B. Satisfactory progress, non-clinical courses:
- a. A grade of a "C" or greater is required to pass each course. When a final course grade is below a "C", the student will not be allowed to continue in the program. This may occur during or at the end of a semester. Each individual course grade in a semester must be a "C" or greater to progress to the next semester.
  - b. If a student's cumulative score drops below passing levels during a course, the student will be placed on academic probation. The instructor will fill out a Progress Report form to notify the student of their probation status. In many cases, only a short time period is available for improving scores due to the short duration of the course.
  - c. Medication Math exams are graded on a pass or fail basis, with a minimum score of 90% required on selected and final exams to demonstrate math proficiency. Students with less than 90% on the exam the first time will be allowed a second opportunity to pass the Medication Math exams with a score of 90% or higher. Students not achieving 90% after two attempts will be withdrawn from the program and required to repeat the course.
- C. Satisfactory progress, clinical courses:
- a. Skill performance is evaluated during skills lab testing on a pass or fail basis. Passing performance is required to progress to the next level of instruction and for successful completion of PNS 101: KSPN Foundations of Nursing. Students who do not perform at a passing level will be allowed a second opportunity to perform the skill at a passing level. Students failing a second time will be withdrawn from the program with clinical failure and will need to reenter the program per the readmission policies. Students with passing performance the second time will be put on clinical probation during their first clinical rotation.
  - b. Clinical performance is continually evaluated by observation and discussion during clinical experiences and formally evaluated in a written document at the end of each clinical rotation. Clinical grades within a course may be pass, probation, or fail, but the final clinical grade will be either pass or fail.
  - c. Performance that is evaluated as failing during any clinical course means that the student cannot continue to the next rotation or clinical course.
  - d. Assignment of a failing clinical grade results in dismissal from the program.
  - e. Student attendance during each clinical rotation should be adequate to allow for effective evaluation of the student's ability to meet clinical performance standards. In addition to the 90% PN Attendance policy, students cannot miss more than 25% of a clinical rotation. More than 25% absence per clinical rotation, more 15 clock hours missed of clinical per semester, **or** more than 30 total clinical clock hours missed in the program will result in a failing clinical grade and dismissal from the program. ***A no call no show in the clinical area will result in clinical probation. A second no call no show will result in dismissal from the program.***

- II. Progression and Completion
  - A. Courses are to be completed in sequence.
  - B. Theory and clinical courses must be taken concurrently.
  - C. After successful completion of this Kansas State Board of Nursing approved program, the student is granted a certificate and graduates.
  - D. The graduate is eligible to apply for licensure in Kansas and take the NCLEX-PN licensure examination.
- III. Probation and Failure: If the student fails to comply with the established academic or clinical performance standards, the student may be placed on probation or considered for failure.
  - A. Probation
    - a. Probation is a period of time during which student activity is directed toward improvement and/or correction of identified deficiencies in academic or clinical performance.
    - b. General Procedure for Probation
      - 1) Notification
        - (a) A Progress Report form will be submitted to the student by the instructor or Director of Practical Nursing and Health Occupations stating the reason for probation. It will be reviewed and signed together.
        - (b) The original form will be placed in the student's file. A copy will be given to the student.
    - c. Procedure for Academic Probation
      - 1) The student will be informed when the cumulative course grade is below 82% (or test scores below 90% for Medication Math).
      - 2) The student will sign the probation sheet during a conference with the instructor.
      - 3) Classroom work will be closely monitored during the probation period.
      - 4) When the average grade in the course rises above the probationary level, the student is removed from probation.
    - d. Procedure for Clinical Probation
      - 1) The student will be informed verbally by the clinical instructor whenever unsatisfactory or unsafe nursing care is demonstrated.
      - 2) A student may be placed on probation during a clinical session if the instructor judges the student's performance to be below established level objectives.
      - 3) The student will be closely watched during the next clinical session.
        - (a) If the performance standards have been met satisfactorily at the end of the next clinical, the student is informed and removed from probation by the instructor.
        - (b) If the negative behavior that caused the probation is still being exhibited or progress utilizing new learning is not evident, the clinical instructor may recommend failure. This recommendation must be acted upon by the Progression Committee that is comprised of the Director of Practical Nursing and Health Occupations, Associate Dean of Student Services, and Student Career Navigator. If the Progression Committee's decision is to support the instructor's recommendation of failure, the student will be notified of the decision by the Director of Practical Nursing and Health Occupations.
      - 4) At the completion of each clinical rotation, a scheduled conference will be held by the instructor and student to review the student's progress in meeting clinical performance

- standards. The conference includes the giving of a grade (pass, probation, or fail) and the signing of the evaluation form by both the student and the instructor.
- 5) If a student demonstrates behavior that significantly compromises patient or staff safety, the clinical instructor may ask the student to leave the clinical setting and/or recommend failure regardless of probation status.
  - 6) The student will be notified of the faculty's decision in writing.
- e. Length of probation
- 1) Academic: The student will be on academic probation until the student's cumulative grade point average in a course is raised to a passing level (80%).
  - 2) Clinical
    - (a) Simulation Experience Laboratory: The interval experience the student must pass prior to the next assigned patient care experience.
    - (b) Patient care assignments: The subsequent clinical experience the students must complete.
- f. Resolution of clinical probation: The outcome of the probation will be pass, extended probation, or failure, with final clinical course grades identified as pass or fail.
- B. Failure
- a. Failure in a class or clinical as a final grade results in dismissal from the program.
    - 1) Procedure for Failure
      - (a) A Progress Report form will be filled out and signed by the instructor stating the reason for failure.
      - (b) This form is to be signed by the student and a copy will be forwarded to the Director of Practical Nursing and Health Occupations.
      - (c) The student will receive a copy of the statement when signed.
      - (d) Students must meet with the Director of Practical Nursing and Health Occupations.
  - b. Reasons for failure include, but are not limited to:
    - 1) Inability to change identified negative behavior(s) during the probationary period.
    - 2) Inability to comply with existing program, school or agency policies.
      - (a) Any behavior that significantly compromises patient or staff safety, including, but not limited to the following:
        - (i) Failure to appropriately notify instructor when absent or late (**no call, no show**)
          - 1) **please note important information in student contract**
        - (ii) Performing tasks without clinical instructor supervision
        - (iii) Leaving assigned patient unprotected
        - (iv) Lack of preparation for patient care
        - (v) Leaving assignment without proper notification
        - (vi) Physical or verbal abuse of individuals
        - (vii) Substance use or abuse
          - 1) Substance is defined as alcohol or non-prescribed medications and use of these are not permitted
        - (viii) Physical or emotional state interfering with functioning
        - (ix) Unprofessional conduct

- (x) Academic dishonesty, dishonesty or falsification of records
  - (xi) Uncooperative or disruptive actions or attitudes
  - (xii) Failure to maintain confidentiality of patient records or information
- 3) Individual faculty members may recommend clinical failure, but the Progression Committee must concur with the final decision.
  - 4) Students on probation will be dismissed from the program for additional behaviors that would otherwise result in probation.

#### IV. Student Absence for Exams

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

#### V. Readmission

- A. Students must complete any procedures required for readmission to Washburn Institute of Technology through the admissions office including entrance exam scores and required testing.
  - a. All previous accounts must be paid, and the appropriate deposits, tuition and fees must be paid prior to attending classes. Failure to meet a payment deadline may prevent readmission.
- B. Program specific forms and procedures must be done prior to reentry:
  - a. Updated health information forms.
  - b. Updated health insurance information.
  - c. New background checks due to school and affiliating agency policies.
- C. All requests are subject to the approval of the Director of Practical Nursing and Health Occupations and the Associate Director of Student Services.
  - a. Students must complete the form requesting readmission to the nursing program.
  - b. Reentering students will be subject to the selection process required for all new students.

- c. Readmission is dependent on available space, recommendations from instructors, the demonstration of academic skill, laboratory skill, and math competency appropriate for the level to which the applicant is to be readmitted.
- D. Reentry due to prior personal or health issues or for failing grades
  - a. Students will be allowed to reenter the program after dismissal for failing grades, including failure of clinical, one time. After the second failure, there is a one year waiting period.
  - b. Students who must leave the program for failing grades or for documented personal or health issues will be exempt from retaking courses already passed if the following are met:
    - 1) The personal or health issue must be appropriately documented by a healthcare provider and submitted to the Director of Practical Nursing and Health Occupations.
    - 2) No more than one year has passed since the student's attendance.
    - 3) All other criteria for readmission and reentry are met.
    - 4) Approval is given by the Director of Practical Nursing and Health Occupations.
- E. Reentry due to Lack of Attendance
  - a. Students leaving the program for attendance will be evaluated individually.
    - 1) If the student is allowed to reenter, attendance requirements will be developed based on absence history, or, in some cases, the student may be required to start over at the beginning of the program.
      - (a) Attendance rules as stated in the attendance section below will still apply for students choosing to reenter.
      - (b) The student must start over at the beginning of the program if more than one year has passed since consistent attendance.
- F. After two unsuccessful admissions, students will be not be considered for readmission without a one year waiting period.

## ATTENDANCE

### Rationale:

Student participation in learning activities is vital to attainment of knowledge and skills. Behaviors demonstrating the responsibility inherent in the nursing role include promptness and reliability.

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

### Policy:

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

### Procedure:

- Students receive copies of the Washburn Institute of Technology Student Handbook and Practical Nursing Student Handbook as part of orientation.
- Overall attendance status will be monitored on a semester and program basis. Clinical absences will be monitored for each rotation, semester, and for the total program.
- **A tardy is defined as not being present for up to 10 minutes of class, or arrival less than fifteen minutes before the designated start time for clinical.** A tardy is tabulated as one hour of absence. If a student is tardy and is going to be charged one hour of absence it is recommended that the student arrive to class as early as possible.
- The student is responsible for notifying the instructor prior to the beginning of the scheduled day if the student will be late or absent.
- **A no call, no show is an absence in the clinical area at the designated start time without notifying the instructor ahead of time.**
- ***A no call no show in the clinical area is considered grounds for clinical probation. A second no call no show will result in dismissal from the program.***
  - If the student's absences hinder progress in attaining academic or clinical performance standards, or if the student shows a lack of responsibility in managing attendance responsibilities, they may be considered for termination of enrollment.
  - Leaving the clinical site during class is not allowed. This includes during lunch and breaks. Leaving the clinical area without informing the instructor and providing coverage for patient care is viewed as patient abandonment and is grounds for dismissal from the program. Sleeping during class or clinical is never permitted.

**Additional information:**

- Classroom time, assignments, and tests can be made up at the discretion of the instructor. The instructor must be contacted upon return and the work must be done in a timely manner (see test make up policy).
- There is no scheduled clinical make-up time within the program.
- The instructor may ask a student to leave either class or clinical if, in the judgment of the instructor, the student is unable to perform expected responsibilities or the student is a health hazard to others. The student will be considered absent.

**APPEAL PROCESS**

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

**TESTING**

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

**COUNSELING AND ADVISING**

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

**TUTOR**

Practical Nursing Students entering Level 2 are encouraged to apply to be federal work study tutors. Qualifications include eligibility for federal work study program, successful completion of the Level I Practical Nursing program, GPA of 3.0 or higher, and faculty recommendations. See the Director of Practical Nursing and Health Occupations and the Financial Aid Administrator for details.

## **EQUAL EDUCATIONAL OPPORTUNITY/HARRASSMENT POLICIES**

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

### Equal Educational Opportunity

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

### Sexual Harassment and Harassment

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

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

### Complaint procedure

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



## STATEMENT OF ACCOMMODATIONS

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

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

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

### PROCEDURES FOR SERVICE REQUESTS

- A. Voluntary disclosure by the student of the disabling condition(s)
  - a. **It is the responsibility of the student to notify and register with the Special Support Service Coordinator.** This may be initiated by calling the **Testing/ADA Coordinator at 785-228-6356.**
- B. Documentation from medical or other appropriate professional MUST be on file with the Testing/ADA Coordinator prior to consideration of requested accommodations.
  - a. Contact the Testing/ADA Coordinator to obtain a copy of 'Eligibility Guidelines for Disability Support Services' and complete a Service Request Form and provide professional documentation which includes:
    - 1) Description of the disability, how disability was diagnosed (testing information and diagnosis within past 3 years in most cases, within the last 6 months for psychiatric disabilities), how the disability affects the student's academic performance, and suggested accommodations, if possible.
- C. Complete a Service Request Form each semester. Depending on the accommodation request, four to eight weeks lead time may be needed for timely and effective provision of services.
- D. Return appropriate documentation completed by the diagnosing professional, as applicable to your situation.
- E. Schedule a personal interview between the student and the Testing/ADA Coordinator. This interaction is essential as the Testing/ ADA Coordinator needs to receive background information from the student and discuss potential appropriate accommodations.

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

Examples of accommodation arrangements:

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

#### **Contact Information**

Testing/ADA Coordinator Washburn Institute of Technology 5724 SW Huntoon Avenue Topeka, KS 66604  
785-670-3365

#### **Appeal Procedure**

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

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



**Technical Standards**

**PRACTICAL NURSING**

**Washburn Institute of Technology/Washburn Tech**

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.

<b>ABILITY</b>	<b>STANDARD</b>	<b>Some examples of necessary activities (not all inclusive)</b>
<b>Sensory/Motor Ability</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<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>
<b>Observation</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Students must be able to perform the sensory skills necessary to assess a patient's health status accurately.</li> </ul>	<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>

<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	<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 bells, monitors, telephones).</li> </ul>
<p><b>Reasoning and Intellectual Skills</b></p>	<ul style="list-style-type: none"> <li>• Student must be able to use critical thinking, problem solving and teaching skills necessary to provide care for patients and families.</li> <li>• Student must have sufficient critical thinking skills to synthesize information in an analytical, deliberative, decisive, and evaluative manner.</li> </ul>	<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>
<p><b>Professional, Behavioral and Social Characteristics</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<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 one self 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>

## **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>.

In this class, there may be times when you will be moving around the classroom and be separated from your handbag/purse/backpack. If you intend to carry a concealed weapon in your handbag/purse/backpack, on those days where you will be separated from your handbag/purse/backpack, it is your responsibility to make other arrangements for your weapon so that you remain compliant with the policy. I will provide notification to the class at least 24 hours prior to any class period where this will occur.

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

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

## **SUBSTANCE USE OR CHEMICAL DEPENDENCY**

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

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

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

## **USE OF ELECTRONIC COMMUNICATION DEVICES**

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

## **WEATHER RELATED SCHOOL CLOSINGS**

In the event of severe weather conditions:

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

## **HEALTH REQUIREMENTS**

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

## VERIFIED CREDENTIALS

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. Students will be provided simple instructions on how to submit their health clearance documentation and will be assessed a fee upon signing up on the Verified Credentials website. Any questions or concerns regarding uploading documents should be directed to Verified Credentials via their website chat feature, email ([clientservices@verifiedcredentials.com](mailto:clientservices@verifiedcredentials.com)), or phone **{800-938-6090}**. Nursing students must submit all health clearance requirements by the first day of school each semester. Students may not participate in any clinical practicums without being compliant with all their health clearance requirements. Immunization requirements by the Practical Nursing program and the affiliating clinical agencies are enforced. **Students will not be allowed to attend class if these requirements are not met and will be withdrawn from the program within 5 days if documentation is not provided.**

### **The following documentation is required:**

Complete Pre-entrance Background Check-Verified Credentials

10-Panel Drug Screen -When students pay the fee to Verified Credentials a pin is purchased and must be used to obtain the drug screen within 30 days. Failure to do so will cause the student to purchase a second pin.

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

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

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

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

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

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

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

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

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

## **HEALTH SERVICES**

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



## CLINICAL DRESS CODE

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

Uniforms: All students must wear a clean school uniform.

- 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.
- 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. Nothing is to be showing outside of the uniform. White T-shirts that fit under the uniform are available at the uniform store. Hose or socks are required; socks must be white and hose must be neutral
- Leather mostly white shoes must be clean, polished, and soft-soled are preferred. No sandals, canvas tennis shoes, clogs, Crocks, open toes or sling-back shoes are allowed.
- Hats, caps and sunglasses will not be worn.
- Students must be in full uniform on all clinical days including appropriate badges.
- On clinical assignment days only, the student may wear the school uniform or a school lab coat over business dress attire. Jeans, halters, midriff tops, mini-skirts, low cut tops, shorts, leggings and exercise attire are not acceptable under the lab coat. Appropriate business type shoes are required, no casual sandals. Students in the school uniform will be allowed to perform skills if the opportunity arises as designated and observed by the instructor.
- The Washburn Institute of Technology I.D. patch must be sewn on the left sleeve of both the uniform top and lab coat. Washburn Institute of Technology name tag and facility ID badge will be worn by the student at all times during each clinical day

Jewelry:

- 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.

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

### **TRANSPORTATION TO CLINICAL**

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

### **STUDENT INJURIES AND INCIDENTS**

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

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

### **EMPLOYMENT**

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

- 1) The option to be gainfully employed while attending the Washburn Institute of Technology Practical Nursing Program is left to the discretion of the student. Employment commitments should not interfere with the regular school hours as special adjustments of course scheduling will not be made to accommodate the student work schedules.
- 2) Health related employment must be compatible with the student's current certification status (e.g. CNA). Students are not to wear their school badges, uniforms or name badges while working as a CNA/CMA.
- 3) Students should be cautioned that working over 14-16 hours per week may jeopardize their ability to progress through the program satisfactorily. In the case of declining academic performance, the student will be expected to reduce the number of hours worked per week or discontinue employment entirely. However, the student assumes full responsibility for their employment status.

### **READINESS FOR NCLEX-PN**

#### **Standardized Testing**

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

### **GRADUATION REQUIREMENTS**

- 1) Successful completion of the PN Program:
  - a) A grade of "C" or greater is required in each course within the program.
  - b) Achieve or surpass the minimum requirement for Medication Math exams.
  - c) Clinical evaluations must be satisfactory.
- 2) All money owed to Washburn Institute of Technology must be paid and all clinical agency badges returned to faculty before the student's official transcript is released or sent to the State Board of Nursing.
- 3) Certificates will be mailed to graduates post-graduation or when all the above requirements have been met.
- 4) Transcripts will be sent to KSBN when all the above requirements have been met.  
Practical Nursing graduates from December and May have the opportunity to attend the Washburn Institute of Technology Graduation Ceremony held each December and May.

### **PINNING CEREMONY**

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

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

### **NATIONAL TECHNICAL HONOR SOCIETY**

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

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

### **PUSITZ AWARD**

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

### **PHOTOGRAPHS/CLASS COMPOSITE**

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

## STATE BOARD APPLICATION PROCESS

Both the NCLEX-PN and Kansas State Board of Nursing (KSBN) applications and fees should be submitted at least 30 days before graduation. Students making application for licensure to practice as a licensed practical nurse (LPN) in the state of Kansas must:

- 1) Complete the on-line Kansas State Board of Nursing Licensure Application. The application is available online at [ksbn.org](http://ksbn.org) and is good for six months.
- 2) Obtain a money order, check, or exact cash for \$48.00 payable to Kansas State Board of Nursing for the background check and \$50.00 for the licensure application.
- 3) Have fingerprinting done at KSBN for a small fee (\$7.50). Background checks usually require about 30 days for processing.
- 4) To register for the NCLEX-PN Examination, go online to [www.pearsonvue.com/nclex](http://www.pearsonvue.com/nclex) or call (866) 496-2539.
- 5) Pearson Vue requires \$200.00 to register for the NCLEX-PN Examination.
- 6) Request an official transcript be sent from Washburn Institute of Technology to Kansas State Board of Nursing.
- 7) Fill out a Kansas State Board of Nursing Approval to Test form to go with KSBN application.

**Note: this process will be reviewed with students during the NCLEX-PN Course .**

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

- 1) a letter describing in full detail all occurrences that resulted in a conviction or disciplinary action **and**
- 2) a certified and dated copy of the court records (or board action when applicable) **and**
- 3) KSBN Application for Examination and Licensure as a LPN.

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

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

## BACKGROUND CHECKS and DRUG SCREEN

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

## **CERTIFIED MEDICATION AIDE**

After successful completion of Pharmacology the student who is currently a Certified Medication Aide may send the KDHE papers and fees to KDHE using Pharmacology as a Medication Update course and become recertified for two years.

Washburn Institute of Technology Practical Nursing students who have a Kansas Nurse Aide Certification may complete the Certified Medication Aide Challenge course and take the KDHE medication aide examination following the successful completion of Foundations of Nursing, KSPN Foundations of Nursing Clinical, and Pharmacology. In order to be certified as a medication aide in the state of Kansas the student must:

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

## **REGIONAL SIMULATION CENTER**

Kansas Technical Re/training Among Industry-targeted Networks (KanTRAIN) grant project of \$11,997,957 is 100% funded through the U.S. Department of Labor's Trade Adjustment Assistance Community College and Career Training program. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

## **COUNSELING SERVICES**

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

## **STUDENT RECREATION CENTER**

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

## **ARTICULATION**

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