



Practical Nursing Student Handbook 2025-2026

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**Faculty and Staff Directory
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Welcome Letter

Dear Nursing Student:

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

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

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

Respectfully,

The Nursing Program Faculty



Mission, Vision, Values

Mission

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

Vision

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

Values

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

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

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

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

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



Nursing Program Mission Statement

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

**Practical Nursing Program
Course Curriculum
Technical Certificate Program**

Prerequisite Courses..... Credits	
MED 103 Medical Terminology.....	3
MAT 105 College Algebra.....	3
BIO 150 Human Anatomy and Physiology w/lab	5
PSY 105 Human Development.....	3

First Year Fall Semester			First Year Spring Semester		
Course Title		Credits	Course Title		Credits
NUR 100	KSPN Foundations of Nursing	4	NUR 120	KSPN Care of Aging Adults	2
NUR 101	KSPN Foundations of Nursing Clinical	2	NUR 125	KSPN Maternal Child Nursing I	2
NUR 104	KSPN Fundamentals of Pharmacology and Safe Medication Administration	2	NUR 126	KSPN Maternal Child Nursing I Clinical	1
NUR 112	KSPN Nursing Care of Adults I	5	NUR 132	KSPN Nursing Care of Adults II	5
NUR 113	KSPN Nursing Care of Adults I Clinical	3	NUR 133	KSPN Nursing Care of Adults II Clinical	3
			NUR 135	KSPN Mental Health Nursing	2
			NUR 140	KSPN Leadership, Roles, and Issues	1
Semester Total		16	Semester Total		16

Total Technical Credits: 32

TOTAL PREREQUISITE CREDITS..... 14

TOTAL CERTIFICATE PROGRAM CREDITS 46

Program Approval

The Practical Nursing program at Salina Area Technical College has been granted approval from the Kansas Board of Regents, Kansas State Board of Nursing, and the Higher Learning Commission to admit students beginning the 2018-2019 academic year. A site visit follow-up by the Kansas State Board of Nursing resulted in a 5-year approval for the program.

**Salina Area Technical College
Program Philosophy
(Kansas PN Core Curriculum)**

The faculty believes at the completion of the program the graduates will have the knowledge, skills, attitudes, and abilities needed to practice safely and effectively. As an entry level practical nurse, the graduate will be able to meet the client's basic needs throughout the lifespan requiring promotion, maintenance, and/or restoration of health.

Clients - The faculty believe clients (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, clients have the right to make decisions regarding their health care needs.

Health - The faculty believe health is defined within three areas: promotion, maintenance, and restoration. Health promotion and maintenance are defined as client 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 client 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 clients' basic biological, cultural, spiritual, and psychosocial needs throughout the lifespan. Nurses provide comfort in a caring environment. Critical thinking and the nursing process are the primary clinical problems 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 clients 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 and 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 to success of the nursing discipline.

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 clients. Internal environment includes biological, cultural, spiritual, and psychosocial aspects.

Adopted June 2009 by the PN Core Curriculum Committee

Salina Area Technical College
Practical Nursing
Conceptual Framework
(Definitions of Curriculum Concepts, KS PN Core Curriculum)

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

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

Collaboration/Communication- the verbal and non-verbal interaction among the practical nurse and members of the health care team with clients, families, and significant others. Events and activities associated with client 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.

Psychosocial and spiritual needs include sexuality, emotional security, communication and cognition, love and belonging, self-esteem, and self-actualization. As physiological needs are sufficiently satisfied, psychosocial and spiritual needs emerge. 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 clients and health care personnel from health and environmental hazards.

Salina Area Technical College

PN 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 interprofessional 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.

*Also, KSPN Program Outcomes. KBOR (Kansas Board of Regents) Updated July 2023.

Salina Area Technical College PN program is approved by the Kansas State Board of Nursing to provide IV Therapy as outlined in K.S.A 65-1136, K.A.R. 60-06-103, & K. A. R.60-16-104. Students in the PN program will complete the IV Therapy throughout the program and courses and will be permitted to test for the certification exam at the end of the program if all components are successfully met.

Practical Nursing Course Descriptions

NUR 100 KSPN Foundations of Nursing 4 SCH

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. Concepts and skills are enhanced in subsequent courses.

Prerequisite: Admission to the PN program, and concurrent enrollment in NUR 101.

NUR 101 KSPN Foundations of Nursing Clinical 2 SCH

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 the application of the nursing process to client-related situations.

Prerequisites: Admission to the PN program, and concurrent enrollment in NUR 100.

NUR 104 KSPN Fundamentals of Pharmacology and Safe Medication Administration 2 SCH

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 lifespan. *Prerequisite: Admission to the PN program.*

NUR 112 KSPN Nursing Care of Adults I 5 SCH

This course focuses on the care of adult clients who experience common medical-surgical 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.

Corequisites: NUR 100, NUR 101, and concurrent enrollment in NUR 113.

NUR 113 KSPN Nursing Care of Adults I Clinical 3 SCH

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.

Corequisites: NUR 100, NUR 101, and concurrent enrollment in NUR 112.

NUR 120 KSPN Care of Aging Adults 2 SCH

This course is designed to explore issues related to 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.

Prerequisites: NUR 104 and NUR 112 with a grade of "C" or better and NUR 113 with a "P".

NUR 132 KSPN Nursing Care of Adults II 5 SCH

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.

Prerequisites: NUR 104 and NUR 112 with a "C" or better and NUR 113 with a "P". Concurrent enrollment in NUR 133 is required.

NUR 133 KSPN Nursing Care of Adults II Clinical 3 SCH

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.

Prerequisites: NUR 104 and NUR 112 with a "C" or better and NUR 113 with a "P". Concurrent enrollment in NUR 132 is required.

NUR 125 KSPN Maternal Child Nursing 2 SCH

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.

Prerequisites: NUR 132 with a grade of "C" or better and NUR 133 with a "P". Concurrent enrollment in NUR 126.

NUR 126 KSPN Maternal Child Nursing Clinical 1 SCH

This course provides an integrative, family-centered approach to the childbearing women, newborns, and children. Students are given the opportunity to observe the uncomplicated birth process and 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.

Prerequisites: NUR 132 with a grade of "C" or better and NUR 133 with a "P". Concurrent enrollment in NUR 125.

NUR 135 KSPN Mental Health Nursing 2 SCH

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.

Prerequisites: NUR 104 and NUR 112 with a "C" or better and NUR 113 with a "P".

NUR 140 KSPN Leadership Roles and Issues 1 SCH

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. *Prerequisites: NUR 104 and NUR 112 with a "C" or better and NUR 113 with a "P".*

Credit Hour Definition

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

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

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

Admission to PN Program

Applicants are eligible for consideration of admission to the Practical Nursing program when all admission requirements are completed including:

1. Application to Salina Area Technical College
2. Application to Practical Nursing Program
3. Proof of completion of prerequisite courses with at least a “C” in each course.
4. Proof of active Kansas CNA certificate
 - a. must remain active throughout program
5. Submission of results of the current version of TEAS testing.
 - a. Must achieve a total score of 58% or higher with a math score of 50% or higher.
6. Complete submission of immunization requirements.
7. Recommendation letter from a healthcare supervisor
8. Submit a typed essay following the instructions outlined on the Nursing Essay Rubric

Applications will be selected from the list of qualified applicants. A scoring rubric will be used to determine the highest-scoring applicants. In case of a tie, the TEAS test results will serve as the tiebreaker.

Nursing Essay Rubric

You will be required to submit an essay. The essay should be one to two pages, double-spaced, 12-point font, and 1-inch margins with the applicant's name at the top. Your essay will be graded on the following rubric and should address the following questions:

1. What experience do you have in the healthcare field?
2. Why do you want to be a nurse?
3. How do you plan to be successful in the nursing program?
4. What are your future educational or career goals?

Each essay will be evaluated based on the following rubric:

Nursing Essay Rubric					
Criteria	1	2	3	4	Score
Layout: font, spacing, margins, etc.	More than 3 layout items missing (font, spacing, etc)	2-3 layout items missing (font, spacing, etc.)	One layout item missing (font, spacing, etc.)	All layout items for criteria are present	
Content	One question addressed	Two questions addressed	Three questions addressed	All four questions addressed	
Writing/ Grammar	10 or more grammar errors, the essay is unclear	7-9 grammar errors, essay is unorganized.	3-6 grammar errors, essay is organized.	Well written, clear objectives, 2 or less grammar errors	
Total Score:					_____/12
The essay's total score will be broken down into ranges for points to be added to the nursing application final rubric score.					
Scoring Ranges:	1-3 = 1pt	4-6 = 2pts	7-9 = 3pts	10-12 = 4 pts	

Re-Admission to PN Program

There may be circumstances when a student is not capable of finishing the program. Students may have the option of reapplying to the program. Readmission to the program is not guaranteed and is based upon the availability of space within the course of re-entry.

Students who request readmission will be required to show proof of good retention of knowledge, skills, and abilities. Requiring proof of content mastery is one way to determine whether the student is ready for advance placement, or whether they may need to repeat the program.

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

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

An individual who has been out of a program from six months to two years will be required to successfully complete the following:

- Readmission application to the nursing program (available from the Nursing office) including an essay outlining their reason for leaving the program and a detailed description of their plan for success in a subsequent admission.
- Clinical skills testing with an 80% score or greater
- All course finals up to the semester of enrollment with a score of at least 78%.
- Update BLS, TB skin test, flu shot, background check, and physical exam as needed.
- Meeting with the director of nursing to review the student's plan for success with re-admission.
- Active Kansas CNA certification

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

Additional Readmission Policies:

- A student is allowed one readmission to the program.
- Students dismissed because of clinical safety issues will be considered for readmission at the discretion of the Director of Nursing.
- Students who believe they had extenuating circumstances justifying a second readmission may address a letter to the Director of Nursing stating the nature of the circumstances for which consideration should be given.

Grading and Progression

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

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

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

A grade of "C" or higher in theory courses is required to pass the course. All courses are sequential, and a grade below C will prevent the student from moving to the next course in the curriculum. Grades will not be rounded.

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

Clinical courses will be graded on a pass/fail basis, based on evaluation forms completed by the clinical instructors. Completed clinical hours, clinical evaluations, attendance, student engagement at clinical rotations, and clinical paperwork will all contribute to the final grade. While the clinical component is a P/F, coursework within the clinical course that contributes to the P/F will be graded and reflective of the nursing grading scale. Both the clinical evaluation form and clinical work must be completed and passed for the student to progress in the program.

Satisfactory progress, clinical courses:

1. A passing grade without an active clinical probation is required for the successful completion of a clinical course, or clinical component of the course in the PN program.
2. Successful completion will also include passing practicum skills testing. These skills are evaluated through student performance in the presence of an instructor with a pass/fail given.
3. Student attendance during each clinical rotation is **required** for effective evaluation of the student's ability to meet clinical performance standards. Inadequate attendance during a clinical rotation can result in probation or clinical failure. Clinical failure results in failing the program.
4. See Attendance and Missing Class/Clinical Assignments Tab

Progression and Completion

- A. Courses are to be completed in sequence, as identified in the college catalog.
- B. A passing grade is needed in the didactic AND clinical course for the student to progress in the program.
- C. A course grade of “D” or lower requires that a course must be repeated.
- D. Practical Nursing graduates are awarded a technical certificate.
- E. Graduates of the program are eligible to take the National Council Licensure Exam (NCLEX) for Practical Nursing.

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

Probation

- a. Probation is a period during which student activity is directed toward improvement and/or correction of identified deficiencies in academic or clinical performance.
- b. Length of Probation
 - a. Academic – until the student’s cumulative average in a course is raised to a passing level. Generally, this is 4 weeks, or the end of the course.
 - b. Clinical
 - 1. PN students must pass all practicum skills to remain in clinical courses.
 - 2. Patient care areas – the subsequent rotation, or the remaining part of the last rotation of a course.
 - 3. 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.
- c. Incivility
 - 1. The SATC nursing program has zero tolerance for incivility.
 - 2. Incivility is defined as unprofessional and disruptive behaviors that can result in psychological or physical distress.
 - 3. It is the student’s responsibility to conduct themselves in a manner that creates and supports a healthy and safe environment that promotes the success of all within the program.
 - 4. Professional and civil behavior is expected in all environments including the classroom, lab, clinical settings, and with all individuals with whom the student may interact while a representative of Salina Area Technical College.

Examples of Incivility:

1. Negative expression including, but not limited to eye-rolling, muttering, sighing, and groaning.
2. Sarcastic remarks or gestures
3. Sleeping in class
4. Side conversations
5. Lack of active engagement in the learning
6. Interruption of other students
7. Disrespect of fellow students, faculty, or support staff in written or verbal form
8. Use of cell phone outside of approved time(s)
9. Confrontative or dominating behavior
10. Disrespecting challenging the instructor's knowledge or credibility
11. Coming to class or clinical unprepared
12. Raising your voice or yelling

Examples of Respectful and Professional Behavior to Reinforce Civility:

1. Use clear communication verbally, nonverbally, and in writing (includes social media)
2. Treat others with respect, dignity, collegiality, and kindness
3. Consider how personal words and actions affect others
4. Avoid gossip and spreading rumors
5. Collaborate and share information where appropriate
6. Offer assistance to fellow students and if refused, accept refusal gracefully
7. Take personal responsibility and accountability for one's own actions
8. Recognize that abuse of power or authority is never acceptable
9. Speak directly to the person with whom one has an issue
10. Demonstrate openness to other points of view, perspectives, experiences, and ideas
11. Be polite and respectful
12. Apologize when indicated
13. Encourage, support, and mentor when indicated
14. Listen to others with interest and respect
15. Civil behavior between students and faculty at all times
16. Nurses must aspire to always uphold the professional Code of Ethics for Nurses. (ANA, 2015)

**American Nurses Association Board of Directors (2015). Professional Issues Panel on Incivility, Bullying, and Workplace Violence. Adopted July 22, 2015.*

Chain of Command for Student Issues

1. Fill out a SBAR form.
2. Turn in the SBAR form to the faculty who the concern is with. Schedule a time to meet with the instructor to address.
3. If the concern is not resolved, schedule an appointment with your adviser.
4. If the concern is still not resolved, make an appointment with the director of nursing.
 - a. Any faculty member can refer you to the DON at any time.

***A professionalism point may be deducted for not following the chain of command with student issues.**

Name: _____

Date: _____

S	Situation What is going on? What is the situation you are communicating about?	
B	Background What is the background or context of the communication?	
A	Assessment What is the problem? What are your assumptions about why the problem is occurring?	
R	Recommendation What is the next step or steps that can be taken?	

Dismissal

1. Reasons for dismissal include, but are not limited to:
 - a. Inability to change identified negative behavior(s) during the probationary period.
 - b. Inability to comply with existing college, program, or agency policies.
 - c. Inability to comply with the Student Code of Conduct as outlined in the Salina Tech College Catalog and Student Handbook
 1. Please see Students Rights and Responsibilities for specifics.
 - d. Any behavior which significantly compromises patient or staff safety. This could include, but is not limited to:
 1. Leaving assigned patient unprotected.
 2. Lack of preparation for patient care.
 3. Leaving assignment without proper notification.
 4. Physical or verbal abuse of individuals.
 5. Substance abuse.
 6. Working the eight hours before a scheduled clinical rotation if clinical is scheduled in the morning.
 7. Academic dishonesty or falsification of records, including plagiarism.
 8. Failure to successfully demonstrate competency with core skills.
 9. Failure to maintain confidentiality of patient records or information.

Faculty members may recommend dismissal. The final decision is at the Director of Nursing's discretion.

Procedures to be Followed for Probation and Dismissal

1. Notification
A statement of probation will be dated and signed by the student, one faculty, and Director of Nursing when the student is notified of academic or clinical probation. The student will receive a copy of this statement.
2. Academic Probation
 - a. The student will be informed when the cumulative course grade is below 78%.
 - b. The student will create an action plan for improvement, which is recorded on the probation sheet.
 - c. The student will sign the probation sheet during a conference with the faculty and DON.
 - d. Classroom work will be closely monitored during the probation period.
 - e. The student will remain on probation for the entire probationary period; probation length is at least four weeks.
3. Clinical Probation
 - a. The student will be informed verbally by the clinical instructor whenever unsatisfactory or unsafe nursing care is noted.

- b. At the completion of each clinical rotation, a scheduled conference will be held by the student and instructor to review the student's progress in meeting clinical performance standards. The conference includes the giving of a grade (pass, probation, or fail) and the signing of the evaluation form by both the student and the instructor. A student may be placed on probation during a rotation if the instructor judges the student's performance to be consistently below established level objectives.
- c. The student placed on probation will have a conference with the faculty or clinical instructor and DON, and will create an action plan for improvement and sign the probation form.
- d. Clinical work will be closely monitored during the next rotation or the remaining weeks of the current rotation, consistent with the time probation is initiated.
- e. If the performance standards have been met satisfactorily at the end of the next clinical rotation, the student is informed and removed from probation.
- f. Dismissal may occur if the student does not show improvement that is listed on the probation evaluation form. This recommendation must be acted upon by the program faculty and the director of nursing. If the faculty decision is to support the instructor's recommendation of dismissal, the student will be notified of the decision in a conference.
- g. If a student is grossly negligent concerning safety, the student may be sent home immediately. The clinical faculty may recommend failure without the student's having been on probation. The student will be notified of the decision in a conference.

Grievance Procedure

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

Exam and Testing Guidelines

1. No personal items, including coats, jackets, hoodies, etc., are allowed in the testing area. No books and/or notes are allowed in the testing room unless authorized by the faculty for your use during the test. No electronics, including but not limited to cell phones, smart watches, smart glasses, etc. You must store all personal items in a secure area or return them to your vehicle. If you refuse to store your personal items, you will be unable to test. All electronic devices must be turned off before storing them in the designated secure area.
2. You may be asked to empty your pockets to verify that nothing is in them. You may be asked to roll up your sleeves to verify that you have no writing on your arms.
3. You are required to be ON TIME for the exam. If you are late, you will NOT be admitted to the exam and must arrange for a time with the faculty to make up the exam. You WILL BE required to have your Salina Technical College ID badge on the top left or right corner of your top for the faculty to view upon entering the testing room. This is to verify student identification each time an exam is being given.
4. You will be provided with an erasable note board and marker. You may not use the note board to cover any part of the screen during your examination. The erasable note board and marker may not be removed from the testing room during the examination. You cannot write on the erasable board until testing has started. You cannot erase the board the proctor will erase it when the exam is done. Writing on any materials other than the note board is strictly prohibited. A calculator will also be provided if needed. Earplugs are available upon request; it is not acceptable to bring your own earplugs. If you need additional items during the exam, you must raise your hand.
5. Once you enter the testing area, and log into the test, there is to be no further verbal communication with the faculty or other students. You must remain in your seat unless approved to move by the faculty. If you talk during this time without permission, you may be disqualified from testing, and receive a zero for the exam.
6. If you experience hardware or software problems during the examination, notify the instructor or GLRC staff immediately by raising your hand.
7. There will be no eating, drinking, chewing gum loudly, tapping of feet or hands, or any other noises that create a disturbance or distraction for other students.

8. If you must leave for a break at any time during the testing, you must raise your hand and receive permission from the faculty. Your exam time limit will continue during this time. You will be responsible for stating the need for a break and returning promptly to your testing room.
 - a. If you leave at any time during an ATI proctored test for a break you must hit the pause button after raising your hand to notify the proctor. Time will continue to count down.
9. To ensure exam integrity, you will be monitored by faculty and video while in the testing area.
10. After finishing the exam, log out of your computer, and leave the room immediately.
11. You may not copy exam questions or answers in any format. You may not provide any exam details to another student.
12. If a student fails to abide by any of the guidelines, appropriate action will be taken which may result in the student receiving a zero for the exam or being dismissed from the program.

***Salina Area Technical College is not responsible for lost, stolen, or misplaced personal items.**

Assessment Technology Institute, LLC (ATI)
ATI Testing Policy for PN Program

Policy:

All students enrolled in the nursing program will purchase (included in the program fees) an Assessment Technologies Institute (ATI) assessment program. The program consists of proctored assessments (online assessments that will be given and monitored by program faculty or GLRC staff holding ATI proctor certification). The set of assessments will be used throughout the program to monitor learning and provide additional learning activities to enhance content mastery. **See individual course calendars and PN program calendar for testing and retake dates and times.**

ATI Guidelines:

Completion of all ATI exams, including the required practice exams, and remediation are required for successful completion of the course(s) and program(s) at Salina Area Technical College. It is recommended that the students utilize the learning resources available on the ATI website to enhance their learning throughout the program.

Practice Assessments	Proctored Assessment Scoring	Retake Preparations
- Students can take the Online Practice Assessments at home. - Practice exams will be opened 2 weeks before the scheduled proctored exam. Refer to your course and program calendar for dates. There will be zero tolerance for late work or extensions. - A score of 90% or more must be achieved on a practice exam to take the proctored exam. - A student can take the practice exam multiple times to achieve 90% or greater. - As a <u>ticket to take the proctored exam</u>: the student must provide a screenshot and put it into the correct drop box that verifies the score of 90% or higher on the practice. ➤ <u>The deadline</u> is noon of	Initial Proctored Exam: ➤ Less than level 1 or level 1, you will take practice assessment B, remediate*, and take the retake proctored exam. ➤ Level 2 = 20 points ➤ Level 3 = 24 points Retake Proctored Exam: ➤ Less than Level 1 without improvement= 0 points ➤ Less than Level 1 with improvement or same percentage score=8 points ➤ Level 1 that goes to less than a level 1=10 points ➤ Level 1 without improvement=12 points ➤ Level 1 = 16 points ➤ Level 2 = 20 points ➤ Level 3 = 24 points Retake without first Exam:	- If Level 2 was not achieved on the initial exam the students must: ➤ Remediate by using their results report on their ATI home page. They will hand write out the rationales and submit them in the correct Canvas Dropbox. ➤ Take Practice Test B and score a minimum of 90% and place in the Canvas Dropbox. ➤ As a ticket to retake the exam, submit practice test B and your remediation by noon the day before the retake. - The schedule of retake proctored exams is already listed on the program calendar.

the day before the proctored exam. ➤ <u>Students WILL NOT be able to take the first proctored exam if the ticket to test is not turned in by noon the day before, they show up late, or they do not notify instructor why they were absent. Students will take second exam and follow retake without first exam guidelines.</u> The ticket to test must display: ➤ Student's name ➤ Practice exam's name ➤ Exam's completion date	If student did not take first proctored exam due to being late, not notifying instructor why they were absent, or not getting ticket to test turned in: ➤ Less than Level 1 = 0 points ➤ Level 1 = 0 points ➤ Level 2 = 8 points ➤ Level 3 = 16 points ➤ NO second attempt for this exam.	3. If student does not get the remediation and practice test B turned in on time they will get a 0. 4. If a student is late and does not notify instructor before the second exam starts, a student will get a zero. Second exam will NOT be made up.
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ATI Testing – Comprehensive Predictor

The comprehensive predictor provides guidance on the chances of you passing NCLEX successfully on the first attempt.

* The ATI NCLEX comprehensive / live course is mandatory, no matter your score for the ATI predictor.

* The minimum score that you can get on the LPN predictor to get into the ADN program is 72% Predictor Individual Score. Practice A ticket to test will open 2 weeks before. Ticket to test A with a 90% will be due at noon the day before the LPN Predictor. This test is mandatory and must be complete to pass leadership.

*If you get less than a 72% Predictor Individual Score then you will need to set up an advising meeting with your advisor.

* **The ATI Live Review is Mandatory.** You need to be present and actively involved.

Note: Treat all exams, especially ATI like it is NCLEX! Do something good for yourself the night before. Be sure to eat healthily, get sleep, and do something you enjoy! Put down the computer and the books!

Exam Review

1. Exam scores will be posted on the online grade book after grades are finalized.
2. Students may be allowed to review exams during dedicated time with a max of 15 minutes for the review.
 - a. No discussion of questions will be allowed outside the testing center or in the hallway.
 - b. Notes will not be taken during the test review.
 - c. Students questioning an item should utilize the SBAR document and their textbooks.
 - d. Materials will be reviewed by faculty and compared to tools and texts used in the classroom.
 - e. Faculty member responsible for test content will respond to the student within three business days.

Late Assignments and Testing

1. Taking an exam, quiz, or submitting an assignment later than the scheduled time will result in a reduction in the student's score. For the first day, 10% will be deducted from the student's score.
2. An additional 10% will be deducted for each of the next two days that the exam/assignment is not taken/completed, for a total of 30%. After day 4, the assessment will be a zero, but **MUST** still be completed.
3. It is the student's responsibility to notify the instructor of the course and the GLRC staff to arrange a make-up date for the exam. If a student fails to complete the exam within four class days, the student will receive a zero for the exam.

Example:

<i>Original Score</i>	<i>10 minutes to 1 day late</i>	<i>2 days late</i>	<i>3 days late</i>	<i>4 days late</i>
<i>100%</i>	<i>90%</i>	<i>80%</i>	<i>70%</i>	<i>0%</i>

- A. A student may be admitted late to a test based on circumstances beyond the student's control (trains, weather, car issues, etc.).
- B. The student must contact the faculty member responsible for the exam prior to an absence or tardiness.
- C. In the case of a prolonged absence when the student has missed several exams, the student will work with the faculty to develop a written plan for becoming current with coursework and testing.
- D. Rescheduled exams may be taken before or after a classroom or clinical day. This is dependent on the availability of the GLRC schedule.
- E. At the instructor's discretion, rescheduled exams may follow a different format than the original. The plan shall be approved by the program faculty members.
- F. All exam retakes will be arranged in coordination with the faculty member and the GLRC staff.

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

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

Steps to complete a clinical practicum are as follows:

1. Clinical practicums are scheduled by the program instructors. Each student will be assigned a time to be tested. Each student will be evaluated by one of the clinical instructors, and if the student is deemed competent, no further action is needed.
2. If the student is deemed to need enrichment of skills, an enrichment session will take place prior to a second attempt.
3. The second attempt at a practicum skill will only be scheduled after an enrichment session followed by practice.
4. A different clinical instructor will evaluate the clinical competency the second time. If the student is deemed competent, no further action is needed.
5. If the student does not pass the competency, a final enrichment session and practice is scheduled.
6. The instructor may require the student to video record each check-off to assist the student in identifying their own performance. A student is in jeopardy of failing the program if they cannot successfully demonstrate a skill after two tries.

Attendance and Missing Class/Clinical Assignments

Rationale:

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

Policy:

Students are expected to attend classes and clinical. A student is also expected to be at all class and clinical. While nothing can duplicate the concurrent clinical experience, students will be expected to make up any clinical absence. A student that is absent from class or clinical for more than (16) hours may be dismissed. The amount of clinical make-up will be determined by the faculty of the program. Students are expected to be at the clinical site, prepared to deliver care at the scheduled time. A student is expected to notify instructor and DON via canvas when absent or late to clinical or class.

Bereavement:

If you have the loss of a loved one during your time as a student, you may be granted three additional consecutive days to complete assignments and exams.

Procedure:

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

Additional Information:

- A student who needs to make up clinical time to fulfill requirements will complete the requirements during the specified course and prior to starting the next course or completion of the program.
- The instructor may ask a student to leave either class or clinical if, in the judgment of the instructor, the student is unable to perform expected responsibilities or the student is a health hazard to others. The student will be considered absent for the entire clinical day.

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

****Late assignments will be assessed according to the procedure at 10% per day, a total of three days, and a zero on the fourth day.***

Clinical Expectations

As a student nurse, the classroom is not only on campus but also at the patient or client's bedside. This means that you must promote the safety, privacy, and dignity of the people whom you are taking care of.

This set of guidelines is to provide information related to your clinical rotation. Please understand that you will be expected to follow the Salina Area Technical College Practical Nursing Handbook as well as the policy and procedures of the sites where you will be doing clinicals.

1. **BE on TIME and BE PRESENT.** Arrive promptly to the clinical site at **0530** or as required by your instructor for your particular site (For instance, Bethany Home has a different start time than other clinical sites). Arrive already prepared for your assignment. Whenever you do not arrive on time, you will be sent home, and this will be counted as a missed clinical day and will be subject to a make-up. Clinical outcomes must be met by the student, so attendance is expected on all dates. Missed clinical days will be completed later in the semester at the discretion of the clinical instructor. **If you will be absent, you must notify the instructor via Canvas message, email, or phone call/text to your instructor.**
 - a. School uniform must be neat and clean with name badge placed on top. (No badges are to be worn on the lower portion of the scrub top or on the scrub pants.)
 - b. Black, grey, or white undershirt only; plain black jacket, no fleece garments or hoodies allowed.
 - c. Clean, closed-toe/closed-heel, all-black shoes, no "Crocs".
 - d. No artificial nails; no colored nail polish; nails need to be short, trimmed, and clean.
 - e. Hair must be off shoulders, out of the face, and pulled back.
 - f. No smoking or vaping at any time in your SATC uniform or while at a clinical site.
 - g. No dangle earrings.
 - h. Parking for students and faculty will be strictly as required by the clinical facility.
2. Bring the required Clinical Prep paperwork, stethoscope, pen, watch with a second hand, name badge, pen light, and any other equipment as instructed. You will need to bring your drug book.
3. **No cell phones are allowed on the unit or in your pocket during clinical.**
4. Plan for a 30-minute lunch to be taken on-site. No student will leave the clinical site. There may be a place to keep your lunch chilled and/or to heat it, but you may need to bring your own cooler. Some of the clinical sites will have the option to purchase lunch in their cafeteria or dining facility.
5. Always utilize therapeutic communication. Remember to incorporate SBAR and to be respectful, courteous, and professional always with fellow students, staff, clients/patients, instructors, and all individuals that you will be working with while at clinical. Please follow the chain of command.
6. Confidentiality of all client information is required. Any persistent breaches in professional behavior will reflect poorly upon clinical performance and course grades and may result in dismissal from the program.
7. Inform your instructor and the primary nurse in a timely manner of any changes in patient status or care. Follow the steps of the Nursing Process with all cares that are provided during clinical time.
8. All Clinical Work is due according to the Canvas schedule. If the instructors cannot read your paperwork, you will have to redo your paperwork before you can continue onto the floor. Late assignments will be assessed daily as per the student handbook.

9. Virtual clinical experiences may be substituted for in person clinical experiences at the instructor's discretion.

Salina Regional Health specifics:

1. Salina Regional Health Center: Arrive promptly to the assigned conference room at Salina Regional before your scheduled time and be prepared for the clinical day.
 - a. When clinicals are at Salina Regional Health Center you need to be ready to leave the conference room at 0630. If you are late, you may be sent home, this may result in a clinical failure and/or dismissal from the program.
 - i. When you are at Mother Baby, NICU, Birth Center you will scrub for 5 minutes, cleaning from elbow to fingertips.
 - b. Student parking is on the 4th and 5th floor in the parking garage.

SATC Nursing Simulation/Lab Policy

The simulation and lab provide an environment for nursing students to practice nursing skills including but not limited to psychomotor, physical assessment, and critical thinking skills that is aimed to advance their learning. Learning is completed through the use of high-, mid-, and low-fidelity patient simulators. Various equipment such as patient monitors, diagnostic equipment, IV pumps, and patient care supplies are utilized. Due to the high cost of the equipment no food or drink is allowed in the simulation/lab area. Students are not allowed to practice without faculty supervision unless specific arrangements have been made.

General Guidelines:

1. Safety – Follow safety precautions and guidelines for use of medical equipment and procedures. Report any safety concerns or hazards to the instructor immediately.
2. Dress code – Will follow SATC nursing dress code including clinical uniform on simulation/clinical days. Scrubs need to be clean and free from pet hair and free from the scent of smoke. May wear regular scrubs and closed-toed shoes on lab-only days. Hair must be pulled up and a name tag is also required.
 - a. Technology – Phones or smart watches are not permitted on the students while in simulation/lab unless directed by the instructor.
3. Professional behavior – Act in a professional manner at all times, treating the simulation environment as you would a real clinical setting. This includes respecting your peers, instructors, and simulated patients.
4. Confidentiality – Maintain patient confidentiality by refraining from sharing personal health information outside of the simulation environment.
5. Communication – Use clear and effective communication with peers, instructors, and simulated patients. This includes using appropriate medical terminology and speaking respectfully to others.
6. Infection control – Adhere to infection control protocols, including hand hygiene practices, personal protective equipment (PPE) use, and proper disposal of contaminated materials and sharps. Use hand sanitizer before entering lab.
7. Scope of practice – Stay within the scope of practice for a nursing student, refraining from performing tasks or procedures beyond your level of training and competency.

8. Medication administration – All medication administration will be simulated with simulated medications and to a simulated manikin or equipment.
9. Documentation – Complete accurate and timely documentation of patient assessments, interventions, and responses during the simulation. Use standardized forms or electronic health records as instructed.
10. Teamwork and collaboration – Collaborate effectively with team members. Practice teamwork such as delegation, communication, and conflict resolution.
11. Reflection and feedback – Participate actively in debriefing sessions following the simulation, reflecting on your performance and provide constructive feedback to peers. Use feedback from instructors to identify areas for improvement and development of clinical skills.
12. Simulation evaluation – At the beginning of lab sign in and complete the simulation evaluation as instructed at the completion of simulation to provide anonymous feedback to the instructor.
13. Simulation Make-up hours – If a student fails to complete hours in simulation/lab those hours are required to be made up. This may include lab skills, simulation, paper assignments, or/and ATI assignments. For all make-up hours, scrubs, hair pulled back, and closed toe/heel shoes are required.

Student Health

Clinical Immunization Requirements vary by agency. Our process is to let students know the clinical requirements required by various agencies. Students must meet those requirements to go into the clinical sites. If the student chooses not to meet those requirements (without an exemption from the agency) then they cannot meet the clinical course requirements and therefore would not be able to complete the course(s) successfully.

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

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

1. During the application process for SATC nursing programs, applicants are required to submit proof of:
 - A. Hepatitis B series (3 doses) or proof of immunity by titer.
 - B. Varicella (2 doses) or proof of immunity by titer.
 - C. MMR (2 doses) or proof of immunity by titer to:
 - i. Rubeola
 - ii. Rubella
 - iii. Mumps
 - D. Documentation of diphtheria-tetanus (Tdap) within the last 10 years.
 - E. Proof of COVID-19 vaccine (fully vaccinated and booster if the agency requires) or approved exemption(s) on file.
2. Prior to student contact with patients, the Division of Nursing also requires evidence of
 - A. Health history and physical form.
 - B. Proof that the student does not have active tuberculosis. (Two-step TB due after acceptance but before enrollment)
3. Students will also be required to receive an annual influenza vaccine by November 1. Please note the date is subject to change based upon policy and regulations. The cost will be paid by the student.
 - A. If a student does not receive the influenza vaccine, they will be required to wear a hospital-grade mask to all clinicals that require it, after the designated due date.
 - B. Failure to wear a hospital-grade mask at all clinical locations that require it, will result in you not participating in clinical, which will lead to failure of the program. Clinical locations that require the mask will be updated annually.
4. Contracting communicable conditions that may present a hazard in the clinical setting must be reported to the nursing faculty immediately. (See Communicable Disease Plan)

5. Students are required to carry health insurance. Information about student health insurance is available in the health occupations specialist office (office # 121). All students enrolled and in good standing are covered by accident insurance through SATC.
6. A student who has physical limitations of any kind (pregnancy, illness, ongoing medical treatment, surgery, etc) is expected to notify their assigned nursing faculty advisor as soon as possible. The student must have the approval of their primary healthcare provider to remain in clinical courses. A written statement to that effect must be submitted to the Director of Nursing. Students are responsible for obtaining and delivering this statement. A copy of the statement must be provided to the student's current clinical instructor to help avoid assignments to potentially hazardous situations.
7. Physical requirements include:
 - A. Occasional physical exertion to manually lift, carry, push, pull, or move objects or materials up to 50 pounds.
 - B. May involve sitting, walking, and standing at various intervals.
 - C. Occasional stooping, bending, kneeling, and reaching.
 - D. Requires acute hearing and speaking skills.
 - E. Requires fine dexterity to type, enter data, and provide written communications.
 - F. Use of standard office equipment including computers and others.
 - G. Work is performed in a busy and noisy environment.
 - H. Requires traveling to various sites.
 - I. May require evening and weekend work.
 - J. Consistency of temperament.
8. Students should develop and maintain good mental and physical health habits. If learning is impaired due to health-related issues, the student is expected to take action to modify or resolve these issues.

List of Salina Area Healthcare Agencies

Saline County Health Department 785-826-6600 www.ssched.org
125 W Elm St Salina, KS Hours 8:00am to 5:00pm Monday through Friday
Immunizations, TB testing, Pregnancy testing, STI testing.

Comcare Clinic 785 825-8221 www.comcarepa.com
2090 S Ohio Salina 8:30am to 5:00pm Monday through Friday
Primary Care Clinic

Mowery Clinic 785-827-7261 www.moweryclinic.com
737 E Crawford St Salina, KS 8:30am to 5:00pm Monday through Thursday, 8:30am to 12:00pm
Friday
Primary Care Clinic

Urgent Care 785-452-6000 <https://www.salinaurgentcare.com/>
2265 S 9th St Salina, KS Monday through Sunday 8:00am to 8:00pm
Urgent Care, School & Athletic Physicals

Salina Regional Health Center 785 452 7000 www.srhc.com
400 S Santa Fe Salina 24-hour ER care and ambulatory surgery and med surgical floors

Salina Family Healthcare Center 785-825-7251 www.salinahealth.org
651 E Prescott Rd Salina, Medical and Dental Services—community based.

Drug Screening and Background Checks

Salina Tech contracts with clinical agencies which require that all students entering the agencies for clinical experience pass a drug screen and background check.

As a condition of being accepted into the program and starting classes, all students will be required to pass a routine drug screen and background check.

The drug screen will be scheduled during orientation and must be completed by the designated due date.

Drug screening is performed for commonly abused controlled substances, including amphetamines, barbiturates, benzodiazepines, opiates, cannabinoids, cocaine, methadone, methaqualone, phencyclidine (PCP), propoxyphene and chemical derivatives of these substances.

Students must advise the testing lab of all prescription drugs taken in the past month before the test and be prepared to show proof of such prescriptions to testing lab personnel.

A background consent form will be included in your orientation packet and a background check will be ran at the beginning of the Fall semester.

Background Checks will include:

- SSN, Name, and Address Trace
- National Criminal History & 50 State Sex Offender Records
- Address to Criminal History

Students have the right to refuse to consent and cooperate in the required drug screening and background check. Refusal consent to submit to a drug screen or background check will forfeit their acceptance into the nursing program and will not be eligible to enroll in nursing courses.

Policy on Bloodborne Disease

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

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

Each student is asked to sign a Statement of Understanding titled “**Understanding Blood-Borne Pathogens: A Guide for Nursing Students**” regarding bloodborne pathogen exposure prior to the first clinical rotation. (pg. 50)

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

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

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

As nursing students, it is crucial to understand the risks associated with blood-borne pathogens (BBPs) and how to protect ourselves and our patients from potential infections. BBPs are microorganisms such as viruses and bacteria that are present in human blood and can cause disease in humans. Examples of BBPs include Hepatitis B virus (HBV), Hepatitis C virus (HCV), and Human Immunodeficiency Virus (HIV).

Modes of Transmission: BBPs can be transmitted through contact with infected blood or other bodily fluids. Common routes of transmission include:

1. **Needlestick or sharps injuries:** Accidental punctures from needles, scalpels, or other sharps contaminated with infected blood.
2. **Mucous membrane contact:** Contact with mucous membranes (e.g., eyes, nose, mouth) with contaminated blood or bodily fluids.
3. **Broken skin contact:** Contact with non-intact skin (e.g., cuts, abrasions) with contaminated blood or bodily fluids.

Prevention Strategies: To minimize the risk of exposure to BBPs, adhere to the following preventive measures:

1. **Standard Precautions:** Treat all blood and bodily fluids as potentially infectious. Use appropriate personal protective equipment (PPE) such as gloves, masks, and gowns when handling these fluids or when performing procedures that may involve exposure to blood.

2. **Safe Needle Practices:** Handle needles and other sharps carefully to prevent accidental injuries. Use safety-engineered devices whenever possible and dispose of sharps in designated puncture-resistant containers.
3. **Hand Hygiene:** Wash hands thoroughly with soap and water or use alcohol-based hand sanitizers before and after patient contact, and after removing gloves.
4. **Immunizations:** Ensure up-to-date vaccinations against Hepatitis B virus (HBV). Vaccination is highly effective in preventing HBV infection.
5. **Post-Exposure Protocol:** If exposed to potentially infectious materials, promptly report the incident to your instructor. Follow the prescribed protocol for post-exposure prophylaxis.

Educational Responsibilities: As nursing students, it is our responsibility to educate ourselves continuously on BBPs, their transmission routes, and prevention strategies.

Substance Abuse

Rationale:

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

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

Netiquette

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

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

Policy on the Use of Social Media

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

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

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

In addition, the nursing department adds the following guidelines:

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

The student is notified that:

- Social media may be used to investigate student behavior.
- Students are legally responsible for anything that is posted in social media forums.
- Postings on social media sites that do not meet the standards outlined above will result in disciplinary action including suspension or dismissal from the program. A student that does not meet the standards for posting on social media will be required to submit a paper related to the topic at the discretion of the director.

General Policies

Academic Integrity

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

Graduation

All students who successfully complete the Practical Nursing Program will receive a Technical Certificate, attesting all the requirements have been fulfilled. Graduates will be eligible to take the NCLEX-PN—the licensure exam for Practical Nurses in all states within the USA.

Background check

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

Health insurance

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

BLS

Current American Heart Association BLS at the Healthcare Provider level is required prior to clinical experience. This certification is to remain current throughout the program year.

Counseling

It is the goal of the college to assist students with problems that may arise. Any problems pertaining to college, full- or part-time employment, housing, transportation, grades, illness, loans, records, absences, finances or other concerns should be referred to College advisors. The College can assist students with referrals to other agencies in the community.

Faculty Advising

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

Library and Goode Learning Resource Center

The Goode Learning Resource Center (GLRC) is staffed to assist students in locating and using resources to enhance learning. Electronic resources, computer software, and unit modules may not be removed from the site where they are to be used in the Nursing Department or GLRC. Please check with GLRC staff, nursing faculty, or the director of nursing if you have questions.

Clinical Attire/Uniform

The attire for clinical is the standard program uniform, black scrub pants, and a black scrub top with the Salina Tech embroidery on the scrub top. A lab jacket that is solid black in color with the Salina Tech embroidery may be worn in the clinical setting. The shoes must be clean and nonskid. Black, gray, or white undershirts may be worn under uniform tops. Fleece material is not allowed in the clinical setting.

The student orders these at orientation through Salina Area Technical College. Identifying nametags must also be worn. A student who does not present themselves at the clinical site dressed in the required standard program uniform may be asked to leave clinical and receive disciplinary action up to dismissal from the program.

Dress Code for Clinical and Campus Experience

The student must be neat, clean, and appropriately dressed at all times. Contractual agreements with clinical sites require that students be dressed in a standard program uniform (see above) with an identifying name badge. All aspects of clinical attire (uniform, stockings/socks, shoes) should be clean, free of obvious stains, and in good repair. No artificial nails or fingernail polish will be allowed at any time. Specific dress code policies from each clinical agency will also be considered mandatory requirements for students (hair color, piercings, tattoos, etc.) A student who does not present themselves at a clinical site as required by the contractual agreement, policy, and handbook may be denied access to clinical for that day.

Lab/Practicum Uniform

The attire for Lab/Practicum is the standard program scrubs on a standard clinical day. Any color scrubs may be worn for other lab days, not standard clinical days. Identifying name badges must also be worn. A student who does not present themselves to the assigned lab/practicum as required is subject to disciplinary action.

English as a Second Language (ESL)

Students with English as a Second Language must make it known that English is not their primary language for written or oral communication and must show proficiency in oral and written English.

Instruction in nursing at Salina Area Technical College is in the English language. Students must have adequate mastery of the English language to pursue licensure with the Kansas State Board of Nursing per Nurse Practice Act Statutes & Administrative Regulations, (3) p51 (2022).

The ACCUPLACER ESL (LOEP) and the TOEFL (Test of English as a Foreign Language) are two tests of English proficiency approved for non-native speakers of English preferred by the college. Most applicants take only one of these two exams. Scores from any of the tests listed above must be less than two years old at the time of applying to a nursing program.

Applicants must demonstrate proficiency in English using one of the following options:

Accuplacer ESL (LOEP) Exam Scores:

- Accuplacer ESL Listening 86 or higher
- Accuplacer ESL Reading 90 or higher
- Accuplacer ESL Language 97 or higher
- Accuplacer ESL Sentence 97 or higher

OR meet the minimum scores listed below for the TOEFL exam.

Visit the TOEFL website (<https://www.ets.org/toefl>) for more information

- Writing 20
- Speaking 20
- Reading 19
- Listening 20

Additional Proficiency Options that will meet English proficiency requirement:

- Completion of English Composition I with a "C" or better with a transcript on file
- Completion of an English as a Second Language (ESL) Program that develops skills in the following areas:
 - Reading
 - Writing
 - Speaking
 - Listening

Employment

PN: Individuals who plan to be employed as care providers in hospitals, home health agencies, or nursing homes during the program year may practice only as nurse's aides or technicians, according to any certification earned prior to beginning the PN program. Practical nursing student uniforms or nametags are not to be worn. The employing agency is responsible for supervision of work performance. Because of the heavy study load, students will find it necessary to limit the hours of employment. A student may not work eight hours prior to clinical and will be sent home, unexcused, if this occurs. If this occurs more than once, the student will face disciplinary action or possible dismissal from the program.

Convictions or Disciplinary Action

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

KSA 65-1120 Denial, revocation, limitation or suspension of license (a) (2) to have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust, no license, certificate of qualification or authorization to practice nursing as a licensed practical nurse shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto . . .

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

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

Student Class Representatives and Student Government Association Representatives

Goals:

1. Provide leadership for student body activities
2. Serve as a communication link with faculty
3. Participate in SATC student government activities

Selection of Representatives :

The student body will select at least two individuals to serve on the Student Representative Committee each semester. It may be the same students for both semesters, but it is encouraged to be two different students each semester.

The duties of the Student Representative Committee will include:

1. Organize class activities such as celebrations, potlucks, service projects, responses to illness, or other activities.
2. Serve as an advocate for student concerns:
 - a. Have access to the Director of Nursing and faculty.
 - b. Maintain perspective of seeking clarification and referring student questions, rather than assuming a counseling function.
 - c. Maintain confidentiality.
3. Provide representation in SATC Student Government Association.

4. The student class representatives are encouraged to attend the beginning portion of regular faculty meetings to facilitate communication of student concerns.

National Technical Honor Society

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

Canvas

Canvas is the learning management system that Salina Tech uses for your program. Canvas is where you will access all your courses, coursework, course syllabi, schedules, and updated information and communication from your instructors.

Canvas set up and log in will be provided at orientation.

All course assignments will be uploaded into Canvas. **Assignments emailed to instructors will not be accepted.**

Emergency Response & Management Plan

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

Guidelines for Accommodations for Students Enrolled in Nursing Programs

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

Accessibility Services

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

Jennifer Callis
Vice President of Student and Academic Affairs
2562 Centennial Rd., Salina, KS 67401
E-mail: jennifer.callis@salinatech.edu
785.309.3120 (P) or 785.309.3101 (F)



CONSENT FOR RELEASE OF PHOTOGRAPHS

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

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

Student Signature

Date

Printed



**Nursing Program
Handbook Acknowledgement**

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

_____ Date _____
Student Signature

Printed



**Nursing Program
Exam and Testing Guidelines Acknowledgment**

By signing below:

- I understand the information provided in the ***Salina Tech Nursing Program Exam and Testing Guidelines*** and agree to follow these rules in addition to the Nursing Student Handbook.
- I understand that if I do not follow the guidelines, I will be disqualified from the exam, receive a zero, and may be dismissed from the program.

Name (Please print): _____

Signature: _____

Date _____

Understanding Blood-Borne Pathogens: A Guide for Nursing Students

As nursing students, it is crucial to understand the risks associated with blood-borne pathogens (BBPs) and how to protect ourselves and our patients from potential infections. BBPs are microorganisms such as viruses and bacteria that are present in human blood and can cause disease in humans. Examples of BBPs include Hepatitis B virus (HBV), Hepatitis C virus (HCV), and Human Immunodeficiency Virus (HIV).

Modes of Transmission: BBPs can be transmitted through contact with infected blood or other bodily fluids. Common routes of transmission include:

4. **Needlestick or sharps injuries:** Accidental punctures from needles, scalpels, or other sharps contaminated with infected blood.
5. **Mucous membrane contact:** Contact with mucous membranes (e.g., eyes, nose, mouth) with contaminated blood or bodily fluids.
6. **Broken skin contact:** Contact with non-intact skin (e.g., cuts, abrasions) with contaminated blood or bodily fluids.

Prevention Strategies: To minimize the risk of exposure to BBPs, adhere to the following preventive measures:

6. **Standard Precautions:** Treat all blood and bodily fluids as potentially infectious. Use appropriate personal protective equipment (PPE) such as gloves, masks, and gowns when handling these fluids or when performing procedures that may involve exposure to blood.
7. **Safe Needle Practices:** Handle needles and other sharps carefully to prevent accidental injuries. Use safety-engineered devices whenever possible and dispose of sharps in designated puncture-resistant containers.
8. **Hand Hygiene:** Wash hands thoroughly with soap and water or use alcohol-based hand sanitizers before and after patient contact, and after removing gloves.
9. **Immunizations:** Ensure up-to-date vaccinations against Hepatitis B virus (HBV). Vaccination is highly effective in preventing HBV infection.
10. **Post-Exposure Protocol:** If exposed to potentially infectious materials, promptly report the incident to your instructor. Follow the prescribed protocol for post-exposure prophylaxis.

Educational Responsibilities: As nursing students, it is our responsibility to educate ourselves continuously on BBPs, their transmission routes, and prevention strategies.

Conclusion: Understanding and adhering to precautions for handling blood and bodily fluids is essential for your safety, the safety of your patients, and the prevention of BBP transmission. By following these guidelines diligently, we can create a safer environment for everyone under our care. By signing below, I acknowledge that I have read and understand the contents of this document regarding blood-borne pathogens.

Print Student Name: _____

Student Signature: _____ Date: _____