



ASSOCIATE DEGREE NURSING PROGRAM INFORMATION

ACTC General Contact Information

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Ashland, KY 41101
Switchboard: 606-326-2000
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Nursing Department Contact Information

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Website: <https://ashland.kctcs.edu/education-training/program-finder/nursing.aspx>



KCTCS is an equal opportunity employer and education institution.

The Associate Degree Nursing program at
Ashland Community & Technical College
at the College Drive Campus located in Ashland, KY is nationally accredited by the
Accreditation Commission for Education in Nursing (ACEN),
3390 Peachtree Road, Suite 1400, Atlanta, GA 30326;
(404) 975-5000; www.acenursing.org

The most recent accreditation decision made by the ACEN Board of Commissioners
for the Associate Degree Nursing program is: Continuing Accreditation.

Fully Approved by Kentucky Board of Nursing: www.kbn.ky.gov

1. Introduction

The nursing program at Ashland Community and Technical College has a long history of helping turn the dream of becoming a nurse into a reality. ACTC enrolled the initial class of nursing students in the fall of 1975. Since that first class, ACTC has trained and qualified more than 2,000 nurses. After initial training with an associate's degree from this college, students have the opportunity to complete a bachelor's, masters or doctoral degree in nursing. Nurses who graduated from ACTC currently function as staff nurses, unit managers, and supervisors in hospitals, nursing homes, clinics, offices, and home health agencies. Many former students have accomplished the degree of nurse practitioner and are supervising patient care at clinics and medical facilities. Some former students pursued and accomplished the degree of nurse anesthetist. After completion of an associate's degree in nursing from ACTC the possibilities are endless. Nursing is a versatile career choice and always in demand.

ACTC takes pride in the accomplishments of all nursing students and pride in the quality of nursing education the students receive. The nursing department currently has a program coordinator, five full-time instructors with master's degrees in nursing education, and adjunct clinical instructors as needed. All team members work together to provide the highest quality education, employ the best learning experiences, promote the unity of the class, and to exemplify the caring qualities of a nurse.

The nursing program curriculum, just as the health care environment, is dynamic and is continuously scrutinized to ensure that students are receiving the most up-to-date, evidenced based knowledge. Clinical facilities are selected based on established criteria to ensure positive, real world experiences. Evaluation techniques which include nationally normed standardized tests and prescribed remediation are employed by the faculty to ensure that students become safe practicing nurses.

The Faculty and Staff of the Associate Degree Nursing Program are committed to assisting students realize the dream of becoming a Registered Professional Nurse. We at ACTC are glad to have you as a student and hope that you learn to love the rewarding career of nursing.

Natalie Robinson, MSN, BSN, RN

Associate Professor of Nursing; Program Coordinator, Associate Degree Nursing

2. ACTC NURSING PROGRAM

2.1 KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM ASSOCIATE DEGREE NURSING PHILOSOPHY

The philosophy of the Associate Degree Nursing (ADN) program is congruent with the Kentucky Community and Technical College System (KCTCS) mission statement and is supported by the works of the National League for Nursing (NLN) Education Competencies and Quality and Safety Education in Nursing (QSEN). The nursing faculty believe nursing is holistically evolving, blended with science, and the art of caring. Nursing demonstrates the provision of patient-centered care based on quality standards and evidence-based practice through the inclusion of theoretical concepts.

Learning in an educational setting is enhanced by a teacher-student relationship and clearly defined student learning outcomes. The nurse educator's responsibility is to structure and facilitate optimal conditions for critical thinking from simple to complex. The student brings to this relationship the willingness to learn and is accountable for his/her education.

The ADN graduate, having achieved the graduate outcomes is prepared to practice in a variety of settings with the parameters of individual knowledge and experience according to the standards of practice.

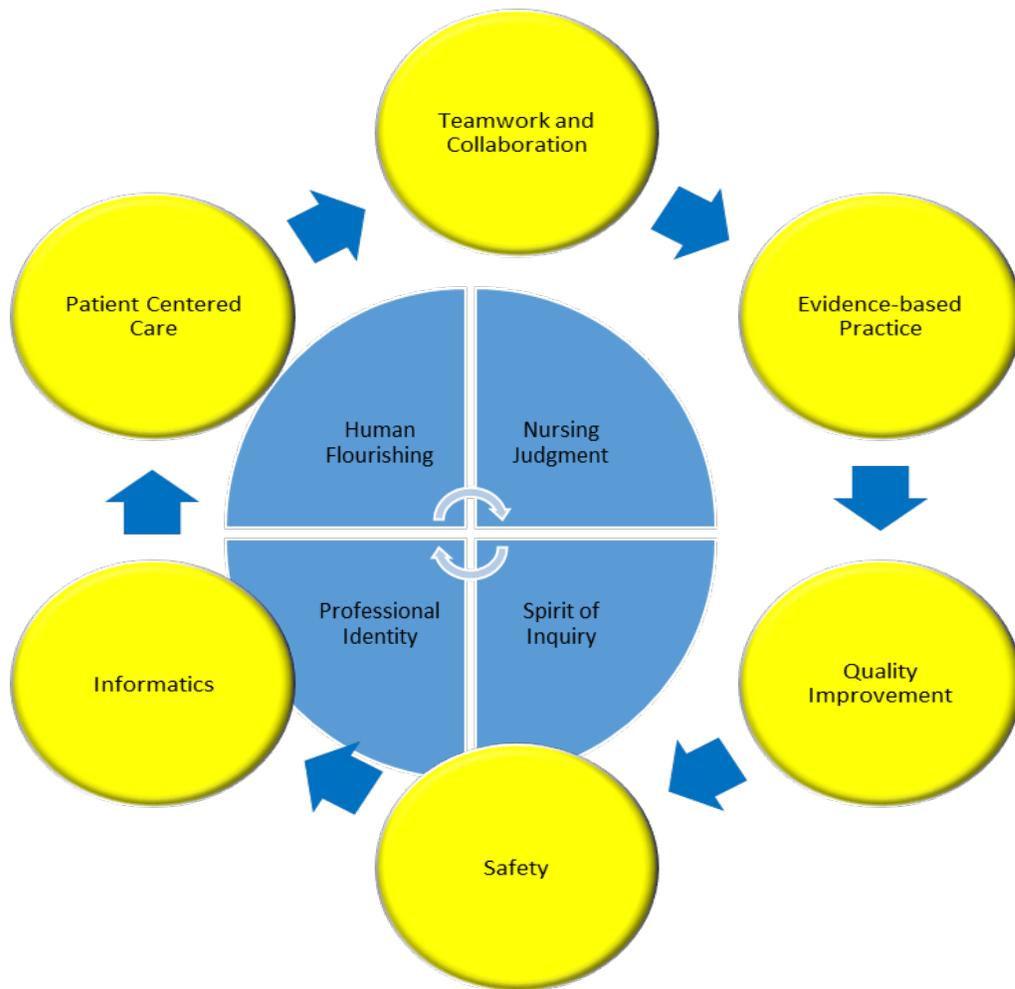
References:

National League for Nursing. (2010). *Outcomes and Competencies for Graduates of Practical/Vocations, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate, and Research Doctorate Programs in Nursing*. New York, NY: National League for Nursing.

Quality and Safety Education for Nurses (QSEN) Institute. (2018). *QSEN Competencies*. Retrieved from: <http://qsen.org/competencies/pre-licensure-ksas/>

2.2 KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM ASSOCIATE DEGREE NURSING CONCEPTUAL FRAMEWORK

The conceptual model is a visual representation of the relationships among the core competencies (Human Flourishing, Nursing Judgment, Spirit of Inquiry, and Professional Identity) essential to entry-level registered nursing practice QSEN standards (Teamwork and Collaboration, Evidence-based Practice, Quality Improvement, Safety, Informatics, and Patient-Centered Care). QSEN stands for Quality and Safety in Education of Nursing. This model serves as a guide for curriculum development and instruction, which promotes the attainment of end-of-program student learning outcomes.



References:

National League for Nursing. (2010). *Outcomes and Competencies for Graduates of Practical/Vocations, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate, and Research Doctorate Programs in Nursing*. New York, NY: National League for Nursing.

Quality and Safety Education for Nurses (QSEN) Institute. (2018). *QSEN Competencies*. Retrieved from: <http://qsen.org/competencies/pre-licensure-ksas/>

2.3 KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM ASSOCIATE DEGREE NURSING OPERATIONAL DEFINITIONS

Core competencies in nursing education are those elements of Associate Degree Nursing that are essential to entry-level registered nursing practice and are inherent of nursing practice. The National League for Nursing (NLN) Outcomes and Competencies for Graduates of Associate Degree Programs in Nursing which serve as goals of nursing education for entry into nursing practice are defined as:

- Human Flourishing: "...an effort to achieve self-actualization and fulfillment within the context of a larger community of individuals, each with the right to pursue his or her own such efforts. ...Human flourishing encompasses the uniqueness, dignity, diversity, freedom, happiness, and holistic well-being of the individual within the larger family, community, and population." (NLN, 2010, p.33)
- Nursing Judgement: encompassing "...critical thinking, clinical judgment, and integration of best evidence into practice. Nurses must employ these processes as they make decisions about clinical care, the development and application of research and the broader dissemination of insights and research findings to the community, and management and resource allocation." (NLN, 2010, p.34) This process is driven by Maslow's hierarchy of needs to assist in the prioritization of patient-centered care.
- Professional Identity: "... the internalization of core values and perspectives recognized as integral to the art and science of nursing. The nurse embraces these fundamental values in every aspect of practice while working to improve patient outcomes and promote the ideal of the nursing profession." (NLN, 2010, p.35)
 - Holistically Evolving: encompasses all mind-body-spirit interactions along the continuum of the human experience while providing care in a dynamic and progressive health care environment
- Spirit of Inquiry: "...a persistent sense of curiosity that informs both learning and practice. A nurse infused by a spirit of inquiry will raise questions, challenge traditional and existing practices, and seek creative approaches to problems." (NLN, 2010, p.36)

Quality and Safety Education in Nursing (QSEN) competencies which were developed to prepare future nurses to have the knowledge, skills and attitudes necessary to continuously improve the quality and safety of healthcare are defined as:

- Patient-Centered Care: "Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs" (QSEN, 2018).
- Safety: "Minimizes risk of harm to patients and providers through both system effectiveness and individual performance" (QSEN, 2018).
- Informatics: "Use information and technology to communicate, manage knowledge, mitigate error, and support decision making" (QSEN, 2018).
- Teamwork and Collaboration: "Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care" (QSEN, 2018).

- Evidence-Based Practice: “Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care” (QSEN, 2018).
- Quality Improvement: “Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems” (QSEN, 2018).

References:

National League for Nursing. (2010). *Outcomes and Competencies for Graduates of Practical/Vocations, Diploma, Associate Degree, Baccalaureate, Master’s, Practice Doctorate, and Research Doctorate Programs in Nursing*. New York, NY: National League for Nursing.

Quality and Safety Education for Nurses (QSEN) Institute. (2018). *QSEN Competencies*. Retrieved from: <http://qsen.org/competencies/pre-licensure-ksas/>

2.4 KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM ASSOCIATE DEGREE NURSING END OF PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of this program, the graduate can:

1. Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings (human flourishing).
 - a. Incorporate culturally competent, individualized plans of care focusing on services and activities that promote independence, maintain or restore health, or support a peaceful death and advocate for access and quality of care for patients.
 - b. Formulate teaching/learning processes to facilitate patients' informed decision-making to support and achieve positive outcomes that demonstrates respect for diverse patients.
2. Formulate judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality-care and promote the health of patients within a family and community context (nursing judgment).
 - a. Utilize the nursing process as a basis for clinical judgment to optimize outcomes of care for the patient, family, and community.
 - b. Establish and maintain effective/therapeutic communication in collaboration with patients, families, significant others, and members of the health care team.
 - c. Manage the direct provision of nursing care through effective organizational skills, appropriate delegation, and supervision within the scope of practice.
3. Develop one's role as a nurse in ways that reflect integrity, responsibility, ethical practice and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context (professional identity).
 - a. Employ principles of advocacy, quality and safety, healthcare policy, and cost effectiveness to improve healthcare outcomes.
 - b. Exhibit professional behaviors/practice as defined by the ethical, legal, and regulatory frameworks of nursing.
 - c. Incorporate the ability to ethically and responsibly integrate technology to skillfully locate, evaluate, use, create and communicate information to improve the quality and safety of patient care and the life and employability of graduates.
4. Consider the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities (spirit of inquiry).
 - a. Interpret evidence-based literature/research for use in nursing practice.
 - b. Exhibit continuous learning within the nursing profession.

General education competencies

Students should prepare for twenty-first century challenges by gaining:

1. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
2. Intellectual and practical skills, including
 - a. inquiry and analysis
 - b. critical and creative thinking
 - c. written and oral communication
 - d. quantitative literacy
 - e. information literacy
 - f. teamwork and problem solving
3. Personal and social responsibility, including
 - a. civic knowledge and engagement (local and global)
 - b. intercultural knowledge and competence
 - c. ethical reasoning and action
 - d. foundations and skills for lifelong learning
4. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

2.5 Technical Standards

Nursing at the technical level involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. All students should possess sufficient:

1. Visual acuity, such as is needed in preparation and administration of medications, and for the observation necessary for patient assessment and nursing care;
2. Auditory perception to receive verbal communication from clients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, IV infusion pumps, Doppler, fire alarms, etc.;
3. Gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment required in meeting health care needs;
4. Communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the individual's interest;
5. Intellectual and emotional functions to plan and implement care for individuals;
6. Electronic record skills to review the clients' information while in the healthcare setting (at the discretion of the healthcare facility). Students may also be permitted to use electronic charting if granted permission by the institution and the clinical instructor.

Students who need special accommodations to meet these standards should contact the Nursing Program Coordinator.

2.6 Nursing – Associate Degree Curriculum Plan

Degrees:

AAS Nursing

Tracks:	Modular	62-66
	Standard	62-66

Description:

The Associate Degree Nursing program prepares graduates to use their skill and knowledge to fulfill the role of the nurse and is supported by the works of the National League for Nursing (NLN) Education Competencies and Quality and Safety Education in Nursing (QSEN). The NLN Outcomes and Competencies for Graduates of Associate Degree Programs in Nursing which serve as goals of nursing education for entry into nursing practice are: human flourishing, nursing judgment, professional identity, and spirit of inquiry. QSEN competencies which were developed to prepare future nurses to have the knowledge, skills and attitudes necessary to continuously improve the quality and safety of healthcare are: patient centered care, safety, informatics, teamwork and collaboration, evidenced based practice, and quality improvement. These core components are introduced, developed and built upon through the curriculum. Graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The Associate Degree Nursing curriculum is organized around a clearly defined conceptual framework and combines general education and nursing courses. The nursing courses correlate classroom and clinical instruction in a variety of community agencies.

Acceptance into the Associate Degree Nursing program is based on a selective admissions process. In order to be considered for admission, applicants must comply with college and program admission requirements.

Progression in the Associate Degree Nursing program is contingent upon achievement of a grade of “C” or better in each biological science, nursing and mathematics course and maintenance of a 2.0 cumulative grade point average or better (on a 4.0 scale). Completion of the nursing program will meet the KCTCS graduate requirement of digital literacy.

Note: The Kentucky Board of Nursing may deny a nursing graduate admission to the NCLEX-RN Exam if an individual has been convicted of a misdemeanor or felony, which involves acts that bear directly on the qualifications of the graduate to practice nursing.

The following Associate Degree Nursing programs are accredited by the Accreditation Commission for Nursing in Education, 3390 Peachtree Rd. NE, Suite 1400, Atlanta, GA 30326, www.acenursing.org, telephone: (404) 975-5000:

Ashland Community and Technical College, Bluegrass Community and Technical College, Elizabethtown Community and Technical College, Henderson Community College, Hopkinsville Community College, Jefferson Community and Technical College, Madisonville Community College, Somerset Community College, Southeast Kentucky Community and Technical College, West Kentucky Community and Technical College.

Implementation: Fall 2019

Outlines:**Program Title:** AAS in Nursing – Modular Track

<u>Course Prefix</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
General	Course		
BIO	137	Human Anatomy & Physiology I	4
BIO	139	Human Anatomy & Physiology II	4
BIO	225	Medical Microbiology	4
PSY	110	General Psychology	3
ENG	101	Writing I	3
		Quantitative Reasoning Course at AA/AS Level	3
		Heritage/Humanities Course	3
		Subtotal	24
Technical	Courses:		
NAA	100	Nursing Assistant Skills I	0-3
CPR	100	CPR for Healthcare Professionals	0-1
NSG	101	***Nursing Practice I	9
NSG	109	****Medic to A.D.N. I	(6)
NSG	219	***Medical/Surgical Nursing I OR	7
NSG	195	**Transition to ADN OR	(4)
NSG	199	**Accelerated Transition: PN-ADN Bridge	(2)
NSG	209	****Medic to A.D.N. II	(5)
NSG	211	Maternal Newborn Nursing	3
NSG	212	Behavioral Health Nursing	3
NSG	213	Pediatric Nursing	3
NSG	229	Medical/Surgical Nursing II	7
NSG	239	Medical/Surgical Nursing III	6
		Subtotal	38-42
		TOTAL CREDITS	62-66

**Taken by Licensed Practical Nurses who meet specific program requirements.

***Credit may be awarded to Licensed Practical Nurses who meet specific program requirements. Clinical hours may be awarded to Military Medics who meet specific program requirements.

****Taken by Military Medics who meet specific program requirements. Program begins fall 2021.

Completion of the nursing program will meet the KCTCS graduate requirement of digital literacy.

2.6.1 CURRICULUM SCHEDULE
Ashland Community & Technical College
ASSOCIATE DEGREE NURSING

SUMMER		
BIO 137	Anatomy and Physiology I (with lab)	4 credit hours
PSY 110	General Psychology	3 credit hours
AA/AS	Quantitative reasoning	3 credit hours
1st SEMESTER		
NSG 101	Nursing Practice I *OR*	9 credit hours
NSG 109***	Medic to A.D.N. I	(5) credit hours
BIO 139	Anatomy and Physiology II (with lab)	4 credit hours
2nd SEMESTER		
NSG 195 **	Transition to A.D.N. *OR*	(3) credit hours
NSG 209 ***	Medic to A.D.N. II *OR*	(6) credit hours
NSG 219	Medical Surgical Nursing I	7 credit hours
NSG 212	Behavioral Health	3 credit hours
ENG 101	Writing I	3 credit hours
3rd SEMESTER		
NSG 229	Medical Surgical Nursing II	7 credit hours
NSG 211	Maternal Newborn Nursing	3 credit hours
BIO 225	Medical Microbiology (with lab)	4 credit hours
4th SEMESTER		
NSG 239	Medical Surgical Nursing III	6 credit hours
NSG 213	Pediatric Nursing	3 credit hours
Heritage / Humanities / Foreign Language		3 credit hours
TOTAL		62 credit hours

**LPNs admitted to the program may be eligible to enroll in NSG 195 instead of NSG 210.

***Military Medics admitted to the program may be eligible to enroll in NSG 109 and NSG 209 instead of NSG 101 and NSG 219. Program begins fall 2021.

- General education courses may be taken prior to admission. If general education courses are not completed prior to admission they must be taken during or prior to the semesters listed.
- Students must achieve a grade of “C” or better in all required nursing, math and science courses.
- Students must take both BIO 137 and BIO 139 prior to BIO 225. Students should plan to spend extra time in skills lab each week for every nursing course.
- CPR requirements must be successfully completed prior to enrolling in the first nursing course and must be kept current throughout the program.
- Documentation of successful completion of a minimum 75-hour nursing assistant course, or its equivalent is required prior to enrolling the first nursing course.

3. ACTC Policies and procedures

3.1 CLASS STANDING

For financial aid or transfer purposes, a student is considered a freshman with less than 29 credits; a sophomore with 30 to 59 credits, and junior with 60 to 89 credits.

3.2 FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a United States federal law that governs access of American citizens' educational and informational records. The U.S. federal law gives students 18 years of age or older, or students of any age if enrolled in any post-secondary educational institution, the right of privacy regarding grades, enrollment, and even billing information, unless the school has specific permission from the student to share that specific type of information.

Maintaining Records: Students must notify the registrar when there are changes in name, address, email, or telephone number. All communications will be mailed to the address or email address on file. In addition, graduates who move or change their name are encouraged to notify the registrar and alumni office.

The registrar maintains transcripts, the complete record of academic achievement. All records are maintained in a secure and confidential manner. In order to safeguard privacy, requests for transcripts must be made in writing to the registrar or admission office.

3.3 TRANSFERABILITY OF CREDITS

All students are encouraged to complete a program of study at KCTCS and to consider transferring to a bachelor's degree program to further their academic and career goals. The AA and AS degrees include a substantial amount of general education courses and are designed to accommodate transfer. KCTCS had developed a number of transfer agreements to assist students completing AA, AS, and AAS programs to transfer to bachelor's degree programs.

3.4 WITHDRAWAL

To withdraw from a class or completely withdraw from the college, the student follows the appropriate steps delineated on the KCTCS website:

- Complete the Withdraw/Drop Request in Student Self-Service. The request can be found by choosing the Academic Records tile. [Withdraw/drop request](#)
- After mid-term, the student must have instructor permission to withdraw from a class. Instructors will be notified of the request, once the student officially submits the online form.
- Any student withdrawing from a developmental course at any time during the semester MUST have the Instructor's permission.
- If students receive financial aid (grants, scholarships, or loans) and withdraw from all courses, this can result in repayment of financial aid received. If the student has questions about how this may affect financial aid; the student should consult the [Financial aid](#) office before submitting a request.

Student will be responsible for any and all financial delinquencies which result from failure to complete the withdrawal process by the dates established in the [Academic calendar](#). If the student is enrolled in an online class through a KCTCS college other than ACTC, that college's academic calendar may be different. Students must check the course syllabus or contact the instructor to confirm those dates. If a student stops attending and does not officially withdraw from a class, the student will receive a failing grade.

3.5 SUSPENSION/PROBATION/REINSTATEMENT

Academic Probation: A student earning a cumulative grade point average below a 2.0 at the end of a term shall be placed on academic probation. A student shall be removed from academic probation by earning at least a 2.0 cumulative grade point average.

Academic Suspension (Dismissal): If a student is placed on academic probation for two consecutive terms (which is noted on the transcript as subject to dismissal the second time) and does not earn either a cumulative GPA or a term GPA of at least a 2.0 in the third term, the student shall be academically suspended. Non-enrollment has no effect on probation status. The president (or designee) may grant an exception based upon an individual's case. A student on academic suspension may not enroll in courses which count toward a KCTCS degree.

Reinstatement: A student who has been academically suspended may be reinstated by the president (or designee) after remaining out of the college for at least one 16-week semester and providing evidence of ability to perform at the level required. A student who has been academically suspended shall, upon reinstatement, be placed on academic probation and be subject to academic suspension if the student has failed to earn a current term GPA of 2.0 during the first term of reinstatement. Upon a second suspension, a student may be reinstated by the president (or designee) after remaining out of the college for at least two 16-week semesters and providing evidence of ability to perform at the level required.

3.6 ACADEMIC DISHONESTY

The student is expected to adhere to the KCTCS Code of Student Conduct concerning academic honesty. Cheating and plagiarism will result in failure of a nursing course and thereby dismissal from the nursing program. Instructors trust that all students will be honest when writing examinations and/or other assignments. This honesty policy includes, but is not limited to, wrongfully giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in the determination of the student's grade. Anyone found violating this trust will automatically receive a grade of "E" for the course. PLAGIARISM (reproducing someone's work, whether it be a published article, chapter of a book, a paper from a friend or some file) and CHEATING (wrongfully giving, taking, or presenting any information or material) will not be tolerated.

KCTCS Academic Offenses:

Plagiarism is the act of presenting ideas, words, or organization of a source, published or not, as if they were one's own. All quoted material must be in quotation marks, and all paraphrases, quotations, significant ideas, and organization must be acknowledged by some form of documentation acceptable to the instructor for the course. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as the student's own. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual material is completed, it must be done by the student and the student alone. The use of the term "material" refers to work in any form including written, oral, and electronic. All academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, and is expected to be the result of the student's own thought, research, or self-expression. In any case in which a

student feels unsure about a question of plagiarism involving the student's work, the student must consult the instructor before submitting the work.

Cheating includes buying, stealing, or otherwise obtaining unauthorized copies of examinations or assignments for the purpose of improving one's academic standing. During examinations or in-class work, cheating includes having unauthorized information, and/or referring to unauthorized notes or other written or electronic information. In addition, copying from others, either during examinations or in the preparation of homework assignments, is a form of cheating.

Anyone who knowingly assists in any form of academic dishonesty shall be considered as guilty as the student who accepts such assistance. Students should not allow their work to be copied or otherwise used by fellow students, nor should they sell or give unauthorized copies of examinations to other students.

The misuse or actual or attempted falsification, theft, misrepresentation, or other alteration of any official academic record of the college is a serious academic offense. As used in this context, "academic record" includes all paper and electronic versions of the partial or complete academic record.

3.7 GRIEVANCES

When a student believes they have a valid grievance related to academic rights, he/she should refer to the KCTCS Student Code of Conduct online at: [Student Code of Conduct](#) for sections related to "academic rights", "Discipline for academic honesty violations", and steps related to "behavioral/non-academic issues", among others. For questions related to the code of conduct contact Steve Woodburn, Dean of Student Success and Enrollment Services.

3.8 TOBACCO-FREE CAMPUS

Ashland Community & Technical College recognizes its leadership role in promoting and maintaining a tobacco-free environment. A majority of faculty, staff, and students do not smoke or use tobacco products; tobacco use is objectionable to many non-tobacco users. A recent report issued by the United States Surgeon General concluded that there is no acceptable level of exposure to secondhand tobacco smoke. Therefore, in conjunction with its efforts to educate students, faculty, staff and the community about the importance of health and safety, Ashland Community & Technical College is a tobacco-free institution. Enforcing a tobacco-free policy is possible because the College places value on individual responsibility and leadership. As such, every member of the Ashland Community & Technical College community shares equally in the responsibility for adhering to and respectfully enforcing the tobacco-free policy.

3.9 THE KCTCS STUDENT BILL OF RIGHTS

The KCTCS community recognizes and declares that students have certain fundamental rights which shall not be arbitrarily abridged or denied or removed without appropriate due process. Among them are the right to:

1. Learn, study, grow, and develop without fear of threats, harassment, bullying, or discrimination on the basis of race, ethnicity, color, nationality, age, religion, gender, gender identity, gender presentation, sexual orientation, or military service.
2. Treat others and be treated with civility and recognized as individuals, rather than a class.

3. Free written and oral speech, restrained only by those proper constraints that limit and protect the First Amendment Rights of others.
4. Hold and express divergent viewpoints with respect and civility toward others.
5. Participate in a community devoted to scholarship, inquiry, debate, thought, and expression within a community of scholars, including the right to express agreement and dissent.
6. Form and participate in student presses and organizations, and to assemble and participate in the social, religious, and political activities available in a free and open society.
7. Participate meaningfully in the governance of their colleges, including, when appropriate, representation on college or System committees and the KCTCS Board of Regents in accordance with proper rules and regulations.
8. Have privacy in their educational, academic, and financial records.
9. Have clear and comprehensible course objectives and requirements, degree and graduation requirements, transfer policies, and grading policies, and to know with accuracy and clarity information that assists them in successfully meeting the established academic standards in their classes.
10. Receive grades based only on fair and just evaluations of performance as measured by standards presented in the first-or-second class section or in the introductory materials for a distance learning course.
11. Have access to reasonable accommodations as required under U.S. and state laws related to the establishment of an equal opportunity to succeed.
12. Full disclosure and publication of the substantive rules and possible sanctions as described in a current KCTCS Code of Student Conduct.
13. Have knowledge of allegations against the student, the right to express a proper defense, the right to know the findings of any proceeding against the student, and a right to an appeal in accordance with reasonable and proper policies and procedures.
14. Be free of penalty for violating regulations, rules, or policies imposed after-the-fact.
15. All rights considered basic human rights and memorialized in the United States Constitution, the laws and regulations of the United States of America, the Kentucky Constitution, the laws and regulations of the Commonwealth of Kentucky, and KCTCS policies and procedures.
16. KCTCS students have the right to privacy in their educational, academic, and financial records. This right to privacy shall be consistent with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, (20 U.S.C. § 1232g; 34 CFR Part 99). FERPA is a federal law that protects the confidentiality of personally identifiable information contained in student education records. KCTCS shall adhere to policies and procedures for identification of directory information and for any release of information that is not identified as directory information and therefore protected by FERPA. KCTCS students shall also enjoy, when relevant, the protections of KRS 164.283.

4. ACTC Student services

4.1 ADVISING

The Program Coordinator serves as the advisor for students enrolled in the Nursing Program. Students are expected to see the Coordinator during pre-registration at the posted dates and times but are encouraged to make appointments to discuss academic matters and concerns as needed. Students should not drop/add courses without the Coordinator's approval. Assignment to clinical groups is done by the Coordinator.

4.2 DISABILITY SERVICES

In compliance with the Americans with Disabilities Act, any student with a documented disability which may require special accommodations should self-identify to the instructor as early as possible in order to receive effective and timely accommodation. Please see the ACTC Disabilities Coordinator, Heather Shelton. She is located in Room 220 on the College Drive Campus or you can contact her via phone #606-326-2051.

4.3 CAMPUS SECURITY

The Ashland Community & Technical College Security Department / Office of Boyd County Sheriff's Deputy assigned to ACTC is located in Room 210 on the College Drive Campus (Main Building).

ACTC Office of Security is to provide a safe and secure environment for everyone on all our campuses. Please use the contact information to report any suspicious activity. In case of an emergency, call 911 immediately, then contact the ACTC Office of Security when it is safe to do so.

Contact Security by Mail: Ashland Community & Technical College, Security Department, 1400 College Drive, Ashland, KY 41101

Contact Security by Email: as_security@kctcs.edu

Contact Security by Cell Phone or Text Message: 606-922-8389

The Ashland Community & Technical College Security Department provides assistance to all students, faculty, staff and visitors in cases such as vehicle trouble, reporting criminal activity or accidents and giving directions. If you have any other problems, other than these listed, please call 606-326-2000 and ask for security at your specific campus. This department can only provide these services to persons while they are on Ashland Community & Technical College campus.

This department is for security monitoring, reporting and providing assistance to students, faculty, staff and visitors. Our security department is responsible for issuing parking tickets for individuals who do not have valid parking permits, park in fire lanes, block entrances or exits or parked in any other unauthorized areas on Ashland Community & Technical College's property.

All of our security officers are employed and trained by Storm Security, who has the contract for providing this service to Ashland Community & Technical College. This in-service training includes such topics as child abuse, family violence, and cultural diversity, disarming firearms, drug and alcohol abuse symptoms and sexual assault. This department does not conduct criminal investigations; only provide security service for Ashland Community & Technical College. All criminal investigations and collision reports are handled by the Boyd

County Sheriff's Deputy on duty unless he is unable to respond to the incident, in which case the appropriate law enforcement department would be notified to respond to the call.

The security department works closely with local fire departments, Ashland Police Department, Boyd County Sheriff's Department and the Kentucky State Police. This department will ask for or provide additional assistance to local, state and federal law enforcement agencies. The security department also maintains a close working relationship with our maintenance department and other key personnel of the college to help maintain a safe and secure campus.

4.4 STUDENT GOVERNMENT

Student Government Association (SGA) The SGA provides a representative body that voices the needs, opinions and wishes of the student body. In addition, SGA supports a well-balanced program of activities for the student body and provides opportunities for leadership development.

For information on student organizations and activities, contact Heather Shelton at 606-326-2051.

4.5 FINANCIAL AID

Ashland Community and Technical College is dedicated to providing students with a high quality, affordable education. We offer a variety of student financial aid programs including federal and state grants, work-study employment, loans, and scholarships. Students can find the most up to date and recent information about each of these programs by visiting the financial aid webpage.

Apply for Financial Aid

- Complete the Free Application for Federal Student Aid at www.fafsa.gov. List ACTC's school code, 001990, on the FAFSA so we receive your information.
- Be enrolled as a regular student working toward a degree, diploma or certificate in an eligible program.
- Have a high school diploma, a General Education Development (GED®) Credential or meet Ability to Benefit criteria, and submit those transcripts to the ACTC Admission Office.
- Be a U.S. citizen or eligible non-citizen with a valid Social Security Number.
- Register with the Selective Service, if required.
- Maintain satisfactory academic progress.
- Not owe a repayment on a grant previously received or be in default on a previous student loan.
- Provide all academic transcripts for previously attended colleges and universities to the Registrar to be evaluated for transfer credit before any Federal Title IV aid can be awarded and/or credited to your account.
- Meet all other conditions indicated on the FAFSA or published by KCTCS or ACTC Office of Financial Aid.

4.6 STARFISH

Starfish is used as an early intervention system for students who get into academic difficulty during a semester. If a student is not succeeding in a class, the instructor will raise a flag on the student, which is followed up on by the Academic Advising Center. The Academic Advising Center will contact the student to discuss the problem and find ways to address it. Possible intervention strategies include referrals to Student Support Services including tutoring, individual counseling sessions concerning organizational skills and time management, or referrals to the Computer Access Center for computer-assisted instruction in basic skills or

study skills, and other appropriate referrals. For questions/information, call the Academic Advising Center at 606-326-2040.

4.7 STUDENT LOANS

Ashland Community and Technical College participates in the William D. Ford Federal Direct Loan Program. Loans made through this program are referred to as Direct Loans, because eligible students and parents borrow directly from the U.S. Department of Education. ACTC abides by the Code of Conduct for Education Loans.

Students must be enrolled at least half-time (6 credit hours) to be eligible to borrow a student loan. The maximum amount of loans you can borrow is determined by 1) how many credit hours you have completed, 2) whether you are a dependent or independent student, as determined by the FAFSA, and 3) your Cost of Attendance at ACTC.

ACTC offers the following types of Direct Loans. Depending on your financial need, you may be eligible to receive a combination of the following loans. However, the borrower must not exceed the annual loan limits set forth by the U.S. Department of Education.

All loans borrowed will be submitted to the [National student loans](#) (NSLDS). Students can access their loan information, as well as, keep track of how much they have borrowed on the website. The information on this website will also be accessible by loan guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

Subsidized Direct Stafford Loan

Subsidized loans are available to students who demonstrate financial need. The U.S. Department of Education pays the interest on a subsidized loan while the borrower is enrolled at least half-time and during the loan grace period. The amount of subsidized loan you borrow cannot exceed your financial need. Repayment begins 6 months after 1) you drop below half-time, 2) leave school, or 3) graduate, whichever happens earlier.

Unsubsidized Direct Stafford Loan

The borrower is responsible for paying the interest that accrues on an unsubsidized loan from the time the loan is disbursed, and until the loan is paid in full. The borrower can pay the interest while in school or can allow the interest to accrue and have the interest added to the principal amount of the loan. If the borrower chooses not to pay the interest while in school, this will increase the total amount of loan that the borrower will have to repay because it will be charged interest on a higher principal amount. Repayment begins 6 months after 1) you drop below half-time, 2) leave school, or 3) graduate, whichever happens earlier.

Direct PLUS Loan

Parents of dependent students can borrow from the PLUS loan program. Loan funds are borrowed from the U.S. Department of Education. The dependent student must complete a current FAFSA in order to determine eligibility. A PLUS loan applicant must not have an adverse credit history, as a credit check will be conducted. A PLUS loan is borrowed in the parent's name (unlike Direct Subsidized and Unsubsidized loans) and repayment begins 60 days after the final disbursement of the loan has been made.

4.8 RETURN TO TITLE IV

According to federal financial aid regulations, the Office of Financial Aid is required to recalculate a student's eligibility for federal financial aid funds when the student receives all failing grades or withdraws (grades of E, F, and/or W) during the semester. This may happen when a student unofficially or officially withdraws or is unsuccessful in all his/her classes. A portion of the total amount of federal aid disbursed to the student must be returned to the U.S. Department of Education. If you are unsuccessful in your course(s) or withdraw, the Financial Aid Office will calculate the percentage of aid that must be returned. The college will notify you of the earned and unearned aid. The unearned aid will be returned to the U.S. Department of Education by the college. You will need to repay the college for the returned aid. Unpaid accounts will be referred to the Kentucky Department of Revenue for collection which will have added fees. Please contact the ACTC Cashier's Office for payment options.

4.9 BOOKSTORE

Barnes and Noble Bookstores have entered into a long-term agreement with the Kentucky Community & Technical College System. For hours and book information, contact the bookstore at: (606) 326-2014, or (606) 326-2214.

4.10 CHILD CARE

Kinder College, a partnership of ACTC and the Boyd County Board of Education, is an academic, as well as, nurturing program. Enrichment activities are supervised and age-appropriate, with attention given to practical living activities that involve role playing and physical development, and a concentration on fine motor skills. The after-school Learning Academy program offers academic enrichment and homework help. Enrollment preference is given to the children of ACTC students on a first-come basis. Fees are on a sliding scale based on income. For more information, Kinder College is located directly across the street from ACTC. Physical address is 1402 Ramey Street, Ashland, KY 41101.

4.11 COMPUTER ACCESS CENTER

The Center in the Goodpaster Building at the College Drive Campus has an open student computer lab and incorporates the former Math Lab and Writing/Reading Center. Students may come on their own or on an instructor's recommendation for individual computer assistance in any subject area. Center hours are 8:30 a.m. to 9 p.m. Monday through Thursday; 8:30 a.m. to 4 p.m. Friday. Contact Center Coordinator Leliah Wheeler, Room G108, 326-2206.

4.12 LIBRARY

Joseph and Sylvia Mansbach Library on the second floor of the Learning Resource Center at the College Drive Campus, is a research library and computer information center that supports student courses and research. The library has over 40,000 volumes, 1,000 videotapes, and 380 periodical subscriptions. On-line resources include Voyager—a KCTCS library database and catalog, periodical indexes and general information resources. A computer study area has computers for student use. Librarians are available to assist students with research and computer searching. The library is the U.S. Government Documents Depository Library for the Fourth Congressional District. Special collections include the Ashworth Collection for Learning Disabilities, Kentucky Pollution Prevention Center resources for teachers, Ashland Area Labor-Management Council Training Resource Collection, Jesse Stuart and Jean Thomas materials. For on-line resources and additional information,

see the web site at: <http://www.ashland.kctcs.edu/library/> or call 326-2169. The college also maintains a Technical Library at the Technology Drive Campus.

4.13 STUDENT SUPPORT SERVICES

This federally funded program is designed to support and assist students who are facing academic and personal challenges. Tutorial services are available as well as academic, career, transfer and supportive counseling. Students in this program also can take advantage of informative workshops and cultural activities. All services are free to those students who qualify as low-income or first-generation college students or who have a physical, learning or emotional disability. For more information, visit Room 218 at the College Drive Campus, or call 606-326-2045.

4.14 HEALTHY AT ACTC

The coronavirus (COVID-19) has create significant health risks in some populations. With alignment with the Centers for Disease Control (CDC), Governor of Kentucky and the State Health Department, the Kentucky Community Technical College System (KCTCS) has developed and established safety protocols to assist its colleges in maintaining safe working and learning environments. These protocols outline additional precautions for student, employee, and community safety. For more information, visit Dean of Student Affairs (Room 213) at the College Drive Campus, or call 606-326-2077.

5. NURSING PROGRAM

5.1 ADMISSION

- Students are admitted to the program in the Fall Semester of each year.
- In order to be considered for the Associate Degree Nursing program, students must have a global GPA of 2.5.
- In order to be considered for the Associate Degree Nursing program, applicants must comply with college and program application requirements prior to **application deadline**.
 - Associate Degree Nursing (traditional) application deadline – February 1
 - Transition: LPN to A.D.N. application deadline – April 1
 - Transition: Military Medic to A.D.N. application deadline – April 15
- If a student is selected for fall admission, the student must complete all pre-requisite courses prior to first day of class in August.
- Healthcare Provider (BLS) CPR requirements must be successfully completed prior to enrolling in the first nursing course and must be kept current throughout the program.
- All students admitted to the program are required to submit documentation of immunizations, including but not limited to Hepatitis B, MMR, Two-Step TB Skin Test (or TB blood test), and Varicella. Some clinical facilities may require the COVID-19 vaccine. Students enrolled in

nursing courses are also required to complete a drug screen and background check arranged through the program at their expense in order to participate in learning at various clinical sites.

- The Kentucky Board of Nursing (KBN) may deny a nursing graduate admission to the NCLEX-RN Exam if an individual has been convicted of a misdemeanor or felony that involves acts that bear directly on the qualifications of the graduate to practice nursing.
- Enrollment in the Associate Degree Nursing program may be limited because of available clinical / laboratory facilities, as well as limited faculty and financial resources.
- Admission is open to all qualified students regardless of economic or social status and without discrimination on the basis of race, color, creed, sex, marital status, beliefs, age, national origin or disability.
- In addition to other qualifications, the college will, in compliance with KCTCS regulations and in the manner and to the extent permitted by law, endeavor to provide opportunities to all students in order to promote diversity among the student population in the Associate Degree Nursing program.
- Progression in the Associate Degree Nursing program is contingent upon achievement of a grade of “C” or better in each all pre- and co-requisite courses in the Nursing curriculum and maintenance of a 2.0 cumulative grade point average or better (on a 4.0 scale).
- Documentation of successful completion of a minimum 75-hour nursing assistant course, or its equivalent, and currently on the Nurse Aide Registry (exam required).
- In addition to tuition, Associate Degree Nursing students are responsible for transportation to various health agencies, purchase of books and online resources, purchase of liability insurance, purchase of uniforms and other required supplies.
- Acceptance into the Associate Degree Nursing program is based on a selective admissions process. Students earn points for:
 - Completed exam scores (Points awarded for only one score)
 - ACT score above 20
 - SAT score above 1020
 - NLN score above 100
 - Global college GPA above 3.0 (must have earned 12 college credits in 100 or higher-level classes) or High School GPA above 3.0 (if less than 12 college credit hours earned) or GED scores sum total above 660.

5.1.1 TRANSITION: LPN to A.D.N. (Advanced Standing) program option

1. Students applying for advanced standing into the Associate Degree Nursing Program (ADN) must meet all program requirements.
2. Students must hold an active unrestricted license as a practical/vocational nurse.

3. Students admitted into the advanced standing program will receive credit for the first semester ADN course after completion of NSG 195 with a “C” or higher. NSG 195 does not have a clinical component.
4. On completion of Nursing 195, Transition to ADN, the student will be admitted to NSG 229 and will have earned by advanced standing, 15 credit hours in nursing.

5.1.2 TRANSITION: MILITARY MEDIC to A.D.N. program option

1. Students applying for the Military Medic to Associate Degree Nursing Program (ADN) must meet all program requirements.
2. Students must have achieved a Level 10 status as a Military Occupational Specialty (MOS) – 68W.
3. Documentation of active MOS-68W or DD214 documentation of honorable discharge from military service is requirement.
4. Students admitted into the Transition: Military Medic program will receive credit for the first semester NSG 101 clinicals and second semester Med-Surg I clinicals after completion of NSG 109 and NSG 209 with a “C” or higher. NSG 109 and NSG 209 do not have clinical components.
5. On completion of Nursing 109 (Medic to A.D.N. I) and Nursing 209 (Medic to A.D.N. II), the student will be admitted to NSG 229 and will have earned the transition, 5 credit hours in nursing.

5.2 RE-ADMISSION

To be considered for readmission to the nursing program:

1. The student must submit a letter to the program coordinator that expresses the desire to be readmitted.
2. The student must meet current admission guidelines.
3. The student must have support letters from two previous nursing instructors; one must be clinical and one must be didactic.
4. The student must demonstrate competency in the course immediately preceding the course in which the student was unsuccessful. This will be evidenced by the student achieving a minimum score of 900 on the HESI standardized examination for the preceding course. HESI testing will be scheduled by the program coordinator or administrative assistant based upon student preparation and test availability. Students may take the HESI exam one time. If the student does not pass the HESI with a score of 900 or better; the student will be given the option to reapply to Nursing 101 during the next application cycle. All HESI testing will be at the student’s expense. Once posted to the student’s account, fees are non-refundable.
5. The student must draw two nursing skills and perform them with 100% accuracy from a pool of skills learned up to the point where the student was unsuccessful. If the student is successful on the HESI exam and the skills evaluation, the student will be admitted into the semester in which he/she was unsuccessful. If the student is unsuccessful in any portion of the readmission process; he/she will be given the option to reapply to Nursing 101 during the next application cycle.
6. These rules do not apply to students who were unsuccessful in Nursing 101; those students need to resubmit an application as a new student during the next application cycle.

5.3 TRANSFER STUDENTS

1. Applicants will not be considered that have previously been unsuccessful in another nursing program except for admission to fundamentals, Nursing 101.

2. Potential transfer students must meet all program requirements.
3. Transfer students need to have letters of recommendation indicating that the student is in good standing from faculty members from the previous nursing program.
4. Students will meet with the nursing program coordinator prior to consideration for admission to the nursing program.
5. Students must provide the nursing coordinator copies of the following: completed nursing classes course syllabi and student learner outcomes, completed skills performance evaluation records, grades for completed classes, and clinical evaluations. Acceptance of transfer credit will be dependent upon comparability of previous nursing courses.
6. Students must demonstrate competency in the fundamentals of nursing to be considered as a transfer student. This will be evidenced by the student achieving a minimum score of 900 on the HESI nursing fundamentals standardized examination. HESI testing will be scheduled by the program coordinator or administrative assistant based upon student preparation and test availability. Students may take the HESI exam one time. If the student does not pass the HESI with a score of 900 or better; the student will be given the option to apply for admission to Nursing 101 during the next application cycle. All HESI testing will be at the student's expense. Once posted to the student's account, fees are non-refundable.
7. If more than three years have elapsed since initial enrollment in the first nursing course of any registered nursing program, an applicant must repeat all nursing courses.

5.4 PROGRESSION

In order to enter into a nursing course, a student must have met all prerequisites listed in the official community college nursing curriculum. Courses that are required to be taken concurrently with a nursing course must be successfully completed in the semester in which they are required, in order for the student to remain in the program. A grade of "C" or higher is required to pass all nursing curriculum courses, including general education courses. A student earning lower than a "C" in any of the pre- or co-requisite courses will not be eligible to continue in the nursing program.

5.5 STUDENT RECORDS

Students' official records are maintained by the Ashland Community and Technical College Admissions/Records office. Files regarding student clinical and academic performance are maintained in the nursing office during the time the student is enrolled in the nursing program and maintained for three years following student graduation.

5.6 NAA COURSE REQUIREMENT

All students admitted to the nursing program must have documentation of satisfactory completion of a minimum of 75-hour Nurse Aide Assistant course or its equivalent *and* on the Nurse Aid registry (SRNA Exam) prior to enrollment in the first nursing course. If the Nurse Aide Assistant course was completed greater than 2 years prior to admission, it will not meet the requirement unless the applicant has been working as a SRNA in the last two years prior to enrollment and maintained current nurse aid registry status.

5.7 CPR REQUIREMENT

Healthcare Provider CPR Certification:

All students must be certified in Heartcode BLS or American Red Cross BLS for health care workers, prior to entering their first nursing course and maintain certification throughout the entire program. Only CPR certification for health care workers, which includes one-man and two-man CPR for the infant, child and adult and management of a foreign body airway obstruction, will be accepted. CPR certification must be current for the entire semester in which you will be enrolled, but students are encouraged to time certification to extend throughout the whole academic year. Students will not be allowed in the clinical area without this certification and will have a “U” for each experience missed for this reason.

5.8 HEALTH REQUIREMENTS

Health Requirements:

Students admitted to the nursing program are encouraged to have all immunizations up to date. **Newly admitted** students must provide the following health screening results prior to clinical experience to the online tracking system that students purchase with their background check and drug screening. Including but not limited to the following:

- a. Documentation of Two-Step TB screening test results (Tine, Mantoux, or chest x-ray) within the 6 months prior to initial enrollment in their first nursing course and annually, thereafter. If the TB test results are positive, documentation of medical follow-up must be provided. **
- b. Documentation of Hepatitis B series immunization or completion of a Declination Form prior to enrollment in their first nursing course.
- c. Documentation of MMR (measles-mumps-rubella), Varicella vaccine or documentation of chicken pox, DPT or TDap immunization or titers showing sufficient immune status prior to enrollment in their first nursing course. The CDC considers persons who received MMR before 1957 are generally considered immune to measles and mumps. All adults born in 1957 or later should have documentation of 1 or more does of MMR vaccine unless they have a medical contraindication to the vaccine or laboratory evidence of immunity to each of the three diseases. A routine second dose of MMR vaccine, administered a minimum of 28 days after the first dose, is recommended for adults who are students in a postsecondary educational institution. Check with your physician if you received vaccination prior to 1980.
- d. Documentation of annual FLU shot or a signed declination form is required for all nursing students.
- e. Some clinical facilities may require the COVID-19 vaccine.

****Second year students must provide documentation of TB screening prior to clinical.**

Because students assume all personal liability while in the program, it is highly recommended that all students obtain health insurance and maintain it throughout the duration of the program in case of an illness or injury (such as a needle stick). A student who becomes seriously ill or pregnant or who sustains injury must have a physician clearance to resume clinical experience.

Students must be aware that nursing requires considerable physical stamina due to the volume of work involved and the significant time spent walking, standing, or lifting during the clinical experience. Based on the experiences of a given clinical day, the student’s time for lunch or breaks may vary.

5.9 KBN REGULATORY STATEMENT

MANDATORY REPORTING OF CRIMINAL CONVICTIONS

State law requires that licensed individuals report criminal convictions to the Kentucky Board of Nursing within thirty (30) days of the conviction, KRS 314.109. Kentucky Board of Nursing Administrative Regulation 201 KAR 20:370, application for licensure and registration, also require applicants to report criminal convictions and states what must be submitted when reported. For additional information, contact the Board office or visit the site: [Mandatory reporting of criminal convictions](#)

KENTUCKY BOARD OF NURSING

312 Whittington Pky, Suite 300

Louisville, KY 40222-5172

1-800-305-2042 or 502-429-3300, Ext. 238 or 243

<http://kbn.ky.gov>

****Due to COVID-19, you must make an appointment to go to visit the Kentucky Board of Nursing (KBN). No walk-in appointments are allowed at this time.**

5.10 KANS

The Kentucky Association of Nursing students is a pre-professional organization for pre-nursing and nursing students enrolled in Kentucky accredited diploma, associate, and baccalaureate degree programs. KANS is a constituent member of the National Student Nurses Association (NSNA). Students are encouraged to join KANS and participate in activities offered throughout the program. For more information see [KANS](#).

6. Nursing Classroom specific policies and procedures

6.1 PREPARATION FOR CLASS

In addition to the competencies identified for each course, the student should develop and practice the following personal qualities and skills in the classroom:

- Timeliness. There are no assigned seats in the classroom. Students should arrive in time to find a seat that allows them to see, hear, and be involved in the classroom activities.
- Attention to detail; attention to quality – No sleeping in class. Sleeping in class will result in the student being asked to leave the area and will be subject to the progressive disciplinary policy.
- Responsibility for maintaining attention. Earplugs / headphones are encouraged for quizzes exams to block out excessive noise.
- Maintenance of accurate information. Check email at least daily for updates from faculty and staff.
- Respect for self and others; courtesy is expected; inappropriate language and behavior are not tolerated.
- Cooperative teamwork and personal responsibility. Students will be assigned group projects. It is expected that all students participate and get along with other group members.
- Persistence, curiosity, honesty, and thoroughness. Students are expected to ask questions after class; attend outside group study activities; complete outside assignments accurately and honestly.

- Effective communication skills. Students are expected to use proper grammar when completing assignments and addressing other students and faculty members.
- Academic honesty. No taking pictures of lecture, PowerPoint, review, etc. unless permission is expressly given by the instructor presenting the material.
- Consideration of others. No perfume or cologne is to be worn during class; no perfumed lotions, etc. are to be applied during class.

It is expected that students will engage in a minimum of two hours of study for each hour spent in class. Students are responsible for noting the subject for class discussion and using references indicated on the unit outline for preparation prior to class. If the student needs assistance beyond the classroom, he/she should consult the instructor teaching at that time on an individual basis. Guides and discussion regarding nursing care plans, verbatim sheets, study guides, patient teaching experiences, pharmacology computation reviews or other areas where a need is present will be given in each course.

6.2 RECOMMENDATION REGARDING EMPLOYMENT

Many students find it difficult to maintain outside employment while enrolled in the nursing program. Students should expect to spend a minimum of two hours of study per week for each hour spent in the classroom setting. Additionally, preparation is required for the clinical learning experiences and 1-2 hours per week should be spent in the on-campus practice laboratory in addition to the mandated 1-hour practice lab. A weekly schedule, which maps out the class, lab, practice, and study time, can assist students greatly in managing their time effectively. Incorporating outside work hours into such a time-intensive educational experience is not easy. Students are encouraged to take these factors into consideration when making decisions about work hours.

The college is not responsible for students in a health care agency unless the student's activities are part of a scheduled nursing course clinical experience.

Outside responsibilities such as employment are not considered acceptable excuses for a student's inability to meet any curricular requirements.

6.3 CLASSROOM EVALUATION METHODS

Students are expected to abide by the policies and procedures set forth, in this handbook, at all times. The instructor reserves the right to make changes in the course as needed. Students will be given written notice of any changes prior to implementation by the instructor.

Each student must maintain a C average or above in all nursing and general education course requirements to progress to the next semester of nursing courses. To remain in the nursing program, students are required to maintain an overall GPA of 2.0. The grading policy is stated in each nursing course syllabus. Through previous evaluation of program outcomes, the nursing faculty has determined that a score of 78% is essential for later success on the NCLEX-RN. Careful consideration and evaluation of program outcomes have resulted in the development of these policies which assist students in successful completion of the program.

6.4 EXAM POLICY

Exam Policy

Students are expected to exhibit honesty and integrity and are not to utilize textbooks, notecards, or personal help during the exam process. Quizzes and exams are based on points. For example, if a quiz has 15 points, then a student would have to receive 15 out of 15 points to receive a 100%. Another example is an exam is worth 150 points. If a student scored 118 out of 150 points, the score would be 78.66%. We do not have rounding in our program; therefore, the score would be 78%.

On-Campus Quizzes and Exams: Cellphones are to be muted or silenced. All books, coats, backpacks, and other belongings will be placed on the front or sides of the classroom. No hats or sunglasses are allowed. No smart watches are to be worn during exams. Students are not to leave the classroom unless they have permission from the instructor.

Off-Campus Quizzes and Exams: Webcam, microphone, and speakers are required for proctoring purposes. The desk is to be clear of any clutter. Students must leave the quiz or exam once they have finished the exam/quiz. Students are required to work independently without the use of textbooks, notebooks, or sensory (audio, visual, written) input from others. Only the student enrolled in the course must take all exams and quizzes. Work submitted online must be completed by the student only. If it is determined that the student has been dishonest, a grade of “F” will be issued for the course and the student will be withdrawn from the Nursing Program.

“Select All That Apply” (SATA) Questions: SATA questions are utilized on all Nursing Program exams. Students must answer all of the correct options to receive credit for the question.

6.4.1 GRADING SCALE

The grading scale for all nursing classes is as follows:

Letter Grade	Percentage Grade
A	92-100
B	84-91
C	78-83
D	69-77
E	Any grade below 69

Scores will not be rounded; for example a 77.9 will remain a 77% and be considered a dissatisfactory grade. A 78% grade is the passing requirement.

6.5 COMMUNICATION

Notices for students are posted to student email or Blackboard. Notes for individual students from the faculty/staff will be emailed. Students should check email and Blackboard for notices daily. Students must have active KCTCS email accounts.

If a question or concern arises in the classroom or clinical area, the student should address the matter to the instructor involved. If the matter cannot be resolved or if the student does not feel comfortable addressing the instructor, the matter should be directed to the Nursing Program Coordinator. Formal complaints regarding the program should be submitted to the Nursing Program Coordinator. A formal complaint is defined as a written, signed document from an individual.

Students must use their KCTCS e-mail account when communicating with faculty and staff.

7. NURSING CLINICAL SPECIFIC POLICIES AND PROCEDURES

7.1 PREPARATION FOR CLINICAL

For each clinical experience, the student is responsible for:

- Appropriate attire
- Punctuality
- Pre-conference preparation and meeting all clinical objectives of the day
- Complete written assignments
- Adherence to guidelines for the safe handling of sharps and blood and/or other body fluids
- Adherence to affiliate agency parking guidelines.

Students are exposed to a variety of settings that include hospitals, long-term care, psychiatric facilities, and community resources including hospice, home health, rehabilitation centers, and clinics. Students are required to use the on-campus laboratory for skill practice and skill evaluation. Evaluation will be based upon the student's ability to apply communication, lifespan, nursing process, health promotion, legal/ethical, socio-cultural, pharmacological, and technological concepts. The student's clinical (including on-campus simulation) performance is evaluated as **Satisfactory or Unsatisfactory**.

The use of recording devices is prohibited in the clinical areas. The recording of conversations in the clinical area constitutes a HIPAA violation and will result in the student receiving disciplinary action up to and including dismissal from the program.

Each week the student receives a clinical feedback report from the clinical instructor informing the student of each week's progress. At the end of the nursing courses, clinical instructors will meet with students to discuss progress in the clinical rotation.

A student may be immediately dismissed from the program by placing either the physical or psychological health of the patient in jeopardy. HIPAA violations can result in immediate dismissal from the program. In addition, faculty may use written warnings to document specific occurrences in the student's performance. If a written warning is completed, it is shared with the student and the student is given the opportunity to add comments. The student is asked to sign the form, indicating simply that the student has read the notation.

7.2 HIPAA

HIPAA is the federal law titled Health Insurance Portability and Accountability Act. The Department of Health and Human Services (HHS), Office of Civil Rights (OCR) oversees HIPAA compliance. HIPAA was established to protect employees' insurance when they lost or changed jobs; to protect the privacy and security of clients' health insurance; to adopt national standards for electronic health care transactions; and to improve the efficiency and effectiveness of the health care system.

HIPAA regulations protect clients' rights regarding their health insurance, including the right to review it and make decisions about how it is used and disclosed; provide the appropriate use and disclosure of clients' health information; and require health care providers (including nursing students) to implement safeguards to ensure privacy of clients' health information.

HIPAA policy focuses on individually identifiable information, which means it identifies the client or could be used to identify the client; paper or electronic client medical or health records; client information exchanged verbally; information related to the past, present physical or mental condition of an individual; research data that identifies individual clients.

Nursing students will have access to confidential medical records and sensitive material regarding clients, families, and community agencies while providing nursing care as a student. Students must agree to uphold the highest values of professional integrity with concern to this information and adhere with all legal requirements regarding the privacy of patient records. This includes but is not limited to written, verbal, and electronic social-networking transmission of information.

7.3 ATTENDANCE

The policy regarding classroom absences also pertains to clinical absences. Students who miss more than two (2) class days or more than two (2) lab/clinical days **per semester** in any combination will be required to meet with nursing faculty and coordinator to determine whether the student should be removed from the program. Student should provide documentation of illness, death, family emergencies, or other valid reasons for absence at that time. If faculty determine that the student could have attended class/clinical and did not, the student will be withdrawn from the nursing program. All clinical and lab time must be made up – No Exceptions. Two episodes of being late for clinical days will be equal to one absence. If a student does not believe he/she will be able to maintain attendance in all class and clinical meetings; the student should remove him/herself from the nursing program.

The faculty recognizes that there may be unavoidable and emergency situations. Students should contact the Nursing Office (Roxanne Neal – (606) 326-2086) if unable to attend clinicals. Messages from other students are not acceptable communication.

Students may not take the final exam for a nursing course unless all missed clinical time has been completed successfully.

7.4 CRIMINAL BACKGROUND CHECK

Criminal background checks and drug screening:

All students are required to obtain a background check and drug screen with the ADN Program identified company and meet agency requirements prior to placement in the clinical agency. Results of the background check and/or drug screen will be reviewed and discussed with the student confidentially if needed. Decisions will be made regarding retention of the student based on the interview with the student.

7.5 DRUG SCREENING

Faculty and students are required to complete drug screening prior to attending clinical rotations. Drug screening is conducted at the nearest Lab Corp facility, which is located in Huntington, WV at 3135 16th St Rd #10, Huntington, WV 25701. If you are on any prescriptions, please take this information with you to Lab Corp.

7.6 LIABILITY INSURANCE

Students who enroll in any health-related program course requiring patient/client contact must purchase professional liability insurance from the college each semester until they graduate from their program. This charge is non-refundable and is subject to change without notice. Please contact the College business Office (cashier's window) for details concerning the charge for Professional Liability Insurance. This liability insurance does not cover a student when nursing school is on recess or when working as a nurse intern. The current cost of the liability insurance is \$11 per term. Students must obtain a receipt from the cashier's office or print a receipt from PeopleSoft to be uploaded into the digital document maintenance agency.

7.7 TRANSPORTATION

Students are responsible for their own transportation to classes and off-campus clinical experiences. A number of A.D.N. courses require that students travel to off-campus destinations to allow for improved learning experiences. Some are located in Ashland, but students may also be required to travel to other areas, some as far away as Louisa, KY or farther. Students applying to the program should be aware that they are responsible for their own travel costs and assume all liability associated with travel while in the program. The student is responsible for all costs associated with such experiences, including, but not limited to the costs of travel, housing and emergency care related to either travel or injuries that may occur at the healthcare facility.

Placement in specific clinical settings cannot be guaranteed.

7.8 DRESS CODE

Uniform requirements for all students: required uniform, white lab coat (fingertip length at least), bandage scissors, ACTC nursing student name badge, and watch with ability to calculate seconds. Uniforms must be clean and wrinkle-free. If in uniform, must be in full dress. The student's hair must be neat, off the collar and secured to prevent it falling forward during patient care. Lab coats are to be worn over the uniform when not on the nursing unit. Shoes must be solid white leather nursing shoes (may be athletic type or plain – as long as the shoes, soles, and shoestrings are all white). Shoes must be kept clean and polished; canvas, clog, and croc shoes are not acceptable. Undergarments should be white including bras for women/undershirts for men and socks.

- a. Required uniform: Galaxy Blue pants, ACTC uniform top and white nursing shoes. A long sleeve white shirt can be worn under the uniform. White ACTC patch goes on left sleeve. Galaxy blue skirts may be worn if preferred.

Students' hair must be kept clean, secured to prevent it falling forward during patient care and off the collar in a neat style. No distracting hair colors and no ornamental jewelry in hair (feathers, beads, etc.) will be accepted. White headbands may be worn if neat and clean. Facial hair must be neatly trimmed to no longer than 1/2". Nails must be kept clean; length approximately even with tips of fingers; no nail polish. Absolutely no artificial nails, per agency's policies.

Jewelry is limited to a smooth wedding ring, watch, a single pair of small posts may be worn by those with pierced ears in the ear lobe; no other ear jewelry allowed. No other visible body jewelry (including tongue jewelry) nor tattoos or body art will be permitted during the clinical experience.

Chewing gum is not allowed while performing patient care during lab and clinical.

Perfumes/aftershaves must not be used during clinical and lab experiences, as they are harmful for clients, faculty, and other students who have allergies or respiratory problems.

Remember that students are a representative of the College and the Nursing Program. **Students violating the dress code policy will be dismissed from the clinical setting and receive a "U" for that day's experience.**

7.9 AGENCY IDENTIFICATION BADGE

Identification badges may be required at the clinical agency to which the student is assigned for clinical experience. The student will be notified of the time/date to have your picture/badge made. The badge must be worn in the lapel area with the picture showing at all times when you are in the assigned institution. Badges must be returned to the clinical instructor at the final exam of each course. Failure to return the badges may result in a grade of incomplete for the course.

7.10 CODE OF STUDENT CONDUCT/ETHICS/CONFIDENTIALITY/UNSAFE CLINICAL PRACTICE

Nursing students are expected to adhere to the KCTCS Code of Student Conduct while on-campus and in clinical/laboratory settings.

***Dismissal for Unacceptable Clinical Behavior:**

- a) The nursing program reserves the right to dismiss a student whose clinical performance for any nursing course is deemed unsafe as characterized by dangerous, inappropriate, irresponsible, or unethical behavior that actually or potentially places the student, patient, patient's family or health team members in jeopardy (i.e. student not completing own assignment or HIPAA violation).
- b) The nursing student must practice within the parameters of the Kentucky Nurse Practice Act, the clinical expectations and guidelines, the ACTC ADN Program Policies and Procedures, and the policies and procedures of the health care agencies.
- c) The student's behavior must demonstrate continuity of care through the responsible preparation, implementation and documentation of the nursing care of clients. In addition, the student's behavior must be respectful of all individuals (clients, family members, other health team members, faculty, clinical group, and self).
- d) In the clinical setting, if a student performs an unsafe act that jeopardizes the safety of clients, students, faculty, or other health care providers, the student may be immediately terminated from the clinical component of the nursing course and receive a clinical evaluation rating of UNSATISFACTORY, resulting in a failing grade for the course involved.

***Unacceptable clinical behaviors would include such things as:**

- Inadequate preparation for clinical.
- Attending clinical experiences under the influence of drugs and/or alcohol.
- Refusal to care for an assigned patient based on patient characteristics such as race, culture, religious beliefs, or diagnosis.
- Acts of omission or commission in the care of clients such as physical abuse, mental/emotional abuse, medication errors, or placing the patient in a hazardous position, condition or circumstance.
- Disruption of patient care or unit functioning related to poor interpersonal relationships with agency health team members, peers, or faculty.

- Any behavior that violates professional qualities such as a violation of patient confidentiality or solicitation of patient services leading to personal gain. **Copying medical records is expressly forbidden by students or agency personnel for student use.**
- Parking in unauthorized locations at clinical facilities.

7.11 CHEMICAL IMPAIRMENT

When a nursing student reports for clinical experience and is determined by the clinical instructor to be unsafe to perform care for the clients to whom they have been assigned, the following protocol should be followed.

At the Time of the Occurrence

1. The faculty member will make a written notation of the behavior and the
 - A. physical manifestations, such as flushed face, red, or bleary eyes, unsteady gait, slurred speech, diaphoresis, tremors and excessive restlessness or the smell of intoxicating beverages;
 - B. behavior changes such as extreme or rapid mood swings, increased irritability with peers and others, loud, inappropriate talk, laughter or gestures, and dramatic change in personal grooming; and
 - C. performance changes such as sleeping in pre-conference, inability to focus on topic at hand, lack of preparation for clinical assignment.
2. The faculty member should report the incident to the Nursing Coordinator.
3. If the nursing instructor determines that the student is unsafe to provide client care, the faculty member should:
 - A. terminate the student's clinical assignment;
 - B. inform the student that their inability to provide safe client care will result in an "Unsatisfactory" evaluation for that clinical day, as stated in the course syllabus;
 - C. make arrangements for the student to be taken home by family or friends; note name of person designated to drive student home.

Follow-up

On return to campus the clinical faculty member involved will:

1. complete an anecdotal record of the incident in detail and discuss with the Nursing Coordinator. All parties must maintain strict confidentiality;
2. schedule a conference including the student, clinical instructor, and the nursing instructor;
3. confront the student with the factual account of the incident, share inference that the question of substance abuse is suspected;
4. allow student to express his/her account of the incident on the written anecdotal record form;
5. inform student of faculty's desire to assist with the suspected drug abuse problem and provide student with phone numbers and names for local help sources (Pathways, Inc. for Kentucky students, Shawnee Mental Health for Ohio students, and Presteria Mental Health for West Virginia students);
6. inform the student that KCTCS and the community college identify on-campus alcohol and drug use as punishable offenses, and that further instance of unsafe provision of patient care will be documented and may result in the student being unsuccessful in the enrolled course. Review Student Code with the student. Provide copy to student if needed.

It is imperative that other students maintain confidentiality of information acquired as a result of being in the clinical area. Divulging such information could result in legal charges of slander or libel, in addition to being a break in the ethical nature of nursing practice. Documented occurrences of failure to maintain confidentiality could result in unsatisfactory evaluation and dismissal from the nursing program.

7.12 TOBACCO USE

Tobacco use of any kind is not permitted on the ACTC campus or health agencies. Students are not allowed any type of tobacco use during the clinical experience day due to sensitivity of respiratory clients to the odor that lingers on hair and clothing. Students are also prohibited from other smoking devices (vape) and other tobacco containing materials (smokeless tobacco). Students who do not comply will be considered as placing their clients in physical jeopardy and will be sent home from clinic with a “U”.

8. COMPLETION OF NURSING PROGRAM

8.1 EXAMS

Students are required to complete exams in the final semester of the nursing program as follows: the **HESI comprehensive exam and HESI NSG 239 exam** and the **ETS Exam** (graduation purposes). Failure to complete the exams will result in an “incomplete” for the final course. Headphones are required for the comprehensive HESI exam.

8.2 NURSING 239 PRACTICUM REQUIREMENTS

Practicum is done in the final semester of the nursing program. The emphasis in this clinical is to demonstrate professional RN practice at the apprentice level. It is practical experience with a nurse preceptor allowing the student to demonstrate and apply knowledge, skills, and abilities, learn new nursing procedures and skills, while experiencing what nursing will be like as a new graduate nurse without a clinical instructor being present every day. Practicum consists of 120 clock hours of clinical for NSG 230. Students will be placed with a registered nurse and required to work the nurse’s schedule for 120 hours. **Preceptors and health care facilities will be assigned by nursing faculty.** Students are not to approach nurses and try to recruit them. No compensation may be received by the student for the practicum experience.

8.3 NURSING PHOTOGRAPHS

Students are asked to sign a waiver at the beginning of nursing school regarding photographs. Students celebrate milestones frequently and use photographs to commemorate successes. The photographs are used for a slide show that is played at the pinning ceremony for the students and the students’ family’s enjoyment.

At the end of the last semester of nursing school, students have the option of having their pictures made in their uniforms and nursing caps. The student president or representative hires a photography firm that comes to the college, generally, for photo sessions. Students are then permitted to buy a package of photographs to celebrate graduation and to put in the graduation invitations. The photographer uses the class pictures to create a montage of student photos that the school proudly hangs on the wall in the hallway outside of the nursing classroom.

8.4 PINNING CEREMONY

The nursing class celebrates completion of the associate degree program with a pinning ceremony. Students are encouraged to attend and wear white nursing uniforms; females wear nursing caps. Students receive the nursing pin they purchased in the bookstore from the nursing coordinator. All faculty participate in the celebration.

8.5 STATE BOARD EXAMINATION

Graduates from the ACTC Associate Degree Nursing Program are eligible to take the NCLEX-RN and begin practice as a registered nurse. Students are given directions to apply and complete requirements for examination; faculty members monitor student success. See [KBN](#) for directions on application for testing.

8.6 STUDENT REQUESTS FOR RECOMMENDATION LETTERS

Students desiring letters of recommendation from faculty must make their requests in writing. Please direct prospective employers to send the appropriate forms directly to faculty by mail or fax, so that your signed release can be seen prior to release of any information. **Employers are generally interested in information from your most recent clinical instructors who have you for an extended experience. Instructors may provide references by email, mail or over the telephone.**