



UNIVERSITY of HAWAII®
KAPI'OLANI
COMMUNITY COLLEGE

CERTIFICATE OF ACHIEVEMENT PRACTICAL NURSING PROGRAM

STUDENT HANDBOOK

Revised July 13, 2023

This Practical Nursing Student Handbook and its policies therein will be applicable to the nursing student cohort accepted in the Fall 2023 and thereafter. Practical Nursing students accepted in semesters prior to Fall 2023 will follow the Practical Nursing Student Handbook in effect at the time of their admission into the nursing program. Policy and procedural changes as impacted by the nursing curriculum as well as industry and federal educational regulations will be retroactively applied to all nursing students regardless of the student handbook publication date.



KAPI‘OLANI COMMUNITY COLLEGE NURSING DEPARTMENT

The Practical Nursing Program began in 1947 as the first Nursing Program in the Kapi‘olani Technical School to meet the workforce needs of the Territory of Hawai‘i.

Kapi‘olani Community College was founded by the Hawai‘i Community College Act of 1964, “...to provide two-year college transfer and general education programs, semi-professional, technical, vocational and continuing education programs and such other programs as are appropriate to such institutions.”

The College seeks to assist each individual, within the resource of the institution, in the life-long process of personal growth through education. It recognizes that an individual enters college with differing needs and abilities. To carry out its commitment, the college offers innovative programs involving a variety of instructional strategies so that a student can learn to the maximum of his capacity. In addition, the College utilizes the resources of the community and believes in maintaining close ties with business, government, and social institutions for curriculum development.

The college believes that it must be responsive to the needs of its community, working with and for the community. It fulfills these commitments through a variety of credit and non-credit courses, workshops and special services. The College’s resources and facilities are available to as many members of the community as is feasible.

Kapi‘olani Community College is fully accredited with the Western Association of Schools and Colleges.

The Kapi‘olani CC Practical Nursing (PRCN) Program in its entirety with all complementary support services is offered at the Kapi‘olani CC Diamond Head (DH) campus site and at the Leeward Community College (LCC) satellite campus site. The Kapi‘olani CC DH campus site is located at 4303 Diamond Head Road, Honolulu, HI 96816, while the LCC satellite campus site is located at 96-045 Ala Ike Street, Pearl City, HI 96782. Inquiries about the Kapi‘olani CC PRCN Program and its offerings at the DH and LCC satellite campus office may be made at (808) 734-9305 or its LCC satellite campus office (808) 455-0446. Inquiries via email may be directed to kapnurs@hawaii.edu.

CONTACT INFORMATION:

Kapi‘olani CC Nursing Department Address:

Kapi‘olani Community College
Nursing Department
Kopiko Building, Room 201
4303 Diamond Head Road
Honolulu, HI 96816

Nursing Department Phone at Kapi‘olani CC _____ (808) 734-9305
Nursing Department Phone at Leeward CC, Health Science Complex Bldg. ____ (808) 455-0446
Nursing Department Fax at Kapi‘olani CC _____ (808) 734-9147
Kapi‘olani Community College web site _____ www.kapiolani.hawaii.edu

Kapi‘olani Community College’s Practical Nursing Program is approved by The State of Hawai‘i Board of Nursing

Professional and Vocational Licensing Division
P.O. Box 3469
Honolulu, HI 96801
www.hawaii.gov/dcca/pvl

The Nursing Student Handbook Committee has made every reasonable effort to determine that information in this handbook is current. However, the Nursing Department may make changes without notice based on college decisions that directly affect the department’s policies and procedures.

Student Handbook Committee Members (Past and Present):

Saba Kam..... Nursing Department Chairperson
Michelle Page..... Interim Associate Degree in Nursing Program Director
Pat Taylor.....Practical Nursing Program Coordinator
Crystalyn Hottenstein.....Nursing Department Counselor
Kristy Yoshikawa..... Nursing Department Counselor
Karla CepedaCompliance Coordinator, Nursing Faculty

TABLE OF CONTENTS

Nursing Department Mission Statement

NURSING DEPARTMENT MISSION STATEMENT 1PRACTICAL NURSING PROGRAM MISSION STATEMENT

1ACADEMIC STANDARDS

5ATTENDANCE

6EXAMINATIONS

7CLINICAL UNIFORM ATTIRE AND REGULATIONS

10AFFILIATION TO AGENCIES

12CONFIDENTIALITY

13ELECTRONIC DEVICES

13NURSING LABORATORY GUIDELINES FOR FACULTY AND STUDENTS

15The Nursing Laboratories are provided for the nursing students to practice their basic skills and techniques. The following guidelines have been developed to assist in maintaining a clean, neat and safe environment. Each student will be held responsible for the proper maintenance of the laboratories.

15HEALTH AND SAFETY

16HEALTH REQUIREMENTS

16OCCUPATIONAL SAFETY

18ACADEMIC AND HEALTH RECORDS

19PROGRESSION

19SCHOLARSHIP, FINANCIAL AID & STUDENT/OUTSIDE EMPLOYMENT

22SCHOLARSHIP/FINANCIAL AID

22OUTSIDE EMPLOYMENT

22DISABILITY ACCESS

22STUDENT SUCCESS CONTRACTS AND REFERRALS

23COURSE OR PROGRAM WITHDRAWAL

23COURSE OR PROGRAM READMISSION

24STUDENT ACADEMIC GRIEVANCE PROCEDURE

26APPLICATION FOR GRADUATION

26LICENSURE/CERTIFICATION/EXAMINATION

27LEGAL LIMITS OF LICENSURE

27COLLEGE POLICIES

27UNIVERSITY POLICY ON NONDISCRIMINATION AND AFFIRMATIVE ACTION

28STUDENT CONDUCT CODE

28DISRUPTIVE BEHAVIOR POLICY

29ACADEMIC DISHONESTY

29CHEATING

30PLAGIARISM

30FINANCIAL OBLIGATIONS

30UH POLICY ON EMAIL COMMUNICATION

30PRIVACY RIGHTS

31STUDENT ACADEMIC GRIEVANCE PROCEDURE

31In instructional activities, students are responsible for meeting all of the instructor's attendance and assignment requirements. Failure to do so may affect their final grade. In all college-related activities, including instruction, they must abide by the college's codes and regulations, refraining from behavior that interferes with the rights and safety of others in the learning environment. Finally, if they decide to file a grievance, they are fully responsible for providing proof that they have been

wronged.

DISABILITY SUPPORT SERVICES AND POLICIES

31 **APPENDIX**
32 LEGAL LIMITS OF LICENSURE

Appendix – Legal Limits of Licensure

33

33



NURSING DEPARTMENT MISSION STATEMENT

The mission of the Nursing Department at Kapi‘olani Community College is to prepare entry-level nurses who are safe, caring and competent providers of care across the health/illness continuum and responsive to the changing health care needs of our diverse community. The curriculum provides an innovative learning framework that fosters the development of critical thinking and problem solving skills that prepare our graduates to meet the rigorous employment standards in a variety of health care settings. Graduates will collaborate with other members of the health care team, be effective communicators, demonstrate leadership skills and commit to life-long learning.



PRACTICAL NURSING PROGRAM MISSION STATEMENT

The mission of Practical Nursing education at Kapi‘olani Community College is to develop safe, competent, caring practitioners who will provide quality nursing care to the culturally diverse population across the life span in multiple community settings for the State of Hawai‘i. The Nursing Department strives to prepare students to recognize the value of life-long learning and ethical community engagement. The program prepares graduates to meet rigorous employment standards while providing opportunities for educational advancement in the nursing profession.



PRACTICAL NURSING PROGRAM PHILOSOPHY and CORE VALUES

The Kapi‘olani Community College Practical Nursing (PRCN) Program operates within the philosophical framework of Kapi ‘olani Community College. We, the nursing faculty, are committed to contributing to the profession of nursing through teaching and service. We recognize nursing students as unique, caring and motivated. We believe that a sound nursing educational program is based on concepts relating to humans, health, illness and the environment.

Humans: Humans are unique beings with biological, psychological, sociological, cultural and spiritual dimensions. These dimensions are in constant interaction and inseparable. In order to function optimally and maintain a state of wellness, needs related to these dimensions must be met. Every human, throughout their lifespan, has the potential for growth and development in each of these components. Age and stage of development affect the nature and intensity of specific needs as well as the ability to independently meet and/or communicate them.

We believe that humans are unique with inherent qualities including dignity and worth. Humans have the right to direct their own lifestyle and are encouraged to communicate their needs and feelings to members of the health care team. They have the right to obtain health care services and assist them in achieving the highest attainable standard of wellness. Humans have the right and responsibility to participate in the maintenance of their health and in the planning of related care during altered state of wellness.

Health and Illness: We believe that each human exists, at some point, on a health-illness continuum that may move from high-level wellness to severe illness and death. Humans are in a constant state of adjustment to internal and external environmental stressors as they strive to meet their needs.

Environment: We believe that movement on the health-illness continuum is caused by internal and external stressors, which can affect humans and the attainment of their needs. Successful adaptation leads to a state of optimal functioning and wellness. Unsuccessful adjustment may lead to alterations in wellness, to illness, and possibly death.

Nursing: We believe that nursing is evidenced-based science that promotes, maintains and, when possible, restores health. The goal of nursing is to assist humans to attain their maximal state of wellness on the health-illness continuum, including the support of a peaceful and dignified death. Nursing is a dynamic profession that has a scientific base. It requires knowledge of the principles of biological and behavioral sciences and of the humanities as they apply to the practice of nursing. The nursing process is used to assess human needs and functioning, determine nursing diagnoses, plan nursing care, implement nursing actions, evaluate outcomes, and modify actions as necessary.

Nursing Education: We believe it is the responsibility of the faculty to design and implement a curriculum, which promotes course and program outcomes by utilizing a systematic approach. The curriculum is designed to foster learning, which increases in depth and breadth as students progress through the program. Students are assisted to actively participate in learning through course activities that integrate previously learned concepts with newly acquired content. Self-motivation is an essential element in the learning process and is encouraged throughout the program. Students are accountable to be self-directed learners in order to meet program requirements. The goal of nursing education at Kapi‘olani Community College is to develop safe, caring and competent practitioners who recognize the responsibility for life-long learning. Consistent with Kapi‘olani CC’s philosophy, the PRCN program may be the terminal point in the student’s formal education, or it may provide an opportunity for the student to articulate into the Associate in Science Degree in Nursing (ADN) or Baccalaureate Nursing Program.

NATIONAL LEAGUE FOR NURSING (NLN) CORE VALUES

The Nursing Department at Kapi‘olani Community College is guided by the Core Values as established by the National League for Nursing. These core values are described below.

Caring: Promote health, healing and hope in response to the human condition.

Integrity: Open communication, ethical decision-making, humility and truth telling are encouraged and expected.

Diversity: Recognize differences among persons, ideas, values and ethnicities, while affirming the uniqueness of each. A culture of diversity embraces acceptance and respect.

Excellence: A commitment to continuous growth and understanding. The status quo and mediocrity are not tolerated; rather a culture of transformation is embraced.

Holism: Care for the whole person, taking into account social norms, cultural values, experiences, religious beliefs and practice, and moral and ethical constructs when planning, implementing and managing care for patients.

Safety: Provide care that is safe.



PRACTICAL NURSING PROGRAM STUDENT LEARNING OUTCOMES

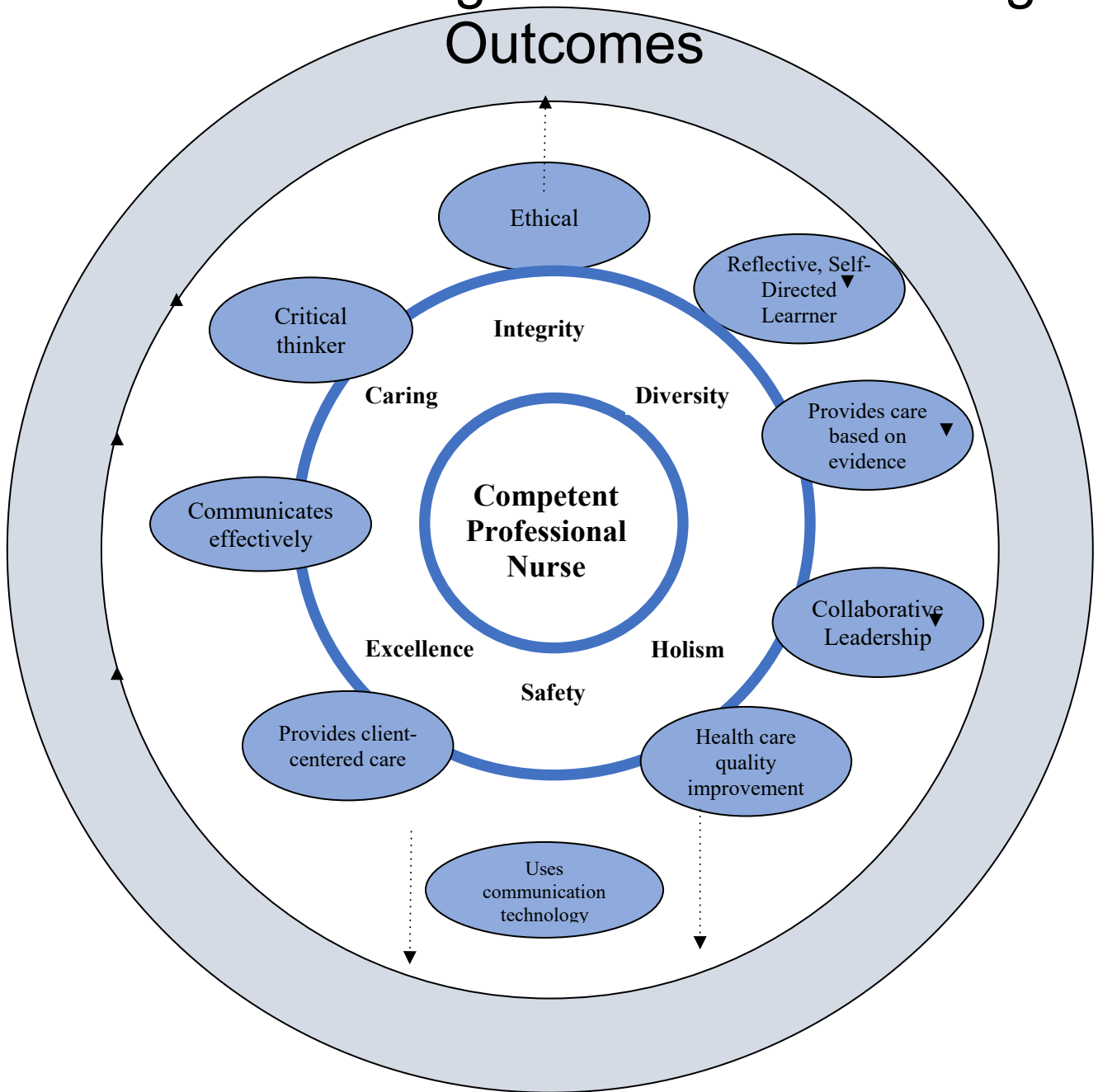
1. Analyze professional responsibilities within the scope of practice.
2. Demonstrate commitment to professional development.
3. Collaborate with health care team to provide quality patient care.
4. Provide culturally sensitive patient-centered care.
5. Provide effective communication with the client and team members.
6. Incorporate clinical judgment when implementing the plan of care.

Kapi'olani Community College

Practical Nursing

Conceptual Model

Course & Program Student Learning Outcomes





PROFESSIONAL CODES AND STANDARDS

Students are required to conform to Nursing professional codes and standards. Codes that guide professional practice are the American Nurses Association Code of Ethics for Nurses at <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx> and the International Council of Nurses Code of Ethics for Nurses (<http://www.icn.ch/ethics.htm>).

Universal moral principles are reflected in the codes and which include moral values such as autonomy, or the right for clients to be self-governing; beneficence, or doing what is best for the client; non-maleficence, or the obligation to minimize or prevent harm; veracity, or truthfulness; confidentiality, or respecting privileged information; fidelity, or keeping promises; and justice, which embraces the concept of fairness. Guided by these principles, along with societal mores and laws, the nurse is able to determine the best course of action.



ACADEMIC POLICIES

All students enrolled in the Practical Nursing (PRCN) program at Kapi‘olani Community College must abide by this handbook and the general Kapi‘olani CC policies in effect for all students.

ACADEMIC STANDARDS

1. A satisfactory grade must be obtained in the theoretical, math and clinical components of the course to pass each nursing course. This means a grade of “C” or higher in the theory portion of the course and a “Pass” in the math and clinical portions. A failing grade in either theory or clinical results in a failing grade for the course. Grading for clinical experience is on a pass/non-pass basis. (Refer to course syllabus for grading criteria).
2. A grade of C (2.0) must also be achieved in the general education courses in order to continue in the Practical Nursing Program.
3. Students must achieve a cumulative exam score of 70% or higher for all exams administered within a nursing course in order to pass the course. Grades assigned to all other course assignments will help determine the final grade for the nursing course after the student is able to achieve the required cumulative exam score of 70% or higher. As stipulated within the course syllabus, instructors may determine how the grades for other course assignments may be used to complement the required cumulative exam score.
4. Students will be disenrolled from the nursing program if general education courses are not successfully completed on time.
5. A grade point ratio of 2.0 or higher in all courses taken at Kapi‘olani Community College must be achieved for graduation.

6. When a student receives a “non-pass” for any items in the mid-term clinical evaluation, the student is deemed to be failing the clinical practicum which will result in an “Unsatisfactory” mid-term clinical evaluation. The student will not be allowed to continue in clinical. The student must withdraw from all components of course within 5 business days of the notification of failure. Students must meet with the Nursing Department Counselor within 5 business days of notification of failure to take the necessary steps to formally withdraw from components of the nursing course(s).

ATTENDANCE

1. Students should attend all scheduled classes and skills/clinical laboratories. Although the grade earned is based on the student’s attainment of the course objectives, regular and punctual attendance is expected as habitual tardiness and/or absences will result in failure.
2. Students are responsible for all classroom activities, assignments, and handouts. Handouts will be given out only in class or immediately after class. If an absence is unavoidable, arrange with another student to pick up handouts.
3. The classroom ratio of clock hours to credits is: 1 credit = 15 hours. The laboratory/clinical ratio of clock hours to credits is: 1 credit = 45 hours.
4. Hours of absence may not exceed 10% of the total number of laboratory/clinical hours in the course. In an 8-credit course with 5 credit hours of clinical, the following would apply:

$$5 \text{ cr. hours} \times 3 \text{ (3:1 credit hour ratio)} = 15 \text{ hrs per wk} \times 15 \text{ wk} = 225 \text{ hrs} \times 10\% = 22.5 \text{ hours}$$

5. The nursing student is to be on time at the assigned time of clinical/lab as defined by the clinical instructor. The student who is tardy may be given only one warning or sent home.

For all subsequent tardiness, the student will be sent home and an absence will be recorded for that day

6. Each student will be responsible to collect client information the day prior to clinical. Each student is expected to come to the clinical experience appropriately prepared to carry out his/her assignment. Students who are not adequately prepared (i.e., do not have a written nursing plan, cannot assess and plan, or cannot safely perform skills taught to date), will not be allowed to care for the patient and may be sent home from a clinical experience. This will be deemed as a clinical absence and will be treated as such. If the student lacks the requisite skills, the student should formulate a plan for meeting those learning needs. This may include referral to the learning laboratory for additional practice time.
7. Only those students currently registered for the class will be allowed in the classroom, campus lab, and clinical sites.

8. Participation and attendance in lecture, lab or clinical is not allowed after a student is informed of failure or withdraws from any component of a course.

EXAMINATIONS

Math

Students will be expected to pass Math examinations every semester as put forth in the syllabus. If the student does not pass the Math examinations in the amount of time and with the specific grade required, the student will have to withdraw from the program. Refer to your course syllabus for more information.

Examination Procedures

Students are expected to take the course examination on the scheduled date. If a student anticipates being absent, he/she must notify the instructor prior to the day of the exam. If an emergency arises, it is up to the student to notify the instructor as soon as possible. In all cases, it is up to the instructor to determine if a make-up exam will be given. Note: The format/style for a make-up exam/quiz, at the discretion of the instructor, may differ from the regular exam. Exams are considered property of the instructor. Individual instructors will determine methods for exam review and will notify their classes regarding how reviews will be managed.

During examinations you will be asked to:

1. Spread out in the classroom as much as possible.
2. Bags and all personal items will be kept in the front or outside of the classroom. If you are anticipating an emergency contact, please inform those persons to call the front office to make contact with you or request that the faculty monitor your cell phone or pager (on vibrate mode please).
3. Attend to all personal items before the exam. Most tests are between 30-60 minutes long (with the exception of the final exam) and most adults can manage without a break during that time frame.
4. There may be more than one proctor in the room while exams are being taken.
5. Department issued calculators will be provided for tests containing math items.
6. Notes may not be taken and recording is prohibited during the exam review.
7. Picture taking or scanning of the exam is not permitted.



8. As part of the nursing student code of conduct, nursing students are expected to maintain confidentiality with regards to exam questions, wherein the contents of an exam are not to be shared with other students.

CLINICAL EXPERIENCE

CLINICAL PRACTICUM REQUIREMENTS

Within their clinical practicum, PRCN students are expected to:

1. Provide safe care.
2. Practice within the legal scope of practice, and in accordance with the ANA Code of Ethics.
3. Be active, engaged learner, seeking out new opportunities, and reflecting on their own performance.
4. Be aware of the evidence available to support nursing practices.
5. Provide care that is culturally and age/developmentally appropriate.
6. Practice family and relationship-centered care.
7. Recognize role as a leader, an advocate for individuals, families and communities, and an agent for access and high-quality care.
8. Must be able to function in a 1:10 faculty to student ratio in lab and clinical settings.

CLINICAL PRACTICUM RULES AND REGULATIONS

1. Eating may be permitted in the clinical setting in designated areas only.
2. No smoking is permitted while wearing the clinical uniform.
3. The student is to provide direct client care only when the instructor is in the clinical facility, and the instructor is aware of the student's clinical objectives.
4. When in the clinical area outside of scheduled clinical hours, professional attire is required, including name pin and full uniform. Preferred attire will be defined in those instances when uniforms are not required. No mini-skirts, shorts, bare midriffs or open-toe or heel shoes are allowed when uniforms are not required.

5. The student must have the instructor's consent to:
 - a. Meet assigned clients.
 - b. View records of assigned clients only.
 - c. Attend special experiences, i.e., psychiatric conferences, nursing audit or other agency activities. (Students may attend community activities open to the public).
6. Clinical facility phones shall NOT be used for personal calls.
7. Interactions with clients, their families, staff, faculty and peers must be professional, courteous and diplomatic at all times.
8. Taking of photographs is prohibited in all clinical settings.
9. Students are advised that any sharing of clinical information on a social networking site, or through email is a violation of HIPAA, and is forbidden.

Clinical evaluations are done continuously and are based upon student performance and progress. The evaluations are based on course objectives. The elements below may result in clinical failure. Over-riding elements constituting unsatisfactory performance include the following:

Physical Jeopardy: Any action or inaction which threatens the patient's well-being is considered Physical Jeopardy, for example:

1. Not maintaining a safe environment.
2. Failing to observe and/or report significant changes in the client which may lead to worsening of his/her condition.
3. Not using side rails when the patient is confused, unconscious, sedated, or if the bed is in an elevated position, etc.
4. Improper use of restraints or other equipment that may result in physical injury.
5. Failing to explain to the client the proper use of equipment necessary for safety.
6. Failing to identify the needs of the client before initiating therapeutic measures.
7. Failing to report and follow up on broken equipment or hazardous conditions.
8. Inaccurate charting observations

9. Violation of aseptic technique. Any action or inaction, which violates the principles of medical and surgical asepsis, will be considered in this category. For example:
 - a. Failing to observe for and use standard precautions in the care of all patients, especially hand washing before, during and after care.
 - b. Handling sterile equipment without using sterile procedure(s).
10. Committing actual or potential medication errors.
11. Giving the patient teaching material that has not been approved by the instructor/facility.
12. Notify faculty and staff of clinical absence at least 1 hour prior to the beginning of clinical so that client care can be adequately planned.
13. Notify faculty and staff prior to leaving nursing unit.

Emotional Jeopardy: Any action or inaction, which threatens the patient's emotional well being, will be considered Emotional Jeopardy, for example:

1. Failing to maintain patient privacy.
2. Use of words or movements that are non-therapeutic.
3. Use of overt or covert threats toward clients.
4. Breaching confidentiality or making statements about clients or their care that is incorrect.
5. Giving client's information about their condition without finding out what is known or is contrary to the physician/family wishes.
6. Failing to manage one's own anxiety properly.
7. Repeated use of probing or attacking questions when talking to the patient and/or others.
8. Failing to observe and appropriately respond to distressful behaviors in clients.

CLINICAL UNIFORM ATTIRE AND REGULATIONS

1. Uniforms must be neat and clean at all times or student will not be permitted into the clinical site.
2. A white undershirt is not mandatory but may be required in the case that cleavage or chest hair is exposed. Only plain white shirts will be allowed under uniform tops.

3. Shoes and laces must be clean and in good repair. Footwear must include white, black, or gray clinical or sport shoes and low cut. Open-back shoes are not allowed.
4. White or black socks must be worn with pants. Jogger scrub pants are not allowed.
5. Hair must be off the collar and away from the face. Only a neat, appropriate hairstyle is allowed. No ornaments, unnatural or fluorescent coloring is allowed.
6. Black, white, or gray head cap used for nurses or religious head covering is acceptable.
7. Men must be clean shaven or facial hair must be closely cropped.
8. Conservative use of make-up is allowed.
9. No perfume or body cologne will be permitted in clinical setting.
10. No smoking is permitted while in uniform.
11. Attention to oral and personal hygiene is expected in the lab/clinical settings.
12. Students are urged not to wear rings in the clinical area. Wedding and engagement rings may be worn.
13. One pair of small, inconspicuous posts may be worn as earrings.
14. Fingernails must be short and clean. Clear nail polish may be worn. No artificial nails allowed.
15. Chains, necklaces, bracelets or body piercing ornaments (including tongue and nose studs) are not to be worn with the exception of a medic alert bracelet.
16. Well maintained, natural looking eyelash extensions up to 1 cm are allowed.
17. Tattoos must be completely covered. Tattoo sleeve coverings must be white.
18. The student ID Badge and agency required badges will be worn when in the clinical facility.
19. Nursing clinical uniform:
 - a. Required PRCN scrub top with college emblem on left sleeve and grey scrub pants.
 - b. The uniform including covered shoes is to be worn when picking up client assignments.
 - c. Name badge.
 - d. Watch with second hand.
 - e. Bandage scissors.
 - f. Pens.
 - g. Stethoscope.
 - h. Pocket notebook.
 - i. Hemostat.
 - j. If sweaters are needed, only white is permissible or approved white-long sleeve shirt that may be secured at the antecubital area.
 - k. Clean white or black-fanny packs may be worn at clinical.

LAB UNIFORM ATTIRE AND REGULATIONS

The only top you are permitted to wear to all skills labs is the Kapi‘olani CC student nurse (dark-blue or black) polo shirt or SNA (black or white) t-shirt along with long pants, covered shoes and name badge. Leggings and shredded jeans are not permitted. As required while in the clinical practicum setting, tattoos must also be covered while using the nursing lab. We will be bending, lifting, and moving in lab and your clothing should not unnecessarily expose the body. Hair must be off the shoulders, i.e. put in a twist or bun. Students not in compliance will be sent home and considered absent until he/she returns within attire guidelines.

AFFILIATION TO AGENCIES

Due to the complex nature of the health care industry, various rules, policies and procedures have been instituted by hospitals that must be met and adhered to by Kapi‘olani CC nursing students. If a clinical facility does not give permission for a Kapi‘olani CC nursing student to conduct clinical in their facility, the student will not be allowed to continue with their clinical assignment and course. Furthermore, the Nursing Department is not obligated to find an alternative clinical placement for the student. The student will be required to withdraw from the nursing program.

In the clinical setting, the instructor will, with agency staff, provide for the direct supervision of students. The agency requires that assigned instructors and students abide by the policies of the Agency while using its facilities, including confidentiality of all patient information as set forth by HIPAA guidelines. The affiliating agency reserves the right to exercise its sound discretion, after consultation with the college, to excuse any student from its premises in the event that such person’s conduct or state of health is deemed objectionable or detrimental to the best interest of the agency and to the patients. This includes behavior, dress and hygiene. Login and password privileges with electronic medical record use are private and not to be shared. Violation of this policy may result in program dismissal.

Effective January 1, 2004, the Joint Commission for Accreditation for Healthcare Organizations required all JCAHO approved agencies to require similar procedures for all “staff, employees and volunteers” which includes students with respect to health clearances and employment screening exams. Employment screening exams may include criminal background checks and urine drug screening.

The University of Hawai‘i system has examined this requirement and it is now addressed in current UH publications regarding health and related programs. The University Legal Council in support of this requirement has issued the following statement:

“It is the responsibility of the student to satisfactorily complete affiliated hospital background checks and drug testing requirements in accordance with procedures and timelines as prescribed academic requirements that involved clinical practice in a University affiliated hospital setting with no substitution allowable. Failure of a student

to complete the prescribed University nursing clinical practice in a University affiliated hospital shall be deemed as no satisfying nursing academic program requirements.”

If the student does not meet all the requirements established by the hospital, the University will not be responsible to provide a substitute clinical facility or clinical experience. Therefore, refusal of a hospital or clinical facility to allow a student in their clinical facility due to negative information will result in the student not being allowed to continue and may prevent any future readmission in the nursing program.

CONFIDENTIALITY

All client information, which comes to the attention of the student or faculty member, is considered “Confidential.” This includes, but is not limited to the following: talking about patients while outside of the immediate clinical areas, accessing private health information on anyone other than the patient the student cares for, inputting information with the client’s name or other identifiable data onto a personal computer, removal of any part of the medical record, duplicating any part of the patient’s records, including photocopying and/or photographing, any form of patient information transmission over the internet, email and/or social media sites, and removing any document (physical or electronic) from the clinical area. Breach of confidentiality may lead to course failure, program dismissal, and HIPAA sanctions as effected by the host agency. When specified by the nursing instructor, information regarding clinical practicum evaluations may be downloaded within the Laulima site for the nursing course.

ELECTRONIC DEVICES

Pagers, cellular phones and other electronic devices are to be OFF during class and clinical hours. Receiving and making personal phone calls are not allowed on the clinical unit. Picture taking and recording are prohibited in class, lab or clinical unless permission is granted by the nursing instructor.

EATING

There will be no eating or drinking in the campus laboratory, classroom or patient care areas.



NURSING RESOURCE LABORATORY

All laboratory sessions scheduled by the Nursing Resource Laboratory Coordinator will be held in the nursing lab unless otherwise specified on the Nursing Resource Laboratory Calendar. Only students enrolled in the nursing programs are welcome during Supervised and Open labs. The Nursing Resource Laboratory Calendar will be posted on Lulima. Review uniform guidelines for lab attire under clinical lab attire.

Definitions:

Course Lab = Planned labs included in nursing courses; these are required lab sessions taught by the assigned course faculty.

Supervised Lab = Extra laboratory sessions scheduled with the Nursing Resource Lab faculty. These sessions are under the supervision of the Nursing Resource Lab instructors.

Open or Practice Lab = Extra lab sessions to be used for practicing skills. Instructor may or may not be present. These sessions are scheduled when the lab is not used for Campus or School Lab.

OPEN LAB

Feel free to practice skills in the lab setting. There are supplemental supplies and equipment provided for your use in the practice boxes. Please return all equipment and supplies to the practice boxes after their use. Students may stay for the entire scheduled Open Lab Session or may leave as desired.

SUPERVISED LAB

1. Be specific about what assistance is desired of the instructor. Help is limited to topics that have been taught in class particularly related to campus lab, computers, math or care plans. Students may sign up for 30-minute slots.
2. Supervised Labs are scheduled for perfecting skills learned in course labs. When signing up for supervised practice, sign up for no more than two 15 minute time slots.
3. Bring supplies, equipment and/or textbook or a lab partner. Bring skills standards and any learning guides for the procedure with you to Supervised or Open Lab practice. Sign-up as a group when there are more than two with the same need.

HOW TO SIGN UP FOR APPOINTMENTS

1. Based on the student's performance, the faculty member is to generate the e-referral with one copy sent to the student and one copy to the Resource Lab via the Lulima drop box.

2. Once the student received the form, it is the responsibility of the student to contact the Resource Lab and schedule an appointment (24 hr. in advance) for supervised practice with an instructor. The resource lab calendar with emails of instructors is located on your Kapi'olani CC Nurse Resource Lab Laulima site. The student has to email the Resource Lab instructor that is available on the date required for help.
3. The student has to bring the printed lab referral (completed by the faculty and the student) to meet the Resource Lab instructor.
4. After working with the student in the Supervised Lab, the Resource Lab instructor will place the completed lab referral in the designated folder via the Laulima drop box.

HOW TO CANCEL A SCHEDULED SUPERVISED LAB SESSION OR APPOINTMENT

Please email your resource lab instructor that you have made an appointment with to cancel an appointment.

NURSING LABORATORY GUIDELINES FOR FACULTY AND STUDENTS

The Nursing Laboratories are provided for the nursing students to practice their basic skills and techniques. The following guidelines have been developed to assist in maintaining a clean, neat and safe environment. Each student will be held responsible for the proper maintenance of the laboratories.

1. Lab equipment purchased by students or available in the lab settings is for lab use only or with the instructor's permission for noninvasive skills practice.
2. Students may use the laboratory for skills practice and study during Supervised and Open Labs when there are no scheduled classes.
3. Procedure boxes for practice will be held in the Nursing Resource Lab. They will contain supplies for procedures currently being learned in class or bring your own supplies to practice. Replace all supplies in these boxes after use. Other supplies used for laboratory practice must be returned to their proper places before leaving.
4. Any equipment, e.g., bed, stand, etc. that is defective or damaged should be reported to any instructor immediately. Also report when supplies are low or depleted. If no instructor is available, please leave a note in the Nursing Resource Lab Instructor's email or place the equipment on the sign in table with a note.
5. Dress and hair regulations will be in effect during school labs, open and supervised labs. See lab attire above.
6. No eating, drinking, gum chewing or smoking is permitted in the laboratory at any time.

7. No sitting or lying in bed except during laboratory classes or as permitted by an instructor.
8. No slippers, sandals or open-toed footwear are permitted. Covered shoes must be worn during all laboratory sessions.
9. Remove shoes before getting on bed. If shoeless feet are soiled, place paper towel on bed before getting on bed.
10. No loud, boisterous talking will be permitted in the laboratory.
11. The TV monitors are for instructional use only and should not be used for regular programming.
12. Bedside units must be kept neat, clean and closed after each laboratory and practice session. The bedside equipment, bedside stand, overbed table and chair should be returned to respective places. Return beds to lowest level when you leave.
13. Desk chairs should be replaced in an orderly manner after each lab or class session.
14. All mannequins should be placed on beds or on designated portable shelving after use. The mannequin should have a gown on, with legs and torso covered with a flannel blanket or sheet.
15. Students not enrolled in the Nursing Department are not to use the labs unless given special permission by faculty.
16. Children are not allowed in the Learning Resource laboratories.



HEALTH AND SAFETY

HEALTH REQUIREMENTS

All students must meet current health requirements. Those who are deficient in any one requirement will not be permitted to enter the clinical area and/or may not be able to register for nursing courses. A student may be asked to leave the program if the deficiency is not cleared. It is the responsibility of each student to keep these requirements and certifications current throughout the duration of enrollment.

Please upload all required documents to the COMPLIO, electronic health document system. Keep copies of all documents with your personal file. The Nursing Department will **not** provide copies back to the student. It is the student's responsibility to keep original documents prior to uploading copies to the COMPLIO website. With the student's consent, their health/records will be released to specific clinical facilities.

Criminal background check and urine drug screening results are to be kept by the student and show to the designated person at the agency requiring the information by a specified date.

The Nursing Department has established health document deadlines so as to respond to the health care facilities' expectation that students are cleared to participate in their clinical practicum on a timely basis. Therefore, continuing nursing students will be required to submit their health documents by the deadlines referenced below. (Newly-admitted nursing students will be required to submit their health documents by deadlines to be confirmed by the Clinical Compliance Coordinator.)

Fall Semester: July 1
Spring Semester: November 1
Summer Term: April 1

1. Tuberculosis Clearance

- a. A two-step TB skin test (PPD) OR documentation of two consecutive years (not > 12 months apart) of negative skin tests OR a current negative chest x-ray within one year of clinical assignment.
- b. Skin test (PPD) must be completed yearly and current throughout the semester.
- c. Students who have had a positive skin PPD skin test must provide documentation on the date of the positive reading.
- d. Additional health data may be required by the host agency.

2. The student must show current immunization records or titers for Measles, Chicken Pox (Varicella), and Mumps. **A positive titer for Rubella must be submitted.** A titer is a blood test that indicates the level of your immunity to a particular disease. Measles immunity can be shown by either a positive titer or proof of 2 MMR vaccinations. Mumps immunity can be shown by either a positive titer or an MMR vaccination as an adult, or 2 MMRs as a child. The provider must sign the dates of the injections. Immunity for Varicella (Chicken Pox) can be shown by either a positive titer, or documentation of 2 Varivax vaccinations. Students attending clinical at Tripler Army Medical Center must show proof of Hepatitis B vaccinations or immunity.

3. **The Hepatitis B vaccine shots** are recommended for all students. If a student refuses to have the series of three shots, the student must sign the "Declination of Hepatitis Immunization" form.

4. **Tetanus Immunization** is required of all entering students and must have taken place within the last 10 years.

5. **COVID Vaccination:** Documentation of COVID-19 vaccination is required. The student must have at least one or two injection(s) depending on vaccination parameter requirement. After receiving the required vaccination(s), please submit proof of vaccination (e.g., copy of COVID-19 Vaccination Record Card). COVID-19 boosters may be required pending on clinical site requirements.

6. **Professional Liability Insurance** is required of all students and helps to protect the student in case of a lawsuit. Forms are available at the nursing office. Insurance must be renewed every academic year. Proof of payment is required at time of registration/orientation.
7. **Personal Health Insurance:** Students are required to have basic health insurance coverage throughout the nursing program. Student Medical Plan Application forms are available at the Student Activities Office.
8. **Current CPR:** PRCN students must have the Healthcare Provider Level or Professional Rescuer, Basic Life Support level (one-man, two-man, infant and child rescuer, AED use, and obstructed airway) and must be current throughout the semester.
9. **Influenza Vaccination** is recommended for all students. Students are required to complete the Influenza Attestation/Declination Form to confirm that they have received the flu vaccine or provide reason for declining the vaccination.

TECHNICAL STANDARDS

Before entering the Kapi‘olani CC Nursing Program, a student shall provide documentation of sensory and mobility standards that support the student’s ability to perform basic nursing functions. The technical standards assessment must be current and performed within twelve months prior to the first day of instruction. At any given time, reassessment of the student’s ability to perform basic technical standards may be required at the discretion of the nursing faculty. Continued evidence of minimal function standards is required to safeguard the student, the client, fellow classmates and other health care agency staff. **It is the student’s responsibility to inform the nursing faculty of any change in physical or mental status which may alter basic sensory/mobility functions.**

OCCUPATIONAL SAFETY

1. **Any** accident or injury in the clinical area and/or campus must be reported to the instructor immediately. Hospital Incident report forms and the Nursing Department’s Report of Accident or Incident form need to be completed.
2. Students must always use **Standard Precautions** and follow policies regarding the handling of needles and other sharps in order to minimize the risk of HIV, Hepatitis and other infectious diseases.
3. Students are not covered by Workers’ Compensation. Therefore, any medical care costs from accidents, injuries or illness are the student’s responsibility.

4. Students may be exposed to a variety of illnesses while enrolled in the program. Students are urged to maintain good health practices and to obtain medical care and treatment as needed.
5. Students are expected to observe all safety regulations as instructed when working with clients and staff and when handling supplies and equipment.
6. Students smelling of alcohol or other substances will not be able to participate in the lab/clinical setting.
7. Students are required to carry health insurance.
8. **Change in health status:** Students must submit written verification approving return to clinical if prolonged illness, a change in physical status, and/or surgical procedures that may affect the student's health occur within the duration of the course.
9. **Pregnancy**
 - a) Students must notify the clinical instructor as soon as pregnancy is confirmed to ensure protection of themselves and the fetus. There are potential risks to the fetus during clinical rotations.
 - b) Pregnant students must provide a written statement from the primary care provider verifying the duration for the pregnancy and approving continuation in the program. Students must submit permission to return to clinical if delivery occurs within the duration of a nursing course.



ACADEMIC AND HEALTH RECORDS

Academic and Health Records are kept at the Kapi'olani CC Diamond Head campus site. Students may review their files by making an appointment with the appropriate office personnel.



PROGRESSION

1. Students who are admitted in the fall or spring semester will follow the schedule established for the semester in which they enter.
2. If general support courses have not been taken, they must be taken as co-requisites.
3. All nursing and general support courses must be completed as scheduled before progressing to the next level or students will be disenrolled from the program.
4. A cumulative grade point ratio of 2.0 is required while in the nursing program.
5. Students must complete the necessary prerequisite nursing course(s) in order to continue into

the subsequent nursing course(s) even as the nursing students are enrolled concurrently in both aforementioned nursing courses in the same semester. (*Adopted as new policy on 12/27/16.*)



ADVISING AND REGISTRATION

The student and faculty share responsibility for ensuring that all nursing courses are taken and passed in the required sequence.

ADVISING

1. The student must complete all nursing courses with a grade of “C” or higher.
2. The student must complete all math exams with a score of 90-100% depending on the level of the nursing course. (All nursing courses which have clinical requirements also have theory as well as math components.)
3. The student must attend all lab and clinical activities and complete an allotted number of hours for each course.
4. The student must successfully complete, within each nursing course, the didactic (classroom), clinical and math components (if required) in order to pass the course and progress to the next course within the nursing program.
5. Students who complete general support courses at institutions outside of the University of Hawai‘i System must submit an official transcript to Kapi‘olani CC’s Kekaulike Center as soon as possible. A “Request for Transcript Evaluation” must be submitted for course(s) taken at all other campuses for the Associate in Science degree to be granted.



REGISTRATION AND TUITION/FEE PAYMENT

1. Students should consult the college Schedule of Classes for specific information regarding course dates and times for general support courses. The Schedule or Classes will be available on the Kapi‘olani CC website.
2. The Department reserves the right to assign clinical sites as needed.
3. The Nursing Department has established registration deadlines so as to respond to the health care facilities’ expectation that students are cleared to participate in their clinical practicum on a timely basis. Therefore, nursing students will be required to register for their nursing courses and pay their tuition and fees by the following deadlines:

Fall Semester: July 1
Spring Semester: December 1
Summer Term: April 15

4. Nursing students must complete their course registration and pay their tuition and fees by these department deadlines to ensure that timely notification can be given to the clinical facilities regarding their eligibility to start their clinical practicum.
5. In addition to the course tuition, nursing students will be required to pay the following fees: liability insurance fee, professional fee, student publication fee, student activity fee, student congress fee and transportation fee. The Nursing Department also require nursing students to pay other administrative fees (such as the ATI program fee to cover the cost of administering exams and other related program costs.)
6. Students who receive financial aid, third-party assistance [e.g., private scholarships, Division of Vocational Rehabilitation (DVR), veterans' benefits, etc.] or participate in the payment plan will be noted as having complied with the registration and payment deadline.
7. Since notification to the clinical facilities is completed as a cohort (and not on an individual basis), **nursing students who do not comply with these department deadlines will be withdrawn from the nursing program.**

COUNSELING SUPPORT

Nursing students are encouraged to meet with a Nursing Department counselor if they are experiencing difficulties or challenges that impact their learning in the classroom, lab and or clinical practicum. Appointments can be made to meet with a nursing department counselor at the Nursing Department office at Kapi'olani Community College or its satellite site at Leeward Community College.

Depending on the nature and extent of the student's concern and where the student is completing the Kapi'olani CC nursing program, the Nursing Department counselor will also be able to make appropriate referrals for additional Kapi'olani CC student support services via the **Ka'au Program for Student Mental Health and Wellness, Student Parents Program, TRIO Project** (for students, who are first-generation in college, economically disadvantaged and/or who have a disability), **Disability Support Services Office** and **Native Hawaiian Career & Technical Education Project** as well as comparable **student support services at the Leeward Community College satellite site**. Additional counseling referrals can be made to the **Counseling and Student Development Center at the University of Hawai'i at Mānoa** via the Kapi'olani CC Mental Health and Wellness Counselor.

The information found in this handbook is available in alternate formats upon request by calling the Nursing Department. Advance notice of approximately two weeks is required.



STUDENT SUCCESS CONTRACTS AND REFERRALS

It is recognized that the Kapi‘olani CC PRCN nursing program is rigorous due to its accelerated content and sequence of courses. If a student has difficulty in theory, math, clinical or the laboratory area, an instructor will ask the student to seek assistance through various avenues such as counseling, remediation exercises, laboratory practice, and theory review.

Referrals to the Nursing Instructor, Nursing Counselor and/or Laboratory Resource Instructor will be made for all theory exam grades of less than 72%, non-pass skills check-off, math exam failure, clinical errors or other sub performing behaviors. Students are required to follow through in the time specified on the referral form.

In the event that the student is in jeopardy of not passing class, laboratory, math or clinical requirements of the course, a “Success Contract” will be issued to the student by the instructor. The contract notifies the student in a written format that the student is in jeopardy of failing the course due to unsatisfactory performance. The contract will assist the student will required remediation activities to promote success as well as identify steps that the instructor will take to support success.



COURSE OR PROGRAM WITHDRAWAL

1. The Nursing Dept. has decided to extend withdrawal dates for nursing courses and they are as follows:
 - end of the 12th week for semester long courses
 - end of the 6th week for modular (8-week) courses; and
 - 5th week for 6 week modular classes
2. Deceleration due to withdrawal or failure from a nursing course or concurrently taken general support courses constitutes disenrollment from the PRCN program.
3. Students must meet with the Nursing Department Counselor within 5 business days of the notification of failure to take the necessary steps to formally withdraw from all components of the nursing course(s).
4. Students must have had an exit interview with the program director in order to be eligible for readmission. This also includes the NURS 101, 111/C/L, 121/C/L, 131C/L, 132C/L, 133C/L, 141C/L levels. During the exit interview, the student and the program director will explore the reasons for withdrawal/failure and discuss a plan whereby the student can correct factors contributing to deceleration. The student, course instructor, and

program director will complete a “Change of Enrollment Form” indicating the recommended plan of action for readmission.



COURSE OR PROGRAM READMISSION

1. When a student withdraws or fails from NURS 101/C/L, 111/C/L or 121/C/L, he/she must reapply through the College admission process and must qualify and rank again for admission into the program. If a student withdraws from or fails in a nursing course offered in the second or final semester of the Practical Nursing (PRCN) program, he/she must reapply to the Nursing Department and request readmission into the nursing course from which he/she decelerated, while also addressing all of the conditions for readmission into the PRCN program.
2. All students will be allowed a maximum of one readmission to the PRCN program.
3. Students are readmitted on a space-available basis.
4. Qualified students who were previously denied readmission due to lack of space will be given priority seating but must continue to notify the department of their continued desire by each admission deadline to be considered for an available space.
5. Students must seek readmission within one year of disenrollment to facilitate continuity in learning.
6. Students must fulfill the Certificate of Achievement for Practical Nursing graduation requirements in effect at the time of readmission.
7. Students must have a cumulative grade point ratio of 2.0 or higher to be eligible for graduation.
8. Students must meet overall admission criteria and qualifications for the PRCN program for program readmission. This is in addition to requirements and/or recommendations for readmission as confirmed by the course instructor and PRCN Program Coordinator within the “Nursing Department Change of Enrollment Form.” These conditions for readmission are universally applied to all of the Kapi‘olani CC nursing programs should a student decide to apply for another nursing program other than the nursing program for which the readmission conditions were written.



PROCEDURE FOR READMISSION

1. Nursing students who did not register the previous semester will need to complete the System Application Form.

2. Submit a dated and signed letter requesting program readmission to the PRCN Faculty Committee, Attn: Nursing Department Counselor, which describes activities undertaken since withdrawal. The letter must address the conditions for readmission as recommended by the PRCN Program Coordinator and/or instructor during the exit interview.

3. Deadlines to submit readmission letter are:

Fall Semester: May 1
Spring Semester: September 1
Summer Term: February 1

If deadline falls on a weekend, or holiday, the deadline will be extended to the following working day.

4. The Nursing Department Counselor submits the completed letter and relevant documents to the Nursing Department Readmissions Committee for review.

5. The student is notified by mail or phone of the Committee's decision and is also informed that readmission is on a space available basis.

6. A student may request reconsideration of the Committee's decision within seven working days.

7. The readmitted student must present a current CPR, TB certification, and Professional Liability Insurance Receipt upon notification of readmission acceptance. The current criminal background check and possible urine drug screening results will be kept in the student's possession.

8. Since notification to the clinical facilities is completed as a cohort (and not on an individual basis), nursing students who do not comply with these department deadlines will be withdrawn from the nursing program. This policy is to ensure that nursing students who do comply with the department deadlines will be able to proceed with their clinical practicum on a timely basis.

9. Deadlines for all nursing students to submit/update health documents will be determined by the Clinical Compliance Coordinator per semester. Suggested deadline dates are listed below: (Based on previous semesters)

Fall Semester: July 1st
Spring Semester: November 1st
Summer Term: April 1st

10. During Summer and/or interim periods when the entire committee is not available, the committee may consist of those members present and the department director or designee.



RESOLVING STUDENT CONCERNS

CHANNELS OF COMMUNICATION

A student having difficulty with a nursing course should consult with their instructor regarding their concerns. If additional input is required, or if the student is not satisfied with the situation, the student should consult with the course coordinator. If concerns persist, the student should consult with the PRCN Program Coordinator, after which the Department Chair should be consulted. If the student is not satisfied with the Department Chair's decision, the student may consult with the Dean of Health Academic Programs.

STUDENT ACADEMIC GRIEVANCE PROCEDURE

The College has adopted procedures by which students may seek remedy if they feel they have been treated arbitrarily and capriciously in academic-related matters. In instructional activities, students are responsible for meeting all of the instructor's attendance and assignment requirements. Failure to do so may affect their final grade. In all college-related activities, including instruction, they must abide by the college's codes and regulations, refraining from behavior that interferes with the rights and safety of others in the learning environment. Finally, if they decide to file a grievance, they are fully responsible for providing proof that they have been wronged. The academic grievance policy may be found within the following URL link: "Student Policies", <https://www.kapiolani.hawaii.edu/policies-and-plans/>



STUDENT GOVERNANCE

Nursing students are provided with an opportunity to provide feedback in the governance of the nursing program. Nursing students are encouraged to attend Nursing Department faculty meetings with student representatives which are conducted throughout the semester. During these meetings, nursing student or their class representatives are able to share their concerns and/or provide feedback on a variety of issues.



APPLICATION FOR GRADUATION

1. Students will apply by October 15 (for Fall Graduation) and March 15 (for Spring Graduation) and August 15 (for Summer Graduation). Graduation applications are completed online via the Kapi'olani CC website.
2. All nursing and general support courses completed with a "C" or higher to be eligible for graduation. A formal transcript evaluation for courses not taken at Kapi'olani CC must also be completed.

3. It is an expectation of the graduate to complete surveys that identify program satisfaction for the purpose of program evaluation and accreditation.

LICENSURE/CERTIFICATION/EXAMINATION

NCLEX LICENSING EXAMINATION:

1. The student is responsible for requesting that a Kapi‘olani CC transcript be sent to the Board of Nursing soon after graduation.
2. The Nursing Department will provide information allowing students to apply to the Board of Nursing for the NCLEX licensure exam.
3. The Kapi‘olani CC Nursing Department will send the names of graduates who qualify to take the NCLEX Exam to the Board of Nursing.
4. Students who wish to take the NCLEX-PN in another state must contact that Board of Nursing directly. Addresses of other Boards of Nursing are available at the Hawaii Board of Nursing.
5. For further information, contact the Hawai‘i State Board of Nursing at the following address:

Hawai‘i Board of Nursing

DCCCA, PVL Licensing

PO Box 3469

Honolulu, HI 96801

Website: <http://hawaii.gov/dcca/area/pvl/boards/nursing>

Professional and Vocational Licensing (PVL): (808) 586-3000

LEGAL LIMITS OF LICENSURE

Student should be aware that the Board of Nursing, State of Hawai‘i, shall have the power to deny, revoke or suspend any license or otherwise to discipline a licensee.
(Refer to Appendix for more information.)



COLLEGE POLICIES

UNIVERSITY POLICY ON NONDISCRIMINATION AND AFFIRMATIVE ACTION

The University of Hawai'i is an Equal Opportunity/Affirmative Action Employer. It is the policy of the University of Hawai'i to comply with Federal and State laws which prohibit discrimination in University programs and activities. Individuals designated to coordinate the University of Hawai'i Community College's nondiscrimination and affirmative action programs are:

Vice-Chancellor for Student Affairs (Education/Civil Rights matters)
Kapi'olani Community College, 734-9522.

Human Resources Officer (Employment matters)
Kapi'olani Community College, 734-9575.

Equal Employment Opportunity/Affirmative Action (EEO/AA) Officer, Community Colleges, University of Hawai'i System, 956-4550.

Kapi'olani CC recognizes its obligation to provide overall program accessibility for persons with disabilities. Contact the Vice Chancellor for Student Affairs, Section 504 Coordinator, to obtain information as to the existence and location of services, and facilities that are accessible to and usable by persons with disabilities: 734-9522

STUDENT CONDUCT CODE

Student conduct at Kapi'olani Community College is defined in the University of Hawai'i Board of Regents' Statement of Rights and Responsibilities of the University of Hawai'i Student Conduct Code. Kapi'olani Community College has a Code of Student Conduct that defines expected conduct for students and specifies those acts subject to University sanctions. Copies of the Student Conduct Code are available at the Office of the Vice-Chancellor for Student Affairs or can be viewed on Student Conduct Code website, <https://www.kapiolani.hawaii.edu/policies-and-plans/student-conduct-code/>.

PROFESSIONAL BEHAVIOR AND CONDUCT

Nursing students are expected to conduct themselves in accordance with academic and behavioral performance standards as set forth by the Kapi'olani Community College Student Conduct Code which prohibits academic dishonesty, cheating, plagiarism, disruptive behavior, lethal weapons, smoking (in specific areas of the campus), illicit drugs and alcohol.

In addition to adhering to the performance standards as defined by Student Conduct Code as well as all other performance standards described within this Handbook, nursing students are expected to demonstrate courtesy and respect when interacting with their peers and instructors as well as licensed health professionals in the didactic, laboratory and/or clinical practicum settings

within their nursing program.

Professional behavior and conduct is expected of all nursing students during class, laboratory and clinical settings. Student conduct that violates the professional behavior and conduct as described will not be tolerated.

In addition, the nursing programs within Kapi‘olani Community College are guided in practice by the American Nurses Association (ANA) Code of Ethics, which offers provisions in the way nurses conduct themselves with respect to patients and colleagues, the delegation of tasks and responsibilities, the maintenance of health care environments which promote quality health care as well as helping to advance the nursing profession by articulating nursing values and maintaining the integrity of the nursing practice. The ANA Code of Ethics for Nurses is available at <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>.

DISRUPTIVE BEHAVIOR POLICY

Kapi‘olani Community College defines disruptive behavior as speech or action which: 1) is disrespectful, offensive, and/or threatening; 2) interferes with the learning activities of other students; 3) impedes the delivery of College services; and/or 4) has a negative impact in any learning environment—including department and staff offices, the Library, the Computing Center, the Learning Assistance Centers, labs, clinical sites, service learning sites, etc. Disruptive behavior includes physically or verbally harassing, threatening, or acting abusively toward an instructor, staff member, or toward other students in any activity authorized by the College.

Disciplinary actions, which the College may impose, include a formal warning; require mediation, probation, suspension, and/or dismissal. An instructor referring a student for disciplinary action does so under the provisions of the Student Conduct Code. This stipulates that the Chancellor may impose disciplinary sanctions upon a student only after a Student Conduct Committee hearing has taken place. However, students whose behavior is disruptive may be subject to immediate disciplinary action in an emergency situation. In such cases, the Chancellor may impose the sanction of suspension prior to a hearing. For further information, please refer to the Student Conduct Code available at the Office of the Vice Chancellor for Student Affairs or can be viewed on Student Conduct Code website, <https://www.kapiolani.hawaii.edu/policies-and-plans/student-conduct-code/>.

ACADEMIC DISHONESTY

The University cannot condone academic dishonesty. Such dishonesty includes cheating and plagiarism (examples of which are given below), which violate the Student Conduct Code and may result in expulsion from the University.

CHEATING

Cheating includes but is not limited to giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grades, altering answers after an examination has been submitted, falsifying any official University record, and misrepresenting facts in order to obtain exemptions from course requirements.

In cases of suspected or admitted academic dishonesty, the instructor involved shall attempt to discuss the matter with the student. If appropriate, the instructor may bring the matter to the attention of the Department Chair & the Student Services Office. Additionally, an instructor may make use of campus mediation services or may refer any case of academic dishonesty to the Student Conduct Administrator for action under the Student Conduct Code. The instructor may require the student to redo the assignment, give a failing or reduced grade for the course, and/or refer the student to the Vice Chancellor for Student Affairs - Student Conduct Administrator for possible University Sanction. The student conduct Administrator shall pursue such cases to determine appropriate disciplinary actions if, after a preliminary investigation it is his/her determination that probable cause exists to establish that an act of academic dishonesty took place.

PLAGIARISM

Plagiarism includes but is not limited to submitting any document, to satisfy an academic requirement, that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or in the dry-lab setting, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results, (d) dictation papers to or copying from others.

FINANCIAL OBLIGATIONS

Students who have not satisfactorily adjusted their financial obligations (tuition and fees, traffic violations, library fines, locker fees, laboratory breakage charges, transcript fees, loans past due, rental payments, etc.) may be denied grades, transcripts, diplomas, refunds, and/or registration.

UH POLICY ON EMAIL COMMUNICATION

The electronic communications policy adopted in December 2005 establishes the University of Hawai'i Internet service as an official medium for communication among students, faculty, and staff. Every member of the system has a hawaii.edu address, and the associated username and

password provide access to essential Web announcements and email. You are hereby informed of the need to regularly log in to UH email and Web services for announcements and personal mail. Failing to do so will mean missing critical information from academic and program advisors, instructors, registration and business office staff, classmates, student organizations, and others.

Email is a form of individual communication, not a public forum, and should not express opinions or forward views to those who have not expressed a wish to receive such email. For the above reason, the nursing faculty and nursing students may use their electronic Nursing Department listserv to facilitate or promote the learning process within a Nursing Department-sanctioned activity, but may not use the Nursing Department emails for personal expression. In addition, email correspondence of a confidential nature should be shared via Laulima or the UH Filedrop Service.

PRIVACY RIGHTS FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Students should consult the current Schedule of Classes for a copy of the University of Hawai‘i’s policy on student rights with respect to their educational records or request a copy from the Office of the Vice-Chancellor of Student Services.

STUDENT ACADEMIC GRIEVANCE PROCEDURE

The College has adopted procedures by which students may seek remedy if they feel they have been treated arbitrarily and capriciously in academic-related matters. Copies of the procedures are available by request to the Vice-Chancellor for Student Affairs.

In instructional activities, students are responsible for meeting all of the instructor’s attendance and assignment requirements. Failure to do so may affect their final grade. In all college-related activities, including instruction, they must abide by the college’s codes and regulations, refraining from behavior that interferes with the rights and safety of others in the learning environment. Finally, if they decide to file a grievance, they are fully responsible for providing proof that they have been wronged.

DISABILITY SUPPORT SERVICES AND POLICIES

Students with a documented disability who have not voluntarily disclosed the nature of their disability are invited to contact the Disability Support Services Office (DSSO) in ‘Ilima 107, ph.734-9552 , or email kapdss@hawaii.edu for assistance. For students whose primary disability is Deaf or hard of hearing, contact the Kapi‘olani CC Deaf Center in Mokihana 103, ph. 734-9891 (V) or 447-3141 (videophone). Students will need to contact DSSO or Deaf Center at

Kapi'olani Community College to request accommodations in a Kapi'olani CC course even if they have already registered or receiving services at another UH campus's disability support program. Related services and policies include the following:

Accessible Technology / Multimedia Accessibility: Ensuring access to technology is reflected in the College's Technology Plan. The federal mandate to ensure accessibility extends to technology used in the classroom, on-line classes and multimedia presentations. Textbooks (including open educational resources), online content, content-specific computer applications, instructional software, e-books, course materials, handouts, exams, equipment, etc. must be accessible and provided to students requiring "alternate format" as an accommodation stated on their "Disability Notice." Videos should be accessible (e.g. captioning, transcript of text available, etc.) and any pictures should have written, descriptive text.

Special Testing for Students with Disabilities (extended time for testing/area of minimal distractions): The designated campus location for students with disabilities who receive testing accommodations is in the Testing Center, located in the Lama Library, Room 101. The check-in point for instructors to drop off and pick up exams or quizzes is located to the left of the Testing Center desk.

Service Animals: As with all students with disabilities, a student with a service animal may choose to self-disclose their disability and seek disability accommodations with DSSO or the Deaf Center but are not required to do so. A service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Generally speaking, service animals are permitted in all areas where members of the public are allowed to go. A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. Only two questions are allowable when inquiring about an individual's service animal: 1) Is the dog a service animal required because of a disability? and 2) What work or task has this dog been trained to perform? Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. For more information: http://www.ada.gov/service_animals_2010.htm You may also refer to the Department of Justice's "Frequently Asked Questions about Service Animals and the ADA" (7/20/15): https://www.ada.gov/regs2010/service_animal_qa.pdf

Accessible furniture: Accessible tables and chairs have been placed in some classrooms for a student who qualifies for this accommodation. These are marked with the universal symbol of access (blue background with wheelchair graphics), and must remain in the classroom, and not be moved or used for other purposes for the duration of the semester.

Notetaker Identification badges/cards: DSSO notetakers will wear badges identifying them as a "DSSO Notetaker." Instructors will receive a pink-colored introduction card from the notetaker, however, the name of student with a disability will not be listed on the card to ensure confidentiality. Instructors should refer to the Disability Notices identifying which student(s) receive notetaking as an accommodation.

APPENDIX

LEGAL LIMITS OF LICENSURE

Kapi'olani Community College nursing faculty defines unprofessional behavior by using the following standards based on the Rules of the Hawai'i Board of Nursing. Hawai'i Revised Statutes, Chapter 457, August 1995; Hawai'i Administrative Rules, Title 16, Chapter 89, July 1997

1. Fraud or deceit in procuring or attempting to procure a license to practice nursing as a licensed practical nurse;
2. Gross immorality;
3. Unfitness or incompetence by reason of negligence, habits or other causes;
4. Habitual intemperance, addiction to or dependency on alcohol or other habit-forming substances;
5. Mental incompetence;
6. Unprofessional conduct is defined, but not limited to the following:
 - (a) Performing unsafe or unacceptable client care or failing to conform to professional standards required of a nurse which poses a danger to the welfare of a client which shall include:
 - (i) Intentionally or negligently causing physical or emotional injury to a client;
 - (ii) Administering medication and treatment in a careless or negligent manner;
 - (iii) Failing to take appropriate action or to follow policies and procedures in the practice setting designed to safeguard the client;
 - (iv) Failing to take appropriate action in safeguarding a client from incompetent health practices;
 - (v) Performing nursing techniques or procedures without proper education and training.
 - (vi) Violating the confidentiality of information or knowledge concerning the client or failing to safeguard the client's dignity and right to privacy; and
 - (vii) Leaving a nursing assignment or abandoning a client without properly notifying appropriate personnel.
 - (b) Engaging in any act inconsistent with the practice of nursing which shall include:

- (i) Engaging in conduct which evidences a lack of ability or fitness to discharge the duty owed by the student nurse to a client;
- (ii) Practicing nursing when physical or mental ability to practice is impaired by alcohol or drugs, or because of other physical, psychological, or mental impediment;
- (iii) Willfully, or deliberately, falsifying or altering a client's healthcare facility's or employee's record;
- (iv) Unauthorized use or removal of drugs, supplies or property from a client or health care facility, institution or other work place location, or diverting or attempting to divert drugs or controlled substances for unauthorized use or appropriating money, supplies or equipment;
- (v) Possessing, obtaining, furnishing or administering prescription drugs to any person, including self, except as directed by a person authorized by law to prescribe drugs; and
- (vi) Failing to supervise persons to whom nursing functions have been delegated under one's supervision.
- (vii) Conviction, whether by nolo contendere or otherwise, of a penal offense substantially related to the qualifications, functions, or duties of a nurse,