

Mifflin County
Academy of Science & Technology
Practical Nursing Program

Student Handbook



Revised for the
September 2025 – September 2026
Class 127

Welcome to the Practical Nursing Program of the Mifflin County Academy of Science and Technology.

The Student Handbook is to be used as a guide and reference of student policies during your time at Mifflin County Academy of Science and Technology. Policies related to financial obligation and financial aid can be found in the separate Financial Aid Handbook.

You can refer to the Table of Contents for a listing of all that is included in this handbook. Major highlights of this handbook will be reviewed as part of your program orientation; however, it is your responsibility to familiarize yourself with program policies. Please be aware that all policies are subject to change based on the needs of the Program or the Academy, or due to changes in accreditation policy or the State Board of Nursing.

Questions may be answered by asking either the program coordinator or any faculty member about any topic or policy. We look forward to working with you during this year on your journey toward your health care career.

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POLICY 3000 PHILOSOPHY

The faculty and staff of the PN Program in accordance with the mission of the Academy believe the following as a basis for the curriculum and program outcomes:

All human beings....

- ⊕ Are uniquely individual with rights, dignity and worth;
- ⊕ Have physical, psychological, sociological and spiritual needs which evolve and change over time;
- ⊕ Are members of a racially and culturally rich, diverse society;
- ⊕ Deserve respect and understanding at every stage of life;
- ⊕ Have universal needs organized in a hierarchy with basic requirements satisfied before higher level needs (Maslow, 1943).

Nursing....

- ⊕ Is a caring profession, both an art and a science based upon principles drawn from biological and behavioral science;
- ⊕ Is dedicated to maintain and promote independence, health and wellness, prevention of illness, caring for and rehabilitating the sick and disabled, and supporting the care of the dying in all health care settings;
- ⊕ Is deliberate, systematic and individualized through the application of the nursing process.
- ⊕ Applies critical thinking as the basis for application of knowledge, skills and attitudes.

Practical Nursing....

- ⊕ Is the application of knowledge and skill in giving competent nursing care to clients, whether individuals, families or communities, under the supervision of a licensed professional nurse, physician or dentist;
- ⊕ Is integral to the nursing profession

Education....

- ⊕ Is a lifelong process of continuous expansion of curiosity and inquiry;
- ⊕ Is an active process in which the learner assumes increasing responsibility for their own learning;
- ⊕ Is achieved through a variety of activities such as degree and certification through formal programs, attendance of seminars and continuing education programs, reading of books and journals or internet research;
- ⊕ Is a democratic process that encompasses respect for every individual regardless of race, gender, origin, lifestyle or socio-economic status.

Nursing Education...

- ⊕ Is a dynamic process where the teacher moves from demonstrator to facilitator;
- ⊕ Involves the development of knowledge, skills and professional attitudes of the individual learner as a member of the nursing profession and society;
- ⊕ Incorporates the development of critical thinking and problem solving.

Practical Nursing Education...

- ⊕ Is based on a sound foundation of a well integrated nursing curriculum;
- ⊕ Requires the learner to assume personal responsibility for preparation for classroom or clinical work and regular attendance;
- ⊕ Is aimed at acquisition of nursing knowledge, skills and attitudes as well as the development of individual learner capabilities of personal maturity, emotional growth, professional responsibility and active participation in our democratic society;
- ⊕ Progresses from normal to abnormal, simple to complex, throughout the curriculum with both nursing theory and clinical experiences to meet the needs of learners;
- ⊕ Enables graduates to fully participate as novice members of the health care team in any setting where nursing care takes place.

Reference

- Maslow, A. H. (1943). A theory of human motivation. *Psychological Review*, 50(4), 370-96.
- Benner, P. (1982). Novice to Expert. *American Journal of Nursing*. March 1982, 462-67.

POLICY 3001
CONCEPTUAL FRAMEWORK

Our curriculum has as its conceptual framework the premise that all people have physical, developmental, emotional, cultural, religious and spiritual needs. These needs change as a person moves in either direction along the health-illness continuum. The practical nurse assists people in meeting these needs through individualized care using the nursing process as a systematic problem-solving method to provide effective nursing care to their clients, whether individuals, families or communities working in collaboration with professional nurses, physicians or dentists. Our curriculum will equip graduates to employ effective verbal and written communication skills with relevant, accurate and complete information in a concise and clear manner. Our curriculum will equip graduates to practice civility when communicating with clients, families and the interdisciplinary team.

The faculty uses the concepts of Body Systems, Maslow's Hierarchy of Needs and the Nursing Process as theoretical basis for providing direction and structure to the program of learning. The faculty applies Benner's theory of nursing development from novice to expert throughout the curriculum. The faculty utilizes Tanner's Clinical Reasoning model in developing critical thinking and clinical judgement.

Body Systems are used as the initial method for organizing the curriculum. Normal physiology and basic needs are considered before abnormal problems of each system. The steps in the Nursing Process are used to meet identified needs.

Body Systems are used as a framework for all nursing courses.

The curriculum for this practical nursing program progresses from the simple to the complex in development of knowledge, skills and professional attitude.

The organization of this curriculum enables the student to become more actively involved in the learning process. The active participation of the learner develops personal maturity and emotional growth. Meaningful concurrent clinical experiences provide reinforcement and correlation of nursing theory to clinical practice.

The graduate of this practical nursing program is prepared to function within the role of the practical nurse in any setting where nursing takes place. The graduate of this program will promote high standards of nursing practice and implement strategies to stimulate and support changes needed to improve the quality of health care practice. The graduate of this program will be equipped to assume personal responsibility and accountability for his/her actions.

References:

Benner, P. (2001). *From novice to expert: Excellence and power in clinical practice* (Commemorative edition). Prentice Hall.

Maslow, A. H. (1943). A theory of human motivation. *Psychological Review*, 50(4), 370-96.

Tanner, C. (2006). Thinking like a nurse: A research-based model of clinical judgement in nursing. *Journal of Nursing Education*, 45(6), 204-211.

POLICY 3002
PROGRAM LEARNING OUTCOMES

Upon completion of this program the graduate will be able to function within the legally defined scope of practice for a novice practical nurse as part of a health care team in a variety of settings and utilizing information technology. The graduate will be able to apply the nursing process as a systematic problem-solving method to provide effective nursing care to their clients, whether individuals, families or communities.

1. ASSESSMENT

- a. The graduate will assess the basic physical, developmental, emotional, cultural, religious and spiritual needs of their client. The graduate will utilize a variety of data sources (client themselves, interdisciplinary team members, health care records and electronic data bases) to identify client needs.

2. PLANNING

- a. The graduate will analyze data collected under the supervision of a licensed professional nurse, physician or dentist to collaboratively develop an individualized plan of care for their client. The graduate will encourage the client to participate in the planning of care. The graduate will utilize accepted nursing care standards and evidence collected from their assessment.

3. IMPLEMENTATION

- a. The graduate will be accountable for decisions and actions performed in the provision of safe, quality care to diverse populations in a variety of healthcare settings. The graduate will provide evidence-based, clinically competent nursing care in collaboration with other members of the interprofessional team in accordance with accepted standards of care. The graduate will seek assistance in situations that require knowledge or actions beyond individual expertise and scope of LPN practice to provide safe, quality care.
- b. The graduate will employ effective verbal and written communication skills with relevant, accurate and complete information in a concise and clear manner. The graduate will practice civility when communicating with clients, families and the interdisciplinary team.
- c. The graduate will share observations and concerns regarding the client to appropriate members of the interdisciplinary team in a timely manner. The graduate will recognize and report unsafe practices to the appropriate interdisciplinary team member. The graduate will protect confidential information.
- d. The graduate will promote client independence through appropriate teaching regarding identified health needs.

4. EVALUATION

- a. The graduate will continually evaluate nursing care provided and adjust the approach needed in collaboration with a professional nurse, physician or dentist to achieve desired outcomes.

5. PROFESSIONALISM

- a. The graduate will promote high standards of nursing practice and implement strategies to stimulate and support changes needed to improve the quality of health care practice. The graduate will assume personal responsibility and accountability for his/her actions
- b. The graduate will obtain licensure by completing the NCLEX-PN and maintain licensure in accordance with the laws within their state of residence.

**POLICY 3002A
PRACTICAL NURSING PROGRAM GRADUATION REQUIREMENTS**

In 2019, the program completed a student needs assessment on why individuals were unsuccessful on their first attempt at the NCLEX-PN. Based on results and evidence-based practice, this policy was put in place to provide additional resources to enhance critical thinking and understanding of the material. This policy has been found beneficial for student success within the program and on NCLEX-PN preparation.

In addition to individual course grades, students will be required to complete all ATI requirements below prior to graduation to become eligible to submit an application to take the NCLEX-PN. This includes listed exams, completing remediation plans, reviewing scores for progression, and providing an individualized study plan for after graduation.

<u>Term 1</u>	<u>Term 2</u>	<u>Term 3</u>	<u>Term 4</u>
Fundamentals 2023	Dosage Calculation PN Fundamentals	Adult Medical Surgical 2023	Maternal Newborn 2023
Critical Thinking Assessment: Entrance	Dosage Calculation PN Adult Medical Surgical	Pharmacology 2023	Pediatric Nursing 2023
Anatomy & Physiology	Adult Medical Surgical 2020	Critical Thinking: Exit	Dosage Calculation PN Maternal Newborn
	Pharmacology 2023	Dosage Calculation PN Mental Health	Dosage Calculation PN Nursing Care of Children
		Management 2023 (Included in Leadership grade)	Comprehensive Predictor 2023
		Mental Health 2023 (Included in Mental Health grade)	

*****Remediation Requirements*****

Must be **completed 1 week after the exam** has been offered. Any student who did not complete this step will be notified and a plan developed to meet this requirement. Evidence-based practice has proven remediation is an effective tool for NCLEX preparation.

ATI Scores-

- **All exams *except* Dosage Calculation** – Proficiency levels: *Below Level 1, Level 1, Level 2, Level 3*
- **Dosage Calculation Exams** – Percentages

Remediation Plan-

- **All exams *except* Dosage Calculation** – Proficiency *Level 2 or below*
- **Dosage Calculation Exams** – *79.9% or below*
- **Required** to do a focused review of the exam and complete 1 – PN Online Practice Assessment.

*****FINAL STEP*****

During the week of graduation, students will be provided a 3 Day ATI Review. Students will also review exam results for areas needing improvement and creating a detailed individualized NCLEX-PN study plan. All students are required to review and provide their study plan to the Practical Nursing Coordinator prior to graduation.

**POLICY 3004
CURRICULUM PLAN**

BASIC PLAN

This 12-month program is divided into four terms. Terms I and III are fourteen (14) weeks and Terms II and IV are ten (10) weeks. Three weeks of vacation and major holidays are scheduled during the year. Hours of theory and clinical experience are planned on a 35-hour week. Classroom hours are 8:00 AM – 2:30 PM. Clinical hours usually begin at 6:30 AM but may vary depending on the site.

TOTAL HOURS OF CURRICULUM

	THEORY HOURS	CLINICAL HOURS	TOTAL HOURS
TERM I	234	167	401
TERM II	181	134	315
TERM III	205	223	428
TERM IV	190.5	165.5	356
TOTAL HOURS	810.5	689.5	1500

TERM I - 14 WEEKS

<u>COURSE NAME</u>	<u>THEORY HOURS</u>	<u>CLINICAL HOURS</u>	<u>TOTAL</u>
NURSING FUNDAMENTALS	134.5	167	301.5
NURSING SCIENCE	99.5	--	99.5

COURSE DESCRIPTIONS:

NURSING FUNDAMENTALS Course Number 100

This course includes theory and clinical practice in giving basic nursing care to adult patients, with emphasis given to the care of elderly persons. Basic computer skills required in nursing practice are introduced. This course introduces basic principles of the practical nurse as a member of the health care team. These principles include communication skills, assessment skills, legal and ethical issues, basic nursing procedures and professional behavior. Patient/personal safety issues will be discussed.

NURSING SCIENCE Course Number 101

This course includes basic principles of body structure and function, chemistry, and medical terminology.

TERM II - 10 WEEKS

<u>COURSE NAME</u>	<u>THEORY HOURS</u>	<u>CLINICAL HOURS</u>	<u>TOTAL</u>
PHARMACOLOGY	102.5	--	102.5
MEDICAL-SURGICAL NURSING – Part I	78.5	134	212.5

COURSE DESCRIPTIONS:

PHARMACOLOGY Course Number 108

This course is designed to assist the student in acquiring and assimilating knowledge related to the administration of medication in the clinical setting. It provides an extensive framework covering the basic pharmacokinetics, pharmacodynamics, and pharmacotherapeutics of the current drug classifications. Common drugs in each classification, client safety, systems of measurement, and dosage calculations are included.

MEDICAL-SURGICAL NURSING – Part I Course Number 102

This course includes advanced principles of body structure and function in relation to disorders and patient care. Principles of medication administration is introduced. This course is designed to assist the practical nursing student to acquire and assimilate the knowledge, skill, and attitudes necessary to provide care to adult patients with short- or long-term nursing needs associated with common medical and surgical conditions. Concepts related to the etiology, classification, and reactions of the adult patient to the disease process are included. Related pharmacologic and nutritional concepts are integrated throughout the course. Clinical experience is framed within the nursing process and is provided through supervised activities in various clinical settings, the nursing arts laboratory, and structured simulation scenarios.

TERM III - 14 WEEKS

<u>COURSE NAME</u>	<u>THEORY HOURS</u>	<u>CLINICAL HOURS</u>	<u>TOTAL</u>
MEDICAL-SURGICAL NURSING – Part II	134.5	190	324.5
MENTAL HEALTH CONCEPTS	58.5	19	77.5
CONCEPTS OF LEADERSHIP	12	14	26

COURSE DESCRIPTIONS:

MEDICAL-SURGICAL NURSING - Part II Course Number 103

This course includes advanced principles of body structure and function in relation to disorders and patient care. Principles of medication administration is introduced. This course is designed to assist the practical nursing student to acquire and assimilate the knowledge, skill, and attitudes necessary to provide care to adult patients with short- or long-term nursing needs associated with common medical and surgical conditions. Concepts related to the etiology, classification, and reactions of the adult patient to the disease process are included. Related pharmacologic and nutritional concepts are integrated throughout the course. Clinical experience is framed within the nursing process and is provided through supervised activities in various clinical settings, the nursing arts laboratory, and structured simulation scenarios.

MENTAL HEALTH CONCEPTS Course Number 104

This course focuses on the use of the nursing process to meet the needs of clients experiencing psychiatric disorders and maladaptive behaviors. The practical nursing student will acquire and assimilate the knowledge, skill and attitudes necessary to provide safe, culturally competent care to clients with mental health disorders across the age spectrum. Domestic violence and substance abuse issues will be included in this course. Clinical practice is provided in an acute care facility and through observation of an Alcoholics' Anonymous meeting.

CONCEPTS OF LEADERSHIP Course Number 122

This course is designed to introduce the student to the managerial and supervisory responsibilities common to a working Practical nurse in a variety of settings within the legal scope of practice as defined by regulation in Pennsylvania. The student will explore leadership styles and identify their personal style. The student will practice skills of prioritizing, delegation of duties and evaluation of another's job performance in the clinical setting with junior students.

TERM IV - 10 WEEKS

<u>COURSE NAMES</u>	<u>THEORY HOURS</u>	<u>CLINICAL HOURS</u>	<u>TOTAL</u>
MATERNITY NURSING	65	54	119
PEDIATRIC NURSING	63	45.5	108.5
COMMUNITY HEALTH NURSING	62.5	66	128.5

COURSE DESCRIPTIONS:

MATERNITY NURSING Course Number 105

Maternity nursing is the study of family-oriented maternal and newborn care. Information is included on normal and abnormal conditions associated with the childbearing cycle. The course includes the application of the nursing process

and continuing development of clinical judgment. Clinical experience is provided in hospital units of labor and delivery, newborn nursery, and postpartum, and in prenatal care sites.

PEDIATRIC NURSING Course Number 106

This course is designed to assist the practical nursing student to acquire and assimilate the knowledge, skill and attitudes necessary to provide care to pediatric patients and their families with both short- and long-term nursing needs. Concepts related to the etiology, classification, and reactions of pediatric patients to the disease process are included. Information and experience are included on normal growth and development, common childhood disorders and current family problems. Clinical experience is offered in family practice clinics, day care centers, area public schools and summer camps.

COMMUNITY HEALTH NURSING Course Number 107

This course is designed to assist the practical nursing student to acquire and assimilate the knowledge, skill and attitudes necessary to provide care in community and outpatient settings. Students will consider community assessment as it impacts assigned patients as well as community resources available for needed services. Professional issues including responsibilities in recognition of abuse of children and elders, domestic violence and sexual assault will be stressed. Clinical assignment will include medical offices, home health agency, Senior Center, wound clinic and a student created senior simulations.

**POLICY 3006
GRADING SYSTEM**

THEORY GRADE

<u>Numerical Percent</u>	<u>Letter Grade</u>	<u>Qualitative Interpretation</u>
100 - 94	A	EXCELLENT
93 - 85	B	ABOVE AVERAGE
84 – 80	C	AVERAGE
79 or below	D/F	BELOW AVERAGE/FAILURE

CLINICAL GRADE

A student must achieve a satisfactory (defined as clinical objective met 80-100% of the time) in order to successfully complete the clinical components of each course and to complete the program.

Academic Promotion

Students advance through each term by meeting and maintaining standards of academic and clinical achievement, attendance, professional behavior, financial obligations, and program requirements. Each course is a pre-requisite for the next course (ie both Nursing Science and Nursing fundamentals must be passed at 80% or above to continue to term 2; must pass medical surgical nursing to progress to mental health in term 3).

Promotion of the student is based on:

1. Meeting individual course requirements.
2. Demonstrating at least minimal mastery of all course objectives.
3. Maintaining satisfactory performance of previously learned clinical competencies.
4. Adhering to program policies and procedures.
5. Achieving a minimal passing grade of 80% in all academic courses within the curriculum plan.
6. Receiving a minimal passing clinical grade of satisfactory in each nursing course with an associated clinical component.

The faculty and staff of the Practical Nursing Program maintains a policy not to discuss with ANYONE, besides the student (independent or dependent), any matters regarding the student's academic, clinical, financial, or behavioral (conduct) status, in any fashion (written, verbal, telephone, e-mail, etc.) without the expressed written permission of the student. The student MUST SPECIFY in writing with whom faculty/staff can speak and the specific number of contacts the faculty/staff may have with each person designated by the student.

Drug Calculation Competency

Students are expected to achieve and maintain competency in drug dose calculations throughout the program.

The calculation of adult dosages, including intravenous (IV) flow rates and drugs, is taught in Term II. Students will have three (3) opportunities to earn 100% on 2 drug competency quizzes in Term II. The first grade on each quiz is the grade recorded toward the overall quiz grade in Pharmacology. In order to meet the drug dosage calculation competency for Term II, the student must achieve 100% on a maximum of three (3) quizzes. Failure to achieve the 100% competency level after three (3) quizzes will result in the student's termination from the Practical Nursing Program.

In Term III, the drug calculation competency exam is part of the Medical-Surgical Nursing course and in Term IV it is part of the final Community Health Nursing grade. Pediatric drug calculations are taught in Term IV.

In Terms III and IV, the student must pass the drug calculation competency exam at an 80% or higher score. The student will have a maximum of three (3) attempts to achieve the 80% competency level in each term. The first earned test grade will be recorded towards the final grade for Medical-Surgical Nursing II in Term III and Community Health Nursing

in Term IV. Failure to achieve the 80% competency level after three (3) attempts in either term will result in the student's termination from the program.

Academic Probation

Each student's academic progress will be evaluated on at least a monthly basis by the faculty. Any student whose course average during any term falls below 83% will be placed on Academic Probation for a period of no longer than (4) four weeks. Students who have agreed to communicate with the program electronically will be notified by email of their status. Communication regarding probation may be discussed through both email and meeting with the Program Coordinator. An individual educational plan will be designed for the student on academic probation in order to help the student identify and improve areas of concern. Probation will continue until the student meets the minimal standard (83%) or until the end of the term.

Termination from the Program

If a student fails to achieve a final course grade of 80% or above, he/she will be terminated from the program. Students must pass all courses with a score of 80% or above. Students who are below satisfactory in clinical grades as compared to students at the same level of program experience and education and with no signs of improvement will be terminated from the program.

Educational Plan

Students having difficulty in either the classroom or clinical setting will have an individual Educational Plan designed for them. The student has primary responsibility for his/her own education including seeking help from an instructor. The purpose of this plan is to help the student successfully meet all level and course objectives. A student does not need to be on probation in order to have a plan designed for his/her benefit. A student may request a plan if he/she feels it will help him/her be successful in the program. The program coordinator and the student will design the Educational Plan; the plan may be developed through email communication or by meeting with the student. The student will sign the form to indicate he/she has reviewed and agrees with the educational plan. Information covered on the plan includes:

1. Description of Need/Concern
2. Educational Plan/Target Dates
3. Evaluation

In order to progress from one term to the next succeeding term, the student must satisfactorily meet all clinical course objectives as evaluated by the faculty.

Academic and Clinical Conduct

Students are expected to be responsible and accountable for their individual behavior in the classroom and clinical settings. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of instructors, students, administrators, and all others who are involved in the educational process (i.e. staff at affiliating agencies). Students are expected to conduct themselves with honesty and professionalism as defined in state law at all times. The Program's high standards for academic and clinical conduct are in accordance with legal standards for the nursing profession set by the State Nurse Practice Act. Licensed nurses are mandated to possess high levels of ethical conduct by law and the State Board of Nursing. During pre-licensure education, the Program acts in the role of the State Board for all ethical issues. Any form of dishonesty is in violation of nursing practice law and is treated as such.

Appropriate academic conduct is defined as personal responsibility for learning experiences with honesty and high regard for rights of fellow students, faculty and staff.

Cheating is defined as "the practice of tricking or deceiving" or "to practice dishonesty".

Plagiarism is defined as "literary theft; passing off as one's own words, the ideas of another". Neither cheating nor plagiarism are acceptable and if documented, will result in termination from the program.

Any instructor has the authority to remove a student from the classroom (for either testing periods or during classes) resulting in lost attendance hours:

- a. For violation of the testing policy related to personal belongings
- b. For violation of academic honesty
- c. For use of cell phone during testing or class
- d. For any behavior determined by the instructor to be causing disruption in learning for other students

Any student who has been removed from the classroom will be required to have a conference with both the instructor and the PN Coordinator to determine the consequences of the action causing the removal. Lost time will not be given back to the student

Appropriate clinical conduct is defined as meeting the professional standards taught in course work and appropriate applications of the nursing process under supervision of Program faculty. Clinical conduct involves the performance of assigned patient care responsibilities. Accurate documentation of patient activities and care is written on a legal record. Appropriate clinical conduct includes verbal reporting of a patient's condition to other members of the health care team, as well as, maintaining the patient's right to confidentiality of information and privacy. Appropriate clinical conduct applies in all clinical sites including clinical simulation lab and clinical tours.

Written Assignments

Written assignments are given throughout all four terms. Assignments are given in varying lengths. Examples of written assignments include an observational report, a care plan or a short paper on an assigned topic. Assignments are listed in course objectives with notification of due date. Written work is expected to be either handed to the instructor or placed in the box outside the faculty office at 0815 on the due date. Assignments are considered late if they are not in the instructor's mailbox by that time.

An assignment handed in one day late will have one point deducted from the grade. A point will be deducted for each day late up to 3 days from the due date (3 points lost). Any assignment which is later than three days will be given no credit.

Habitual late work is not acceptable in the program. On each incidence of handing in an assignment late, an Occurrence Report is written. The student will have a conference with the Program Coordinator when three Occurrence Reports are received in a term.

Tests

All testing will be conducted as follows:

1. Before the tests are handed out, students will place all personal belongings, including books, notes, and cell phones (powered off) at a designated location in the classroom. Juniors may use the back table or along the blackboard wall; Seniors will use the space under the board in the front of the room. Only one drink, pencils or pens, and calculator (if required for the test) may be on the student's desk during testing.
2. Talking is not permitted during the testing period. A student may approach the appropriate instructor individually to seek clarification of a test question.
3. Tests will be taken at the individual student desk. Faculty will have the option to change seating arrangements if deemed necessary. When each student completes the test, s/he will hand in both the answer sheet and test copy to the test proctor. The student may then quietly leave the classroom until all testers have had time to complete and the instructor calls for students to return. All belongings including cell phones will remain in the classroom. Students may choose to quietly return to their seat (without collecting belongings and cell phone) and remain there until the class resumes.

4. The instructor will call students to return to the classroom. If all those enrolled in the class have completed the test and if the instructor has completed the grading of the tests, the class can obtain a copy of the test with their individual answer sheet and conduct a review of individual results. The instructor may or may not add to the review process. Any individual concerns regarding the test may be discussed at a separate time with the instructor who taught the material covered in the test. Faculty will make reasonable efforts to have the test grades available as soon as possible. Student may schedule individual sessions with faculty to review the test. Remediation sessions may be required for Nursing Science exams with scores less than 83%.
5. If all students have not taken the exam, upon return to the classroom students may only see their own answer sheet (if the instructor has completed grading) within the test folder. A full review with both individual answer sheets and test copy will be conducted only after all those enrolled in the course have completed the test.
6. Once either grade review or full test review has been completed, the instructor will collect all test folders (with answer sheets) and all test copies. The instructor will count to assure all tests and answer sheets have been collected. The instructor will allow students to collect any belongings needed to continue with the day's lessons. CELL PHONES WILL CONTINUE TO BE POWERED OFF until the designated break times or the instructor calls for a reason to utilize a phone.
7. Any instructor has the authority to remove a student from the classroom (for either testing periods or during classes) resulting in lost attendance hours:
 - a. For violation of the testing policy related to personal belongings
 - b. For violation of academic honesty
 - c. For use of cell phone during testing or class
 - d. For any behavior determined by the instructor to be causing disruption in learning for other students
8. Any student who has been removed from the classroom will be required to have a conference with both the instructor and the PN Coordinator to determine the consequences of the action causing the removal. Lost time will not be given back to the student.

Unless instructed otherwise, all tests are closed book tests. Written tests may or may not be monitored by an instructor. Tests will be administered in the designated classroom unless directed otherwise by the instructor.

Test folders are confidential. Any student caught reviewing another student's folder will be subject to an Occurrence Report. The faculty reserves the right to waive any or all of these conditions for any/all tests.

Test and Quiz Time Limits:

All quizzes have a 30-minute time limit for completion.

The majority of tests have a one (1) hour completion time limit. The exceptions to the time limit rule include:

- Term II – Pharmacology Exam – 3 hours
- Term IV – Growth and Development Exam - 1½ hours
- All Terms – Final Exams - 2 hours

Dishonesty and/or unethical behavior while testing, in any form, are cause for dismissal from the program. The student has the right to confront any witnesses providing evidence against him/her. The student has the right to invoke the Grievance Procedure in order to secure an equitable solution to the claim rendered against him/her.

Written notice of the charge and faculty action will be provided to the student. Documentation of dishonest and/or unethical behavior will remain a part of the student's permanent record.

Students who are late or call off, for any reason, the day of the exam will have a **5-percentage point deduction** in their exam grade.

Exceptions to this policy will only be considered by the faculty under extremely unusual circumstances.

Comprehensive Testing/Remediation

The PN program has partnered with ATI to offer a comprehensive testing and remediation program to give students a way to help ensure success in passing the NCLEX-PN licensure exam upon completion of the program year. The comprehensive exams are given on a secure website at a scheduled time in each term and MUST be taken at the school.

Each student will receive not only their test score but an individualized record of what they answered correctly and incorrectly. All missed answers will be linked to information through both a textbook and the Kaplan website to help explain the concept needed to correctly answer. This remediation material can be utilized by the student at any time after taking the exam to both identify and gain competence in their weak areas. The testing package includes an NCLEX-PN Test Plan students can utilize after graduation as part of their individual preparation.

The ATI system is designed to allow students to easily identify their own strengths and weaknesses to be able to focus their NCLEX preparation. Lastly, the Kaplan company will provide an NCLEX review course. They will continue to work with students after graduation, and their support will continue until the student passes their NCLEX-PN.

The ATI Exams will be utilized as Graduation Requirements – see Graduation Requirements Policy. These exams are normed nationally to other practical nursing students across the United States. The exams have been researched by nursing experts for accuracy and relevance to nursing practice standards. The exams will be scheduled as part of the regular course schedules given to all students before the start of each term.

**POLICY FORM 3006
GRADE SHEET**

STUDENT: _____

COURSE		THEORY GRADE	CLINICAL GRADE	REMARKS
TERM I	NURSING FUNDAMENTALS			
	NURSING SCIENCE		No Clinical Component with this Course	
TERM II	PHARMACOLOGY		No Clinical Component with this Course	
	MEDICAL-SURGICAL NURSING	Mid-Term Grade	Included in Term III Clinic Grade	
TERM III	MEDICAL-SURGICAL NURSING	Final Grade		
	MENTAL HEALTH NURSING		Included in Term IV Clinic Grade	
	LEADERSHIP		No Clinical Grade with this Course	
TERM IV	MATERNITY NURSING		Maternity – Pediatric – Comm. Health Clinic Grade	
	PEDIATRIC NURSING			
	COMMUNITY HEALTH NURSING		-----	

THEORY/CLINICAL GRADE

Numerical Percent

100 - 94
93 – 85
84 – 80
79 or Below

Letter Grade

A
B
C
D/F

Qualitative Interpretation

EXCELLENT
ABOVE AVERAGE
AVERAGE
BELOW AVERAGE/FAILURE

HOURS MISSED TO DATE: _____

**POLICY FORM 3006A
ACADEMIC PROBATION FORM**

_____ was informed on
_____ that his/her grade point average was _____.

According to the Student Handbook, any student whose course average during any term falls below eighty-three percent (83%) will be placed on academic probation for a period of no longer than four (4) weeks.

_____ grades will be re-evaluated at the end of the
probationary period on _____.

TERM _____ COURSE _____

STUDENT

COORDINATOR

**POLICY FORM 3006C
EDUCATIONAL PLAN**

STUDENT: _____ COURSE: _____

INSTRUCTOR: _____ DATE: _____

GOAL: _____

Description of Need/Concern	Educational Plan/Target Dates	Evaluation

I have reviewed and agree with this Educational Plan.

STUDENT SIGNATURE

COORDINATOR

POLICY 4001 EVALUATION

The purpose of student evaluation is to ascertain those students have achieved their potential and have acquired knowledge, skills and abilities as established by program objectives. Learning is evaluated in all domains – cognitive, affective and psychomotor. Evaluation standards are shared with students at the start of each term as part of the introduction. Both faculty-directed and self-evaluation are used. Tools used are made available for each student to identify his/her personal strengths and weaknesses.

Objectives:

1. To determine student progress at specified intervals in both academic and clinical areas.
2. To identify at risk students and develop education plan to assist in meeting personal goals.

The purpose of program evaluation is to improve overall program effectiveness and demonstrate accountability to administration, accrediting bodies and public. Program evaluation is a continuous process. (see Systematic Evaluation Plan – separate document)

Objectives:

1. To determine program effectiveness through review of outcome measures including but not limited to graduation and NCLEX PN pass rates, employer surveys, review of trends seen in Comprehensive testing program and student course/program evaluations.
2. To identify efficient use of resources needed to improve program quality.

Tools of Evaluation

1. Course grades
2. Teacher-constructed tests
3. Performance testing in nursing arts laboratory
4. Standardized achievement tests/ Graduation Requirements
5. Instructors' evaluations of students' clinical performances
6. Students' self-evaluations of clinical performance
7. Students' evaluations of classroom and clinical learning experiences
8. Computerized simulated NCLEX-PN exams.
9. Achievement on NCLEX – PN
10. Program Completion rate (within both 100% and 150% of usual time)
11. Achievement of employment within 6 months of graduation

**POLICY FORM 4001E
PROGRAM OUTCOMES
GRADUATION CRITERIA**

Name _____

- S = Satisfactory = Outcomes met 83-100% of time in clinical**
NI = Needs Improvement – Outcomes met 80 – 82% of time in clinical
U = Unsatisfactory = Outcomes met less than 80% of time in clinical

CRITERIA – Based on stated course objectives throughout program year.	S	U	NI
ASSESSMENT			
Identifies basic physical, emotional, socio-cultural, and spiritual needs of the health care patient.			
Collects data for assessment process from a variety of sources.			
Utilizes knowledge of normal values to identify deviations in health status.			
Documents findings of data collection.			
Communicates findings of data collection to appropriate health care personnel.			
PLANNING			
Plans nursing care based on identified physical, emotional, socio-cultural, and spiritual needs of the health care patient.			
Contributes to development of basic nursing care plans, utilizing established nursing diagnoses for patients with common, well-defined health problems.			
Prioritizes nursing care needs of patients.			
Assists in the review and revision of nursing care plans to meet the changing needs of patients.			
IMPLEMENTATION			
Provides culturally competent nursing care.			
Performs therapeutic nursing techniques in a safe manner, incorporating basic biological and psychological principles in giving individualized nursing care.			
Provides nursing care while respecting the health care patients' and their families/significant other's rights to dignity and privacy.			
Communicates effectively with health care patients, families, and significant other(s) in order to establish and maintain a therapeutic relationship.			
Communicates effectively with other members of the health care team through written documentation and verbal reports of changes in patient status.			
Collaborates with health team members to coordinate the delivery of nursing care.			
Instructs patients regarding health maintenance based on assessed patients needs and nursing knowledge level.			
EVALUATION			
Evaluates nursing care given, seeking guidance as needed.			
Makes necessary adjustments to nursing approaches based on evaluation of patient care.			
Collaborates with other health care team members in the revision of nursing care plans.			
POLITICAL ACTIVISM			
Is aware that the practical nurse, through political, economic, and societal activities, can affect nursing and health.			
INFORMATION MANAGEMENT			

Demonstrates basic keyboarding and computer skills.			
Describes the role of the Licensed Practical Nurse in the use of communications technology to improve the information available to patients in a variety of settings.			
MEMBER OF DISCIPLINE			
Describes the role of the licensed practical nurse in the health care delivery system.			
Functions as an advocate for the health care consumer.			
LEADERSHIP AND MANAGEMENT			
Assumes responsibility for managing his/her own actions when providing nursing care for individuals and groups of patients.			
Is accountable for nursing care delegated to unlicensed health care providers.			
PROFESSIONAL AND PERSONAL DEVELOPMENT			
Utilizes educational opportunities for continual personal and professional growth.			
Identifies personal potential and considers career mobility options.			
Identifies personal strengths and weaknesses for the purpose of improving performance.			
Verbalizes the need to respond to anticipated changes in health care by redefining, changing, and maintaining competencies throughout one's practice life.			

COORDINATOR

INSTRUCTOR

INSTRUCTOR

INSTRUCTOR

STUDENT

INSTRUCTOR

DATE

POLICY 3009
GUIDE TO CLINICAL EXPERIENCE FOR STUDENTS

Clinical experiences include both hands on care in health care facilities and simulation.

The clinical portion of the program is conducted at a long-term care facility during Term I and at an acute care facility and various community settings during Terms II, III and IV. You will have opportunities to practice that which you have learned and will be given increasing responsibility for the nursing care of patients. In the Nursing Arts laboratory at the Academy, you will review clinical procedures and be tested on competence. The school shares a clinical high-fidelity simulation lab with Harrisburg Area Community College (HACC) at the Greater Lewistown Center in downtown Lewistown. In the simulation lab, students will have the opportunity to practice critical thinking skills in providing patient care, as well as have time to practice skills learned over the course of a term.

The last component of Term IV clinical time is spent in tours of a medical center, state capital and legislature, and a homeless shelter. The medical center tours highlight high tech pediatric care not available locally and the differences in community hospitals versus large medical centers. The capital tour highlights the regulation of the nursing profession and the role of the nurse in advocating for healthcare through the legislative process.

You will be under the supervision of the instructors who will guide all of your activities in the clinical areas. Planned instructions and informal learning opportunities will be provided for you. However, you will be expected to keep constantly alert for possibilities of learning on your own initiative. If you are to become a competent practical nurse by the end of this year's course of study, you must make a great self-effort to gain experience, knowledge and understanding in all phases of nursing. Do not hesitate to consult the instructors or the Coordinator of Practical Nursing about vocational problems or other concerns that may affect your success in this program at any time. You will have scheduled interviews with the faculty members to discuss your nursing care achievements, your problems and your goals. The purpose of these conferences is to help you develop into the best possible practical nurse by helping you to recognize and utilize your strengths as well as identify your weaknesses in order to improve your effectiveness.

As part of your evaluation for clinical, you will be asked to perform competency tests on skills. This testing occurs mainly in Term I with the Nursing Fundamentals course. You may be evaluated by a senior level student as well as your instructors. If you do not meet the minimal expectations for a satisfactory evaluation, you will be given a Clinical Skills Prescription. You will be asked to repeat the competency testing and must pass this second evaluation at 80% (per grading rubric) to continue in the Program. You would be required to repeat the clinical component of the Fundamentals course in order to continue in the Program. You will be asked to repeat the competency testing. For the Term 3 end of Medical Surgical Nursing Competency testing, you will be given a simulated medical record with orders to carry out. You will have the materials required to review and the grading rubric before the competency testing. You must pass the Term 3 competency testing at 80% or you will be not be able to continue in the Program. You would be required to repeat the clinical component of the course to continue to graduation. You may ask for further guidance or practice at any time throughout the Program year.

Your clinical time is a key aspect to your development as a nurse. Because of the importance placed on this part of your education, missed clinical is time required to be made up (see Attendance Policy). You will receive a notice of the date you will be scheduled for clinical make up. There is a **\$100 fee** for clinical make up days.

Your primary responsibility is to learn to be a dependable practical nurse who, under the guidance and direction of the physician and/or professional nurse, gives safe, effective and skilled care to patients. To help you achieve this goal, we make the following suggestions:

1. Carry out nursing duties that have been assigned to you by the instructor or team leader.
2. Be alert at all times to the needs and safety of your patients.
3. Report unusual conditions immediately.

4. Follow all directions and procedures exactly as instructed.
5. Ask for help anytime that you are not entirely sure that you have sufficient information, knowledge or skill.
6. Take advantage of all opportunities for learning.

CLINICAL CONFERENCE

The clinical conference provides additional learning opportunities for students. The instructor can use the time in a variety of ways, employing a variety of teaching methods.

The conference will enable the student to be able to:

1. Plan their daily assignments. (Term I)
2. Apply concepts and principles to clinical nursing situations.
3. Develop observational skills.
4. Develop interpersonal relationship skills.
5. Develop critical thinking skills.
6. Share their observations and learning experiences with other students.
7. Reflect on their clinical experiences.
8. Complete paperwork for various clinical experiences.

TERM I

Students and instructor will meet in a group at the beginning and end of each clinical day. The purpose of this meeting is to discuss the assignments, the day's activities, answer questions, point out observations to be made, etc. Conference topics may include: stress reduction, geriatric empathy, crisis intervention, Alzheimer's disease, dietary modification and affiliating agency in-service education programs.

TERM II, III, IV

A post clinical conference will be held on assigned days and may include: observations of patients, problem-solving, charting, identification of patients' nursing needs, development of nursing care plans, use of specialized hospital equipment not available in classroom, communication skills, concepts of leadership development, discussion of nursing care of patient with unusual diagnosis, and affiliating agency in-service education programs.

POLICIES IN CLINICAL AREAS

Although students are assigned to various clinical sites as the affiliating institution, the school faculty is directly responsible for all students. **Students are under the supervision of the school faculty but will perform as a member of the nursing team.** The student is responsible for his/her own reliable transportation to and from any and all clinical sites. **Cell phone use will not be permitted in any clinical site** – all calls will come through the Program office. Cell phone use will be discussed for each clinical site. Students will adhere to policy set by the affiliating agency. If in doubt of the policy toward cell phones, do not carry phone on a clinical unit.

Affiliating agencies are located in various sites in Mifflin and Juniata Counties. The clinical simulation lab is located in downtown Lewistown.

Clinical tour sites include the State Capital, an urban free clinic, the Bethesda Center, and Hershey and Geisinger Medical Centers' NICU and PICU areas.

Students are responsible for their own transportation to and from all of their clinical sites.

Students may also be required to transport themselves to other clinical sites depending on the development of affiliation agreements with new clinical sites within or beyond the Mifflin and Juniata Counties area.

UNIFORMS

Full uniforms are expected to be worn to all clinical sites and/or any other assignment that you are representing the program as a student unless otherwise directed by the instructor.

Students in uniform are not permitted in the clinical site at any time other than the assigned schedule. Student's complete uniform includes: white top provided by school, hunter green pants or skirts, white stockings or socks; clean, plain white shoes and laces, and school ID Badge along with bandage scissors, stethoscope, and blood pressure cuff. A white, jacket length lab coat is necessary for some community sites.

Students are not to wear turtleneck shirts or any t-shirt with visible, readable writing underneath the uniform top.

Students who do not wish to wear their uniform tops while in the classroom setting or on the outside **MUST** change into street clothes. The uniform represents this School of Practical Nursing and the students/faculty associated with it.

- ✓ **The uniform** must be neatly pressed; shoes are to be white and clean. Clogs or backless/strapless shoes are not permitted to be worn in the clinical setting. Leather tennis shoes are permissible. Shoes with colored logos (except Nurse Mates) are not permissible footwear.
- ✓ **Undergarments** are to be white or beige tone under the uniform top. A white, non-logo shirt may be worn under the top.
- ✓ **Hair styles** may not be extreme (i.e. no unusual color, long spikes, etc.) Long hair must be contained, preferably up and off the collar. Hair should not fall forward when providing care. Hair can be contained using a white scrunchie – no other color is acceptable. Men must be clean-shaven. Moustaches and beards are to be neatly trimmed. Sideburns are to be no longer than earlobe length.
- ✓ The student must be clean and well groomed. Students are to avoid the use of perfume, cologne, etc worn at the clinical site. Instructors reserve the right to send any student home that, in the instructor's opinion, has poor body **hygiene** (body odor, odor of cigarettes, etc.) or poor personal appearance, wrinkled uniform, dirty shoes, etc.
- ✓ Subtle, tasteful makeup may be worn.
- ✓ **Nails** are trimmed to the tip of the fingers. Nail length must not interfere with patient care or be a potential source of injury to a patient, the student, or a co-worker. No nail polish is permitted in the clinical area. Chipping nail polish needs removed prior to clinical due to potential microbiological hazard to patients. Artificial nails are not permitted in the clinical area at any time.
- ✓ **Jewelry** other than a wrist watch should not be worn with the exception of a wedding band. No dangling earrings are to be worn for student and patient safety. A maximum of two pairs of stud (post) earrings may be worn at any time at any clinical site.
- ✓ Tongue, lip, eyebrow, nose, or any other **facial piercings** are not permitted at the clinical site. The faculty reserves the right to request the removal of any jewelry or piercings considered inappropriate or unprofessional in a clinical setting including multiple pairs of earrings. Other body piercings must not be visible/apparent under the uniform.
- ✓ Appropriate uniform clothing **MUST** cover all **tattoos**. A skin-toned dressing may be requested in some clinical sites to cover the tattoo.
- ✓ **Gum chewing** is prohibited at all clinical sites

CALL OFFS

Students must assume the responsibility of notifying the clinical site and the school voice mail (Ext. 301) at least 30 minutes before assigned arrival time whenever they are unable to report at the scheduled time for clinical assignments unless otherwise instructed. Calls are to be received from **the student only** unless faced with an unusual circumstance. The student will be considered a no call, no show if he/she does not call him/herself off (except in unusual circumstances, i.e. hospitalization).

LUNCH AT CLINICAL

A half-hour lunch period will be assigned while at the clinical site during Term IV. **Students may not leave** the clinical site at lunchtime.

MEDICAL CARE

Students are responsible for their own medical expenses. If the student becomes ill, he/she will be excused to go home and/or contact his/her physician. **Students should carry their own hospitalization insurance.**

VISITORS/PHONE CALLS AT CLINIC

Students are not permitted to have personal visitors or receive phone calls directly on the clinical unit or any clinical site. Personal beepers and cellular phones are not permitted in the clinical area. All calls must be directed through the clinical instructor.

Cell phones are to be left in the student's vehicle. Students are to use personal cell phones during break time only if a personal call needs to be made during clinical time.

PLEASE NOTE: The clinical affiliate may request the school to suspend or withdraw any student found to be lacking in ability or failing to develop qualities essential for the special instruction offered, or for ill health, or behavior not normally acceptable in the health care setting.

WRITTEN ASSIGNMENTS FOR CLINICAL

Written assignments for clinical may include patient care plans or reports on observational experiences. Assignments are given in varying lengths. Assignments are listed in course objectives with notification of due date. Written work is expected to be either handed to the instructor, placed in the box outside the faculty office, or in the individual specified clinical filing bin in the Student Lounge by 0815 on the due date. Assignments are considered late if they are not in the instructor's mailbox or in the individual specified clinical filing bin by that time.

An assignment handed in one day late will have one point deducted from the grade. A point will be deducted for each day late up to 3 days from the due date (**3 points lost**). Any assignment which is later than three days will be given no credit.

Habitual late work is not acceptable in the program. On each incidence of handing in an assignment late, an Occurrence Report is written. The student will have a conference with the Program Coordinator when three Occurrence Reports are received in a term.

CLINICAL SKILLS TESTING

Performance testing dates will be noted in the term schedule and objectives will be given to each student.

Students who are absent the day of any assigned clinical skills demonstration/redemonstrations will be responsible for arranging the demonstration/ redemonstrations of the skill within three (3) school/clinical days with the appropriate instructor at her convenience.

A student will not be permitted to perform the clinical skill at any clinical site until it is performed to the instructor's satisfaction in the nursing arts lab.

EXCEPTION: Death in the family as described under Bereavement Policy. Other circumstances MAY BE CONSIDERED on an individual basis as an exception to the point deduction.

CLINICAL SKILLS PRESCRIPTION

In the event that an instructor believes a student requires further practice for satisfactory completion of a particular skill, the student will be given a "Clinical Skills Prescription". This will require the student to return to the Nursing Clinical Lab on a particular date to practice, and then re-demonstrate the assigned skill. The student may not perform this skill in a clinical setting until passed in the nursing arts lab. (See form)

CLINICAL GRADE

For each clinical course, students will have a clinical orientation. During the orientation, the faculty will review grading system and behavior expectations. See evaluation forms at back of book. A student must achieve a 80% or greater in order to successfully complete the clinical components of each course and to complete the program. Students will be asked to complete self-evaluations of their skills throughout the Program year in addition to the formal evaluation by the faculty.

CLINICAL PROBATION

Any student who fails to meet specific level objective criteria of clinical performance will be placed on Clinical Probation for a period of no longer than (4) four weeks. Clinical probation can be imposed at any time during the term. The student, supervising faculty member and the coordinator will meet in person to discuss issues causing the need for probation. An action plan will be developed to give the student new objectives to meet. The student will then be reevaluated at the end of the four-week period. Probation will continue until either the student meets the minimal standard (80%) or to the end of term. The student will be terminated from the program if he/she is on clinical probation at the end of the term and has not demonstrated any signs of improvement. (See form)

TERMINATION FROM THE PROGRAM

If a student fails to achieve a final satisfactory clinical grade or an academic grade of 80% or above, he/she will be terminated from the program. Clinical grades carry equal weight to academic grades. **If a student fails the clinical portion of the program, the academic portion will be repeated as well as the clinical. All course are pre-requisite to continue in the program.**

**POLICY FORM 3009
CLINICAL SKILLS PRESCRIPTION**

Student: _____

Skill(s): _____

You are to report to the Clinical Lab on _____ to practice the above listed skill(s). You will not be permitted to perform this (these) skill(s) at any clinical site until you satisfactorily perform the skill(s) in the Clinical Lab setting.

Instructor

Date

Date Practiced: _____

Outcome: Satisfactory Unsatisfactory

Instructor

Date

Student

Date

**POLICY FORM 3006B
CLINICAL PROBATION FORM**

_____ was informed on _____

that his/her clinical performance was unsatisfactory for the level of experience/education as compared to students at the same level. Clinical evaluation is based on the level and course objectives of the nursing program.

The student must satisfactorily achieve all course objectives in order to progress to the next level. Failure to achieve any of the course objectives will result in the student's termination from the program.

_____ was informed that he/she was placed on clinical probation on

_____.

The student will be re-evaluated at the end of the probationary period to determine his/her success in improving clinical performance.

TERM _____ COURSE _____

STUDENT

INSTRUCTOR

COORDINATOR

**POLICY FORM 4001A
NURSING FUNDAMENTALS
CLINICAL EVALUATION TERM 1**

Name _____

OUTCOMES:

Assessment (P1)

- Identifies basic physical needs of nursing home residents.

Clinical Tool: **Nursing Care Plan, SPICES Assessment**

Satisfactory (S)	Needs Improvement (NI)	Unsatisfactory (U)
Identifies appropriate nursing diagnoses with five of six nursing care plans or two of three SPICES assessments	Identifies appropriate nursing diagnoses with four of six nursing care plans or two of three SPICES assessments	Unable to identify appropriate nursing diagnoses on less than four assigned care plans or one or less SPICES assessments

- Completes and documents 'head-to-toe' assessment on assigned nursing home residents.

Clinical Tool: **Head to Toe Final Grade**

Satisfactory (S)	Needs Improvement (NI)	Unsatisfactory (U)
Receives an average of 90% or greater on written 'head-to-toe' assessments	Receives an average of 80-89% on written 'head-to-toe' assessments	Receives an average of 78% or less on written 'head-to-toe' assessments

- Identifies clinical findings outside of established normal ranges:

- 1) Vital signs
- 2) Capillary blood sugar (BSBS)
- 3) Physical assessment

Clinical Tool: **BSBS Worksheet, Vital Sign Worksheet, Head to Toe**

_____ assessments

Satisfactory (S)	Needs Improvement (NI)	Unsatisfactory (U)
Can identify clinical findings outside of normal ranges on all four assessments as above	Can identify clinical findings outside of normal ranges on three of four assessments as above	Unable to identify clinical findings outside of normal ranges on more than one assessment as above

Planning (P 2.a, 2.b)

- Plans care of nursing home residents to meet their basic physical needs demonstrated by care plans submitted on assigned clinical days.
 - Appropriate problem identification
 - Individualized nursing actions and goals

Clinical Tool: **Nursing Care Plan**

Satisfactory (S)	Needs Improvement (NI)	Unsatisfactory (U)
Receives 90% or greater on submitted nursing care plans (includes second attempts)	Receives 80-89% on submitted nursing care plans (includes second attempts)	Receives less than 78% on submitted nursing care plans (includes second attempts)

Implementation (P 3.a, 3.b, 3.c,3.d,3.f)

- Provides physical care to nursing home residents requiring fundamental nursing skills.
 - Personal care
 - Feeding assistance
 - Transfers
 - Mechanical lift
 - Ambulation with gait belt

Clinical Tool: **Skills Check List**

Satisfactory (S)	Needs Improvement (NI)	Unsatisfactory (U)
Completes all skills outlined on Skills Check List during clinical rotation	Completes 5-6 skills outlined on Skills Check List during clinical rotation	Completes less than 5 skills on Skills Check List during clinical rotation

- Applies basic principles of physical and biological sciences in delivery and maintenance of health care:
 - Uses proper body mechanics as demonstrated in skills lab.
 - Performs hand hygiene and general infection prevention with proper techniques outlined in skills lab.

Clinical Tool: **Skills Testing – Final Demonstration**

Satisfactory (S)	Needs Improvement (NI)	Unsatisfactory (U)
Able to complete skills demonstration with a 80% with no prompting or cues	Able to complete skills demonstration with a 75% or greater or a minimum of 1-2 prompts/cues	Unable to complete skills demonstration with a score higher than 75% or had three or more prompts/cues

- Demonstrates basic skills in communicating with nursing home residents and members of health care team.
 - 1) Reports abnormal patient findings to appropriate staff personnel.
 - 2) Communicates in a polite, therapeutic manner to patients and staff. _____

Clinical Tool: **SBAR Communication Worksheet, Instructor Follow-up**

Satisfactory (S)	Needs Improvement (NI)	Unsatisfactory (U)
Reports patient findings identified and shown on SBAR worksheet for all 5 clinical weeks	Reports patient findings identified and shown on SBAR worksheet on 4 of 5 clinical weeks	Reports patient findings identified and shown on SBAR worksheet on one or less of three clinical weeks

Evaluation (P4)

- Evaluates nursing home residents' responses to physical care as demonstrated by documentation and communication. _____

Clinical Tool: **Nursing Care Plan, SBAR Communication Worksheet**

Satisfactory (S)	Needs Improvement (NI)	Unsatisfactory (U)
Reports patient status to both CNA and staff LPN for purposes of documentation and transferring of patient care at end of clinical day	Needs prompted to report patient findings to appropriate staff members at end of clinical day	Fails to report observed changes or concerns to appropriate staff member at end of clinical day

Professionalism (P 5.a)

- Assumes responsibility for managing his/her own actions when providing nursing care to nursing home residents. _____

Clinical Tool: **Skills Check List, Instructor Observation**

Satisfactory (S)	Needs Improvement (NI)	Unsatisfactory (U)
-Skills Check List complete - Takes initiative to assist patients and staff - Can work independently but seeks out assistance appropriately	- 5 to 6 skills completed on Skills Check List -Seeks out assistance for repeated tasks	- Less than 5 skills completed on Skills Check List -Can only provide care to nursing home residents when assisted by staff or peers

STUDENT SELF-EVALUATION

- Identify one goal that you would like to achieve regarding the clinical experience as you progress to the next level.

- Describe one thing you have learned about yourself and how you now see the nursing profession.

INSTRUCTOR COMMENTS

--

Coordinator

Instructor

Instructor

Instructor

Student

Date

**POLICY FORM 4001B
MEDICAL-SURGICAL NURSING
CLINICAL EVALUATION II/III**

NAME: _____

S = Satisfactorily Meets Objective

A = Approaching Objective

D = Does Not Meet Objective

Objectives	MID	FIN
<p>Assessment – the systematic collection of data relating to patients and their problems (program outcomes 1)</p> <ol style="list-style-type: none"> 1. Collect complete patient assessment data from multiple sources on assigned adult patients <ol style="list-style-type: none"> a. subjective data – information obtained through patient description b. objective data - information obtained through the senses or hands on physical examination 2. Communicate this data to appropriate members of the health care team 3. Identify changes in patients' condition 4. Identify significance of changes in patients' condition 5. Report changes in patients' condition that requires intervention or change in plan of care 		
<p>Planning – goals and selected interventions (program outcomes 2)</p> <ol style="list-style-type: none"> 1. Identify individual patient's problems/needs <ol style="list-style-type: none"> a. physical, psychological and social responses to a health problem b. etiology, signs and symptoms of health problem 2. Identify health care goals for assigned patient(s) 3. List nursing interventions related to patients' problems/needs 4. Prioritize nursing interventions 5. Collaborate with members of the health care team to organize and incorporate assessment data to plan/revise patient care actions <ol style="list-style-type: none"> a. identify nursing diagnosis b. describe nursing protocols c. identify additional assessment and evaluation data to be collected 		
<p>Implementation – putting the plan into action (program outcomes 3)</p> <ol style="list-style-type: none"> 1. Perform nursing procedures correctly and safely <ol style="list-style-type: none"> a. perform tasks according to protocol b. check the order, collect the equipment and supplies, and perform hand hygiene c. identify and prepare the patient d. provide privacy and institute safety precautions; arrange the supplies and equipment e. use standard precautions and aseptic techniques as appropriate f. remove gloves and other protective equipment g. collect the used equipment, dispose of, clean, or store items in the proper places h. record and report the procedure i. provide care to all patients regardless of race, creed, cultural background, disease or lifestyle 2. Assist assigned patients and their families in activities of daily living 3. Develop a useful method of organizing work for the shift 4. Administer medications according to the six rights of medication administration 		
<p>Evaluation – assessing achievement of goals and changing the plan as indicated by current needs (program outcomes 4)</p> <ol style="list-style-type: none"> 1. Evaluate patients' responses to nursing care and medications 		

<ul style="list-style-type: none"> a. identify complications, therapeutic effects, side effects and adverse effects of nursing care and medications b. document progress toward meeting health care goals c. describe patient and family involvement in plan of care d. re-order plan of care as needed in response to changes in patient condition 		
<p>Member of the discipline (program outcomes 5)</p> <ol style="list-style-type: none"> 1. Uphold the highest standards in personal appearance, language, dress and demeanor <ul style="list-style-type: none"> a. wear uniform properly b. report to clinical site on time c. report to clinical site prepared 2. Safeguard confidential patient information acquired from any source 3. Accept responsibility for safe nursing practice by keeping oneself mentally and physically fit and educational prepared to practice. <ul style="list-style-type: none"> a. use the nursing process, problem solving and critical thinking in caring for assigned patients b. complete on line case studies as assigned c. identify patient, attend report, create task list, list nursing interventions, prioritize nursing care, perform nursing interventions, assess therapeutic response, complications and/or adverse reactions, change plan of care as required 4. Stay informed about the issues affecting the practice of nursing and delivery of health care <ul style="list-style-type: none"> a. complete Continuing Education articles as assigned 		
<p>Leadership and management (program outcomes 1, 3)</p> <ol style="list-style-type: none"> 1. Complete data collection accurately, thoroughly, and in a timely manner <ul style="list-style-type: none"> a. collect accurate vital signs and document according to agency policy b. perform patient assessment and document according to agency policy 2. Complete patient care in a timely manner 3. Report patient care not completed to team leader 		

Skills Performed – Medical Surgical Nursing	Date Performed	Instructor Signature
Catheterization – Male		
Catheterization – Female		
Foley Catheter Removal		
Foley Catheter Irrigation		
NG/Feeding Tube Insertion		
NG/Feeding Tube Removal		
NG/GT Medication/Feeding Administration		
IV Insertion		
IV Removal		
IV Saline Flush		
Dressing Change/Wound Care/Irrigation		
Ostomy Care		
Tracheostomy Care		
Injections – IM/SC		
Suture/Staple Removal		
Student Comments (Midterm):		

Instructor Comments (Midterm):

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Coordinator Signature: _____ Date: _____

Student Comments (Final):
Instructor Comments (Final):

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Coordinator Signature: _____ Date: _____

**POLICY FORM 4001D
MATERNITY, PEDIATRICS, COMMUNITY HEALTH NURSING
CLINICAL EVALUATION TERM IV**

Name _____

S = Satisfactory = Outcomes met 83 - 100% of time in clinical

NI = Needs Improvement – Outcomes met 80 - 82% of time in clinical

U = Unsatisfactory = Outcomes met less than 80% of time in clinical

Criteria	S	U	NI
ASSESSMENT			
1. Identifies nursing needs of assigned patients of all ages:			
a. The patient in labor			
(1) Identifies stages of labor			
(2) Encourages agency approved pain management , including relaxation, patterns and position changes.			
(3) Observes electronic fetal monitoring			
(4) Administers comfort measures (medication and non medication interventions such as back massage)			
(5) Provides emotional support			
b. The Postpartum Patient			
(1) Performs postpartum checks per course objectives			
(2) Gives instructions on self care to patient appropriate to post partum.			
(3) Performs pericare as needed per course objectives			
(4) Provides emotional support to patient and family			
(5) Identifies postpartum abnormalities			
(6) Responds appropriately in stressful situations			
c. The Newborn Infant			
(1) Uses appropriate aseptic technique			
(2) Bathes neonate per course objectives			
(3) Feeds neonate per course objectives			
(4) Identifies newborn characteristics and deviations from normal per course objectives			
d. The Ill Child			

(1) Provides basic care appropriate to age and illness			
(2) Plans activities for ill child			
(3) Provides emotional support to child and family			
(4) Identifies developmental stages in ill child			
(5) Adapts care according to individual needs of child			
e. The Well Child			
(1) Participates in structured activities in a day-care setting			
(2) Provides health care teaching appropriate to age			
(3) Identifies developmental stages of various age groups			
(4) Observes social interactions of various age groups			
2. Identifies changes in patients' conditions			
a. Reports changes in patients' conditions to appropriate agency staff			
b. Documents actions accurately and in accordance with clinical agency policy.			
PLANNING			
Uses problem-solving skills to plan care of assigned adult patients.			
1. Organizes assignments by priority of need.			
2. Written care plan outlines patient needs in accordance with course objectives.			
3. Able to state rationale for care plan objectives based on reasonable nursing judgment.			
4. Makes adjustments to care plan as patient needs or circumstances change.			
IMPLEMENTATION			
1. Provides nursing care that meets nursing and teaching needs of assigned patients in accordance with course objectives.			
a. The patient in labor			
b. The post-partum patient			
c. The newborn			
d. The ill child			
e. The well child			

f. Office patients			
g. Home care patients			
2. Assists professional nurse in complex nursing situations			
a. Works within scope of practice of PN as outlined in course objectives.			
b. Works cooperatively with other members of health care team			
c. Reacts responsibly in challenging situations			
3. Communicates pertinent findings of the patient to appropriate members of the health care team			
4. Communicates with patients and families using appropriate therapeutic techniques as outlined in course objectives.			
a. Uses opportunities to teach patients			
b. Appropriate language used.			
c. Communication is courteous and respectful.			
EVALUATION			
Suggests changes in nursing care plans based upon patients' responses to nursing care			

INSTRUCTOR COMMENTS:

STUDENT COMMENTS:

COORDINATOR

INSTRUCTOR

INSTRUCTOR

INSTRUCTOR

STUDENT

DATE

Skills Performed – Term IV

Skill	Instructor	
Newborn Bath		
Newborn Assessment		
Post-Partum Checks		
Perineal Care		
Catheterization – Female		
Dressing Change		
Observations	Yes	No
Vaginal Delivery		
C-Section		

POLICY 3013
BLOOD BORNE EXPOSURE CONTROL PLAN

A. Nursing Skills Laboratory

Standard precautions will be taught and maintained in this program in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious regardless of the source individual. All students are required to receive or decline the Hepatitis B vaccine prior to the start of their clinical affiliations.

Students will not perform invasive procedures in the Nursing Skills Laboratory on one another, faculty members, or other people. Practice of invasive skills will be performed on inanimate anatomic models only.

Hand washing facilities are available to students who incur exposure to blood or other potentially infectious materials. Students shall wash their hands and any other potentially contaminated skin area immediately or as soon as feasible after exposure. Exposed or suspected areas of exposure will be washed with soap and water. All personal protective equipment, such as gloves, shall be removed prior to washing the exposed area(s).

Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared, or purposely broken. Contaminated sharps are to be placed immediately, or as soon as possible after use, into appropriate sharps containers. This facility uses sharps containers that are puncture resistant, leak proof, and labeled with a biohazard label.

Contaminated gloves, papers, clothing, etc. will be placed in a red biohazard bag and disposed properly by the janitorial staff.

Gloves are available and shall be worn where it is reasonably anticipated that students will have hand contact with blood or other potentially infectious materials. Gloves shall also be worn when caring for persons with breaks in their skin or mucous membranes, including practice with other students in the Nursing Skills Lab.

Any bodily fluid spills will be cleaned immediately with a solution of 1 part bleach to 10 parts H₂O. The contaminated cleaning cloths will be placed in a red biohazard bag for proper disposal by the Custodial Staff.

B. Clinical Site

Students will follow standard precautions at every clinical site. The first line of protection is thorough hand washing before and after patient contact.

Appropriate personal protective equipment will be used when caring for patients.

1. Gloves will be worn when the student has the potential to come in contact with a patient's bodily fluids including administering parenteral drugs and starting intravenous lines. Gloves will be removed and hands washed thoroughly between patient procedures, between each patient and if gloves are ripped or torn during potential exposure to infectious materials. Gloves will not be washed or re-used; students will dispose of them according to an individual facility's policy and procedure.
2. Eye and face protection will be worn by students if they have the potential to be splashed by blood and bodily fluids for example when observing in the operating room, labor and delivery area, and/or assisting a physician with a procedure such as a paracentesis.
3. Protective gowns, hair and foot covering will be worn by the students to protect them from splashes, sprays, splatters, or droplets of potentially infectious materials as described in (2).

If student uniform becomes contaminated in the clinical site, the student will be directed to change into a scrub suit (if available) and to place contaminated clothing in a red biohazard bag.

If no scrub outfit or other reasonably alternative outfit is available for student use, the student will be sent home to properly cleanse self and clothing to decrease his/her exposure to the infectious material.

C. Exposure Treatment Procedure

If a student incurs an exposure incident, it should be reported to an instructor immediately. All students who incur an exposure incident will be offered Post-Exposure evaluation and follow-up in accordance with the OSHA standard, which is:

1. Documentation of the route of exposure and the circumstances related to the incident.
2. If possible, the identification of the source individual, and if possible, the status of the source individual. The blood of the source individual will be tested after consent is obtained for HIV/HBV infectivity per facility policy.
3. Results of testing of the source individual will be made available to the exposed student. The exposed student will be informed about the applicable laws and regulations regarding disclosure of the identity and infectivity of the source individual.
4. The student will be offered the option of having his/her blood collected for testing. The blood sample will be preserved for up to 90 days to allow the student time to decide if the blood should be tested for HIV serological status. However, if the student decides prior to that time that testing will or will not be conducted, the appropriate action can be taken or the blood sample discarded (without waiting the 90 days). The student shall be offered both pre-test and post-test counseling. **The student is responsible to pay for any and all charges for testing.**
5. The student will be offered post-exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service at his/her own expense.
6. The student will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The student will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.
7. Any and all incidents of exposure and follow-up care shall be held in the strictest of confidence in order to protect the privacy of the student.
8. The following persons have been designated to assure that the policy outlined here is effectively carried out as well as to maintain records related to this policy:
 - a. Coordinator of Practical Nursing
 - b. Instructors of Practical Nursing

POLICY FORM 3013
STUDENT REPORTED BLOOD/BODY FLUID EXPOSURE AND TESTING SUMMARY

Student Name: _____ SS#: _____

Completed Hepatitis B vaccine? Yes No Result of previous Anti-HBs: Pos Neg N/A

Exposure History: (Complete, circle or check applicable items throughout form)

Date and Time of Exposure: _____

Wound Care/First Aid Administered: _____

Type of Exposure:

A. Sharp: Needle Lancet Broken Glass Other Describe: _____

Clean (Sterile) Contaminated with blood/body fluids

Visible blood on sharp? Yes No Use for vascular access? Yes No

Deep injury? Yes No Blood injected into student? Yes No

B. Mucous Membrane: eye mouth nose

C. Body Fluid: blood vaginal secretions sputum vomitus urine wound drainage
other _____

D. Human Bite (describe): _____

E. Open Wound Contamination (describe): _____

F. Other (describe): _____

Source Person: Initials _____

Facility: _____

Clinical diagnosis and blood borne pathogen risk factors: _____

Circle if person is known to have: HIV-AIDS Hepatitis B Hepatitis C

Date of source person testing at time of exposure incident: _____ HIV test: Pos Neg

HBsAg: Pos Neg HCV Antibody: Pos Neg

Student Counseling:

- | Y | N | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Risk of acquiring blood borne pathogen from occupational exposure |
| <input type="checkbox"/> | <input type="checkbox"/> | Report and seek medical evaluation for any acute flu-like illness |
| <input type="checkbox"/> | <input type="checkbox"/> | Information and assistance re: HIV Post-Exposure Prophylaxis (PEP) Protocol |
| <input type="checkbox"/> | <input type="checkbox"/> | Potential for baseline and follow-up serologic testing (see next page) |
| <input type="checkbox"/> | <input type="checkbox"/> | Observe "safer sex" practices for six months following exposure from high-risk source |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify and correct work practices, engineering/equipment controls, or PPE problems to avoid recurrence |

Student received medical evaluation: Yes No

Where?: _____

Individual Signature: _____

Date: _____

PN Coordinator or Designee: _____

Date: _____

POLICY FORM 3013
STUDENT REPORTED BLOOD/BODY FLUID POST-EXPOSURE TESTING SCHEDULE

Baseline and follow-up testing of exposed INDIVIDUAL, as outlined below, is indicated **ONLY if the source patient:**

- a. tests positive for any of the following blood borne pathogens **or** b. serostatus is unknown **or** c. identity is unknown.

Student testing will only be performed after incident screening for a specific pathogen if the source person tests negative or is know to be negative for that specific pathogen (i.e. negative HBsAg for HBV) at the time of exposure or within the previous month (unless the person has a history of recent high risk behaviors and may be in the window period for HIV or HCV [1-6 months], in which case medical consultation is necessary). Student testing for syphilis (RPR) at baseline and 6 week follow-up is done **ONLY** if source person is documented to have untreated primary or secondary syphilis at the time of the student exposure, and the student receives syphilis post-exposure prophylaxis (i.e. 2.4 million units L.A. Bicillin).

When indicated, test STUDENT for: Schedule: (document date drawn)	HIV Testing: (Follow up may be altered if Post Exposure Prophylaxis is advised.)	Hepatitis C Virus (HCV)	Hepatitis B Virus (HBV) (baseline & follow-up testing unnecessary if STUDENT has documented + Anti-HBs
Baseline* Date: _____ Result:	HIV Antibody Pos _____ Neg _____ Refer for medical consult Yes _____ Not Indicated _____	HCV antibody Pos _____ Neg _____ ALT = _____ Normal M: 0-40, F: 0-31	HBsAg & HBsAb (<u>only if</u> STUDENT is a known “non responder” to Hepatitis B vaccine or if response is unknown)# Pos _____ Neg _____
6 weeks:* Date: _____ Result:	HIV Antibody Pos _____ Neg _____		HBsAg Pos _____ Neg _____
12 weeks:* Date: _____ Result:	HIV Antibody Pos _____ Neg _____		HBsAg Pos _____ Neg _____
6 months:* Date: _____ Result:	HIV Antibody Pos _____ Neg _____	HCV Antibody Pos _____ Neg _____ Alt _____	HBsAg Date: _____ Pos _____ Neg _____
12 months:* Date: _____ Result:	HIV Antibody Pos _____ Neg _____	HCV Antibody Pos _____ Neg _____ Alt _____	No Test

- * Additional tests may be advised (i.e. HIV at 18 weeks and/or 9 months) if indicated for medical management or if recommended by medical provider.
- # If source patient documented to have a +HBsAg, AND IF STUDENT has never had Hepatitis B vaccine series, will refer to medical provider for HBIG and Hep B vaccine series.

- **Obtain medical consultation immediately if any test is reported positive/abnormal.**

Continuation Notes: _____

AMERICANS WITH DISABILITIES ACT – STATEMENT

The Mifflin County Academy of Science and Technology's Practical Nursing Program provides an equal opportunity for all persons to become enrolled in the program regardless of any known physical and/or mental disabilities. All potential students are required to:

1. submit a completed application;
2. submit an official copy of high school grades or G.E.D. scores;
3. pass the pre-entrance examination at the Program standard;
4. complete a physical examination given by a licensed provider of their choice. The provider is to verify that the student is emotionally and physically capable of undertaking the Practical Nursing course on the physical exam form referencing the attached Essential Functions list.

The Practical Nursing Program personnel do not inquire about the presence of any disability prior to enrollment into the program. Students have an opportunity to inform faculty of any disability on the Student Information form and on an optional survey form.

Any accommodation that may be required of a disabled student to successfully pass the Practical Nursing Program course must be reasonable, although perhaps different, from the manner in which a non-disabled student may complete the program.

The building housing the classrooms of the Academy PNP are easily accessible for physically disabled persons. A parking spot with a wheelchair accessible sidewalk is designated on the left side of the building at the front of the school.

POLICY 2006 ATTENDANCE RECORDS

Each student is allotted 40 absent hours for the enrollment period at the beginning of his/her program of study. A Daily and Cumulative Attendance Record will be kept on file with the Administrative Assistant during enrollment and maintained in the file of each student in the Practical Nursing Program. The Coordinator of Practical Nursing or a person designated by the Coordinator keeps the forms up to date. All student absences are recorded on these forms by time missed and the reason for the absence is noted on the Cumulative Attendance Record (Form 2007). Any special health problems that arise will also be recorded on this form. The record is summarized upon the student's completion of the program and is kept on file for reference purposes for a period of 5 years and it is then discarded. The Coordinator will inform any student by letter whose attendance indicates a potential problem of overuse including the risk of grade reduction due to term absence accumulation and/or termination if the student uses more than 40 hours of absent time. Tardiness will also be recorded on the Cumulative Attendance Record form. The amount of time a student is tardy will be recorded under "Time Tardy". All tardiness will be added to the total absenteeism of the student. Tardiness is computed to the nearest quarter hour after the scheduled start time. For example, 8:23 AM would be computed as 8:30 AM. Excessive, persistent tardiness may result in the student's dismissal from the program.

ATTENDANCE POLICY

Students will have access to the program facilities from 7:30 AM to 3:30 PM each day the program is open for classroom instruction. A class day is defined as 8:00 AM through 2:30 PM, Monday through Friday. Regular attendance is strongly encouraged. It is very important to the student's successful educational progress. Students should miss class and/or clinical time **only if absolutely necessary**. All appointments and employment should be scheduled after 3:00 PM on scheduled class days.

- A. In order to progress from one term to the next succeeding term, the student must meet course and term student learning outcomes. The faculty possesses the sole right and responsibility to determine whether a student has met the objectives.
- B. Students are expected to be ready to begin class or clinical at the time designated by the faculty. That includes break times and lunch. Class start time is 8:00 AM unless changed by the faculty. Students would be notified in advance of any changes. Clinical times will vary, but are reviewed in clinical orientation and written in the term clinical schedule. Students who arrive later than designated starting time will be marked as tardy and have time deducted from their attendance record. (See Tardiness Policy in later section for further clarification.)
- C. Students must assume the responsibility of notifying the school and/or clinical agency when they are going to be absent. **Call offs will only be accepted from the student.** Calls will not be accepted from family members, friends, etc. If the student fails to properly notify the school/clinical agency in the event of his/her absence, the student's attendance record will indicate a "no call, no show" status and will result in an Occurrence Report and possibly the student's termination from the program. "No call, no show" to clinical assignment will result in the student being placed on clinical probation. Both clinical and classroom "no call, no show" will result in a conference with the Coordinator of Practical Nursing. A second "no call, no show" incident in the classroom or clinical setting will result in the student's termination from the program unless just cause is proven by the student. A third incident at any time during the program, for any reason, will result in the student's termination from the program.
- D. Absences are calculated as follows:
- | | | |
|--|---|-------------|
| Full class day missed | = | 6.5 hours |
| Leave class after lunch | = | 2.5 hours |
| <i>(Lunch hour is designated to start at 12:30 PM)</i> | | |
| Miss a clinical day | = | 7 hours |
| Leave and come back | = | Time Missed |
| In late/Leave early | = | Time Missed |
| Clinical Post Conference | = | 2 hours |
- E. A student's absences may total **no more than 40 hours**. If a student is absent more than 40 hours, he/she will be terminated from the program. The faculty shall review only very unusual extenuating circumstances providing the student is in good academic and clinical standing. Rationale for extenuating circumstances must be presented to the Coordinator in writing.
- F. **When a student is absent from class, it is the individual student's responsibility to secure the material presented in class during the absence.** Examinations that are given during the student's absence must be taken by the student on a day of the student's return to the classroom or clinical site as designated by the instructor.
- G. Students are not expected to leave class/clinical early except in cases of **extreme emergency** or when the Coordinator has given special permission. **PERSONAL SCHEDULES CANNOT INTERFERE WITH PROGRAM HOURS.**

Appointments should not be made during regular school hours – 8:00 AM through 2:30 PM. A class calendar is provided with the enrollment packet and a class schedule is provided for each term.

Students who need to leave early and/or arrive late to class are to sign in/out in the log book located on the desk in the program's lobby area.

Students who miss more than 10 hours per term will have a 1% deduction of their final theory grade for each course in a term that is run concurrently.

Term I –	Nursing Fundamentals AND Nursing Science
Term II –	Pharmacology OR Medical-Surgical Nursing – Part I
Term III –	Mental Health Concepts OR Medical-Surgical Nursing – Part II OR Leadership
Term IV –	Community Health Nursing AND Maternity Nursing; OR Community Health Nursing AND Pediatric Nursing

I. **Clinical Make-Up Time Policy**

The student is expected to attend all clinical days as scheduled for each term. Clinicals include nursing home and hospital assignments, outpatient and home health settings, field trips with tours, Nursing Arts lab and Clinical Simulation lab experiences. There are 6 weeks of clinical in Term I, 16 weeks in Terms II and III combined, and 9 weeks of clinical in Term IV. Nursing Arts lab and Clinical Simulation lab dates are in addition to the weekly dates.

In the event of significant illness (fever, vomiting, or diarrhea) or unusual circumstances resulting in missing clinical time the student will be required to make up that lost time. Clinical time missed will not be deducted from total attendance hours (unless it is not made up). Clinical make up dates for the Term 1 and Medical Surgical Nursing rotations will be scheduled with an instructor at Geisinger Lewistown Hospital or another designated site. Students who miss clinical time will be given a written notice of the missed time with a date for expected make up.

Clinical make up time for Term 1 and medical Surgical Nursing rotation will be scheduled on non-class weekdays when all other students will be scheduled to be off. They may include holiday time, such as during Thanksgiving break or a weekend day (Saturday or Sunday). Dates will be scheduled and posted early in the term. Because clinical makeup time is not part of regular instruction hours, students **will be charged \$100.00 per day**.

Clinical make up in Term 4 for maternity, pediatric and community rotation will be required to be made up and must be scheduled by the student. This may include evenings and weekends that clinical site offices are open. If time on the maternity unit with the instructor is missed, the original clinical schedule may be altered and time at another site re-arranged by the student as time in the hospital maternity unit is tightly scheduled.

Alternative arrangements for clinical makeup may be arranged at the faculty's discretion.

Students are expected to attend all scheduled demonstrations/redemonstrations of clinical skills in the Nursing Arts Lab or Clinical Simulation Lab. The demonstration/ redemonstrations of clinical is part of a student's clinical grade. Any student who fails to attend a demonstration of clinical skills will receive an Occurrence Report.

Any student who is a no call, no show for clinical will be placed on clinical probation after the first incident. If a second no call, no show occurs **at any time during the program**, the student will be dismissed from the program.

Students who fail to make-up clinical experience and/or clinical lab demonstration/redemonstrations by the end of the term in which they are currently enrolled will not be permitted to take the final exams for the term and will not be permitted to advance into the next term. If this occurs in Term IV, the student will not be permitted to graduate and notice to the State Board for eligibility for licensure exam will be held until the clinical experience or lab is completed.

Students will receive back clinical hours missed if the time is made up during a designated clinical make up time. For example, if a student has perfect attendance (0 hours missed) then misses a clinic day (7 hours missed) and then makes up that clinic day (all 7 hours missed); the student will again have a perfect attendance record.

The faculty reserves the right to waive any or all of these conditions based on an individual student's special circumstances.

BEREAVEMENT POLICY

In the event of a death in the student's immediate family, time off without penalty will be granted as follows:

- Death of an Immediate Family Member (spouse, parents, children, or siblings) – Day of death through day of funeral; maximum time allowed is 3 days
- Death of In-laws (spouse's parents or siblings), Grandparents, Close Friends – Day of death through day of funeral; maximum time allowed is 2 days

Students who experience the death of a friend or non-immediate family member as described above will have time deducted according to the Attendance Policy guidelines for any missed days beyond the funeral time.

SNOW POLICY/ INCLEMENT WEATHER

(Access the Academy webpage www.theacademy.net or district web page www.mcsdk12.org or local radio station www.merfradio.com for up-to-date delays/closings. Students may also receive Academy phone messages system calls)

Adult students are always expected to determine their own safety related to travel. Absences related to weather issues will be counted in the same manner as all missed time unless the school district has altered the daily schedule. In anticipation of a school district announcement, the student may wait to leave their home until 0600 (6:00 AM) in order to receive the district information. Tardiness related to this situation will be evaluated in light of the weather situation.

In the event of inclement weather or other emergencies:

1. When you are scheduled for any clinical site:

If Mifflin County School District announces a school delay start you should report to the Academy for your assignment at the delay start time unless instructed to do otherwise by your instructor (Term 4 has some special instructions). Students should check email for any messages from instructors. For example, if school start is delayed by 2 hours - report to the Academy at 10:00 AM. You may be working at the school or required to go to scheduled site on an altered schedule.

If Mifflin County School District announces a school closing, the Practical Nursing Program will cancel clinical.

Clinical orientation for each rotation will include inclement weather directions for further clarification. If clinical days are missed in entirety, make ups will be rescheduled at the discretion of the faculty and may include lab or simulation time.

2. When you are scheduled for class at the school:

If Mifflin County School District announces a school closing or delay start, the Practical Nursing Program will also close or delay start.

Classroom time will be rescheduled at the discretion of the faculty. An alternative assignment may be given to document clock hours.

3. In the event of an early dismissal:

Classes at the Academy will be dismissed at District advised time. For those at clinical sites, the Coordinator or designee will notify faculty and students at clinical sites of the early dismissal, but the faculty member present will help evaluate the situation based on the safety of both the clients being cared for by the student, as well as the individual student concerned.

TARDINESS

Any student not physically present at the start of the scheduled class period (8:00 AM) or clinical experience (time varies based on site) will be considered tardy. Any tardiness will result in an Occurrence Report. Students who have had 3 tardiness Occurrence Reports will have an action plan developed with the Program Coordinator. This plan will outline expectations for improvements. Those students who do not meet the expectations for improvement will be given notification that any further tardiness will result in dismissal from the program unless there is documentation of a significant emergency.

Because promptness is essential in building responsible professional behavior, the student is required to report at the time scheduled. All tardiness will be computed and will be added to the total absenteeism of the student. **Tardiness is computed to the nearest quarter hour after the scheduled start time. EXAMPLE: 8:23 would be computed as 8:30.**

Tardiness must have a reasonable excuse. Please notify the school by the start of class or the clinical agency at least one-half hour (1/2) prior to the scheduled start time. Due to patient assignments on the clinical area, students who are tardy may not report later than 8:00 AM and must notify the faculty upon arrival to the clinical site.

Students who arrive at the clinical site more than one (1) hour or longer after the scheduled start time will be marked as tardy, have the day documented as missed clinical time, and receive an Occurrence Report. One tardiness to clinical will be noted. For any further incidents of tardiness, the student will be required to make-up the missed clinical day in its entirety. (See Attendance section regarding clinical make-up.)

Classroom Tardiness: (Defined as not being present at 8:00 AM for the start of the day or on time for the return after breaks or lunch. NOTE: Faculty discretion applies- class always informed of any needed changes)

- First time late in a term: Occurrence Report filed, no points deducted from overall grade. Testing policy for points lost applies if late for testing (written exam or clinical related testing in skills lab or simulation lab)
- Each time late after the first event will result in an Occurrence Report and five (5) points deducted from current course total grade.
- Three Occurrence Reports in a term will continue to result in conference with Program Coordinator and Action Plan written.
- Excessive tardiness may result in dismissal from Program.
- Excessive tardiness is defined as 4 times late in any Term.

Clinical Tardiness: (Defined as not being present at the designated start time for assigned clinical day.)

- First time late in Term: Noted in faculty anecdotal notes. Daily points lost.
- Any other lateness will require full clinical make up day
- Excessive tardiness will be noted in clinical evaluation as unsatisfactorily meeting professional objectives and could result in failure of clinical.

Students who experience the death of a friend or non-immediate family member as described above will have time deducted according to the Attendance Policy guidelines for any missed days beyond the funeral time.

POLICY 2017
SOCIAL MEDIA AND CELL PHONE POLICY

PURPOSE: The purpose of this policy is to assist faculty, staff, and nursing students to maintain appropriate professional communication boundaries online to avoid consequences due to inappropriate postings on any platforms such as e-mail, cell phone texting, Facebook or Twitter, Snap Chat, Instagram, and other social media.

AUTHORITY: The PNP has the right to search for and monitor any comments or discussions about PNP employees, students, clinical sites/patients or other matters directly related to the PNP. A student is subject to dismissal from the nursing program for any violation of HIPAA. A student may be subject to dismissal from the nursing program for any violation of the Social Media Policy.

PROCEDURES: This policy applies to The Academy Practical Nursing Program (herein known as PNP) students, faculty, and PNP staff for any written electronic communication published online regarding PNP-related matters and information, public or private.

- Students who use online social networking and identify him/herself as associated with the PNP must clearly and explicitly note in the ABOUT section of Facebook or appropriate area on any other type of social media that **“any views or opinions made are explicitly mine and not that of “The Academy PNP”**.
- Faculty and staff have the right to search for and monitor any comments or discussions about PNP employees, students, clinical sites/patients or other matters directly related to the PNP.
- Personal information and photos with students, faculty, staff, classroom and clinical sites may only be posted with written permission from all individuals involved. Students should avoid using names and never post photographs of patients/staff, etc.
- It is strongly suggested students adjust privacy settings for personal accounts to limit public access.
- There is an official Facebook page for the Program. It is known as “Mifflin County Academy of Science and Technology”. Students are encouraged to access the page and “like” it. This is the only social media platform at this time.
- Students will complete an Enrollment Agreement Form (Policy Form 2012) to provide guidance on student consent for participation in any PNP media. Student may change consent by contacting the PNP.

PROHIBITIONS: The use of social media via computer or cell phone for illegal, inappropriate, or unethical purposes by any user is prohibited. More specifically:

- The use of or posting of unauthorized (where permission has not been obtained from involved parties) pictures, logos, videos, or PNP materials is strictly prohibited.
- Confidential information of patients, patient family members, visitors, physicians, nursing staff, faculty, PNP students, and class and clinical situations will not be discussed in any form online. The Health Insurance Portability and Accountability ACT (HIPAA) guidelines are to be upheld at all times. A student is subject to dismissal from the nursing program for any violation of HIPAA.
- The posting of unauthorized pictures, videos, course materials, quizzes/tests or plagiarizing online information is prohibited. Harassing, threatening, belittling photos, e-mails, videos, or

comments that are demeaning, insulting, or discriminating against anyone are not to be posted.

- Texting, “sexting”, e-mail, social networking, using video or streaming services or other internet-based media are not to be performed during class or clinical hours. These activities are not allowed in the classroom unless there is a classroom activity that includes this type of access.
- On-campus computers may not be used to access social media platforms.
- Students may not use social media to communicate information to faculty. To contact a faculty member, student MUST use the communication method specified by faculty member. Faculty and students may not “friend” each other while enrolled in the program.
- Students should not access any social media, such as Facebook, belonging to assigned or known patients in any clinical facility. Outside of clinical, access is considered as inappropriate for the nurse/patient relationship.
- Taking pictures or recording anything in a classroom/skills lab/inside PNP building during lecture time, without the permission of the faculty/administrator is strictly prohibited.
- Cell phone or any other Smart device (i.e. Apple watch, etc.) use is **not permitted** during class or clinical hours (this includes calls, texting and data download or sharing). Cell phones must be turned off while student is in class. Cell phones must be left in the student’s vehicle during clinical unless otherwise directed by an instructor. Students may check phones while on their break. **In the event of an emergency during school or clinical hours, persons needing to contact the student should be instructed to call the school.** The Academy Administrative Assistant (or designee) will make sure that the student is advised of the emergency. The Academy Administrative Assistant has access to clinical schedule and will make sure that the student is called at any clinical site.

CONSEQUENCES OF INAPPROPRIATE USE:

- This policy matches the requirements of a practicing LPN due to the responsibility held by a nurse. A student is subject to dismissal from the nursing program for any violation of HIPAA. A student may be subject to dismissal from the nursing program for any violation of the Social Media Policy.

POLICY 2002
STUDENT POLICIES

PERSONAL APPEARANCE/DRESS REQUIREMENTS

Every student is expected to be clean and neat while attending school. Extremes of style in dress, makeup or hairstyle are considered unprofessional. Students must be in suitable clothing at all times. Students are not permitted to wear clothing of a suggestive nature that advertises by words or pictures: drugs, alcohol, tobacco, weapons, firearms or sex. Muscle shirts and midriff cut shirts as well as short-shorts and mini –skirts are not permitted. Shoes must be worn at all times.

Students are requested not to wear hats in the Academy hallways as a matter of proper etiquette per Academy policy.

Student nurse uniforms are to be worn only when scheduled for clinical experience.

Students who wear their uniforms outside of the clinical/classroom setting are to wear the complete uniform as described on page 24 in the student handbook or change into regular street clothes.

PARKING AND TRANSPORTATION

Students are required to have their own RELIABLE transportation to the classroom and clinical areas including clinical tour sites.

Car-pooling is highly encouraged for classroom, clinical, and tour experiences.

Students are issued a specific parking spot and a parking tag that is to be displayed when parking in the Academy parking lot and at all clinical sites. Students ARE NOT permitted to park in any other area or parking spot than the one assigned.

Student vehicle information is requested to be provided on the first day of class. This information is shared with the Academy staff who routinely monitor the parking lot. Students who are in repeated violation of the parking rules will lose parking privileges for the remainder of the school year.

The speed limit, although not posted, is **15 mph** through the parking lot. Please note that the parking lot area is also considered a thru way street in Derry Township.

Parking at the individual clinical sites will be discussed on a term-by-term basis. All students are expected to abide by the parking regulations of each affiliating agency; failure to do so may result in a loss of parking privileges at the affiliating agency's parking areas and an Occurrence Report. Student vehicle registration information is provided to each agency at their request.

CHAIN OF COMMAND

Students are expected to follow the appropriate chain of command regarding the Grievance Procedure or other situations involving a complaint about the program, fellow students, instructors, and/or clinical sites.

Students who voice complaints will be requested to write down any complaints for the faculty to discuss at the next faculty meeting.

Students who voice complaints against fellow students and/or instructors will be required to write the complaint and possibly discuss the issue with the aggrieved party/parties in a face-to-face meeting.

ACCESS AND USE OF STUDENT RECORDS

- A. Upon request, any student may review his/her records, at a time and place specified by the faculty.
- B. The program will release information, including transcript requests, from a student record only upon written authorization from the student.
- C. Student records will be available for review by representatives of official agencies affiliated with the practical nursing program.

PROFESSIONAL BEHAVIOR

Success as a practical nurse depends on more than academic and clinical success. The students, as well as faculty members, are expected to follow high standards of personal and professional behavior and conduct.

Professional behavior and conduct includes following program and affiliating agencies' policies and procedures, maintaining confidentiality of information, avoiding gossip, being dependable in attendance, dressing appropriately in the clinical and classroom settings, and being cooperative with co-students, faculty, guest speakers, and affiliating agency staff members. Professional behavior includes appropriate use of language – respectful and courteous.

An Occurrence Report will occur if policies, procedures, and acceptable standards of care and behavior are not followed.

Students have the responsibility to monitor other students' patterns of behavior and practice. The same is true of currently licensed nurses. A person who conceals a mistake committed by another is just as guilty of that error as the actual perpetrator of the error. According to Pennsylvania Code 049, § 21.148 (Rules and Regulations of Practical Nursing), "A licensed practical nurse shall...Act to safeguard the patient from the incompetent, abusive, or illegal practice of any individual."

Students are expected to be quiet and orderly while school is in session. This includes talking outside of areas where other students (both secondary and PN program students) may be testing or studying. Remember to be courteous regarding your fellow students' educational needs.

Abusive, foul, or offensive language or behavior will not be tolerated and is cause for dismissal from the program. Students who continuously disrupt the classroom or clinical learning environment will risk termination from the program.

Students are not to congregate in the hall during normal high school operating hours (8:30 AM – 3:00 PM) nor should they be visiting high school classes during these hours.

WITHDRAWAL (VOLUNTARY RESIGNATION)

Withdrawal refers to the voluntary non-completion of the program. The student must return his/her PNP ID cards, parking tag, library materials, and any other school owned property. All financial obligations must be met before any earned refund will be issued to the student. Financial responsibilities are outlined in the Enrollment Agreement signed upon acceptance. The student will be responsible to pay replacement costs for any or all items not returned to the PNP.

TERMINATION (INVOLUNTARY DISMISSAL)

The practical nursing faculty reserves the right to terminate the enrollment of any student who in its judgment does not satisfy the competency requirements of scholarship, health, or personal suitability for nursing. Any student convicted* of a felony under the Controlled Substance, Drug, Device and cosmetic Act will be terminated from the program.

*(Convicted includes judgment, admission of guilt, and/or plea of nolo contendere.)

If any student is accused of any drug or alcohol related crime during the program, they will be suspended until the outcome of their case has been decided. A student cleared of all charges may return to the program when the term from which they were suspended is next offered.

Any student with a non-felony criminal record not involving a controlled substance, drug device or cosmetic act will be advised to consult with the State Board Legal Affairs representative to be made aware of potential delays or restrictions to licensure.

Reasons for termination from the program include, but are not limited to:

1. Unsatisfactory performance in theory or clinical practice;
2. Failure to meet course (80% grade), term (pass all courses and clinical rotations in term) and/or program competency requirements (Medical Surgical clinical rotation);
3. Failure to meet drug calculation competency requirements;
4. Accumulation of four (4) or more occurrence reports in any term;
5. Possession of illegal drugs on Academy or any affiliating agency premises;
6. Divulging confidential information except to proper authorities (written or verbal);
7. Cheating or plagiarism (violation of academic integrity);
8. Willfully damaging Academy or affiliating agency property;
9. Discourteous, disrespectful behaviors towards others including patients, affiliating agency staff, faculty/staff members, and co-students;
10. Failure to meet financial obligations; and/or
11. Non-attendance (excessive absenteeism, no call, no show status, etc).

Upon termination, the student must return PNP ID cards, parking tag, library materials, and any other school owned property. The student will be responsible to pay replacement costs for any or all items not returned to the PNP.

LEAVE OF ABSENCE

A leave of absence may be granted to a student in case of illness, pregnancy, or other **urgent** circumstance. The student must apply to the Coordinator of Practical Nursing, giving reasons for the requested leave. A leave of absence may last no longer than six (6) months. Only one leave of absence will be granted per school year per student. The coordinator will confirm the request for a leave with a letter outlining both student and Program responsibilities.

A student requesting a leave of absence for medical reasons must provide a written request from the student's private physician stating the need for the leave of absence. A written progress note must also be provided prior to the student's return to the program stating the student is capable of providing nursing care **without any physical restrictions**.

A student requesting a leave of absence for emotional/mental health reasons must provide a written request from the student's private psychiatrist or psychologist verifying the need for a leave of absence. A written progress note must also be provided prior to the student's return to the program indicating the student is emotionally/mentally stable to safely provide nursing care to the student's assigned patients **without any restrictions**.

Students who are pregnant will be offered a maternity leave of absence at the end of the term immediately preceding the estimated date of delivery. If the pregnant student's healthcare provider places restrictions on the student interfering with the ability to perform full patient care duties in clinical the leave may need to start earlier. The student must be able to complete all the essential job functions for practical nursing as documented at admission. A written note from the student's obstetrician must be provided prior to the student's return to the program indicating she can return **without any restrictions**.

All grades earned up to the first day of the approved leave of absence will remain as the student's permanent grades (term grades and individual test grades).

Attendance hours missed by the student will be maintained after the student returns from the leave of absence. EXAMPLE: If the student misses 10 out of the allowed 40 hours prior to leave, the balance of hours upon the student's return will be 30 hours.

All money due the program at the time of the approved leave of absence must be paid prior to the student's return to the program. A student will not be permitted to return until all financial obligations have been met.

Return to school after a leave will be confirmed with a letter from the coordinator. A conference will be planned with the program coordinator to review status upon return.

Students returning from an approved leave of absence will be required to demonstrate their competency in various nursing skills as selected by the instructors. Examples include, vital signs measurement, blood sugar assessment, and/or total body assessment.

TOBACCO POLICY

Smoking and other tobacco use is not permitted on school property, residential areas, or private property surrounding the nursing campus at any time. Penalty for first offense is verbal warning; penalty for second offense is written warning. A third offense results in termination from the program.

Smoking by students is permissible at clinical sites only in employee designated smoking areas at assigned break times. Students may not reenter patient care areas smelling of smoke on clothes or breath. Instructors reserve the right to send the student home to change clothes if clothes retain odor of cigarette smoke.

LUNCH AND BREAKS

Students may purchase lunch from the school's cafeteria during normal operating months and hours. Any trays brought into the Practical Nursing Department must be returned to the cafeteria by the student after lunch.

Students may use the Student Lounge for lunch and breaks. A microwave and refrigerator are available for student use. However, this area must be cleaned after each use or this privilege will be revoked. All cans and bottles must be emptied before placing them in the appropriate receptacle in the lounge.

Eating or drinking is permitted in class periods at the discretion of the instructor. Failure to keep all areas clean from spills may result in restrictions on eating and drinking in the program facilities.

No eating or drinking is permitted when using new PNP laptop computers in the department at any time.

No food is to be stored in the classrooms including individual student desks. Food left on a desk at the end of an instructional day will be discarded.

Students are to use the bathrooms within the PNP department ONLY. Faculty restrooms are restricted for faculty, staff, and male PNP students ONLY.

VISITORS

Students are not to have visitors during hours of classroom or clinical operations. If a student expects a visitor at school, the instructor must be informed prior to the visit; the person must sign in at the main office, receive, and wear a "visitor" ID badge. Visitors must sign out and return the ID badge prior to leaving the building.

LOCKERS

Each student may be provided with a locker and a school lock. Money and valuables must be kept to a minimum. The school is not responsible for loss of money, valuables, or personal belongings.

Students who withdraw or are terminated from the program and do not empty their lockers will have the lock removed and the contents of the locker discarded. The contents of the locker will not be replaced by the program or school.

COPIER AND FAX SERVICES

A student who needs to make copies of program materials can do so at any time. Copy charges are covered in the student's equipment fees. Student copies of personal materials are not permitted without instructor permission.

Fax services are available to students and the cost is covered in the student's equipment fees. Academy employees perform fax services only.

MAILBOXES

A mailbox is provided for each student in the student lounge. The faculty relies on the mailbox system to provide information to students. The student is responsible for checking his/her mailbox at least daily to retrieve any communication left in the student's mailbox. Except for an emergency, individual notes, including phone call messages, are not hand-delivered to students. Each mailbox is considered confidential to the assigned student. Any student found to be accessing other student's mailbox will be subject to disciplinary actions for violation of privacy and confidentiality of their classmate.

EMAIL ACCOUNT

Each student will be assigned an email account unless they request to continue use of a personal account. Class messages and general announcements will be sent by email. Financial aid notices will be sent by email. Students may request to have paper financial aid announcements in writing to the Program Coordinator. Students are expected to check email daily. Instructions on use of the system will be reviewed during orientation.

SCHEDULES

Clinical rotation and class schedules are provided to each student at the beginning of each term. It is the individual student's responsibility to check the schedule and to be at the appropriate place at the appropriate time.

STUDENT EMPLOYMENT

- A. Students are encouraged **not** to engage in employment while enrolled in the PN program.
- B. Students who do engage in employment while enrolled in the PN program are advised to work no more than sixteen (16) hours per week.
- C. If a student is employed in a health care agency, he/she must not perform functions normally assigned to a professional nurse or a practical nurse and may not be assigned as a charge nurse of a unit.
- D. The student may not wear the PNP uniform in his/her employment setting.
- E. The employment schedule must not interfere with the academic or clinical schedule. Students should expect to attend class and clinical during the hours reflected on the individual term schedule.
- F. The School assumes no responsibility for student employment.
- G. The School is not responsible for the student during employment hours.
- H. Liability insurance is not in effect during the student's employment hours.

GRADUATION

A student will be eligible for graduation once all academic, clinical (experience and paperwork), and financial obligations have been met. The student will not be permitted to take the final exam of any term if an outstanding balance remains on his/her account at the end of the term.

All school property (books, videos, etc.), parking tag, and name tag must be returned or the replacement cost paid prior to graduation.

Graduation invitations and/or announcements with envelopes are provided at no cost to the student up to a combined maximum of 30 invitations/announcements. Invitations/announcements are ordered using the form provided by program staff. Additional invitations/announcements can be purchased at a cost of \$0.50 each, paid in advance. Invitations should be mailed approximately 4 to 6 weeks prior to graduation. (Invitations are sent to people you would like to attend the graduation ceremony.) Announcements are mailed after graduation to inform relatives, friends etc. of the graduation without expecting them to attend the ceremony.

A group picture will be taken prior to graduation at a date and time determined by program staff. A copy of the picture will be given to each graduate.

The class will select a graduation speaker and nursing pledge leader.

Students are highly encouraged to attend the graduation ceremonies which are held in the school cafeteria. Nursing pins and diplomas will be awarded at the graduation ceremony.

Clinical standards of professional image are upheld for the graduation group picture and the ceremony. Uniforms for the group picture and the graduation ceremony include:

1. White pant outfit or dress uniform;
2. White closed-toe duty shoes – NO high heels;
3. White or beige tone undergarments
4. Hair up and off the collar;
5. Nursing cap if class voted to wear
6. No artificial fingernails; clear polish only;
7. No dangle earrings; a maximum of two pair of stud (posts) may be worn; and
8. No necklaces, bracelets, pins, etc. – only a watch is permitted to be worn.

LICENSURE

Successful graduates of the Practical Nursing Program are eligible to apply to sit for the NCLEX-PN licensure exam administered by Pearson Vue for the National Council of State Boards of Nursing (NCSBN) using Computerized Adaptive Testing (CAT). Licensure fees are collected as part of the Term IV equipment fees. A check will be given to each graduate at the end of Term IV totaling current charges to be used for the registration and testing fees – application fee to the National Council of State Boards of Nursing (currently through Pearson Vue) and application to the PA State Board of Nursing – this will also include a charge for current (within 90 days of application) criminal background check. Students may register for the NCLEX exam on-line and use their own debit or credit card.

Students who have not paid all funds owed to the PNP in full will have their diploma held. The PN Coordinator will not release the name of the student to the State Board of Nursing to verify completion of the education program until the student account has been resolved.

PNP students will be given the opportunity to complete the child abuse reporting education required by the PA State Board of Nursing for licensure during Term 4 as part of a clinical day. Students will complete the required program

noting that the reason for completion is “licensure” and will list the PA State Board of Nursing as recipient of the certificate of completion offered by the education program. Students will be advised at the time of completion of this training that they will not receive an authorization to test from the PA State Board of Nursing unless they release their information to the Board. Students will be advised to note the approved education provider they utilize in case of any need for documentation as part of their application for licensure.

A graduate may also apply for a temporary practice permit (TPP). A temporary practice permit (TPP) is required if a graduate practical nurse (GPN) plans to work as a nurse following graduation and prior to taking the NCLEX-PN exam. The TPP application is part of licensure application. There is a separate fee to obtain the TPP. The TPP is valid for one year after issue or until the results of the NCLEX-PN exam are known. If the graduate fails the licensure exam, the TPP is immediately made invalid and the person can no longer work as a GPN in Pennsylvania.

Graduation from the Program does not guarantee eligibility to sit for the licensure exam. If a student has any criminal record their application will be reviewed by the legal counsel of the State Board of Nursing for consideration of eligibility. The graduate will be required to submit documentation regarding their conviction unless they have official documentation of completion of ARD or documentation of expunging of their record from the court.

“The Pennsylvania Board of Nursing shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the Act of April 14, 1972 (P.I.233,no. 64) known as the “Controlled Substance, Drug, Device, and Cosmetic Act” or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless: (1) at least ten (10) years have elapsed from the date of conviction; (2) the applicant satisfactorily demonstrated to the Board that he/she has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violation (3) the applicant otherwise satisfies the qualifications contained in or authorized by this act. As used in this subsection, the term “convicted” shall include a judgment, an admission of guilt or a plea of nolo contendere. Any student or prospective student to whom this policy may apply should contact the State Board of Nursing at 717-783-7142.

Any application under review by the State Board of Nursing will not be sent an authorization to test until the matter is resolved. The time frame for completion of the review by the board is not under the control of the Program. Graduates will need to directly contact the Board for information on their status.

Information regarding licensure, including the distribution of applications, will be provided during the Professional Issues conference in Term IV.

TRANSCRIPT SERVICES

A transcript will be provided at no cost to the student upon graduation from the program. Official and unofficial transcripts will be issued at a cost of \$5.00 each upon the program’s receipt of a written, signed request using the appropriate form or an on-line request is made from the program website. Official transcripts are not issued to the graduate unless it is mailed in a sealed envelope signed by a program official. The same applies to any student who withdraws or is terminated from the program.

The school reserves the right to withhold the release of a transcript – official or unofficial – from any student or graduate who is in debt to the school in any fashion.

**** Please note:** An official transcript is required by schools of higher education and other Boards of Nursing. Please allow a maximum of two weeks for transcript services upon receipt of a written request and payment for each requested transcript.

POLICY FORM 2014
LEAVE OF ABSENCE/WITHDRAWAL CHECKLIST

Purpose: Student is aware of responsibilities related to leave of absence or withdrawal

Student Name: _____

Date meeting with PN Coordinator: _____

Requesting _____ Leave of Absence _____ Return after academic failure

Returns door card: _____ Returns name tag: _____ Returns parking pass: _____

Collects belongings from desk and locker: _____

Reason for Request:

Date plan to return: _____

Financial Aid Implications and charges discussed – letter to be sent to confirm _____

Requirements to return:(could include repeating final exams or clinical competency testing)

Student statement: I am aware that I am responsible for all charges incurred in my attendance as per the Enrollment Agreement I have signed at the start of the program. I am aware that I must pay any outstanding charges before I am able to return from withdrawal. I have been made aware of implications to my financial aid due to this leave or withdrawal. I have been given the date for anticipated return. I am aware of the need to maintain my academic and clinical competence and will return ready to resume my studies. I will utilize my class materials during my absence to maintain my knowledgebase. I am aware that the faculty will be available for any questions I may have upon my return.

Signed: _____

Signed: _____

(copy of this checklist given to student; formal letter to follow)

**POLICY 2016
GRIEVANCE PROCEDURES**

GRIEVANCE PROCEDURES

Purpose: The purpose of this procedure is to resolve student grievances with any Practical Nursing Program faculty or staff member.

A Grievance Form may be obtained from the Coordinator of Practical Nursing at the student's request. No other form will be accepted as part of the Grievance Procedure Process. This form is reviewed during student orientation and is in the Student Handbook.

STEP I

Any student initiating this process shall present the grievance in writing to the Coordinator of Practical Nursing within five (5) days after the occurrence of the alleged misinterpretation, violation, or misapplication of program policies and/or procedures.

The Coordinator of Practical Nursing shall reply in writing to the student within five (5) working days after the receipt of the grievance.

STEP II

If the reply from the Supervisor of Adult Education fails to resolve the grievance to the satisfaction of the aggrieved student, the grievance and responses shall be referred in writing to the Academy Administrative Director within five (5) working days from the date of reply from the Supervisor of Adult Education.

The Academy Administrative Director shall reply in writing to the aggrieved student within five (5) working days after receipt of said grievance.

STEP III

If the reply from the fails to resolve the grievance to the satisfaction of the student, the grievance and the reply shall be referred in writing to the MCSD Superintendent within five (5) working days from the date of reply from the Coordinator of Practical Nursing.

The MCSD Superintendent shall reply in writing to the aggrieved student within five (5) working days after receipt of said grievance.

STEP IV

If the reply from the Chief School Administrator fails to resolve the grievance to the satisfaction of the aggrieved student, the grievance and responses shall be referred in writing to The Academy's Operating Committee. After such referral, the Board, the aggrieved student, a faculty member, a student representative, and an administrative representative shall meet at the next regularly scheduled Board meeting for the purpose of discussing the matter. The Board shall officially notify the aggrieved student in writing, of the final decision on the grievance within five (5) working days of the Board meeting.

**POLICY FORM 2001D
RELEASE OF STUDENT RECORDS**

I, _____, understand that Mifflin County

(Print Name)

Academy of Science and Technology's Practical Nursing Program may need to release a copy of the following records to the school's affiliating agencies and any auditors/surveyors from any and all governing agencies:

- Health Records (needed for participation in clinical) This includes a copy of my urine drug screening performed prior to enrollment, as well as any random testing performed during the academic year.
- Academic Records (for auditing purposes only)
- Financial Aid Records (for auditing purposes only)

Photos – any photos taken during your nursing school career could be utilized for promotional purposes and/or for your graduation ceremony.

STUDENT'S SIGNATURE

DATE

**POLICY 2003
STUDENT INFORMATION/NOTIFICATION POLICY**

The Coordinator of Practical Nursing and the faculty coordinator of the term will meet with each class at least bi-monthly, usually on the first Monday of every month. The purpose of the meeting is to communicate faculty concerns and to allow open formats for expression of student concerns. Students may submit topics they wish to discuss to the Coordinator prior to the meeting. Students may approach any faculty member or the PN Coordinator with individual concerns at any time the faculty or Coordinator office door is open. (referred to in orientation as Program "open door policy") Anonymous concerns can be placed in the suggestion box in the student lounge.

Students are made aware of monthly faculty meetings by a posted notice in each classroom and in the student lounge. Students may request to be added to the meeting agenda to bring up their issue to faculty in person or may submit a written request. All student raised concerns will be responded to by a written notice posted in the student lounge.

Individual classes may call their own meeting and should post planned meeting time in their classroom and in the student lounge. All students will be invited to attend the Advisory Committee Meeting. Prior to graduation, the class will elect a representative to speak at graduation and a representative to lead the Practical Nursing Pledge.

A staff member will be responsible for minutes of the first Monday meetings; a student will keep minutes of any individual class meeting. Minutes will be kept of all class meetings and a copy will be given to the Coordinator of Practical Nursing.

Any student policy changes made during the year will be given in writing to each student, as well as, being discussed at a first Monday meeting. The written notice will be placed in each student mailbox in the student lounge.

All class members are encouraged to participate in relevant community activities such as blood pressure screenings, disaster drills, and blood drives above and beyond the required health related Community Service Project.

POLICY 2004
LIBRARY REGULATIONS

The Practical Nursing Library is located in the student lounge which is open from 7:30 AM to 3:30 PM on any day that the program is in session. The library is available for use by the students and faculty of the practical nursing program. The library is kept up to date by means of an annual review (in Faculty Meeting Agenda Calendar every year in April) review by the practical nursing faculty. The faculty will make recommendations concerning acquisitions and materials to be discarded as well as suggesting budget allocations. Nursing journals older than 3 years are discarded. Books are discarded older than 5 years from publication.

Library books, magazines, etc. are for reference and must not be taken from the library without permission. Books may be signed out for a 5-day period. However, an instructor may request early return of reference materials based on student needs. If any library reference material is lost or otherwise not returned, the student who last signed it out will be charged the cost of replacing the material.

Instructional DVDs may be signed out for overnight use. They are to be returned the next morning that classroom instruction is in session.

All reference material and videos must be returned by the end of the term. An individual student will not be permitted to advance into next term/graduate until all materials signed out by student are returned or replacement costs are paid in full.

Students must have a PN staff member sign a book/magazine/video out. Failure to have a staff member sign a book/magazine/video out will result in the loss of student privilege to borrow materials from the Student Resource Center.

The Internet is available for student use and research purposes as outlined in The Mifflin County School District's Policy.

The nursing program's library/student resource room is a designated QUIET area. All students are expected to respect the rights of fellow students in maintaining a quiet atmosphere in this room. Students who fail to demonstrate an appropriate level of respect for their fellow students will lose the right to use the student resource room from the remainder of the term. A repeated action will result in the student losing the right to use the room for the remainder of the school year.

Drinking and eating around laptops is strictly forbidden.

POLICY 2015
INTERNET ACCESS AND USE

- PURPOSE:** All use of the Internet computer network must be in support of education and research and consistent with the purposes and policies of the Practical Nursing Program (PNP). Access is available in hardware connections in the Library/Study Lounge room. Personal laptop computers are permitted to be used for coursework, but may not be open during lectures or demonstrations.
- The network will be used to support the program’s curriculum, the educational community, and communications and research.
- AUTHORITY:** The PNP reserves the right to log, limit, and monitor Internet use and to monitor fileserver space utilization by PNP users and other outside users. The PNP reserves the right to regulate all aspects of network activity.
- PROCEDURES:** The PNP and its employees make no warranties of any kind, whether expressed or implied, for the service it is providing. The PNP will not be responsible for any personal damages that may result from use of the Internet. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the Internet’s or computer’s own negligence or the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The PNP specifically denies any responsibility for the accuracy or quality of information obtained through the Internet services.
- Network accounts will be used only by the authorized owner of the account for its authorized purpose. Network users shall respect the privacy of other users on the system. PNP personnel and the Mifflin County School District Information Technology Department will supervise network use by individuals.
- Students will be encouraged to save personal class work on an external memory device, such as a disc or memory stick.
- Students may utilize the school network for personal use as long as time used does not interfere with other students’ access and the following prohibitions are not violated.
- PROHIBITIONS:** The use of the Internet computer network for illegal, inappropriate or unethical purposes by any user is prohibited. More specifically:
- Use of the network to facilitate illegal activity is prohibited
 - Use of the network to sell or purchase goods or services legal or illegal is prohibited
 - Use of the network for product advertisement or political lobbying is prohibited
 - Malicious use of the Internet to develop programs that harass other users or infiltrate another computer system and/or damage the software components of a computer or system is prohibited

- Hate mail, harassment, discriminatory remarks, and other antisocial communications on the network are prohibited
- The use of home personal accounts to access information on the school network is prohibited
- Use of the network to access or transmit obscene or pornographic materials is prohibited
- Use of the network to access or transmit material likely to be offensive or objectionable to recipients is prohibited
- Use of the network to obtain or modify files, passwords or data belonging to other users is prohibited
- Use of the network to misrepresent other users on the network is prohibited
- Use of school technology or the network for fraudulent copying, communications or modification of materials in violation of law is prohibited and will be referred to appropriate authorities
- Loading or use of unauthorized games, programs, files or other electronic media is prohibited
- The network shall not be used to disrupt the work of others; and the hardware or software of others shall not be destroyed, modified or abused in any way.
- Use of the network which results in any copyright violation is prohibited

CONSEQUENCES OF INAPPROPRIATE USE:

The network user shall be responsible for damages to the equipment, systems or software resulting from deliberate or willful acts.

Failure to follow the procedures and prohibition of the Acceptable Use Policy may result in the loss of privileges to access the Internet. Other appropriate disciplinary procedures may take place as needed.

Illegal use of the network, intentional deletion or damage to files of data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

POLICY 2005
STUDENT HEALTH INFORMATION

PRE-ADMISSION

Each student is required to complete the following health information before participating in the program or clinical facilities:

1. Complete **Physical Examination** - A physician, PA, or CRNP of the student's choice does the exam at the student's expense utilizing the programs form.
2. Required **laboratory titers**:
 - a. *Rubella, Rubeola, and Mumps immunity* – can also provide proof of vaccination (Rubeola --two doses on or after age one)
 - b. *Varicella (chickenpox) immunity* – can also provide proof of vaccination with one/two doses varicella zoster vaccine (two doses required if age 13 or older when vaccinated).
 - c. *Hepatitis B immunity* – can also provide proof of vaccination (series of three vaccines).
 - d. If not immunized due to religious or other reasons, documentation of declination is needed.
 - e. Students who are "non-immune" to Rubella, Rubeola, Mumps, Varicella, and/or Hepatitis B, as shown by titer levels, shall be required to provide documentation of subsequent immunizations. A history of childhood illness of Rubella and/or Rubeola shall not be considered acceptable proof of immunity for either disease.
 - f. Students are advised to receive their first Hepatitis B immunization prior to the start of their clinical rotation in Term I. Subsequent immunization documentation throughout the school year must be provided until the series of injections has been completed.
3. **Tuberculin skin test** – A two-step Tuberculin (PPD) skin test is required.
 - a. If the student has a documented TB test within the last 12 months, one skin test is appropriate.
 - b. Students must have a PPD skin test each year, if the one-year period expires during the school term.
 - c. If Tuberculin test results are "positive" – must provide the results of a chest x-ray. The student shall also provide documentation of follow-up and evaluation with the State Health Department if referred by their physician.
4. **Influenza Vaccine** is required yearly by November 1 or sooner if required by any clinical facility.
5. **Tdap** (Tetanus, diphtheria, and pertussis) **Vaccine** is required and must have been administered within the last 10 years. If the student becomes due for the vaccination after admission, subsequent immunization documentation is required before continuing the clinical rotation.
6. **COVID Vaccine** requirements will be determined based on clinical affiliates policy. Any student inquiring about a declination/exemption should see the Practical Nursing Coordinator *immediately*. Full vaccination must follow CDC guidelines.
7. **Drug Screen** – Must be submitted using the programs form and mailed to the program. **Cannot be completed until 60 days prior to admission.**
 - a. The drug screen must include test for the following: Amphetamines (AMP), Barbiturates (BAR), Benzodiazepines (BZO), Buprenorphine (BUP), Cannabinoids (THC), Cocaine (COC), Ecstasy (MDMA), Methadone (MTD), Methamphetamines (MET), Opiates (OPI), Oxycodone (OXY), and Phencyclidine (PCP).
 - b. All students are subject to conditions described in the Drug Policy 2010 for drug testing throughout the course of the program.

A student will not be permitted to participate in clinical unless all diagnostic studies and immunizations are current or declination documented according to school policy.

CLASSROOM SETTING

If a student becomes ill or injured at school, the student should report to the instructor. Instructor will provide emergency first aid and/or make provisions for the student to go home if necessary. If the student sustains an injury at school, instructor will complete an incident report. (Form 2011C). This report will be given to the Coordinator of Practical Nursing.

CLINICAL COOPERATING AGENCIES

If a student becomes ill or injured at a cooperating agency, the student should report to the instructor. The hospital will provide health services to students in accident situations, which occur while in the hospital setting. Instructor will make provision for student to go home if necessary. The long-term care facility is unable to provide health services to students. If student becomes ill, he/she will be excused to go home. If student is injured in cooperating agency, instructor is responsible for completing the necessary incident report. The instructors must report all incidents to the Coordinator of Practical Nursing.

INJURY/ILLNESS RELATED COSTS

All expenses related to an illness or injury, including needle stick injuries in the classroom or clinical setting, **are at the student's expense**. All students are encouraged to carry their own health insurance.

Latex Allergies - If a student has an allergy to latex they must advise their instructor of this allergy and be aware of potential for exposure in clinical sites. They are advised to purchase their own vinyl, non-latex gloves for clinical in order to avoid exposure.

Any time missed due to illness or injury in the classroom or clinical setting will be deducted from the allotted hours for absenteeism per student per year.

POLICY 2010
DRUG AND ALCOHOL POLICY

The Mifflin County Academy of Science and Technology Practical Nursing Program recognizes that the misuse of drugs is a serious problem with legal, physical and social implications. Possession, use or distribution of illegal/prohibited drugs and alcohol by students on campus or school related activities is absolutely forbidden. Administration, faculty, and students of the Practical Nursing Program share the responsibilities to identify and constructively deal with addictive diseases. To function as a professional and effective nurse, students must be drug/alcohol free and recognize the ethical, moral, and legal obligation to report peers in need of addictive disease assistance. Unlawful use of illicit drugs and alcohol abuse may result in dismissal from the program, and will result in sanctions and referral for prosecution.

Appendix A lists prohibited drugs in federal law, "The Controlled Substances Act," Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970 and in Act 64 (1972), The Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act. Included in the prohibition are drugs that alter mood and alcohol. The use of non-prescribed or abused substances including alcohol is harmful to the body and definitely impairs the function of the student or nurse. Pertinent aspects of violation and penalties under Federal and Pennsylvania Act 64 are also listed.

Controlled Substances

Pre-admission URINE DRUG SCREEN is required before formal acceptance into the Practical Nursing Program. Cost incurred by the applicant. The drug screen must include testing for the following: Amphetamines (AMP), Barbiturates (BAR), Benzodiazepines (BZO), Buprenorphine (BUP), Cannabinoids (THC), Cocaine (COC), Ecstasy (MDMA), Methadone (MTD), Methamphetamines (MET), Opiates (OPI), Oxycodone (OXY), and Phencyclidine (PCP).

Random periodic or probable cause drug testing can occur. Positive results can result in immediate dismissal.

- a. A student shall not knowingly possess, use, transmit, sell distribute, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, inhalant or any controlled substance of any kind:
 1. On the school grounds.
 2. Off the school grounds at any school activity, function or event.
 3. On any vehicle designated or used by the school for transport of students.
- b. Use by the student of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule, if the drug is federally Legal/Approved by the FDA.
 1. Prior to admission, students being considered for enrollment in the nursing program, who are prescribed Methadone/Suboxone, will be referred to PNAP for an evaluation and possible neurocognitive testing to determine fitness to practice. A letter from the prescribing physician should provide details of the specific plan of care also.
 - i. Any student prescribed Methadone/Suboxone for an opioid use disorder needs to be aware that they will have to answer the following question as 'yes' when applying for a license: "Do you currently engage in, or have you ever engaged in, the intemperate or habitual use or abuse of alcohol or narcotics, hallucinogenics or other drugs or substances that may impair judgment or coordination?" Additional information and a drug and alcohol evaluation may be required per the State Board of Nursing. These requirements may delay the student's ability to take the NCLEX exam.
- c. All violations of the controlled substance regulation will be reported to the local police authorities. It is mandatory that any student violating this policy be evaluated by an outside consultant. That student must follow the assessor's recommendations for treatment. Failure to comply with the assessor's recommendations may result in an inability to re-enroll in school.
- d. The Practical Nursing Coordinator will advise the Academy Supervisor of Adult Education of the situation.

Drug Testing

Any student whose behavior mimics the influence of drugs, mood altering substances, or alcohol and/or whose behavior demonstrates incompetence in classroom or clinical areas shall be dismissed from classroom or clinical areas. A random drug screening may be ordered on the spot at the discretion of the faculty observing the behavior. Random screening may be ordered after a pattern of behavior has been observed over time, such as frequent sleeping in class or inappropriate speech. (Appendix B lists drugs and common effects observed which may guide faculty to recommend screening.)

For suspicion of influence of alcohol, the student will have the saliva-based screening. The faculty member or the Practical Nursing Coordinator will oversee the collection and handling of the specimen. Random testing costs will be incurred by the student.

Any student who has been asked to submit a random drug or alcohol screening shall be asked to leave the clinical setting and will not be permitted to return to clinical until the test results have been reviewed. A student who has been asked to submit to random testing may attend classroom sessions while awaiting test results. Any student who refuses random drug screening will be placed on a leave of absence until the issue can be resolved to the satisfaction of the Practical Nursing Coordinator. A student on a leave of absence may not attend classes or clinicals. (See Leave of Absence Policy)

Positive Results

- If drug test results are positive, refer to the Controlled Substances section above.
- If alcohol test results are positive, the student will be counseled by faculty or the Practical Nursing Coordinator and placed on probation. Written notice of the probation will be given to the student and a copy will be placed in the student's file. A second offense will result in immediate dismissal from the program.
- The student will be referred to the Pennsylvania Nurses Assistance Program (PNAP) for evaluation and recommendations for intervention, evaluation and treatment of substance use issue. (See Appendix D)

Legal counsel may be retained by either side for further clarification of either drug related or alcohol related offenses.

Negative Results

- If drug test results are negative, the student will be allowed to return to both classroom and clinical. The student will be counseled by the Practical Nursing Coordinator. The faculty will allow the student to return to class with no repercussions or penalties. Any missed work will be allowed to be made up.
- The behaviors which initiated the random screening may be reviewed further and a plan for corrective action developed by student and coordinator.

Any student who has been ordered to have random drug screening will be counseled by the Practical Nursing Coordinator to determine if referrals for drug and alcohol counseling services are appropriate. A list of local agencies is found in Appendix C.

Students who complete drug rehabilitation will be considered for readmission only if satisfactory progress can be verified. If the student is participating in a PNAP program, the Academy PN Program will consider their recommendations. The student must show proof of being drug free for at least one year before being considered for readmission. A letter from the student's PNAP or drug counselor and personal physician/psychiatrist must be submitted along with an application for readmission to the program. The letters must be written on letterhead and state the period of time the student has been drug free. The readmission physical exam must include a negative blood and urine drug screen. The student will be subject to random urine drug screenings at his/her expense throughout the reenrollment period.

The drug policy is part of every student and faculty handbook. The policy will be reviewed at least biannually under the systematic program evaluation policy.

APPENDIX A

Excerpts from federal law “The Controlled Substances Act” (CSA) and “The Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act” Number 64 and Act No. 1985-110 (an act to regulate licensing and practice of Practical Nursing).

The acts will control all substances listed in schedules I through V:

- I. Opiates, etc. (narcotic drugs with high potential of abuse)
- II. Opiates, cocaine derivatives and some barbiturates, etc. (narcotic drugs with high potential of abuse)
- III. Narcotics and barbiturates and etc. (potential for abuse)
- IV. Barbiturates and tranquilizers etc. (low potential of abuse)
- V. Low doses of other controlled drugs (low potential of abuse)

Both these acts prohibit the manufacture, sale, dispensing, possession, obtaining, or use of a controlled substance except by a registered practitioner under prescribed circumstances. A person who violates these prohibitions with a controlled substance is liable to large fines and/or imprisonment. 21 U.S.C. 853a states that federal benefits, such as student loans, grants, contracts and professional and commercial licenses (up to one year for first offense and up to five years for second and subsequent offenses) will be denied drug violators. Act. No. 1985-110 which covers the licensure for licensed practical nursing states that the board may refuse, suspend or revoke any license in any case where the board shall find that the licensee:

(2) Is unfit or incompetent by reason of negligence, habits or other cause;

(5) Has been convicted or has pleaded guilty or entered a plea of nolo contendere or has been found guilty by a judge or jury of a felony or a crime of moral turpitude in the Courts of the Commonwealth, the U.S. or any other states or territories or county.

(6) Is addicted to alcohol or is addicted to hallucinogenic or narcotic drugs or other drugs which tend to impair judgment or coordination, so long as such dependence shall continue...Section 16.2 describes the impaired nurse program that is applicable to all licensed practical nurses.

In 1986, The Professional and Practical Nursing Laws were enacted with provisions for the Impaired Nurse Program. The purpose of the Impaired Nurse Program is to ensure that RNs and LPNs, who have the disease of chemical dependence, receive appropriate drug and alcohol treatment and monitoring so that they can return to nursing as safe practitioners. The impaired Nurse Program is an alternative to formal disciplinary action. Please see Exhibit D for Impaired Nurse Program information.

APPENDIX B

EXAMPLES OF CONTROLLED SUBSTANCES AND DRUG EFFECT

DRUGS	EFFECTS	OVERUSE
Narcotics (Opioid Agonists): Opium Codeine Heroin Synthetic narcotics Methadone	Euphoria, nausea, drowsiness, respiratory depression, constricted pupils	Slow breathing, clammy skin, coma, and death
Agents for Opioid Withdrawal, Opioid-Type: Suboxone	Anxiety, nausea, hypotension, drowsiness, fatigue, disturbance in attention, palpitations, tremors	Respiratory depression, death
Depressants: Barbiturates Methaqualone Benzodiazepines Anti-anxiety drugs	Slurred speech, drunken behavior without odor of alcohol, disorientation	Shallow breathing, clammy skin, dilated pupils, weak, rapid pulse, coma, death
Stimulants: Cocaine Amphetamines Weight control drugs	Excitement, euphoria, increased pulse rate and blood pressure, loss of appetite	Agitation, increase in body temperature, convulsions, death
Hallucinogens: LSD Mescaline amphetamines PCP PCE Angel Dust	Illusions, hallucinations, poor perception of time and distance	Intense episodes, psychosis, death
Cannabis: Marijuana THC Hashish Hashish Oil	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoid behavior, liver damage
Alcohol:	Reduces inhibition, depressant, loss of activity and judgment, impaired physical mobility	Disorientation, coma, psychosis, liver damage, death

APPENDIX C

SOURCES OF HELP OR COUNSELING

Student or faculty member violators will be advised to seek counseling from local available sources. These agencies generally have sliding scale payment programs based on income and need. The following agencies and professional services are available in the Mifflin and Juniata Counties area:

Alcoholics Anonymous	Website: www.area59aa.org or phone 717-242-1517	
Clear Concepts Counseling	Mifflin Co.	717-242-3070
	Juniata Co.	717-436-9634
Juniata River Center for Human Services		717-248-8540
Juniata Valley Tri-County Drug and Alcohol Abuse Commission		717-242-1446
Centre Help (24-hr hotline)		814-237-5855
PA Substance Abuse Infor Center		800-582-7746
White Deer Run Treatment		855-548-8272
Private Physicians/psychiatrists/psychologists		
Mainstream Counseling Inc. – Huntingdon Co.		814-643-1114
Bethesda Day treatment Center, Inc. – Mifflin Co.		717-248-8878
Pyramid Healthcare/Belleville – Mifflin Co.		888-694-9996

APPENDIX D

PENNSYLVANIA NURSE PEER ASSISTANCE PROGRAM

A voluntary program that is available to all student nurses; as well as practicing nurses who may be experiencing or have experienced drug or alcohol dependency. These students are strongly encouraged to contact PNAP for assistance prior to enrollment into the nursing program and graduation. PNAP can also provide counseling in regards to the application process for the state board licensure exam. If a student has criminal drug and alcohol charges, it is imperative that student contacts PNAP for guidance in a timely fashion. These charges may prohibit the student from receiving a license from the Board of Nursing.

PNAP contact information: <http://pnap.org/> 877-298-7627 extension 1

PROFESSIONAL HEALTH MONITORING PROGRAM

May be a Voluntary Recovery Program as an alternative to discipline or a Disciplinary Monitoring Program, SBON mandated and part of the nurse's permanent record. A nurse is ineligible for the voluntary program if convicted, plead guilty or no contest to a felony or misdemeanor under the Controlled Substance, Drug Device or Cosmetic Act.

Professional Health Monitoring Program
PO Box 10569
Harrisburg, PA 17105
800-554-3428 or 717-783-4857

POLICY FORM 2010A
SALIVA BASED ALCOHOL DRUG TESTING FORM

This form shall be used to satisfy the requirements for a saliva based alcohol drug test screening for health care agency with which a student wishes to affiliate to meet the clinical rotation requirements of his/her Practical Nursing training at the Mifflin County Academy of Science and Technology, for random drug testing or for testing of a student whose *behavior(s) mimics the influence of drugs, mood altering substances and/or whose behavior demonstrates incompetence in classroom or clinical areas. The student shall complete Section I.

SECTION I – Student Disclosure/Consent	
I, the below signed student, certify that I have been fully informed of the reason for this saliva based alcohol drug test for the below identified drug substances and I do hereby freely give my consent. I also understand and agree that the results of such test, and/or this form and the contents thereof, may be used by, and relied upon, by the Mifflin County Academy of Science and Technology’s Practical Nursing Program in providing assurances necessary to permit me as a student, to participate in the Program’s clinical affiliation programs, and for any purpose related thereto.	
I hereby authorize these test results to be released to PN Coordinator.	
Student’s Name: (Last, First, Middle) (Please Print)	Social Security Number
Signature of Student (parent/guardian must sign if student under age 18)	Date

Date Specimen Collected: _____

Results: Positive _____ Negative _____

*Behaviors may include but are not limited to:

- Sleeping in class
- Hyperactivity
- Hallucinations – any sense
- Slurred speech
- Unsteady gait
- Pinpoint or dilated pupils
- Change in level of consciousness
- Verbalizing recent use of drugs

Coordinator’s Signature: _____

**MIFFLIN COUNTY ACADEMY OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM
DRUG SCREENING FORM 2010B**

This form shall be used to satisfy the requirements for urine drug test screening for certain health care agencies by which a student wishes to affiliate to meet the clinical rotation requirements of their health profession training at Mifflin County Academy of Science and Technology. The student shall complete Section I and provide the form to their choice of physician to obtain the required testing.

Section I – Student Disclosure/Consent

I, the below signed student, certify that I have been fully informed of the reason for this urine drug test for the below identified drug substances and I do hereby freely give my consent. I also understand and agree that the results of such test, and/or this form and the contents thereof, maybe used by, and relied upon by the Mifflin County Academy of Science and Technology’s Practical Nursing Program in providing assurances necessary to permit me as a student, to participate in clinical experience, and for any purpose related thereto. I further understand that the cost of this testing is my sole responsibility.

I hereby authorize these test results to be released to Heather Haines, Practical Nursing Coordinator, Mifflin County Academy of Science and Technology, 700 Pitt Street, Lewistown, PA 17044

Student’s Name: (Last, First, Middle) (Print or Type)	Social Security Number
Consent/Signature of Student (parent/guardian must sign is student under age 18)	Date
X	

	Specimen must be analyzed for the following 12-Panel Screen:	<ul style="list-style-type: none"> • Amphetamines • Barbiturates • Benzodiazepines • Buprenorphine • Cannabinoids • Cocaine • Ecstasy 	<ul style="list-style-type: none"> • Methadone • Methamphetamines • Opiates • Oxycodone • Phencyclidine
DATE SPECIMEN COLLECTED:			

I, the below signed physician, hereby certify that on _____, 20____ the above individual was subjected to a urine drug test for all of the above identified substances. I understand that the Practical Nursing Program of Mifflin County Academy of Science and Technology will rely upon the test results in making assurance to third parties necessary to permit the subject to participate in clinical experience, and for any purposes related thereto.

I have reviewed the laboratory results accordingly and verify the drug test results are NEGATIVE.

Physician’s Signature _____ **Date** _____

Physician’s Name (Printed) _____

PA Medical License No.: _____ Affiliated with: _____

Address: _____ Phone(_____) _____

*****INSTRUCTIONS TO PHYSICIAN FOR SUBMITTING TEST RESULTS*****

The above individual is required to present a negative test result for the above listed substances within the defined time frame (specimen must have been taken **no more than 60 days prior** to start of class) in order to qualify for admission. Therefore, this form must be completed and returned directly to the nursing program IMMEDIATELY FOLLOWING the receipt of test results. A self-addressed envelope is provided for this purpose. In the event a return envelope is not provided, the completed form shall be mailed to Heather Haines, Practical Nursing Coordinator, Mifflin County Academy of Science and Technology, 700 Pitt Street, Lewistown, PA 17044. Any questions, please contact Heather Haines at 717-248-3933, x. 5611.

POLICY 2011
CAMPUS SECURITY AND SAFETY POLICY

The Campus of the Mifflin County Academy of Science and Technology's Practical Nursing Program (PNP) includes The Academy building, annex and surrounding parking lot. The PNP is located within the main Academy building. The buildings are accessible to students during regular school hours only.

4. A copy of this policy is sent to prospective students with their acceptance letter to the program. It is also found in the Student Handbook, which is reviewed on the first day of class. A campus security report is also provided with the acceptance letter.
9. Criminal actions or other emergencies occurring on campus should be reported to any member of the school faculty, staff or administration. The school administration will decide on the appropriate response to police or other emergency agencies. The Academy maintains agreements with local law enforcement including access to building and building maps.
10. Information on personal safety and assault prevention is offered throughout the program. Students may find additional information on sexual assault prevention on the PA Coalition Against Rape website at www.pcar.org. Students may find information on sex offenders and related issues on the PA Megan's Law website at www.pa.meganslaw.state.pa.us. The Reported Criminal Offenses Form 2011A also includes instructions on where to obtain further information on sexual assault prevention and on locating sexual offenders. The program will make information on drug and alcohol abuse prevention available throughout the year.
11. Students are encouraged to keep money and other valuables on campus to a minimum. Any money or valuables brought to the school should be kept in the student's possession or locked in their locker.
12. Students will be issued a student identification card, parking pass and clinical identification tag after the start of school. Cost of replacement is \$5.00 per card. The parking pass is to be displayed on the rear view mirror during school hours. Failure to comply with this rule may result in the student having his/her parking privilege revoked.
13. Weapons of any nature are banned from the school, school grounds, and any affiliating agency where the student represents the Practical Nursing Program.
14. All visitors are required to report to the school's main office to receive a visitor's identification tag. Persons who need to visit with students during school hours may only do so during designated break and lunch times. Students are not permitted to have visitors at any clinical site.
15. The Practical Nursing Program will adhere to the Academy Emergency Plan. Each faculty member will receive a copy of the Plan. The Plan will be reviewed in a faculty meeting annually.
16. In the event of a lockdown situation, the front and back doors to the nursing department will be kept locked until the school's director announces a stand down or all clear situation. Students will be restricted to the nursing program's designated area throughout the lockdown. Students may be asked to provide identification upon entering and/or leaving the school grounds during a lockdown situation.
17. Fire drills will be held periodically during the secondary program's school year. As soon as the alarm is heard, all persons are to leave the building quietly and walk quickly to either the front lawn (if in classroom with the department) or out the side entrance (if in the Jr classroom). All persons are to stand and remain standing at a distance of not less than 75 feet from the building. The driveway must be kept clear in order to provide easy access for any emergency vehicles that may respond in an actual fire. Students may not leave school grounds during a fire drill. Faculty will count students present and indicate all present (or not) with the colored card system provided by

the Academy administration. (located in the Academy Emergency Plan notebook found in each classroom)

A fire extinguisher is located in the front lobby of the Practical Nursing Program to contain a fire within the department.

18. Students will be provided a swipe card for access to the front hallway doors of The Academy building. Students are to return the swipe cards upon completion of the program or in the event the student leaves the program before completion. The hallway doors are locked for safety of all students.

DOCUMENTATION:

1. An incident report (Form 2011C) will be completed regarding any crime related issue and a copy placed in the student's record.
2. School administration will record and compile statistics of the following reported criminal offenses occurring on campus:
 - a. Rape/Sexual Assault/Domestic Violence/Stalking
 - b. Murder
 - c. Robbery
 - d. Aggravated assault
 - e. Burglary
 - f. Motor vehicle theft
 - g. Hate crime
3. School administration will record and compile statistics concerning the number of arrests for the following crimes occurring on campus:
 - B. Liquor law violations
 - C. Drug abuse violations
 - D. Weapons possession
4. The information accumulated regarding campus crime statistics are disclosed to prospective and current students and employees.
5. A copy of the school's Drug Policy is found in the Student Handbook and is reviewed on the first day of class.
6. New faculty members are provided with a copy of this policy during their orientation. The policy is found in the Policy Manual and is reviewed yearly.
7. Members of the public may review the policy and statistics in the Coordinator's office upon request.
8. Students who have a Protection from Abuse (PFA) order will be asked to provide the name of the person against whom the PFA was issued. This name will be given to PNP and main office staff to screen visitors and phone calls for the student's protection.

**POLICY 3011
COUNSELING & GUIDANCE**

PURPOSE:

To establish guidelines to assist students who are struggling academically or personally for resolution of problems.

OBJECTIVES OF COUNSELING SESSION:

1. To keep student informed of individual progress.
2. To help students become self-directive.
3. To provide assistance in locating appropriate resources for personal problems.
4. To encourage self-evaluation.

PROCEDURES:

Conferences will be held:

1. With any faculty member at the request of the student at a mutually agreed upon time.
2. At end of Term I, after administration of medications experience and the end of Term III, and at end of Term IV. Students receive a written evaluation and do a written self-evaluation at the mid-point of medical surgical nursing clinical (early in Term III).
3. With any student at any time that either a student or a faculty member deems it necessary at a mutually agreed upon time.
4. As scheduled by Coordinator of Practical Nursing.

Records will be kept of each conference with a student with student file. Confidentiality of these records will be maintained in accordance with state policy.

Referrals will be made to appropriate community agencies and professionals when indicated. Lists of local resources are located in the Student Lounge and the Instructor's and Coordinator's offices.

POLICY 3014
OCCURRENCE REPORT CRITERIA

The Practical Nursing Student is expected to meet classroom and clinical work criteria as defined by the faculty. The successful student will meet 100% of these criteria each term. The classroom and clinical behaviors are as follows:

1. Reporting on time for scheduled clinical experience.
2. Reporting on time for classroom instruction.
3. Reporting off (signing out or calling off) for classroom instruction according to program policy.
4. Properly notifying clinical area and program of lateness or absence.
5. Reporting to clinical and classroom setting in appropriate dress as defined by school Dress Code.
6. Reporting to classroom environment prepared to learn and participate including cell phones turned off and NOT sleeping in class. Cell phone violation.
7. Reporting to clinical experience properly prepared for experience. This includes bringing the needed equipment for the day. No cell phone on person.
8. Complete clinical paperwork as assigned.
9. Complying with all printed clinical guidelines (refer to evaluations in your Student Handbook). Cell phone violation.
10. Complying with professional behavior and language requirements as outlined in student handbook.
11. Submits completed classroom assignments by due date.
12. Attends demonstration/redemonstration of clinical skills in learning lab as scheduled.
13. Other issues as determined by the Coordinator/Instructors.

The student will be evaluated on these criteria on a daily basis. A student who fails to meet any of the above criteria will receive an Occurrence Report. Occurrence reports will be placed in the student's file. Three or more Occurrence Reports filed will result in a conference with the program coordinator and may result in termination from the program. A faculty committee will evaluate any mitigating circumstances on an individual basis.

**POLICY FORM 3014
OCCURRENCE REPORT**

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	Criteria	1	2	3
1	Fails to report on time for scheduled clinical experience.			
2	Fails to report on time for classroom instruction.			
3	Fails to report off (signing out or calling off) for classroom instruction according to policy.			
4	Fails to properly notify clinical area and program of lateness or absence.			
5	Fails to report to classroom and clinical setting in appropriate dress.			
6	Fails to report to classroom environment prepared to learn and participate, including sleeping in class. Cell phone violation.			
7	Fails to report to clinical setting properly prepared for experience and without needed equipment. Cell phone on person.			
8	Fails to submit or complete clinical paperwork as assigned.			
9	Fails to comply with all printed clinical guidelines as outlined in student handbook (evaluations). Cell phone violation.			
10	Fails to comply with professional behavior and language requirements as outlined in student handbook.			
11	Fails to submit work as assigned in the classroom by due date.			
12	Fails to attend demonstration or redemonstration of clinical skills in nursing arts lab as assigned.			
13	Other:			
	Date Reviewed with Student:			
	Student Signature:			
	Instructor Signature:			

POLICY 2014
READMISSION OF STUDENTS

The faculty recognizes that a student may have difficulty being successful in the Practical Nursing Program for many different reasons. A student can request a leave of absence for a specific time period in consultation with the program coordinator. A student who fails Term I must request return with Coordinator. A student who has withdrawn from the program for personal reasons without consultation with Coordinator or has academically failed a course after Term I and wishes to be readmitted must meet with the Coordinator to review why readmission should be considered and what plan for success will be implemented. (Review of check list – Policy Form 2014). The Admissions Committee will decide if and when the student will be readmitted and into what level based on the student's academic and clinical evaluation. Each case will be considered individually. Each student will have written letter sent to confirm withdrawal or leave of absence which will include financial aid implications, all charges incurred and current student account status and dates for expected return (if relevant).

Students returning after a leave of absence or withdrawal will have an individual plan created for return, with faculty input as to clinical testing or skills needing competency evaluation. Students are required to maintain their academic competence in previously passed courses as all courses build upon each other.

Students who leave the program due to being called back to active US Military Service will be allowed to return to the program in the term they left. An individualized education plan will be developed upon their return.

A student terminated due to poor attendance may apply for readmission after one year. The student will be considered a new applicant for the program and must complete all pre-admission requirements as established by the program.

A student who failed to meet his/her financial obligation prior to his/her withdrawal or termination from the program must pay the amount due before consideration will be given for his/her readmission. All charges for the readmission period may be required to be paid per policy – by the start of the term or having a payment plan in place with the Business Office. Returning students will be charged tuition and fees according to the current tuition and fee structure. Those granted a leave of absence according to school policy will not be charged for time previously paid according to federal financial aid guidelines.

Students who fail the same course a second consecutive time will not be permitted to seek readmission for one year after the second failure and MUST begin the program in Term I as a new student.

Allowable sick/absent hours will be pro-rated according to the amount of time the student will be in the program following readmission.

EXAMPLE: Student admitted into Term III will have maximum 20 allowable sick/absent hours.