



**The Robert T. White
School of Practical Nursing
(RTW)**

STUDENT HANDBOOK

CLASS: 2012-2014 JAN DAY & EVE

Alliance Career Centre (ACC)
Alliance City Schools (ACS)
200 Glamorgan St.
Alliance, Ohio 44601

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Diana Mustacchio, RN BSN	Program Coordinator
Dale Fay	Office Manager
Robin McHenry	Financial Aid
Faculty/Teaching Assistants	See course syllabus

Telephone Directory

RTW Office/Student Call Off.....	330-829-2284
	(Fax).....330-829-2285
Financial office.....	330-821-2102
North Lincoln School.....	330-829-2267

Web Site and Email

http://www.accrtw.org/	The RTW School
fayda@alliancecityschools.org	RTW Office Manager

Welcome

It is with great pleasure that we take this opportunity to welcome students to The Robert T. White School of Practical Nursing which comes under the Alliance Career Centre and the Community Services Department of Alliance City Schools. We are extremely proud of the programs we offer our students and we encourage them to make the most of their time with us. The Alliance Career Centre has been offering technical training, continuing education programs, and support services for over 30 years. We provide the skills and training to match the student's career goals and the employment needs of area businesses. Our goals are simple, to train the unemployed and under employed, retrain and upgrade worker's skills and abilities. Through The Robert T. White School of Practical Nursing we provide the necessary education and skills to become a Licensed Practical Nurse.

School of Nursing Introduction

The Mission, Vision and Philosophy statements that follow provide the context for all learning at the Robert T. White School of Practical Nursing.

SNV.02 Mission:

The mission of the School of Nursing is in accord with the mission of the Alliance City School District (2105). The goals of the School of Nursing are to provide the community with educated adults who can provide quality nursing care within the scope and practice of the Licensed Practical Nurse.

SNV.03 Vision

Our vision is to help the student to achieve their goals of successful completion of the program and attainment of enhanced employment opportunity. In order to achieve these goals the student must strive to meet the following expectations:

- Professional image and attitude
- Dependability
- Skills

Time at the Career Centre is a "dress rehearsal" for the student's new position as a Licensed Practical Nurse. The student must prepare by approaching their educational program as if it is their nursing job. Adopting this attitude will greatly benefit their job search and ultimate employment.

This handbook provides the student with the guidelines for accountability, responsibility and conduct as a representative of The Robert T. White School of Practical Nursing student body. Faculty reserve the right to revise policies as needed and on an annual basis. Therefore the handbook may be modified at any time. Students will be notified in writing of any revisions that take place.

SNV.04 Philosophy of the School of Nursing:

The philosophy of the School of Nursing is in agreement with the philosophy of the Alliance City School District (2110). In addition, the philosophy of the School of Nursing addresses the conceptual basis of the practical nurse curriculum.

The faculty, staff, and administration of The Robert T. White School of Practical Nursing believe that all individuals are able to learn and should be provided the opportunity to attend programs that prepare them to live in a democratic society as effective citizens. Our educational aim is the development of the individual as a competent graduate practical nurse. The curriculum concepts are congruent with this goal and these beliefs. The conceptual framework of the School of Practical Nursing is eclectic and therefore based on many theories found in nursing and related disciplines.

Person

Each individual is a unique and complex human being. The person is more than the sum of his/her parts (general systems theory and holism). Individuals are interdependent on each other and complexly interrelated with their physical, social, psychological, economic, cultural, and spiritual environments. The individual has the right to be recognized and respected as a human being. The individual is viewed as a member of a family and community concerned with the preservation and restoration of health or achieving of a peaceful death. The needs of society reflect upon the needs of the individual.

Health

Health, a holistic concept, is the highest attainable level of physical, mental and social well being and not merely the absence of disease or infirmity. Health is dynamic. It is the continuously changing life experiences of a human being that requires continuous adjustments to stressors in the internal and external environment. This dynamic process affects the development and behavior of individuals, families, and societies. Wellness is an integrated method of functioning that is oriented toward maximizing the potential of an individual contained within an environment. Health of the individual may be viewed as a state of being that can be located on a wellness-illness continuum. Health promotion is an anticipatory care intervention intended to enhance the wellness of the individual, family, or society at risk.

Environment

Environment is the internal and external factors or influences surrounding, and within, the individual. There is continuous interaction and dynamic influence on the individual from both the external and internal environments. The practical nurse must be cognizant of the ever changing affect of environmental changes on the health of the individual.

Nursing

Nursing is a dynamic professional service to the individual, family and society. It is an interpersonal-caring process, a technological entity, and a scientific process that demands specific actions. Health care, the primary goal of nursing, is directed towards illness prevention, treatment, restoration, and maintenance of an optimal state of health as well as supporting death with dignity. The continuous changing of the health care environment along with the increasing need for nurses necessitates varied educational preparations for nursing. There is a definite place for the practical nurse as an integral and essential member of the modern health care team practicing at the direction of a registered nurse or licensed professional such as a physician, dentist, or podiatrist.

Nursing process

The nursing process, a problem solving method, is the framework that provides the nurse with an organized and scientific method to alleviate, minimize or prevent real or potential problems of health. Components of the nursing process include assessment, diagnosis, planning, intervention, and evaluation. With appropriate direction, the licensed practical nurse utilizes the nursing process to provide direct care to generally stable individuals with acute and chronic common, well-defined health problems, with predictable outcomes, in structured practice settings. The practical nurse assists the registered nurse to meet individual, family, or societal needs through data collection, contributions to planning, implementation of the care plan, and contributing data to the process of evaluation.

Teaching/learning

Teaching is providing information in a variety of modes so as to facilitate learning. Learning is developing changed behavior through the process of critical thinking. In a holistic framework it is believed that every person is capable of learning and learning is essential to self-actualization. As a sub concept of nursing, teaching and learning are utilized by the licensed practical nurse to assist the individual, family, or group in the prevention of illness and the promotion and restoration of health.

Faculty, staff, and administration believe that learning occurs as a dynamic process that requires a cooperative effort between the teacher and the learner. Learning occurs as an organized, goal directed process whereby knowledge, skills, attitudes and behaviors are developed in the learner. Whether patient education or nursing education, the process utilizes the principle that learning occurs in stages and proceeds from the relatively simple to the more complex, from novice to expert, in both the cognitive and psychomotor domains.

SNXIV.00 (ORC 4724-5-14)

CURRICULUM FOR A PRACTICAL NURSING EDUCATION PROGRAM

SNXIV.001 Introduction to the Curriculum

Implementation of the curriculum is the responsibility of the Director. The curriculum of The Robert T. White School of Practical Nursing has been developed by the Director and Faculty. The staff consists of a Program Coordinator who has classroom and clinical responsibility for all courses during the entire program; Course Managers who assist in both levels and provide academic advisement; the Faculty and Teaching Assistants who assist in the teaching of theory and supervision of lab and clinical experiences; and Faculty and Teaching Assistants who have responsibility as clinical instructors in the clinical setting and to assist in courses as needed. “All experiences for a nursing student in a clinical setting involving the delivery of nursing care to an individual or group of individuals shall be performed under the direction of a faculty member who functions only as a faculty member during the nursing student’s clinical experience.” Ohio Administrative Code 4723-5-20 (effective 02/01/2007 -10/01/2011). The curriculum spans a period of two years, 16 to 20 hours per week depending on the need to schedule around holidays and vacation days. The part time program meets the curriculum standards set forth in section 4723-5-14 (effective 02/01/2008 – 10/01/2011) of the Ohio Administrative Code. Revised 1/10cf

SNXIV.01 Curriculum Framework

The curriculum of The Robert T. White School of Practical Nursing fluctuates between the concepts of health and illness on a continuum, beginning with discussion of the healthy individual and family before the introduction of alterations in health. The framework provides the guidance for the development of the curriculum. The curriculum framework is based on the concept of *holism* within the six concepts of the conceptual framework; *person*, *environment*, *health*, *nursing*, *nursing process*, and *teaching/learning*. The concept of the *person* is described in the context of holistic nursing which embraces all nursing practice. A holistic approach to nursing takes into consideration the individual as a whole, a system that is continually interacting with his internal and external *environments*. *Holism* involves the studying and understanding of the interrelationships of the bio-psycho-social-spiritual dimensions of the *person*.

Holistic practice draws on nursing knowledge, theories, expertise, and intuition to guide nurses in becoming therapeutic partners with clients in strengthening the client/s responses to facilitate the healing process and achieve wholeness.

Practicing nursing from a holistic perspective requires nurses to integrate self-care into their own lives. Self-responsibility leads the nurse to a greater awareness of the interconnectedness of all individuals and their relationship to the human and global community, and permits nurses to use their awareness to facilitate healing.

Holism is introduced in relation to the physical environment in the Level I course Scientific Foundations of Nursing. The holistic perspective in nursing is introduced in the Level I course Foundations of Nursing Theory and Practice and applied in the clinical arena. The holistic perspective in nursing is expanded on and applied throughout the curriculum in Nursing Care of Patients Throughout the Lifespan I, II, III in relation to the bio-psycho-social-spiritual dimensions of care.

Health, as a holistic concept, is the ultimate goal of nursing and is intertwined throughout the curriculum.

Nursing Process is a methodology by which the delivery of nursing care is administered to clients. It is a systematic series of sequential but interrelated interdependent nursing actions with the ultimate goals of meeting a client/s health care needs. The nursing process is introduced conceptually to students early in the curriculum in the Foundations of Nursing Theory and Practice course (Level I). The Scientific Foundations of Nursing and Pharmacology in Nursing courses provide a cognitive foundation of knowledge on which nursing intervention is based. Integration of physiological with psycho-social- spiritual dimensions occurs as the student applies the role of the practical nurse to the nursing process with increasing competency in the courses Nursing Throughout the Lifespan I, II, III, and Professional Issues for the LPN.

Teaching/Learning and the development of clinical judgment is basic to nursing education. Each course provides the student with the opportunity to learn. RTW describes five levels of skill advancement: beginners, advanced beginners, competent, proficient, and expert. By the end of Level I students are expected to achieve advanced beginner status meaning they have had enough clinical experience to identify meaningful aspects of a clinical situation. Foundations of Nursing Theory and Practice, Pharmacology in Nursing, and Nursing Care of Patients Throughout the Lifespan I provide the needed experience. By the end of Level II, students are expected to achieve a higher status that is, the ability to plan in a conscious way projecting potential situations. The Nursing Care of Patients Throughout the Lifespan II and III courses provide the needed clinical experience, culminating in an advanced preceptorship in Professional Issues for the LPN.

Skill Advancement

1. Novice/beginner:
 - A. No experience of the situations in which they are expected to perform
 - B. Stimulus-response thinking; they learn the rules to guide action in a context-free environment
 - C. Tends to be inflexible and governed by rules
2. Advanced Beginner: *identify meaningful aspects of a clinical situation*
 - A. Is able to demonstrate marginally acceptable performance
 - B. Has begun to identify recurring meaningful situational aspects and apply them to new situations.
 - C. May miss some critical details due to the inability to see the entirety of a new situation
3. Competent: *the ability to plan in a conscious way projecting potential situations*
 - A. Aware of all relevant aspects of a situation
 - B. Able to see his actions in terms of long-range goals or plans
 - C. Plans are based on considerable conscious, abstract, analytic, contemplation of the problem.
4. Proficient:
 - A. Perceives situations as wholes rather than in terms of aspects.
 - B. Performance is guided by maxims, cryptic instructions that make sense only if there is already a deep understanding of the situation.
 - C. Perception is enhanced.
 - D. Has many opinions or perspectives on a situation
5. Expert:
 - A. No longer relies on an analytic principle, rule, guideline, maxim, to connect understanding of a situation to appropriate action
 - B. Intuitive grasp of each situation and able to zero in on the accurate region of the problem
 - C. Operates from a deep understanding of the total situation.
 - D. Highly skilled analytic tools are used when a new situation presents.

Psychomotor taxonomy of learning identifies the growth process from novice to expert in the acquisition of psychomotor skills. Five levels of performance have been identified:

1. Imitation – skills are learned after they have been demonstrated. The performance lacks neuromuscular coordination/control and hence is generally in a crude and imperfect form (gross repetition).
2. Manipulation – learning follows a prescription such as outlined on a procedure sheet, learns to follow instruction, and performs selected actions.
3. Precision – performance has reached a level of refinement and can be carried out without directions and with reasonable accuracy.
4. Articulation – performance is coordinated in a logical sequence of activities that reflect harmony and consistency along with accuracy and speed.
5. Naturalization – skill represents high degree of proficiency that has become an automatic response to appropriate situation cues. Skill is accurate and efficient.

In this curriculum, Students are expected to achieve manipulation by the end of Level I. This is achieved through skill lab and clinical experiences offered in Foundations of Nursing Theory and Practice, Pharmacology in Nursing, in Nursing Care of Patients Throughout the Life Span I. By the end of Level II they are expected to achieve precision. This is achieved through the clinical experiences offered in Nursing Care of Patients Throughout the Life Span II and III, and Professional Issues for the LPN

References:

1. American Holistic Nurses Association

2. Benner, P. (1984). "From Novice to Expert: Excellence and power in clinical nursing practice". Menlo Park, CA: Addison-Wesley

*Benner's work was adapted and modified for use with nursing students.

reference revised of 12/09

SNXIV.004Definitions:

1. School: The Robert T. White School of Practical Nursing (RTW).
2. Student: One who is enrolled or attends classes at RTW school.
3. Director: The registered nurse who is administratively responsible for the program and has (at least) a master's degree (SNVIII.0 policy). Known under Ohio law as "Administrator of the program" 4723-5-01 OAC (2/08-10/11).
4. Office Manager: The person responsible for maintenance of all student records, assists with the admission process, assists Faculty with course preparation, assists with maintenance of an orderly building and program, and has responsibilities determined by the job description (SNVIII.052 policy).
5. Clinical Experience: "means an activity planned to meet course objectives or outcomes and to provide a nursing student with opportunity to practice cognitive, psychomotor, and affective skills in the supervised delivery of nursing care to an individual or group of individuals who require nursing care". OAC 4723-5-01 (2/08-10/11)
6. Program Coordinator: A faculty member with a baccalaureate degree in nursing who supervises and coordinates the courses to be or being taught to RTW students including the scheduling of students, faculty, and instructional personnel and assists as needed with the supervision of contractual agreements with clinical sites. (
7. Course Manager: Coordinates the course material in the assigned RTW course to be or being taught to RTW students. Supervises in the assigned course to be or being taught to RTW students.
8. Course objectives or outcome: "means the cognitive, psychomotor, or affective knowledge and skills to be learned by the nursing student upon completion of a course." 4723-5-01 OAC (2/08-10/11)

9. **Enhancement Coordinator:** Provides students with assistance in academics, study skills, test taking skills, communication skills, and maintains an ongoing relationship and communication with the student and the Faculty Student Coordinator.
10. **Faculty:** A registered nurse with a BSN degree or higher, a current, valid Ohio license, and at least two years experience in the practice of nursing as a registered nurse. ‘For faculty teaching a nursing course a baccalaureate degree in nursing is required’ 4723-5-11(3)c OAC (2/08-10/11)
11. **Faculty/Student Coordinator:** The Faculty/Student Coordinator works under the delegation of the Director to assist in coordinating a variety of faculty and student activities.
12. **Laboratory experience:** “means an activity planned to meet course objectives or outcomes and to provide a nursing student with opportunity to practice cognitive, psychomotor, and affective skills in the performance of nursing activities or tasks in a simulated clinical environment.”
4723-5-01 OAC (2/08-10/11)
13. **Preceptor:** A registered nurse or licensed practical nurse “who provides supervision of a nursing student’s clinical experience at the clinical agency in which the preceptor is employed, to no more than two students at any one time, and who implements the clinical education plan at the direction of a faculty member responsible for the course in which the student is enrolled.”
4723-5-01 OAC (2/08-10/11)
14. **Teaching Assistant (aka) Instructional Personnel:** A registered nurse with a current, valid Ohio license, and at least two years experience in the practice of nursing as a registered nurse. 4723-5-11 (4) OAC (2/08-10.11)
14. **Student – Active:** a student currently enrolled in the RTW program.
15. **Student – Active Returning Student:** A student readmitted to the RTW program after completing the readmission process. The administrator of the program determines the course and level to which the student will be readmitted.
16. **Student – Advanced Standing:** A student with transferable credits admitted to the RTW program after completing the admission process. The administrator of the program determines the course and level to which the student will be admitted to the RTW program. Advanced standing will be based on official student transcripts and consistent with the RTW policy governing Advanced Standing.
17. **Student - Dismissed:** A student who has been dismissed from the RTW program due to conduct issues including but not limited to a violation of Ohio law, Alliance City School District Code of Conduct, or an RTW policy regarding conduct. Any student dismissed from the RTW program does not have the option of returning to the program.
18. **Student – Withdrawal:** A student who has chosen to leave the RTW program before completing it. Withdrawal from a course results in withdrawal from the RTW program.
19. The terms clinical experience and Preceptorship may be interchangeable. All stipulations listed for either shall be meant to apply to both

cf Revised 1/11

SNXIV.02 Scope of Practice of the Licensed Practical Nurse:

The Licensed Practical Nurse (LPN) shall maintain current knowledge of the duties, responsibilities, and accountabilities for safe nursing practice. The LPN shall demonstrate competence and accountability in all areas of practice in which the nurse is engaged. The LPN provides consistent performance in all aspects of direct nursing care for an individual in the context of the family, who is generally stable with acute and chronic common, well-defined health problems with predictable outcomes. The LPN provides nursing care that is consistent with his/her scope of practice, education, and skill at the direction of a licensed physician, dentist, podiatrist, optometrist, chiropractor, or registered nurse. The LPN participates in health promotion, maintenance, and restorative care of the individual. This care may consist of special tasks if the LPN has had additional training and is under direct supervision. The scope of practice for the LPN, whether newly licensed or experienced, is indicated in section 4723.01(F) of the Ohio Revised Code (amended by the 128th General Assembly and effective 3/29/10) and is as follows:

“The practice of nursing as a licensed practical nurse” means providing to individuals and groups nursing care requiring the application of basic knowledge of the biological, physical, behavioral, social, and nursing sciences at the direction of a licensed physician, dentist, podiatrist, optometrist, chiropractor, or registered nurse. Such nursing care includes:

- (1) Observation, patient teaching, and care in a diversity of health care settings;
- (2) Contributions to the planning, implementation, and evaluation of nursing;
- (3) Administration of medications and treatments authorized by an individual who is authorized to practice in this state and is acting within the course of the individual’s professional practice, except that administration of intravenous therapy shall be performed only in accordance with section 4723.17 or 4723.171 of the Revised Code. Medications may be administered by a licensed practical nurse upon proof of completion of a course in medication administration approved by the board of nursing.
- (4) Administration to an adult of intravenous therapy authorized by an individual who is authorized to practice in this state and is acting within the course of the individual’s professional practice, on the condition that the licensed practical nurse is authorized under section 4723.17 or 4723.171 of the Revised Code to perform intravenous therapy and performs intravenous therapy only in accordance with those sections;
- (5) Delegation of nursing tasks as directed by a registered nurse;
- (6) Teaching nursing tasks to licensed practical nurses and individuals to whom the licensed practical nurse is authorized to delegate nursing tasks as directed by a registered nurse.”
(4723.01[F] ORC, amended by the 128th General Assembly and effective 3/29/10)

Additionally, there are specific actions within the scope of practice of the LPN listed in section 4723 of the Ohio Administrative Code which are reviewed and updated by the Ohio Board of Nursing on a scheduled basis.

Revised cf 5/10

SNXIV.03 Curriculum Outcomes

At the end of the program the graduate will:

1. Demonstrates a holistic view of the individual as a unique and complex human being more than the sum of his/her parts.
2. Demonstrates an understanding of the individual as a holistic being separate, yet interacting and interdependent with the internal and external environments.
3. Demonstrates an understanding of the individual as a biological, psychological, social, economic, culturally diverse, spiritual being.
4. Discusses the health state of the individual as a dynamic process that can be located on a wellness-illness continuum.
5. Describes health and wellness promotion as maximizing the potential of an individual toward ultimate health or assisting him through a dignified death.
6. Demonstrates an understanding of the affects of a changing environment on the health of the individual.
7. Develops a concept of nursing care as directed towards illness prevention, treatment, rehabilitation, and maintenance of an optimal state of health as well as supporting death with dignity.
8. Functions as a member of the health care team within the scope and practice of the Licensed Practical Nurse as defined by the State Nurse Practice Act.
9. Functions as a competent beginning practical nurse in a diversity of health care environments.
10. Demonstrates the role of the practical nurse in the application of nursing process through data collection and contributing to the planning, implementation, and evaluation of patient care.
11. Demonstrates an understanding of teaching learning principles of individuals across the life span.
12. Applies the principles of therapeutic communication in interactions with culturally diverse individuals in culturally diverse populations and the health care team.
13. Applies the principles of communication through various medias; written, verbal, technological.
14. Achieves a precision level in psychomotor skills utilized in the implementation of nursing care.
15. Achieves a competent level of clinical judgment in the application of nursing care.
16. Demonstrates accountability for personal and professional conduct within the student role of practical nursing and in caring for individuals and families.
17. Demonstrates the development of a passion for lifelong learning and the ability for critically thinking.
18. Develops an awareness of the health promotion needs of and contributes to the wellness of the community.
19. Demonstrates safety considerations as related to patients across the life span.
20. Demonstrates basic infection control measures applicable when providing care for patients throughout the life span.

SNXIV.04 Behavioral Outcomes Level I

1. Defines the individual as a holistic unique and complex human being more than the sum of his/her parts. (*1,2)
2. Recognizes the individual as a biological, psychological, social, economic, culturally diverse, spiritual being. (*1,2,3)
3. Defines the dynamic health state of the individual on a wellness-illness continuum. (*4,5,6)
4. Identifies the affects of a changing environment on the health of the individual. (*6)
5. Identifies nursing care as directed towards illness prevention, treatment, rehabilitation, and maintenance of an optimal state of health (*5)
6. Identifies the role of the practical nurse in the care of patients. (*10)
7. Begins to function as a beginning practical nurse in a diversity of health care environments. (*11)
8. Defines the role of the practical nurse in the application of nursing process. (*10)
9. Identifies teaching learning principles used in the care of individuals across the life span. (*11)
10. Begins to utilize effective communication skills with culturally diverse individuals and with the health care team. (*12,13)
11. Begins to apply the principles of communication through the use of computers in nursing documentation. (*12,13)
12. Performs psychomotor skills at the “manipulation” level in the implementation of nursing care. (*14)
13. Demonstrates clinical judgment at the “advanced beginner” status in the application of nursing care. (*15)
14. Demonstrates accountability for personal and professional conduct within the student role of practical nursing and in caring for individuals and families. (*16)
15. Demonstrates safety considerations as related to patients across the life span. (*19)
16. Demonstrates basic infection control measures applicable when providing care for patients throughout the life span (*20)

* indicates the curriculum objective to which the Behavioral/Level I objectives relate

Level II

(By the end of Nursing Care of Patient across the Life Span III)

1. Demonstrates an understanding of the individual as a holistic unique and complex human being more than the sum of his/her parts. (*1,2)
2. Demonstrates an understanding of the individual as a biological, psychological, social, economic, culturally diverse, spiritual being. (*2)
3. Discusses the dynamic health state of the individual on a wellness-illness continuum. (*4)
4. Discusses the affects of a changing environment on the health of the individual. (*6)
5. Describes nursing care as directed towards illness prevention, treatment, rehabilitation, and maintenance of an optimal state of health. (*7)
6. Differentiates the role of the practical nurse in the care of patients. (*8, 9)
7. Functions as a beginning practical nurse in a diversity of health care environments. (*8,9)
8. Distinguishes the role of the practical nurse in the application of nursing process.
9. Discusses the teaching learning principles used in the care of individuals across the life span. (*11)
10. Applies effective communication skills in the nursing care of culturally diverse individuals and with the health care team. (*12, 13)
11. Uses a variety of communication methods in the delivery of health care. (*13)

12. Performs psychomotor skills at the “manipulation” level in the implementation of nursing care. (*14)
13. Demonstrates clinical judgment at the “advanced beginner” status in the application of nursing care. (*15)
14. Demonstrates accountability for personal and professional conduct within the student role of practical nursing and in caring for individuals and families. (*16)
15. Demonstrates safety considerations as related to patients across the life span.(*19)
16. Demonstrates basic infection control measures applicable when providing care for patients throughout the life span. (*20)

* indicates the curriculum objective to which the Behavioral/Level I objectives relate

_original 2004

Behavioral Outcomes (Level II)

Professional Issues for the LPN (the same as the Curriculum Outcomes).

SNXIV.05 Curriculum Plan

Students progress through each course in succession through each level. The weekly hours vary due to course need and may change based on holiday and vacation days. The courses utilize 16 to 20 hours per week. See the individual course syllabi and the course schedule for the actual scheduled hours per week.

Level I	Theory	Lab	Clinical	Final	Total Hours
100-Scientific Foundations	133	0	0	2	135
101- Foundations of Nursing Theory and Practice	94	66	72	2	234
102-Pharmacology in Nursing	85	45	40	2	172
103-Nursing Care of Patients Throughout The Life Span I	86	4	48	2	140
104- Transitions	25	0	0	0	25
Total Level I Hours	423	115	160	8	706
Level II	Theory	Lab	Clinical	Final	Total Hours
200-Nursing Care of Patients Throughout the Life Span II	150		139	2	295
201- Nursing Care of Patients Throughout the Life Span III	116	4	152	2	270
202-Professional Issues for the LPN	60	0	64	2	126
204-Transitions	25	0	0	0	25
Total Level II Hours	351	4	355	6	716
Total Program Hours	774	119	515	14	1422

Total Hours do not include program orientation, lab skill evaluation, ½ hour lunch on long days, standardized testing, or NCLEX review . (The RTW) reserves the right to elicit a charge for the non-program hours.)

original 2004 4/11

SNXIV.06 Course Descriptions

Scientific Foundation of Nursing is a non-clinical study of the normal structure, function, and nutrition of the human body utilizing appropriate medical terminology.

Foundations of Nursing Theory and Practice is a study of basic theories and principles of practical nursing incorporating skill evaluations and clinical experiences. **Pharmacology in Nursing is a study of the nurse's role in pharmacotherapeutics, pharmacologic principles, math calculations, medication administration techniques, legal, ethical, and cultural considerations related to pharmacology, and drug classifications. This course incorporates 42 hours of Intravenous Therapy and includes skill evaluations and clinical experiences.**

Nursing Care of Patients Throughout the Life Span I is a study of the nursing process applied to maternal/pediatric clients with an emphasis on holistic care. **This course incorporates skill evaluations and clinical experiences.**

Nursing Care of Patients Throughout the Life Span II is a study of the nursing process applied to adult/geriatric clients with an emphasis on holistic care (A continuation of Nursing Throughout the Life Span I). This course incorporates skill evaluations and clinical experiences.

Nursing Care of Patients Throughout the Life Span III is a study of the nursing process applied to adult/geriatric clients with an emphasis on holistic care (A continuation of Nursing Throughout the Life Span II). This course incorporates skill evaluations and clinical experiences.

Professional Issues for the LPN is a study of the role of the professional licensed practical nurse in the healthcare system. This course includes clinical experience and a preceptorship learning experience.

Transitions for the LPN is a course to assist the student to be successful through their development as a licensed practical nurse. The class consists of classes as scheduled throughout the program for a total of 25 hours per year. (See the Curriculum Plan) This course will help the student meet the employer's expectation of professional image and attitude and assist them in achievement of their goal of employment.

Original 2004 revised cf 1/ 11

SNXIV.07 - Rescinded 2/16/11

SNXIV.08 Required Curriculum Sequence

Level I courses must be completed with an 80% grade in theory and an 80% Satisfactory passing grade in clinical practice in order to progress to Level II. Level II courses may not be attended until successful completion of all Level I courses. Level II courses must be completed with an 80% grade in theory and an 80% Satisfactory passing clinical grade in order to complete the program. All required Skill Evaluations must be completed successfully in order to progress through the curriculum. cf 12/09

SNXIV.09 NCLEX-PN

The School of Practical Nursing will provide the potential graduate with information regarding application to the Ohio Board of Nursing (OBN) to begin the licensure application and to complete the application for permission to sit for the NCLEX-PN certification exam. Information regarding application for licensure if the graduate chooses to test and be licensed in a state other than Ohio should be sought from that Board of Nursing or appropriate licensing authority in that state. Application for licensure will be the responsibility of the student. Once the student has completed the requirements for the program, the Director will submit the appropriate forms to the Ohio Board of Nursing indicating the graduate has completed the approved program and therefore has met the academic requirements for licensure. The Ohio Board of Nursing determines eligibility to sit for the examination in Ohio. The graduate will receive authorization to test from the Ohio Board of Nursing and will then be able to schedule the NCLEX-PN examination with the testing center. [See graduation requirements for additional information.]

original 2004

SNXIV.10 Accreditation and Approval

All Career Centre full-time skills training programs and The Robert T. White School of Practical Nursing are accredited by the Ohio Department of Education and the North Central Association of Schools and Colleges. The Robert T. White School of Practical Nursing has received full approval from the Ohio Board of Nursing.

SNXIV.11 Facilities

Alliance Career Centre has several facilities located throughout the city of Alliance. The RTW program has classrooms and laboratory facilities with up-to-date equipment. Clinical practice will be performed in the laboratory, classrooms, and in clinical agencies throughout the greater Alliance area and surrounding communities. Due to the availability of certain required experiences, students are required to attend clinical experiences in greater Stark and surrounding counties. Reviewed cf 12/09

SNIX.01 Selection and Admission of Students

All candidates are considered on an individual basis with no discrimination in regard to age, color, creed, religion, handicap, marital status, race, sex, sexual orientation or national origin. Reviewed cf 12/09

SNIX.02 Admission Criteria

Admission requirements for the LPN program include:

1. High school graduate or GED certificate for all adults, or for high school seniors, a permission slip for the principal, references from 2 teachers, and a GPA of 3.0 or higher.
2. Current registration through Financial Aid Office of Alliance City Schools
3. Payment of a non-refundable application fee
4. Completion of a pre-entrance exam for practical nursing education programs at the student's expense (determined annually)
5. Payment of a non-refundable Seat Fee
6. Receipt of a conditional acceptance letter
7. Current CPR card (American Heart Association Health Care Provider) which must be maintained and kept current throughout the program.
8. Complete physical examination including a medical history and physical, record of immunizations or positive titers (measles, mumps, rubella, varicella, Hepatitis B). Booster vaccines are required if titers are negative and proof of the booster vaccines (if applicable) must be provided.

TB: Verification is required annually to ensure the absence of TB. An initial negative 1-step Mantoux will be followed by an annual 1-step Mantoux. Individuals for whom a Mantoux is

inappropriate must submit initially and thereafter annually a statement from their physician indicating the absence of TB.

Hepatitis B: Applicants who have never had the Hepatitis B immunization must have the process initiated prior to admission into the RTW program with the first two immunizations required prior to the applicant being permitted to participate in any clinical experience and with the 3rd Hepatitis B immunization completed within six (6) months of the first class day.

Revised 2/16/11cf

9. Fingerprinting for a Criminal Records Background check and a negative drug screen
10. After the above is completed the receipt of a formal acceptance letter from the School of Nursing
11. Attendance at all of the new student orientation prior to the first day of class (or in case of mitigating circumstances, an equivalent)
12. All financial aid must be approved prior to the first day of class
13. Books paid for before the first day of class as arranged with the school financial office. Original '04

SNIX.02A Day/Eve Enrollment

Students entering the Robert T. White School of Practical Nursing are enrolled into either the daytime program or the evening program. Once entered into the program students are not permitted to switch from the evening program to the day program or the reverse. Enrollment in the daytime program, a pilot, is restricted by issues associated with funding that prohibit transfer in or out from the evening program. Students enrolled in the daytime program shall continue in the daytime program and shall remain subject to all the other policies governing education received at RTW. Likewise, students enrolled in the evening program shall continue in the evening program and shall remain subject to all other policies governing education received at RTW.

*Readmission – A student who leaves the daytime program, for any reason, cannot be given any assurance that readmission to the school will be into the daytime program.

Added cf 2/10

SNIX.03 Readmission of a Nursing Student

In the event that a student of The Robert T. White School of Practical Nursing is unsuccessful in a course and/or withdraws from a course and therefore the RTW program, the student may apply for readmission to the nursing program. After completing the *Readmission* form and submitting it to the administrator of the program the student will then be considered for (re)admission as would any other applicant. Readmission is not guaranteed.

Students previously “Dismissed” from RTW will not qualify for readmission to the program. (Refer to the Definition section of this handbook)

Readmission must be within a maximum of 1 year or the student must begin again with the first course. Additionally, the student to be readmitted must meet the curriculum requirements effective at the time of readmission (refer to: 4723 5 12 OAC). The amount of credit granted to a readmitted applicant shall be determined by the administrator of the program after reviewing the student’s previous file to ensure the student meets the current curriculum requirements. Readmission, and the specific course to which the student will be readmitted, will be determined by the administrator in conjunction with faculty only after the office of Financial Aid authorizes the return of the student.

When applicable, readmission is also contingent upon successful completion of a Skill Evaluation. Successful completion means receiving a score of 80% or above for the skills evaluated. The form utilized for the Skill Evaluation which reflects successful completion of skills that are consistent with the current curriculum will then be maintained in the student’s file. Failure to achieve an 80% or above on the Skill Evaluation will prohibit the student from being readmitted to the program. Revised: cf 1/10 cf 2/16

SNIX.04 Advanced Credit for Applicants Transferring Previous Course Work

Applicants wishing to receive advanced credit for placement into The Robert T. White School of Practical Nursing (RTW) program must meet all of the admission criteria as with any applicant. The amount of credit granted to an advanced standing applicant shall be determined by the administrator of the program or the designated officer of the controlling agency.

To receive advanced credit for prior academic courses, the applicant must present official transcripts, including the course grade, certified by an administrator of the previous program, a syllabus of the course including a course description, the number of course hours, and a list of units and/or topics taught in the course to verify the student meets the RTW curriculum requirements currently in effective. Credits for course work must have been earned within a minimum of 1 year prior to application into the RTW program. Only course work reflecting a “C” or better grade will be considered for advanced standing and only in the following courses:

- A. Scientific Foundations of Nursing
- B. Theory and Practice
- C. Pharmacology
- D. Life Span I (Peds/Ob)

Before the applicant is awarded Advanced Credit for a clinical course with laboratory hours, applicants will be required to attend a laboratory Skill Evaluation to evaluate the student’s skills. Applicants will be provided with a list of clinical skills currently utilized by the RTW program.

Admission with advanced standing is contingent upon successful completion of a Skill Evaluation. Successful completion means receiving a score of 80% or above for the skills evaluated. Failure to achieve an 80% or above on the Skill Evaluation will prohibit the student from being admitted to the program with advanced standing at or above the level of Theory and Practice. Admission to the RTW program a lower level will be determined by the administrator of the program. The form utilized for the Skill Evaluation will be maintained in the student’s file.

No advanced credit will be given for second year/level course(s). Any student admitted to the program must complete at least 50% of the curriculum to graduate. Students receiving advanced credit will be treated and evaluated the same as any student enrolled in the RTW nursing program. All students are to be evaluated equally on course criteria and expected outcomes. All students admitted with advanced standing shall comply with the policies governing students as listed in the Student Handbook.

Original 2004 revised: cf 1/11

SNIX.041 Advanced Credit for previous related medical education

Advanced Credit will be awarded for previous medical education, i.e. medical assisting (MA), paramedic training (Medic) or other education determined to be acceptable as an equal credit for the Practical Nurse curriculum. The applicant requesting Advanced Credit for previous medical education must submit an official transcript including the course grade, a syllabus of the course including a course description, the number of course hours, and a list of units and/or topics taught in the course. This transcript must be received prior to the start of 100 Scientific Foundations of Nursing. If the applicant is awarded Advanced Credit for a clinical course with laboratory hours, a Skill Evaluation utilizing skills currently taught and tested in the course will be held and the applicant will have to be evaluated as performing at 80% or above to be eligible for the Advanced Credit.

The MA and/or Medic will be given full credit for the 100 Scientific Foundations of Nursing course as long as they have successfully completed an anatomy and physiology course equivalent with a “C” or better. The MA and/or Medic may be given credit for laboratory hours in Scientific Foundations of Nursing Theory and Practice depending on transcripts provided.

Each individual applicant will be required to demonstrate clinical laboratory skills and be evaluated *Successful*. This will be arranged by the Program Coordinator or her delegate. An Advanced Credit Clinical Skills Checklist documenting skills in which the student has been evaluated Successful will be given to the applicant and they will utilize it to arrange their schedule with the Program Coordinator for the Scientific Foundations of Nursing Theory and Practice. It is the student’s responsibility to arrange a meeting with the Program Coordinator, or her delegate, within one (1) week of the scheduled skills laboratory to determine a scheduled date for testing. Students will then be given a copy of their individualized schedules.

Any student admitted to the program must comply with the attendance policy found in the RTW Student Handbook. No advanced credit will be given for the following first year courses: 103 Nursing through the Life Span I and 104 Transitions for the LPN I. No advanced credit will be given for second year/level courses of the program. Students receiving advanced credit will be treated the same as any student. All students are evaluated on course criteria and expected outcomes.

Any student admitted to the program must complete at least 50% of the RTW curriculum to graduate.

Original 2004 cf 1/11

SNIX.05 Cost of the Program

Financial Requirements

Fees paid by students not included in Financial Aid:

- Application fee: \$40 (**non-refundable**)
- WorkKeys entrance exam: \$60 (**non-refundable**)
- Reservation (Seat) fee: \$75 (**non-refundable**)
- BCI (Background Investigation – **non-refundable**)
- Physical exam
- CPR certification
- Drug screen
- MMR, Varicella, Tetanus vaccinations
- Hepatitis series
- Uniforms
- Stethoscope, scissors, 2-hand watch
- Gait belt
- Shoes
- Nursing Hat

Included in Financial Aid	
Tuition:	\$8887.50
Books:	\$650
Assessment Technology Institute (ATI):	\$348
Insurance:	\$26
Arnett Assessment Group:	\$40
State Licensure:	\$75
NCLEX-PN:	\$200
Graduation Fee:	\$200
Supply Fee:	\$650
Total:	\$11076.50

Financial Requirements and Aid

SNIX.06 Financial Aid

If the student is in need of Financial Aid, the following must be completed:

- Submit a financial aid application
- Provide proof of income
- Interview with the Financial Aid Office

All students receiving financial aid must achieve satisfactory progress, (90% attendance and 80% academic averages). The following types of financial aid are available through the Financial Aid Office to help finance their adult vocational training. Sources of aid are available to those who qualify.

PELL GRANTS –

The Federal Pell grant provides an eligible student with a yearly allowance toward the cost of tuition, books, and equipment. Proof of income and size of household is needed to apply. The student must apply for this grant. The student does not have to pay this grant back.

FEDERAL DIRECT LOANS

A low interest repayable loan borrowed from The Ohio Department of Education. Repayment does not begin until six (6) months after training ends; student withdraws, or is dismissed from the program. This is a loan and must be repaid regardless of completion, termination, inability to find employment or dissatisfaction with program. Payments are made to The Ohio Department of Education.

PAYMENT PLANS-

The Adult Education Department offers a payment plan that can be designed to accommodate the individual student by requesting a down payment and scheduling monthly payments. This plan requires the arrangements to be made and agreed upon before class starts.

MISCELLANEOUS GRANTS, SCHOLARSHIPS AND ASSISTANCE –

Some agencies, companies and organizations in the local community have grants available for students of the Career Centre if they qualify. We also work with Bureau of Vocational Rehabilitation (BVR), and Workforce Investment (WIA), Mahoning County Career Training (MCTA), and (VA) Veterans Assistance programs. We also accept any scholarships that a student may receive from an outside source.

SNIX.07 Refund Policy

Whenever a student withdraws or is terminated, the amount of any refund due to the Pell grant program will be sent back to them. A difference between the amount refunded back to Pell and the balance of the tuition will be the responsibility of the student. The following procedures will be used if it is determined that a refund is due a student.

1. Written notification is required to withdraw from a program.
2. Students will be refunded the full amount paid less the application fee, if withdrawal occurs before the first day of class.
3. Refunds after the first week of class will be subject to the following schedule: **(This refund applies to cash paying students)**. Pell and Direct Loan student funds will be refunded to PELL/DIRECT LOAN.
 - The first week of class (25 hours) – 75% of total tuition will be refunded.
 - The second week of class (50 hours) -50% of tuition will be refunded.
 - No refunds after 50 hours.
 - Student must pay for all hours completed.

After the first class has been completed the student is liable for the full amount of tuition for the first payment period regardless of termination or withdrawal. All charges for the remaining payment periods will be charged in full after the 50 hour point of that payment period. This schedule may be adjusted on an individual basis at the discretion of the Director and/or Financial Aid Coordinator. **No refunds are granted for textbooks.** RMc/ef 03/2011

SNIX.08 Non-Discrimination Policy

The Licensed Practical Nurse Program of Alliance City Schools Career Centre is committed to equal opportunity for all and does not discriminate on the basis of race, color, religion, ancestry, marital status, creed, gender, disability, age, Vietnam era veteran's status or national origin. Nursing courses meet the needs of students with physical and/or learning disabilities as provided by the American's for Disability Act of 1992. The student must be able to perform the following nursing activities to progress through the program:

1. Frequently work in a standing position and do frequent walking
2. Lift and transfer patients up to 6 inches from a stooped position, then push or pull the weight up to 3 feet
3. Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers
4. Physically apply up to 10 pounds of pressure to bleeding sites, or in performing CPR
5. Respond and react immediately to auditory instructions/requests, monitor equipment, and perform auditory auscultation without auditory impediment
6. Physically perform up to an eight-hour clinical laboratory experience
7. Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception;
8. Discriminate between sharp/dull and hot/cold when using hands
9. Manual dexterity required for preparing and administering medications
10. Ability to read medication labels and patient records
11. Perform mathematical calculation for medication preparation and administration

12. Speak English clearly enough for most patients to understand, and understand the verbal communication of English-speaking clients
13. Communicate effectively in writing, using appropriate grammar, vocabulary, and word usage
14. Make quick decisions under stressful situations
15. Carry out procedures that prevent the spread of infection, e.g., frequent hand-washing, using mask and gloves, etc.

Applicants are responsible to determine their own eligibility in light of these qualifications, and to identify to the school any particular accommodations they may need. Students with a disability who enter the program do so with the understanding they will be expected to meet course requirements, with any reasonable accommodation provided by the school. Requests for reasonable accommodation will be evaluated by the nursing faculty, director of the program, health career coordinator, and the director of community services.

Original 2004

SNIX.09 Grading Policy

Students enrolled in the part-time nursing program will be evaluated on a periodic basis by the Course Manager with periodic student conferences, at mid-term and a final evaluation at the end of each course. (Org 04, rev 11/06, rev 4/11)

<u>Grading Scale</u>	<u>Letter Grade</u>	<u>Grade Point Average</u>
95-100	A	4.0
93-94	B+	3.5
89-92	B	3.0
85-88	C+	2.5
80-84	C	2.0
79	F	0.0

SNIX.10 Satisfactory Progress

All students must be making satisfactory progress to maintain enrollment in the nursing course of study. This is defined as an 80%, equivalent to 2.0 C, grade point average or better in the course and an 80% Satisfactory clinical grade (based on the number of clinical experiences in the course). Students will receive an evaluation at midterm and at the end of each course. A midterm grade of <80% or <80% Satisfactory clinical grade will place the student on probation. Students will have until the end of the course to bring their grades into the 80 % range or to a Satisfactory clinical grade. Any failing grade (<80% or < 80% Satisfactory clinical) will prevent the student from passing the course. Failure in the course or an overall grade point average of less than 2.0 will result in termination of the student from the program. Students who are unsuccessful in a course may apply for readmission to the school and repeat the course one time. Revised cf 1/10 03/11

SNIX.10A Periodic Evaluation of Student Progress

The Program Coordinator has ultimate responsibility for the evaluation of student progress in the courses and in the program. Being responsible for the all courses which span the two-year part-time program, the Program Coordinator, with the assistance of Course Managers, instructors, teaching assistants, and input from preceptors will maintain an ongoing file of student grades, attendance, and clinical evaluations. The school of nursing will strive to provide assistance [within reason] to those students who genuinely seeks assistance, but is ultimately the student's responsibility for their success.

Original 2004

SNIX.11 Clinicals and Preceptorship

Clinical sites for clinical and preceptorship are required for the classes, therefore sites will be made available to the student at the Program Coordinator's discretion. The student will attend the clinical or preceptorship as per the course schedule. All missed clinicals must be attended during make-up days. Therefore, missed clinicals totaling more than the scheduled make-up hours will lead to an incomplete and will potentially prevent the student from progressing through the curriculum. The attendance policy will be followed for scheduled class or clinical/lab time and adherence to call-off procedures is required. When required to make up clinical time, the student must be aware that clinical/lab make-up is a mandatory experience. If clinical/lab make-up is not attended, the student is in jeopardy of course failure and may not be able to progress through the curriculum.

The clinical/lab grade will be determined by the Program Coordinator with input from the clinical instructional personnel (preceptor when applicable). Students will be assigned to a clinical/lab hours as indicated by the course syllabus. Students will be assigned to a preceptorship site as indicated by the requirements of the course, in Professional Issues for the LPN. Clinical sites for preceptorship will be determined by the Program Coordinator in conjunction with the Course Manager; however, it is the responsibility of the student to arrange their clinical schedule hours with their assigned Preceptor.

An RTW 'faculty member is responsible for planning the student's clinical experience and for evaluating the student's performance. Clinical nursing experiences are assigned by faculty based on course objectives and student learning needs. Faculty or instructional personnel shall supervise student practice by providing guidance, direction, and support appropriate to the clinical situation. Supervision of a nursing student shall be provided for each clinical experience involving the delivery of nursing care to an individual or group of individuals. This supervision shall be provided only by a faculty member, teaching assistant, or preceptor who meets the qualifications set forth in rule [4723-5-11](#) of the Administrative Code for a practical nursing education program.'(OAC 4723 5 20 [A][B] "The faculty or teaching assistant to student ratio for direct patient care experiences shall be no greater a ratio than ten students to one faculty or teaching assistant, or a smaller ratio in clinical settings where necessary to ensure the safe delivery of nursing care."[E] "A preceptor shall provide supervision to no more than two nursing students at any one time, provided the circumstances are such that the preceptor can adequately supervise the practice of both students."[G] All clinical experiences, including intravenous therapy, shall be in compliance and consistent with the clinical site's policies. (excerpts from 4723 5 20 OAC 2/07- 10/11)

Revised cf 4/10 4/11

SNIX.12 Skills Lab and Evaluation

The skills lab, when included in a course, provides the student with an opportunity to learn and practice in preparation for a Skill Evaluation. The student must perform each skill assigned during the Skill Evaluation in a manner consistent with the course Study/Learning Guide or in accordance with the course syllabus for the course and be evaluated as scoring 80% or greater. If skill performances are evaluated as satisfactory (80% or greater) the student may progress and continue to participate in the clinical rotations. The student will be given a total of 3 opportunities to satisfactorily complete any skill set during a Skill Evaluation. If the student is unsatisfactory (<80%) in all 3 attempts the student will be evaluated Unsatisfactory and cannot progress to the next student demonstration and cannot continue to participate in the clinical rotations. The student will be awarded an (F) grade for the course which will result in failure from the program and will need to reapply. (See the Readmission policy)

revised cf 12/09

SNIX.12 A Lab Kits

Lab kits are provided to each student for use during laboratory experiences at the Robert T. White School of Practical Nursing (RTW). The following rules apply to these kits:

- 1) Needles, when part of the kit supplied to a student, shall remain in the RTW lab.
- 2) Each student is expected to utilize his/her kit for lab experiences.
- 3) Students are required to have their lab kit for Skill Evaluations. Failure to have the lab kit for a Skill Evaluation shall result in an automatic 2 point deduction in that student's Skill Evaluation score.
- 4) RTW is not responsible for lost or stolen lab kits. Replacement of a kit will incur a cost of \$75.00.

BOE approved added cf 1/11

SNIX.13 Clinical Evaluation

For clinical courses, all first and second year or Level I and II clinical experiences are evaluated as Satisfactory or Unsatisfactory. Students must maintain an 80% Satisfactory rate (determined by the number of clinical experiences per course) in order to achieve a Satisfactory grade in clinical. Failure to achieve the 80% will result in failure of the course, regardless of the theory (lecture) grade.

Revised cf 12/09

SNIX.14 Test and Quiz Policy

Tests will be administered according to the course syllabus. All exams and quizzes will be timed. Students are not permitted to use palms or other hand held instruments during testing unless otherwise indicated by the instructor. **Simple calculators** are only permitted to check your work. All math calculations must be present on the tests for credit to be given. Students will not be permitted to leave and reenter the room during test taking. It is very important that other students are not distracted during the testing period. Students must obtain an 80% on any test or quiz to obtain a passing grade. Students should maintain a record of all grades obtained in the course so that they can know their standing in the course at all times. **Students who are having problems learning the course material are required to seek assistance from the Course Manger and/or the Enhancement Coordinator or designated faculty as soon as the problem is identified and not just before the final week of the course.** It is the student's responsibility to be aware of their own strengths or weakness in test taking and to seek assistance as needed.

All students who are present on the day of a test or quiz are required to take the test/quiz. Missing test review does not excuse the student from taking a test or quiz on the scheduled testing date. Students arriving late for testing will have the option to sit for the examination (test) in the remaining time allotted for the test or to take the test scheduled and prepared according to current **SNIX.141 Test and Quiz Make-up** policy found in the Policy and Procedure Manual. Student will be asked to confirm their decision in writing (see attached form). (rev 1-17-12)

SNIX.141 Test and Quiz Make-up Policy

All make-up exams are to cover the same material as in the original test and will include various types of questions including but not limited to essay/fill-in/etc, which are subject to Program Coordinator's approval. The student will have a limited one (1) time opportunity to be successful on tests with the exception of the Pharmacology mathematical test (see Math Exam below). The due date of a make-up test will be in relation to the number of class days absent and **must** be taken accordingly e.g. absent 2 class days; the make-up test will be taken no later than 2 days after the student's return to school. It is the student's responsibility to contact the Course Manager to arrange for the make up test. Should any student neglect to make arrangements for make-up or math re-testing, and/or not take the test on the scheduled testing date, a zero will be given for the test.

Any student not present when a quiz is given but attends any portion of the class time on the day of the quiz will be expected to take the quiz immediately upon arrival to class. The student will be excused from the class for this purpose but will retain the responsibility of obtaining the class notes for the period of class time missed from a classmate. Should the student decline to immediately take the quiz accordingly, a zero will be given for the quiz. (rev 1-17-11)

SNIX.15 Test Review Policy

Test Review is a privilege granted to the student as an optional learning technique and is at the discretion of the Program Coordinator or Course Manager. A review may be provided after the test has been taken by all course students. The student must schedule an appointment with the Program Coordinator or Course Manager who will then schedule the review. Monitors of the review may choose to answer questions; however, students need to be aware that monitors may not be the instructor who taught the material. There will be no arguing or disrespect allowed during the review. Students are not permitted to write, record in any way, test questions during test review. If students have concerns about a specific question, they must submit their concerns about the question in writing documenting at least 3 citation sources, one being from the course text book used, supporting their point of view. It must be received within 3 working days of the test review including weekend and holiday hours. Electronic mail, faxes, registered letters, or other methods that document the time in which the concern is received are the most appropriate methods for submission. The student will have a response related to the question within 3 working days of receiving the written documentation. The final decision will be made by the Program Coordinator with input from the course faculty. Revised cf6/10

SNIX.16 Make-Up Work Assignments

Make-up work and make-up hours are not to be meant as interchangeable terms. Make-up work refers to assignments, written or otherwise. Make-up hours refer to actual time spent in the classroom or clinical/lab setting.

All make-up work will be according to the following guidelines:

- All make-up work assignments must be completed in accordance to the stipulations set forth in SNIX.14 Test and Quiz Make-up Policy
- The student shall be responsible for contacting the Program Coordinator to arrange for any and/or all make-up work assignments upon returning to class.
- Make-up work assignments will be given and completed during non-class times only. These hours will not be included and/or documented as course hours.

- No make-up work assignments will be given to students that have failed to follow the proper procedures to call off when absent. (See SNIX.17 Attendance Policy)
- The Program Coordinator reserves the right to consider late assignments based only on extenuating circumstances; otherwise, late assignments will **not** be accepted.
- Make-up schedules for class hours missed will be arranged by the Program Coordinator only if classroom hours were missed by students due to cancellation of classes by RTW. Then and only then will these hours be included and/or documented as course hours and not counted as absentee hours.
- All clinical/lab absences, whether under the control of the student or not, will be made up as attendance at the 100% level is reflective of the student's commitment and reliability as a future employee. All clinical/ lab make-up hours will be according to the requirements as set forth in SNIX.17 Attendance Policy.

unchanged of 6/10

SNIX.17 Attendance Policy

The RTW courses are designed to prepare a student for a responsible position in the workforce; as such, the School maintains the attitude of the employer. Therefore, each student is expected to be:

- 1) in the assigned classroom, lab or clinical site at the beginning of each experience and remain until the end of the session
- 2) dressed according to the dress code (see policy SNIX.05)
- 3) have all required equipment
- 4) be well prepared for the experience

A) All students are required to sign in and out on the course Attendance form for class or clinical each day.

Students found signing in and/or out for another student(s) constitutes a form of dishonesty which may result in dismissal from the program. Credit for theory or clinical hours will not be given if a student's leaves early and does not sign out appropriately on the Attendance sheet.

*If a student is more than 15 minutes late for a clinical the student may not complete the clinical experience.

B) A student MUST notify The Robert T. White School of Practical Nursing office at 330-829-2284 prior to any experience from which the student will be absent or tardy and identify the reason for same in the message. Additionally, if a student will be absent or tardy for a 'clinical day' the student must also notify the nursing facility where he/she is scheduled for a clinical experience.

***Addendum – 3 Strike rule**

Any student who fails to comply with aforementioned requirement of notifying (calling-off) the RTW office and the site for their clinical experience (when applicable) will be subject to the 3 Strike rule which follows.

1st failure to properly notify/call-off absent or tardy results in a documented verbal warning from the Program Coordinator

2nd failure to properly notify/call-off absent or tardy results in a written warning from the Program Coordinator that must be signed by the Director

3rd failure to properly notify/call-off absent or tardy will result in the student not being permitted to continue in the program and will be given a failing grade for the class due to inability to complete the course requirements. The student will then become an inactive student and have the right to return to the program under the same stipulations that apply to a student who has been academically unsuccessful (See: policy on Readmission)

**Exceptions may be made for emergencies or extenuating circumstances only at the discretion of the Director and/or Program Coordinator.

C) All students are required to attend 90% or more of the course theory (lecture) hours and 100% of the lab and clinical hours.

D) Attendance hours are calculated monthly and are accumulated throughout the program. In order to be considered for graduation, a student shall not accumulate more than 10% absenteeism of the total program hours.

E) When a student accumulates total missed hours of more than 10% attendance monthly, a warning letter will be sent/given to the student with a copy to the Director, Program Coordinator and Financial Aid Coordinator.

*Exception: To be in compliance with Transition course hours, a student must not be absent more than 4 hours of the total course hours.

F) If a student is absent more than 10% in any given month of the program or has accumulated a total of 71 hours of absenteeism the student will be required to sign a witnessed written statement indicating that they have been placed on a one (1) month Attendance Probation. The statement will be signed by the student, Program Coordinator and Director and the signed original will be put in the student's file. This procedure will be repeated as necessary

*At the end of the probation period attendance will be evaluated by the Director and the Financial Aid Coordinator. Removal from Attendance Probation is contingent on the student maintaining an attendance of greater than 90% of the required hours for a period no less than one (1) month. In addition, removal from probation (attendance or academic) will be contingent on approval from the Financial Aid Coordinator who will verify that all financial obligations have been satisfied.

G) Absenteeism will not be calculated for students arriving late within the first 15 minutes of the start of class/lab or leaving within the last 15 minutes of class/lab. Thereafter for every 15-minute interval that a student is late or leaves early, 15 minutes of absenteeism will be accumulated.

H)) The student is required to present proof of need as related to illness, injury, court appearance, funeral or other reason that leads to more than two (2) consecutive days of absence to qualify for a 'one time extended absence'. All missed clinical/laboratory and/or preceptorship rotations/assignments must be made-up 100% of its entirety and within the time frame allocated for the course in which the one time extended absence is granted. No extension of course hours will be granted with the exception for active/reserve_ military service (see (H)(1)(f)(i)(ii)(iii) below).

A onetime extended absence will be permitted and accepted throughout the duration of the program for any single or accumulated absenteeism that is between 12 – 47* hours for special circumstances. This one-time extended absence will be accepted under the conditions listed below but will count as a 12 hour absence; absence due to the “call to duty” by the United States Armed Forces “or its reserve components, the Ohio National Guard, the Ohio Military Reserve, or the Ohio Naval Militia” (OAC 4723-14-02) will be exempt from this stipulation.

Each student requesting to be considered for a one time extended absence must submit a written ‘Request for One-time Extended Absence’ (see form attached) along with proof of need. Proof of need, includes but is not limited to, evidence as shown in association with each special circumstance. The approval and terms of any extended absence due to special circumstances will be at the discretion of the RTW Administrator/Director who will retain the authority to consider each situation on an individual basis. Should the RTW Administrator/Director be unavailable to evaluate the request, the Director of the Alliance Career Centre will then make the decision to accept or reject the request.

In any instance or under any circumstances that an extended absence is granted “when the student returns to classes, he/she will not be excused from any work or assignments and must assume full responsibility for all course work” (Alliance City High School Teacher / Staff Handbook 11-12, Attendance Procedures (VIII)(E)).

(1) Special circumstances for this one time extended absence are:

(a) Illness or injury: Medical situations that temporarily prevent the student from attending classroom/laboratory/clinical activities provided it is accompanied by proof of need.

The student will be entitled to make-up assignments according to Student Handbook SNIX.16 Make-Up Work Assignments. It is the student's sole responsibility to make arrangements with the Program Coordinator within three (3) days of the absence to make-up any required assignments missed during the absence.

Proof of Need: the student must produce a physician's written release (on professional letterhead) to the Office Manager to be allowed to return to the classroom or attend laboratory/clinical experiences. The Office Manager will advise the Program Coordinator of compliance prior to the student being permitted to return to participate in course activities.

(b) Jury duty or court ordered subpoena summoning the student's appearance.

The student will be entitled to make-up assignments according to Student Handbook SNIX.16 Make-Up Work Assignments. It is the student's sole responsibility to make arrangements with the Program Coordinator within three (3) days of the absence to make-up any required assignments missed during the absence.

Proof of Need: A copy of the official court order and/or court ordered subpoena as well as official verification of time spent in judicial proceedings. Verifications must be submitted to the Office Manager immediately upon return to school.

(c) Death in the immediate family: immediate family means: father, mother, brother, sister, spouse, child, parents-in-law, grandparents, grandparents-in-law, brother and/or sister-in-law, son-in law, daughter-in-law, grandchildren, or other any person who has represented to function in the capacity of above listed relationships to the student or in the case of legal guardianship.

The student will be entitled to make-up assignments according to Student Handbook SNIX.16 Make-Up Work Assignments. It is the student's sole responsibility to make arrangements with the Program Coordinator within three (3) days of the absence to make-up any required assignments missed during the absence.

Proof of Need: irrefutable proof of the death and the relationship of the deceased to the student which must be submitted the Office Manager immediately upon return to school.

(d) Pregnancy: Refer to Student Handbook SNIX.25 Pregnancy and see (H)(1)(e) below.

(e) Extended illness or injury: circumstances that prevent or prohibit a student from safe and accessible access to third floor classrooms and/or attending school activities are expected to make arrangements for an alternative method of learning/participating with the appropriate Program Coordinator. Under pre-approved circumstances, a student may be deemed eligible to participate in classroom activities via internet technological sessions. This exemption shall be awarded as a onetime exemption totaling no more than forty-seven (47) hours within the program and is subject to the approval of the program RTW Administrator/Director and/or Director of the Alliance Career Centre.

It is the sole responsibility of the student to make arrangements for access to internet technological sessions within 2 days of illness or injury and 2 weeks prior to expected leave for pregnancy. Additionally, proof of participation in internet sessions as directed.

All theory stipulations and requirements stated in (H)(1)(e) above must be met in full and within the allotted course time frame stipulated in the Curriculum Plan (SNXIV.05) and as required by other students participating in the same course. Laboratory/clinical/preceptorship experiences are exempted during this period of absence but must be made up in their entirety within the time frame of the course; see SNIX.17 Attendance Policy (H).

The student must produce a physician's written release (on professional letterhead) to the Office Manager to be allowed to physically return to the classroom or attend laboratory/clinical/preceptorship experiences. The Office Manager will advise the Course Coordinator/Manager of compliance prior to the student being permitted to return to physical participation in course activities. Written evidence of participation in internet sessions is required as directed by the Office Manger.

(f) Military Service (active or reservists): a member of the armed forces as defined in section [145.30](#) of the Revised Code (OAC)(A)(1)(a)(b)

(i) Military Service (Active) as defined in Revised Code 5903.12 (A)(3)(c):

Should a student be “called to active duty” for utilization in military operations while enrolled in the program, the student will be granted an extended absence waiver. The extended waiver shall be considered based on the length of military service in association with time enrolled in the program but shall not exceed a period of more than 2 years.

Once discharged from ‘active duty’, the student may request re-entry into the program at the same academic level to which the student had progressed prior to the time of departure for military service. Credits for previous course work/clinical hours will be transferred but must have been earned within a minimum of 2 years prior of application for re-entry.

In determining the qualifications of the student upon re-entry into the program, consideration will be contingent upon successful completion of a Skill Evaluation and a comprehensive re-entry written examination prepared at the academic level at which the student had progressed prior to the extended leave. Successful completion means receiving a score of 80% or above for the Skills Evaluation and a score of 80% on the re-entry written examination. The student will be offered 3 attempts to be successful on the Skill Evaluation and 2 attempts on the re-entry written examination; remediation will be given as necessary. The form utilized for the Skill Evaluation which reflects successful completion of skills will be consistent with the current curriculum at time of re-entry and will be maintained in the student’s file.

Request for re-entry must be submitted to the Administrator/Director no more than 1 month (a full 30 consecutive day period) after discharge of active duty at which time a copy of the DD214 is required. The student must meet the admission/curriculum requirements effective at the time of re-admission” (refer to: excerpts from SNIX.03 Readmission of a Nursing Student)

Proof of Need: Copy of government induction/enlistment papers which are to be submitted to the Office Manager within 10 days of enlistment.

(ii) Military Service (Reserve components): enlisted members of the United States Armed Services who may or may not be called to active service but who are required by government mandate to participate in scheduled events and/or training.

Students participating in Reserve events or training may apply for an extended absence under the conditions set forth in (H) (1)(f) and are subject to the rules found in the Student Handbook including but not limited to academic progress and clinical attendance.

The student will be entitled to make-up assignments according to Student Handbook SNIX.16 Make-Up Work Assignments. It is the student's sole responsibility to make arrangements with the Program Coordinator within three (3) days of the absence to make-up any required assignments missed during the absence. Arrangements will be made for make-up of clinical absence due to participation in the reserve component of the military at no cost to the student.

Proof of Need: submission of an official United States government identification (ID) card, reserve schedule and/or governmental 'call to duty' notification which must be submitted directly to the Office Manager upon enlistment and/or at such time as the student enters the RTW program.

(iii) National Guard Duty: "National Guard Duty" applies when "troops to respond to domestic emergencies, combat missions, are on call to the state governor or directly to the president of the United States" (excerpt from © 2011 - United States Army National Guard).

Proof of Need: submission of an official United States government identification (ID) card and/or governmental 'call to duty' notification which must be submitted directly to the Office Manager upon enlistment and/or at such time as the student enters the RTW program. (rev 1-17-12)

Make-up

A) Students will NOT be permitted to make-up missed theory (lecture/classroom) hours. It is the student's responsibility to make arrangements for obtaining all missed assignments.

B) Lab and clinical hours are a mandatory portion of the program and must be made-up 100%.

Clinical make-up dates are based on availability of opportunities and/or supervisory personnel.

It is the student's responsibility to contact the Program Coordinator regarding scheduling of the make-up hours.

C) Clinical absences

*The first clinical absence in any course shall be made-up on the scheduled make-up day.

*A second clinical absence in any course, regardless of whether the absence is in sequence with the first clinical day or not, shall be accompanied by:

- 1) an excuse, in writing, that identifies the reason for the absence; and
- 2) a fee of \$75 payable to the Office Manager before the make-up day is scheduled.

Any clinical absences exceeding two (2) days in any course is NOT GUARENTEED. A determination as to whether or not make-up dates will be scheduled is contingent upon the decision of a committee to be comprised of at least three, or all, of the following:

the Director of the Alliance Career Center, the Director of the RTW program, the Program Coordinator, and a nursing staff member.

Before rendering their decision this committee will consider:

- *the reason and circumstances for the absences,
- *the potential benefits of counseling by the RTW Counselor, as well as
- * the availability of clinical sites and availability of instructors necessary to accommodate make-ups.

If make-up dates are authorized by this committee the cost will be at \$75 per make-up day for all clinical absences greater than one clinical day.

If the make-up dates are not authorized by the committee the student will be dismissed from the program.

JR/cf 6/10

*Should the clinical absence be the result of a decision by the school administrator, the student would not be charged for the make-up.

All requirements contained in the Attendance Policy will be applicable to Preceptorship clinical experiences.

Note: Students are not permitted to bring children, family members, or friends to any student activity without the prior permission of the Director or Course Coordinator.

SNIX.18 School Closing Due to Bad Weather

The Robert T. White School of Practical Nursing (RTW) is an adult education program under the auspices of the Ohio Board of Regents. The school is required to provide the students with the expected number of school hours. In addition, RTW and operates under the guidelines of the Alliance City Schools (ACS) and the Alliance Career Centre. When the Alliance City Schools (ACS) are closed due to bad weather, **RTW classes will be canceled.** Should a delay of classes be issued by ACS, clinical start times will be adjusted accordingly. On occasion, the School may be open and the weather worsens during the scheduled classes, in this case, evening or weekend classes may be canceled. The Director of the Alliance Career Centre (ACC) and/or the Administrator of RTW will make the final decision when to cancel or delay start time of clinical experiences or classes. The RTW Administrator-will make the final decision when to cancel clinical experiences and Program Coordinator will then notify students designated as Group Leaders.

Several times throughout a course, a 4 hour evening clinicals may be scheduled. In this instance and when they are scheduled on a day that ACS are closed due to bad weather, the Director of the ACC and/or the Administrator of RTW will determine if weather conditions have improved enough to allow students to attend clinical experiences or if said clinical are to be canceled. For cancelations of evening clinicals, the same sequence of events shown above will apply.

Program Coordinator will designate a student Group Leaders for clinical groups in each course. In the event weekend classes and/or clinicals are cancelled, each Group Leader will be notified of the decision. RTW students will then be notified by their respective Group Leader either by telephone as soon as the decision is communicated to them. Students will need to provide their Group Leader and the school with a means of contacting them for school closing.

As adults, students have the responsibility to determine their own ability to attend classes or clinical experiences. If the student determines that they must be absent, the call off procedure must be followed appropriately. If classes or clinical experiences are held and the student calls off, the student will be considered absent. A clinical or lab make-up or make-up test, etc. as missed will be required as per the makeup policy [SNIX.16]. Revised cf2/10 Revised dlm 1/12

SNIX.19 Health Services

Medical insurance is recommended as students are fully responsible for any medical expenses incurred. Emergency care only is available at the school or at each of the cooperating healthcare facilities during assigned experiences. Original 2004

SNIX.20 Personal Counseling

Individual or family problems are common barriers to successful completion of education and/or employment. Typical problems include: lack of family support, marriage, birth, child behavior, dependency on alcohol and drugs, physical or mental abuse, eating disorders and depression. If a problem exists, the student should ask for help by contacting the RTW Counselor for an appointment or their Course Manager for help and assistance. Additionally, referral can be made to an agency or health care provider for assistance however, the student will be responsible for follow-through care and for payment for any cost incurred.

cf 6/10

SNIX.21 Academic Guidance and Counseling Services

Administration and Faculty of The Robert T. White School of Practical Nursing understand that there are times when students may need guidance and counseling related to academic stresses. If the student identifies a need for assistance it is the student's responsibility to contact the Course Manager for a discussion of the issue and guidance in correcting the academic problem. Faculty may identify an academic problem in a student and may arrange to meet with the student to address the issue. For academic problems the student will complete a conferencing form and develop a plan for improvement. The conferencing form and plan will become a part of the student's record until the student has graduated and passed the NCLEX-PN.

The Financial Aid Coordinator will initially meet with the student prior to their entering the program, prior to any active student advancing to the next program level and as needed based on changes in financial needs. It is the responsibility of any student to contact the Financial Aid Coordinator to arrange for a meeting as applicable or as needed.

Original/unchanged

SNIX.22 Injury/Illness

Any injury/illness of a student must be reported to the instructor or Course Manager as soon as possible. If an injury or illness alters a student's ability to meet the technical standards required in the classroom or clinical experience, that student will not be able to attend the classroom and/or clinical portion of the curriculum. The student will be required to follow the attendance policy for reporting off scheduled classroom or clinical experiences. Although a reasonable attempt to make accommodations will be made, the Attendance/(absence) policy remains in effect.

In the event of an injury or illness during a classroom or clinical experience, treatment shall be rendered immediately by staff personnel provided the treatment is within their capabilities.

Should an injury or medical emergency occur that is outside the capabilities of the staff, **911** will be called immediately. A record of the incident/accident will be completed and maintained in the student's file. Injury/illness or medical emergency that occurs during clinical hours will be treated the same. Emergency first aid will be administered and if the need for more advance emergency care should arise, EMS will be activated at the expense of the student. Any inability to continue the clinical experience will count as an absence for the hours missed. The instructor reserves the right to request the student who exhibits signs and/or symptoms of illness or of a medical emergency to be seen by a physician. Students requested to see a physician or those for whom EMS is activated will be required to submit a physician's statement that they are able to resume nursing responsibilities before being

permitted to return to the program. Although a reasonable attempt to make accommodations will be made, the Attendance/(absence) policy does remain in effect. Any/all expense incurred is the responsibility of the student.

Reviewed/revise d of 6/10

SNIX.23 Blood/Body Fluid Exposure Protocol

Should a needle stick or any incident occur exposing a student to potentially infective blood and/or body fluids, the following procedure should be followed:

Immediately report the incident to the instructor. Obtain emergency first aid care from the facility as per protocol. Complete the required forms for variance according to the facility's protocol and provide a copy for RTW files. The student must contact his/her personal health care professional for follow-up. The individual student is responsible for all costs including drug therapy and subsequent follow-up testing.

Reviewed of 6/10

SNIX.24 Insurance

group liability insurance policy will be purchased, at reasonable cost, on behalf of students enrolled in the program through non-refundable insurance premiums included in tuition expenditures. The responsibility of the original purchase and then maintaining continuity of coverage for an active student in the program shall be the responsibility of the Financial Aid Officer. Verification of coverage is the responsibility of the Office Manager and will be a part of a student's official record until such time as the student graduates from the program or is otherwise not considered an active member of the program.(cf 1/10; rev dlm 1/12)

SNIX.25 Pregnancy

Any student who is pregnant must submit a physician's statement (on professional stationery) of ability to remain in the nursing program after each doctor's visit. Students will be required to present a physician's statement immediately after the diagnosis of pregnancy, at 4 months, at 6 months and each month or weekly doctor's visit after 6 months until delivery, and after delivery before returning to the classroom and clinical.

Reviewed/Unchanged of 6/10

SNIX.26 Emergency Medical Forms

All Career Centre training students will be requested to fill out an Emergency Medical Form providing the instructor and staff with information as to whom to call in the case of an emergency. The school will take no action in the case of an emergency unless this information is on file.

Reviewed/unchanged of 6/10

SNIX.27 Fingerprinting for a Criminal Records Background Check and Drug Screen

All students enrolled in The Robert T. White School of Practical Nursing must present the school of nursing office with a copy of a criminal records background check and drug screening. This is at the student's expense and **is a requirement for this program!** Fingerprints are to be submitted to the Bureau of Criminal Identification and Investigation (BCI&I). This is a requirement based on the desires of the School of Practical Nursing and a general consensus of its affiliated clinical agencies.

In accordance with sections 4723.09 of OAC Licensure Code, and 4723.28 of the Ohio Revised Code, the graduate must complete a criminal records check as part of the state licensure process, also at the student's expense. The criminal records check will need to be completed by the potential graduate prior to testing for licensure (see Criminal Record Checks for NCLEX Examination Candidates, Ohio Board of Nursing). Any applicant convicted of, pleaded guilty to, or has had a judicial finding of guilt for violation of the law regarding certain felonies will not be accepted into The Robert T. White School

of Practical Nursing. The felonies which will prevent an applicant from being admitted to the program are those which will prevent the graduate from obtaining a license to practice in the State of Ohio. These felonies as indicated by the Ohio Revised Code include the following:

- Aggravated murder
- Murder
- Voluntary manslaughter
- Felonious assault
- Kidnapping
- Rape
- Aggravated robbery
- Aggravated burglary
- Sexual battery
- Gross sexual imposition
- Aggravated arson

The Board of Nursing may propose to deny an application for any felony, a crime involving gross immorality or moral turpitude, a misdemeanor drug law violation, or a misdemeanor committed in the course of practice. The Board will not make a judgment on an applicant before the applicant has completed the approved program. It is the student's responsibility to determine their eligibility for admission prior to the criminal background check as a previous conviction of any additional felony may prevent the admittance to the school. The school of nursing policy is based on the felonies listed in the law. There are additional considerations related to employment as indicated in Senate Bill 160 which may prevent the student from obtaining employment in the care of patients. **The applicant should determine if any felony listed or any felony other than the automatic bars to licensure applies to them. The School of Practical Nursing reserves the right to deny entry to anyone who has been convicted of, pleaded guilty to, or has had a judicial finding of guilt for violation of the law regarding the certain felonies.** For questions, the Board of Nursing web site is <http://www.nursing.ohio.gov/discipline.htm> , or call at (614) 466-3947

A positive drug screen will also prevent a student's initial admission into the program. The student denied admission to the program may re-apply after a 6-month waiting period; all admission criteria will remain applicable. Applicants will be informed of their acceptance into or rejection from admittance to the program by letter after the admission requirements have been met. Original unchanged

SNIX.28 Change of Status and Address

After enrollment in the LPN program, the student must notify the Course Manager and the Office Manager as soon as possible if their status, address, or telephone number changes for any reason. It is important that RTW records be correct and current so that the student can be contacted in case of a schedule change or job recommendation, etc. The RTW office must be able to maintain a student's current status during enrollment and after graduation. Reviewed 6/10

SNIX.29 Graduation Requirements

To receive your Ohio Department of Education Diploma of Completion, you must:

- Complete all required course work within the time allowed for the nursing program or 150% of the program hours.
- Maintain a 2.0 minimum grade point average.
- Maintain a 90% or better attendance level.
- Pay any outstanding financial obligation.

- Complete a NCLEX-PN review course. The course must be completed prior to mailing the Certificate of Completion to The Ohio Board of Nursing. The nursing program provides a NCLEX-PN review course which requires mandatory attendance by all graduating students. If any reason, a student fails to attend the review course provided, the student must independently make arrangements to attend a comparable review course.
- Additional review courses or testing may be required as referenced in course syllabus.
- The Certificate of Completion will be held until all graduation requirements have been met.
- All students should attend graduation as long as they have successfully completed all the courses regardless of completion of the NCLEX-PN review course.

The student will receive their diploma and the certificate of completion will be mailed to the Ohio Board of Nursing upon successful completion of all the requirements of the nursing program including completion of all forms and evaluations. The diploma will be presented to the graduate during the graduation ceremony held at the completion of the second year if all the requirements have been completed.

Original/unchanged cf 6/10

SNIX.30 Pre-Graduation Interview

Prior to completion of the nursing program, the student will be given the opportunity to schedule a pre-graduation interview with their Program Coordinator or delegate. Reviewed/unchanged cf

SNIX.31 Honors

- Students who maintain a perfect 4.0 GPA will graduate with High Honors.
- Students who maintain a 3.5 to 3.99 GPA will graduate with Honors.

SNIX.32 Transcripts or other documents

Documents from the School of Nursing such as letters, Transcripts, etc. must be either acquired or prepared and therefore require a 24 hour advance notice which must be provided to the RTW Office Manager.

Final Transcripts are provided at no charge however, all other copies of Transcripts from the School of Nursing are provided for a fee of \$2. Whether student or graduate, the fee must be paid to RTW before a copy of the Transcript will be provided. Transcripts include course grades and GPA. The official School seal will only be placed on the final transcript or an official request.

Revised cf 1/10

SNX.01 Telephones/Cell Phones

Only emergency messages received by the Central Office will be relayed to students by the office staff. Outgoing calls must be approved by your instructor. Cell phones, beepers and pagers must be turned off during class and laboratory time.

No cell phones are permitted within the building of any clinical site. In the event of an emergency, students may be contacted at the facility. It is the responsibility of the student to provide family members with the phone number of the clinical facility they will be attending.

Revised cf 5/10

SNX.02 Smoking

In compliance with and congruent to the policies of the Alliance City Schools and the Alliance Career Centre, smoking is strictly prohibited in school buildings or on school property. This includes but is not limited to any or all adjacent buildings, parking areas, private motor vehicles parked on school property, and neighborhood parking areas or private property without the explicit permission of the property owner. STUDENTS ARE ENCOURAGED NOT TO SMOKE IN UNIFORM PRIOR TO ATTENDING OR DURING THE CLINICAL EXPERIENCE AS THIS MAY CAUSE AN ADVERSE AFFECT ON SOME PATIENTS. Smoking policies of all clinical sites vary but will be enforced.

Unchanged cf 6/10

SNX.03 Food

Due to many students arriving at school directly from work, food and drink may be permitted in the classroom/lab and designated areas only if students continue to be considerate of others and responsible for keeping areas clean. Should students consistently leave areas in disarray or unkempt, food consumption will not be permitted in classrooms or the laboratory.

A fifteen minute break period during a 4-hour scheduled class activity is an additional privilege that may be given at the discretion of the Course Manager or instructor/teaching assistant in charge of a class activity. The students are expected to return to the class and be prepared to resume class activities within the fifteen minute time frame allotted.

In addition, designated eating areas are available at each clinical location. Students are to pack their lunch if a cafeteria is not available at any clinical site.

revised cf 6/10

SNX.04 Clean-up

It is the responsibility of each student to clean up their work area before leaving the classroom, lab, lounge, or kitchen.

Unchanged cf 6/10

SNX.05 Care of Equipment and Property

The equipment and facilities used during enrollment in this program is worth thousands of dollars. Always do your best to see that it is handled properly. If you notice a piece of equipment that is in need of repair, please bring it to the attention of your instructor or a staff member.

For security purposes, doors of the school building are to remain locked and nothing is to be used to “prop” the outside doors open at any time or otherwise position the doors as to allow unlimited entrance to the building. Should a student leave the building for any reason, entrance to the building is to remain secured. The students, or anyone, needing to enter or re-enter the building must be allowed entry by ACC/RTW personnel. Students are not permitted to open the doors for anyone other than another student or RTW staff members who request entry without the explicit knowledge/approval of ACC/RTW personnel.

Reviewed cf 6/10

SNX.06 Parking

Students have designated parking areas during school hours. Students may use the parking lot behind the school during all class times. Student may use the parking lot across from the school located on the southeast corner of Washington and Lincoln Avenues, Alliance, Ohio on Monday, Tuesday, Thursday, and Saturday **only unless otherwise notified**. Parking is strictly prohibited at any time on Lincoln Avenue in front of the school or in the area designated for Faculty parking on the South side of the building.

Reviewed cf 6/10

SNXI.0 Code of Conduct

Two outstanding characteristics of the mature person are:

1. An ability to make and follow through on a decision regarding his/her life.
2. Self-discipline and self-control that comes from the inside rather than the outside.

In addition to student conduct regulated by the Board of Nursing in 4723-5-12 of the Ohio Administrative Code also listed in SNXI.02, students at RTW are subject to the Alliance Board of Education District Code of Conduct. The District Code of Conduct which includes the *Student Code of Conduct* can be found in its entirety at the Alliance City Schools website or at the Administrative Offices.

Revised cf 4/10

SNXI.01 Professional Behavior

Respect for self and others create a positive learning atmosphere. Courtesy and cooperation help to promote team work. Professional behavior reflects on the learning process, the individual, and the school image. Professional behavior is expected at all times, and in all settings. Students will not use verbal or non verbal communication techniques to mock, intimidate or otherwise coerce another student or RTW staff members (see SNXI.0, SNIX.02, SNIX.08)

reviewed cf 6/10

Each student is expected to be respectful of class members and all members of the RTW faculty. .

SNXI.02 STUDENT CONDUCT WHILE PROVIDING NURSING CARE

The conduct of the nursing student is an important issue related to the care of patients in the clinical setting. This policy is required by Rule 4723-5-12 of the Ohio Administrative Code (effective 2/1/08) and includes but is not limited to the following:

- “(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client’s response to that care.
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- (3) A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, or time records, or reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each client.
- (5) A student shall delineate, establish, and maintain professional boundaries with each client.
- (6) At all times when a student is providing direct nursing care to a client the student shall:
 - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - (b) Treat each client with courtesy, respect, and with full recognition of dignity and individuality.
- (7) A student shall practice within the appropriate scope of practice as set forth in 4723-4-04 (effective 02/01/2009) of the Ohio Revised Code for a Licensed Practical nurse and in division (F) of section [4723.01](#) of the Revised Code and the rules of the board.
- (8) A student shall use universal blood and body fluid precautions established by Chapter 4723- of the Ohio Administrative Code;
- (9) A student shall not:
 - (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client;

(b) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a client's property or:

(a) Engage in behavior to seek or obtain personal gain at the client's expense;

(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;

(c) Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or

(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

(a) Engage in sexual conduct with a client;

(b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;

(c) Engage in any verbal behavior that is seductive or sexually demeaning to a client;

(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

(a) Sexual contact, as defined in section [2907.01](#) of the Revised Code;

(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section [4729-9-01](#) of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student.

(14) A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;

(18) A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice;

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;

(22) A student shall not assist suicide as defined in section [3795.01](#) of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.”

In addition to the above requirements set forth **under Ohio law** the following apply:

(24) A student shall not conduct themselves in any illegal manner involving the RTW School of Nursing, any clinical site, a client, a faculty member or staff person, or another student in the program, off or anywhere on school property.

(25) RTW falls under the Alliance City School system and therefore students must adhere to the ‘Student Code of Conduct’ set forth by the ACS Board of Education which can be found in its entirety at the ACS Administrative offices or on the website. RTW is consistent with the ACS system BOE ‘Student Code of Conduct’ including: “Plagiarism and cheating are forms of falsification and subject the student to academic penalties as well as disciplinary action.”

***Violation of any of the above requirements are grounds for dismissal from the program.**

If an accusation of any of the above is made against a student, an informal investigation of the situation will be conducted by the Director or the delegated representative/s. There will then be a meeting of the Superintendent if deemed necessary, the Director, Course Coordinator, Course Manager, Office Manager, student and the student’s representative.

*If the accusation is proven “true” or there is enough evidence that leads the committee to believe it is unable to be proven “false”, the student will be dismissed from the current course and placed on inactive status pending further investigation. A report to the appropriate authorities will be made by the school if necessary.

*If the accusation is proven “false,” the student will be reinstated and either permitted to attend the current course or enter with the next offering of the course as determined by the amount of time lost during the proceedings.

Revised cf 4/10

SNXI.03 Classroom Protocol

Faculty and Administration of the School of Nursing believe that classroom attendance is essential to the success of the student. It is expected that the student will be attentive and interactive within the context of the classroom situation. The instructor reserves the right to dismiss any student that causes disruption or prevents the normal conduction of classroom activities. *Tape Recording* of lectures must be approved by the instructor and the Program Coordinator advised. Students are responsible for cleaning up after themselves before leaving the classroom. *Cell phones or beepers* will be turned off and will not be used during classroom/laboratory and clinical hours. Non-compliance may result in disciplinary counseling or confiscation of cell phones or beepers during class/lab or clinical hours. Cell phones will be returned when class/lab or clinical hours are concluded and the students are dismissed.

SNXI.04 Confidentiality

The Health Insurance Portability and Accountability Act (HIPAA) legislates the rights of individuals and the obligations of health care providers (nurses and nursing students) in maintaining the confidentiality of the patient's health information. Therefore, evidence of **any violation of the confidentiality statement during classroom activities, clinical experience, any school activity, or the student's own private time will constitute grounds for immediate dismissal.**

Social networking by students shall not contain information about any clients cared for during a clinical experience. Client information is protected by law. Comments posted about other student and/or faculty and staff are likewise discouraged.

SNXI.041 Conflict of Interest

Students who are employed in the same clinical facilities in which clinical experiences are held are fully responsible to maintain the role of the student during clinical experience. Instructors who are employed in the same clinical facilities in which clinical experiences are held are fully responsible to maintain the role of the school faculty/teaching assistants and are fully responsible to the school at the time of school clinical experience. Confidentiality is to be maintained regarding the work place and the school. Any information involving a student or instructor that is passed from the school to the workplace or from the workplace to the school will be with the express written permission of the student/instructor. Students are reminded that any adverse response to their attending clinicals at their site of employment is fully their responsibility as clinical experiences are arranged in advance of the start of the course.

Original/unchanged cf 6/10

SNXI.05 Dress

It is important that all nursing students reflect a positive image of our profession. The basics of a positive image are good hygiene, neatness, and social acceptability. Acceptable dress code requirements for classes and clinical are as follows:

Classroom and laboratory settings:

Acceptable dress attire is considered appropriate for postsecondary education and safe for all activities. Modesty and self respect should guide the student's appearance. Any student who comes to class dressed inappropriately will be sent home to change. The time missed will be counted as a class absence. Students are to attend the classroom and laboratory setting dressed in clean well-fitting scrub uniforms of any color that prohibits the exposure of any part of the torso when standing, sitting or bending; under shirts may be worn under the scrub tops. The term 'scrub uniform' is to imply the type of clothing usually worn by surgeons and nurses in an operating room consisting of a shirt and pants. For student safety, thongs, flip flops or beach type sandals, are strictly prohibited for any activity. Badges must be worn at all times when attending or representing RTW.

Original/unchanged cf 6/10

Identification:

RTW badges are to be worn above the waist at all times while on school property, during laboratory and clinical experiences and at any time the student is representing the school. Original/unchanged cf 6/10

Clinical:

All students must be in **official school uniform**. No substitutions are permitted. Any student not having their RTW identification badge and/or an identification badge required by a clinical facility will be sent home and not be permitted to participate in the clinical experience for that day. Students will be afforded a limited 15 minute period to retrieve/obtain their badge but must return within the limited time frame in order to be permitted to continue in the clinical experience. Students inappropriately dressed may be dismissed from the clinical unit and will receive an unsatisfactory for the clinical day. Females will wear school uniform top (short or long sleeve) with school monogram, and white uniform skirt or pants, white hose (white knee-highs or white socks that cover the lower leg may be worn with pants only), and clean all white nursing or gym shoes (no cloggs or slides). Males will wear school uniform top with monogram and white uniform trousers, white belt, white socks (that cover the lower leg), and clean all white shoes (nursing or gym shoes, no cloggs or slides). A warm-up jacket with school monogram may be purchased and worn. Both will have a watch with a second hand, bandage scissors, stethoscope, black ink pens, 3x5 note cards or pad, drug reference textbook (when administering medication) and RTW name tag. Students and uniforms must be **clean and odor free**. Uniforms must be pressed and in good repair. During cold weather a white turtleneck may be worn under the uniform. Warm-up jacket (if purchased) may be worn in the clinical area. Navy blue or white sweaters with uniforms may *only* be worn in the clinical setting. Instructors will inform the student if adjustments need to be made in appearance

Anytime the student is on the unit or in a facility representing the School of Nursing they are required to be in appropriate dress clothes or full school uniform depending on the situation and direction from the course coordinator. If in dress clothes they must wear their warm up jacket or white lab coat with the school emblem on the sleeve.

Hair:

Hair should be clean, above the uniform collar, worn in a conservative style and have the appearance of natural coloring. Neutral, not ornamental, clips, barrettes, rubber bands, etc. may be utilized to maintain hair above the collar/off the shoulder.

Cosmetics:

Cosmetics may be worn in moderation. *Unscented* aftershave, hand lotion, powders, and deodorants may be worn; however, NO scented products, perfume, and/or cologne may be worn in the classroom or clinical site. Patients and staff of the clinical sites may be negatively affected.

Jewelry:

The student may wear a wrist watch with plain band not to exceed $\frac{3}{4}$ inch without jewels or stones. It must have a second hand and may not be a digital watch. Other permissible items include wedding rings (plain band suggested) and **one post, dot sized pierced earrings per ear lobe. Any other piercing shall not contain any style or type of adornment. All tattoos must be covered and any other body art must be covered or removed during clinical experiences. No evidence of piercing or body art will be allowed on the clinical units.**

Undergarments:

All undergarments must be white. Slips must be worn with skirts. No undergarments may be visible outside of the uniform.

Fingernails:

Nails are to be trimmed and clean and not visible from the palm side of the hand. Clear or pale shades may be worn. **NO FALSE OR SCULPTURED NAILS OR NAIL TIPS MAY BE WORN.**

Original/unchanged cf 6/10

SNXI.06 Visitation of Patients/Residents:

Students are not to visit ill family, friends, or other students in clinical facilities without permission from an Instructor during clinical hours.

Original/unchanged cf 6/10

SNXI.07 Academic Dishonesty

Students of the School of Nursing must conduct themselves in accordance with the highest standards of academic honesty and integrity. Any student suspected of cheating during testing will immediately and voluntarily tender (submit) their test to the monitor, without question, and shall leave the testing area and are required to meet with the Course Manager before leaving the building. Violations of the National Association of Practical Nurse Education and Services, Inc. (NAPNES) Code of Ethics provides the ethical foundation. **Any student found to be cheating, lying, falsifying records, abusing patients/residents, breaching confidentiality, stealing, abusing alcohol or drugs, or behaving in a disorderly manner in the school, hospital or cooperating agencies will be subject to dismissal.** (Refer to *ACS Student Code of Conduct* and/or SNXI.02)

revised cf 6/10

SNXI.08 Disruption of School

A student shall not by use of force, violence, coercion, threat or intimidation cause the disruption of any function of the school.

Original/unchanged cf 6/10

SNXI.09 Damage or Destruction of Property

A student shall not intentionally cause or attempt to cause damage to property or steal or attempt to steal personal or school property during class time, school activities, or functions and events off school grounds.

The Alliance Career Centre or the School of Nursing is not responsible for personal items that are left unattended or unsupervised.

Original/unchanged cf 6/10

SNXI.10 Assault

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to another person or at a school function.

Original/unchanged cf 6/10

SNXI.11 Foul Language

Professional language is expected at all times. **Profanity will not be tolerated.** Students may be sent home if continued abuse is not stopped and the student will be counted as absent. Continued use of this behavior could result in dismissal from the program.

Original/unchanged cf 6/10

SNXI.12 Narcotics, Alcohol Beverages, and Stimulant Drugs

A student shall not buy, sell, use, possess, transmit, apply or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, or alcohol beverage, intoxicant, or mood altering chemical of any kind or purport any substance as one of the above (look alike drug) or possess drug paraphernalia. This rule is in effect during school or any school related activity/ event/ program/ externship/ observation and clinical. **Violation of this policy is cause for immediate dismissal from the program with no refund of any monies paid.** If a teacher or administrator has warranted suspicion of any drug use by a student they can request an immediate drug screening. which may be done at any time during RTW activities by any administrative personnel or the student referred to an appropriate off site testing facility. Should off site testing be necessary, the student is expected to arrive at the designated testing site within 30 minutes of the request for drug screening. All costs for testing will be the responsibility of the student. Positive results from the drug screen indicate a violation of this policy and will result in a referral to a Chemical Dependency Program and immediate dismissal from this program.

Use of any drug authorized by a medical prescription from a registered provider shall not be considered as a violation of this rule when evidence of the prescription is provided. Original/unchanged cf 6/10

SNXI.13 Weapons and Dangerous Instruments

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon. If a student is found with any such item they will be referred to the local police authority and the police will pursue the matter. Original/unchanged cf 6/10

SNXI.14 Student Removal From School

Students who are determined to be in violation:

1. Are constantly disruptive.
2. Damage or destroy school and/or personal property.
3. Physically or verbally abuse an instructor, staff member, or client.
4. Physically or verbally abuse another student.
5. Are caught cheating by their instructor.
6. Violate the alcohol and drug policy.
7. Violate the weapons and dangerous instrument policy.

Zero-Tolerance: Actions of a student or students that are determined by the administration to be inappropriate behavior, disruptive, and/or violent in nature while on school property, and/or during official functions, will have discipline intervention standards applied consistent with the established Alliance City School district *Student Code of Conduct* policy, and the Ohio Revised Code.

Students found by administration to be in violation of the above will be permanently dismissed from the school. Legal action may result. There are **no exceptions** to this rule. (See also: SNXI.02) revised 6/10

SNXI.15 Questions, Concerns

Students have the right to due process. When a student has a question, concern or complaint, he or she should direct these concerns in writing to the appropriate person within three school days in the following order:

1. Career Services – to – Transitions Coordinator.
2. Funding – to – Financial Aid Office.
3. Academic – to – Instructor involved; then Course Manager, if
 - a. Unresolved – to - Program Coordinator; then if
 - b. Unresolved – to - the Director of the School of Nursing in writing.
4. If the problem cannot be resolved after following these steps, the student may appeal the decision by submitting a request to meet with the Appeals Committee in writing to the Director of the School of Nursing within one school day of the meeting with the Director. Original/unchanged cf 6/10

SNXI.16 Appeal Process

Appeals may be submitted after the above steps have been completed and a decision has been issued. Appeals must be prepared in writing to the Director of the School of Nursing within one (1) day of written notification of the action taken by the Director or designee. The student's request must include a written explanation of the situation he/she is appealing including any extenuating circumstances and any supporting documentation. The request will be heard by the Appeals Committee that consists of the school counselor, WorkKeys profiler, and/or others deemed appropriate. The student will be asked to attend the Appeals Committee meeting and may bring a support person with them at that time. If the student is not satisfied with the outcome of the Appeals Committee's decision, the next step is to appeal to the Director of The Alliance Career Centre and one other assigned person. After exhausting these steps, the student may provide written appeal within one day after the decision of The Alliance Career Centre Director to the Superintendent of Alliance City Schools. The decision of the Superintendent is final with absolutely no exceptions to this. Original/unchanged cf 6/10

SNXII.0 Computer Lab Policies

Computer technology will be used throughout the curriculum in the school and at the clinical sites. Computers are provided for student use and enhancement of the curriculum. Inappropriate use of computers is strictly prohibited and may result in disciplinary action or counseling and/or discontinued student access. Nursing courses may require computer lab time. It is vital that the following policies are adhered to, and they will be strictly enforced for the benefit of all students.

***No food, drinks, snacks in the computer lab.**

***Computers must be "shut down" properly.**

*It is the student's responsibility to know safe use of the computer equipment. Questions, see an instructor.

*Clean up all scrap paper and other materials utilized.

*Return any equipment, ie. book holders and wrist rests, to shelf from which it was obtained.

*Push the chair in when finished at the workstation.

*Do not change settings (display, shortcuts, desktops, screen saver, etc) without the permission of an instructor.

*Keep the lab clean at all times.

*Report any malfunction to the instructor or school office ASAP.

Revised cf6/10

SNXIII.0 Annual Campus Security Report July 1st through June 30th of each year This report is provided to all adult students and staff members as a result of the Campus Security Act, which requires schools administering financial aid funds (Federal Pell Grants) to provide information about campus security policies and crime statistics.

Original/unchanged cf 6/10

SNXIII.01 Reporting

Adult students and staff members are encouraged to be responsible for their own security and security of others. However, in the event of a criminal action or emergency, any Alliance Career Centre staff member should be contacted immediately. If possible, adult education staff members will attempt to remedy the problem. However, in some cases the incident may be reported to the Alliance City Police Department. An incident report may be obtained from the instructor, the Adult Education Office and be completed as soon as possible. Sexual harassment will not be tolerated. The Alliance Career Centre reports all violent and/or sexual crimes to local law enforcement agencies.

Original/unchanged cf 6/10

SNXIII.02 FYI Occurrence Information

<u>Type of Occurrence</u>	<u>Frequency of Occurrence</u>										
	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Murder	0	0	0	0	0	0	0				
Sex Offences	0	0	0	0	0	0	0				
Robbery	0	0	0	0	0	0	0				
Aggravated Assault	0	0	0	0	0	0	0				
Burglary	0	1	0	5	1	4	3				
Motor Vehicle Theft	0	0	0	0	0	0	0				
Hate Crimes	0	0	0	0	0	0	0				
Liquor-Law Violations	0	0	0	0	0	0	0				
Drug-Abuse Violations	0	0	0	0	0	0	0				
Weapons Possessions	0	0	0	0	0	0	0				

For a listing of sexual offenders in the area of Alliance Career Centre: www.starkcjis.org

SNXIV.12 Class Schedules (see individual course schedules)

Nine National Holidays will be observed during which time classes; laboratory or clinical experiences will not be held:

New Year Day	Easter	Labor Day
Martin Luther King Day	Memorial Day	Thanksgiving
President’s Day	Independence Day	Christmas

Evening classes are: Monday, Tuesday, and Thursday 5:45 p.m. – 9:45 p.m.

Clinicals, when part of the course, are every other Sat and Sun. Times vary between 6am-4pm

Day classes are: Monday, Tues, and Wed 9am – 1pm

Clinicals, when part of the course are every Thursday. Times vary between 6am-4pm

Clinicals, for the class beginning Jan 2011 are every Tuesday. Times vary between 6am-4pm.

Revised cf 6/10 cf 1/11

Total 16 - 20 Academic hours per week. *The School of Nursing reserves the right to alter the schedule as needed due to holidays, vacation days, snow days or other unexpected events.*

The Robert T. White School of Practical Nursing
Alliance, Ohio

Attendance Probation Agreement

I _____ the undersigned hereby acknowledge
Printed student name

that I have been placed on probation due to my non-compliance with the stipulations set forth in the Student Handbook regarding policy **SNIX.17 Attendance Policy**.

I further acknowledge that I understand and agree to the stipulations in policy SNIX.17 section 3 of the Student Handbook relating the necessary requirements that are to be met for removal from probation.

_____ Student signature	_____ Date
_____ Program Coordinator signature	_____ Date
_____ Director signature	_____ Date
_____ Witness (Secretary)	_____ Date