



The Robert T. White
Practical Nursing Program
(RTW)

STUDENT HANDBOOK

2018-2019 September
Full Time Program

Alliance Career Center (ACC)
Alliance City Schools (ACS)
500 Glamorgan St.
Alliance, Ohio 44601

This handbook is available for viewing at:
<http://www.acrtw.org/rtw/>

AD 0007 Student Handbook

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Abbreviations / acronyms:

Alliance Career Center	ACC
Alliance Career Center Director	ACCD
Alliance Board of Education	ABOE
Ohio Board of Nursing	OBN
Ohio Administrative Code	OAC
Ohio Revised Code	ORC
The Robert T. White School of Practical Nursing	RTW
Program Administrator	PA
Teaching Assistant	TA

Welcome

It is with great pleasure that we take this opportunity to welcome students to The Robert T. White School of Practical Nursing (RTW) which comes under the Alliance Career Center and 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 Center 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 underemployed, retrain and upgrade worker 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. (Org

2004; Unchanged 2018)

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. (Org 2004; Unchanged 2018)

Mission:

The mission of the School of Nursing is in accord with the mission of the Alliance City School District and the Alliance Career Center (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. (Org 2004; Unchanged 2018)

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 RTW 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. (Org 2004; Unchanged 2018)

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, 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 effect 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 healthcare 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.

(Org 2004; Unchanged 2018)

Introduction to the Curriculum

Implementation and development of The Robert T. White School of Practical Nursing (RTW) curriculum are the on-going responsibility of the Program Administrator (PA) with input from Faculty and Teaching Assistants (TAs).

The curriculum, comprising of day classes participating in first and second level courses, spans a period of one year, 35 to 37 hours per week and may vary depending on the need to schedule around holidays and vacation days. The program meets the curriculum standards set forth in section 4723-5-14 Ohio Administrative Code (OAC)

(Revised 2018)

Day class schedule:

Class hours: 8:00 am - 3:30 pm Monday through Friday
Clinical hours: 5:30 am - 4:30 pm every Thursday and Friday as scheduled
(all start/end times according to clinical site)

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

Definitions:

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

1. 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.” (OAC 4723-5-01 (K) 4/17)
2. Clinical course: “means a nursing course that includes clinical experience.” (OAC 4723-5-01 (E) 4/17)
3. Clinical experience: “means an activity planned to meet course objectives or outcomes and to provide a nursing student with the 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 (F) 4/17)
4. Laboratory experience: “means an activity planned to meet course objectives or outcomes and to provide a nursing student with the opportunity to practice cognitive, psychomotor, and affective skills in the performance of nursing activities or tasks in a simulated clinical environment, which may include the opportunity to practice nursing skills through the reproduction of life-like health care experiences using computerized models and simulator programs.” (OAC 4723-5-01 (S) 4/17)
5. Student:
 - A. Active: a student currently enrolled and/or attends classes in the RTW program.
 - B. Inactive: means a student who has elected to withdraw or who is no longer permitted to participate in current program activities. (Org 2015; Unchanged 2018)
 - C. Active Returning: a student readmitted to the RTW program after completing the readmission process. The Program Administrator (PA) retains the responsibility of determining the course level to which the student may be readmitted. (Revised 2015; Unchanged 2018)
 - D. Advanced Standing: means a student with transferable credits admitted to the RTW program after completing the admission process. The PA retains the responsibility of determining the course and level to which the student will be admitted to the RTW program. Consideration for advanced standing will be based on official student transcripts and existing RTW policies governing Advanced Standing and in compliance with OAC 4723-5-12 Program Policies. (Unchanged 2018)
 - E. Dismissed: means a student who has been dismissed from the RTW program due to non-compliance to RTW rules and regulations, including but not limited to, conduct issues and/or policies and procedures or violation of Federal or Ohio laws, or the Alliance City School District Code of Conduct. (Revised 2015; Unchanged 2018)
 - F. Withdrawal: means a student who has chosen to leave the RTW during a course and prior to the completion of the program. Withdrawal from a course results in withdrawal from the RTW program (Unchanged 2018)
 - G. Conditional admittance: means a student may be approved for admittance into

the program and permitted to participate in program activities while in the process of completing all admission requirements. This approval will be contingent on the student executing a written contractual agreement to comply with the program requirements related to admission criteria, including but not limited to, required documentation such as immunization records, background check, etc.

The necessary documentation or completion of their student file will be satisfied within an established of 30 day time period from the initial date of Conditional admittance. Students who are admitted into the program under the “Conditional” admittance status will withdraw or be considered an inactive student and no longer be permitted to participate in any activities related to the program if non-compliant to the associated contractual terms within the allotted time frame. These students may reapply for admission but will be subject to existing admission requirements at the time of re- application.

The decision to request that a student withdraws for non-compliance or be considered inactive is at the discretion of the PA. (Org 2015; Unchanged 2018)

6. Program Administrator (PA): “Administrator of the program” or “program administrator” means the registered nurse who is administratively responsible for a program” who meets the qualifications set forth in rule OAC (OAC 4723-5-11 (A), 4/17) for a practical nursing education program. The Program Administrator shall have the authority, accountability, and responsibility for all aspects of the program.” (OAC 4723-5-09 (B), 4/17)
7. Faculty/Student Coordinator: means a Faculty member who is a registered nurse with a baccalaureate degree or higher in nursing who works under the delegation of the PA assisting in the coordination of a variety of faculty and student activities.
(Rescinded 2010; Reinstated 2011; Revised 2015; Unchanged 2018)
8. Faculty: “means a registered nurse who meets the faculty requirements set forth in rule 4723-5-11 of the OAC for a practical nursing education program.” (OAC 4273-5-11 (A) (3) 4/17)
(Unchanged 2018)
9. Teaching assistant (TA): “means a person employed to assist and work at the direction of a faculty member providing instruction in the classroom, laboratory, or in a clinical setting in which nursing care is delivered to an individual or group of individuals, and who meets the qualifications set forth in this chapter OAC 4723-5-11.” (OAC 4273-5-11 (A) (4) 4/17) (Unchanged 2018)
10. Preceptor: means “a registered nurse or licensed practical nurse “who meets the requirements of this chapter, 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 (2) 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.” (OAC 4723-5-11 (5) 4/17)
11. Student Account Representative: means the person responsible for maintenance of student records, assists with the student admission process and all other staff members as appropriate. Additionally, assists with maintenance of an orderly program, building and functioning

equipment.

Detailed job descriptions can be found in the RTW Policy and Procedure Manual.

(Revised 2018)

Curriculum Framework

The curriculum of RTW 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. (Org. 2004; Unchanged 2018)

Skill Advancement

The “different levels of skills show changes in the three aspects of skilled performance: movement from relying on abstract principles to using past experiences to guide actions; change in the learner's perception of situations as whole parts rather than separate pieces; and passage from a detached observer to an involved performer, engaged in the situation rather than simply outside of it.” (Benner) (Revised 2015; Unchanged 2018)

“The levels reflect movement from reliance on past principles to the use of past experience and change in the perception of the situation as a complete whole with certain relevant parts. Each step builds on the previous step as principles are refined and expanded by experience and clinical expertise.”

The description of the five (5) skill levels of nursing experience as;

1. Novice
2. Advanced beginner
3. Competent
4. Proficient
5. Expert

Novice:

Beginner with no experience

Taught general rules to help perform tasks

Rules are: context-free, independent of specific cases, and applied universally

Rule-governed behavior is limited and inflexible

Advanced Beginner:

Demonstrates acceptable performance

Has gained prior experience in actual nursing situations to recognize recurring meaningful components so that principles, based on those experiences, begin to be formulated to guide actions.

Competent:

Typically a nurse with 2-3 years' experience on the job in the same area or in similar day-to-day situations

More aware of long-term goals

Gains perspective from planning own actions based on conscious, abstract, and analytical thinking and helps to achieve greater efficiency and organization

Proficient:

Perceives and understands situations as whole parts

Has more holistic understanding which improves decision-making

Learns from experiences what to expect in certain situations and how to modify plans

Expert:

No longer relies on principles, rules, or guidelines to connect situations and determine actions

Much more background of experience

Has intuitive grasp of clinical situations

Performance is now fluid, flexible, and highly-proficient

Psychomotor Domain

The psychomotor domain includes physical movement, coordination, and use of the motor-skill areas. Development of these skills requires practice and is measured in terms of speed, precision, distance, procedures, or techniques in execution. The major categories are listed from the simplest behavior to the most complex

Psychomotor taxonomy of learning identifies the growth process from novice to expert in the acquisition of psychomotor skills. Five (5) 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 LifeSpan 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 LifeSpan II and III, and Professional Issues for the LPN.

(Unchanged 2018)

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. Retrieved from currentnursing.com/nursing_theory/Patricia_Benner_From_Novice_to_Expert.html

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)(1-6) of the Ohio Revised Code (ORC) (Revised 2015; Unchanged 2018)

ORC 4723.01 (F) (1-6):

F) "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 registered nurse or any of the following who is authorized to practice in this state: a physician, physician assistant, dentist, podiatrist, optometrist, or chiropractor. 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 on the condition that the licensed practical nurse is authorized under section 4723.17 of the Revised Code to administer medications;
- (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 4723.18 or 4723.181 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. (4/17)

Curriculum Outcomes

By 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 effect 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 healthcare 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 lifespan.
 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. Demonstrates safety considerations as related to patients across the lifespan.
 19. Demonstrates basic infection control measures applicable when providing care for patients throughout the lifespan.

(Org. 2004)

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 effects 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 healthcare environments. (*11)
8. Defines the role of the practical nurse in the application of the nursing process. (*10)

9. Identifies teaching learning principles used in the care of individuals across the lifespan. (*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 lifespan. (*19)
16. Demonstrates basic infection control measures applicable when providing care for patients throughout the lifespan (*20)

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

(Org. 2004)

Level II

(By the end of Nursing Care of Patient across the LifeSpan 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 effects 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 healthcare environments. (*8,9)
8. Distinguishes the role of the practical nurse in the application of the nursing process.
9. Discusses the teaching learning principles used in the care of individuals across the lifespan. (*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 healthcare. (*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 lifespan. (*19)
16. Demonstrates basic infection control measures applicable when providing care for patients throughout the lifespan. (*20)

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

(Org. 2004)

Behavioral Outcomes (Level II)

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 35 to 37 hours per week. See the individual course syllabi and the course schedule for the actual scheduled hours per week.

Course	Theory	Lab	Clinical	Total Hours
<i>Level I</i>				
Scientific Foundations	98	0	0	98
Foundations of Nursing Theory and Practice	98	91	80	269
Pharmacology in Nursing	91	42	80	213
Nursing Care of Patients Throughout the LifeSpan I	89.5	3.5	32	125
<i>Total Level I Hours</i>	<i>376.5</i>	<i>136.5</i>	<i>192</i>	<i>705</i>
<i>Level II</i>				
Nursing Care of Patients Throughout the LifeSpan II	147	14	140	301
Nursing Care of Patients Throughout the LifeSpan III	147	14	140	301
Professional Issues for the LPN	35	0	80	115
<i>Total Level II Hours</i>	<i>329</i>	<i>28</i>	<i>360</i>	<i>717</i>
Total Program Hours	705.5	164.5	552	1422

Total Hours do not include program orientation and ½ hour lunch on long days. Program hours may include proctored or standardized testing, or NCLEX review as necessary (see individual course schedules). RTW reserves the right to elicit a charge for the non-program hours.

(Revised 2018)

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. (Org. 2004)

Foundations of Nursing Theory and Practice is a study of basic theories and principles of practical nursing incorporating skill competencies and clinical experiences. (Org. 2004)

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 40 hours of Intravenous Therapy and includes skill evaluations and clinical experiences. (Org. 2004)

Nursing Care of Patients Throughout the LifeSpan 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. (Org. 2004)

Nursing Care of Patients Throughout the LifeSpan II is a study of the nursing process applied to adult/geriatric clients with an emphasis on holistic care (A continuation of Nursing Care Throughout the LifeSpan I). This course incorporates skill evaluations and clinical experiences. (Org. 2004)

Nursing Care of Patients Throughout the LifeSpan III is a study of the nursing process applied to adult/geriatric clients with an emphasis on holistic care (A continuation of Nursing Care Throughout the LifeSpan II). This course incorporates skill evaluations and clinical experiences. (Org. 2004)

Professional Issues for the LPN is a study of the role of the professional licensed practical nurse in the healthcare system. This course includes a preceptorship learning experience. (Org. 2004)
(Org 2004; Revised 2018)

Required Curriculum Sequence

In order for students to progress throughout the levels of the program, all courses must be completed with an 80% grade in theory, a satisfactory evaluation of laboratory activities and a satisfactory performance evaluation during clinical practice. (Unchanged 2018)

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. Once the student has completed the requirements for the program, the Program Administrator (PA) will submit the appropriate forms to the Ohio Board of Nursing indicating the graduate has completed the approved program and therefore have 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. (Unchanged 2018)

Accreditation and Approval

The Alliance Career Center skills training programs and The Robert T. White School of Practical Nursing are accredited by the Council on Occupational Education (COE) agency. Students can receive 30 Technical Credits towards an Associate of Technical Studies once the student has passed their NCLEX-PN licensure exam. (Unchanged 2018)

Facilities and Care of Equipment & Property

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 secure. The students, or anyone, needing to enter or re-enter the building will be given 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.

Students are asked always to do their best to see that the equipment handled properly. If a piece of equipment is noted to be in need of repair, a Faculty/TA should be immediately notified.

Clinical practice will be scheduled and conducted at clinical agencies or facilities throughout the greater Alliance area and surrounding regions with which RTW has a current written contractual agreement and as appropriate to meet the course objectives and/or outcomes.

Below are listed Learning Resource Centers designed to enhance effective student learning and practical experiences. Students have access to these resources any time of the day or evening that the school is open.

(Unchanged 2018)

Learning Resource Centers are located at the Alliance Career Center.

Computer Room #119

To provide enhancement of the curriculum, students are given access to a separately designed computer room which houses computers with internet service and a printer. Computers must be completely shut down, monitor and desktop, after use. No food or liquids are permitted in the computer room. Student computer access may be obtained by using the assigned ID and personalized password applicable to their ACS e-mail address. Designated passwords will initially be issued by the ACS Information Technology Department.

(Revised 2018)

The Nancy Teeple Penny Library:

A student library, located to the right of the student entrance door to ACC, provides students with resource material including, but not limited to, textbooks, professional journals, and additional computers.

(Revised 2016)

Laboratory Facilities:

To facilitate effective learning and practical experiences, the RTW program has classrooms and learning laboratory facilities with up-to-date equipment. A learning laboratory room located in Room 115 is fully equipped with supplies to enable students to practice their clinical skills and complete Skills Proficiency evaluation testing.

Additionally, a simulation laboratory is set up with state of the art “realistic, full-body adult wireless patient simulator, known as the SimMan Essential 3G” (Laerdal Medical Corporation, Wappingers Falls, N.Y.). “The patient simulator offers comprehensive clinical simulation training to teach the core skills of airway, breathing, cardiac and circulation management” and provides “realistic and engaging scenario-based to challenge and evaluate clinical decision-making skills” and “help build competence in a number of clinical skills” (Laerdal Medical Corporation, 2009). The SimMan Essential 3G provides an opportunity for

students to acquire and enhance the critical thinking so important in healthcare. Use of this state of the art equipment will be incorporated into each level of the curriculum as applicable.

Students are not to be in the simulation lab without RTW Faculty or TA member being present.

Absolutely no food or drinks are allowed in the Sim Man Lab.

(Revised 2017)

Supplemental Learning Technology: ATI

RTW is contracted with **Assessment Technologies Institute® (ATI), LLC**, Stilwell, KS which provides online learning systems designed to assist in teaching students, help students learn and function as an adjunct support system which guides students to success. Students will be directed to obtain their ‘one time’ personal ID and password for access by an RTW faculty member.

Learning will begin with an ATI informational Self-Assessment Practice test to provide insight to individual student’s critical thinking abilities and application followed by additional testing in order to build on learning and testing skills through Practice Assessment and Proctored testing. Students will be introduced to ATI testing at orientation and further details provided during the first course of instructions and with each course thereafter.

Students will have the opportunity to earn a maximum of two (2) weighted points on various assigned Practice Assessments and all Proctored tests which must be completed at the school on school computers. One (1) point will be credited for participating in testing. Students will be awarded two (2) points for passing each Practice Assessment test with an 80% or greater and testing within Level I or higher on Proctored Tests. Earning less than an 80% or testing below Level I will subject the student to being awarded one (1) point and require remediation. Remediation will be worth one (1) point.

Internet computer access to ATI website: www.atitesting.com

(Original 2015; Revised 2018)

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 completely (monitor and tower) “shut down” properly after use.
- It is the student’s responsibility to know safe use of the computer equipment. Questions, refer to Program Administrator (PA).
- Clean up all scrap paper and other materials utilized.
- Push the chair in when finished at the workstation.
- Do not change settings (display, shortcuts, desktops, screen saver, etc.) without the permission of the PA.
- Keep the lab clean at all times.
- Report any malfunction to the PA ASAP.
- Computers are to be used for school work/projects and **not** for personal use or messaging.

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 Center and RTW is not responsible for personal items that are left unattended or unsupervised.

(Unchanged 2018)

Selection and Admission of Students

All candidates are considered on an individual basis without discrimination in regard to age, color, creed, religion, handicap, marital status, race, sex, sexual orientation or national origin. Application and testing fees will be waived for all potential students on active military duty, veterans, and spouses of active duty members or veterans. The potential student must provide a copy of a document issued by the armed forces showing that the potential student is a service member, veteran or spouse of a service member or veteran.

(Unchanged 2018)

Fingerprinting for a Criminal Records Background Check

All students enrolled in The Robert T. White School of Practical Nursing must present the Program Administrator (PA) with a copy of criminal records background checks (Federal Bureau of Investigation (FBI) and Ohio Bureau of Criminal Investigation and Identification (BCI & I) before the first class and annually thereafter.

In accordance with sections 4723.09 of the ORC, and 4723.28 of the ORC, 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 (state of Ohio 130th General Assembly; 131st assembly amended) 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 17 South High Street • Suite 660 • Columbus • Ohio 43215-7410 ; web site <http://www.nursing.ohio.gov/discipline.htm>, or call at (614) 466-3947 - FAX: (614) 466-0388

Drug Screen

An initial drug screening is due within thirty (30) days of the first day of class. The cost for background checks and drug screening will be at the student's expense and is a requirement that must be met in order for the student to remain in the program and participate in clinical experiences at affiliated agencies.

A positive drug screen will prevent a student from continuing in the program. The student denied admission to the program may reapply 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. The above considerations regarding the student's eligibility to be licensed will apply, however, the final determination of a student's qualification to be permitted to sit for State testing will be made by the Ohio Board of Nursing.

Random drug screening, at a cost to the student, may be required at any time during the program. A positive drug screen will prevent a student from progressing through the course and result in dismissal by the PA.

(Unchanged 2018)

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. **Readmission to The Robert T. White School of Practical Nursing is granted on a "space available basis" due to class size limitation and is permitted only once.** After completing and submitting a Readmission form to the Program Administrator (PA), the student will then be considered for readmission as would any other applicant.

When applicable and as determined by the PA, readmission may also be contingent upon successful completion of a Skills Proficiency Evaluation corresponding with the entry level course and according to Skills Lab & Evaluation. Successful completion means receiving a satisfactory for the skills evaluated. Failure to achieve a satisfactory on the Skills Proficiency Evaluation will prohibit the student from being readmitted to the program. As with any other student, students applying for readmission will have two (2) opportunities to be successful in the Skills Proficiency Evaluation.

Readmission for students, other than returning military personnel, must be within a maximum of one (1) year of being unsuccessful in a course or withdrawal by the student. Students re-entering the program after one (1) year or more absence must begin again in the first course of the curriculum. Any amount of credit granted to a re-admitted applicant within a year of withdrawal shall be determined by the PA after reviewing the student's previous file to ensure the student meets the current curriculum requirements at the time of admission. Readmission and the specific course to which the student will be readmitted is to be determined by the PA. All previous outstanding financial obligations must be satisfied in full prior to a student being permitted to return to the program. However, the PA retains the discretion of permitting a student with an outstanding balance to return based on a written repayment plan agreed to and executed by the student prior to the first day of return to the program.

All students accepted for readmission into the program must meet the curriculum requirements effective at the time of readmission and are subject to the conditions of the Student Handbook in effect at the time of readmission. Absences accumulated while in the previous class will stand and be applied to the attendance policy of the class to which the student is reapplying to. (OAC 4723-5-12 12/16).

All entrance examination fees for returning military personnel will be waived.

Readmission is not guaranteed to any student. Students previously "Dismissed" from RTW as defined in Definitions (E) will **not** qualify for readmission to the program. (Unchanged 2018)

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 Program Administrator (PA).

To receive advanced credit for prior academic courses, the applicant must present official transcripts, including the course grade, certified by an Administrator/Director of the previous program, and course description. Credits for course work must have been earned within a minimum of one (1) year prior to application into the RTW program and approved by the PA. Course work reflecting a "C" or better grade will be considered for advanced standing.

Before an applicant is awarded Advanced Credit for Theory and Practice (T&P), a clinical course with laboratory hours, applicants will be required to attend a laboratory Skills Proficiency Evaluation to evaluate the student's skills. Applicants will be provided with a list of clinical skills currently utilized in the course by the prior to evaluation.

A transferring applicant may be required to sit and pass, earning 80% or greater, on a written Course Examination commensurate with the course of entry as determined by PA. At a minimum, admission with advanced standing is contingent upon successful completion of a Skills Proficiency Evaluation. Successful completion means receiving a satisfactory for the skills evaluated. Failure to achieve a satisfactory on the Skills Proficiency Evaluation will prohibit the student from being admitted to the program with advanced standing at the entry level of Theory and Practice. Admission to the RTW program at a lower level will be determined by the PA. The student will have two (2) opportunities to be successful in both a course written examination and/or Skills Proficiency as applicable.

Advanced credit will **not** be given for Pharmacology, LifeSpan I or second level courses. 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 and program policies in effect at the time of admission. (Unchanged 2018)

Advanced Credit for Previous Related Medical Education

Advanced Credit will be awarded for previous medical education, e.g. medical assisting (MA), paramedic training (Medic), relevant Military education and/or training 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. For those serving in the military, they are to provide a copy of their DD214 (Discharge Papers and Separation Documentation) which should indicate their MOS (Military Occupational Specialty). An on-going review of the MOS classification will be conducted to evaluate comparability of military education and/or skill training to the RTW curriculum; the determination of equivalency will be at the discretion of the Program Administrator (PA). Transcripts and proof of military service/training must be received prior to the start of Scientific Foundations of Nursing. If the applicant is awarded Advanced Credit for a clinical course with laboratory hours, a Skill Proficiency Evaluation utilizing skills currently taught and tested in the course will be held, and the applicant will be expected to perform at 80% or above to be eligible for the Advanced Credit.

The MA, Medic or discharged military personnel will be given full credit for the 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, Medic or discharged military personnel **may** be given credit for laboratory hours in Foundations of Nursing Theory and Practice depending on transcripts provided and results of a Skills Proficiency examination at the discretion of the PA.

Individual applicants expected to participate in clinical laboratory skills testing will be required to demonstrate proficiency by earning a satisfactory during testing. Testing will be arranged by the PA. It is the student's responsibility to arrange a meeting with the PA within one (1) week prior to actual testing in order to determine a scheduled date. An Advanced Credit Clinical Skills Checklist documenting skills on which the student is to be evaluated will be given to the applicant prior to testing.

Any student admitted to the program must comply with the attendance policy found in the RTW Student Handbook.

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

(Unchanged 2018)

Cost of the Program

Fees paid by students **not** included in Financial Aid:

- *Application fee: \$50 (Non-refundable)

- *WorkKeys entrance exam: \$60 (Non-refundable)
- BCI (Background Investigation \$60 (Non-refundable, Due before class starts)
- Physical exam (Cost will vary depending on where physical is performed)
- CPR certification
- Drug screens (\$39.00 at Aultworks)
- MMR, Varicella vaccinations (Cost will vary depending on where immunizations are given)
- Hepatitis series (Cost will vary depending on where immunizations are given)
- Uniforms (Approximately \$75.00 depending on whether additional items are ordered)
- 2-hand watch (Cost varies)
- Clinical Shoes (Approximately \$50.00)
- Graduation uniform (approximate cost \$75)

Note: Asterisked (*) fees are waived for all potential students on active military duty, veterans, and spouses of active duty members or veterans.

Included in Financial Aid	
Tuition:	\$ 10,522.00
Books:	\$ 809.00
Assessment Technology Institute (ATI):	\$ 866.00
Insurance:	\$ 30.00
State Licensure:	\$ 75.00
NCLEX-PN	\$ 200.00
Graduation Fee:	\$ 200.00
Supply Fee:	\$ 1579.00
Total:	\$14287.00

Note: Prices subject to change without notice.

Any or all admission fees or costs must be satisfied in full prior to a student being permitted to enter the second course of the program Theory and Practice and continue through the program.

(rnc 2017)

Need-based scholarships are available from the following.

Nancy Teeple
 Alliance Community Hospital
 Alliance City Loan (Block Grant)

Financial Aid

1. Complete the online free application for Federal Financial Aid (FAFSA) at www.fafsa.ed.gov
 - a. School code is 030151
 - b. Use the IRS Data Retrieval Tool to import your tax information into the FAFSA application, if available. If not, use your completed and signed IRS tax information.
 - c. You will be required to create an FSA username and password to sign and submit your FAFSA **(If you are unable to complete this step, call our office for assistance at 330-821-2102)**
 - d. Arrange for a Financial Aid meeting with Financial Aid officer at 330-821-2102 during

this meeting we will discuss financial aid and scholarship options while ensuring that all information is complete and accurate

- e. Review award letter information and sign award letter
- f. Complete loan counseling if needed

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 the program. Payments are made to the individual loan servicer. (Revised 2015)

Payment Plans

RTW 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 with the student account representative and having a signed contract in place before class starts.

Miscellaneous Grants, Scholarships, and Assistance

Some agencies, companies, and organizations in the local community have grants available for students of the ACC and RTW if they qualify. RTW also works with Bureau of Vocational Rehabilitation (BVR), and Workforce Investment (WIA), Mahoning County Career Training (MCTA), and (VA) Veterans Assistance programs. Additionally, RTW accepts any scholarships that a student may receive from an outside source(s). (rnc 2017)

Refund Policy

Whenever a student withdraws or is terminated, the amount of any refund due to the Pell Grant or Direct Loan program will be returned to the issuing agency. Any difference between the amount refunded back to Pell and the balance of the tuition due to RTW will be the responsibility of the student. The following procedures will be used if it is determined that a student refund is appropriate. Written notification is required to withdraw from a program. Refunds, when due, are made without requiring a request from the student.

1. Students will be refunded the full amount paid less the pre-admission fees if withdrawal occurs before the first day of class.
2. After the first class has been completed, the below ACC withdrawal schedule applies, regardless of termination or withdrawal. This schedule may be adjusted on an individual basis at the discretion of the Program Administrator:- No refunds are granted for textbooks.

(Revised rnc 2017)

Time Attended	Amount Refunded for Payment Period
1-3rd Day of payment period	No charge for tuition. However, if books, tools or supplies have been opened/used, they cannot be returned, and the student is responsible for payment.
4 th Day - 10% of payment period	90% of tuition for period, plus books, tools, and supplies
10 - 25% of payment period	50% of tuition period plus books, tools, and supplies
25 - 50% of payment period	25% of tuition period plus books, tools, and supplies
Over 50% of payment period	0% of tuition period plus books, tools, and supplies

(Revised rmc 2017)

Non-Discrimination Policy

The Licensed Practical Nurse Program 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, 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 with or without the aid of assistive devices.
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 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 for determining their 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 ACC Director and the RTW Program Administrator (PA).

Students with disabilities, who need reasonable modifications to complete assignments successfully and otherwise satisfy course criteria, are encouraged to meet with the PA early in the program to identify and plan specific accommodations. Students will be asked to provide documentation of disability to assist in planning modifications. (Unchanged 2018)

Grading Policy

<u>Grading Scale</u>	<u>Letter Grade</u>	<u>Grade Point Average</u>
94-100	A	4.0
87-93	B	3.0
80-86	C	2.0
Below 79.9	F	0.0

(Revised 2018)

Satisfactory Progress

All students must be making satisfactory progress to maintain enrollment in the nursing course of study. Satisfactory is defined as an 80% grade in theory, which is equivalent to a grade point average of 2.0 or a letter grade of C in the course and being determined as satisfactory while providing safe, competent care in laboratory/clinical experiences. Students will have until the end of the course to bring their grades into the 80% range in theory. The following criteria will prevent the student from passing the course and progressing in the program:

- Any failing grade less than 80 % in theory. Course grades less than 80% will not be rounded up (79.5-79.9 will not be rounded up to 80%);
- Accumulation of more than the allotted clinical deficiency points in each course that contain clinical hours;
- Two (2) or more unsatisfactory marks in learning labs in each course that contain laboratory hours;
- Less than an 80% of a laboratory skill proficiency after the second attempt in each course that contain laboratory hours.

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 the next time the course is offered. (Revised 2018)

Periodic Evaluation of Student Progress

The Faculty/TA has ultimate responsibility for the evaluation of student progress in the applicable course and the program. The Program Administrator (PA) with the assistance of the faculty, TAs, and input from preceptors, where appropriate, will maintain an ongoing file of student grades, conduct, conferences and clinical evaluations. Students at 85% or less in a course at midterm and prior to the final test will receive a counseling form informing them of their status and outlining a potential plan

for improvement. The school of nursing will strive to provide assistance, within reason, to those students who genuinely seek assistance, but is ultimately the student's responsibility for their success.

Faculty/TAs who participate in course activities directly involving students will contribute to evaluation summaries of students. The comments will be taken into consideration prior to preparing and conducting a periodic evaluation of student progress directly with the student.

(Revised 2017, Unchanged 2018)

Clinical and Preceptorship

Healthcare facility sites for clinical experiences are required beginning with Theory & Practice. Clinical experiences are predetermined by the Program Administrator (PA) with input from Faculty/TA. The student is expected to attend the clinical as per the course schedule. The attendance policy will be followed for scheduled class or clinical/lab time.

Students are required to adhere to each individual clinical site personnel policies and other rules and regulations of that facility.

A clinical deficiency point system is used to evaluate the student's ability to follow directions and be self directed in work organization. Students with 3 points or greater daily will receive a counseling form. Students with 10 points for more per week or exceeding the total points allowed for the course will fail clinical and be dismissed from program.

Faculty/TAs are responsible for planning the student's clinical nursing activity based on course objectives, the student learning needs, and for evaluating the student's clinical performance. Faculty/TAs shall supervise student practice by providing guidance, direction, and support appropriate to the clinical situation and the comprehensive well-being of patients. 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, TA, or Preceptor who meets the qualifications set forth in rule 4723-5-11 (OAC 4723-5-11 4/17) of the Administrative Code for a practical nursing education program. "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" (OAC 4723-5-20 (E) 4/17). "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" (OAC 4723-5-20 (G) 4/17). All clinical experiences, including intravenous therapy, shall be in compliance and consistent with the clinical site's policies.

Students will be assigned to complete their preceptorship during an allocated time frame in Professional Issues at a specific clinical site and assigned to a specific preceptor. Skills demonstrated during Preceptorship will be evaluated as satisfactory/unsatisfactory by the assigned Preceptor. Clinical sites and Preceptors are determined by the PA; students are strictly prohibited from arranging, rearranging or otherwise altering their Preceptorship assignment. Any violation of these stipulations may subject the student to disciplinary actions which may include being awarded an unsatisfactory for the course. It is the responsibility of the student to arrange their clinical scheduled hours directly with their assigned Preceptor.

(Unchanged, 2018)

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 Proficiency Evaluation. All students must perform each skill assigned during the Skills Proficiency 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 satisfactory or unsatisfactory. If skill performances are evaluated as a satisfactory, the student may progress and continue to participate in the skills rotations. The student will be given two (2) opportunities (the original and one remediation attempt) to complete any skill set during a Skills Proficiency Evaluation satisfactorily.

Should a student be deemed unsatisfactory during testing at a station, the student will have the opportunity of scheduling a one-time remediation session. It is the student's responsibility to contact the appropriate Faculty/ TA to arrange for remediation.

Should a student receive an unsatisfactory after two (2) attempts at any skills station, the student's performance will be considered unsatisfactory, and the student cannot progress through the skills rotations or program.

The student is expected to attend the scheduled laboratory experiences/Skill Proficiency as scheduled. Laboratory make-up hours are to be satisfied as soon as possible but must be made-up prior to the student advancing to the next academic course and through the curriculum. Availability of make-up hours will be determined by the Program Administrator (PA). Scheduling of make-up hours for students and appropriate supervisory personnel will be the responsibility of the PA.

Missed laboratory experiences may lead to a student being awarded 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. If lab make-up is not attended, the student is in noncompliance with program requirement and thus in jeopardy of course failure and may not be able to progress through the curriculum. The student's lab evaluation, or grade if applicable, will be determined by Faculty/TA. Students will be assigned to lab hours as indicated by the course syllabus and schedule.

Faculty/TA's are responsible for planning the student's laboratory experiences based on course objectives, the student learning needs, and for evaluating the student's lab performances. Laboratory experiences are to be designed to comply with (OAC 4723-5-01 (S) 4/17) which state "an activity planned to meet course objectives or outcomes and to provide a nursing student with the opportunity to practice cognitive, psychomotor, and affective skills in the performance of nursing activities or tasks in a simulated clinical environment, which may include the opportunity to practice nursing skills through the reproduction of life-like health care experiences using computerized models and simulator programs." Faculty/TA shall supervise student practice by providing guidance, direction and support appropriate to the lab assignment and the comprehensive well-being of simulated patients or situations. Supervision of a nursing student shall be provided for each laboratory experience. 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) 4/17)

(Revised 2017)

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) Students are required to have their lab kit available for each Skill Proficiency Evaluations. Failure to have the lab kit for a Skill Evaluation shall result in an automatic ten (10) points deduction in that student's Skill Evaluation score.
- 2) RTW is not responsible for lost or stolen lab kits. Additionally, RTW is not responsible for replenishing supplies originally found in a student's tote bag.
- 3) Replacement of a kit will incur to the student at the cost of \$150.00

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 hand-held instruments during testing unless otherwise indicated by the instructor. **Simple calculators** (cell phones are not permitted for use as calculators during testing) are only permitted to check a student's work. All math calculations must be present on the tests for full credit to be given per question. Nothing, other than pens/pencils or simple calculators, mints or hard candy are to be on a student's desk or in the immediate testing area. This includes, but is not limited to, personal items such as food containers, keys, etc. Students are to be seated within a reasonable distance of each other during testing. Any student suspected of dishonesty will be expected to turn in their test and meet with the Program Administrator (PA) immediately.

Students are not permitted to leave and reenter the room during test taking, except for restroom emergencies accompanied by a staff member; it is essential that other students are not distracted during the testing period. Students must obtain an 80% or above on any test or quiz to earn/be awarded a passing grade. Students should maintain a record of all grades obtained in the course so that they are aware of their standing in the course at all times.

Students who are having academic difficulties or problems learning the course material are required to seek assistance from the appropriate Faculty/TA for guidance 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 strengths or weakness in learning or 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 test examination in the remaining time allotted for the test or take a makeup test scheduled and prepared according to current Test and Quiz Make-up Policy.

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 from a classmate for the period of class time missed. Should the student decline to immediately take the quiz, a zero will be given for the quiz. Make-up quizzes **will not** be given.

Test results may be determined by more than one Faculty/TA member. At a minimum, each test will be graded and analyzed by the delegated Faculty/TA presenting the material. All students of a class will have access to examination results at the same time.

(Revised 2017, Unchanged 2018)

Test and Quiz Make-up Policy

Any student not taking the examination at the appointed time will have each make-up exam score lowered by five (5) points. Each subsequent missed exam will result in an additional five (5) points being deducted from the test score prior to the exam (ie, second missed exam will result in ten (10) points being deducted, the third exam missed will result in 15 points being deducted, etc.) The student must make arrangements with the appropriate Faculty/TA to make up the exam. Tests must be made up the first day the student returns to the classroom or clinical. Failure to comply with this policy will result in an additional 10 points being deducted per day until the test is made up. If the student has missed more than one test, it is permissible to make up one test per day until all tests are completed.

All makeup exams are to cover the same material as in the original test and may include various types of questions including but not limited to essay/fill-in/etc. The student will have a limited one (1) time opportunity to be successful on a specific test with the exception of the Pharmacology mathematical test. Students will have an opportunity to retake a Pharmacology mathematical test two (2) times. If unsuccessful after the second attempt, the student will be awarded an F for the course and terminated from the program. It is the student's responsibility to contact the Faculty/TA to arrange for any make-up test which must be taken no later than on the first returning day of class or clinical.

(Revised 2017, Unchanged 2018)

Test Review Policy

Test Review is a learning technique and is at the discretion of the Faculty/TA. A review may be provided after the test has been taken by all students in the class.

There will be no arguing or disrespect allowed during the review. Students are not permitted to record during test review. Writing on student answers sheet during test review will warrant the student receiving a zero for the test.

If students have concerns about a specific question or feel justified in challenging a question, they must submit their concerns/challenge pertinent to the question in writing to the course Faculty/TA, using the form kept in each class room, documenting at least three (3) citation sources, one being from the course textbook used, supporting their point of view. The final decision to accept or reject the challenge will be made by the course Faculty/TA. Should the committee of Faculty/TAs find validity to a student's test question challenge, all students in the class will be given credit for the question accordingly. Students may request individual test review by contacting the course Faculty/TA.

(Revised 2017, Unchanged 2018)

Theory Make-Up and Late Assignments

Course make-up work refers to assignments, written or otherwise.

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

1. The student shall be responsible for contacting the Faculty/TAs to arrange for any and/or all make-up work assignments upon returning to class.
2. Make-up work assignments will be given and completed during non-class times. These hours **will not** be included and/or documented as credited course attendance hours.
3. Faculty/TAs may consider late assignments based on limited extenuating circumstances and after discussion with the Program Administrator (PA); otherwise, late assignments will **not** be

accepted.

4. Students will NOT be permitted to make-up missed theory (lecture/classroom) hours unless school activities were canceled by RTW due to extenuating circumstances, including but not limited to inclement weather conditions. It is the student's responsibility to make arrangements for obtaining all missed assignments.

(Revised 2018)

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
 3. have all required equipment.
 4. be well prepared for experiences.
- A. All students are required to sign in and out on the course Attendance form for class or clinical each day; times are to represent the actual times spent in the class, the lab or at clinical sites. Students found signing in and/or out for another student(s) or misrepresenting class time constitutes a form of dishonesty which may result in dismissal from the program. Credit for theory, lab or clinical hours will not be given if a student's leaves early and does not sign out appropriately on the formal attendance sheet prepared by the Program Administrator (PA). Class, lab or clinical hours will not be credited if a student does not sign in and out.

*If a student is more than 15 minutes late for a clinical, the student may not complete the clinical experience and clinical deficiency points will be awarded.

(Revised 2018)

- B. A student **MUST** notify The Robert T. White School of Practical Nursing office at **330-829-2267** 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 clinical site facility where he/she is scheduled for a clinical experience. Students are not to report directly to RTW personnel but are to follow the procedure as stated above.

The PA will maintain records reflecting student attendance for all RTW activities.

- C. All students are required to attend 95% or more of individual course theory (lecture) hours and 100% of the lab and clinical hours. Attendance hours are accumulated throughout the program. If a student is absent on a lab day the student is responsible to obtain the notes from a fellow student and make arrangements with the instructor to review the procedure.
- D. **Four** clinical absence days for the entire full-time program are permitted for appointments provided the following criteria have been met. Allowable appointments:
- mandatory court appearance
 - emergency room visit (self or immediate family member)
 - emergency doctor visit (self or immediate family member)
 - funeral other than what is allowed in the bereavement policy

Verification of allowable appointment must be submitted prior to returning to class, clinical, or laboratory, failure to do so will result in termination from the program.

- E. When a death in the immediate family occurs, a student may be allowed up to three (3) bereavement days. "Immediate family" is interpreted to include the student's spouse, in-laws, the student's blood relative (child, sibling, parent, grandchild, grandparent) and any other person for whom the student has primary legal responsibility. The student must provide a form from the funeral director.
- F. To be considered for graduation, a student shall **not** be on attendance, academic or disciplinary probation or be in arrears for fees due.
- G. When a student accumulates total missed hours of more than 2.5% (35 hours), the PA will issue a letter of intent for placing the student on a 30-day probation. The student then will be expected to meet with the Student Advisor for counseling and sign a witnessed copy of the probation letter. The original copy will be maintained in the student's school file as appropriate.

At the end of the probation period, the student's attendance will be evaluated by the PA. Removal from Attendance Probation is contingent on the student maintaining an attendance of greater than 95% (1351 hours) of the required current program hours for a period no less than one (1) month while on probation. Removal from probation shall be at the discretion of the PA or at such time as the student has met the conditions of probation.

- H. Each student requesting to be considered for a one time extended absence must submit a written 'Request for One-time Extended Absence' 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 PA who will retain the authority to consider each situation on an individual basis. Should the PA be unavailable to evaluate the request, the Director of the Alliance Career Center will then decide accept or reject the request. The form to be used for this request may be obtained by contacting the Office Manager.

A one time 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. 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.

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

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

The student will be entitled to make-up assignments according to Student Handbook Make-Up Work Assignments. It is the student's sole responsibility to make arrangements with the PA 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 PA immediately upon return to school.

(b) Military Service (active or reservists): a member of the armed forces as defined in section 145.30 of the Revised Code.

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

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 two 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 two years prior to 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 Proficiency 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 satisfactory for the Skills Proficiency Evaluation and a score of 80% on the re-entry written examination. The student will be offered two attempts to be successful on the Skill Evaluation and two (2) attempts on the re-entry written examination; remediation will be given as necessary. The form utilized for the Skill Proficiency Evaluation which reflects successful completion of skills will be consistent with the current curriculum at the time of re-entry and will be maintained in the student's file.

Request for re-entry must be submitted to the PA no more than one (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 readmission."

Proof of Need: Copy of government induction/enlistment papers which are to be submitted to the Office Manager within ten (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 Theory Make-Up

and Late Assignment policy. It is the student's sole responsibility to make arrangements with the PA within three (3) days of the absence to make-up any required assignments missed during the absence. Arrangements will be made for the 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 program.

(Revised 2018)

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; undershirts 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. Students may wear scrub pants and navy blue T-shirts with the school monogram; no other types of T-shirts, hoodies or sweatshirts are permitted. For student safety, thongs, flip flops, or beach type sandals, are strictly prohibited for any activity.

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. Replacement badges will be issued at the cost of \$5.

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 to be permitted to continue in the clinical experience. Students inappropriately dressed may be dismissed from the clinical unit and will receive clinical deficiency points. Students will wear navy blue school uniform top with school monogram, and navy blue school monogrammed pants, and

clean white, navy, or black nursing or gym shoes with matching socks (no clogs or slides).

A warm-up jacket with school monogram may be purchased and worn. Students 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 or navy solid colored long sleeve shirt may be worn under the uniform. Warm-up jacket (if purchased) may be worn in the clinical area. Only navy blue or white sweaters with uniforms may be worn in the clinical setting. Instructors will inform the student if adjustments need to be made in appearance.

Anytime the student is in the unit or in a facility representing RTW they are required to be in appropriate dress clothes or full school uniform depending on the situation and direction from the Program Administrator (PA). If in dress clothes, students must wear their warm up jacket with the school emblem on the sleeve.

Students are required to adhere to each individual clinical site personnel policies and other rules and regulations of that facility.

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.

Established beards and mustaches are permitted and must be neatly trimmed and clean. All other students must be clean shaven.

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 a 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. Students having gauged piercings are required to cover the area with natural skin colored plugs.

Tattoos that portray a message in words or symbols that are vulgar, frightening, controversial or overly distracting must be covered at all times while on clinical. Faculty members reserve the right to determine if a student's tattoo(s) is/are appropriate for the clinical setting.

Undergarments:

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.

Prior to the beginning of each clinical, the supervising RTW staff member will be asked to verify that all students are in compliance with the dress code. Students unable to rectify any violations within a 15 minute period will be dismissed for the clinical experience and awarded clinical deficiency points.

Community Volunteer Experience

The student will complete ten (10) hours of community service / volunteer hours by the end of the program. The date for the hours to be completed by will be assigned. If the student does not complete the required ten (10) volunteer hours by assigned date, the student will not be eligible to graduate.

(Revised 2018)

School Closing Due to Bad Weather

RTW and operates under the guidelines of the Alliance City Schools (ACS) and the Alliance Career Center (ACC). When the Alliance City Schools (ACS) are closed or delayed due to bad weather, RTW classes may be canceled or delayed. On occasion, the School may be open, and the weather worsens during scheduled school activities. Activities may be canceled and/or the students dismissed early. The ACC Director and/or the Program Administrator (PA) will make the final decision when to cancel or delay the start time of school activities or dismiss students early. The PA will make the final decision when to cancel clinical experiences and notify the Faculty/TAs.

When evening school activities are scheduled on a day that Alliance City Schools are closed due to bad weather, the RTW PA, in collaboration with the ACC Director, will determine if weather conditions have improved enough to allow students to attend-scheduled RTW activities or if cancellation is warranted.

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.

Students will receive an automated phone message from the school notifying them of the school closure. Additionally, the school closing will be posted on the ACC website, ACC Facebook page, and ACC Twitter.

(Revised 2017, Unchanged 2018)

Health Services

Medical insurance is recommended as students are fully responsible for any medical expenses incurred. First Aid may be administered on site, the school or cooperating health care facilities during assign school activities, only for the stabilization of injuries. Additional medical assistance should be sought at appropriate health care facilities and will be the financial responsibility of the injured party or designee.

(Unchanged 2017)

Personal Counseling

Individual or family problems are common barriers to successful completion of education and/or employment. Typical problems include, but are not limited to: lack of family support, marriage, birth, child behavior, dependency on alcohol and drugs, physical or mental abuse, eating disorders, depression, progressive disease or illness. Reference material identifying recourses and/or resources address these issues may be found in a reference manual located in the school's lobby. Additionally, if a problem exists, the student has the opportunity of asking for help by contacting the ACC Student

Advisor for an appointment. The Program Administrator (PA) will be kept apprised of a student's request for counseling. The student will be responsible for follow-through care and payment for any cost incurred.

(Unchanged 2018)

Academic Guidance and Counseling Services

The members of RTW Administration 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 Program Administrator (PA) for a discussion of the issue and guidance in correcting the academic problem. Faculty/TAs who may identify an academic problem in a student are to contact the PA who will meet with the student and arrange for academic counseling. A conferencing form and development plan for improvement, after discussion with the PA, will be initiated and become a part of the student's record until the student has graduated and passed the NCLEX-PN.

Injury/Illness

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, and any fees for said service will incur by the student. ACC or RTW personnel reserve the right to request that the student who exhibits signs and/or symptoms of illness or 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 to the Program Administrator (PA) for consideration to determine that they are able to resume nursing responsibilities before being permitted to return to the program and/or activities.

A record of the incident/accident will be completed, submitted to and maintained by the ACC Director. 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 advanced 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 hours missed. Any/all expense incurred is the responsibility of the student.

(Revised 2017, Unchanged 2018)

Blood/Body Fluid Exposure Protocol

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

Students are to report the incident to the RTW clinical supervisory personnel immediately; obtain emergency first aid care from the facility as per protocol. RTW clinical supervisory personnel are to advise the Program Administrator (PA) of any or all incidents within a reasonable time for minor occurrences and ***immediately*** for emergencies. The PA shall be responsible for advising the ACC Director of any aforementioned occurrences.

RTW supervisory personnel are to complete the required forms 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

Insurance

The group liability insurance policy will be purchased, at a 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 the student graduates from the program or is otherwise not considered an active member of the program.

(Unchanged 2018)

Pregnancy

Any student who is pregnant must advise the Program Administrator (PA) and submit a physician's statement (on professional stationery) of the ability to remain in the nursing program. Students will be required to present a physician's statement to the PA immediately after the diagnosis of pregnancy and after delivery before returning to the classroom and clinical.

(Revised 2017, Unchanged 2018)

Emergency Medical Forms

All students will be requested to fill out an Emergency Medical Form providing with information as to whom to call in the case of an emergency. This form will be maintained in the student's file until after graduation from the program. The school will take no action in the case of an emergency unless this information is on file.

(Unchanged 2018)

Change of Status and Address

After enrollment in the LPN program, the student must notify the Program Administrator (PA) as soon as possible of changes in their information including but limited to name change, change of residential address, home or cell telephone number, electronic contact address (e-mail) and emergency contacts. 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.

(Unchanged 2018)

Graduation Requirements

To receive a Certificate of Completion, each student must:

- Complete all required coursework within the time allowed for the nursing program.
- Be considered in good standing within the program. Good standing means having complied with the rules, regulations, and stipulations of the program.
- Maintain a 2.0 minimum grade point average.
- Maintain a 95% or better attendance level.
- Complete Financial Aid Exit Counseling, if applicable
- Pay any outstanding financial obligation.
- Complete ten (10) hours of community volunteer experience
- All students are encouraged to attend graduation as long as they have successfully completed course/program requirements.

- The Certificate of Completion will be forwarded to The Ohio Board of Nursing after all graduation requirements have been met and the student has completed the online Virtual Assessment Technologies Institute (ATI) NCLEX-PN review assigned in the Professional Issues course of the program.

(Revised 2018)

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
- Valediction status will be awarded to the student earning the highest GPA in the graduating class.

Transcripts or Other Documents

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

Final Transcripts are provided at no charge to active or graduating students. However, all other copies of Transcripts from the School of Nursing are provided for a fee of \$5 which must be paid to RTW before a copy of the Transcript will be provided. Transcripts for graduating students or post graduates will include course grades and GPA. Partial transcripts for active or inactive students who did not complete the program will only consist of course grades. The official school seal will only be placed on the final transcript or an official request.

(Unchanged 2018)

Telephones/Cell Phones

Cell phones must be silenced off during RTW activities which include but are not limited to classroom theory, clinical and laboratory time. Cell Phones may be used in the classroom and/or lab during break and lunch times only. No cell phones may be used in the classroom and/or lab at other times without instructor permission.

Any violation of this policy will result in the instructor taking the cell phone for the remainder of the day. The cell phone will be returned to the student at the end of class/lab time.

RTW/ACC staff members are not responsible for any missing cell phones and/or damage that may occur while in the possession of the staff member.

Cell phones are strictly forbidden and are not to be used during hours allocated to patient care. While students are permitted to use their cell phones on their own time, break or lunch, clinical site protocol regarding cell phone use is to be followed without exception. Should a student be found using their cell phone during clinical patient care hours, or violating site policy, the Program Administrator (PA) is to be *immediately* advised. Either of these particular violations subjects a student to dismissal from the clinical site and will be given clinical deficiency points. Students in violation of the clinical rules and regulations will then be required to meet with the PA no later than next scheduled course day. Consequences may be imposed at the discretion of the PA.

(Revised 2018)

Use of Tobacco/No Smoking Policy

The Alliance Board of Education prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products, “vapor” or other substitute forms of cigarettes, by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and at all Board-sponsored events. Adults students are permitted to smoke in the designated smoking area only while attending the RTW School of Practical Nursing. Students who violate this policy shall be subject to disciplinary action in accordance with the ACC Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

STUDENTS ARE ENCOURAGED NOT TO SMOKE IN UNIFORM PRIOR TO ATTENDING OR DURING THE CLINICAL EXPERIENCE AS THIS MAY CAUSE AN ADVERSE EFFECT ON SOME PATIENTS.

Smoking policies vary per clinical site and will be enforced.

(Revised 2018)

Narcotics, Alcohol, and Stimulant Drugs

A student shall not buy, sell, possess, transmit, 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 related activity, event, program, externship, observation and clinical. This is cause for immediate dismissal from the program with no refund of any cash paid. If a teacher or administrator has reasonable suspicion of any drug use by a student they can request an immediate drug screening. Random drug testing shall be administered throughout the school year and includes testing of all students. The student will be given the 1st drug test, and if positive, the employee may request a split-drug test. The 2nd specimen result shall be conclusive. This will be at the student's' expense. Any specimen that comes back with results of showing diluted will need to have another drug test. A suspected violation of this policy will result in a referral to a Chemical Dependency Program (QUEST), and dismissal from the program. Use of any drug authorized by a medical prescription from a registered physician shall not be considered as a violation of this rule.

(Revised 2017, Unchanged 2018)

Food

No food or drink is permitted in the school laboratory/library or computer rooms. Designated eating areas are available at each clinical location. Students are encouraged to pack their lunches in that a maximum of 30 minutes, no more, or no less is allocated for lunch breaks during clinical experiences.

(Revised 2017, Unchanged 2018)

Parking

Students have designated parking areas during school hours. Using this designated parking area is a privilege, and as such, students maintain responsibility for keeping the area free of debris, observation of safety rules and displaying consideration for others. Students driving to and parking in the lot must have a valid driver's license and adequate liability insurance. The speed limit on school property is 10 mph.

The Alliance City Schools Board of Directors, ACC or RTW is not responsible for lost, stolen or damage incurred while on school property.

(Revised 2017, Unchanged 2018)

Code of Conduct

Two outstanding characteristics of the mature person are:

1. 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 (OAC 4723-5-12 12/16), 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.

(Unchanged 2018)

Zero-Tolerance Policy

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 established district policy and the Ohio Revised Code. We follow the State of Ohio's law in Compliance with Jessica Logan Act.

Each student is expected to be respectful of class members and all members of the ACC/ RTW faculty. A student shall not by use of force, violence, coercion, threat or intimidation cause the disruption of any function of the school.

(Revised 2017, Unchanged 2018)

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.

(Unchanged 2018)

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.

(Unchanged 2017)

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.

(Unchanged 2018)

Search & Seizure and Locker Policy

A search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted with or without the student's consent. Lockers remain the property of the school and are assigned to students for their convenience. Lockers will be searched, without the necessity of the student consent, during the school year. Random locker searches will be carried out during the school year. Students may be disciplined for any item that is found in their locker that is prohibited by the student Code of Conduct. Sharing of

lockers is not permissible. Students are responsible for the appearance of and items found in their lockers. Use of glue or tape inside the locker is prohibited.

(Revised 2017, Unchanged 2018)

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 the OAC Rule 4723-5-12, effective 12/16, and includes but is not limited to the following:

C) In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporates the standards for safe nursing care set forth in Chapter 4723 of the Revised Code and the rules adopted under that chapter, including, but 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 patient, and the patient'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 patient 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, 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 patient.

(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

(6) At all times when a student is providing direct nursing care to a patient the student shall:

(a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and

(b) Treat each patient 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 division (B) of section [4723.01](#) and division (B)(20) of section [4723.28](#) of the Revised Code for a registered nurse, and division (F) of section [4723.01](#) and division (B)(21) of section [4723.28](#) of the Revised Code for a practical nurse;

(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:

(a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

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

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

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

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

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

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

For the purpose of this paragraph, the patient 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 patient;
- (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 patient;
- (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient 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 [4729.01](#) of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use 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 the use of drugs, alcohol, or other chemical substances.

(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 misappropriate or attempt to misappropriate 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 administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for healthcare purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent

in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

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

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.

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. **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 Program Administrator (PA) or the delegated representative/s. There will then be a meeting of the ACS Superintendent if deemed necessary, the ACC Director, the PA, the Student Accounts Manager, student and the student's representative and/or other members deemed necessary.

*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.

(Unchanged 2018)

Classroom Protocol

The School of Nursing believes 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 Faculty/TAs reserve 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 Faculty/TA and the Program Administrator (PA) to be advised.

(Unchanged 2018)

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, in any form, 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 students and/or faculty and staff are likewise prohibited.

(Revised 2017, Unchanged 2018)

Conflict of Interest

Students who are employed in the same clinical facilities in which clinical experiences are held are fully responsible for maintaining the role of the student during the clinical experience. Faculty/TAs who are employed in the same clinical facilities in which clinical experiences are held are fully responsible for maintaining the role of the school Faculty/TAs and are fully responsible to the school at the time of school clinical experience. Confidentiality is to be maintained regarding the workplace 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/ clinical supervisor. 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.

(Unchanged 2018)

Visitation of Patients/Residents:

Students are not to visit ill family, friends, or other students in clinical facilities during clinical hours.

(Revised 2017, Unchanged 2018)

Academic Dishonesty

Students of the RTW 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 Program Administrator (PA) before leaving the building. Violations of the National Association of Practical Nurse Education and Services, Inc. (NAPNES) Code of Ethics provide 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, or cooperating agencies will be subject to dismissal by the PA.**

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.**

(Unchanged 2018)

Questions, Concerns/Grievances

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. As a future professional, students are expected to adhere to rules and regulations. Thus students are to follow the chain of command to have their concerns addressed. Not following the proper chain contributes to confusion, is non-productive and may produce misinformation. The proper order of chain of command is as follows:

1. Career Services – to – Faculty/Student Services Coordinator.
2. Funding – to – Financial Aid Office.
3. Course presentation specific issues– to – Faculty/TA directly involved
 - a. Unresolved – to – the Program Administrator (PA) in writing.

4. Overall Program issues – to – PA
5. 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 PA within one school day.

Appeals Committee consists of:

Step 1: Director of the Alliance Career Center, School Counselor, and/or other designated person(s) if unresolved; the student may appeal in writing to the Superintendent of Alliance City Schools within three school days.

Step 2: ACS Superintendent or designated person. If unresolved, the student may make a final appeal to the Alliance Board of Education in writing within five days.

Step 3: The decision of the Alliance Board of Education will be final. The student will be asked to attend all Appeal Committee meetings and may bring a support person with him/her.

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 RTW within one (1) day of written notification of the action taken by the Program Administrator (PA). 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 Center 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 Center Director to the Superintendent of Alliance City Schools. The decision of the Superintendent is final with *absolutely no exceptions* to this.

(Unchanged 2018)

Annual Campus Security Report

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. A copy of the annual Campus Crime and Security Report may be found on the Alliance Career Center website - www.accrtw.org (Revised 2017, Unchanged 2018)

Reporting

Adult students and staff members are encouraged to be responsible for their security and security of others. However, in the event of a criminal action or emergency, any Alliance Career Center 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 center

reports all violent and/or sexual crimes to local law enforcement agencies. We follow the State of Ohio's law in compliance with the Jessica Logan Act. Occurrence Information Report available upon request.

(Revised 2017, Unchanged 2018)

Appendix A:

5463 - CREDITS FROM STATE-CHARTERED, SPECIAL, AND NONCHARTERED SCHOOLS

In recognizing its responsibility to uphold the minimum educational standards of the State of Ohio, the Board of Education establishes the following policy and criteria regarding the acceptance of credits from nonpublic schools whether they be State-chartered, special, or nonchartered schools.

For credit or course-work to be accepted for courses taken in such schools, either a copy of the charter or other assurance of compliance with minimum requirements established by the State must be provided.

Recognition of credits or course-work shall be granted when the proper assurance and the student's transcript has been received. The District reserves the right to assess such transfer students in order to determine proper placement and to be assured the student can demonstrate the learnings which are prerequisite to a placement.

R.C. 3301.07, 3301.16, 3313.60

A.C. 3301-35, 3301-39

Revised 11/93

Revised 3/18/97

Appendix B:

5500 - STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers, and administrators to maintain a classroom environment that:

- A. Allows teachers to communicate effectively with all students in the class;
- B. Allows all students in the class the opportunity to learn;
- C. Has consequences that are fair, and developmentally appropriate;
- D. Considers the student and the circumstances of the situation; and
- E. Enforces the student Code of Conduct/Student Discipline Code accordingly.

The Superintendent shall establish procedures to carry out the policy and philosophy of the Board of Education, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This

Code of Conduct shall be reviewed periodically.

R.C. 3313.661

Appendix B:

SATISFACTORY ACADEMIC PROGRESS

ACC is required to ensure that students receiving federal student aid are making adequate progress toward completing their program. Official Satisfactory Academic Progress (SAP) will be calculated at the conclusion of each payment period. The number of payment periods is based upon the number of hours in the program. The following are examples of payment periods:

- LPN -1422 hours: four payment periods (450,450, 261, 261)
- Full-Time Classes: 900 hours: two payment periods (450, 450)
648 hours: two payment periods (324, 324)
1500 hours: four payment periods (450, 450, 300, 300)

Once it is determined that a student is not meeting SAP, a Financial Aid Notice will be sent to the student. In order for the student to continue receiving financial aid, the student must maintain SAP according to the following standards:

Qualitative

Students must maintain a-cumulative grade of Average or above (See Grading Scale).

Students must be working toward completion on a specific program.

Quantitative

Students must complete within 110% of the normal length of the program. LPN's must complete within 105% of the normal length of the program.

Students must maintain a cumulative 90% attendance percentage. LPN's must maintain a cumulative attendance percentage of 95%.

*Note: Periods in which a student does not receive aid will be counted toward the maximum time frame of 110% allowed to complete a program.

Grading Scale (Adult Ed)

A	93-100 =4.0	Excellent
A-	90-92 =3.9	Above Average
B+	88-89 =3.5	Above Average
B	83-87 =3.2	Above Average
B-	80-82 =2.9	Above Average
C+	78-79 =2.5	Average
C	73-77 =2.2	Average
C-	70-72 =1.9	Below Average
D+	68-69 =1.5	Below Average
D	63-67 =1.2	Below Average
D-	60-62 =0.9	Below Average

F 59-Below =0.0 Failure

Grading Scale (For Practical Nursing Programs)

A	94-100 =4.0	Excellent
B	87-93 =3.0	Above Average
C	80-86 =2.0	Average
F	Below 80 =0.0	Failure

Special Grading Circumstances

Remedial Courses

ACC does not grant credit for remedial courses.

Transfer Coursework

- ACC will review requests for credit for previous learning and transfer of hours on a case by case basis.
- Accepted transfer coursework will be counted toward the maximum timeframe.

Incompletes, Withdrawals and Repetitions

- Due to the relative short-term nature of programs delivered at ACC, a student must demonstrate mastery of a program subject before progressing within the course of study. As such, “incompletes” are not issued for modules or courses within a program (and therefore are not impactful on SAP). Withdrawals, which also includes terminations, only occur when a student completely withdraws from a program (and therefore is no longer actively enrolled).
- Due to the Maximum Time Frame Completion Policy of 105% for LPN’s and 111% for Adult Ed, repetition of failed classes is not possible.

**Note: The term "withdrawal" defines any reason for a student leaving school, whether it is initiated by the student or by the school.*

Financial Aid Notice

Official Satisfactory Academic Progress (SAP) will be calculated at the conclusion of each payment period. ***If it is determined that the student is not meeting SAP Standards, the student will lose financial aid eligibility for the next payment period.*** It is the student's responsibility to work out a plan of action with the Instructor, Financial Aid Office, and Program Coordinator. The plan of action will include requirements for minimum attendance (90%), minimum grades, and/or a weekly mandatory check in with the Instructor, Program Coordinator, and Financial Aid Office. Many students will be required to attend regular classroom hours plus a combination of homework assignments, clinical/lab time. ACC will check the student's progress weekly and will notify the student when SAP has been met.

Additional Notes:

- A student who is not receiving aid due to unsatisfactory progress will have their aid reinstated only if a appeal is granted.
- A student who becomes ineligible for aid will be responsible for paying alt tuition, books, fees, and all other charges that were not covered by financial aid.

Satisfactory Academic Progress Appeal

A student may submit an appeal in the form of a letter along with any supporting documentation to the Adult Director/Designee describing circumstances beyond the student's control that may have caused a failure to meet the satisfactory progress standards. The Adult Director/Designee will convene a review board and a determination of the appeal will be made within two weeks. Cases will be reviewed on an individual basis and the student will be notified of his/her appeal. If the appeal is approved the student will be placed on financial aid probation. Probation will allow student to still receive financial aid but will be required to meet SAP by the end of the probation period (usually one payment period).

Student Signature

Date