



The Robert T. White
Practical Nursing Program
(RTW)

STUDENT HANDBOOK

2017 February PT

Alliance Career Centre (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

Effective: 2/21/2017

Promulgated 3/2004

Prior effective dates: 1/11, 3/12, 8/12; 1/13; 8/13; 1/14; 1/15; 2016; 2017

<u>Content</u>	<u>Page</u>
RTW Personnel and Contact Information.....	4
Welcome and Introduction.....	6
SNV.02 - Mission.....	6
SNV.03 - Vision.....	6
SNV.04 - Philosophy of the School of Nursing.....	6
SNXIV.001 - Introduction to the Curriculum.....	8
SNXIV.002 - Student Notification of Changes.....	8
SNXIV.004 - Definitions.....	9
SNXIV.01 - Curriculum Framework.....	11
SNXIV.02 - Scope of Practice of the Licensed Practical Nurse.....	14
SNXIV.03 - Curriculum Outcomes.....	15
SNXIV.04 - Behavioral Outcomes.....	16
SNXIV.05 - Curriculum Plan.....	17
SNXIV.06 - Course Descriptions.....	18
SNXIV.08 - Required Curriculum Sequence.....	19
SNXIV.09 - NCLEX-PN.....	19
SNXIV.10 - Accreditation and Approval.....	19
SNXIV.11 - Facilities.....	19
SNIX.01 - Selection and Admission of Students.....	22
SNIX.02 - Admission Criteria.....	22
SNIX.02A - Day/Evening Enrollment.....	24
SNIX.03 - Readmission of a Nursing Student.....	24
SNIX.04 - Advanced Credit for Applicants Transferring Previous Course Work.....	25
SNIX.041 - Advanced Credit for previous related medical education.....	25
SNIX.05 - Cost of the Program.....	27
SNIX.06 - Financial Aid.....	27
SNIX.07 - Refund Policy.....	29
SNIX.08 - Non-Discrimination Policy.....	29
SNIX.09 - Grading Policy.....	30
SNIX.10 - Satisfactory Progress.....	31
SNIX.10A - Periodic Evaluation of Student Progress.....	31
SNIX.11 - Clinicals and Preceptorship.....	31
SNIX.12 - Skills Lab and Evaluation.....	32

SNIX.12A - Lab Kits.....	33
SNIX.13 - Clinical Evaluation.....	33
SNIX.14 - Test and Quiz Policy.....	33
SNIX.141 - Test and Quiz Make-up Policy.....	34
SNIX.15 - Test Review Policy.....	34
SNIX.16 - Make-up Work Assignments.....	35
SNIX.17 - Attendance Policy.....	35
SNIX.18 - School Closing Due to Bad Weather.....	40
SNIX.19 - Health Services.....	41
SNIX.20 - Personal Counseling.....	41
SNIX.21 - Academic Guidance and Counseling Services.....	41
SNIX.22 - Injury/Illness.....	41
SNIX.23 - Blood/Body Fluid Exposure Protocol.....	42
SNIX.24 - Insurance.....	42
SNIX.25 - Pregnancy.....	42
SNIX.26 - Emergency Medical Forms.....	43
SNIX.27 - Fingerprinting for a Criminal Records Background Check and Drug Screen.....	43
SNIX.28 - Change of Status and Address.....	44
SNIX.29 - Graduation Requirements.....	44
SNIX.30 - Pre-Graduation Interview.....	44
SNIX.31 - Honors.....	45
SNIX.32 - Transcripts or other documents.....	45
SNIX.33 - Telephones/Cell Phones.....	45
SNX.02 - Smoking.....	45
SNX.03 - Food.....	46
SNX.04 - Clean Up.....	47
SNX.05 - Care of Equipment and Property.....	47
SNX.06 - Parking.....	47
SNXI.0 - Code of Conduct.....	47
SNXI.01 - Professional Behavior.....	47
SNXI.02 – Student Conduct While Providing Nursing Care.....	48
SNXI.03 - Classroom Protocol.....	50
SNXI.04 - Confidentiality.....	50
SNXI.041 - Conflict of Interest.....	51
SNXI.05 - Dress.....	51
SNXI.06 - Visitation of Patients/Residents.....	53
SNXI.07 - Academic Dishonesty.....	53
SNXI.08 - Disruption of School.....	53
SNXI.09 - Damage or Destruction of Property.....	53
SNXI.10 - Assault.....	53
SNXI.11 - Foul Language.....	53
SNXI.12 - Narcotics, Alcohol Beverages, and Stimulant Drugs.....	53
SNXI.13 - Weapons and Dangerous Instruments.....	54
SNXI.14 - Student Removal From School.....	54
SNXI.15 - Questions, Concerns.....	54
SNXI.16 - Appeal Process.....	55
SNXII.0 - Computer Lab Policies.....	55

SNXIII.0 - Annual Campus Security Report.....	56
SNXIII.01 - Reporting.....	56
Appendix	
Appendix A - 5463 - CREDITS FROM STATE-CHARTERED, SPECIAL, AND NON-CHARTERED SCHOOLS.....	56
Appendix B 7434 - USE OF TOBACCO ON SCHOOL PREMISES.....	57
Appendix C 5500 - STUDENT CONDUCT.....	58
Appendix D - SATISFACTORY ACADEMIC PROGRESS.....	61

Alliance City School Board of Education as posted 2017

Mr. William Koch	President
Ms. Sally Ailes	Vice President
Mr. John (Buddy) Gasparik	Board Member
Ms. Elayne Dunlap	Board Member
Mr. John Frazier	Board Member

**Alliance City Schools(ACS) /Alliance Career Centre (ACC)
The Robert T. White School of Practical Nursing (RTW)**

Talbert, Jeffrey	Superintendent Alliance City Schools
Gress, Robert	Assistant Superintendent Alliance City Schools Director, Alliance Career Centre
McKee, Debra	Coordinator of Special Programs Alliance Career Centre
Newton, Bonita RN, MSN	Program Administrator, The Robert T. White School of Practical Nursing

Staff

Carolyn Hanlon, MSN, CNP	Faculty - Student Services Coordinator
Kathy Nicholson, RN MSN	Level I Coordinator
Diana Mustacchio, RN BSN	Level II & Professional Issues Coordinator
Faculty/Teaching Assistants	See individual course syllabi

Support Staff

Fiegenschuh, Gayle	School Counselor
Lindsay, Amanda	Student Accounts
McHenry, Robin	Financial Aid Officer

Telephone Directory

RTW Office/Student Call Off.....330-829-2267
 (Fax).....330-821-3573
 Financial office.....330-821-2102

Web Site and Email <http://www.accrtw.org/>

Abbreviations / acronyms:

Alliance Career Centre	ACC
Alliance Career Centre Director	ACCD
Alliance Board of Education	AEOE
Ohio Board of Nursing: Ohio Administrative Code Ohio Revised Code	OBN: OAC ORC
The Robert T. White School of Practical Nursing	RTW
The Robert T. White School of Practical Nursing - Program Administrator	PA
The Robert T. White School of Practical Nursing Teaching Assistants	TAs

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 Centre 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 Centre has been offering technical training, continuing education programs, and support services for over 30 years. We provide the skills and training to match the student's career goals and the employment needs of area businesses. Our goals are simple, to train the unemployed and 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 2017)*

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 2017)*

SNV.02 Mission:

The mission of the School of Nursing is in accord with the mission of the Alliance City School District and the Alliance Career Centre (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 2017)*

SNV.03 Vision

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

- Professional image and attitude
- Dependability
- Skills

Time at 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 2017)*

SNV.04 Philosophy of the School of Nursing:

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

The faculty, staff, and administration of The Robert T. White School of Practical Nursing believe that all individuals are able to learn and should be provided the opportunity to attend programs that prepare them to live in a democratic society as effective citizens. Our educational aim is the development of the individual as a competent 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 2017)*

SNXIV.00 (ORC 4723 / OAC 4723-5-14) CURRICULUM FOR A PRACTICAL NURSING EDUCATION PROGRAM

SNXIV.001 Introduction to the Curriculum

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

The curriculum, comprising of day and evenings classes participating in first and second level courses, spans a period of two years, 16 to 20 hours per week and may vary depending on the need to schedule around holidays and vacation days. The part time program meets the curriculum standards set forth in section 4723-5-14 Ohio Administrative Code (OAC) (effective 02/01/2016) *(Unchanged 2017)*

Day class schedules:

Class hours: 9am - 1:30 pm Mon-Wed-Thurs (others TBA)
Clinical hours: 6:30a - 4:30 pm every Tuesday as scheduled
Four (4) hour clinical 9 am – 1:30 pm as appropriate
(all start / end times according to clinical site)

Evening class schedules:

Class hours: 5:15pm – 9:45pm Monday, Tuesday and Thursday (others TBA)
Clinical hours: 6:30 am – 4:30 pm every other Saturday & Sunday as scheduled
Four (4) hour clinical 5:45 pm to 9:45 pm
(all start / end times according to clinical site facility)

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

SNXIV.002 Student Notification of Changes

Students are given an individual course schedule and syllabi prior at the beginning of each course. It may be necessary to revise a course schedule or syllabi and/or policies due to unforeseen circumstances. At such time, students are advised of the revisions verbally and in written communication which explains the reason for the revisions. Each student, per individual class, is then asked to sign an acknowledgement indicating they have been advised and/or understand the needed changes. Once a student is enrolled in the program, no revisions may be implemented “to policies for student progression, or requirements for completion of the program” (4723-5-12 (B) OAC 2/1/2014).

(Org 2015)

SNXIV.004 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.” (4723-5-01 (J) OAC 2/16)
2. Clinical course: “means a nursing course that includes clinical experience”. (4723-5-01 (D) OAC 2/16).
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”. (4723-5-01 (E) OAC 2/16).
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 (4723-5-01 (Q) OAC 2/16).
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 2017)
 - C. Active Returning: a student readmitted to the RTW program after completing the readmission process (see SNIX.03 Readmission of a Nursing Student). The Program Administrator retains the responsibility of determining the course level to which the student may be readmitted. (Revised 2015; unchanged 2017).
 - D. Advanced Standing: means a student with transferable credits admitted to the RTW program after completing the admission process. The Program Administrator (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 (A)(3) 2014. (Unchanged 2017)

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, Alliance City School District Code of Conduct, (Alliance City Schools By-Laws and Policies 5500 (Student Conduct-Exhibit C); R.C. 3313.661 Revised 3/22/06 -) (Revised 2015' unchanged 2017).

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 2017)

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 (thirty) 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 (see SNXIV.004-6 (B)) 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 withdraw for non-compliance or be considered inactive is at the discretion of the Program Administrator (PA).
(Original 2015; unchanged 2017).

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 Ohio Administrative Code (*OAC 4723-5-11(1)A-D*);2/2012) for a practical nursing education program. The Program Administrator shall have the authority, accountability, and responsibility for all aspects of the program." (*4723-5-09 (B) OAC 2/12*)
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 Program Administrator (PA) assisting in the coordination of a variety of faculty and student activities.
(Rescinded 2010; reinstated 2011; Revised 2015; unchanged 2017)
8. Program Coordinator: deferred (Sept 2015)
9. Level Coordinator(s); means a Faculty member who is a registered nurse with a baccalaureate degree or higher in nursing who works under the delegation of the Program Administrator (PA). The assigned Level Coordinator(s) maintains the responsibility for coordinating all

aspects of the courses encompassed in each assigned level of the program. Duties include direction of various Faculty, Teaching Assistant (TAs) and student activities.

(Revised 2015)

10. Enhancement Liaison: deferred (Sept 2015)
11. Faculty: “means a registered nurse who meets the faculty requirements set forth in rule 4723-5-10 of the Administrative Code for a registered nursing education program or rule 4723-5-11 of the Administrative Code for a practical nursing education program.” (4723-5-01 (N) OAC 2/16) (Revised 2015; revised 2017)
12. 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.” 4723-5-1(II) 2/2016 and OAC 4723-5-11(4) (Revised 2017)
13. 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 students at any one time, and who implements the clinical education plan at the direction of a Faculty member responsible for the course in which the student is enrolled.” (4723-5-01 (X) OAC 2/16 and 4723-5-11 (5) 2/12)
14. 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. (Revised 2017)

Detailed job descriptions can be found in the RTW Policy and Procedure Manual. (Revised 2017)

SNXIV.01 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 2017)

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.” (Brenner) (Revised 2015; unchanged 2017)

“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 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 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 2017)

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.
Revised reference: Retrieved from
currentnursing.com/nursing_theory/Patricia_Benner_From_Novice_to_Expert.html

*Benner’s work was adapted and modified for use with nursing students.
students. (Reference unchanged 12/09;9/11: 1/13)

Copyright 2013 Nursing [Cached](#): Theory. All Rights Reserved [/includes/privacy-policy.php](#)

Simpson, E. (1972). Reviewed from www.askives.com/psychomotor-domain-simpson-1972

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

The Licensed Practical Nurse (LPN) shall maintain current knowledge of the duties, responsibilities, and accountabilities for safe nursing practice. The LPN shall demonstrate competence and accountability in all areas of practice in which the nurse is engaged. The LPN provides consistent performance in all aspects of direct nursing care for an individual in the context of the family, who is generally stable with acute and chronic common, well-defined health problems with predictable outcomes. The LPN provides nursing care that is consistent with his/her scope of practice, education, and skill at the direction of a licensed physician, dentist, podiatrist, optometrist, chiropractor, or registered nurse. The LPN participates in health promotion, maintenance, and restorative care of the individual. This care may consist of special tasks if the LPN has had additional training and is under direct supervision. The scope of practice for the LPN, whether newly licensed or experienced, is indicated in section 4723.01(F)(1-6) of the Ohio Revised Code (ORC) (Amended by 131st-General Assembly File-No. TBD, SB 110, §1, eff. 10/15/2015.

(Revised 2015 revised 2017)

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.

SNXIV.03 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)

SNXIV.04 Behavioral Outcomes Level I

1. Defines the individual as a holistic unique and complex human being more than the sum of his/her parts. (*1,2)
2. Recognizes the individual as a biological, psychological, social, economic, culturally diverse, spiritual being. (*1,2,3)
3. Defines the dynamic health state of the individual on a wellness-illness continuum. (*4,5,6)
4. Identifies the 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 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 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 health care. (*13)
12. Performs psychomotor skills at the “manipulation” level in the implementation of nursing care. (*14)
13. Demonstrates clinical judgment at the “advanced beginner” status in the application of nursing care. (*15)
14. Demonstrates accountability for personal and professional conduct within the student role of practical nursing and in caring for individuals and families. (*16)
15. Demonstrates safety considerations as related to patients across the 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)

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

(Org. 2004)

SNXIV.05 Curriculum Plan

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

Level I	Theory	Lab	Clinical	Total Hours
100-Scientific Foundations	99	0	0	99
101- Foundations of Nursing Theory and Practice	96	66	80	242
102-Pharmacology in Nursing	94	38	80	212
103-Nursing Care of Patients Throughout The LifeSpan I	90	4	32	126
104- Transitions	<u>9</u>	<u>0</u>	<u>0</u>	<u>9</u>
Total Level I Hours	388	108	192	688

Level II	Theory	Lab	Clinical	Total Hours
200-Nursing Care of Patients Throughout the LifeSpan II	149	14	140	303
201- Nursing Care of Patients Throughout the LifeSpan III	142	16	140	298
202-Professional Issues for the LPN	44	0	80	124
204-Transitions	<u>9</u>	<u>0</u>	<u>0</u>	<u>9</u>
Total Level II Hours	344	30	360	734
Total Program Hours	732	138	552	1422

Total Hours do not include program orientation, laboratory Skill Proficiency evaluations, 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 2017)

SNXIV.06 Course Descriptions

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

Transitions is a course to assist the student to be successful through their development as a licensed practical nurse. The class consists of a total 9 class hours per year or a total of 18 hours for the entire program. This course will help the student meet the employer's expectation of professional image and attitude and assist the student in achievement of their goals of employment. At the new student orientation, the student will be introduced to planning future employment goal(s).

(Org 2004; Revised 2017)

SNXIV.07 - One Month Appointment

(Rescinded 2/16/11)

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 learning laboratory activities and a satisfactory performance evaluation during clinical practice. (Revised 2016)

SNXIV.09 NCLEX-PN

The School of Practical Nursing will provide the potential graduate with information regarding application to the Ohio Board of Nursing (OBN) to begin the licensure application and to complete the application for permission to sit for the NCLEX-PN certification exam. Information regarding application for licensure if the graduate chooses to test and be licensed in a state other than Ohio should be sought from that Board of Nursing or appropriate licensing authority in that state. Once the student has completed the requirements for the program, the Program Administrator, 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. (Revised 2016)

SNXIV.10 Accreditation and Approval

Effective as of October 8, 2015, all Alliance Career Centre skills training programs and The Robert T. White School of Practical Nursing are in candidacy for accreditation by the Council on Occupational

Education (COE) agency. This change in accrediting agencies does not affect RTW's accreditation by the Ohio Department of Education and the Ohio Board of Nursing; both remain in effect. The Robert T. White School of Practical Nursing has previously received full approval from the Ohio Board of Nursing.

(Revised 2016)

SNXIV.11 Facilities

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. (Revised 2015)

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.

(Revised 2016)

Learning Resource Centers located on the lower level of the Alliance High School facilities provided for the Alliance Career Centre.

Computer Room #119 (additional computers may be found in the Nancy Teeple Library)

Based on the concept that computer technology will be used throughout the curriculum in the school and at the clinical sites, orientation for computer use will be included in 1 hour of initial orientation to the program. Additionally, in order to provide enhancement of the curriculum, students are given access to a separately designed computer room which houses up-to-date computers with Intranet service and a printer. Computers must be completely shut down, module 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 ACH Information Technology Department.

(Rev 2016)

**Student ID: student's last name followed by first 2 initials of their first name
(in lower case letters) @alliancecityschools.org**

Student password: designated passwords will initially be issued. Students are to contact the ACC Student Accounts Manager for this information.

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.

(Rev 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 114 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 a 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 3 G 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 a RTW Faculty or Teaching Assistant member being present. Students are strictly prohibited from using any liquid substance while in the lab.

(Rev 2016)

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

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 2 weighted points on various assigned Practice Assessments and all Proctored tests which must be completed at the school on school computers; see course schedules for dates and times. One point will be credited for participating in testing. Students will be awarded 2 points for passing each Practice Assessment test with a 80% or greater and testing within Level I or higher on Proctored Tests. Earning less than 80% or testing below Level I will subject the student to being awarded 1 point and require remediation. Remediation will be worth 1 point.

For consistency and to eliminate conflicts in scheduling use of the computers and class assignments, questions or concerns regarding this supplemental learning/testing should be directed to the appropriate

Level Coordinator.

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

(Original 2015; rev 2017)

COMMUNITY PROJECTS

The purpose of offering students the opportunity to participate in various projects includes but is not limited to the following:

Primary: Learning opportunities are provided to the student as they are given the chance to work with the public in various stages of their lifespan. Projects also provide the chance to meet and network with other healthcare workers and professionals.

Secondary: Reward the student for their efforts and their commitment to the community and healthcare in general.

Students will be asked to voluntarily place their name on a posted sign-up sheet. A commitment of not less than two (2) hours or more than eight (8) hours attendance for each project will satisfy the requirements of earning an extra point. One extra point will be added to a student's course grade provided that the student completely satisfies the stipulations listed below:

- Voluntarily signs up to participate in projects offered for credit.
- Honors commitment by participating in project as agreed.
- Arrives prior to start of project time
- Actively participates in project and works well with other project members including other students from all learning institutions (SNX 1.01)
- Is appropriately dressed in accordance with school dress code (SNX 1.05)
- Complies with all stipulations in RTW student manual as applicable to clinical conduct (SNX 1.02)

Any student not participating in a project as outlined above will not be eligible to receive the extra point and will not be eligible to participate in any project throughout the current course.

All students satisfying their commitment will be given one (1) extra credit point for each project offered.

If a student is unable to participate because of a conflict in their work schedule, the student will be given a written project relating to the community project. The written project must be completed and submitted within one (1) week of the community project date. The student must submit written proof of their work schedule two (2) days prior to the project date. Written proof will consist of a copy of the student's work schedule or written verification by their employer. Any student not submitting acceptable written proof of conflict in their work schedule according to the timeline set above will not be eligible for the extra point for the written project.

(revised 2017)

SNIX.01 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. (revised 2017)

SNIX.02 Admission Criteria

Admission requirements for the LPN program include:

1. High school graduate or GED.
2. For applicants from non-public schools; admission criteria shall be compliance with ABOE 5463- CREDITS FROM STATE-CHARTERED, SPECIAL, AND NON-CHARTERED SCHOOLS refer to Appendix A
3. Current registration through the Financial Aid Office of Alliance City Schools.
4. Payment of a non-refundable application fee.
5. Satisfactory completion of pre-entrance exams (WorkKeys') for practical nursing education programs at the student's expense, fees to be determined annually. The transfer of previously taken WorkKey testing may considered providing that the previously WorkKeys test was satisfactorily completed within a 2 year period prior to admission in the RTW program.

Students will have unlimited opportunities to earn minimum scores on the following levels of WorkKeys' within a 30 day period beginning on the first scheduled class day. A fee will be due and payable for each separate pre-examination. Should the student fail to earn scores at or above the expected minimums in this specified time frame, the student will not be permitted to continue through the current course of study and will be terminated. The student may reapply for readmission (see SNIX.03 Readmission of a Nursing Student).

Minimum scores per category:

Reading for Information examination:	minimum score 5
Location Information examination related to the reading content:	minimum score of 4
Applied Mathematics examination:	minimum of 4

(Revised 2016))

6. Initially, Criminal Record Background checks comprising of Federal Bureau of Investigation (FBI) and Ohio Bureau of Investigation and Identification (state BCI & I) must be obtained and proof submitted to RTW 30 days before the first day of class. Background checks will be required annually thereafter and within 30 days prior to the expiration of the previous background check. (Revised 2017)

7. The Financial Aid Officer will initially meet with the student prior to their entering the program and as needed based on changes in financial needs. It is the responsibility of any student to contact the Financial Aid Officer to arrange for a meeting as needed.

After the above requirements have been met a formal acceptance letter will be issued. A letter of

acceptance will allow the student entrance to the program.

Attendance at new student orientation prior to the first day of class is encouraged. (Revised 2017)

8. Proof of current American Heart Association (AHA) HealthCare Provider (BLS) certification as evidenced by a valid CPR card. Proof of certification may be delayed through the initial courses of the program, Transitions I and Anatomy and Physiology. However, a valid current AHA issued CPR card must be presented prior to the first scheduled clinical experience for the student to be permitted to progress through the course and/or the program. AHA certification must be kept current throughout the program. (Revised 2017)

9. Complete physical examination including a medical history and physical, record of immunizations or positive titers (measles, mumps, rubella, varicella, Hepatitis B). Booster vaccines are required if titers are negative and proof of the booster vaccines (if applicable) must be provided 30 days after the first day of the first class.

A. TB: An initial negative 2-step Mantoux to be followed by an annual 1-step Mantoux within 30 after the first day class. Individuals for whom a Mantoux is inappropriate must submit an initial statement from their physician indicating the absence of TB and/or proof as shown by a negative chest X-ray or other verification as appropriate. An annual verification of the absence of TB by a qualified physician is required. (Revised 2017)

B. Hepatitis B: Applicants who have never had the Hepatitis B immunization must have the process initiated within 30 days of the first day of class and prior to the applicant being permitted to participate in any clinical experience. The second immunization should be received one - two months after the initial. The 3rd Hepatitis B immunization process should be completed within six (6) months of the first vaccine. (Revised 2017)

SNIX.02A Day/Eve Enrollment

Students entering the Robert T. White School of Practical Nursing are enrolled into either the daytime program or the evening program. Any student needing to switch between day and evening is required to meet with the Program Administrator for approval. The student will have to withdraw from the program and re-enter the program at the level/course of withdrawal or as determined by the Program Administrator. Upon returning to the program, the student will be considered as “Active Returning” subject to the stipulations applicable to SNIX.03 Readmission of a Nursing Student and the Student Handbook in place at the time of return. (Revised 2016)

SNIX.03 Readmission of a Nursing Student

In the event that a student of The Robert T. White School of Practical Nursing is unsuccessful in a course and/or withdraws from a course and therefore the RTW program, the student may apply for readmission to the nursing program. **Readmission to The Robert T. White School of Practical Nursing is granted on a “space available basis” due to class size and is permitted only once.** After completing and submitting a Readmission form to the Program Administrator, the student will then be

considered for readmission as would any other applicant.

(Revised 2017)

When applicable and as determined by the Program Administrator, readmission may also be contingent upon successful completion of a Skills Proficiency Evaluation corresponding with the entry level course and according to SNIX.12 Skills Lab & Evaluation. Only after obtaining approval from the Program Administrator, is the student to contact the appropriate Level Coordinator to schedule testing a date and time. Successful completion means receiving a score of 80% or above for the skills evaluated. The form utilized for the Skills Proficiency Evaluation shall be given to the student in advance of testing. The form reflects necessary successful completion of skills that are consistent with the current curriculum to which the remitted student is entering. After testing the form will be maintained in the student's file. Failure to achieve an 80% or above 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 three opportunities to be successful in the Skills Proficiency Evaluation.

(Revised 2017)

Readmission for students, other than returning military personnel, must be within a maximum of 1 year of being unsuccessful in a course or withdrawal by the student. Students re-entering the program after 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 Program Administrator 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 Program Administrator with input from the Level Coordinators and staff members. All previous outstanding financial obligations must be satisfied in full prior to a student being permitted to return to the program. However, the Program Administrator 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.

(Revised 2016)

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. *(4723-5-12 OAC 2014).*

(Revised 2017)

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 SNXIV.04 Definitions #6 (4) will **not** qualify for readmission to the program.

(Revised 2015)

SNIX.04 Advanced Credit for Applicants Transferring Previous Course Work

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

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 1 year prior to application into the RTW program and approved by the Program Administrator. Course work reflecting a "C" or better grade will be considered for advanced standing.

Before an applicant is awarded Advanced Credit for 101 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 Program Administrator. At a minimum, admission with advanced standing is contingent upon successful completion of a Skills Proficiency Evaluation. Successful completion means receiving a score of 80% or above for the skills evaluated. Failure to achieve an 80% or above 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 Program Administrator. The student will have 3 opportunities to be successful in both a Course written examination and/or Skills Proficiency as applicable.

Advanced credit will *not* be given for 102 Pharmacology, 103 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. *(Revised 2017)*

SNIX.041 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 with input from the Level Coordinators and Faculty members. Transcripts and proof of military service/training must be received prior to the start of 100 Scientific Foundations of Nursing. If the applicant is awarded Advanced Credit for a clinical course with laboratory hours, a Skill 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. *(revised 2017)*

The MA, Medic or discharged military personnel will be given full credit for the 100 Scientific Foundations of Nursing course as long as they have successfully completed an anatomy and physiology course equivalent with a "C" or better. The MA, 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 Program Administrator.

Individual applicants expected to participate in clinical laboratory skills testing will be required to demonstrate proficiency by earning an 80% or greater during testing. Testing will be arranged by the

Level Coordinator. It is the student's responsibility to arrange a meeting with the Level Coordinator 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 (SNIX.17).

Any student admitted to the program must complete at least 50% of the RTW curriculum to graduate.
(revised 2017)

Need-based scholarships are available from the following.

Nancy Teeple
Alliance Community Hospital
Alliance City Loan (Block Grant)
Stephanie Bryant Foundation

(Revised 2015)

Financial Requirements and Aid

SNIX.05 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 Altworks)
- MMR, Varicella, Tetanus 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)
- White 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:	\$ 9954.00
Books:	\$ 842.00
Assessment Technology Institute (ATI):	\$ 900.00
Insurance:	\$ 30.00
State Licensure:	\$ 75.00
NCLEX-PN	\$ 200.00
Graduation Fee:	\$ 200.00
Supply Fee:	\$ 1740.00
Total:	\$13941.00

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)

Financial Requirements and Aid

SNIX.06 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
 - c. You will be required to create an FSA user name 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 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)

SNIX.07 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 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)

SNIX.08 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 clearly enough for most patients to understand, and understand the verbal communication of English-speaking clients
13. Communicate effectively in writing, using appropriate grammar, vocabulary, and word usage
14. Make quick decisions under stressful situations
15. Carry out procedures that prevent the spread of infection, e.g., frequent hand-washing, using mask and gloves, etc.

Applicants are responsible to determine their own eligibility in light of these qualifications, and to identify to the school any particular accommodations they may need. Students with a disability who enter the program do so with the understanding they will be expected to meet course requirements,

with any reasonable accommodation provided by the school. Requests for reasonable accommodation will be evaluated by the ACC Director and the RTW Program Administrator. (Unchanged 2016)

Students with disabilities, who need reasonable modifications to complete assignments successfully and otherwise satisfy course criteria, are encouraged to meet with the Program Coordinator early in the semester to identify and plan specific accommodations. Students will be asked to provide documentation on disability in order to assist in planning modifications.

SNIX.09 Grading Policy

Test results may be determined by more than 1 Faculty member. At a minimum, each test will be graded and analyzed by the delegated Faculty/TA presenting the material. Students will be advised within 72 hours of testing or after each student has taken the examination whichever comes first, of individual test results. All students of a class will have access to examination results at the same time.

(Unchanged 2017)

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

Any student not taking the examination at the appointed time will have the make-up exam score lowered by 5 points. Each subsequent missed exam will result in an additional 5 points being deducted from the test score prior to the exam (ie, second missed exam will result in 10 points being deducted, third exam missed will result in 15 points being deducted, etc.) The student must make arrangements with the appropriate Level Coordinator 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.

(revised 2017)

SNIX.10 Satisfactory Progress

All students must be making satisfactory progress to maintain enrollment in the nursing course of study. This is defined as an 80% 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. A midterm theory grade of less than 80% or 2 unsatisfactory performance evaluations during clinical practice will warrant placing the student on probation. Students will have until the end of the course to bring their grades into the 80 % range in theory. Any failing grade less than 80% in theory and 2 or more unsatisfactory evaluations in clinical or learning lab activities will prevent the student from passing the course. Failure in the course or an overall grade point average of less than 2.0 will result in termination of the student from the program. Students who are unsuccessful in a course may apply for readmission to the school and repeat the course one time the next time the course is offered. (See SNIX.03 Readmission *Rev 1/10; 3/11;1/13;8/13*)

During the time a student is categorized as an inactive student, the student is afforded the privilege of accessing ATI of other school learning recourses for a limit period of 1 year. This opportunity is meant to provide inactive students access to remediation resources during their transition from inactive to active status and enhance their success in the additional attempt to pass the course. (Unchanged 2017)

SNIX.10A Periodic Evaluation of Student Progress

The Level Coordinator has ultimate responsibility for the evaluation of student progress in the applicable course and in the program. Being responsible for the courses which span one year of the two-year part-time program, the Level Coordinator, with the assistance of the instructors, teaching assistants, 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 exam 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 and Teaching Assistants who participate in Level activities directly involving students will contribute to evaluation summaries of student activities within the level. The comments will be taken into consideration by the Level Coordinator prior to preparing and conducting a periodic evaluation of student progress directly with the student.

(Rescinded 2015 – reinstated/revise 2017)

SNIX.11 Clinicals and Preceptorship

Healthcare facility sites for clinical experiences are required beginning with Theory & Practice. Clinical experiences will be predetermined by the Program Administrator and the Level II Coordinator with input from Faculty/Teaching Assistants. Arrangements for clinical experiences will be made by the Level II Coordinator. 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 and adherence to call-off procedures is required.

(Revised 2017)

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 will be determined by the Professional Issues Coordinator; students are strictly prohibited from arranging, re-arranging or otherwise altering their Preceptorship assignment. Any violation to 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.

(Revised 2017)

RTW Faculty/Teaching Assistants 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/Teaching Assistants 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, Teaching Assistant, or Preceptor who meets the qualifications set forth in rule 4723-5-11 (2/08;2/09;2/10;2/11;2/12) of the Administrative Code for a practical nursing education program.'(OAC 4723 5 20 [A][B]) "The Faculty or Teaching Assistant to student ratio for direct patient care experiences shall be no greater a ratio than ten students to one Faculty or Teaching Assistant, or a smaller ratio in clinical settings where necessary to ensure the safe delivery of nursing care." [E] "A

Preceptor shall provide supervision to no more than two nursing students at any one time, provided the circumstances are such that the preceptor can adequately supervise the practice of both students.”^[G] All clinical experiences, including intravenous therapy, shall be in compliance and consistent with the clinical site’s policies. *(excerpts from 4723 5 20 OAC 2/07- 10/11/2/12) Rev 4/10;4/11;1/13*

SNIX.12 Skills Lab and Evaluation

The skills lab, when included in a course, provides the student with an opportunity to learn and practice in preparation for a Skill 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 scoring 80% or greater. If skill performances are evaluated as 80% or greater, the student may progress and continue to participate in the skills rotations. The student will be given 2 opportunities to satisfactorily complete any skill set during a Skills Proficiency Evaluation; the highest obtainable score that may be awarded after remediation is 80%.

Should a student score less than 80% after 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.

Should a student be deemed unsatisfactory during testing at a station, the student will have the opportunity of scheduling a onetime remediation session. Remediation must be completed no later than 4 days after the originally scheduled testing date. It is the student’s responsibility to contact the appropriate Level Coordinator to arrange for remediation. The highest obtainable score that may be awarded for remediation is 80%.

Students earning less than 80% on either the original or remediation Skills Proficiency Evaluations will be awarded an (F) grade for the course which will prevent the student from advancing to the next academic course and/or through the curriculum. The student may reapply for readmission (see SNIX.03 Readmission of a Nursing Student). (Revision 2017)

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/or through the curriculum. Availability of make-up hours will be determined jointly by the Program Administrator and the Level Coordinator. Scheduling of make-up hours for students and/or appropriate supervisory personnel will be the responsibility of the Level Coordinator.

Missed laboratory experiences may lead to a student being awarded an incomplete and will potentially prevent the student from progressing through the curriculum (see SNIX.17). 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 supervisory personnel and reviewed by the appropriate Level Coordinator. Students will be assigned to a lab hours as indicated by the course syllabus and schedule. (Revised 2017)

Level Coordinators 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 47230-5-01 (Q) 2/16) which stated " 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.

RTW faculty/Teaching Assistants are responsible for planning the student's laboratory activity based on course objectives, student learning needs and for evaluating the student's laboratory performance. Faculty/Teaching Assistants 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 (2/08;2/09;2/10;2/11;2/12)of the Administrative Code for a practical nursing education program.' (OAC 4723 5 20 [A][B]).

SNIX.12 A Lab Kits

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

- 1) needles, when part of the kit supplied to a student, shall remain secured in the RTW lab.
- 2) 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 2 point deduction in that student's Skill Evaluation score.
- 3) 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.
- 4) replacement of a kit will incur a cost of \$112.50 *ABOE approved 1/11;8/13*

SNIX.13 Clinical Evaluation (rescinded 2015 see SNIX.10)

SNIX.14 Test and Quiz Policy

Tests will be administered according to the course syllabus. All exams and quizzes will be timed. Students are not permitted to use palms or other handheld 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, 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 dishonest will be expected to immediately turn in their test and meet with the Program Coordinator who will immediately notify the Program Administrator.

Students are not permitted to leave and reenter the room during test taking; it is very important that other students are not distracted during the testing period. Students must obtain an 80% 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 and/or problems learning the course material are

required to seek assistance from the Appropriate Level Coordinator 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 own strengths or weakness in learning and/or test taking and to seek assistance as needed.

For quality control and to monitor the program's efforts to assist in student success, the Level Coordinator, in collaboration with the Faculty / TAs will retain the responsibility of scheduling all tutoring/review activities/sessions for students needing or seeking academic assistance. Faculty /TAs will be assigned tutoring in rotation or at a student's request.

All students who are present on the day of a test or quiz are encouraged 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 **SNIX.141 Test and Quiz Make-up Policy**. Students will be asked to confirm their decision in writing; a form (*TCC 1030*) may be obtained from a Faculty/Teaching Assistant member or the Program Coordinator.
(Revised 2015)

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 accordingly, a zero will be given for the quiz. Make-up quizzes *will not* be given.
(Rev 1/11; rev-moved form SNIX.141/13) (Unchanged 2015)

SNIX.141 Test and Quiz Make-up Policy

Any student not taking the examination at the appointed time will have the make-up exam score lowered by 5 points. Each subsequent missed exam will result in an additional 5 points being deducted from the test score prior to the exam (ie,second missed exam will result in 10 points being deducted, third exam missed will result in 15 points being deducted, etc.) The student must make arrangements with the appropriate Level Coordinator 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 time opportunity to be successful on a specific test with the exception of the Pharmacology mathematical test. It is the student's responsibility to contact the Level Coordinator to arrange for any make up test which must be taken no later than on the day of return to school.
(Revised 2017)

SNIX.15 Test Review Policy

Test Review is a privilege granted to the student as an optional learning technique and is at the discretion of the Level Coordinator. A review may be provided to each class as a whole after the test has been taken by all students in the class. Test review will consist of the Faculty/Teaching Assistant presenting a copy of the test without answers on the overhead screen and engaging students in discussion of a question's correct/incorrect and rationales. Prior to test review, students will be given

individual a prepared form on which they may use to record/make note of the questions missed and areas that they find difficult. Test review forms are to identify name of student, test subject and date. Each form, used or not, must be returned to the Faculty/Teaching Assistant reviewing the test after which they forms are to be given to the appropriate Level Coordinator for further use and filing in student course files.

(Revised 3/17)

Monitors of the review may choose to answer questions; however, students need to be aware that monitors may not be the Faculty/Teaching Assistant who taught the material. There will be no arguing or disrespect allowed during the review. Students are not permitted to write, take notes or 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 Level Coordinator, using the appropriate form kept in each class room, documenting at least 3 citation sources, one being from the course textbook used, supporting their point of view. The student will have a response related to the question within 3 working days (72 hours) of the Level Coordinators' receipt of the written challenge.- The final decision to accept or reject the challenge will be made by the Level Coordinator with input from the course Faculty and Teaching Assistants and/or Test Committee members. Should the committee of Faculty/Teaching Assistants 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 Level Coordinator.

(Revised 2015)

SNIX.16 Make-Up Work 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 Level Coordinator 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 only. These hours **will not** be included and/or documented as credited course attendance hours.
3. No make-up work assignments will be given to students that have failed to follow the proper procedures to call off when absent. (See SNIX.17 Attendance Policy)
4. Faculty/Teaching Assistants may consider late assignments based only on extenuating circumstances and after discussion with the Level Coordinator; otherwise, late assignments will **not** be accepted.

(Revised 2017)

SNIX.17 Attendance Policy

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

1. in the assigned classroom, lab or clinical site at the beginning of each experience and remain until the end of the session
2. dressed according to the dress code (see policy SNXI.05).
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. 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. *(revised 2017)*

- 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 Program Administrator will maintain records reflecting student attendance for all RTW activities and keep the Level Coordinator aware of any potential or actual problem related to student absenteeism.

- C. All students are required to attend 90% or more of total program hours. Attendance hours are accumulated throughout the program.
- D. Two clinical absence days per Level 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.

- 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, 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. In order 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 5% (71 hours) the Program Administrator 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 Program Administrator 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.

(Revised 2017)

At the end of the probation period, the student's attendance will be evaluated by the Program Administrator. Removal from Attendance Probation is contingent on the student maintaining an attendance of greater than 90% (1280 hours) of the required current course hours for a period no less than 1 month while on probation. Removal from probation shall be at the discretion of the Program Administrator or at such time as the student has met the conditions of probation.

- H. Absenteeism will **not** be calculated for students arriving late within the first 14 minutes of the start of class/lab or leaving within the last 14 minutes of class/lab. Thereafter for every 15-minute interval that a student is late or leaves early, 15 minutes of absenteeism will be accumulated.
- I. The student is required to present proof of need as related to illness, injury, court appearance, funeral or other reason that leads to more than two (2) consecutive days of absence to qualify for a 'one time extended absence'. No extension of course hours will be granted with the exception for active/reserve military service.

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" (4723-14-02 OAC) will be exempt from this stipulation.

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

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

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

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

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

Proof of Need: the student must produce a physician's written release (on professional letterhead) to the Program Administrator describing the circumstances and releasing the student to return to classroom and clinical.

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

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

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

(c) Death in the immediate family: immediate family is meant to include but is not limited to, father, mother, brother, sister, spouse, child, parents-in-law, grandparents, grandparents-in-law, or other any person who has represented to function in the capacity of above listed relationships to the student or in the case of legal guardianship.

The student will be entitled to make-up assignments according to Student Handbook SNIX.16 Make-Up Work Assignments. It is the student's sole responsibility to make arrangements with the Level Coordinator within three (3) days of the absence to make-up any required assignments missed during the absence. **(Rev 2013)**

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

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

(e) Extended illness or injury: circumstances that prevent or prohibit a student from safe and accessible access and/or attending school activities are expected contact the Level Coordinator to inquire if special arrangements for an alternative methods of learning/participating in school activities are available. Under pre-approved circumstances by the Program Administrator, a student may be deemed eligible to participate in classroom activities via internet technological sessions. Faculty/Teaching Assistants supervising sessions during which students have been granted permission to access school activities via the use of internet are to sign the student in and out on the attendance sheet using the time recorded/shown on the web cam.

This exemption shall be awarded as a one time exemption totaling no more than forty-seven (47) hours within the program and is subject to the approval of the program RTW Program Administrator and/or

Director of the ACC.

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

All theory stipulations and requirements stated in (H)(1)(e) above **must** be made up in their entirety within the time frame of the course be met in full and within the allotted course time frame stipulated in the Curriculum Plan (SNXIV.05) and as required by other students participating in the same course. Laboratory/clinical/preceptorship experiences are exempted during this period of absence but must be made up in their entirety within the time frame of the course; see SNIX.17 Attendance Policy (H). The student must produce a physician's written release (on professional letterhead) for submission and approval by the Program Administrator prior to the student being permitted to return to the classroom or attend laboratory/clinical/preceptorship experiences. (Revised 2017)

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

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

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

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

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

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

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

(ii) Military Service (Reserve components): enlisted members of the United States Armed Services

who may or may not be called to active service but who are required by government mandate to participate in scheduled events and/or training.

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

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

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

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

Proof of Need: submission of an official United States government identification (ID) card and/or governmental 'call to duty' notification which must be submitted directly to the Office Manager upon enlistment and/or at such time as the student enters the RTW program. (rev 1-17-12)(Unchanged 2016)

Make-up

A) 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 2015)

B) Lab and clinical hours are important portions of the program and students are strongly encouraged to attend. The student shall be responsible for contacting the Level Coordinator to arrange for any and/or all make-up work assignments upon returning. (Revised 2017)

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

SNIX.18 School Closing Due to Bad Weather

RTW operates under the guidelines of the Alliance City Schools (ACS) and the Alliance Career Centre (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 RTW Program Administrator will make the final decision when to cancel or delay start time of school activities or dismiss students early. The RTW Program Administrator will make the final decision when to cancel clinical experiences and notify the Level Coordinator.

When evening school activities are scheduled on a day that Alliance City Schools are closed due to bad

weather, the RTW Program Administrator, in collaboration with the ACC Director, will determine if weather conditions have improved enough to allow students to attend-schedule 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 a text and email from the school notifying them of the the school closure. Additionally, the school closing will be posted on the school Facebook page. (Revised 2017)

SNIX.19 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 healthcare facilities during assign school activities, only for the stabilization of injuries. Additional medical assistance should be sought at appropriate healthcare facilities and will be at the financial responsibility of the injured party or designee. (Revised 2015)

SNIX.20 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 RTW Counselor for an appointment or the Program Coordinator for help and assistance. The Program Administrator will be kept apprised of a student's request for counseling, The student will be responsible for follow-through care and for payment for any cost incurred. (Revised 2015)

SNIX.21 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 Coordinator for a discussion of the issue and guidance in correcting the academic problem. Faculty/Teaching Assistants who may identify an academic problem in a student are to contact the Program Coordinator who will meet with the student and arrange for academic counseling. A conferencing form (CM 1000) and development plan for improvement, after discussion with the Program Coordinator, will be initiated and become a part of the student's record until the student has graduated and passed the NCLEX-PN. The Program Administrator will be kept apprised of a student's need for counseling.

SNIX.22 Injury/Illness

Any injury/illness of a student must be reported to the RTW staff member as soon as possible. If an injury or illness alters a student's ability to meet the technical standards required in the classroom or clinical experience, that student will not be able to physically attend classroom and/or clinical portions of the curriculum. Student's deemed unable to physically attend classroom activities will be given the opportunity to participate by application of electronic internet access known as Skype. Students are to contact the Program Coordinator who will consult with the Program Administrator and the Internet

Technician to arrange for this access. Faculty/Teaching Assistants/Staff will then be notified of the arrangements for class activities. Although a reasonable attempt to make accommodations will be made, the attendance policy (SNIX.17) remains in effect. Student will be required to follow the attendance policy for reporting off for scheduled classroom or clinical experiences.

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 incurred by the student. ACC or RTW personnel reserve the right to request that the student who exhibits signs and/or symptoms of illness or of a medical emergency to be seen by a physician. Students requested to see a physician or those for whom EMS is activated will be required to submit a physician's statement to the Office Manager/Registrar for the Program Administrator's consideration to determine that they are able to resume nursing responsibilities/program activities before being permitted to return to the program and/or activities; the Program Coordinator is to be notified of the student activity status and Faculty/Teaching Assistants advised.

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 advance emergency care should arise, EMS will be activated at the expense of the student. Any inability to continue the clinical experience will count as an absence for the hours missed. Although a reasonable attempt to make accommodations will be made, the attendance policy remains in effect. Any/all expense incurred is the responsibility of the student.

(Revised 2015)

SNIX.23 Blood/Body Fluid Exposure Protocol

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

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

RTW supervisory personnel are to complete the required forms for variance according to the facility's protocol and provide a copy for RTW files. The student must contact his/her personal health care professional for follow-up. The individual student is responsible for all costs including drug therapy and subsequent follow-up testing.

(Unchanged 2015)

SNIX.24 Insurance

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

(Unchanged 2015)

SNIX.25 Pregnancy

Any student who is pregnant must be advised by a RTW personnel member and submit a physician's statement (on professional stationery) of the ability to remain in the nursing program after each doctor's visit. Students will be required to present a physician's statement to the Office Manager/Registrar Office, for the Program Administrator's consideration, immediately after the diagnosis of pregnancy, at 4 months, at 6 months and each month or weekly doctor's visit after 6 months until delivery, and after delivery before returning to the classroom and clinical. The Program Coordinator is to be advised of any or all pregnant students for considerations regarding school activities.

(Revised 2015)

SNIX.26 Emergency Medical Forms

All students will be requested to fill out an Emergency Medical Form providing the Office Manager/Registrar 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 2015)

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

All students enrolled in The Robert T. White School of Practical Nursing must present the Program Administrator 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. An initial drug screening is due within thirty (30) days of the first day of class. 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.

(Revised 2017)

In accordance with sections 4723.09 of OAC Licensure Code, and 4723.28 of the Ohio Revised Code, the graduate must complete a criminal records check as part of the state licensure process, also at the student's expense. The criminal records check will need to be completed by the potential graduate prior to testing for licensure (see Criminal Record Checks for NCLEX Examination Candidates, Ohio Board of Nursing). Any applicant convicted of, pleaded guilty to, or has had a judicial finding of guilt for violation of the law regarding certain felonies will not be accepted into The Robert T. White School of Practical Nursing. The felonies which will prevent an applicant from being admitted to the program are those which will prevent the graduate from obtaining a license to practice in the State of Ohio. These felonies as indicated by the Ohio Revised Code include the following:

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

The Board of Nursing may propose to deny an application for any felony, a crime involving gross immorality or moral turpitude, a misdemeanor drug law violation, or a misdemeanor committed in the

course of practice. The Board will not make a judgment on an applicant before the applicant has completed the approved program. It is the student's responsibility to determine their eligibility for admission prior to the criminal background check as a previous conviction of any additional felony may prevent the admittance to the school. The school of nursing policy is based on the felonies listed in the law. There are additional considerations related to employment as indicated in Senate Bill 160 (state of Ohio 130th General Assembly; 131th 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 400 • Columbus • Ohio 43215-7410 ; web site <http://www.nursing.ohio.gov/discipline.htm> , or call at (614) 466-3947 - FAX: (614) 466-0388

A positive drug screen, which is to be obtained 30 days after admission, 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, final determination of a student's qualification to be permitted to sit for State testing will be made by the Ohio Board of Nursing. (Revised 2015)

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 Program Administrator.

SNIX.28 Change of Status and Address

After enrollment in the LPN program, the student must notify the Office Manager/Registrar as soon as possible of changes in their personal 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. *Rev 1/13*

SNIX.29 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 RTW program.
- Maintain a 2.0 minimum grade point average.
- Maintain a 90% or better attendance level.
- Pay any outstanding financial obligation.
- 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 2017)

SNIX.30 Pre-Graduation

Prior to completion of the nursing program, the student is to schedule a pre-graduation exit interview with their Program Administrator, Level II Coordinator and the Financial Aid Officer. It is the student's responsibility to contact each of the above at a minimum of 2 weeks after being given an Exit Graduation Checklist by the Level Coordinator prior to graduation. *(Revised 2016)*

SNIX.31 Honors

- Students who maintain a perfect 4.0 GPA will graduate with High Honors.
- Students who maintain a 3.5 to 3.99 GPA will graduate with Honors.
- Valediction status will be awarded to the student earning the highest grade in the graduating class.

SNIX.32 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 advance notice which must be provided to the RTW Office Manager/Registrar.

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 2015)*

SNX.01 Telephones/Cell Phones

Only emergency messages received by the school will be relayed to students by the office staff. Outgoing calls must be approved by a RTW staff member. Only for emergency situations students may be contacted by a family member while at a facility after the clinical supervisor has given approval for incoming emergency calls to the facility's switchboard. It is the responsibility of the student to provide family members with the phone number of the school and clinical facility they will be attending.

Cell phones, beepers and pagers must be turned **completely** off during RTW activities which include but are not limited to classroom theory, clinical and laboratory time. During any or all RTW activities, cell phones are to be placed on the desk in front of the student within full view of the RTW staff member supervising the activity, face down and left on the desk, until a scheduled break or dismissal. After the official break, the cell phone is to be replaced on the desk as before. A student needing to leave the classroom to attend to personal needs is not to remove their cell phone from the desk when leaving the room. Students violating the use of cell phones may be asked to leave the RTW activity and will be counted absent for the time missed. Devices may be confiscated during RTW activities and returned to student post activities.

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 Coordinator is to be **immediately** advised. Either of these particular violations subjects a student to dismissal from the clinical site, receipt of an unsatisfactory for the experience and missed time required to make up.. Students in violation of the clinical rules and regulations will then be required to meet with the

Program Coordinator absolutely no later than next scheduled course day. Additional consequences may be imposed at the discretion of the Program Administrator. (Revised 2015)

SNX.02 Smoking

In compliance with and congruent to the policies of the Alliance City Schools (ABOE Bylaws and policies 5512 and 7434, 2011) and the ACC Code of Conduct (Academic Catalog and Student Handbook 2015-2016 ; pg 32) the use of tobacco or tobacco by-products is strictly prohibited in school buildings, on school property or within any enclosed facility owned or leased or contracted by ABOE. This includes but is not limited to any or all adjacent buildings, adjacent egress and ingress areas, parking areas, private motor vehicles parked on school property, and neighborhood parking areas or private property without the explicit permission of the property owner. Such prohibition also applies to school grounds, and/or any school-related event.

“For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.” (ABOE 5512; 2011)
(revised 2015)

STUDENTS ARE ENCOURAGED NOT TO SMOKE IN UNIFORM PRIOR TO ATTENDING OR DURING THE CLINICAL EXPERIENCE AS THIS MAY CAUSE AN ADVERSE AFFECT ON SOME PATIENTS.
Smoking policies of all clinical sites vary but will be enforced.

SNX.03 Food

Due to many students arriving at school directly from work, food and drink may be permitted in the classroom and designated areas only if students continue to be considerate of others and responsible for keeping areas clean. Should students consistently leave areas in disarray or unkempt, food consumption will not be permitted in classrooms. No food or drink is permitted in the school laboratory/library or computer rooms.

Additionally, designated eating areas are available at each clinical location. Students are advised to pack their lunch if a cafeteria is not available at any clinical site. There may be times when timely access to eateries in the location of clinical sites is not available. Again, 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. Students found to exceed this time frame more than once, are to meet with the Program Coordinator and may be subject to having the time added to their absenteeism.

A fifteen minute break period during a 4-hour scheduled class/lab activity is an additional privilege that may be given at the discretion of the Faculty/Teaching Assistant responsible for the activity. Students are expected to return to the class/lab and be prepared to resume class activities within the fifteen minute time frame allotted. Any student not returning from a break on time when a school receptionist is available or on duty may be prohibited from re-entering class/lab activities, other than to obtain personal belongings, unless prior arrangements are made with the Faculty/Teaching Assistants responsible for the class activity and who are willing to personally open the doors. This admittance to the building procedure applies to students arriving late for weekend classes when the school is normally closed to other students. Students may not allow anyone to enter to the building. The RTW

building is a secured facility and to maintain this security, only ACC or RTW personnel are to allow access to the building.

(Revised 2015)

For security purposes, doors of the school building are to remain locked and nothing is to be used to “prop” the outside doors open at any time or otherwise position the doors as to allow unlimited entrance to the building. Should a student leave the building for any reason, entrance to the building is to remain secured. The students, or anyone, needing to enter or re-enter the building 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.

(Unchanged 2015)

SNX.04 Clean-up

It is the responsibility of each student to clean up their work area before leaving the classroom or the laboratory.

SNX.05 Care of Equipment and Property

The equipment and facilities used during enrollment in this program are worth thousands of dollars. Students are asked to always do their best to see that it is handled properly. If a piece of equipment is noted to be in need of repair, a Faculty/Teaching Assistant or RTW staff member should be immediately notified.

(Unchanged 2015)

SNX.06 Parking

Students have designated parking areas during school hours which are located in the lot in front of and to the right of the entrance to the Alliance Career Centre/ RTW, door #17. Using this designated parking area is a privilege and as such, students maintain a 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/or adequate liability insurance. The speed limit on school property is 10 mph.

(Revised 2016)

The Alliance City Schools Board of directors, ACC or RTW is not responsible for lost, stolen or damage incurred while on school property. (excerpt ABOE 5515 Use of Motor Vehicles (R.C. 3313.20) 9-2005)

SNXI.0 Code of Conduct

Two outstanding characteristics of the mature person are:

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

In addition to student conduct regulated by the Board of Nursing in (4723-5-12 OAC 2/08;2/12) also listed in SNXI.02, students at RTW are subject to the Alliance Board of Education District Code of Conduct. The District Code of Conduct which includes the *Student Code of Conduct* can be found in its entirety at the Alliance City Schools website or at the Administrative Offices.

(Unchanged 2015)

Rev 4/10;1/13

SNXI.01 Professional Behavior

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

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

SNXI.02 STUDENT CONDUCT WHILE PROVIDING NURSING CARE

The conduct of the nursing student is an important issue related to the care of patients in the clinical setting. This policy is required by Rule *4723-5-12 (OAC C 1 through 26 2/14 and R.C. 119.032)* 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 incorporate 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 health care 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.

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

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

If an accusation of any of the above is made against a student, an informal investigation of the situation will be conducted by the Program Administrator or the delegated representative/s. There will then be a meeting of the ACS Superintendent if deemed necessary, the ACC Director, RTW Program Administrator, and Program Coordinator, Student Accounts Manager, student and the student's representative and/or other members deemed necessary. (see Questions/Concerns/ Grievance procedure SNIX .15)

*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.

SNXI.03 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/Teaching Assistants 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/Teaching Assistant and the Program Coordinator advised. (Revised 2015)

SNXI.04 Confidentiality

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

Social networking, 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 student and/or faculty and staff are likewise discouraged.

(Unchanged 2015)

SNXI.041 Conflict of Interest

Students who are employed in the same clinical facilities in which clinical experiences are held are fully responsible to maintain the role of the student during clinical experience. Facility/Teaching Assistants who are employed in the same clinical facilities in which clinical experiences are held are fully responsible to maintain the role of the school Faculty/Teaching Assistants and are fully responsible to the school at the time of school clinical experience. Confidentiality is to be maintained regarding the 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.

Org 6/10/13

SNXI.05 Dress

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

Classroom and laboratory settings:

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

Org 6/10; 8/13

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. *Org 6/10*

Clinical:

All students must be in **official school uniform**. No substitutions are permitted. Any student not having their RTW identification badge and/or an identification badge required by a clinical facility will be sent home and not be permitted to participate in the clinical experience for that day. Students will be afforded a limited 15 minute period to retrieve/obtain their badge but must return within the limited time frame in order to be permitted to continue in the clinical experience. Students inappropriately dressed may be dismissed from the clinical unit and will receive an unsatisfactory for the clinical day. Females will wear navy blue school uniform top (short or long sleeve) with school monogram, and RTW monogrammed pants, white hose (white knee-highs or white socks that cover the lower leg may be worn with pants only), and clean all white nursing or gym shoes (no clogs or slides). Males will wear RTW monogrammed navy blue school uniform top with blue RTW monogrammed pants, white socks (that cover the lower leg), and clean all white shoes (nursing or gym shoes, 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 turtleneck 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 on the unit or in a facility representing the School of Nursing they are required to be in appropriate dress clothes or full school uniform depending on the situation and direction from the Program Administrator or Level Coordinator. If in dress clothes they must wear their warm up jacket with the school emblem on the sleeve.

Hair:

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

Cosmetics:

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

Jewelry:

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

Undergarments:

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

Fingernails:

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

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 required to make-up the clinical.

Students attending test review or any other unscheduled school activity may wear street clothes as directed but may not wear inappropriate clothing including but not limited to short shorts, revealing tops, etc.

Org 6/10;2/12;1/13;8/13

SNXI.06 Visitation of Patients/Residents:

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

Org 6/10

SNXI.07 Academic Dishonesty

Students of the School of Nursing must conduct themselves in accordance with the highest standards of academic honesty and integrity. Any student suspected of cheating during testing will immediately and voluntarily tender (submit) their test to the monitor, without question, and shall leave the testing area and are required to meet with the Program Coordinator 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 Program Administrator.** (Refer to *ACS Student Code of Conduct* and/or SNXI.02)

Rev 6/10;1/13

SNXI.08 Disruption of School

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

Org 6/10

SNXI.09 Damage or Destruction of Property

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

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

Org 04;6/10;1/13

SNXI.10 Assault

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

Org 04;6/1;1/13

SNXI.11 Foul Language

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

behavior could result in dismissal from the program.

Org 04;6/10;1/13

SNXI.12 Narcotics, Alcohol Beverages, and Stimulant Drugs

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

Use of any drug authorized by a medical prescription from a registered provider shall not be considered as a violation of this rule when evidence of the prescription is provided. *Org 04;6/10;1/13*

SNXI.13 Weapons and Dangerous Instruments

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

Org 04;6/10;1/13

SNXI.14 Student Removal From School

Students who are determined to be in violation:

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

Zero-Tolerance: Actions of a student or students that are determined by the administration to be inappropriate behavior, disruptive, and/or violent in nature while on school property, and/or during official functions, will have discipline intervention standards applied consistent with the established Alliance City School district (5500 Student Code of Conduct 2006; RTW Appendix C) policy--Students found by administration to be in violation of the above will be permanently dismissed from the school. Legal action may result. There are **no exceptions** to this rule. (See also: SNXI.02 Student Conduct While Providing Nursing Care; SNXI.15 Questions /Concerns and SNIX.16 Appeals process)

(Revised 2015)

SNXI.15 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 mis-information. The proper order of chain of command is as follows:

1. Career Services – to – Transitions Coordinator / Faculty/Student Services Coordinator or Level Coordinator.
2. Funding – to – Financial Aid Office.
3. Course presentation specific issues– to – Faculty/Teaching Assistant directly involved
 - a. Unresolved – to - Level Coordinator; then if
 - b. Unresolved – to – the Program Administrator of the School of Nursing in writing.
4. Overall Program issues – to – Level Coordinator
 - a. Unresolved – to – the Program Administrator of the School of Nursing in writing.
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 Program Administrator of the School of Nursing within one school day. *Org 04; 6/10;1/13'8/13*

Appeals Committee consists of:

Step 1: Director of the Alliance Career Centre, 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.

SNXI.16 Appeal Process

Appeals may be submitted after the above steps have been completed and a decision has been issued. Appeals must be prepared in writing to the School of Nursing within one (1) day of written notification of the action taken by the Program Administrator. The student's request must include a written explanation of the situation he/she is appealing including any extenuating circumstances and any supporting documentation. The request will be heard by the Appeals Committee that consists of the school counselor, WorkKeys profiler, and/or others deemed appropriate. The student will be asked to attend the Appeals Committee meeting and may bring a support person with them at that time. If the student is not satisfied with the outcome of the Appeals Committee's decision, the next step is to appeal to the Director of The Alliance Career Centre and one other assigned person. After exhausting these steps, the student may provide written appeal within one day after the decision of The Alliance Career Centre Director to the Superintendent of Alliance City Schools. The decision of the Superintendent is final with ***absolutely no exceptions*** to this. *Org 04; rev 6/10;1/13*

SNXII.0 Computer Lab Policies

Computer technology will be used throughout the curriculum in the school and at the clinical sites. Computers are provided for student use and enhancement of the curriculum. Inappropriate use of computers is strictly prohibited and may result in disciplinary action or counseling and/or discontinued student access. Nursing courses may require computer lab time.

It is vital that the following policies are adhered to, and they will be strictly enforced for the benefit of all students.

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

*Computers **must** be 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 RTW Office Manager/Registrar or Program Coordinator.

*Clean up all scrap paper and other materials utilized.

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

*Push the chair in when finished at the workstation.

*Do not change settings (display, shortcuts, desktops, screen saver, etc) without the permission of The RTW Office Manager/Registrar, Program Administrator or Program Coordinator.

*Keep the lab clean at all times.

*Report any malfunction to the RTW Office Manager/Registrar, Program Coordinator or Program Administrator ASAP.

*Computers are to be used for school work/projects and **not** for personal use or messaging.

Rev6/10;1/13;8/13

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

Org 04;6/10;1/13

SNXIII.01 Reporting

Adult students and staff members are encouraged to be responsible for their own security and security of others. However, in the event of a criminal action or emergency, any Alliance Career Centre staff member should be contacted immediately. If possible, adult education staff members will attempt to remedy the problem. However, in some cases the incident may be reported to the Alliance City Police Department. An incident report may be obtained from the instructor, the Adult Education Office and be completed as soon as possible. Sexual harassment will not be tolerated. The Alliance Career Centre reports all violent and/or sexual crimes to local law enforcement agencies. We follow the State of Ohio’s law in compliance with the Jessica Logan Act. Occurrence Information Report available upon request. (Org 6/10 Revised 2017)

SNXIV.12 Relocated to SNXIV.001 Introduction to Curriculum

Appendix A:

(see below for excerpt):

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:

7434 - USE OF TOBACCO ON SCHOOL PREMISES

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board does not condone smoking and/or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds, and/or any school-related event.

The Superintendent shall require the posting of signs as required by R.C. 3794.06 and as specified by the Ohio Department of Health.

R.C. 2923.12, 3313.20, 3313.47, 3313.751, 3794 et seq.

20 U.S.C. 6081 et seq., 20 U.S.C. 7182

U.S.D.O.E. Memorandum, 1995

A.C. 3701-52

Revised 11/21/94

Revised 10/04

Revised 1/15/08

Revised 4/19/11

5512 - USE OF TOBACCO

The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic,

"vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

R.C. 3313.20, 3313.47, 3313.66, 3313.751, 2151.87
20 U.S.C. 6081 et seq., 20 U.S.C. 7182

Revised 4/24/01
Revised 10/04
Revised 4/19/11

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

Smoking policies of all clinical sites vary but will be enforced.

Appendix C:

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

Revised 3/22/06

5771 - SEARCH AND SEIZURE

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an

unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search at any time, where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the Superintendent to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been given.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The Board also authorizes the use of canines, trained in detecting the presence of drugs, weapons, and/or bombs when the Superintendent has reasonable suspicion that illegal drugs may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

R.C. 3313.20

Revised 4/22/96

:Locker – assign number

Due to the recent re-location of the RTW operational activities to the Alliance City High School building, RTW students are held accountable for the following rules and regulations related to assigned lockers effective beginning the day lockers were assigned.

LOCKER POLICY (Academic Catalog and Student Handbook 2015-2016; pg 45)

Lockers remain the property of the school and are assigned to students for their convenience. Lockers

may be searched, without the necessity of student consent, during the school year. Random locker searches may 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. Students are responsible for the appearance of and any items found in their locker. Use of tape or glue inside the locker is prohibited.

Appendix C:

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 =0.0Failure

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