



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

STUDENT HANDBOOK
2015

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

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

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Staff

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Diana Mustacchio, RN BSN	Program Coordinator
Faculty/Teaching Assistants	See course syllabi

Support Staff

Dale Fay	Registrar, Office Manager
Robin McHenry	Financial Aid Officer
Fiegenschuh, Gayle	School Counselor

Telephone Directory

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	(Fax).....330-829-2285
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Web Site and Email

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fayda@alliancecityschools.org RTW Office Manager/Registrar

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 the Community Services Department of Alliance City Schools. We are extremely proud of the programs we offer our students and we encourage them to make the most of their time with us. The Alliance Career Centre has been offering technical training, continuing education programs, and support services for over 30 years. We provide the skills and training to match the student's career goals and the employment needs of area businesses. Our goals are simple, to train the unemployed and under employed, retrain and upgrade worker's skills and abilities. Through The Robert T. White School of Practical Nursing we provide the necessary education and skills to become a Licensed Practical Nurse. *(Unchanged 2015)*

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. *(Unchanged 2015)*

SNV.02 Mission:

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

(Unchanged 2015)

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. *(Unchanged 2015)*

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. *(Unchanged 2015)*

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 health care environment along with the increasing need for nurses necessitates varied educational preparations for nursing. There is a definite place for the practical nurse as an integral and essential member of the modern health care team practicing at the direction of a registered nurse or licensed professional such as a physician, dentist, or podiatrist.

Nursing process

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

registered nurse to meet individual, family, or societal needs through data collection, contributions to planning, implementation of the care plan, and contributing data to the process of evaluation.

Teaching/learning

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

Faculty, staff, and administration believe that learning occurs as a dynamic process that requires a cooperative effort between the teacher and the learner. Learning occurs as an organized, goal directed process whereby knowledge, skills, attitudes and behaviors are developed in the learner. Whether patient education or nursing education, the process utilizes the principle that learning occurs in stages and proceeds from the relatively simple to the more complex, from novice to expert, in both the cognitive and psychomotor domains. *(Unchanged 2015)*

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 curriculum is the on-going responsibility of the Program Administrator with input from Faculty and Teaching Assistants.

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 02/01/2012)

Day class schedules:

Class hours: 9 am - 1:00 pm Mon-Wed-Thurs (others TBA)
Clinical hours: 6:30a -4:30 pm every Tuesday
Four (4) hour clinical 9:00 am – 1 pm as appropriate
(all start / end times according to clinical site)

Evening class schedules:

Class hours: 5:45 pm – 9:45 pm Monday, Tuesday and Thursday
Clinical hours: 6:00 am – 4:30 pm every other Saturday & Sunday
(all start / end times according to clinical site facility)
Four (4) hour clinical 5:45 pm to 9:45 pm TBA

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

**New Year Day
Martin Luther King Day
President's Day**

**Easter
Memorial Day
Independence Day**

**Labor Day
Thanksgiving
Christmas**

(Revised 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 2/12)
2. Clinical course: “means a nursing course that includes clinical experience”. (4723-5-01 (D) OAC 2/12).
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 2/12).
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 2/12).

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.

(Original 2015)

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).

D. Advanced Standing: means a student with transferable credits admitted to the RTW program after completing the admission process. The Program Administrator 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) 2012.

(Revised 2015)

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; R.C. 3313.661 Revised 3/22/06) (Revised 2015).

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

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 the 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 re-apply 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.

(Original 2015).

6. Program Administrator: “Administrator of the program” or “program administrator” means the registered nurse who is administratively responsible for a program” (4723-5-01 (Q) OAC 2/12) who meets the qualifications set forth in rule Ohio Administrative Code (OAC 4723-5-11 (2/2012) for a practical nursing education program. The Program Administrator shall have the authority, accountability, and responsibility for all aspects of the program.” (4723-5-01 (Q) 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 assisting in the coordination of a variety of faculty and student activities.

(Rescinded 2010; reinstated 2011; Revised 2015)

8. Program Coordinator: 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 supervising and coordinating all course related activities and Faculty /Teaching Assistants/staff personnel. (Revised 2015).
9. Enhancement Liaison: means a Faculty or Teaching Assistant who provides students with assistance in academics, study and testing skills, and maintains an ongoing effective relationship and communication with students, the Faculty Student Coordinator, the Program Coordinator and the Program Administrator. Conferencing forms indicating student progression will be kept in student course files. (Revised 2015)
10. 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 (Q) OAC 2/12) (Revised 2015)
11. Teaching Assistant: a registered nurse with a current, valid Ohio license, and at least two years experience in the practice of nursing as a registered nurse. (4723-5-01 (Q) OAC 2/08:10/11: 2/12) and who is “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.” (4723-5-01 (Q) OAC 2/08:10/11: 2/12) (Revised 2015)
12. 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 (Q) OAC 2/12) (Unchanged 2015)
13. Office Manager/Registrar: means the person responsible for maintenance of all 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 2015)

Detailed job descriptions can be found in the RTW Policy and Procedure Manual. (2015)

SNXIV.01 Curriculum Framework

The curriculum of The Robert T. White School of Practical Nursing fluctuates between the concepts of health and illness on a continuum, beginning with discussion of the healthy individual and family before the introduction of alterations in health. The framework provides the guidance for the development of the curriculum. The curriculum framework is based on the concept of *holism* within the six concepts of the conceptual framework; *person*, *environment*, *health*, *nursing*, *nursing process*, and *teaching/learning*. The concept of the *person* is described in the context of holistic nursing which embraces all nursing practice. A holistic approach to nursing takes into consideration the individual as

a whole, a system that is continually interacting with his internal and external *environments*. *Holism* involves the studying and understanding of the interrelationships of the bio-psycho-social-spiritual dimensions of the *person*.

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

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

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

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

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

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

(Unchanged 2015)

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) (2015)

“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.”

(Unchanged 2015)

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 (Simpson, 1972) 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 (2015)

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

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

In this curriculum, Students are expected to achieve manipulation by the end of Level I. This is achieved through skill lab and clinical experiences offered in Foundations of Nursing Theory and Practice, Pharmacology in Nursing, in Nursing Care of Patients Throughout the Life Span I. By the end of Level II they are expected to achieve precision. This is achieved through the clinical experiences offered in Nursing Care of Patients Throughout the Life Span II and III, and Professional Issues for the LPN. (Unchanged 2015)

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)

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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) of the Ohio Revised Code (ORC)(Amended by 129th General Assembly File No.194, HB 303, §1, eff. 3/20/2013)

(Revised 2015)

ORC 4723.01(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 licensed physician, dentist, podiatrist, optometrist, chiropractor, or registered nurse. Such nursing care includes:

- (1) Observation, patient teaching, and care in a diversity of health care settings;
- (2) Contributions to the planning, implementation, and evaluation of nursing;
- (3) Administration of medications and treatments authorized by an individual who is authorized to practice in this state and is acting within the course of the individual's professional practice on the condition that the licensed practical nurse is authorized under section [4723.17](#) of the Revised Code to administer medications; *(amended by the 129th General Assembly HB 303 and effective 3/20/13)* (2015)
- (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 the ORC to perform intravenous therapy and performs intravenous therapy only in accordance with the following sections [4723.18](#) (Amended by 130th General Assembly File No. 25, HB 59, §101.01, eff. 9/29/2013. Renumbered from § [4723.17](#) and amended by 129th General Assembly File No.194, HB 303, §1, eff. 3/20/2013) OR [4723.181](#)(Renumbered from § [4723.171](#) and amended by 129th General Assembly File No.194, HB 303, §1, eff. 3/20/2013.) (2015)
- (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.”

Additionally, there are specific actions within the scope of practice of the LPN listed in section 4723 of the Ohio Administrative Code which are reviewed and updated by the Ohio Board of Nursing on a scheduled basis; on-going review of 4723 ORC/OAC is conducted, at a minimum, monthly.

(Unchanged 2015)

SNXIV.03 Curriculum Outcomes

At the end of the program the graduate will:

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

16. Demonstrates accountability for personal and professional conduct within the student role of practical nursing and in caring for individuals and families.
17. Demonstrates the development of a passion for lifelong learning and the ability for critically thinking.
18. Develops an awareness of the health promotion needs of and contributes to the wellness of the community.
19. Demonstrates safety considerations as related to patients across the life span.
20. Demonstrates basic infection control measures applicable when providing care for patients throughout the life span.

(Unchanged 2015)

SNXIV.04 Behavioral Outcomes Level I

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

(Unchanged 2015)

Level II

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

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

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

(Unchanged 2015)

Behavioral Outcomes (Level II)

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

(Unchanged 2015)

SNXIV.05 Curriculum Plan

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

Level I	Theory	Lab	Clinical	Total Hours
100-Scientific Foundations	135	0	0	135
101- Foundations of Nursing Theory and Practice	96	66	72	234
102-Pharmacology in Nursing	94	38	52	184
103-Nursing Care of Patients Throughout The Life Span I	110	4	32	146
<u>104- Transitions</u>	<u>25</u>	<u>0</u>	<u>0</u>	<u>25</u>
Total Level I Hours	460	108	156	724

Level II	Theory	Lab	Clinical	Total Hours
200-Nursing Care of Patients Throughout the Life Span II	120	14	140	274
201- Nursing Care of Patients Throughout the Life Span III	118	16	140	274
202-Professional Issues for the LPN	45	0	80	125
<u>204-Transitions</u>	<u>25</u>	<u>0</u>	<u>0</u>	<u>25</u>
Total Level II Hours	308	30	360	698
Total Program Hours	768	138	516	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 2015)

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. *(Unchanged 2015)*

Foundations of Nursing Theory and Practice is a study of basic theories and principles of practical nursing incorporating skill competencies and clinical experiences. *(Unchanged 2015)*

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. *(Unchanged 2015)*

Nursing Care of Patients Throughout the Life Span I is a study of the nursing process applied to maternal/pediatric clients with an emphasis on holistic care. This course incorporates skill evaluations and clinical experiences. *(Unchanged 2015)*

Nursing Care of Patients Throughout the Life Span II is a study of the nursing process applied to adult/geriatric clients with an emphasis on holistic care (A continuation of Nursing Throughout the Life Span I). This course incorporates skill evaluations and clinical experiences. *(Unchanged 2015)*

Nursing Care of Patients Throughout the Life Span III is a study of the nursing process applied to adult/geriatric clients with an emphasis on holistic care (A continuation of Nursing Throughout the Life Span II). This course incorporates skill evaluations and clinical experiences. *(Unchanged 2015)*

Professional Issues for the LPN is a study of the role of the professional licensed practical nurse in the healthcare system. This course includes clinical experience and a preceptorship learning experience. *(Unchanged 2015)*

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 25 class hours per year or a total of 50 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).

(Revised 2015)

SNXIV.07 - Rescinded 2/16/11

SNXIV.08 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 performance evaluation during clinical practice and a satisfactory evaluation of learning laboratory activities. A grade equal to or greater than a grade of 80% in laboratory proficiencies must be earned in Level I prior to advancing to Level II. Level II courses may **not** be attended until successful completion of all Level I courses are satisfactorily completed.

All Level II courses must be completed with an 80% grade in theory and a satisfactory performance evaluation during clinical practice in order to complete the program. All required Skill Proficiency Evaluations must be completed with an 80% passing grade in order to progress through the curriculum.

(Revised 2015)

SNXIV.09 NCLEX-PN

The School of Practical Nursing will provide the potential graduate with information regarding application to the Ohio Board of Nursing (OBN) to begin the licensure application and to complete the application for permission to sit for the NCLEX-PN certification exam. Information regarding application for licensure if the graduate chooses to test and be licensed in a state other than Ohio should be sought from that Board of Nursing or appropriate licensing authority in that state. Application for licensure will be the responsibility of the student. Once the student has completed the requirements for the program, the RTW Office Manager/Registrar, at the direction of 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 2015)

SNXIV.10 Accreditation and Approval

All Alliance Career Centre full-time skills training programs and The Robert T. White School of Practical Nursing are accredited by the Ohio Department of Education and the Accrediting Commission Career Schools & Colleges (ACCSC). The Robert T. White School of Practical Nursing has received full approval from the Ohio Board of Nursing.

(Revised 2015)

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. Students have unlimited access to ATI Practice Assessment and are encouraged to take advantage of the opportunity to use this resource frequently.

Learning Resource Centers:

**Computer Room
Room #31, 3rd Floor
(additional computers may be found in the Nancy Teeple Library)**

Computer technology will be used throughout the curriculum in the school and at the clinical sites. 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. Students are asked to sign in and out when using the computers and must shut the computers completely down, module and desk top, after use. No food or liquids are permitted in the computer room. Student computer access may be obtained by using the following ID and password.

Student computer log on information: **ID: student** **Password: student 11.**

The Nancy Teeple Penny Library:

A student library is located on the first floor (Room 1) of the school which provides students with resource material including, but not limited to, text books, professional journals and additional computers.

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 on the first floor of the school, Room #4, 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 on the 3rd floor, Room #2, 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.

Students are not to be in the simulation lab without a RTW faculty or Teaching Assistant being present. Unless authorized by a RTW staff member, students are not to use their own equipment while in the lab; a personal stethoscope may be used. Students are strictly prohibited from using ink pens or any liquid substance while in the lab.

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** St., 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.

Learning will begin with an ATI informational Self-Assessment Practice test to provide insight into 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 70% or greater and testing within Level I or higher on Proctored Tests. Earning less than 70% 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 Program Coordinator.

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

(Original 2015)

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. (Unchanged 2015)

SNIX.02 Admission Criteria

Admission requirements for the LPN program include:

1. High school graduate or GED.
2. For high school seniors, a permission slip from the principal, references from 2 teachers, and a GPA of 3.0 or higher in addition to written permission from a parent or legal guardian.
3. For applicants from non-public schools; admission criteria shall be compliance with ABOE 5463- CREDITS FROM STATE-CHARTERED, SPECIAL, AND NONCHARTERED SCHOOLS refer to Appendix A
4. Current registration through the Financial Aid Office of Alliance City Schools.
5. Payment of a non-refundable application fee.
6. Satisfactory completion of pre-entrance exams (WorkKeys') for practical nursing education programs at the student's expense, fees to be determined annually.

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 below 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 re-admission (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

(Unchanged 2015)

7. Payment of a non-refundable Seat Fee
8. Proof of current American Heart Association (AHA) Health Care Provider 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 within 30 days after the start of Theory and Practice or 2 weeks prior to the first scheduled clinical experience, which ever comes first, 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 2015)
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 of the first 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 2015)

B. Hepatitis B: Applicants who have never had the Hepatitis B immunization must have the process initiated prior to admission into the RTW program with the first two immunizations required 30 days the first day of class and prior to the applicant being permitted to participate in any clinical experience. The 3rd Hepatitis B immunization completed within six (6) months of the first class.

(Revised 2015)

10. 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 after the first day of class and prior to the first clinical experience. Background checks will be required annually thereafter and within 30 prior to the expiration of the previous background check.

(Revised 2015)

11. After the above requirements have been met and a passing score earned on the WorkKeys, the student applicant is to contact the RTW office for a personal interview with the Program Administrator. Subsequent to the meeting and at the direction of the Program Administrator, a formal of acceptance letter will be issued. A letter of acceptance will allow the student entrance to the program.

(Revised 2015)

12. Attendance at new student orientation prior to the first day of class is encouraged. In the event that an emergency situation may occur which prevents a new student's attendance at orientation, the Office Manager/Registrar is to be contacted and advised of the mitigating circumstances. The student is to then contact the Program Coordinator for instructions.

13. 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 applicable or as needed.

14. Books are to be paid for before the first day of class as arranged with the school Financial Aid Officer.

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 class is to

advise the Program Coordinator and Office Manager/Registrar and 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 return to the program, the student will be considered as “Active Returning” subject the stipulations applicable to SNIX.03 Readmission of a Nursing Student and the Student Handbook in place at the time of return.

(Rev 8/13; 9/13 unchanged 2015)

SNIX.03 Readmission of a Nursing Student

In the event that a student of The Robert T. White School of Practical Nursing is unsuccessful in a course and/or withdraws from a course and therefore the RTW program, the student may apply for readmission to the nursing program. After completing and submitting a Readmission form to the Program Administrator, the student will then be considered for readmission as would any other applicant.

(Revised 2015)

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 Program 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 which reflects necessary successful completion of skills that are consistent with the current curriculum to which the remitted student is entering shall be given to the student in advance of testing and after testing 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. A fee of \$25.00 will be due and payable prior to the evaluation testing, and for each remediation if necessary.

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 readmitted 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 Program Coordinator 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 2015)

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 re-admission. *(4723-5-12 OAC 2012).*

(Revised 2015)

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

Readmission is not guaranteed or 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 Program Coordinator 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.

(Revised 2015)

Advanced credit will **not** be given for 102 Pharmacology, 103 Life Span 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.

A nominal pre-paid fee of \$25.00 will be charged for each Course Examination and for each associated Skills Proficiency.

(Revised 2015)

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 Program Coordinator 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. Skill Proficiency fees will be waived for returning Military Personnel.

(Rev 8/13; 9/13; unchanged 2015)

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 Program Coordinator. It is the student’s responsibility to arrange a meeting with the Program 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. A nominal fee of \$25.00 for each testing will be due and payable 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.

(Unchanged 2015)

SNIX.05 Cost of the Program

Financial Requirements

Fees paid by students not included in Financial Aid:

- *Application fee: \$50 (**non-refundable**)
- WorkKeys entrance exam: \$60 (**non-refundable**)

- Reservation (Seat) fee: \$75 (**non-refundable**)
- Federal and State BCI & Is (Background Investigations – **non-refundable**)
- *Transfer Exam (\$25) – If applicable
- *Each Re-entrance or Transfer Skills Evaluation (\$25) – If applicable
- Physical exam
- CPR certification
- Drug screens
- MMR, Varicella, Tetanus vaccinations
- Hepatitis series
- Uniforms
- Stethoscope, bandage scissors, 2-hand watch
- Shoes
- \$75 Each clinical make-up following the first occurrence
- \$25 Each Laboratory Make Up
- Graduation uniform (approximate cost \$75)

Note: Asterisked (*) fees are waived for discharged members of the US military or active Reservists.

Included in Financial Aid	
Tuition:	\$ 9954.00
Books:	\$ 968.95
Assessment Technology Institute (ATI):	\$ 818.75
Insurance:	\$ 26.00
State Licensure:	\$ 75.00
NCLEX-PN	\$ 200.00
Graduation Fee:	\$ 200.00
Supply Fee:	\$ 740.00
Total:	\$12929.75

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.

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.06 Financial Aid

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

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

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). (Revised 2015)

After the first class has been completed, the student is liable for the full amount of tuition, books and supply fees for the first payment period regardless of termination or withdrawal. All charges for the remaining payment periods will be charged in full after the 25% hour point of that payment period. This schedule may be adjusted on an individual basis at the discretion of the Program Administrator. No refunds are granted for textbooks. (Revised rmc 3/11;2015)

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.

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 week of class will be subject to the following schedule: (This refund applies to cash paying students).
 3. The first week of class (25 hours) – 75% of total tuition paid will be refunded.
The second week of class (50 hours) -50% of tuition paid will be refunded.
No refunds after 50 hours for tuition paid.
Student must pay for all hours completed and all books received.

(Revised rmc ; 2015)

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. (Revised 2015)

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

Students enrolled in the part-time nursing program will be evaluated on a periodic basis by the Program Coordinator with periodic student conferences, at midterm and a final evaluation at the end of each course. 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 and audited by the Program Coordinator within 48 hours post testing. Examination results will be publicly posted by student code identification for student information within 72 hours of testing or after each student has taken the examination whichever comes first; all students of a class will have access to examination results at the same time. Student code identifications are confidential and are not to be shared with other students.

(Unchanged 2015)

<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

(Unchanged 2015)

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 3 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*) *(Unchanged 2015)*

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(s).

(Revised 2015)

SNIX.10A Periodic Evaluation of Student Progress Rescinded 2015

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/or Program Coordinator with input from Faculty/Teaching Assistants. Arrangements for clinical experiences will be made by the Clinical Liaison. The student is expected to attend the clinical as per the course schedule. Each missed clinical in a course will only be scheduled for students after all made up and applicable fees are pre-paid in full. Clinical 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 Program Coordinator. Scheduling of make-up hours for students and/or appropriate supervisory personnel will be the responsibility of the Program Coordinator.

Missed clinicals 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. When required to make up clinical time, the student must be aware that clinical/lab make-up is a must in that the allocated hours for same are part of the program total hours. If clinical/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 clinical/lab evaluation, or grade if applicable, will be determined by Faculty/TA supervisory personnel and reviewed by the Program Coordinator. Students will be assigned to a clinical/lab hours as indicated by the course syllabus and schedule.

(Unchanged 2015)

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 Program Coordinator; students are strictly prohibited from arranging, re-arranging or otherwise altering their Preceptorship assignment. Any violation to this stipulations may subject the student to disciplinary actions which may include be awarded an unsatisfactory for the course. It is the responsibility of the student to arrange their clinical scheduled hours directly with their assigned Preceptor. There will be no fee for rescheduled preceptorship hours.

(Unchanged 2015)

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 3 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 3 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 twice 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 Program 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 re-admission (see SNIX.03 Readmission of a Nursing Student). (Rev 2015)

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 (resinded 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 hand-held instruments during testing unless otherwise indicated by the instructor. **Simple calculators** (cell phones are not permitted for use as calculators during testing) are only permitted to check a student's work. All math calculations must be present on the tests for full credit to be given per question. Nothing, other than pens/pencils or simple calculators, are to be on a student's desk or in the immediate testing area. This includes, but is not limited to, personal items such as food containers, keys etc. Students are to be seated within a reasonable distance of each other during testing. Any student suspected of dishonesty will be expected to 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 Program Coordinator or Enhancement Coordinator 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 Program Coordinator, in collaboration with the Enhance Liaison will retain the responsibility of scheduling all tutoring/review activities/sessions for students needing or seeking academic assistance.

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 make-up 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

All make-up 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 Program Coordinator to arrange for any make up test which must be taken no later than on the day of return to school. Should any student neglect to make arrangements for re-testing as directed, and/or not take the test on the scheduled testing date, a zero will be given for the test. Individual Faculty/Teaching Assistants are not to be contacted to arrange for makeup test.

(Revised 2015)

SNIX.15 Test Review Policy

Test Review is a privilege granted to the student as an optional learning technique and is at the discretion of the Program Coordinator. 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. Students will not be permitted to have access to the instructor's copy of the test or Power Point (PPT) presentation notes; student copies of the test without answers will not be redistributed during review.

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 Program Coordinator, using the appropriate form kept in each class room, documenting at least 3 citation sources, one being from the course text book used, supporting their point of view. The student will have a response related to the question within 3 working days (72 hours) of the Program Coordinators' receipt of the written challenge.- The final decision to accept or reject the challenge will be made by the Program 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 Program Coordinator.

(Revised 2015)

SNIX.16 Make-Up Work Assignments

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

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

1. The student shall be responsible for contacting the Program Coordinator to arrange for any and/or all make-up work assignments upon returning to class.
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 Program Coordinator; otherwise, late assignments will **not** be accepted.
5. Being a credit hour program, all clinical/lab absences, whether under the control of the student or not, will be made up as attendance at the 100% level. All clinical/ lab make-up hours will be according to the requirements as set forth in SNIX.17 Attendance Policy. Students will retain the full responsibility for contacting the Program Coordinator to make arrangements for missed hours.

(Revised 2015)

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 mis-representing 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 Office Manager/Registrar. Class, lab or clinical hours will not be credited if a student does not sign in and out.

**If a student is more than 15 minutes late for a clinical the student may not complete the clinical experience and the experience must be made-up .Exceptions for extenuating circumstance may only be made by the Program Coordinator and approved by the Program Administrator.(See SNIX15-7)*

(Unchanged 2015)

- B. A student **MUST notify The Robert T. White School of Practical Nursing office at 330-829-2284** prior to any experience from which the student will be absent or tardy and **identify the reason for same in the message.** Additionally, if a student will be absent or tardy for a 'clinical day' the student **must also notify the 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 Office Manager/Registrar will maintain records reflecting student attendance for all RTW activities and keep the Program Administrator and Program Coordinator of any potential or actual problem related to student absenteeism.

***Addendum – 3 Strike rule**

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

1st failure to properly notify/call-off absent results in a documented verbal warning from the Program Coordinator. Documentation of failure to call-off will be made a part of the student's course file.

2nd failure to properly notify/call-off absent results in a written warning from the Program Coordinator. Documentation of failure to call-off will be made a part of the student's course file.

3rd failure to properly notify/call-off absent will require that the student meet with the Program Administrator. Should the Program Administrator determine that the student has failed to complete/meet course requirements, the student is subject to being considered as an inactive student and will not be permitted to continue in the program. In such instance, the student will be given a failing grade for the class. The inactive student will have the right to return to the program under the same stipulations that apply to a student who has been academically unsuccessful. (See policy SNIX.03 Readmission)

**Exceptions may be made for emergencies or extenuating circumstances only at the discretion of the Program Administrator.

- C. All students are required to attend 90% or more of individual course theory (lecture) hours and 100% of the lab and clinical hours. Attendance hours are calculated per course and accumulated throughout the program.
- D. In order to be considered for graduation, a student shall **not** be on attendance, academic or disciplinary probation, have any outstanding clinical or laboratory hours to be made-up, or be in arrears for fees due.
- E. When a student accumulates total missed hours of more than 10% attendance in a course, the Program Administrator will be advised by the Office Manager/Registrar. At the direction of the Program Administrator, the Registrar will issue a letter of intent for placing the student on a 30 day probation over the signature of the Program Administrator. The student then will be expected to meet with the Program Administrator for counseling and sign a witnessed copy of the probation letter. A copy of the probation letter will be forwarded to the Faculty Student Coordinator, Program Coordinator and Financial Aid Coordinator; the original copy will be maintained in the student's school file as appropriate. (Revised 2015)

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% 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. The above procedures may be repeated 1 time in each course. Should a student be unable or unwilling to meet the conditions of attendance and/or probation, the Program Administrator maintains the discretion of allowing the student to continue in the program.

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

A onetime extended absence will be permitted and accepted throughout the duration of the program for any single or accumulated absenteeism that is between 12 – 47* hours for special circumstances. This one-time extended absence will be accepted under the conditions listed below but will count as a 12 hour absence; absence due to the “call to duty” by the United States Armed Forces “or its reserve components, the Ohio National Guard, the Ohio Military Reserve, or the Ohio Naval Militia” (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 Program Coordinator within three (3) days of the absence to make-up any required assignments missed during the absence.

Proof of Need: the student must produce a physician's written release (on professional letterhead) to the Office Manager/Registrar who will advise the Program Administrator and Program Coordinator of the circumstances. Permission for the student to return to the classroom or attend laboratory/clinical experiences will be at the discretion of the Program Administrator.

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

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

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

(c) Death in the immediate family: immediate family 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 final determination of who constitutes an immediate family member shall be determined by the Program Administrator.

Proof of Need: irrefutable proof of the death and the relationship of the deceased to the student which 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.

Rev 2013

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

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

(e) Extended illness or injury: circumstances that prevent or prohibit a student from safe and accessible access to third floor classrooms and/or attending school activities are expected contact the Program 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 onetime 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) to the Office Manager/Registrar 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. The Office Manager/Registrar and Program Coordinator will then be advised (Revised 2015)

(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)

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 mandatory portions of the program and must be made-up in their entirety (100%). Lab and Clinical make-up dates are based on availability of opportunities and/or supervisory personnel. It is the student’s responsibility to contact the Program Coordinator regarding scheduling of the make-up hours; hours subject to the Program Administrator’s approval. (Revised 2015)

Lab absences: Each scheduled laboratory experience missed must be made up. A pre-paid fee of \$25 is due and payable to RTW before make up day is scheduled

C) Clinical absences

*The first clinical absence in any course shall be made-up on the scheduled make-up day without financial penalty.

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

1. A fee of \$75/per clinical day is payable to The Robert T. White School of Practical Nursing before make-up day(s) is/are scheduled. Payment is to be submitted to the Financial office or as otherwise directed and proof of payment shown to the Program Coordinator.
2. A third absenteeism will warrant a meeting with the Program Coordinator for counseling and the Program Administrator advised. Each subsequent clinical absenteeism thereafter will contribute to a clinical evaluation of unsatisfactory; a total of 3 unsatisfactory clinical evaluations puts the student at risk for not being able to complete a course. The standing may result in the student's dismissal from the program as determined by the Program Administrator with input from the Program Coordinator.

(Revised 2015)

All missed clinical or laboratory experiences are expected to be made up within a 2-3 week period of absenteeism throughout a course subject to site and instructor availability. Missed clinical/laboratory hours must be satisfied by the end of a course and prior to the start of the subsequent course. The student retains full responsibility for contacting the Program Coordinator to schedule make-up hours. Until a student receives a scheduled date and time from the Program Coordinator, the student is not credited as meeting the clinical/laboratory stipulations.

(Revised 2015)

Students in violation of meeting these obligation or negligent in contacting the Program Coordinator will have their names placed on an secondary list of students needing to satisfy their course hours and will be considered for clinical/laboratory participation *only* after those students who have complied are scheduled. Should a date, time or instructor not be available for make up activity, the non-compliant student will be in danger of not being able to make up hours in a timely manner and subject to possible incompleteness of a course requirement. The final decision regarding the student's failure to comply with make-up rules and regulations is subject to further action at the discretion of the Program Administrator.

(Revised 2015)

Under extenuating circumstances, fees for laboratory and clinical make-up experiences may be waived or adjusted at the sole discretion of the Program Administrator with input from the Program Coordinator.

(Revised 2015)

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

SNIX.18 School Closing Due to Bad Weather

The Robert T. White School of Practical Nursing (RTW) is an adult education program under the auspices of the Ohio Board of Regents. The school is required to provide the students with the expected number of school hours. In addition, RTW and operates under the guidelines of the Alliance City Schools (ACS) and the Alliance Career Centre (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 Program Coordinator who in turn will notify students designated as individual class Group Leaders. Any delay or cancellation of clinical hours must be made-up according to clinical make-up policy.

(Revised 2015)

Student's will be asked, or may be assigned, to serve as a designated Group Leader for individual classes in each course. In the event classes and/or clinical experiences are cancelled, each Group Leader will be notified. Individual groups/class members will then be notified by their respective Group Leader by telephone as soon as the decision is communicated to them by the Program Coordinator. Students will need to provide their Group Leader and the school with a means of contacting them for school closing.

(Revised 2015)

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 cancelation is warranted. For cancelations of evening activities, clinicals, the same sequence of notification shown above will apply.

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

(Revised 2015)

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 titled 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 Office Manager with a copy of criminal records background checks (Federal Bureau of Investigation (FBI) and Ohio Bureau of Criminal Investigation and Identification (BCI & I) thirty days after the start of the first class and annually thereafter, and an initial drug screening. 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 2015)

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; 129th 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 may prevent a student from continuing in the program. The student denied admission to the program may re-apply after a 6-month waiting period; all admission criteria will remain applicable. Applicants will be informed of their acceptance into or rejection from admittance to the program by letter after the admission requirements have been met. 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 course work within the time allowed for the nursing program or 150% of the program hours.
- 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.

The Certificate of Completion will be forwarded to The Ohio Board of Nursing after all graduation requirements have been met and after the completion of an on-line Virtual Assessment Technologies Institute (ATI)

NCLEX-PN review assigned in the Professional Issues course of the RTW program.

- All students are encouraged to attend graduation as long as they have successfully completed course/program requirements.

The student will receive their certificate of completion upon successful completion of all the requirements of the nursing program including completion of all forms and evaluations. The certificate will be presented to the graduate during the graduation ceremony held at the completion of the second year if all the requirements of the program, including fees or costs, have been satisfied.

(Revised 2015)

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, Program 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 Office Manager/Registrar prior to graduation. *(Unchanged 2015)*

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 use of tabacco and the ACC policies (ABOE 7434 USE OF TABACCO ON SCHOOL PROPERTY, 2011 – SEE RTW Appednix B), smoking is strictly prohibited in school buildings or on school property. This includes but is not limited to any or all adjacent buildings, parking areas, private motor vehicles parked on school property, and neighborhood parking areas or private property without the explicit permission of the property owner.

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

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. Students may use the parking lot behind the school during all class times. Student may use the parking lot across from the school located on the southeast corner of Washington and Lincoln Avenues, on Monday, Tuesday, Thursday, and Saturday **unless otherwise notified**. Parking is strictly prohibited at any time on Lincoln Avenue in front of the school for anyone not possessing, or able to display, an official handicap parking identification card. Parking is strictly prohibited at any time in the area designated for school personnel parking on the South side of the building. (Unchanged 2015)

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 non verbal 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 comply with the Jessica Logan Act (ORC 3313.555, 3313.667, 3319.0973 and 3313.3 May 2012) and the Alliance City School Anti Harassment policy (5517 dated 10-2013 and R.C. 4112.02)

(Unchanged 2015)

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, Office Manager / Registrar, 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. Faculty/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 work place and the school. Any information involving a student or instructor that is passed from the school to the workplace or from the workplace to the school will be with the express written permission of the student/ 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; under shirts may be worn under the scrub tops. The term 'scrub uniform' is to imply the type of clothing usually worn by surgeons and nurses in an operating room consisting of a shirt and pants. 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 Program 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 Program Coordinator.
2. Funding – to – Financial Aid Office.
3. Course presentation specific issues– to – Faculty/Teaching Assistant directly involved
 - a. Unresolved – to - Program Coordinator; then if
 - b. Unresolved – to – the Program Administrator of the School of Nursing in writing.
4. Over-all Program issues – to – Program 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. (Org 6/10 Revised 2015)

SNXIII.02 FYI Occurrence Information

<u>Type of Occurrence</u>	<u>Frequency of Occurrence</u>									
	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011-2015
Murder	0	0	0	0	0	0	0	0	0	0
Sex Offences	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	1	0	5	1	1	4	1	2	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0
Liquor-Law Violations	0	0	0	0	0	0	0	0	0	0
Drug-Abuse Violations	0	0	0	0	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0	0	0	0	0

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

SNXIV.12 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 non-chartered 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

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

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