

Wayne County Schools Career Center Adult Practical Nursing Program



STUDENT HANDBOOK PROGRAM ADDENDUM

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Contents

1	Nursing Faculty	5
2	The Program	6
2.1	Program Philosophy	6
2.2	Conceptual Framework	8
2.2.1	Organizing Theme	8
2.2.2	Caring	8
2.3	Nursing Code of Ethics	9
2.4	Program Objectives	9
2.5	Curriculum Plan	11
2.6	Course Descriptions	12
3	Policies and Procedures	16
3.1	Admission Policy	16
3.2	Program Options	16
3.3	Program Curriculum	16
3.4	Textbook Purchases	16
3.5	Application Procedure	16
3.6	On-Line Preparation For Entrance Exam (Workkeys)	17
3.7	Admissions and Dismissal Committee Responsibilities	18
3.8	BCI & FBI Criminal Records Check (Fingerprinting)	18
3.9	Advanced Placement / STNA (NATCEP) Policy	19
3.10	Advanced Standing	19
3.11	Applicant Qualifications	20
3.12	Conditional Acceptance	21
3.13	Deferment Policy	21
3.14	Re-Admission Policy	22
3.15	Changes in Program Policy	23
4	Student Conduct	23
4.1	Reasons for Disciplinary Action	23
4.2	Dismissal	24
5	Ohio Board Of Nursing Policy Related To Student Conduct	24
6	Grading And Evaluation Policy	27
6.1	Tutoring Policy	29
6.2	Attendance Policy	29
6.2.1	Attendance Notes	30
7	Student Health Policies	30
7.1	Student Health Requirements	30
7.2	Student Illness In The Classroom And Clinical Setting	31
7.3	Pregnancy Policy	31
7.4	Return To Work/Clinical Policy	31

7.5	Drug Intervention Plan	32
7.6	Use of Prescription Drugs	32
8	Dress Code	32
8.1	Classroom	33
8.2	Clinical.....	33
8.3	Female Students.....	34
8.4	Male Students.....	34
8.5	Graduation.....	35
9	ATI	35
9.1	What is ATI?	35
9.2	Modular Study	35
9.3	Tutorials	35
9.4	Assessments.....	35
9.5	Active Learning/Remediation.....	36
9.6	Comprehensive Predictor and the NCLEX Exam.....	36
10	Laboratory Equipment	36
11	Crime Prevention, Protection, And Reporting Procedure	36
11.1	Procedure for Reporting Crime	37
12	Class Officers	37
12.1	President	37
12.2	Vice-President	38
12.3	Secretary/Treasurer	38
12.4	Historian	38
13	Graduation with Honors	38
14	Transcripts	38
	Appendices	40
	Appendix A Pregnancy Waiver	40
	Appendix B Physician/Midwife Release	41
	Appendix C Return to Full Participation	42
	Appendix D Student Contract	43
	Appendix E Drug Statement Form	44
E.1	Policy	44
E.2	Procedure	44

Appendix F Fingerprinting Rubric	46
F1 Rubric	46
F2 Key	46
Appendix G BCI/FBI Requirement Form	47
Appendix H Addendum Acknowledgment	48

1 Nursing Faculty

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Staff	Title
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Stacey Hornfeck	Administrative Assistant Health Technologies

2 The Program

The Wayne County Schools Career Center Adult Practical Nursing Program is part of Adult and Community Education of Wayne County Schools Career Center. The Practical Nursing Program graduated its first class in 1968. Since that time it has served Wayne County and the surrounding areas as the primary educational resource for practical nurse education. A high standard in nurse education is demonstrated by maintaining a high passage rate for the first time test takers on the National Council's Licensure Examination for Practical Nurses.

The program is offered on a day and evening schedule. The program is based on the guidelines for Pre-Licensure Nursing Education of the Ohio Board of Nursing. The curriculum totals 1,447 hours including 438 hours of clinical experience in caring for individuals and families in the community, acute care and long term care facilities. Affiliation Agreements are in place with facilities in and around Wayne County, in which clinical experiences are provided. The Program is approved by the Ohio Board of Nursing. The Ohio Department of Education and the North Central Association Commission on Accreditation and School Improvement accredit all Adult Education Career Development programs.

The 2016 NCLEX-PN Passage Rate for the Wayne County Schools Career Center Adult Practical Nursing program was 93.6%.

2.1 Program Philosophy

"Human caring involves values, a will and a commitment to care, knowledge, caring, and consequences." Dr. Jean Watson, 1985

We, the faculty, believe the concepts of individuality, society, health, nursing, teaching, learning, and nursing education are essential to the Practical Nursing Program.

The focus of nursing is on human **Individuality** (I). Each individual has unique physical, emotional, psychosocial, religious, spiritual, and sexual needs across the life span. The individual is a unique being of intangible value worthy of respect and dignity.

Society (S) is composed of multi-cultural groups of individuals and families with a variety of socio-economic backgrounds, possessing different values, attitudes, abilities, and goals. The environment influences the development of each individual. Society and the environment are interrelated and dynamic; a change in one will influence the other.

Health (H) is a personal perception of one's current physical, mental, emotional, and spiritual state. The health status of the individual is ever changing and is influenced by the choices one makes.

Nursing (N) is a learned profession requiring the application of knowledge from the biological, physical, technological, behavioral, social, and nursing sciences. It is based on the nursing process which is the collection of data, planning, implementation and evaluation of nursing interventions and outcomes founded in ethical and legal principals, to assist the individual in

maintenance, promotion, and restoration of health.

Nursing is the “human-to-human” caring process in which co-participation between the nurse, the individual and family exists to achieve desired outcomes. Caring behavior in nursing is manifested through such attributes as compassion, competence, confidence, and commitment.

The **Teaching-Learning Process** (TL) is a continuous process throughout the life cycle of organized interactions between the teacher and learner striving for common goals. Teachers are facilitators of learning who empower students to actively participate in the teaching-learning process.

Learning occurs when there is a change in cognitive, psychomotor, and affective behavior. Each student presents different learning needs as well as inherited traits and past experiences that contribute to the learning process and a variety of teaching methods are used to address the needs of the individual learner. In addition, the learner must be responsibly and actively involved in the process before learning takes place. Feedback between the teacher and the learner is an integral part of this process and is essential to successful education.

Nursing Education (NE) involves structuring of the environment to provide learning experiences which utilize the nursing process. Laboratory and clinical experiences are planned to correlate with theory and progress from simple to complex nursing care.

The faculty believes that nursing and education are caring social services. We provide a caring environment in which students are accepted as individuals with intrinsic worth and dignity. Through teamwork and collaboration the faculty guides the student to develop responsibility, accountability, professional ethics, integrity, and compassion for all individuals across the lifespan.

2.2 Conceptual Framework

2.2.1 Organizing Theme

- Individuality (I)
 - I1: Biophysical Development
 - I2: Psychosocial Development
 - I3: Spiritual Development
- Society (S)
 - S1: Communications
 - S2: Community
 - S3: Culture
 - S4: Technology
- Health (H)
 - H1: Health Principles
 - H2: Health Teaching
 - H3: Nutrition
 - H4: Safety

2.2.2 Caring

- Nursing (N)
 - N1: Nursing Process
 - N2: Nursing Science
 - N3: Pharmacology
 - N4: Legal
 - N5: Ethical
 - N6: Professionalism
 - N7: Employability
- Teaching Learning (TL)
 - TL1: Participation
 - TL2: Evaluation
 - TL3: Participant Feedback
- Nursing Education (NE)
 - NE1: Laboratory Experience
 - NE2: Clinical Experience
 - NE3: Professional Development
 - NE4: Lifelong Learning

2.3 Nursing Code of Ethics

- The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
- The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
- The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
- The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
- The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
- The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
- The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.
- The profession of nursing value, for maintaining the integrity of the profession and its practice, and for shaping social policy.

2.4 Program Objectives

The graduate practical nurse will demonstrate the ability to:

1. Provide nursing care through application of knowledge derived from the biological, physical, technological, behavioral, social and nursing sciences to assist the individual in maintenance or restoration of health. (I, H, N)
2. Use effective communication skills to convey pertinent information regarding the healthcare needs of individuals and groups in society and to establish interpersonal relationships with members of the health care team, individuals or groups within society. (S, H)
3. Provide an environment conducive to the safety and well being of individuals or groups in society through the application of knowledge derived from biological, physical, technological, behavioral, social, and nursing sciences. (I,S,H)
4. Contribute to data collection, planning, implementation, and evaluation of the nursing care plan for individuals across the life span based on the nursing process and caring behavior. (I, S, H, N, TL)

5. Implement the nursing process in collaboration with the individual or groups in society to attain, maintain, or restore optimal health. (N,H)
6. Demonstrate nursing skills based on knowledge and grounded in legal and ethical principles to assist the individual in maintenance, promotion, and restoration of health. (N,TL,NE)
7. Use various teaching methods in collaboration with the individual, society, and the health care team to provide information and instruction to attain, maintain or restore health within the environment. (H,TL,NE)
8. Identify the role and scope of practice of the practical nurse and seek employment as a member of the health care team. (N)
9. Demonstrate professional ethics in the care of the individual and groups in society. (N)
10. Recognize the importance of personal and professional growth through participation in continuing education programs and lifelong learning. (TL, NE)

2.5 Curriculum Plan

Course Title	Theory	Lab	Clinical	Hours
STNA (must be completed if not currently certified)	32	30	18	80
First Quarter				
Anatomy & Physiology	90	0	0	90
Medical-Surgical Nursing I	177	60	0	237
Life Skills	12	0	0	12
Total First Quarter Curriculum Hours	279	60	0	339
Second Quarter				
Growth & Development	45	0	0	45
Medical-Surgical Nursing II	102	39	91	232
IV Therapy	15	12	0	27
Total Second Quarter Curriculum Hours	162	51	91	304
Third Quarter				
Maternal Child Nursing I	66	14	14	94
Mental Health Concepts	42	0	28	70
Medical-Surgical Nursing III	99	0	105	204
Total Third Quarter Curriculum Hours	207	14	147	368
Fourth Quarter				
Maternal Child Nursing II	42	7	14	63
Nursing Concepts	50	0	112	162
Medical-Surgical Nursing IV	75	0	56	131
Total Fourth Quarter Curriculum Hours	167	7	182	356
TOTAL CURRICULUM HOURS	847	162	438	1,447

2.6 Course Descriptions

First Quarter

STNA **80 hours**
32/Theory, 30/Lab, 16/Clinical 0

Student must attend STNA program which is a Pass/Fail course (student will be exempt if has current NATCEP certificate). In order to move on to the second quarter, students must pass the course and the NATCEP certification exam. Students have until the end of the first quarter to pass this exam.

- student is responsible for testing fees beyond their first testing
- student must pass certification exam by the end of the first quarter in order to continue in the program

Anatomy & Physiology **90 hours**
90/Theory, 0/Lab, 0/Clinical 0

This is a foundations course designed to introduce concepts of normal body structure and function and progresses from simple to complex in body structure from cell to organ systems. The course provides a baseline for recognizing alterations from normal health. It includes the Integumentary, Skeletal, Muscular, Blood, Lymphatic, Immune, Cardiac, Vascular, Respiratory, Nervous, Sensory, Endocrine, Digestive, Urinary and Reproductive systems. Concepts of Microbiology and Chemistry are also included. Related medical terminology is integrated throughout the course.

Medical Surgical Nursing I **237 hours**
177/Theory, 60/Lab, 0/Clinical 0

This course provides the basis of the nursing sciences and skills necessary to assure a safe environment for effective caring nursing intervention. Concepts of communication, surgical asepsis, wound care; sleep-comfort, oxygenation, urinary elimination, health and physical data collection, medical terminology, standard precautions, medical asepsis, microbiology, safety, hygiene, mobility and medication administration, nutrition and bowel elimination are presented. The nursing process, critical thinking, and individual decision-making are emphasized.

Laboratory is conducted primarily in the school lab along with possible lab experiences in a variety of settings such as independent and assisted living and long-term care facilities. Lab sessions are directly supervised by the nursing instructors and are concurrent and correlate with theory.

The course also includes a historical perspective of nursing, the role of the student nurse, communication styles, and the healthcare system and team.

The English component focuses on grammar, composition, APA format, technical writing, research strategies, and computer technology.

Second Quarter

Growth and Development

45 hours

45/Theory, 0/Lab, 0/Clinical, 0

This course focuses on the emotional, psychosocial, religious, spiritual, and sexual development of the individual across the life span. The individual is viewed as a unique being of intangible value worthy of respect and dignity. Activities and observations correlate with the theory content.

Medical-Surgical Nursing II

232 hours

102/Theory, 39/Lab, 91/Clinical, 0

This course focuses on the application of knowledge from the biological, physical, technological, behavioral, social, and nursing sciences in providing care for the adult. The course builds on the knowledge obtained in Anatomy & Physiology, Growth and Development, and Medical Surgical I, to assist the individual in maintenance, promotion and restoration of health. Nursing interventions focus on emergent conditions, oncology, endocrine, cardiovascular, blood vessels, and respiratory disorders of the client. Clinical experiences support and correlate with theory. Pharmacology is taught concurrently with Medical Surgical Nursing I and uses concepts of standard precautions, safety, and anatomy and physiology. The focus is on dosage calculation, drug classifications, and pharmacological dynamics. Emphasis is placed on collecting data, planning, implementing, and evaluating the outcomes of pharmacological interventions.

Laboratory is conducted primarily in the school lab along with possible lab experiences in a variety of settings such as independent and assisted living and long-term care facilities. Lab sessions are directly supervised by the nursing instructors and are concurrent and correlate with theory.

IV Therapy

27 hours

15/Theory, 12/Lab, 0/Clinical, 0

This course is incorporated into, and meets the minimum curriculum requirements, for practical nursing education in accordance with Chapter 4723.17 of the Ohio Revised Code. Upon successful completion of the course, which includes theory and laboratory hours as defined above, the student practical nurse shall be prepared to perform limited intravenous therapy in the clinical setting, under direct supervision of Registered Nurse Faculty member(s) of the program.

This course focuses on the application of knowledge from the biological, physical, technological and nursing sciences in providing care for the adult. The course draws from and builds upon the knowledge obtained in Anatomy & Physiology and Medical-Surgical Nursing I & II courses to assist the individual in maintenance, promotion, and restoration of health. The clinical component supports and correlates with theory and laboratory. Relevant pharmacology is taught concurrently with theory, and utilizes concepts of standard precautions, safety, and human anatomy and physiology. Emphasis is placed on gathering data, planning, implementing and evaluating the outcomes of intravenous therapy relative to the adult client.

Third Quarter

Maternal Child Nursing I

94 hours

66/Theory, 14/Lab, 14/Clinical, 0

This course focuses on application of knowledge in providing care for the childbearing age individual and family in order to assist the individual in maintenance, promotion, and restoration of health. Clinical experiences are concurrent with lecture and support and correlate with theory content. Clinical experiences may be conducted in acute care setting, clinics, and private physician's offices.

Mental Health Concepts

70 hours

42/Theory, 0/Lab, 28/Clinical, 0

This course focuses on the emotional and psychosocial needs of the individual within the context of multi-cultural groups and society. Clinical activities support and correlate with the theory content.

Medical-Surgical Nursing III

204 hours

99/Theory, 0/Lab, 105/Clinical, 0

This course focuses on the application of knowledge from the biological, physical, technological, behavioral, social, and nursing sciences in providing care for the adult. The course builds on the knowledge obtained in Anatomy & Physiology, Growth, and Development and Medical Surgical I and II, to assist the individual in maintenance, promotion, and restoration of health. Nursing interventions focus on surgical, musculoskeletal, nervous system, blood & lymph, and reproductive disorders of the client. Clinical experiences support and correlate with theory. Pharmacology is taught concurrently with Medical Surgical Nursing III and utilizes concepts of standard precautions, safety and anatomy and physiology. The focus is on dosage calculation, drug classifications, and pharmacological dynamics. Emphasis is placed on gathering data, planning, implementing, and evaluating the outcomes of pharmacological interventions.

Fourth Quarter

Maternal Child Nursing II

63 hours

42/Theory, 7/Lab, 14/Clinical, 0

This course focuses on application of knowledge in providing care for the individual from birth through adolescence in order to assist the individual from birth to adolescence in maintenance, promotion, and restoration of health. Clinical experiences are concurrent with lecture and support and correlate with theory content. Clinical experiences may be conducted in acute care settings, clinics, camps, and private physician's offices.

Nursing Concepts

162 hours

50/Theory, 0/Lab, 112/Clinical, 0

This course includes a historical perspective of nursing, the role of the practical nurse, entry into practice, employability skills, delegation, ethics, concepts of leadership and management, communication skills, change process, use of power, motivating individuals, building teams and lifelong learning. The English component focuses on grammar, composition, technical writing, research strategies, resume development and computer technology. Clinical experiences may include long-term care centers, clinics, and acute care settings.

Medical-Surgical Nursing IV

131 hours

75/Theory, 0/Lab, 58/Clinical, 0

This course focuses on the application of knowledge from the biological, physical, technological, behavioral, social, and nursing sciences in providing care for the adult. The course builds on the knowledge obtained in Anatomy & Physiology, Growth and Development and Medical Surgical I, II, and III to assist the individual in maintenance, promotion, and restoration of health. Nursing interventions focus on gastrointestinal, genitourinary, integumentary, sensory, and immune disorders of the client. Clinical experiences support and correlate with theory. Pharmacology is taught concurrently with Medical Surgical Nursing IV and utilizes concepts of standard precautions, safety, and anatomy and physiology. The focus is on dosage calculation, drug classifications, and pharmacological dynamics. Emphasis is placed on gathering data, planning, implementing, and evaluating the outcomes of pharmacological interventions.

3 Policies and Procedures

Policies and procedures are based on requirements from the Ohio Administrative Code Chapter 4723-5, Nursing Education Programs.

3.1 Admission Policy

The Wayne County Schools Career Center Adult Practical Nursing Program provides all applicants full consideration for admission without regard to race, color, age, sex, marital status, ancestry, religion or national origin.

Application forms may be obtained from the Wayne County Schools Career Center Adult Practical Nursing Program, 518 West Prospect St., Smithville, Ohio, 44667-9672, or by phoning 330- 669-7070, or by visiting our website at www.wccsc.org.

3.2 Program Options

- The 12-month day schedule, Monday through Friday from 8:30 am to 3:00 pm. Clinical rotations may start earlier in the morning and last for seven hours. If necessary, students may be required to attend evening clinical rotations.
- The 16-month evening schedule, four evenings a week from 3:30 pm to 10:00 pm. Clinical rotations may start earlier in the afternoon and last for seven hours. If necessary, students may be required to attend day clinical rotations.

3.3 Program Curriculum

The program is approved and accredited by the Ohio Board of Nursing. Total hours - 1,447 - includes 438 clinical hours caring for individuals and families in the community, acute care and long-term care facilities of Wayne and surrounding counties.

3.4 Textbook Purchases

Students are responsible for purchasing their own textbooks. Rittenhouse Publishing Company will send information to each student, including the procedure for purchasing the required textbooks. Students are not required to purchase textbooks through Rittenhouse Publishing Company but are required to have the correct textbooks and most updated edition, per textbook list (may also be e-Books) before the first day of classes. Any book returns will be the responsibility of the student. Rittenhouse Publishing Company can be reached by phoning 1-800 345-6425. A list of required textbooks will be provided to each student.

3.5 Application Procedure

All applicants must be a minimum of 17 years of age and possess a high school transcript or High School Equivalency certificate. Applications are considered active for eighteen (18) months from the date the application is originally RECEIVED. After eighteen months, the applicant's file will be destroyed

and the applicant must begin the application process again. The required forms along with the application fee will need to be resubmitted.

1. Complete application form and submit along with a \$100 non-refundable processing fee.
2. The nursing office will send you written notification of your entrance test (WorkKeys) date and time.
3. An official copy of high school transcript (not diploma) OR a copy of your General Equivalency Diploma results, if a GED was received.
4. Transcripts from any post-secondary schools you attended. Transcript request forms are available if needed.
5. If currently certified as a STNA, a copy of your certificate needs to be provided for our records.

3.6 On-Line Preparation For Entrance Exam (Workkeys)

WorkKeys, developed by ACT, Inc., is a job skills assessment system measuring real world skills. You will be tested on Applied Math, Locating Information on Graphs and Charts, and Reading for Information.

Resources to help you study for the WorkKeys Assessment include:

- Ohio Means Jobs (www.jobseeker.ohiomeansjobs.monster.com). Once on the website you click on "Online Training" to obtain free practice tests.
- WorkKeys website (www.act.org/workkeys) and learn about the test. There are practice tests for a fee.
- Applied Academics/Study Hall is offered Monday and Wednesday from 2-4pm at the Career Center. This class offers a free remediation/study prep for Workkeys.

Information about the three tests:

(5)Applied Mathematics: The Applied Math assessment measures critical thinking, mathematical reasoning, and problem solving techniques for situations that actually occur in today's workplace. While individuals may use calculators and conversion tables to help with the problems on the assessment, math skills are still needed to think them through.

(4)Graphic Literacy: Workplace graphics come in a variety of formats, but all communicate a level of information. From charts to graphs, diagrams to floor plans, identifying what information is being presented and understanding how to use it are critical to success. The Graphic Literacy assessment measures the skill needed to locate, synthesize, and use information from workplace graphics.

(5)Workplace Documents: Employees need to be able to understand written text to do a job. The Workplace Documents assessment measures the skills people use when they read and use written text such as memos, letters, directions, signs, notices, bulletins, policies, and regulations on the job.

3.7 Admissions and Dismissal Committee Responsibilities

After all information has been compiled, the Nursing Coordinator will review an applicant's qualifications (per rubric process) and present to the Committee for review and final decision. The Admissions and Dismissal Committee is made up of the Nursing Coordinator, Supervisor, and faculty members. All applicants will be notified in writing of the Committee's decision. The decisions of the Admissions and Dismissal Committee are final.

3.8 BCI & FBI Criminal Records Check (Fingerprinting)

The Fingerprinting (BCI/FBI) requirements are listed below.

1. Student must process fingerprinting on or before designated due date.
2. Fingerprinting results will be evaluated by Nursing Program Coordinator per specified rubric requirements.
3. If fingerprinting results (per rubric) require further action, discussions/decisions will be required by the Nursing Program Coordinator, and/or Admissions committee
4. If student is charged/arrested before or during the program, WCSCC reserves the right to dismiss student from program or require additional background checks at the students cost at Tri-County ESC.

Offenses that are absolute bars and prohibit licensure as a nurse will prohibit attendance at any clinical experience while a nursing student. Students will be scheduled for fingerprinting during the first quarter and results will be sent to the Nursing Program Coordinator. Students with any offenses under the absolute bars will be dismissed from the program.

ORC	Offense
2903.34	Patient Abuse or Neglect
3716.11	Adulteration of Food
2903.01	Aggravated Murder
2903.02	Murder
2903.03	Voluntary Manslaughter
2907.02	Rape
2907.03	Sexual Battery
2907.05	Gross Sexual Imposition
2907.12	Felonious Sexual Penetration
2903.11	Felonious Assault (with a purpose to satisfy sexual needs or desires of the offender)
2903.04	Division (A) Involuntary Manslaughter (with a purpose to satisfy sexual needs or desires of the offender)
2905.01	Kidnapping (with a purpose to satisfy sexual needs or desires of the offender OR if the victim was a minor)
2905.02	Abduction (if the victim is a minor)
2907.321	Pandering Obscenity Involving a Minor
2907.322	Pandering Sexually-Oriented Matter Involving a Minor
2907.323	Illegal Use of a Minor in Nudity-Oriented Material or Performance

3.9 Policy for Granting Credit

The Nursing Aide program consists of a total of 80 hours of classroom instruction and clinical practice at designated clinical sites. The first time the student is tested for NATCEP is covered in the course tuition, but any subsequent test taken is to be paid by the student. If the student is unable to complete the course and pass the test by the end of the first quarter, the student will be dismissed from the practical nursing program.

If the student is already a state tested nurse aide, he/she may waive that portion of the program.

Individuals with experience in the armed forces of the United States, in the National Guard, or in a reserve component of a branch of the military may be awarded credit based on the following processes.

1. Review of the individual's military education and skills training
2. Determination as to whether military education, skills, or training is substantially equivalent to the curriculum established in Chapter 4723-5 of the Administrative Code
3. Award of credit based on equivalence established in step two

3.10 Applicant Qualifications

The Ohio Organization of Practical Nurse Educators has defined the minimal acceptable physical and mental qualifications required of an applicant to a Practical Nursing Education Program (included on the physical examination form). Minimal acceptable physical and mental qualifications of an applicant for the Program of Practical Nurse Education include the following abilities:

- Frequently work in a standing position and do frequent walking.
- Lift and transfer patients up to 6 inches from a stooped position, then push or pull the weight up to 3 feet.
- Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
- Physically apply up to 10 pounds of pressure to bleeding sites, or in performing CPR.
- Respond and react immediately to auditory instructions/requests, monitor equipment, and perform auditory auscultation without auditory impediment.
- Physically perform up to an eight-hour clinical laboratory experience.
- Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.
- Discriminate between sharp/dull and hot/cold when using hands.
- Manual dexterity required for preparing and administering medications.
- Read medication labels and patient records.
- Perform mathematical calculation for medication preparation and administration.
- Speak English clearly enough for most patients to understand, and understand the verbal communication of English-speaking clients.
- Communicate effectively in writing, using appropriate grammar, vocabulary, and word usage.
- Make quick decisions under stressful situations.
- Carry out procedures that prevent the spread of infection, e.g., frequent hand-washing, using mask and gloves.

Applicants identified with a disability under the applicable Federal law are responsible to determine their own eligibility in light of these qualifications, and to specifically identify to the school any particular accommodations they are requesting.

Students identified with a disability who enter the program do so with the understanding they will be expected to meet course requirements.

Requests for reasonable accommodations must be in writing and contain specific information concerning the identified disability and the accommodation requested that is sufficient to make a determination. Requests will be evaluated by the nursing faculty, Nursing Coordinator, and the Admissions and Dismissal Committee and a determination made within ten (10) work days after receipt of the written request.

3.11 Acceptance

Your acceptance to the Wayne County Schools Career Center Adult Practical Nursing Program is conditional on your timely completion of pre-entrance requirements, including:

- Attending mandatory orientation and financial aid meetings
- A physical examination with verification by your healthcare provider that you will be able to meet the physical demands of providing nursing care
- Proof of immunity to measles, mumps, chickenpox and rubella
- A two-step Mantoux (TB) test or QFT0G or verification from your healthcare provider that you are free of any signs or symptoms of tuberculosis
- Proof of your successful completion of an American Heart Association approved CPR course for Healthcare Providers (go to the American Heart Association website to find a class near you)
- Other paperwork for information and permissions required for the program

3.12 Deferment Policy

- Applicants who have been accepted into the Nursing Program may choose to defer their class placement for one academic year. This deferment is limited to a single event.
- The desire to defer must be indicated in writing by the applicant no later than two weeks prior to the start of the first day of class for that academic year.
- The applicant will be required to maintain updated records for that academic year.
 - Health history, including physical exam and immunization record
 - CPR certification
 - This verification must be updated and current prior to official acceptance into the class for the following year.

3.13 Re-Admission Policy

1. Re-admission into the program after a withdrawal, or failure from the program is granted upon space availability.
2. The student must also be in good financial standing (met all previous financial obligations) before the request will be presented to the Admissions Committee.
3. Written re-admission requests must be received by the Nursing Coordinator within 6 months of the date of the withdrawal or failure. Otherwise the student must begin the entire admission process over as a new applicant.
4. All re-admission requests are presented for review by the Admissions Committee. The Admissions Committee will use the following criteria for re-admissions:
 - (a) Student fulfillment of #2 in this section.
 - (b) Student will submit re-admission request in written form to the Admissions Committee and will include interventions to be implemented by the student to ensure successful completion of the program.
 - (c) Level of student fulfillment in student tutoring responsibilities as outlined in Tutoring Section of this handbook and level of fulfillment in keeping appointments with Career Services (only if student was referred to Career Services).
 - (d) The Admissions Committee may make recommendations to be fulfilled before student is re-admitted.
5. When re-admitted, the student will be required to repeat any class or clinical in which an incomplete or failing grade was earned.
6. A student requesting re-admission will be responsible for purchasing uniforms and any new textbooks in use at the time of re-admission.
7. Tuition will be prorated on the amount of time necessary to complete the program.
8. Student will provide current verification of an updated health history (physical & immunization record) and CPR certification.
9. Students may be readmitted one time at the discretion of the Nursing Coordinator and the Admission & Dismissal Committee.
10. Students who are readmitted must pay the \$100 non-refundable Acceptance Fee upon notification of their re-admittance.
11. Readmitted students shall meet the program's curriculum requirements for currently enrolled students. Absent hours will be prorated. All current policies and procedures of the Wayne County Schools Career Center Practical Nursing Program will apply.

3.14 Changes in Program Policy

- All current students will receive a copy of any changes in writing in program policy within one week of approval by the Wayne County Schools Career Center Board of Education and will also verbally be notified by instructor.
- The program shall not implement changes to policies for student progression, or requirements for completion of the program, regarding students enrolled in the program at the time the changes are adopted.

4 Student Conduct

The following guidelines assist in deciding what violations determine disciplinary action. Decisions always take into account the attitude and situation of the involved student. Each situation may be addressed individually by the faculty and/or the Admissions/Dismissal Committee.

Violations are cumulative throughout the program. A written warning may be given for a minor first occurrence. Students may be placed on “at risk” status for a second or more serious occurrence. Failure to comply with the terms of probation may lead to dismissal during the “at risk” period.

Dismissal may be given for third occurrence. A very serious offense, as determined by the faculty and/or the Admissions/Dismissal Committee, is grounds for immediately dismissal. No warning is required.

The Financial Aid Office will review your status prior to each disbursement of FSA funds (both Pell and student loan). **If you have been placed on attendance “at risk” status, academic “at risk” status, payment agreement “at risk” status or any other type of “at risk” status, any pending disbursements will be delayed until all requirements have been met to remove you from “at risk” status.** If receiving a Stafford Subsidized or Unsubsidized Loan, checks received during “at risk” status may be returned to Great Lakes Education Corporation and rescheduled for disbursement after the “at risk” status period.

4.1 Reasons for Disciplinary Action

- Failure to meet academic standards as detailed in the grading policy
- Plagiarism, cheating and other unacceptable academic behavior
- Excessive absenteeism or tardiness as detailed in the attendance section of the student handbook
- Violation of any school policies and/or regulations as stated in the Adult Student Handbook.
- Violation of local, state and/or federal ordinance.

- Lack of aptitude or unsafe performance in the clinical area, resulting in possible harm to patient, co-worker or self
- Any breach of confidentiality
- Unprofessional behavior in classroom, lab or clinical setting in regard to patient, faculty, staff, visitors, high school students or another student
- Disrespectful treatment of others, including threatening comments
- Any violations of the Student Contract. (see forms)
- Failure to meet with Career Services when referred

When there is a violation that requires disciplinary action, a “Student Counseling Form” is submitted to the Nursing Coordinator. Date and details of the violation are documented and signed by the presenting faculty member.

A counseling session with faculty member or Nursing Coordinator will be scheduled as soon as reasonable from the date of offense.

The completed counseling report signed by the Nursing Coordinator or designee and student will be placed in the student’s file. A copy of the report will be given to the student. The student may appeal the disciplinary decision which may include a written warning, probation, suspension pending investigation, and immediate dismissal. **The Admission/Dismissal Committee will only consider appeals of dismissal a maximum of twice per student. Subsequent appeals must be made to The Superintendent.**

The Nursing Coordinator may initiate and perform counseling at his/her discretion.

4.2 Dismissal

Each dismissal situation will be addressed individually by the members of the Admissions and Dismissal Committee. Grounds for dismissal are detailed in the Disciplinary Action Policy, Tuition Policy, Grading and Evaluation Policy and Drug Statement Form, Student Contract, Testing Security Policy and/or any other policy in this handbook or clinical affiliate agreements.

5 Ohio Board Of Nursing Policy Related To Student Conduct

The Nursing Coordinator 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 there under, 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 client, and the client’s response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

3. A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports or time records, reports, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each client.
5. A student shall delineate, establish, and maintain professional boundaries with each client.
6. At all times when a student is providing direct nursing care to a client the student shall:
 - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - (b) Treat each client with courtesy, respect, and with full recognition of dignity and individuality.
7. A student shall practice within the appropriate scope of practice as set forth in 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 blood and body fluid precautions established by Chapter 4723.28 of the Revised Code for a practical nurse;
9. A student shall not:
 - (a) Engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a client;
 - (b) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
10. A student shall not misappropriate a client's property or:
 - (a) Engage in behavior to seek or obtain personal gain at the client's expense;
 - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
 - (c) Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
 - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships.
 - (e) For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.
11. A student shall not:
 - (a) Engage in sexual conduct with a client;
 - (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;

- (c) Engage in any verbal behavior that is seductive or sexually demeaning to a client;
 - (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client.
 - (e) For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.
12. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
 - (a) Sexual contact, as defined in section 2907.01 of the revised Code:
 - (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
 13. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4720.01 or the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student.
 14. A student shall not habitually indulge in the use of controlled substances, other habit forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
 15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
 16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;
 17. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;
 18. A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice;
 19. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent unless restored to competency by the court.
 20. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
 21. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion
 22. A student shall not assist suicide as defined in section 3795.01 or the Revised Code.
 23. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or documents to the nursing program, its faculty or preceptors, or to the board.

24. A student shall maintain the confidentiality of patient information. The students 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 other than fulfilling the student's assigned clinical responsibilities.

As part of the practical nursing program the student must abide by the "Patient Bill of Rights", protect the patient's privacy and ensure that information gained through the care of the patient is kept confidential and given only to those health professionals who need the information to provide for the patient's care.

Also, a student will be given privacy rights training. Students will comply with HIPPA rules and policies of the institution in which they have clinical experience.

Any violation of any school policies or contracts may be viewed as a serious offense and may result in disciplinary action leading up to and including dismissal from the program and law enforcement involvement.

6 Grading And Evaluation Policy

Students will receive percentage grades or Pass/Fail for theory, clinical, and laboratory experiences. Percentages are calculated using weighted averages as delineated below in the first two columns. The final three columns provide an example of how weighted averages contribute to a final grade. The actual calculation is provided beneath the table for reference.

Category Weighting		Example Calculation		
Category	Weight	Points	%	Contribution to Grade
Homework, Projects/Activities (HPA)	30%	170/200	85.0%	25.5%
ATI (ATI)	10%	89/125	7.1%	7.1%
Assessments (AMT)	40%	523/625	83.7%	33.5%
Final Exam (FE)	20%	118/135	87.4%	17.5%
Final Grade				83.6%

$$\begin{aligned} \text{Final Grade} &= (.3 * \text{HPA}\%) + (.1 * \text{ATI}) + (.4 * \text{AMT}\%) + (.2 * \text{FE}\%) \\ \text{Final Grade} &= (.3 * 85.0\%) + (.1 * 7.1\%) + (.4 * 83.7\%) + (.2 * 87.4\%) \\ \text{Final Grade} &= 25.5\% + 7.1\% + 33.5\% + 17.5\% \\ \text{Final Grade} &= 83.6\% \end{aligned}$$

***Note: Some courses do not include ATI. In these classes, 5% will be added to Homework, Projects/Activities, and 5% will be added to Assessments.**

1. Progression

- (a) In order to pass each course, progress to the next quarter, or to graduate, the student must achieve a minimum grade of 80% or Pass grade in each area per curriculum plan. Failure in any one component will result in dismissal.
- (b) Student may not participate in a clinical experience if a classroom grade is below 80% or minimum standards (faculty discretion).
- (c) Students who fail to meet this expectation at the end of each quarter will be academically dismissed from the program.

2. Grading Criteria

- (a) Course requirements are identified in each course outline. The instructors evaluate student achievement of course requirements.
- (b) Evaluation of student progress will be available midterm from the individual instructors.
- (c) GPA's will be calculated quarterly. Cumulative GPA will be on grade cards for each quarter and on the final transcript.
- (d) A final grade of 80% without benefit of rounding up is required to pass each academic course. A final grade of Pass is required to pass each lab and clinical course.
- (e) At the completion of each quarter, students who have achieved a GPA of 3.4 or above for that quarter will be placed on the Honor Roll. Students who have achieved a GPA of 2.6 - 3.39 will be placed on the Merit Roll. These will be posted in the classroom and may be published in The Daily Record.
- (f) Student-instructor conferences are held throughout the program.
- (g) IV Therapy is not a weighted course

3. Academic At Risk - If the student is not passing (minimum of 80% or a "pass" grade in lab or clinical), the student will meet with the Nursing Program Coordinator and may be required to complete a specified amount of tutoring - during or outside of classroom hours. Students will be placed on academic at risk when a grade falls below 80% or "non passing" in any course or clinical.

4. Students having academic or clinical difficulties must schedule a conference with the instructor and/or the Nursing Program Coordinator.

5. Testing Security

- (a) All books and papers must be deposited at the front of the room prior to the beginning of the test. Cell phones must be turned off. Electronic devices such as calculators may be used at the instructor's discretion.
- (b) Any student(s) conversing during test administration will have the test taken away by the instructor and be given an automatic zero.
- (c) Students are expected to work on their own tests and not look around the room or at any other student's test. If an instructor becomes aware of this occurring, the offender's test and answer sheet will be removed immediately and a zero will be given.
- (d) Any student who is found to be cheating is subject to immediate and permanent dismissal from the program. Cheating includes, but is not limited to, plagiarism, copying an assignment from another student, giving or receiving information regarding a test from a fellow student or using unauthorized written and/or online material to obtain answers.
- (e) Cheating is a very serious offense.

6. GPA Calculation

- (a) Grade point averages are based on a four-point scale and weighted based on course hours. This means that a course of 100 hours is weighed more heavily than a course 25 hours in length.

6.1 Tutoring Policy

Students may be referred for tutoring by faculty if not passing a course at the 3rd week and/or mid-term of each quarter.

The instructor will submit the referral for tutoring to the Nursing Program Coordinator, along with any suggestions for remediation that is needed. The Nursing Program Coordinator will meet with the student and develop a plan for tutoring, with student input. All tutoring will be documented on tutoring form (completed by the individual tutor) and on the tutoring google doc spreadsheet.

Tutoring may include one-on-one instruction, ATI focused review, completion of homework assignments, and/or lab instruction.

Expectations of Students

- arrive on time
- bring applicable notes and textbook(s)
- notify tutor if tutee has to cancel or will be late to the session

6.2 Attendance Policy

Please refer to the Adult Education Handbook for general attendance policy information.

Skills lab allows students to begin learning the skills required for clinical experiences. This is critical work, and requires a great deal of planning and preparation by the instructors. Clinical experiences are where students hone these skills, and begin the process of becoming health professionals. These sessions take an inordinate amount of time to schedule, and the Career Center greatly values the relationships our staff have developed over time with health providers in the area. Considering these qualities of skills lab and clinical experience sessions, student expectations are increased.

Students are expected to arrive early for skills lab and clinical sessions. Students who miss less than 30 minutes of a skills lab or clinical session may be required to make up 1/2 of a day outside of the normally scheduled classes. Students who arrive more than 30 minutes late **will** be required to make up 1/2 of a day outside the normally scheduled classes. All absences after the first in a course, including those instances where a student attends but misses more than 30 minutes of class, must be made up at the students expense. Make-up time is charged at \$45 per hour.

6.2.1 Attendance Notes

- Nursing students are required to maintain 90% attendance in each course, including skills lab and individual clinical rotations.
- All specialty clinicals and labs (Obstetrics, Mental Health, Pediatrics, and lab simulations) require 100% attendance. **Absences are required to be made up according to instructor discretion at a cost of \$45.00 per hour**
- Dates identified as “spring break” on the program calendar may be used to make-up calamity days

7 Student Health Policies

7.1 Student Health Requirements

1. Students failing to maintain current immunizations (current TB throughout the program) and current CPR (throughout the program) will be dismissed from the clinical area and graded unsatisfactory for each clinical day out of compliance, and all clinical absence rules will apply.
2. Since nursing students are required to perform many technical activities or competencies, they must meet the minimum qualifications listed in the admission policy. The inability to meet these qualifications will interfere with meeting course and program objectives and may result in termination from the program.

3. If a student presents a physical or emotional problem that can jeopardize the safety of a patient, the student will be counseled, the behavior or health issue identified and an agreed treatment or solution discussed.
4. Any student who presents emotional or physical problems and does not respond to appropriate treatment or counseling within an established period of time may be dismissed from the program.
5. If the clinical instructor or representatives from the clinical experience site feels that the student's poor health habits or emotional status jeopardize the safety of the patients, the student may be asked to leave the clinical area and may be asked to withdraw from the program.
6. The student who becomes pregnant during the program must have written permission from her attending health care provider to remain in the program. (See Pregnancy Policy).
7. Those working in the health care field are at risk of injury and exposure to infectious diseases. Students must comply with all of the established policies of the clinical agency that are related to the prevention of injury, isolation and protective precautions. In the event of injury or exposure, the student is responsible for following the established protocol in the clinical agency and will be responsible for any medical costs of treatment.
8. The nursing student must follow Standard Precautions when in contact with blood and other body fluids.
9. A seasonal flu vaccine is required annually or the applicant must sign a waiver form

7.2 Student Illness In The Classroom And Clinical Setting

The School Nurse is available during the day during the High School schedule. Otherwise an administrator or evening coordinator is in the building for direction and to call 9-1-1.

Copies of the Emergency Medical Form and Personal Liability Waiver (students complete as admission requirements) are taken to clinical rotations per the clinical instructor.

7.3 Pregnancy Policy

A student who is pregnant and wishes to remain in the program may do so but must sign the Pregnancy Waiver Statement form at the beginning of her pregnancy, releasing the school and the cooperating agencies from any and all liability should the student's activities be detrimental to the student or her child. The student must obtain the Physician/Midwife form from her physician or midwife to continue in the program. A signed Physician/Midwife form must be submitted to the nursing office each month of the pregnancy.

Because clinical assignments cannot be altered for pregnant students, the student may want to consider withdrawal from the program and apply for return at a later date. Failure to report a pregnancy or to comply with the requirements listed above may result in dismissal from the program at the discretion of the Dismissal Committee.

7.4 Return To Work/Clinical Policy

The student who suffers a change in health status that limits full participation in clinical experience is required to bring a written statement from the physician stating the limitations. The clinical site must also agree with the limitations. The nursing faculty will determine, in individual cases, the suitability of the student to continue in the program. If permitted to continue, the student is required to bring a Return to Full Participation form from the physician when limitations are resolved.

7.5 Drug Intervention Plan

Any student who is found to have a positive drug screen prior to or during his/her enrollment in the program will have the opportunity to remain in the program by participating in an Intervention Plan. In order to remain in the program, the student must meet all conditions of the Intervention Plan.

Upon indicating interest in participating in the Intervention Plan and remaining in the program, the student will be referred to the program. Representatives will then meet with the student and discuss the terms of the Intervention Plan. The Nursing Coordinator will refer the student to an appropriate guidance and counseling services agency for chemical assessment, evaluation and treatment. The Nursing Coordinator will research the agency's compliance with the terms of that Plan.

The student will be responsible for providing the Nursing Coordinator with any and all information the Nursing Coordinator requests in connection with the development and implementation of the Intervention Plan. Upon receiving a referral to an appropriate agency, the student will schedule and complete the necessary chemical assessment evaluation and treatment with that agency. As part of the Intervention Plan, the student will comply with the recommendations of the professionals performing the chemical assessment, evaluation and treatment.

Once developed, the Intervention Plan will be reduced to writing and will be implemented at a time and date agreed upon by the Nursing Coordinator and the student. The written Plan will include a provision that the Nursing Coordinator and the student understand the Intervention Plan, and that they accept their respective responsibilities as set forth in the Plan. Once the Intervention Plan has been implemented, any further indication that the student is engaged in the use of alcohol or other drugs or not meeting the requirements of the Intervention Plan will result in a recommendation that the student be dismissed from the program. Any dismissal resulting from this recommendation will be accomplished in accordance with the Career Center's Drug Policy and with approval of the Dismissal Committee.

7.6 Use of Prescription Drugs

Students who are prescribed mind-altering prescription drugs must report the use of these medications to the instructor. Students will be permitted to attend the clinical site at the discretion of the student's physician/health care provider and in consultation with faculty/clinical site representatives.

8 Dress Code

The Wayne County Schools Career Center Adult Practical Nursing Program strives to promote professionalism in our students. Personal appearance is a reflection on you, your profession and your school. Therefore, the following dress code will be strictly implemented in the clinical and lab area. The following are considered the minimum dress requirements for the classroom setting: **Failure to comply with the preceding dress code will result in dismissal from the clinical area or class and be considered a clinical or class absence.** The faculty has the authority to deem a student's attire or grooming "unacceptable" according to the faculty members' professional judgement.

8.1 Classroom

1. Jewelry worn must not distract from the educational process or be used to identify with gangs. Earrings may be worn but jewelry requiring piercing of other visible body parts, including the tongue, is prohibited
2. Hairstyles must be neat, clean and meet safety standards
3. Hats, hoods, hoodies and caps may not be worn inside the school
4. Overcoats, out-of-door garments must be kept in lockers and not carried to classes or labs.
Note: Does not include sweatshirts
5. Students are required to wear scrubs (any color or style) and closed-toe shoes to class every day
6. WCSCC student ID worn above the waist

8.2 Clinical

1. Regulation shoes must be white and clean, with clean white shoelaces (if shoelaces are part of the shoe). No clogs or backless shoes may be worn
2. Neck chains, if worn, must be out of sight
3. Fingernails are to be short and well groomed. No nail polish. No artificial nails
4. Gum chewing is not permitted
5. No visible tattoos
6. Small pierced earrings may be worn, post type only. No drop or loop earrings permitted (Only one earring per ear worn in the lower ear lobe)
7. No other jewelry permitted on any other visible body part (includes jewelry in tongue)
8. One wedding band or other plain band may be worn
9. Wristwatch with second hand, WCSCC photo ID, red and black pens, scissors, stethoscope and pocket organizer are part of the uniform. Goggles are optional

10. Attire for specialty units will follow the guidelines of the unit
11. A short white scrub jacket with the school emblem sewn on may be worn at the discretion of the instructor
12. No sweaters permitted in any patient care area
13. Uniforms are to be worn at all clinical rotations, unless otherwise instructed. Uniforms may be required in lab; WCSCC photo ID's, however, must be worn and hair contained
14. No visible clothing worn under the uniform, turtle neck or other
15. Sunglasses are not to be worn during the clinical experience unless a doctor's statement is presented to the school and agreed upon by the clinical site
16. Uniform purchase is the responsibility of the student. Information regarding ordering regulation uniforms can be obtained from the school
17. Uniforms must be obtained before clinical rotation

8.3 Female Students

1. Regulation uniform with school emblem
2. The skirt length must be at the knees or longer
3. Pants must reach the top of the shoes
4. Uniforms must be clean and pressed
5. Full-length white slip, white brassiere and brief underpants
6. White hose clean and free of runs. Support hose highly recommended
7. Knee high stocking or plain white socks (ankle length) may be worn with pants
8. No socks permitted with skirt
9. Hair fasteners must blend with the hair color or uniform color
10. Hair is to be worn off the collar in a neat manner
11. Make-up may be worn in moderation. No make-up with glitter
12. Student will be free from smelling of perfume, smoke, or offensive body odors

8.4 Male Students

1. Regulation shirt with school emblem and white uniform pants
2. Length of pants must reach the top of shoes
3. White T-shirt under uniform tops
4. Plain white socks - ankle length
5. White or black belt with plain gold or silver buckle
6. Hair must be well-groomed and off the collar
7. Sideburns must be no longer than the bottom of earlobe
8. Mustaches and beards may be worn, well-trimmed and groomed
9. Student will be free from smelling of cologne, smoke, or offensive body odors

8.5 Graduation

Dress clothes are to be worn at graduation along with the designated graduation robe.

9 ATI

9.1 What is ATI?

- Assessment Technologies Institute[®] (ATI) offers an assessment driven review program designed to enhance student NCLEX – PN success.
- The comprehensive program offers multiple assessment and remediation activities. These include assessment indicator for academic success, critical thinking, and learning styles, online tutorials, online practice testing, and proctored testing over the major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
- Data from student testing and remediation can be used for program’s quality improvement and outcome evaluation.
- ATI information and orientation resources can be accessed from your student home page. It is highly recommended that you spend time navigating through these orientation materials.

9.2 Modular Study

ATI provides online review modules that include written and video materials in all content areas. Students are encouraged to use these modules to supplement course work and instructors may assign these during the course and/or as part of active learning/remediation following assessments.

9.3 Tutorials

ATI offers unique Tutorials that teach nursing students how to think like a nurse; how to take a nursing assessment and how to make sound clinical decisions. Nurse Logic is an excellent way to learn the basics of how nurses think and make decisions. Learning System offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features are embedded in the Tutorials that help students gain an understanding of the content, such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide.

9.4 Assessments

Standardized Assessments will help the student to identify what they know as well as areas requiring active learning/remediation. There are practice assessments available to the student and standardized proctored assessments that may be scheduled during courses.

9.5 Active Learning/Remediation

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood as demonstrated on an assessment. It is intended to help the student review important information to be successful in courses and on the NCLEX. The student's individual performance profile will contain a listing of the topics to review. The student can remediate, using the Focused Review which contains links to ATI books, media clips and active learning templates.

The Instructor has online access to detailed information about the timing and duration of time spent in the assessment, focused reviews and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written Remediation Templates as required.

9.6 Comprehensive Predictor and the NCLEX Exam

Students will be required to pass the ATI Comprehensive Predictor with a benchmark score of 80% prior to the school submitting their application for testing to the Ohio Board of Nursing. Students will have two chances to take this exam at the end of the program. Those who fail to attain the required benchmark will work with the nursing administration to create a customized plan for remediation (which may incur additional expenses to the student) prior to taking the Comprehensive Predictor for a third time. This plan may require the student purchase additional ATI resources.

10 Laboratory Equipment

Any equipment removed from the Nursing Laboratory is to be signed out on the clipboard in the locked equipment room by the Faculty (not students). Any repairs will be addressed by Faculty submitting a work order to Maintenance on the Staff Intranet on-line and notify the Nursing Program Coordinator. To prevent damage, mannequins should be handled with the same care and consideration as clients. Removal of any equipment or supplies without appropriate approval

will be considered theft and treated as such.

School equipment can only be transported to clinical sites with approval of the Nursing Coordinator.

11 Crime Prevention, Protection, And Reporting Procedure

1. Your locker is provided for safety and convenience. Combinations should be kept confidential and not shared with classmates or others.
2. Avoid bringing large amounts of money with you to school. If paying fees, arrange to pay fees before class begins.
3. Personal items and books should not be left in an unlocked classroom. The school cannot accept responsibility for personal items left in a schoolroom or building.
4. Park in the designated parking areas.
5. When leaving the building at night, you should develop a buddy system for going to your car.
6. Cars should not be left unlocked in the parking areas. Since our parking areas are not attended, unlocked cars are prime targets for theft.
7. Before leaving the building, locate your car keys and have them in your hand.
8. Problems that occur in the parking areas should be reported at once to the proper school personnel so that appropriate action can be taken.
9. If attacked, protect yourself and remain calm. This is easy to say, but difficult to do. Scream for help, bite, kick, scratch, or gouge if you are able. As you defend yourself, try to get an idea about approximate age, height, weight, race, hair color and distinguishing or unusual marks of the attacker. This could aid the authorities in their investigation.
10. Report any restraining orders or other legal issues that could impact the school or clinical site immediately to the Nursing Coordinator and/or Supervisor.

11.1 Procedure for Reporting Crime

1. The incident should be reported immediately to the Nursing Coordinator and/or Supervisor.
2. The Nursing Supervisor will notify administration and the local law enforcement authorities.
3. In the case of an evening program, the evening coordinator (reached by contacting the Adult Education Office) will investigate and inform proper law enforcement authorities.

Depending upon the severity of the incident, anyone may notify the law enforcement authorities.

12 Class Officers

Class officers perform a variety of roles. One of their most important jobs is to organize graduation experiences. Each officer's responsibilities are delineated below.

12.1 President

- Chairperson of Graduation/Steering Committee
- Solicit 1-3 Volunteers from the class who will assist in developing ideas and any tasks related to the graduation program/reception activities
- Organize periodic meetings with class officers for purposes of communication progress within individual committees

12.2 Vice-President

- In the event of absence of or inability of President to carry out the above tasks, the Vice-President will act as President.
- Will be an active member of the Graduation/Steering Committee
- Will act in role of other officers as needed, in their absence from meetings (read minutes, give committee reports, etc.)

12.3 Secretary/Treasurer

- Chairperson of Sunshine Committee
- Solicit 1-3 volunteers from the class who will assist in developing ideas and any tasks related to spreading "sunshine", i.e., Acknowledging significant events in lives of class members by sending cards or written notes on behalf of the class (serious illness/hospitalization, births, marriages, deaths of immediate family members, etc.)
- Attend and record minutes of any class officer meetings and give to the Nursing Supervisor.
- Be the source for collecting money for items such as class pizza parties, where all chip in; or for special gifts or cards as part of Sunshine Committee tasks.

12.4 Historian

- Chairperson of History and Memorabilia Committee
- Solicit 1-3 volunteers to assist on committee
- Take pictures, record special or memorable events that occur in class throughout the nursing program (Scrapbook, Graduation CD of Photos)

13 Graduation with Honors

Students who have completed all courses with an overall GPA of 3.4 or greater will be recognized as "Graduating with Honors". The students with the highest GPA will be recognized as Valedictorian at the graduation ceremony.

14 Transcripts

1. Upon graduation, the student will receive an unofficial transcript.
2. A student may request an official transcript be sent to:
 - (a) another school
 - (b) place of employment
 - (c) State Board of Nursing
3. The request for the transcript must be in writing and include:
 - (a) date of graduation
 - (b) student's name at the time of graduation
 - (c) name and address where the transcript is to be sent
 - (d) signature
4. A \$3.00 fee will be assessed for each official transcript.
5. The school will not distribute an official transcript directly to the student unless in a sealed envelope.

Appendix A Pregnancy Waiver

I, _____, understand that in order to participate in the Practical Nursing Programs of the Wayne County Schools Career Center during pregnancy, I must obtain a written release from the physician/midwife of record providing obstetrical care allowing me to fully participate in the classroom, laboratory and clinical experience.

In doing such I release the WCSCC and any and all clinical facilities from responsibility and liability for any accident, injury or medical condition to myself, the pregnancy, and/or the fetus, incurred in the performance of my duties as assigned and within the realm of my student practical nurse status.

Student Signature

Date

*Developed 10/97
Reviewed 1/98, 3/99, 4/06*

Appendix B Physician/Midwife Release

Student's Name _____

NOTE: A form must be completed and signed by the Physician/Midwife each month throughout the pregnancy for the student to participate in class, laboratory and clinical rotations.

I verify that I am the physician/midwife of record in providing care for this patient and she may participate fully in the classroom, laboratory, and clinical experience of the Practical Nursing Program without restriction. This includes, but is not limited to, lifting, bending, and reaching in the care of the acutely and chronically ill.

Physician/Midwife Name (Printed)

Phone

Street Address (complete at initial visit only)

City, State

Zip

Physician/Midwife Signature

Date

*Developed 10/97
Reviewed 2/99, Updated 4/06*

Appendix C Return to Full Participation

Student's Name _____

The above named student is released from my care to return to full participation in activities related to student nursing which includes, but is not limited to, lifting, bending and reaching in the care of the acutely and chronically ill.

Physician/Midwife Name (Printed)

Phone

Street Address (complete at initial visit only)

City, State

Zip

Physician/Midwife Signature

Date

Developed 4/06

Appendix D Student Contract

I, _____, agree to

1. establish and maintain professional boundaries
2. treat individuals with courtesy and respect and with full recognition of their dignity
3. refrain from behavior that causes or may cause physical, verbal, mental or emotional abuse
4. behave in a manner that brings credit to the Wayne County Schools Career Center and the profession of nursing

and understand that this contract applies to:

- clients, patients and residents
- staff members and faculty
- substitute teachers
- clinical facility employees
- students
- guest lecturers
- all other people with whom I come in contact at the Wayne County Schools Career Center and the clinical sites

I understand that the violations of any of the above conditions are cause for disciplinary action and possible dismissal from the program.

Student Signature

Date

Developed 5/04

Appendix E Drug Statement Form

Chemical dependency is a treatable disease with its own recognizable symptoms, which is characterized by physical and psychological dependence on mood altering chemicals. The disease is progressive, permanent, and fatal unless treated and arrested.

E.1 Policy

All employees/students are prohibited from reporting to work under the influence, having, consuming, or distributing intoxicating substances and/or drugs during school hours and are prohibited from being under the influence on the institution's premises after working hours.

E.2 Procedure

Through evaluation of job performance and/or disciplinary reports, which specify details, violations of this policy can result in suspension for employee/student for at least the entire working day.

1. Details

- (a) Reporting to work/school under the influence or consuming intoxicating substances while at work-automatic suspension and immediate ordering of employee/student to go home, or to report to the Emergency Room before going home.
 - (b) Having intoxicating substances while at work/school-immediate and official warning of suspension and the confiscation of such substances. Final disposal of such substances will be made the Administration.
 - (c) Being under the influence on the institution's premises after working/school hours-immediate orders to go home must be given and a follow-up on that order should be taken.
2. Any student suspected of using controlled substances and/or alcohol, unless prescribed by a physician for a specific illness, will be subject to urine and blood tests. If such tests are positive, the student will be referred for counseling and is subject to immediate dismissal.
 3. An employee/student found guilty of unlawful possession, use, or distribution of illicit drugs and/or alcohol will be subject to the applicable legal sanctions under local, state, and federal law.

Drug Statement Form Cont.

Employee/students needing drug and alcohol counseling, treatment, or rehabilitation may be referred to one of the following services or care units for assessment, counseling, and treatment:

- Wayne County Alcoholism Services
- Edwin Shaw Hospital in Akron
- Serenity Hall of Richland Hospital
- Narcotics Anonymous
- ONA Peer Assistance
- Education and Counseling Service in Orrville
- Glenbeigh of Massillon Community
- Alcoholics Anonymous
- Al-Anon/AlaTeen

I have read and understand the statement concerning chemical dependency and the school's policy in regard to chemical dependency.

Student Signature

Date

Faculty approved 6/96, 5/97, 1/98, 3/99, 2/00, 3/01, 3/02, 5/03, 6/08

Appendix F Fingerprinting Rubric

F.1 Rubric

Infraction	Past Year	Past 3 Years	Past 5 Years	Beyond 5 Years
Drug Trafficking	D	D	C	B
Substance Abuse	D	C	B	A
Physical Abuse	C	C	B	A
Domestic Violence	C	C	B	A

F2 Key

Letter	Description
A	Acceptance
B	Conditional Acceptance
C	Letter and Meeting with the Admissions Committee
D	Deferral

Appendix G BCI/FBI Requirement Form

Wayne County Schools Career Center Adult Practical Nursing Program BCI/FBI Fingerprinting Requirement Form

As an applicant with good moral character, I understand and am aware of the law that requires an applicant to become a practical nurse in the eyes of the Ohio Board of Nursing and the Wayne County Schools Career Center Adult Practical Nursing Program to undergo and pass a criminal background check for both BCI and FBI.

The first required fingerprinting is for Child/Elderly Care. The check at the end of the program is required for Licensing. It is possible, due to program length and expiration dates, that a second Child/Elderly Care check will be needed. All fingerprinting is to be completed at Tri-County ESC during the required dates as stipulated in the program with the necessary form at the time of fingerprinting.

Student Signature

Date

Appendix H Addendum Acknowledgment

I have received, read, and understand the Practical Nursing Handbook Addendum, and will abide by the policies, rules, and regulations as set forth by the Wayne County Schools Career Center Adult Practical Nursing Program as delineated in this document.

Student Signature

Date