

# Wayne County Schools Career Center High School Practical Nursing Program



2022-2024  
**STUDENT HANDBOOK**  
PROGRAM ADDENDUM

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# 1 Staffing

## 1.1 Nursing Administration

Staff	Title
Matthew Brown	Principal
Lorie Rodgers, MSN, RN	Nursing Manager
<u>Rebekah Marshall</u>	<u>Administrative Assistant</u>

## 1.2 Nursing Faculty

Faculty	Title
Dawn Tresch, BSN, RN, MEd	High School Nursing Faculty
Jessica Immel, BSN, RN, MBA, MEd	High School Nursing Faculty

## 1.3 An Equal Opportunity Employer

The Wayne County Schools Career Center complies with Title II, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, American with Disabilities Act, Age Discrimination in Federal Assisted Program Act, and the Genetic Information Nondiscrimination Act of 2008 in its policies and practices of non-discrimination and harassment against students and employees on the basis of religion, race, color, national origin, sex, disability, military status, age, sexual orientation, gender identity or genetic information in its program, activities, or employment

## **2 The Program**

### **2.1 Our Mission**

Provide knowledge, skill development, and experiences necessary for a lifetime of personal and professional growth.

### **2.2 Our Vision**

Using compassion, respect, and teamwork, we make WCSCC a great place to work and learn.

### **2.3 Program Description**

The Wayne County Schools Career Center High School Practical Nursing Program is a two-year College Tech Prep program approved by the Ohio Board of Nursing. The curriculum integrates nursing theory with clinical practice. Successful completion of the curriculum leads to a nursing certificate and eligibility to take the National Council Examination for Practical Nurses (NCLEX-PN). Successful passage of the NCLEX-PN is the final factor in qualifying the individual for licensure to practice nursing in the State of Ohio.

The High School Practical Nursing Curriculum is based on the Ohio Health Science Career Field Technical Content Standards developed by the Ohio Department of Education for health careers and is derived from the Ohio Administrative Code 3301-61-03 (Criteria for Secondary Workforce Development Program) and the National Health Care Standards.

Through participation in the Career-Technical Credit Transfer (CT2) Program through the Ohio Department of Education and The Ohio Board of Regents College Tech Prep program, students have the opportunity to enter an Associate Degree in Nursing (AD) programs within the state of Ohio. Students may be eligible for advance credit in nursing.

### **2.4 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 socioeconomic backgrounds, possessing different values, attitudes, abilities, and goals. The environment influences the development of each individual. Society and the environment are inter-related 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 grounded in ethical and legal principles, to assist the individual in maintenance, promotion, and restoration of health.

Nursing is a "human-to-human" caring process in which co-participation between the nurse, and the individual 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. A variety of teaching methods are utilized 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.

## **2.5 Conceptual Framework**

### **2.5.1 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

### **2.5.2 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

## 2.6 Nursing Code of Ethics

<b>Provision 1</b>	The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
<b>Provision 2</b>	The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
<b>Provision 3</b>	The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
<b>Provision 4</b>	The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care.
<b>Provision 5</b>	The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
<b>Provision 6</b>	The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
<b>Provision 7</b>	The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
<b>Provision 8</b>	The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
<b>Provision 9</b>	The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy

Source: American Nurses Association. (2015). *Code of ethics with interpretative statements*. Silver Spring, MD: Author. Retrieved from <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>



## 2.7 Program Objectives

The practical nurse graduate 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. , S, H, N,
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)

### Note

One or two students may be assigned as “class representatives” by the faculty to the Curriculum, Faculty, or Advisory Board Committees.

## 2.8 Curriculum Plan 2022-2024

### JUNIOR SEQUENCE

Course Title	Theory Hours	Lab Hours	Clinical Hours	Simulation	Total Hours
Nurse Aide	32	30	18		80
<b>Junior Level 1<sup>st</sup> and 2<sup>nd</sup> semester</b>					
Anatomy & Physiology	105		0		105
Principles of Allied Health/ Medical Surgical I	182	112	21		315
Patient Centered Care/Medical-Surgical II	42		31.5		73.5
Growth & Development	49				49
IV Therapy	17.5	21			38.5
<b>Junior Total Hours</b>	<b>427.5</b>	<b>163</b>	<b>70.5</b>	<b>0</b>	<b>661</b>

### SENIOR SEQUENCE

Course Title	Theory	Lab	Clinical	Simulation	Total Hours
<b>Senior Level –1<sup>st</sup> Semester</b>					
Patient Centered Care Diagnostics I	158.4		60		218.4
Lifespan Development Mental Health	57.2		8		65.2
Lifespan Development Pediatrics	52.8		6	4	62.8
<b>Total 1<sup>st</sup> Semester Hours</b>	<b>268.4</b>	<b>0</b>	<b>74</b>	<b>4</b>	<b>346.4</b>
<b>Senior Level –2<sup>nd</sup> Semester</b>					
Lifespan Development Leadership (Capstone)	26.4	0	64		90.4
Lifespan Development Obstetrics	66	0	8	8	82
Patient Centered Care Diagnostics II	145.2	0	44		189.2
<b>Total 2<sup>nd</sup> Semester Hours</b>	<b>237.6</b>		<b>116</b>	<b>8</b>	<b>361.6</b>
<b>Senior Total Hours</b>	<b>506</b>		<b>190</b>	<b>12</b>	<b>708</b>
<b>TOTAL COURSE HOURS</b>					<b>1369 HOURS</b>

## 2.9 Course Descriptions

### **Nurse Aide**

32/Theory, 30/Lab, 18/Clinical 0/Simulation

80 hours

This short-term course includes basic nursing skills required to provide safe and competent personal care for individuals as established in Chapter 3701-18 of the OAC State of Ohio requirements for Ohio's Nurse Aide and Competency Evaluation Program. The program curriculum provides an in-depth classroom learning and skills experience that includes, but is not limited to introduction to the role and responsibilities of a nurse aide, basic nursing and personal care skills, resident rights and interpersonal communication skills, safety, emergency, infection control procedures, and restorative care. Upon successful completion of the course, students will receive a Certificate of Completion and be eligible to register for the state nurse aide test.

### **Human Anatomy & Physiology**

105/Theory, 0/Lab, 0/Clinical 0/Simulation

**ODE Subject Code: 072040**

**105 hours**

**ODE Course Description:** Students will demonstrate knowledge of body systems with emphasis on the interrelationships between structure and physical function. Students will analyze and evaluate how the body systems respond to physical activity, disease, and aging. Students will use data acquisition software to monitor abnormal physiology and body functions (e.g., muscle movement, reflex, respiratory, and voluntary actions). Students will analyze descriptive results of abnormal physiology and evaluate clinical consequences.

*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.*

### **Principles of Allied Health/Medical Surgical 1**

182/Theory, 112/Lab, 21/Clinical 0/Simulation

**ODE Subject Code: 072035**

**315 hours**

**ODE Course Description:** Students will apply knowledge and clinical skills necessary to assess, plan, provide, and evaluate care and psychomotor skills of patients in varied healthcare settings. Students will apply first aid principles and techniques needed for response to choking, cardiopulmonary resuscitation, and other life-threatening emergencies. Emphasis will be placed on regulatory compliance, patient safety, pathophysiology, and medical interventions. This course introduces psychomotor skills needed to assist individuals in meeting basic human needs.

*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.*

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

**Patient Centered Care/Medical Surgical II**  
42/Theory, 0/Lab, 31.5/Clinical 0/Simulation

**ODE Subject Code: 072050**  
**73.5 hours**

**ODE Course Description:** Students will apply psychomotor nursing skills needed to assist individuals in meeting basic human needs. Students will collect patient's vital signs including temperature, pulse rate, respiration rate, and blood pressure. Students will perform phlebotomy procedures with emphasis on infection prevention, universal precautions, proper patient identification, specimen acquisition, handling, and processing. Additionally, students will observe patients' physical, mental, and emotional conditions and document any change.

*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 and MS 1 to assist the individual in maintenance, promotion and restoration of health. Concepts of surgical asepsis and surgery, wound care, infectious disease, health and physical assessment, pain, medication administration, pain, musculoskeletal, integumentary, and introduction to pharmacology are presented. The nursing process, critical thinking, individual decision-making and computer technology are emphasized.*

**Growth and Development**  
49/Theory, 0/Lab, 0/Clinical 0/Simulation

**49 hours**

This course studies growth and development from conception to death. It explores normal developmental tasks of children and their families and adults in order to provide the foundation for recognizing deviations from normal in various stages of the life cycle. It provides an overview of trends, issues and theories of aging as related to the older adult. It introduces the student to the normal aging process associated with each body system. It addresses common and chronic illnesses associated with the aging process. Methods of dealing with dementia and mental health issues as well as the special needs of the elderly will also be examined.

**Patient Centered Care and Diagnostics (I & II)**  
303.6/Theory, 0/Lab, 104/Clinical, 0/Simulation

**ODE Subject Code: 072055**  
**407.6 hours**

**ODE Course Description:**

In this course, students establish and implement treatment plans while providing primary nursing care. Topics include pharmacology, phlebotomy, mental health nursing and acute care nursing. Students use diagnostic techniques to develop patient health assessments. Emphasis is placed on the synthesis of information gathered through health history, observation, and the detection of deviations and variations from normal physical characteristics. In addition, students learn the legal and ethical principles needed to function within the scope of practice.

*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, Medical Surgical I and II, 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 PCCD I & II, 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.

#### **IV Therapy**

17.5/Theory, 21/Lab, 0/Clinical, 0/Simulation

**38.5 hours**

**ODE Course Description:** Students establish and implement treatment plans while providing primary nursing care. Topics include pharmacology, phlebotomy, mental health nursing and acute care nursing. Students use diagnostic techniques to develop patient health assessments. Emphasis is placed on the synthesis of information gathered through health history, observation, and the detection of deviations and variations from normal physical characteristics. In addition, students learn the legal and ethical principles needed to function within the scope of practice.

*This course 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, the student practical nurse shall be prepared to perform limited intravenous therapy in the clinical setting, under direct supervision of Registered Nurse Faculty and Teaching Assistant members 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 and Physiology and Medical-Surgical Nursing Fundamental courses to assist the individual in maintenance, promotion, and restoration of health.*

#### **Lifespan Development**

202.4/Theory, 0/Lab, 87/Clinical, 12/Simulation

**ODE Subject Code: 072055**

**301.4 hours**

**ODE Course Description:** Students gain necessary skills and knowledge to meet the needs of individuals from infancy through the human life cycle in a safe, legal, and ethical manner using the nursing process. Topics include physical, psychological, and cultural variations associated with maturing and aging. Emphasis will be placed on regulatory compliance, patient assessment, patient safety, and medical interventions. Additionally, students use psychomotor nursing skills to assist in day-to-day patient care activities. Clinical activities support and correlate with the theory content.

#### **Lifespan Development: Pediatric Nursing**

52.8/Theory, 0/Lab, 6/Clinical, 4/Simulation

**62.8 hours**

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 local schools, day care centers, private physician's offices and acute care settings.

**Lifespan Development: Mental Health**

57.2/Theory, 0/Lab, 8/Clinical, 0/Simulation

**65.2 hours**

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.

**Lifespan Development: Obstetrics**

66/Theory, 0/Lab, 8/Clinical, 8/Simulation

**82 hours**

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 settings, clinics, and private physician's offices.

**Lifespan Development: Leadership (Capstone)**

26.4/Theory, 0/Lab, 64/Clinical, 0/Simulation

**90.4 hours**

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 life-long learning. The English component focuses on technical writing, research strategies, resume development and computer technology. Clinical experiences may include long-term care centers, clinics, and acute care settings.

**2.10 Course Objectives****2.10.1 Nurse Aide**

1. Define the role and responsibilities of a nursing assistant
2. Demonstrate behavior in support, and promotion of patient's rights,
3. Assist residents in attaining and maintaining basic comfort and safety
4. Apply nursing assistant theoretical knowledge in providing basic healthcare skills.
5. Demonstrate safe, competent care within the practice guidelines of a nursing assistant
6. Demonstrate sensitivity to patient's cultural, emotional, social, mental and physical needs through appropriate interactions.
7. Promote and maintain an environment conducive to the safety and well-being of individuals or groups in society through the application of knowledge.
8. Incorporate course theory and lab skills to the clinical setting ~~assist~~ assisted living and long-term care facilities.
9. Demonstrate effective, professional communication with faculty, clients, and health care team members.
10. Employ ethical and moral behaviors, and the characteristics of honesty, responsibility and caring in the provision of patient/resident care.

### **2.10.2 Pediatrics**

At the completion of the course, the student will be able to:

1. Demonstrate knowledge of the biophysical development and psychosocial development of the individual from birth to adolescence. (I 1-3)
2. Gather information on the physical, emotional, psychosocial, religious, spiritual, and sexual needs of the individual from birth through adolescence. (I 1-3, S 1-3, H 1-4, N 1-3, TL 1-3, NE 2)
3. Gather information on the individual from birth through adolescence within the environment of societal influences. (S 1-3)
4. Plan and select nursing interventions to assist the individual from birth through adolescence in the maintenance, promotion, and restoration of health. (H 1-3, N 1-3)
5. Implement nursing interventions to assist the individual from birth through adolescence in the maintenance, promotion, and restoration of health. (H 1-3, N 1-3)
6. Evaluate the outcome of nursing interventions in the individual from birth through adolescence. (H 1-4, N 1-3, NE 2)
7. Recognize ethical and legal issues in caring for the individual from birth through adolescence. (N 4-5)
8. Identify the role of the practical nurse in caring for the individual from birth through adolescence. (N 6, TL 4)

### **2.10.3 Mental Health**

At the completion of the course, the student will be able to:

1. Gather information on the emotional and psychosocial needs of the individual. (I 2, H 1, N 2)
2. Identify the ethical and legal roles of the practical nurse in caring for the individual with emotional and psychosocial needs. (N 4-6, S 2-3)
3. Plan and select nursing interventions to assist the individual in maintenance, promotion and restoration of health in mental health. (N 2, H 3-4, I 1-3)
4. Demonstrate effective communication skills to convey pertinent information regarding the individual's mental health care needs and to establish interpersonal relationships with the individual, families, groups within society and members of the health care team. (S 1-4, N 6, H 3-4)
5. Implement the nursing process in collaboration with the individual to maintain, promote, and restore mental health. (N 1-2, N 6, TL 1, H 3-4, NE 2)
6. Evaluate the individual's response to nursing interventions. (N 2, TL 2-3, S 2-3)
7. Identifies the role of the practical nurse as a member of the mental health team. (N 6-7, TL 4)
8. Identify medications utilized in pharmaco-therapeutics related to mental health. (N 3)

#### **2.10.4 Obstetrics**

At the completion of the course, the student will be able to:

1. Demonstrate knowledge of the biophysical development of the reproductive system. (I 1-2)
2. Gather information on the physical, emotional, psychosocial, religious, spiritual, and sexual needs of the childbearing age individual. (I 1-3, S 1-3, H 1-4, N 1-2, TL 1-3, NE 2)
3. Gather information on the childbearing age individual and family within the environment of societal influences. (S 1-3)
4. Plan and select nursing interventions to assist the childbearing age individual in the maintenance, promotion, and restoration of health. (H 1-3, N 1-3)
5. Implement nursing interventions to assist the childbearing age individual in maintenance, promotion, and restoration of health. (H 1-3, N 1-3)
6. Evaluate the outcome of nursing interventions in childbearing age individuals in families. (H 1-3, N 1-3, NE 2)
7. Recognize ethical and legal issues in caring for the childbearing age individual. (N 4-5)
8. Identify the role of the practical nurse in caring for the childbearing age individual and family. (N 6, TL 4)

#### **Lifespan Development: Leadership (Capstone)**

At the completion of the course, the student will be able to:

1. Identify shifting paradigms in nursing. (NE 3-4, S 1-2)
2. Identify the legal concepts of nursing to meet the needs of individuals or groups in society in a caring manner, including client rights, confidentiality and quality of life issues. (I 2, S 1-4, H 1-4, N 1, 4-6)
3. Demonstrate knowledge of the Nurse Practice Act including issues of delegation. (N 6, NE 3-4)
4. Identify and discuss issues of professional ethics. (N 5-6)
5. Identify leadership and management skills utilized by members of the health care team. (H 2, N 1-2, 6, NE 3-4)
6. Identify and seek present and/or future employment opportunities as a member of the health care team. (N 6-7, NE 3-4)
7. Prepare for the National Council Examination Practical Nurse (NCLEX-PN). (NE 3, N 6-7)
8. Recognize the importance of personal and professional growth through participation in continuing education programs and lifelong learning. (NE 3-4, N 6-7)
9. Identify and differentiate between professional organizations of nursing and administrative agencies. (S 2, NE 3, N 6-7)
10. Utilize basic computer technology in the preparation of assignments. (S 4, N 7)



### **2.10.5 Patient Centered Care and Diagnostics (I & II)**

At the completion of the course, the student will be able to:

1. Demonstrate knowledge of the biophysical and psychosocial development of the adult individual. (I1-2)
2. Gather information on the physical, emotional, psychosocial, religious, spiritual, and sexual needs of the adult individual. (I 1-3, S 1-2, H 1-4, N 1-2, TL 2, NE 2)
3. Gather information on the adult individual within the environment of societal and cultural influences. (S1-3)
4. Plan and implement nursing interventions to assist the adult individual in maintenance, promotion, and restoration of health. (H 1-4, N 1-3)
5. Promote and maintain an environment conducive to the safety and well-being of adult individuals and their families through the application of knowledge derived from the biological, physical, technological, behavioral, social, and nursing sciences (S 1-3, H 1-4, N 1-2, NE 2)
6. Demonstrate effective communication skills to convey pertinent information regarding the adult individual and their family's health care needs and to establish interpersonal relationships with members of the health care team, individuals, or groups within society. (S 1-3, NE 2, N 7)
7. Implement scientific and technological principles in communicating information to the adult, individual, family and health care team. (S 1-4, N 2-7, NE 2)
8. Implement the nursing process in collaboration with the adult individual and family to maintain, promote, and restore optimal health through the application of nutritional and health principles and teaching. (H 1-4, N 1-2, NE 1-2)
9. Evaluate the outcome of nursing interventions related to the maintenance, promotion and restoration of health in the adult individual. (H 1-4, N 1-3, NE 2)
10. Recognize ethical and legal issues in caring for the adult individual. (N 4-5)
11. Identify the role of the practical nurse in caring for the adult individual. (N 6-7, TL 4)
12. Identify common pharmacological agents and associated nursing implications used in the treatment of individuals with diagnostic conditions from all body systems. (N 1-3, H 1,3,4)

### **2.10.6 IV Therapy**

At the completion of the course, the student will be able to:

1. Identify indications for IV therapy.
2. State understanding of the Ohio Revised Code (laws) and rules of delegation as they relate to the role of the LPN with limited IV therapy certification, including
  - (a) Identify appropriate routes, locations, and types of infusions that may be performed by the LPN.

- (b) Identify IV fluids (and combinations) and antimicrobial agents that may be administered by the LPN.
- 3. Identify suitable veins and skin considerations related to intravenous access.
- 4. Demonstrate the understanding of universal precautions and exposure control guidelines as they relate to intravenous therapy.
- 5. List classes of IV solutions by tonicity.
- 6. Identify, select and gather equipment as appropriate to perform intravenous therapy.
- 7. Apply concepts that promote client comfort and safety, asepsis and efficiency in the performance of initiation, maintenance, and discontinuation of intravenous therapy.
- 8. Calculate intravenous flow (infusion) rates and dosages.
- 9. Document appropriately intravenous therapy that has been performed.
- 10. Identify common local and systemic complications of intravenous therapy and state appropriate interventions.

### **2.10.7 Growth and Development**

- 1. Gather information on the various stages of biophysical, psychosocial, emotional, and spiritual growth and development of the individual across the life span.
- 2. Identify factors within the environment influencing the biophysical, psychosocial, emotional and spiritual growth and development of the individual across the life span.
- 3. Demonstrate knowledge of nutrition, health and safety principles related to individuals across the life span.
- 4. Evaluate individual behaviors by applying the general principles of biophysical, psychosocial, emotional and spiritual development of the individual across the life span.
- 5. Identify the legal and ethical principles involved in the care of the individual across the life span.
- 6. Utilize effective communication skills while interacting with the individual, family and/or health professionals.

### **2.10.8 Principles of Allied Health/Medical Surgical Nursing I**

- 1. Gather information on the physical, emotional, psychosocial, religious, spiritual, and sexual needs of the individual. (I 1-3, N 1-2)
- 2. Gather information of the individual within the environment of societal influences. (S 1-3, N 1-2)
- 3. Identify the ethical and legal role of the practical nurse in caring for the individual. (N 2, 4-5)
- 4. Plan and select nursing interventions to assist the individual in the maintenance, promotion, and restoration of health. (N 1-2, H 1-4)

5. Promote and maintain an environment conducive to the safety and well-being of individuals or groups in society through the application of knowledge derived from the biological, physical, technological, behavioral, social, and nursing sciences. (S 2-4, H 1-4, N 1-2)
6. Implement nursing interventions to assist the individual in maintenance, promotion, and restoration of health. (H 2-3, N 1-2, 6, TL 1-2, NE 1-2)
7. Demonstrate effective communication skills to convey pertinent information regarding the individual, family, and health care needs and to establish interpersonal relationships within members of the health care team, individuals or groups within society. (S 1-3, NE 2)
8. Implement scientific and technological principles in communicating information to the individual, family, and health care team. (S 1-4, N 2, NE 2)
9. Implement the nursing process in collaboration with the individual to maintain, promote, and restore optimal health through the application of nutritional and pharmacological principles. (H 1-4, N 2-3, NE 1-2)
10. Evaluate the outcome of nursing interventions. (N 2, TL 2-3)

#### **2.10.9 Patient Centered Care (Medical Surgical II)**

1. Demonstrate knowledge of the biophysical and psychosocial development of the adult individual. (I1-2)
2. Gather information on the physical, emotional, psychosocial, religious, spiritual, and sexual needs of the adult individual. (I 1-3, S 1-2, H 1-4, N 1-2, TL 2, NE 2)
3. Gather information on the adult individual within the environment of societal and cultural influences. (S1-3)
4. Plan and implement nursing interventions to assist the adult individual in maintenance, promotion, and restoration of health. (H 1-4, N 1-3)
5. Promote and maintain an environment conducive to the safety and well-being of adult individuals and their families through the application of knowledge derived from the biological, physical, technological, behavioral, social, and nursing sciences (S 1-3, H 1-4, N 1-2, NE 2)
6. Demonstrate effective communication skills to convey pertinent information regarding the adult individual and their family's health care needs and to establish interpersonal relationships with members of the health care team, individuals, or groups within society. (S 1-3, NE 2, N 7)
7. Implement scientific and technological principles in communicating information to the adult, individual, family and health care team. (S 1-4, N 2-7, NE 2)
8. Implement the nursing process in collaboration with the adult individual and family to maintain, promote, and restore optimal health through the application of nutritional and health principles and teaching. (H 1-4, N 1-2, NE 1-2)
9. Evaluate the outcome of nursing interventions related to the maintenance, promotion and restoration of health in the adult individual. (H 1-4, N 1-3, NE 2)
10. Recognize ethical and legal issues in caring for the adult individual. (N 4-5)

11. Identify the role of the practical nurse in caring for the adult individual. (N 6-7, TL 4)
12. Identify common pharmacological agents and associated nursing implications used in the treatment of individuals with diagnostic conditions from all body systems. (N 1-3, H 1,3,4)

#### **2.10.11 Anatomy and Physiology**

1. Identify body cells, tissues, organs, and organ systems. (I 1)
2. Identify the function of various body cells, tissues, organs and organ systems. (I 1)
3. Identify various pathogens which may disrupt health. (I 1, H 3)
4. Demonstrate the ability to communicate concepts of anatomy and physiology and concepts of health using appropriate medical terminology. (I 1, H 3)

### **2.11 ATI**

#### **2.11.1 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.

#### **2.11.2 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

#### **2.11.3 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.

#### **2.11.4 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.

### 2.11.5 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.

### 2.11.6 Comprehensive Predictor and the NCLEX Exam

The Comprehensive Predictor tests knowledge acquired throughout the nursing program and NCLEX-PN readiness. Students will be required to take the Comprehensive Predictor at the end of the fourth 9 weeks, and **achieve a benchmark score of 84% predicted probability score** on the exam prior to the school submitting their completion letter to the Ohio Board of Nursing. Students that do not achieve this benchmark must remediate for ALL topics that are generated from the Topics to Review after completing the Comprehensive Predictor Exam and prior to scheduling their retesting, no sooner than 2-3 weeks after the 1<sup>st</sup> attempt. **Those who fail to attain the required benchmark of 84% with the retest will enroll within 90 days in an approved structured NCLEX-PN review course sanctioned by the nursing administration at their own expense, or student will become ineligible to test.** Nursing administration may require a third attempt at the Comprehensive Predictor after completing the review course at no additional cost to the student. Once this is successfully completed the student will be eligible to sit for the NCLEX-PN

### 2.11.7 Request for NCLEX Testing Accommodations

Accommodation requests include assistance such as extra time, a separate room or reading assistance. All accommodation requests must be made in advance to allow sufficient time to secure the required documentation. Candidates who wear medical devices that are attached to the body (i.e. insulin pump, TENS Unit, Spinal Cord Stimulator) must contact the Board for further information. Documentation required must include the following:

1. A letter from the applicant that includes information regarding the specific type of disability involved, the specific type of accommodations requested, and the applicant's contact information. This letter must be uploaded at the time the online application is submitted.
2. A letter submitted directly from the applicant's nursing education program administrator indicating what accommodations, if any were provided to the applicant during the nursing education program, unless the disability occurred after the completion of the program. The documentation from the school must be sent directly to the Board via email at [accommodations@nursing.ohio.gov](mailto:accommodations@nursing.ohio.gov) or by fax to (614) 466-0388, Attention: Accommodations.
3. Current documentation (within the past year) submitted directly to the Board from a qualified professional with expertise in the area of the diagnosed disability, on the professional's letterhead stating:
  - the applicant's current disability diagnosis;

- recommendations for NCLEX testing accommodations appropriate for the diagnosed disability (i.e. time and a half, private room); and
- the professional may include documentation such as recent reports, test results, evaluations and assessments of the applicant's need for accommodations; and may include information regarding the history of the disability and past accommodations granted to the applicant, if any.

Accommodation requests based on anxiety or phobia must be supported by a specific and professionally recognized diagnosis found in the Diagnostic and Statistical Manual of Mental Disorders (DSM).

The documentation from the qualified professional must be sent directly to the Board via email at [accommodations@nursing.ohio.gov](mailto:accommodations@nursing.ohio.gov) or by fax to (614) 466-0388, Attention: Accommodations.

The recommendation from the qualified professional will be the basis for the recommendation. Your request will be forwarded to the National Council of State Boards of Nursing for review. You will be notified whether your request is approved, along with your authorization to test (ATT) via an email from Pearson VUE.

If you have questions about accommodations, please email [accommodations@nursing.ohio.gov](mailto:accommodations@nursing.ohio.gov).

## **2.12 SkillsUSA**

SkillsUSA is the only national organization designed exclusively for trade, technical, industrial and health occupations students. It is the student's professional organization along with other nursing organizations. It offers students the opportunity for prestige and recognition.

All nursing students are strongly encouraged to be active in the SkillsUSA activities and competitions. However, participation in all local, regional, and state competitions are limited to those students who demonstrate satisfactory progress, maintain satisfactory attendance and demonstrate positive attitude. The student will be a member of SkillsUSA per the ODE/WCSCC requirement in the Federal Perkins Funding Act.

## **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**

Applicants for admission to the Wayne County Schools Career Center High School Practical Nursing Program must have a completed application, pre-testing scores, two references, and a current transcript on file prior to consideration by the Admissions Committee. All applicants will be considered regardless of race, color, religion, national origin, sex, physical handicap, or marital status.

Criteria for admission consideration are provided below:

- Be 16 years of age prior to October 1 of the junior year
- Completed the 10<sup>th</sup> grade.
- Completed Algebra I and Biology (or equivalent coursework) with a grade of C or above
- Have 10 credits toward graduation
- No credit deficiencies by completion of 10<sup>th</sup> grade
- Cumulative GPA of 3.0.

A maximum of 10 absences per academic year. If there are extenuating circumstances, there must be written documentation provided to the admissions committee for possible consideration.

Passage of the nursing entrance exam and/or Work Keys with a passing score in the areas of Applied Mathematics (5), Graphic Literacy (4), and Workplace Documents (5).

- Two favorable references (preferably from teachers)  
*(Any exceptions to this policy must be made by the admissions committee)*

### 3.1.1 Student Requirements

Applicants will be required to provide the school with the following information **PRIOR TO START OF CLASS**:

1. A complete physical form signed by a licensed physician, physician's assistant or certified nurse practitioner at the expense of the applicant. Included in physical:
  - (a) Record of immunizations
2. A *current annual physical* examination with verification by your healthcare provider that you will be able to meet the physical demands of providing nursing care (must be within the year of starting class.)
3. Measles, Mumps, Rubella (MMR)
  - (a) Measles: Documentation of two doses of live measles vaccine (or MMR) given on or after 12 months of age and separated by at least 28 days.
  - (b) Mumps: Documentation of two doses of live mumps vaccine (or MMR) given on or after 12 months of age and separated by at least 28 days.
  - (c) Rubella: Documentation of one dose of live rubella (or MMR) given on or after 12 months of age.
  - (d) Laboratory evidence of immunity for all three diseases can be submitted if you cannot provide proof of vaccination or in the case of unvaccinated individuals who have history of disease.
4. Varicella or titer documenting immunity.

5. Hepatitis B series must be received as scheduled or a signed waiver declining immunization.
6. Annual flu vaccine must be obtained in the fall or a waiver for declination may be signed; *annually*.
7. COVID vaccination is not currently required by the school, however, most clinical sites require documentation of vaccination status, or the opportunity for a student to complete a facility-generated religious/medical exemption for review per the facility. WCSCC does not approve/monitor any religious /medical exemption forms.
8. All Students are required to fulfill the clinical requirements as stated in the curriculum plan regardless of vaccination status.
9. TDAP/TD – Documentation of a single dose of Tdap/Td vaccination within 10 years of entering the nursing program must be provided. Proof of Tdap/Td booster must be submitted if Tdap/Td booster expires while in the nursing program.
10. TB/PPD/Mantoux
  - (a) Documentation of TB blood test within 1 year of starting program. Will need to provide proof of retesting annually OR
  - (b) Documentation of 2 step TB skin test within 1 year of starting program. A two-step TB test is required at the start of the nursing program. It consists of two injections. Each is given at separate times, one week apart. It takes at least 9 days to complete the two-step TB test. Provide proof of retesting annually (one step yearly test after the initial two-step if done before two-step expires).
  - (c) Documentation must be submitted annually.
  - (d) Students with latent TB infection (positive reactors without symptoms) must submit a normal chest x-ray result annually in place of TB testing.
11. **American Heart BLS for Healthcare Professionals CPR** certification must be maintained throughout the program.
12. Students failing to comply with the above policy will not be able to attend the clinical experience and will receive a zero each day missed until health data is submitted.
13. **Fingerprinting – each student is required to have BCI/FBI prints done annually and must be maintained as valid BCI/FBI results through-out the program.** A voucher is provided to the student and must be taken to the TRI-COUNTY ESC located at 741 Winkler Drive, Wooster, OH for completion. If the student is under 18, you must be accompanied by a parent or guardian. You must bring the following items:
  - (a) Background Check Form Provided by the Nursing Department containing the Purchase Order # so that you don't have to pay.
  - (b) Picture ID.
  - (c) Social Security Number; *if you don't know your number, bring your card.*
  - (d) Parent or Guardian to accompany the student if under the age of 18.
  - (e) Students must process fingerprinting on or before designated due date.
14. Fingerprinting results will be evaluated by Nursing Manager.



15. The Nursing Manager will determine if fingerprinting results require further actions, discussions or decisions.
16. If student is charged/arrested before or during the program, WCSCC reserves the right to dismiss the student from the program or require additional background checks at the student's expense at Tri-County ESC (address above). (*See Addendum L regarding List of Potentially disqualifying offenses.*)
17. Drug Screening: Random 10 panel T-cup Drug Screening provided by Great Lakes Biomedical LTD performed at the WCSCC prior to clinical rotations at both the junior and senior level.

## **Physical Requirements**

Since nursing students are required to perform many technical activities or competencies, throughout the program they must be in good physical condition as determined by a physician during the physical exam. The inability to meet these qualifications will interfere with meeting course and program objectives and may result in termination for the program. (See Grading and Evaluation Policy)

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 that may be provided by the school.

The applicant must provide evidence that no physical or mental disabilities exist that would affect the applicant's ability to satisfactorily complete the prescribed course of study and provide safe nursing care.

If a student presents a physical or emotional problem that can jeopardize the safety of a patient, the student will be counseled by the instructor, the behavior or health issue identified and an agreed treatment or solution discussed. A school counselor is available for counseling sessions as needed for both academic and non-academic concerns.

If the clinical instructor feels that the student's physical or mental health jeopardizes the safety of the patients, the student will be asked to leave the patient care area and report to the school clinic.

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. The student may be responsible for the payment of related charges.

Any health situation, including a prescription medication that could influence the effectiveness of the student must be brought to the attention of the faculty. (Examples: diabetes, allergies, hypertension or use of mind-altering drugs)

The student who becomes pregnant during the program must have written permission from her attending physician to remain in the program. A Physician/Midwife release form must be signed and submitted each month of the pregnancy (FORM B). A release also must be signed indicating ability to continue at the conclusion of the pregnancy (FORM C).

A student who is pregnant and wishes to remain in the program may do so, but must sign a waiver (FORM A), along with parent if under the age of 18, at the beginning of her pregnancy, releasing the school and the cooperating agencies from liability should the student's activities be detrimental to the student or her child.

Failure to report a pregnancy and/or comply with the requirements listed above may result in dismissal from the program at the discretion of the faculty.

Students are responsible for obtaining a two- step Mantoux, maintenance and/or renewal of Adult and Child/Infant CPR certification and First Aid certification (American Heart Association).

### **Minimal Abilities**

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. 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 handwashing, using mask and gloves.

### **Student Requirement Notes**

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.

Students with IEP's. The IEP will be followed with the understanding that the student must also meet the course requirements as set forth in the Ohio Revised Code (ORC) 4723-5-14A.

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 Manager, and the Admissions Committee and a determination made within ten (10) workdays after receipt of the written request.

### **3.1.2 Advanced Standing**

The WCSCC High School Practical nursing program does not offer advanced placement options for our applicants.

## **3.2 Program Expenses and Fees Policy**

The Wayne County Schools Career Center High School Practical Nursing Program makes every effort to provide a quality education in the most cost-effective manner possible. To assist students in meeting the costs of the program there is financial assistance available to students who qualify, including:

Students who qualify for free or reduced lunch may receive assistance with lab fee after submitting the proper forms.

All students must participate in a fundraising activity. These activities pay for professional dues and the Nursing Program Completion Ceremony.

Failure of students to meet their financial responsibilities may jeopardize completion from the program and their home high school and the release of the Statement of Completion to the Ohio Board of Nursing.

## **3.3 Attendance Policy**

The faculty has adopted and supports the Attendance Policy of the Wayne County Schools Career Center as stated in the Student-Parent Handbook. However, to meet the objectives of the Practical Nursing Program, the following additions have been made:

1. Students must maintain 90% overall attendance in each class/lab as well as in each individual clinical rotation. All absences, excused - including those related to discipline, home school activities or closures, and unexcused are treated equally. **Missed clinical experiences in specialty areas (Mental Health, Pediatrics, Obstetrics and Leadership) 100% must be made-**

**up. Make-up sessions will be scheduled based on instructor discretion and availability, Make-up hours must be done during non-nursing hours. Student must call the nursing office to schedule make-up time & location.** Arrangements for completion of the program will be made on an individual basis for extenuating circumstances such as major surgery or extended illness. A physician's verification is required. All hours of absence in excess of 90% must be made up outside of regular scheduled hours. Clinical absences must be made up at the instructor's discretion if the number of allowable absences is exceeded.

2. Attendance is reviewed at the end of each grading period. Meetings with parents and students who fail to maintain 90% in both classroom/lab and/or one or more clinical rotations will be held following each review.
3. Students with injuries occurring outside of school which limits their attendance/participation in classroom/lab and/or clinical rotations during their nursing program may be dismissed from the program. Each case must be individually decided by the Admissions Committee.
4. High school attendance for the high school transcript follows the WCSCC Student-Parent Handbook. However, for nursing hours, absences are calculated in quarter hour increments i.e. arriving 1 minute late or leaving 10 minutes early will result in accruing 15 minutes of absence.
5. Student absence must be reported by the parent or guardian to the school attendance office and the Nursing Office by 7:15 a.m. on class days. On clinical days, ALL student absences must be reported to the school and the nursing office of the affiliating agency prior to 7:00 a.m.
6. Thirteenth year students are mandated to stay for Lifespan Development Leadership class. This includes a requirement to stay in the event of activity period schedules.
7. Seniors last day of school will be determined by the faculty. Students will be allowed to leave for home school activities without penalty during the last week of school.

### **3.4 Dress Code Policy** (Refer to WCSCC Student/Parent Handbook for general school dress code guidelines)

#### **3.4.1 School Dress Code**

The following is the attire worn by all Practical Nursing students to school on all non-clinical days.

1. School attire consists of navy-blue colored scrubs.
2. All clothing must be clean and free from stains. Any tears must be neatly mended.
3. Only closed shoes may be worn.
4. A crew neck sweatshirt or hoodie with program logo may be worn over polo.
5. General WCSCC Dress Code guidelines will be maintained on "jeans days."

#### **All Students in Lab**

1. Navy blue scrubs or clinical uniform.
2. Fingernails are to be short and well-manicured – no nail polish or artificial nails.
3. Gum chewing is not permitted.

4. No visible tattoos.
5. Small pierced earrings may be worn, post type only. No drop or hoop earrings permitted.  
Only one earring per ear in the lower ear lobe.
6. Deodorant is a must.
7. Students must have proper hygiene, clean body and clean hair free and from odor.

### **3.4.2 Clinical Dress Code**

The Wayne County Schools Career Center High School Practical Nursing Program strives to promote professionalism in our students. Personal appearance is a reflection of you, your profession and your school. Therefore, the following dress code will be strictly implemented. A student who is not in compliance with the dress code will lose points for the day, even if they can become compliant (removal of second pair of earrings.) A student who cannot become compliant will not be allowed to go to the clinical site and will receive a zero for the day.

#### **Students**

1. The uniform will be a white uniform top (no long sleeve shirts under uniform) and navy-blue pants
2. Pants must reach the top of the shoes.
3. Uniforms must be clean and pressed, and free from stains. Any tears must be neatly mended.
4. White under garments must be worn under the uniform top. White or navy ankle socks must be worn under pants.
5. Hair fasteners must blend with hair color or be white. No ribbons or bows permitted. Sideburns must be no longer than the bottom of earlobe. No beards. Student must be closely shaved.
6. Hairstyles must be worn off the collar in a neat and clean fashion, free of any hair dye and must meet safety standards.
7. Make-up may be worn to a minimum.
8. No cologne.
9. White tie all leather nursing or athletic shoes with clean white shoelaces.
10. No open toe, open heel or canvas athletic shoes are permitted.
11. Fingernails are to be short and well-groomed no nail polish or artificial nails.
12. Gum chewing is not permitted.
13. No visible tattoos.
14. Small pierced earrings may be worn, post type only. No drop or hoop earrings permitted.  
Only one earring per ear in the lower ear lobe.
15. No visible body piercing.

16. No tongue piercings.
17. Deodorants are a must.
18. Students must have proper hygiene, clean body and clean hair free and from odor
19. Only Natural Hair Dye Colors are permitted.
20. Attire for specialty units will follow the guidelines of the unit.
21. Uniforms are to be worn at all clinical rotations.
22. Uniform purchase is the responsibility of the student. Information regarding ordering regulation uniforms can be obtained from the school.
23. Uniforms must be obtained by the instructor's specified date and approved by the faculty on that day.
24. School photo ID must be worn at all times above the waist and not defaced.

### 3.5 Laboratory Protocol & Equipment

The Nursing Skills Lab is an extension of your clinical and didactic programs at WCSCC. Therefore, all the same requirements for maintaining professional behavior apply as stated in the Nursing Addendum Handbook. Additionally, the following guidelines have been established for all students/faculty to provide instruction for maintaining the professional appearance of the nursing labs that define the standards of our program ensuring safety, orderliness, and readiness for use.

- a. Each lab team or individual student is expected to keep their respective bed unit clean, straightened and re-stocked for the next group using the unit.
- b. Students are required to wear their students ID at all times while in the lab.
- c. Please do not sit or lie on the beds unless this is called for in a specific lab practice. Handle all lab equipment carefully and with professional respect.
- d. Students are expected to wash their hands at the beginning of each lab, and upon returning from break.
- e. Students will refrain from bringing food, beverages or chewing gum into the lab area.**
- f. Ensure that beds are returned to flat and low position at end of lab session.
- g. Beds are to be made with a bottom sheet, one top sheet, a pillowcase, and a bed spread. They are to be neat in appearance with mitered corners.
- h. Manikins, when in use, are to be dressed in a nightgown and placed on top of the bed and covered with a bath blanket. The manikins should not be placed in the bed. They are to be placed on top of the bed with a bath blanket underneath, and one covering. If linens are used per students during lab, they must be laundered after use. Manikins are only to be moved with the assistance of two students.
- i. Report any malfunctioning, unsafe, or damaged equipment to lab personnel.

- j. Bedside stands are to be stocked with a bath basin, emesis basin, personal care items, bedpan/urinal, and box of clean gloves.
- k. Soiled linen is to be placed in a laundry bag in a hamper in the lab. When a linen hamper is full, the load will be laundered in the machines provided in the utility room. Please do not overload machines or use excess detergent. Laundry will be folded and returned to the appropriate shelf or linen cart in utility room after dried.
- l. Lab floors are to be swept and/or all debris to be picked up.
- m. Clean counter tops, tables, and sinks.
- n. Chairs are to be placed under the tables, as appropriate.
- o. Windows are to be shut and blinds adjusted to mid-level.
- p. Trash from each bed unit waste basket is to be placed in the larger trash cans near the sinks for custodians to pick up. Obtain additional trash bags as needed.
- q. Instructor will assign general lab clean up jobs on a daily basis. Lab clean-up jobs are expected to be completed before students are dismissed from the lab. If everyone does their part, lab will be dismissed on time. The assigned Team Leaders, along with instructor, will check to see that clean-up assignments have been completed satisfactorily.
- r. Please check to be sure you take with you any personal belongings that you brought into lab.
- s. All equipment must be returned to its proper position after use and sanitized appropriately after use.
- t. When leaving the area, be sure all equipment and lights are turned off.
- u. Students should refer to the appropriate syllabus for specific instruction about the lab activities and assignments for their nursing courses

Any repairs needed will be addressed by Faculty submitting a work order to Maintenance on the Staff Intranet online and notifying the Nursing Manager. **To prevent damage, manikins 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 Manager.

### 3.6 Grading Policy

Evaluations and grades are used to determine the student's progression through the curriculum and as a guide to students. Grades and evaluations are based on class participation, written assignments, tests, quizzes, and clinical performance. All written assignments must be handed in at the designated time.

1. Grading for the Practical Nursing Program will be based on total points and broken down into the following categories:

- Classwork: 0 – 20%
  - Homework: 0 – 20%
  - Daily Grade: 0 – 25%
  - Projects and Assessments:  $\geq 50\%$
2. General conduct, attitude, and adjustment to the Practical Nursing Program shall meet acceptable standards of nursing ethics.
  3. Nursing students must maintain a minimum grade of 80% in all nursing courses each nine weeks to be eligible for completion from Wayne County Schools Career Center High School Practical Nursing Program. The final grade in each nine weeks will not be rounded up.
    - (a) Remediation is permissible for all assessments scored below an 80%
    - (b) Remediation requirements will be determined by instructor and collaboration with manager of the program
    - (c) Students will have one week to complete remediation/retest
    - (d) The retest score will be averaged with the original test. Students will receive the averaged grade not to exceed 80%.
    - (e) Students are responsible for scheduling remediation.
  4. Students will be informed in advance of unit tests. Quizzes may be announced or unannounced.
  5. Students are responsible for make-up tests by making arrangements with the instructor.
  6. Scheduled unit tests must be made up the first day the student returns to school following an absence.
  7. Clinical evaluations will be given periodically during the clinical experience to assist the student in improving skills.
  8. Clinical Evaluation Tool based on the course objectives will be utilized in the evaluation of student's clinical performance.
  9. Students unprepared for clinical will be sent to the In-School Suspension at Wayne County Schools Career Center and receive a zero for the day.
  10. Failure to maintain the minimum grade requirements will necessitate a conference by the student and parents with the instructor and Nursing Manager as appropriate.
  11. Mid-nine-week and nine-week reports will be available in the Progress Book for parents and legal-aged students to view. Instructors may also provide students with a Student Intervention Academic Counseling form during the mid-nine-week and nine-week report periods. *See Form L in the back of the handbook.*
  12. Students failing to maintain an 80% at the end of the first or second semester may transfer into another health technology major with permission of the Nursing Supervisor, guidance counselor and receiving instructor.



### 3.6.1 Grading Scale

Letter Grade	Percent Range	Point Value
A <sup>+</sup>	96 – 100%	4.0
A	93 – 95%	4.0
A <sup>-</sup>	90 – 92%	3.6
B <sup>+</sup>	87 – 89%	3.4
B	83 – 86%	3.0
B <sup>-</sup>	80 – 82%	2.6
C <sup>+</sup>	77 – 79%	2.4
C	73 – 76%	2.0
C <sup>-</sup>	70 – 72%	1.6
D <sup>+</sup>	67 – 69%	1.4
D	63 – 66%	1.0
D <sup>-</sup>	60 – 62%	0.6
F	≤ 59%	0.0

### 3.7 Testing Security Policy

Cheating is very serious. Those who are honestly endeavoring to achieve passing grades become discouraged when they see students who obtain a passing grade through cheating. Cheating affects everyone - the offender and the innocent. The following steps will be taken to ensure test security and prevent cheating in the classroom during test administration.

1. All books and papers must be placed according to instructor's directions prior to the beginning of the test.
2. Any student(s) conversing during test administration will have the test taken away by the instructor and be given an automatic grade of zero.
3. Students are expected to work on their own tests and not look around the room or at any other student's test. If any instructor becomes aware of this occurring, the offender's test and answer sheet will be removed immediately and a grade of zero will be given.
4. Any student who is found to be cheating is subject to immediate disciplinary action. Cheating includes, but is not limited to, plagiarism, copying an assignment from another student, and exchanging information regarding a test from a fellow student.
5. Any conversation between students during testing is considered cheating and results in a zero, regardless of whether they turned in their test.

### 3.7 Request for Testing Accommodations

Accommodation requests needed, per the Ohio Board of Nursing, include assistance such as extra time, a separate room or reading assistance. All accommodations requests must be made in advance to allow sufficient time to secure the required documentation.

Accommodations for testing process must include current documentation (within the past year) submitted directly to school from a qualified professional with expertise in the area of the diagnosed disability, on the

professional's letterhead stating:

- The applicant's current disability diagnosis
- Recommendations for testing accommodations appropriate for the diagnosed disability (i.e. time and a half, private room); and
- The professional may include documentation such as recent reports, test results, evaluations and assessments of the applicant's need for accommodations; and may include information regarding the history of the disability and past accommodations granted to the applicant, if any.
- 

Accommodation requests based on anxiety or phobia must be supported by a specific and professionally recognized diagnosis found in the Diagnostic and Statistical manual of Mental Disorders (DSM).

### 3.8 Student Conduct Policy

Students are expected to treat staff, faculty, substitute teachers, clinical facility employees, guest lecturers, and other students with **dignity, respect, and courtesy**. Students will conduct themselves in a way that brings credit to themselves, The Wayne County Schools Career Center High School Practical Nursing Program, The Wayne County Schools Career Center, and the nursing profession. Each student will sign a Student Contract Form for admission into the program. *(Please be aware of Infractions and sanctions in the High School student handbook Sections 44.1 & 44.2 as inappropriate behaviors could lead to dismissal from the program).*

**\*Students are not permitted in the faculty workroom\***

#### 3.8.1 Student Conduct in the Provision of Nursing Care

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 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 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 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 (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 4723.28 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 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.
  - (e) 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.
  - (e) 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 4720.01 or 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 controlled substance.

14. A student shall not habitually or excessively use the 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 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.

### **3.9 Completion Policies**

#### **SR HS Pinning/Completion Ceremony**

The school conducts one completion/pinning ceremony per year in May. The date, time, and location of the ceremony is decided by the Nursing Program Manager and faculty.

The Nursing department views this ceremony as an important commemoration of student transition into the profession of nursing. It is imperative that nurses everywhere work together to uphold the profession by respecting themselves and each other. Therefore, the ceremony is held to high standards and participants are expected to demonstrate professionalism in all respects.

Students eligible for completion are encouraged to participate in the planning of ceremonies. Participation in the ceremony is an honor. Dignity and respect for the participants will be always maintained. Students qualifying for completion from the school of nursing will be expected to comply with the following requirements:

- All course requirements must be met prior to completion.
- All outstanding tuition, fees, and fines must be paid, or appropriate arrangements made with the Nursing Program Manager/Supervisor prior to completion.

#### **Guidelines**

The dress for the ceremony is to be professional with adherence to the dress code in the student handbook.

The senior class may vote on a class representative(s) to present a reflection/address, prepared prior to the ceremony and submitted to the program manager for review and approval at least 2 weeks prior to the ceremony. Class representatives must always exhibit professional demeanor, and any variation from the approved version will not be permitted.

The class may elect to prepare a brief slideshow or video, no longer than 5 minutes, which can be integrated into the ceremony for viewing with the following stipulations.

- All photos for consideration must be submitted to the Nursing manager for approval prior to the creation of the slideshow/video at least 2 weeks prior to the ceremony. The slideshow/video must be approved at least 1 week prior to the ceremony.
- The celebratory but professional nature of the program must be kept in mind when compiling photos for consideration.

- Variation from the approved slide show/video will not be permitted.

**All completion ceremony speeches must be no longer than 3-5 minutes.**

Students may choose a loved one of their choice for pinning at the appropriate time during the ceremony.

### **NCLEX-PN Application**

The application for the NCLEX exam per Pearson Vue, and the application for state licensure per the Ohio Board of Nursing will be completed in the spring of senior year. Vouchers will be prepared for the Pearson Vue application, and all fees associated with licensure per the Ohio Board of Nursing will be reimbursed per the school.

A required background check was completed the prior September and is considered current for one year.

A letter of completion will be sent to the Ohio Board of Nursing upon completion of all requirements of the nursing education program.

### **3.9.1 Transcripts**

Upon completion, the student will receive an unofficial transcript. A student may request an official transcript be sent to:

1. Educational facility
2. Place of employment
3. State Board of Nursing

The request for the transcript must be in writing and include:

1. Date of completion
2. Student's name at the time of completion
3. Name and address where the transcript is to be sent
4. Social Security Number

**A \$5.00 fee will be assessed for each official transcript. The school will not distribute an official transcript directly to the student.**

### **3.10 Readmission Policy**

Re-admission into the Nursing Program will be considered under special circumstances. In order to be considered for re-admission, the student must meet all admission criteria as stated in the Admissions Policy. Request for re-admission does not guarantee acceptance back into the program. Re-admittance requests should be directed to the Nursing Manager.

### **3.11 Counseling and Guidance Policy**

Students are encouraged to seek counseling according to their needs throughout the program with emphasis on early self-recognition of problems. Counseling and guidance are available throughout the entire program. Students are encouraged to discuss their academic progress with the individual course instructor or clinical instructor. Students are informed of grade and academic standing at the mid-nine weeks and the end of each nine weeks. Students should schedule counseling sessions with their instructors as needed.

The Nursing Manager is available to students to discuss both academic and non-academic concerns and may refer a student for further assistance.

### **3.12 Inclement Weather Policy**

All cancelled days, including clinical and classroom will be made up during each 9 weeks.

## 4 Crime Prevention, Protection, and Reporting Procedure

Your locker is provided for safety and convenience. Combinations should be kept confidential and not shared with classmates or others.

Avoid bringing large amounts of money with you to school. If paying fees, arrange to pay fees before class begins.

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.

- Park in the designated parking areas.

Cars should not be left unlocked in the parking areas. Since our parking areas are not attended, unlocked cars are prime targets for theft.

- Before leaving the building, locate your car keys and have them in your hand.

Problems that occur in the parking areas should be reported at once to the proper school personnel so that appropriate action can be taken.

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.

Report any restraining orders or other legal issues that could impact the school or clinical site immediately to the Nursing Manager and/or Nursing Supervisor.

### 4.1 Changes in Program Policy

Policy and or procedure changes are communicated to students in the following ways:

- Practical Nursing student's handbook program addendums are distributed at the beginning of the junior year and reviewed verbally with students and parents during orientation. This handbook serves as the foundation for policies during both the junior and senior year in each cohort.
- All current students in both the junior and senior levels will receive a copy of any changes in writing of program policy within one week of approval by the Wayne County Schools Career Center Board of Education and also verbally notified via the instructor for changes occurring during the school year.

The Nursing Manager/Supervisor and faculty at the Wayne County Schools Career Center High School Practical Nursing program reserve the right to make changes to the policies/procedures in the student handbook program addendum with the exception of policies/procedures related to progression or requirements for completion of the program for currently enrolled students.



# Forms

## Form 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

\_\_\_\_\_  
Parent/Guardian Signature  
(if student is under 18)

\_\_\_\_\_  
Date

*Developed 10/97  
Reviewed 1/98, 3/99, 4/06, 2/12*

## Form 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, Reviewed 2/12*

**Form 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  
Reviewed 2/12*

**Form D: Student Contract** (for your reference—signed copy will be maintained in student file.)

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

Parent/Guardian acknowledges that this student contract has been received and read.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

*Developed 5/04  
Reviewed 2/12, Revised 10/17*

## Form E1: Drug Statement (For your reference – signed copy will be maintained in student file.)

### 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.

#### Policy

All employees/students are prohibited from reporting to school/clinical 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.

#### Procedure

Through evaluation of 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.

##### A. Details

1. Reporting to work/school under the influence or consuming intoxicating substances while at school/clinical-automatic suspension and immediate ordering of employee/student to go home, or to report to the Emergency Room before going home.
2. 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 by the Administration.
3. 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.

B. Any student suspected of using controlled substance and/or alcohol, unless prescribed by a physician for a specific illness, will be subject to urine and/or blood tests. If such tests are positive, the student will be referred for counseling and is subject to immediate dismissal. *All Students understand that they are subject to random drug testing.*

C. Screening will be performed at the WCSCC with a 10 panel T-cup CLIA-waived test provided by Great Lakes Biomedical for the presence of the following drugs: Amphetamine, Barbiturate, Benzodiazepine, Cannabinoids, Cocaine, Methamphetamine, Methadone, Methylenedioxymethamphetamine (MDMA), Opiates and Phencyclidine.

All non-negative results are reviewed by the Medical Review Officer (MRO) on-staff at Great Lakes Biomedical. The MRO will review any potential positive results, verify the results, and then release the results accordingly to the Nursing Manager.

D. 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.

E. Employee/Students needing drugs and alcohol counseling, treatment, or rehabilitation may be referred to one of the following service or care units for assessment, counseling and treatment

- Wayne County Alcoholism Services
- Edwin Shaw Hospital—Akron
- Serenity Hall of Richland Hospital
- Narcotics Anonymous
- ONA Peer Assistance
- Education & 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 \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

7/2022

**Form E2****WAYNE COUNTY SCHOOLS CAREER CENTER**

518 PROSPECT STREET, SMITHVILLE, OH 44677

PH: 330-669-7030 FAX: 330-669-7071

**HIGH SCHOOL DRUG CONSENT SCREENING FORM**

STUDENT NAME:	
DATE (MO./DAY/YR.):	

REASON FOR TEST:	STUDENT ID #:
<input type="checkbox"/> RANDOM <input type="checkbox"/> REASONABLE	<input type="checkbox"/> FOLLOW-UP <input type="checkbox"/> OTHER _____
<input type="checkbox"/> DRUG TEST PERFORMED:	
DOA 10 Panel Test Cup _____ Expiration Date _____	

READ SPECIMEN TEMPERATURE WITHIN 4 MINUTES. IS TEMPERATURE BETWEEN 90° AND 100° F? <input type="checkbox"/> YES <input type="checkbox"/> NO	SPECIMEN COLLECTION: <input type="checkbox"/> SPLIT <input type="checkbox"/> SINGLE	<input type="checkbox"/> OBSERVED (ENTER REMARKS)
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REMARKS:
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I CERTIFY THAT THE SPECIMEN GIVEN TO ME BY THE DONOR IDENTIFIED IN THE ABOVE SECTION WAS COLLECTED, TESTED AND RESULTS WERE RELEASED TO THE NURSING INSTRUCTOR.	
COLLECTOR SIGNATURE: _____	TIME OF COLLECTION: _____
(PRINT) COLLECTOR'S NAME: _____	DATE: _____

I CERTIFY THAT I PROVIDED MY URINE SPECIMEN TO THE COLLECTOR: THAT I HAVE NOT ADULTERATED IT IN ANY MANNER: I GIVE PERMISSION FOR WAYNE COUNTY SCHOOLS CAREER CENTER TO PERFORM THIS DRUG SCREEN FOR ILLEGAL SUBSTANCES.	
DONOR SIGNATURE _____	PRINT NAME _____
DAYTIME PHONE: _____	EVENING PHONE: _____ DATE: _____

SPECIMEN TEST RESULTS:	
<input type="checkbox"/> NEGATIVE <input type="checkbox"/> DILUTE <input type="checkbox"/> ADULTERATED	
POSITIVE RESULTS FOR:	
<input type="checkbox"/> BARBITURATES <input type="checkbox"/> OPIATES <input type="checkbox"/> AMPHETAMINES <input type="checkbox"/> METHAMPHETAMINE <input type="checkbox"/> OTHER _____	<input type="checkbox"/> MARIJUANA METABOLITE <input type="checkbox"/> COCAINE METABOLITE <input type="checkbox"/> <input type="checkbox"/> MDMA <input type="checkbox"/> PCP <input type="checkbox"/> METHADONE <input type="checkbox"/> <input type="checkbox"/> BENZODIAZEPINE <input type="checkbox"/>

## 10 Form F: Criminal Records Check

(for your reference—signed copy will be maintained in student file)

No candidate will be eligible to take the NCLEX-PN without the required criminal record check on file with the Ohio Board of Nursing. Candidates are responsible for completing both the Ohio BC and the FBI criminal record checks report by the assigned deadline.

### Application for licensure by examination to practice nursing in Ohio

Prior to taking the NCLEX examination, students will be required to complete an Application for Licensure by Examination to Practical Nursing in Ohio. An excerpt of the application follows:

Please circle “Yes” or “No” for each question. Your application is not complete until the Board has received all required documents. **Caution:** False, and/or misleading information provided by an applicant may result in the denial/permanent denial of a license/certificate.

1. Have you EVER been convicted of, found guilty of, pled guilty to, pled no contest to, pled not guilty by reason of insanity to, entered an Alford plea, received treatment or intervention in lieu of conviction, or been found eligible for pretrial diversion or a similar program for any of the following crime?. This includes crimes that have been expunged IF there is a direct and substantial relationship to nursing practice. A felony in Ohio, another state, commonwealth, territory, province, or country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Have you EVER been convicted of, found guilty of, pled guilty to, pled no contest to, pled not guilty by reason of insanity to, entered an Alford plea, received treatment or intervention in lieu of conviction, or been found eligible for pretrial diversion or a similar program for any of the following crime?. This includes crimes that have been expunged IF there is a direct and substantial relationship to nursing practice. A misdemeanor in Ohio, another state, commonwealth, territory, province, or country? This does not include traffic violations unless they are DUI/	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Have you been found to be a mentally ill person subject to hospitalization by court order, been found to be mentally incompetent by a probate court, or been found incompetent to stand trial by a court?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Has any board, bureau, department, agency or other body, including those in Ohio, other than this board, in any way limited, restricted, suspended, or revoked any professional license, certificate, or registration granted to you; placed you on probation; or imposed a fine, censure, or reprimand against you? Have you ever voluntarily surrendered, resigned, or other wise forfeited any professional license,	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Have you ever, for any reason, been denied an application, issuance, or renewal for licensure, certification, registration, or the privilege of taking an examination, in any state (including Ohio), commonwealth, territory, province, or country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Have you ever entered into an agreement of any kind, whether oral or written, with respect to a professional license, certificate, or registration in lieu of or in order to avoid formal disciplinary action with any board, bureau, department, agency, or other body, including those in Ohio, other than this Board?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Have you been notified of any current investigation of you, or have you ever been notified of any formal charges, allegations, or complaints filed against you by any board, bureau department, agency, or other body, including those in Ohio, other than this Board, with respect to a professional license, certificate, or registration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



8.	Have you ever been diagnosed as having, or have you been treated for, pedophilia, exhibitionism, or voyeurism?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.	Within the last five years, have you been diagnosed with or have you been treated for bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.	Have you since attaining the age of eighteen or within the last five years, whichever period is shorter, been admitted to a hospital or other facility for the treatment of bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11.	Are you currently engaged in the illegal use of chemical substances or controlled substances? For this questions "Currently" does not mean on the day of, or even weeks or months preceding the completion of this application. Rather, it means recently enough so that the use of drugs may have an ongoing impact on one's functioning as a certificated holder or licensee, or within the past two years. "Illegal use of chemical substances or controlled substance" means the use of chemical substances or controlled substances obtained illegally (e.g. heroin, cocaine, or methamphetamine) as well as the use of controlled substances, which are not obtained pursuant to a valid prescription, or not taken in accordance with the direction of a licensed healthcare practitioner.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.	Are you required to register, under Ohio law, the law of another state, the U.S., or a foreign country, as sex offender?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Form G: Criminal Conviction Statement

As an applicant with good moral character, student understands and is aware of the law to become a licensed practical nurse in the eyes of the Ohio Board of Nursing and the Wayne County Schools Career Center High School Practical Nursing Program, a student must undergo and pass a criminal background check for both BCI and FBI. The required fingerprinting is completed annually in both the junior and senior years. Fingerprints need to be completed at TRI-COUNTY ESC facility 741 Winkler Drive, Wooster, OH. If the student is under 18, he/she must be accompanied by a parent or guardian. The following items are required:

- (a) Background Check Form Provided by the Nursing Department containing the Purchase Order # so that you don't have to pay
- (b) Picture ID
- (c) Social Security Number; *if you don't know your number, bring your card*
- (d) Parent or Guardian to accompany the student if under the age of 18

**If at any time the student is charged or convicted on any legal offense, the student will notify the instructor and nursing program manager within three days of occurrence dismissal from program may follow.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature  
(Required for students under 18)

\_\_\_\_\_  
Date

## **Form H: BCI/FBI Requirement Form**

### **Wayne County Schools Career Center High School 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 required fingerprinting is to be done prior to the start of school in both your Junior and Senior year of the program in order to be eligible to take the NCLEX test for the Ohio Board of Nursing. All fingerprinting is to be completed at Tri-County ESC during the required dates stipulated in the program with the necessary form at the time of the fingerprinting.

---

Student Signature

---

Date

**Form I: Memorandum Agreement** (for your reference – signed copy will be maintained in student file.)

I, \_\_\_\_\_, parent or guardian of  
\_\_\_\_\_, student, do understand  
and agree to the following conditions and stipulations:

1. I give permission for the school to transport my son/daughter to and from clinical agencies and nursing field trips as necessary.
  - (a) I understand that field trips are a part of the District's educational program and provide a learning experience of educational value to my child.
  - (b) I further understand that the staff member(s) who will accompany the students on this field trip, will exercise the necessary and appropriate duty of care for them pursuant to Board Policy 3213, including, but not limited to administering medication, if required, or seeking emergency medical attention, if need be.
2. I understand that it will be the student's responsibility to provide transportation to the clinical agency and school during the senior year.
3. I agree that sex education (which includes birth control and abortion laws) shall be taught in the classroom as a necessary part of the student's training.
4. I understand my son/daughter must have a physical exam and updated immunizations prior to the first day of class.
5. I understand that my son/daughter must make a grade of 80% in each of the practical nursing courses and show satisfactory growth to continue in the program or participate in clinical experiences.
6. I understand that nursing students purchase junior and senior year textbooks. These textbooks are the property of the student.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Form J: 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

Parent/Guardian acknowledges that this handbook has been received and read.

Parent/Guardian Signature \_\_\_\_\_

\_\_\_\_\_ Date

Form K: HS Student Make Up Hours

HS STUDENT MAKE UP HOURS  
Sign In/Out Form

STUDENT NAME

SUBMIT MONTHLY TO YOUR PROGRAM MANAGER OR  
ADMINISTRATIVE ASSISTANT

Make-up time must be pre-arranged with your program instructor.  
The study hall monitor will sign the sheet to verify your entry and exit times.

STUDY HALL HOURS: MONDAY/WEDNESDAY 2:00 PM- 4:00 PM

No credit will be given for hours missing verification for entry and exit times.

Class Applying Hours To

Total # Hours Missed

Total Hours Allowed to Miss

Total # of Hours Needed

Date	Time In	Time Out	Hours
Signatures			
Instructor:			
Study Hall Monitor:			

Date	Time In	Time Out	Hours
Signatures			
Instructor:			
Study Hall Monitor:			

Tally of Hours  
Completed

Date	Time In	Time Out	Hours
Signatures			
Instructor:			
Study Hall Monitor:			

Date	Time In	Time Out	Hours
Signatures			
Instructor:			
Study Hall Monitor:			

Date	Time In	Time Out	Hours
Signatures			
Instructor:			
Study Hall Monitor:			

Date	Time In	Time Out	Hours
Signatures			
Instructor:			
Study Hall Monitor:			

Total:

# FORM L: Practical Nursing Student Intervention/Academic Counseling Plan

## Wayne County Schools Career Center High School Practical Nursing Student Intervention/Academic Counseling Plan

Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Problem Type:**

Grades ☐ Attendance ☐ Appearance/Hygiene ☐ Other (describe) ☐

Placed on Probation: ☐

**Midterm Grade Notification (80%) required, please circle one):**

Course(s):	Midterm Grade(s):
_____	_____
_____	_____
_____	_____

**Plan for Improvement:**

**Expected Outcomes:**

Attainment of improvement objectives is the student's responsibility; however where feasible assignments and opportunities that may contribute to the achievement of the objectives will be provided by faculty. A copy of this contract will be given to the student and the original will be kept in the student's folder. Failure to adhere to this contract and/or meet the learning objectives will subject the student to dismissal from the program. Student's signature indicates understanding of all parts of the contract and receipt of contract copy.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

cc:	Student			
	Faculty Member			
	Nursing Program Coordinator			
	Financial Aid (Academic at Risk)			
	Other		<input type="checkbox"/>	Confidential

Student Intervention Academic Counseling Plan  
Rev. 8/2012

## FORM M: Potentially Disqualifying Offenses

Applicants for a license or certificate that have pled guilty to, been convicted of, or been found judicially guilty of any the following crimes **may be disqualified** from being licensed as a registered nurse, licensed practical nurse, advanced practice registered nurse, dialysis technician intern, dialysis technician, certified community health worker, or medication aide. The following crimes are considered by the Board of Nursing (Board) to be directly related to the duties/responsibilities of the licensed occupations:

**1. Any Offense of Violence as defined in 2901.01(A)(9), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:**

(a) 2903.01 Aggravated Murder, 2903.02 Murder, 2903.03 Voluntary Manslaughter, 2903.04 Involuntary Manslaughter, 2903.11 Felonious Assault, 2903.12 Aggravated Assault, 2903.13 Assault, 2903.15 Permitting Child Abuse, 2903.21 Aggravated Menacing, 2903.211 Menacing by Stalking, 2903.22 Menacing, 2905.01 Kidnapping, 2905.02 Abduction, 2905.11 Extortion, 2905.32 Trafficking in Persons, 2907.02 Rape, 2907.03 Sexual Battery, 2907.05 Gross Sexual Imposition, 2909.02 Aggravated Arson, 2909.03 Arson, 2909.24 Terrorism, 2911.01 Aggravated Robbery, 2911.02 Robbery, 2911.11 Aggravated Burglary, 2917.01 Inciting to Violence, 2917.02 Aggravated Riot, 2917.03 Riot, 2917.31 Inducing Panic, 2919.25 Domestic Violence, 2921.03 Intimidation, 2921.04 Intimidation of attorney, victim, or witness in criminal case or delinquent child action proceeding, 2921.34 Escape, 2923.161 Improperly discharging firearm at or into a habitation, in a school safety zone or with intent to cause harm or panic to persons in a school building or at a school function, 2903.34(A)(1) Patient Abuse, 2911.12(A)(1), (2), or (3) Burglary, 2919.22(B)(1), (2), (3), or (4) Endangering Children, and Felonious sexual penetration in violation of former section 2907.12 of the Revised Code.

(b) A violation of an existing or former municipal ordinance or law of this or any other state or the United States, substantially equivalent to any section, division, or offense listed above in 1.(a).

(c) An offense, other than a traffic offense, under an existing or former municipal ordinance or law of this or any other state or the United States, committed purposely or knowingly, and involving physical harm to persons or a risk of serious physical harm to persons.

(d) A conspiracy or attempt to commit, or complicity in committing, any offense listed above in 1. (a) - (c).

**2. Any Sexually Oriented Offense as defined in 2950.01(A), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:**

(a) 2907.02, Rape, 2907.03, Sexual battery, 2907.05, Gross sexual imposition, 2907.06, Sexual imposition, 2907.07, Importuning, 2907.08, Voyeurism, 2907.21, Compelling prostitution, 2907.22, Promoting prostitution, 2907.32, Pandering obscenity, 2907.321, Pandering obscenity involving a minor or impaired person, 2907.322, Pandering sexually

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oriented matter involving a minor or impaired person, or 2907.323, Illegal use of minor or impaired person in nudity-oriented material or performance of the Revised Code.

(b) A violation of section 2907.04, Unlawful sexual conduct with minor, of the Revised Code when the offender is less than four years older than the other person with whom the offender engaged in sexual conduct, the other person did not consent to the sexual conduct, and the offender previously has not been convicted of or pleaded guilty to a violation of section 2907.02, 2907.03, or 2907.04, Unlawful Conduct with minor, or a violation of former Section 2907.12 of the Revised Code.

(c) A violation of section 2907.04, Unlawful Conduct with minor, of the Revised Code when the offender is at least four years older than the other person with whom the offender engaged in sexual conduct or when the offender is less than four years older than the other person with whom the offender engaged in sexual conduct and the offender previously has been convicted of or pleaded guilty to a violation of section 2907.02, 2907.03, or 2907.04, or a violation of former Section 2907.12 of the Revised Code.

(d) A violation of section 2903.01, Aggravated murder, 2903.02, Murder, 2903.11, Felonious assault, of the Revised Code when the violation was committed with a sexual motivation.

(e) A violation of division (A) of section 2903.04, Involuntary manslaughter, of the Revised Code when the offender committed or attempted to commit the felony that is the basis of the violation with a sexual motivation.

(f) A violation of division (A)(3) of section 2903.211, Menacing by stalking, of the Revised Code.

(g) A violation of division (A)(1), (2), (3), or (5) of section 2905.01, Kidnapping, of the Revised Code when the offense is committed with a sexual motivation.

(h) A violation of division (A)(4) of section of section 2905.01, Kidnapping, of the Revised Code.

(i) A violation of division (B) of section 2905.01, Kidnapping, of the Revised Code when the victim of the offense is under eighteen years of age and the offender is not a parent of the victim of the offense.

(j) A violation of division (B) of section 2903.03, Voluntary manslaughter, of division (B) of section 2905.02, Abduction, of division (B) of section 2905.03, Unlawful restraint, of division (B) of section 2905.05, Criminal child enticement, or of division (B)(5) of section 2919.22, Endangering children, of the Revised Code.

(k) A violation of section 2905.32, Trafficking in persons, of the Revised Code when either of the following applies: (a) The violation is a violation of division (A)(1) of that section and the offender knowingly recruited, lured, enticed, isolated, harbored, transported, provided, obtained, or maintained, or knowingly attempted to recruit, lure, entice, isolate, harbor, transport, provide, obtain, or maintain, another person knowing that the person would be compelled to engage in sexual activity for hire, engage in a performance that was obscene, sexually oriented, or nudity oriented, or be a model or participant in the production of material that was obscene, sexually oriented, or nudity oriented; (b) The violation is a violation of division (A)(2) of that section and the offender knowingly recruited, lured, enticed, isolated, harbored, transported, provided, obtained, or maintained, or knowingly attempted to recruit, lure, entice, isolate, harbor, transport, provide, obtain, or maintain a person who is less than eighteen years of age or is a person with a developmental disability whom the offender knows or has reasonable cause to believe is a person with a developmental disability for any purpose listed in divisions (A)(2)(a) to (c) of that section.

(l) A violation of division (B)(4) of section 2907.09 Public indecency, of the Revised Code if the sentencing court classifies the offender as a tier I sex offender/child-victim offender relative to that offense pursuant to division (D) of that section

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(m) A violation of any former law of this state, any existing or former municipal ordinance or law of another state or the United States, any existing or former law applicable in a military court or in an Indian tribal court, or any existing or former law of any nation other than the United States that is or was substantially equivalent to any offense listed in above in 2. (a) – (l).

(n) Any attempt to commit, conspiracy to commit, or complicity in committing any offense listed above in 2. (a) – (m).

### **3. Registered Sex Offender Status**

An applicant who is required to register as a sex offender as defined in Section 2950.01, ORC, under the law of Ohio, or under the substantially equivalent law of another jurisdiction or the federal government, may be denied a license.

**4. Any Drug Abuse Offense as defined in Section 2925.01(G), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:**

(a) 2913.02(A) Theft of Drugs, 2925.02 Corrupting Another with Drugs, 2925.03 Trafficking, Aggravated Trafficking in Drugs, 2925.04 Illegal Manufacture of Drugs – Illegal Cultivation of Marihuana-Methamphetamine Offenses, 2925.041 Illegal Assembly or Possession of Chemicals for Manufacture of Drugs, 2925.05 Funding, Aggravated Funding of Drug or Marihuana Trafficking, 2925.06 Illegal Administration or Distribution of Anabolic Steroids, 2925.11 Possession of Controlled Substances, 2925.12 Possession of Drug Abuse Instruments, 2925.13 Permitting Drug Abuse, 2925.22 Deception to Obtain a Dangerous Drug, 2925.23 Illegal Processing of Drug Documents, 2925.24 Tampering with Drugs, 2925.31 Abusing Harmful Intoxicants, 2925.32 Trafficking in Harmful Intoxicants – Improperly Dispensing or Distributing Nitrous Oxide, 2925.36 Illegal Dispensing of Drug Samples, 2925.37 Counterfeit Controlled Substance Offenses, of the Revised Code.

(b) A violation of an existing or former law of this or any other state or the United States that is substantially equivalent to any section listed above in 4. (a).

(c) An offense under an existing or former law of this or any other state, or of the United States, of which planting, cultivating, harvesting, processing, making, manufacturing, producing, shipping, transporting, delivering, acquiring, possessing, storing, distributing, dispensing, selling, inducing another to use, administering to another, using, or otherwise dealing with a controlled substance is an element.

(d) A conspiracy to commit, attempt to commit, or complicity in committing or attempting to commit any offense listed above in 4. (a) – (c).

**5. Any Theft Offense as defined in Section 2913.01(K), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:**

(a) 2911.01 Aggravated Robbery, 2911.02 Robbery, 2911.11 Aggravated Burglary, 2911.12 Burglary, 2911.13 Breaking and Entering, 2911.31 Safecracking, 2911.32 Tampering with Coin Machines, 2913.02 Theft, 2913.03 Unauthorized Use of a Vehicle, 2913.04 Unauthorized Use of Property – computer, cable, or telecommunication property, 2913.041 Possession or Sale of Unauthorized Cable Television Device, 2913.05 Telecommunications Fraud, 2913.06 Unlawful Use of Telecommunications Device, 2913.11 Passing Bad Checks, 2913.21 Misuse of Credit Cards, 2913.31 Forgery -Forging Identification Cards or Selling or

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Distributing Forged Identification Cards, 2913.32 Criminal Simulation, 2913.33 Making or Using Slugs – misdemeanor only, 2913.34 Trademark Counterfeiting, 2913.40 Medicaid Fraud, 2913.42 Tampering with Records, 2913.43 Securing Writings by Deception, 2913.44 Personating an Officer, 2913.45 Defrauding Creditors, 2913.47 Insurance Fraud, former Section 2913.47, 2913.48 Workers’ Compensation Fraud, former Section 2913.48, 2913.51 Receiving Stolen Property, 2915.05 Cheating- Corrupting Sports, 2921.41 Theft in Office.

- (b) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to any offense listed above in 5. (a).
- (c) An offense under an existing or former municipal ordinance or law of this or any other state, or of the United States, involving robbery, burglary, breaking and entering, theft, embezzlement, wrongful conversion, forgery, counterfeiting, deceit, or fraud.
- (d) A conspiracy or attempt to commit, or complicity in committing, any offense listed above in 5. (a) through (c).
- (e) Section 2913.30, ORC, Counterfeiting.
- (f) Section 2913.49, ORC, Identity Fraud.
- (g) Section 2923.32, ORC, Engaging in Corrupt Activity.
- (h) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to the crimes, and/or a conspiracy or attempt to commit, or complicity in committing, any offense listed above in 5. (e) through (g).

## **6. Other Criminal Offenses**

- (a) Section 2909.22, ORC, Soliciting or providing support for an act of terrorism;
- (b) Section 2909.23, ORC, Making terroristic threat;
- (c) Section 2909.26, ORC, Criminal possession of chemical, biological, radiological or nuclear weapon or explosive device;
- (d) Section 2909.27, ORC, Criminal use of chemical, biological, radiological or nuclear weapon or explosive device;
- (e) Section 2909.28, ORC, Illegal assembly or possession of chemicals or substances for manufacture of prohibited weapons;
- (f) Section 2909.29, ORC, Money laundering in support of terrorism.
- (g) Section 2917.33, ORC, Unlawful possession or use of a hoax weapon of mass destruction;
- (h) Section 2917.47, ORC, Improperly handling infectious agents;
- (i) Section 2919.12, ORC, Unlawful abortion;
- (j) Section 2919.121, ORC, Unlawful abortion upon a minor;
- (k) Section 2919.123, ORC, Unlawful distribution of an abortion-inducing drug;
- (l) Section 2919.13, ORC, Abortion manslaughter;
- (m) Section 2913.14, ORC, Abortion trafficking;
- (n) Section 2913.15, ORC, Dismemberment feticide;
- (o) Section 2919.151, ORC, Partial birth feticide;
- (p) Section 2919.17, ORC, Terminating or attempting to terminate a human pregnancy after viability;

- (q) Sections 2919.193 through 2919.195, Performing or inducing an abortion before determining whether there is a detectable fetal heartbeat; or without informed consent when there is a detectable heartbeat; or after detection of a detectable heartbeat;
- (r) Section 2919.201, ORC, Abortion after gestational age of 20 weeks;
- (s) Section 2921.12, ORC, Tampering with evidence;
- (t) Section 2921.13, ORC, Falsification;
- (u) Section 2921.22, ORC, Failure to report a crime or knowledge of death or burn injury;
- (v) Section 2921.36, ORC, Illegal conveyance of weapons, drugs or other prohibited items on to the grounds of a detention facility or institution;
- (w) Section 2921.41, ORC, Theft in office;
- (x) Section 2923.16, Improperly handling firearms in a motor vehicle;
- (y) Section 2923.161, Improperly discharging a firearm at or into a habitation, in a school safety zone, or with the intent to cause harm or panic to persons in a school building or at a school function;
- (z) Section 2923.17, ORC, Unlawful possession of dangerous ordnance; illegally manufacturing or possessing explosives;
- (aa) Section 2923.20, ORC, Unlawful transaction in weapons;
- (bb) Section 2923.21, ORC, Improperly furnishing firearms to a minor;
- (cc) Section 2923.24, ORC, Possessing criminal tools;
- (dd) Section 2923.32, ORC, Engaging in a pattern of corrupt activity;
- (ee) Section 2923.42, ORC, Participating in a criminal gang;
- (ff) Section 2927.01, ORC, Abuse of a corpse; Gross abuse of a corpse;
- (gg) Section 2927.11, ORC, Desecration;
- (hh) Section 2927.12, ORC, Ethnic intimidation;
- (ii) Section 2927.13, ORC, Selling or donating contaminated blood;
- (jj) Section 2927.15, ORC, Unlawful collection of a bodily substance;
- (kk) Section 2927.17, ORC, Advertising of massage services;
- (ll) Section 2927.24, ORC, Contaminating substance for human consumption or use or contamination with hazardous chemical, biological, or radioactive substance – spreading false report of contamination;
- (mm) Any criminal offense that is based on (a) engaging in a profession that requires a license, without holding a current, valid license, or (b) that is another criminal offense, set forth in Ohio Revised Code Sections: 4715.99, 4723.99, 4725.99, 4729.99, 4730.99, 4731.99, 4732.99, 4734.99, 4759.99, 4760.99, 4761.99, 4762.99, 4765.99, 4774.99, 4778.99, or 5747.99.
- (nn) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to the crimes, and/or a conspiracy or attempt to commit, or complicity in committing, any offense listed above in 6. (a) through (mm).

#### **Review of Applicant's Offense History by the Board of Nursing**

**The above listed crimes are not automatically disqualifying. The Board reviews the facts of each case on an individual basis. The offense may or may not result in a proposed action to deny licensure. The factors considered may include, but are not limited to the following:**

- • The nature and seriousness of the offense;
- • Passage of time since the crime was committed and whether all terms ordered by the court were successfully completed;
- • Whether any other offenses were committed since the crime;

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- Relationship of the crime to the ability, capacity, and fitness required to perform the duties and responsibilities of the occupation;
- Any evidence of mitigating rehabilitation or treatment successfully completed, including whether a certificate of qualification for employment under Section 2953.25, ORC, or of achievement or employability under Section 2961.22, ORC, has been obtained;
- Whether denial of the license is reasonably necessary to ensure public safety.

The Board does not have the authority to conduct an investigation of an individual who has not applied for a license or certificate. If an applicant has a criminal history, the Board conducts a thorough investigation and considers the above factors and others, including the facts and circumstances underlying the offense; and the total number and pattern of offenses.

#### **Determination by Board Whether a Crime is on the List of Potentially Disqualifying Offenses**

You may request a letter from the Board of Nursing stating whether a crime is on this list of potentially disqualifying offenses by emailing: [disqualifying-offense-requests@nursing.ohio.gov](mailto:disqualifying-offense-requests@nursing.ohio.gov). A credit card payment of \$25.00 is required.

#### **Other Consequences of Criminal History - Not Regulated by Board of Nursing**

Although the Board may grant a license or certificate to an applicant who has a criminal offense history, an individual may be restricted from working in certain settings based on his or her criminal history due to federal and state laws, which require criminal records checks prior to employment in certain settings, and which may impose absolute or discretionary bars to employment in certain patient care settings, for example, in facilities or settings involving care provided to older adults or children. *See, e.g., Ohio Administrative Code 173-9-07; 3701-60-07; 5123:2-2-02; 5160-45-07.*

#### **Enrollment in Education Programs**

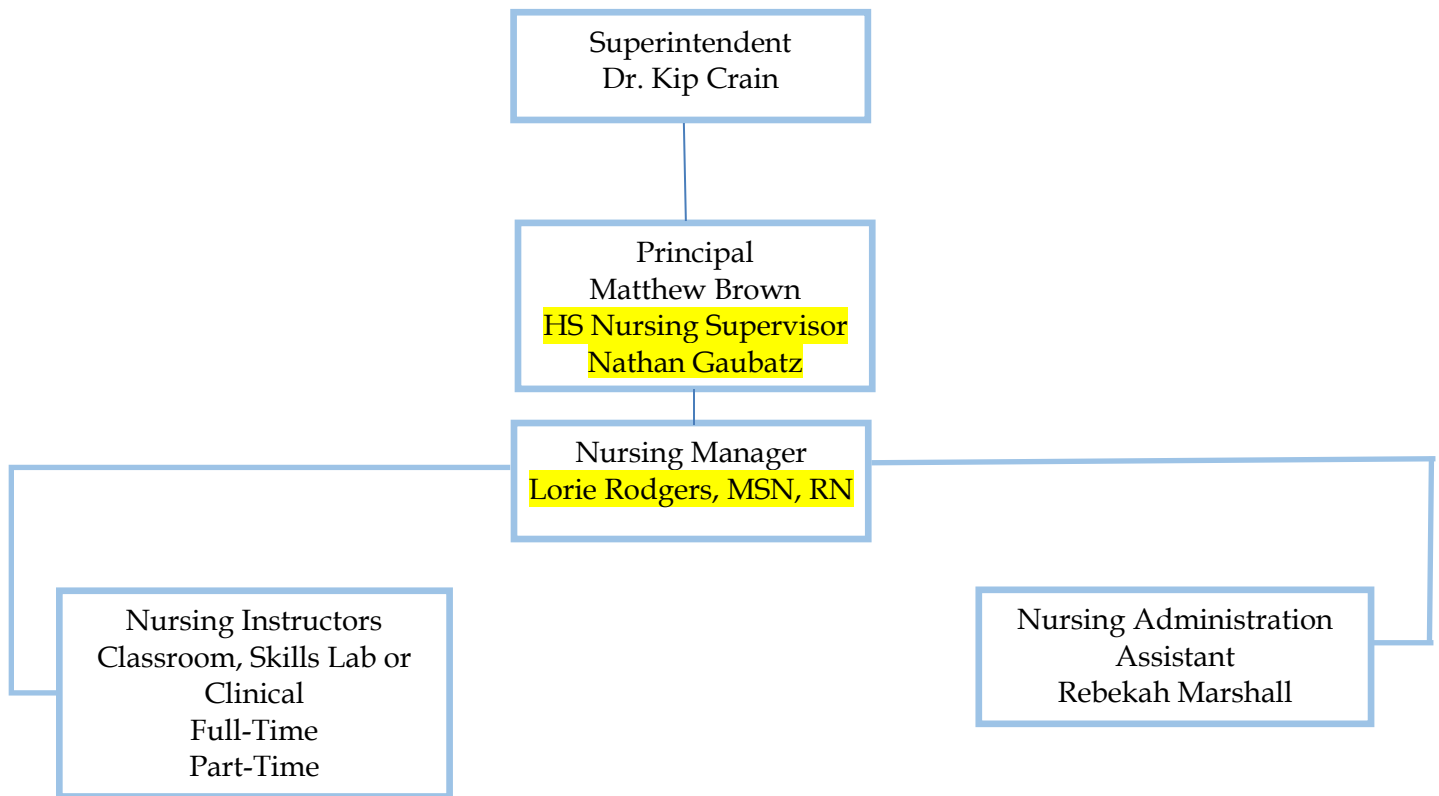
**The Board cannot answer questions regarding one's eligibility to attend nursing, dialysis, medication aide, or community health worker schools, or participate in clinical instruction.** Nursing and other programs vary in regard to enrollment criteria, so it is recommended that you contact the nursing or other program to determine whether you are eligible to enroll. Hospitals and other medical facilities may not authorize individuals to participate in the clinical instruction necessary to complete a program based on criminal history.

**Note that it is fraudulent for a third party, such as a nursing program faculty or admissions director, to submit a license application attesting to be the license applicant.**

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## Wayne County Schools Career Center High School Practical Nursing Chain of Command & Organizational Chart



## WCSCC HS PN Administration, Faculty and Staff Plan of Organization

The WCSCC Adult Practical Nursing program is a licensed practical nursing program within the WCSCC Adult Education academic organization. The organizational structure for the nursing program promotes communication, participation in decision-making, and integration of the program into the general overall structure of the controlling agency in which nursing assumes accountability in three areas: education, practice, and experiences necessary for a lifetime of personal and professional growth

A. The following describes the administrative structure for the Nursing Program:

### 1. Administration

- Dr. Kip Crain – Superintendent
- Mr. Matthew Brown - Principal
  - Their roles are to promote the mission of the program for academic excellence, high quality practice, and the provision of experiences necessary for a lifetime of personal and professional growth. The processes of exploration, discussion, questioning, analysis, negotiation, and consensus best describe the administrative effort.

### 2. Nursing Program Manager

- Joan Kanne MS, RN (until 10/17/23)
- Lorie Rodgers, MSN, RN (effective 10/18/23)
  - Responsible and accountable for all aspects of the nursing program. Working with the Administration team, the Practical Nursing Manager will ensure that the program maintains compliance with all rules addressed in the Ohio Administrative Code (OAC) Chapter 4723-5, Nursing Education.

### 3. Course Nursing Faculty

- Dawn Tresch, BSN, RN, M.Ed. - Senior Nursing Faculty
- Jessica Immel BSN, RN, MBA, M.Ed. - Junior Nursing Faculty
  - All FT and PT Faculty are invited to the four scheduled faculty/curriculum and two advisory meetings. They are involved in all aspects of planning the curriculum and determining policies/procedures and evaluation.
  - A link is sent out at the year's end to complete a brief staff survey for input: <https://forms.gle/mym8dE61bre4U4cQ9>
  - Faculty teaching a nursing course shall:
    - (A) Provide a syllabus or outline to each nursing student that includes at least:
      - (1) The title of the course.
      - (2) The total number of theory clock hours for the course, if applicable.
      - (3) The total number of clinical and laboratory clock hours combined for the course, if applicable, and of this combined number:
        - (a) The total number of planned clinical clock hours for the course.
        - (b) The total number of planned laboratory clock hours for the course.
      - (4) The course description.
      - (5) The course objectives or outcomes.
      - (6) The teaching strategies.
      - (7) The methods of evaluation.
      - (8) The name of the faculty who will be teaching the course.
      - (9) The name of teaching assistants that will teach the course, or provide instruction in laboratory or clinical settings, as directed by faculty.

(10) For any individual providing course content under the direction of the faculty, the job title, credentials, or other information describing the background of the individual that demonstrates

qualifications directly related to the course content; and

(11) The required textbooks and other bibliography of learning resources.

(B) Design and implement teaching strategies that will assist a nursing student to meet the course objectives or outcomes.

(C) Direct and supervise the activities of a teaching assistant, if utilized.

(D) Evaluate each nursing student's achievement and progress with input from the teaching assistant or preceptor, if utilized.

(E) At the conclusion of each course, the faculty responsible for teaching the course shall:

(1) Compare the number of planned clinical hours as established in the syllabus with the number of clinical hours provided to students and report the course data to the administrator; and

(2) Compare the number of planned laboratory hours as established in the syllabus with the number of laboratory hours provided to students and report the data to the administrator

#### **4. Clinical Nursing Faculty**

- Dawn Tresch BSN, RN, M.Ed.
- Jessica Immel BSN, RN MBA, M.Ed.
- Kim Schreiber BSN, RN
- Jody Widmer, BSN, RN
- All FT/Adjunct Clinical Faculty are invited to four faculty/curriculum and two advisory meetings....and are involved in all aspects of planning the curriculum and determining policies/procedures and evaluation.
- A link is sent out at the year's end to complete a brief staff survey for input: <https://forms.gle/mym8dE61bre4U4cQ9>
- A faculty member of a nursing education program is responsible for planning the student's clinical experience and for evaluating the student's performance. Clinical nursing experiences are assigned by faculty based on course objectives and student learning needs. Faculty, teaching assistants or preceptors shall supervise student practice by providing guidance, direction, and support appropriate to the clinical situation.

#### **4. Administrative Assistant**

- Mrs. Rebekah Marshall
- Responsible and accountable for processing all incoming nursing applicants. Works with the Administration team, and the administrative assistants in Adult Education to ensure that compliant files are maintained and that communication to staff and students is clear. Serves as the primary contact person and liaison between the Nursing Coordinator and Nursing students, teachers, parents, district personnel, staff and the community.

#### **5. Nursing Students**

- All students are given the opportunity to evaluate every course and clinical experience via course/clinical evaluations. These are shared with faculty at scheduled faculty meetings
- A student from every PN cohort is invited to attend the advisory meetings held twice yearly.



## FORM O: HONESTY PLEDGE

Students enrolled in the Wayne County Schools Career Center High School Practical Nursing Program are expected to conduct themselves in a manner that upholds the values of this institution of higher education. Each student is obligated to refrain from violating academic ethics and maintaining high standards of conduct in their academic endeavors. In addition, the School of Nursing upholds the professional code of ethics established in the Code of Ethics for Nurses (ANA, 2015). Each student is held accountable for adhering to the American Nurses Association Code of Ethics.

The following honor pledge will be included and signed at the beginning of each nursing course. The intention is to make students aware that we, as a department, consider honesty to be essential, and that we uniformly and consistently expect honesty in all academic matters.

Honesty Pledge:

*"I pledge on my honor that I have not given or received any unauthorized assistance on any academic work submitted for evaluation, including the following: quiz, examination, assignment, care plan, project or paper."*

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_

*\*\*\*\*Recognize that in signing this honesty pledge, it is understood that no resource has been used to assist in any academic work, including any interpersonal communications and/or any written (print or electronic) resources. Students who fail to sign the Honesty Pledge will be asked to confer with the instructor and subject to testing privileges revoked until completed.*

## FORM P: Program Manager Communication/Meeting Request

Name \_\_\_\_\_ Date \_\_\_\_\_ Cohort/Class \_\_\_\_\_

Concern or reason for meeting (please use back of sheet if needed):  
\_\_\_\_\_

Plan/goal of meeting:  
\_\_\_\_\_

Outcome and follow-up date (if required):  
\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Manager \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Please submit to Mrs. Marshall\*\***