Wayne County Schools Career Center
Adult Practical Nursing Program

2026-2027 STUDENT HANDBOOK ADDENDUM

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1 Nursing Faculty

Faculty	Title	
Lorie Rodgers MSN, RN	Practical Nursing Program Manager	AE/HS
William Arndt BSN, RN	Adjunct Faculty	AE/HS
Charity Brown MSN, RN	Adjunct Faculty	AE/HS
Linda Elder MSN, RN, CLC	Adjunct Faculty	AE/HS
Jamie Krystofek, BSN, RN	Adjunct Faculty	AE/HS
Natalie Marty BSN, RN	Adjunct Faculty	AE/HS
Lisa Meager BSN, RN	Adjunct Faculty	AE/HS
Dorothy Pearce BSN, RN	Adjunct Faculty	AE/HS
Shari Rechtorik MBA, RN	Adjunct Faculty	AE/HS
Debora Ritz BSN, RN	Adjunct Faculty	AE/HS
Kim Schreiber BSN, RN	NATCEP Coordinator/Adjunct Faculty	AE/HS
Erin Siders BSN, RN	Adjunct Faculty	AE/HS
Joann Tabellion BSN, RN	Adjunct Faculty	AE/HS
Karen Wamback, MSN, RN	Adjunct Faculty	AE/HS
Beth Weese MSN, RN	Adjunct Faculty	AE/HS
Patricia Wehn BSN, RN	Adjunct Faculty	AE/HS
Leanna Wentzel MSN, RN	Nursing Faculty	AE/HS
Jody Widmer BSN, RN	Nursing Faculty	AE/HS

Administration	Title
Lorie Rodgers, MSN, RN	Practical Nursing Program Manager
Curtis Good, PhD	Adult Education Supervisor

Support	Title
Rebekah Marshall	Administrative Assistant AE/HS

2 The Program

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

The program is offered on a day schedule. The program is based on the guidelines for Pre-Licensure Nursing Education of the Ohio Board of Nursing. The curriculum totals 1,271 hours including clinical experience in caring for individuals and families in the community, acute care and long-term care facilities. Affiliation Agreements are in place with facilities in and around Wayne County, in which clinical experiences are provided. The Program is approved by the Ohio Board of Nursing. The Ohio Department of Education, Council on and School Improvement accredit all Adult Education Career Development programs.

The 2025 NCLEX-PN Passage Rate for the Wayne County Schools Career Center Adult Practical Nursing program was 100%.

2.1 Program Philosophy

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

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

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

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

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

Nursing (N) is a learned profession requiring the application of knowledge from the biological, physical, technological, behavioral, social, and nursing sciences. It is based on the nursing process which is the collection

of data, planning, implementation and evaluation of nursing interventions and outcomes founded in ethical and legal principles, to assist the individual in maintenance, promotion, and restoration of health.
Nursing is the "human-to-human" caring process in which co-participation between the nurse; the individual and family exist to achieve desired outcomes. Caring behavior in nursing is manifested through such attributes as compassion, competence, confidence, and commitment.

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

Learning occurs when there is a change in cognitive, psychomotor, and affective behavior. Each student presents different learning needs as well as inherited traits and past experiences that contribute to the learning process and a variety of teaching methods are used to address the needs of the individual learner. In addition, the learner must be responsible 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 the environment to provide learning experiences which utilize the nursing process. Laboratory and clinical experiences are planned to correlate with theory and progress from simple to complex nursing care.

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

2.2 Conceptual Framework

2.2.1 Organizing Theme

- Individuality (I)
  - I1: Biophysical Development
  - I2: Psychosocial Development
  - I3: Spiritual Development

- Society (S)
  - S1: Communications
  - S2: Community
  - S3: Culture
  - S4: Technology

- Health (H)
  - H1: Health Principles
  - H2: Health Teaching
  - H3: Nutrition

- H4: Safety

2.2.2 Caring

- Nursing (N)
  - N1: Nursing Process
  - N2: Nursing Science
  - N3: Pharmacology
  - N4: Legal
  - N5: Ethical
  - N6: Professionalism
  - N7: Employability

- Teaching Learning (TL)
  - TL1: Participation
  - TL2: Evaluation
  - TL3: Participant Feedback

- Nursing Education (NE)
  - NE1: Laboratory Experience
  - NE2: Clinical Experience
  - NE3: Professional Development
  - NE4: Lifelong Learning

2.3 American Nurses Association Code of Ethics for Nurses

Provision 1	The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
Provision 2	The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
Provision 3	The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
Provision 4	The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care.
Provision 5	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.
Provision 6	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.
Provision 7	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.
Provision 8	The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
Provision 9	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

2.4 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. (I, S, H, N, TL)

5. Implement the nursing process in collaboration with the individual or groups in society to attain, maintain, or restore optimal health. (N, H)

6. Demonstrate nursing skills based on knowledge and grounded in legal and ethical principles to assist the individual in maintenance, promotion, and restoration of health. (N, TL, NE)

7. Use various teaching methods in collaboration with the individual, society, and the health care team to provide information and instruction to attain, maintain or restore health within the environment. (H, TL, NE)

8. Identify the role and scope of practice of the practical nurse and seek employment as a member of the health care team. (N)

9. Demonstrate professional ethics in the care of the individual and groups in society. (N)

10. Recognize the importance of personal and professional growth through participation in continuing education programs and lifelong learning. (TL, NE)

2.5 Curriculum Plan AE PN 2026-2027

Course Title	Theory	Lab	Clinical	Hours
Nurse Aide (must be completed if not currently certified)	32	30	18	80
First Quarter				
Anatomy & Physiology	78	0	0	78
Medical-Surgical Nursing I	162	66	21	249
Life Skills	12	0	0	12
Total First Quarter Curriculum Hours	**252**	**66**	**21**	**339**
Second Quarter				
Medical-Surgical Nursing II	117	42	70	229
IV Therapy	21	18	0	39
Total Second Quarter Curriculum Hours	**138**	**60**	**70**	**268**
Third Quarter				
Maternal Child Nursing I	60	7	0	67
Mental Health Concepts	48	0	14	62
Medical-Surgical Nursing III	99	0	70	169
Total Third Quarter Curriculum Hours	**207**	**7**	**84**	**298**
Fourth Quarter				
Maternal Child Nursing II	51	7	0	58
Nursing Concepts	48	0	70	118
Medical-Surgical Nursing IV	75	0	35	110
Total Fourth Quarter Curriculum Hours	**174**	**7**	**105**	**286**
TOTAL CURRICULUM HOURS	**803**	**170**	**298**	**1271**

2.6 Course Descriptions

First Quarter

Nurse Aide (NA) **80 hours**
32/Theory, 30/Lab, 18/Clinical

Students must attend NA program which is a Pass/Fail course; students with current NATCEP certificate will be granted class credit. Students must earn their STNA license prior to beginning clinicals. Nurse Aides provide basic care in hospitals and nursing homes and are responsible for tasks ranging from basic resident and patient care to providing companionship to those in their care. Students will be responsible for testing fees beyond their first test.

Life Skills **12 hours**
12/Theory, 0/Lab, 0/Clinical

This course is designed to introduce the student to a learning environment while helping prepare them apply skills assisting in the classroom and life; such as the development of effective study habits and skills, time management, and stress management. The course introduces the student to all handbook policies, course resources, and a culture of civility in the academic classroom.

Anatomy & Physiology **78 hours**
78/Theory, 0/Lab, 0/Clinical

This is a foundation course designed to introduce the 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 and Urinary systems. Concepts of Microbiology and Chemistry are also included. Related medical terminology is integrated throughout the course.

Medical Surgical Nursing I **249 hours**
162/Theory, 66/Lab, 21/Clinical

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 experience in a variety of settings such as independent and assisted living and long-term care facilities. Lab sessions are directly supervised by the nursing instructors and are concurrent and correlate with theory.

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

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

Second Quarter

Medical-Surgical Nursing II **229 hours**
117/Theory, 42/Lab, 70/Clinical

This course focuses on the application of knowledge from the biological, physical, technological, behavioral, social, and nursing sciences in providing care for the adult. The course builds on the knowledge obtained in Anatomy & Physiology, Growth and Development, and Medical Surgical I, to assist the individual in maintenance, promotion, and restoration of health. Nursing interventions focus on emergent conditions, oncology, endocrine, cardiovascular, blood vessels, and respiratory disorders of the client. Clinical experiences support and correlate with theory. Pharmacology is taught concurrently with Medical Surgical Nursing 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.

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

IV Therapy **39 hours**
21/Theory, 18/Lab, 0/Clinical

This course is incorporated into and meets the minimum curriculum requirements for practical nursing education in accordance with Chapter 4723.17 of the Ohio Revised Code. Upon successful completion of the

course, which includes theory and laboratory hours as defined above, the student practical nurse shall be prepared to perform limited intravenous therapy in the clinical setting, under the direct supervision of Registered Nurse Faculty member(s) of the program.

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

Third Quarter

Maternal Child Nursing I **67 hours**
60/Theory, 7/Lab, 0/Clinical

This course focuses on the application of knowledge in providing care for the childbearing age individual and family to assist the individual in maintenance, promotion, and restoration of health. Students will complete a high-fidelity simulation in place of one clinical day. The simulation is designed to replicate real patient-care situations and will count as the required clinical experience for the course and attendance is mandatory.

Mental Health Concepts **62 hours**
48/Theory, 0/Lab, 14/Clinical

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

Medical-Surgical Nursing III **169 hours**
99/Theory, 0/Lab, 70/Clinical

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

Fourth Quarter

Maternal Child Nursing II **58 hours**
51/Theory, 7/Lab, 0/Clinical

This course focuses on the application of knowledge in providing care for the individual from birth through adolescence to assist the individual from birth to adolescence in maintenance, promotion, and restoration of health. Lifespan development theories are also reviewed. Students will complete a high-fidelity simulation in place of one clinical day. The simulation is designed to replicate real patient-care situations and will count as the required clinical experience for the course and attendance is mandatory.

Nursing Concepts **118 hours**
48/Theory, 0/Lab, 70/Clinical

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

Medical-Surgical Nursing IV **110 hours**
75/Theory, 0/Lab, 35/Clinical

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

3 Policies and Procedures

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

3.1 Admission Policy

The Wayne County Schools Career Center Adult Practical Nursing Program provides all applicants full consideration for admission without regard to of religion, race, color, national origin, sex, disability, military status, age, sexual orientation, gender identity or genetic information in its program, activities, or employment.

Application forms will be distributed at a nursing program information session or may be obtained from the Wayne County Schools Career Center, 518 West Prospect St., Smithville, Ohio, 44667-9672, by phoning 330- 669-7030, or by visiting our website at www.wcscc.org.

3.2 Applicant Qualifications

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

- Frequent work in a standing position and 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, people, 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 calculations for medication preparation and administration.
- Speak English clearly enough for most patients to 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 masks and gloves.

Applicants identified with a disability under the applicable Federal law are responsible for determining their own eligibility considering these qualifications, and to specifically identify with the school any accommodations they are requesting.

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

Requests for reasonable accommodation must be in writing and contain specific information concerning the disability identified and the accommodation requested that is sufficient to decide. Requests will be evaluated by the nursing faculty and Nursing Manager

3.3 Application/Acceptance Procedure

All applicants must be a minimum of 17 years of age and possess verification of a secondary credential. Applications are considered active for eighteen (18) months from the date the application originally RECEIVED. After eighteen months, the applicant's file will be destroyed, and the applicant must begin the application process again. The required forms along with the acceptance fee will need to be resubmitted.

1. Attend Practical Nursing Information Session.
2. Complete application form and submit it to the Adult Education office.
3. Schedule WorkKeys tests.
4. Complete FAFSA and schedule appointment with the Financial Aid clerk
5. Provide verification of a secondary credential.
   (*Official HS Transcript* ***OR*** *Copy of HS Diploma* ***OR*** *GED Equivalent*)
6. Submit transcripts from any post-secondary schools you attended. Transcript request forms are available, if needed.
7. Once approved for acceptance, submit a $100, non-refundable, acceptance fee to reserve your seat.

3.4 On-Line Preparation for Entrance Exam (WorkKeys)

WorkKeys, developed by ACT, Inc., is a job skills assessment system measuring real world skills. You will be tested on Applied Math, Graphic Literacy, and Workplace Documents.

Follow the link below to locate the free online assessment:

- Ohio Means Jobs Https://jobseeker.ohiomeansjobs.monster.com/Assessments/Home.aspx
- Once on the website you click on "Online Training" and there are free practice tests.
- WorkKeys website (www.act.org/workkeys) and learn about the test. There are practice tests.

Or go to Ohio Means Jobs website (www.ohiomeansjobs.ohio.gov)

- Select "For Job Seekers"
- Select "Build your Career"
- Scroll down and click on WorkKeys Assessment

You can also go to the WorkKeys website (www.act.org/workkeys) and learn about the test.

To better prepare or to remediate after taking the exam we offer:

- Online curriculum assistance to prepare for the WorkKeys test
- Tutor led remediation classes currently offered on Tuesdays and Thursdays. (***You must pre-register; Please contact the Adult Education Office to verify meeting times - 330-669-7070***).

Both options are free for adults 19 and older—If you are under 19, please call for more information. 330-988-1007

You may only test 3 times per school year; Intervention is required between the 2nd and 3rd attempt. WorkKeys expiration date will be 3 years from date of completion. Program Manager may allow an additional attempt with approval.

Information about the three tests:

Applied Mathematics: Measures the skills people use when they apply mathematical reasoning, critical thinking, and problem-solving techniques to work-related problems. The test questions require the individual to set up and solve the types of problems and do the types of calculations that occur in the workplace. **Required Minimum Score is 5.**

Graphic Literacy (formerly Locating Information): Measures the skills people use when they work with workplace graphics. Individuals are asked to find information in a graphic or insert information into a graphic. They must also compare, summarize and analyze information found in related graphics. **Required Minimum Score is 5**.

Workplace Documents (formerly Reading): Measures the skills people use when they read and use written text to do a job. The written texts include memos, letters, directions, signs, notices, bulletins, policies and regulations. Often workplace communications are not necessarily well-written or targeted to the appropriate audience. Materials do not include information that is presented graphically, such as in charts, forms or blueprints understanding how to use it are critical to success. The Graphic Literacy assessment measures the skill needed to locate, synthesize, and use information from workplace graphics. **Required Minimum Score is 4.**

3.5 BCI & FBI Criminal Records Check (Fingerprinting)

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

1. Student must obtain FBI/BCI background check **prior** to the 1st day of class start date or within the month of class starting.

2. All Fingerprinting must be completed at ***TRI-County ESC, 741 Winkler Drive, Wooster, OH, 44691*****.** ***Exceptions need to be pre-approved by the Nursing Manager***

3. Fingerprinting results will be evaluated by the Nursing Manager.

4. The Nursing Manager will determine if fingerprinting results require further action, discussions, or decisions.

5. If a 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 741 Winkler Drive, Wooster, Ohio. (***See Addendum regarding List of Potentially Disqualifying offenses).***

3.6 Program Options

- The 11-month day schedule, Monday through Thursday with some experiences and classes on Friday. Clinical rotations may start earlier in the morning and last for 7.5 hours. If necessary, students may be required to attend evening clinical rotations.

3.7 Program Curriculum

The program is approved and accredited by the Ohio Board of Nursing. Total program hours are 1,271 and include clinical hours, caring for individuals and families in the community, acute care and long-term care facilities of Wayne and surrounding counties.

3.8 Textbook & Computer Purchases

Students will be provided with all the required textbooks and are included in their fees. **Books are not returnable or refundable**. Students are required to have the correct textbooks and most current editions.

Laptops are required to be purchased through the school and included in your fees. They will be distributed during orientation. Students must use the school issued laptops. **No Exceptions**.

3.9 Policy for Granting Credit

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

1. Review of the individual's military education and skills training

2. Determination as to whether military education, skills, or training is substantially equivalent to the curriculum established in Chapter 4723-5 of the Administrative Code

3. Award of credit based on equivalence established in step two.

3.10 3rd Party (Additional) Documentation Required for ALL Students

Applicants will be required to provide the school with the following information **prior to classes starting – <u>No Exceptions.</u>**

- A complete annual physical form signed by a licensed physician, physician's assistant, or certified nurse practitioner at the expense of the applicant.

- 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).

- Measles, Mumps, Rubella (MMR)
    - 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.
    - 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.
    - Rubella: Documentation of one dose of live rubella (or MMR) given on or after 12 months of age.
    - 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.

- Varicella or titer documenting immunity.

- Hepatitis B series or a signed waiver declining immunization.

- Flu vaccine must be obtained in the fall or a waiver for declination may be signed; ***annually.***

- 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.

- TB/PPD/Mantoux

    - This will be provided at the school by the Wayne County Health Department during Orientation (1st Step) & Life Skills (2nd Step). The current cost is $30 per student ($15 per step.) ***This is an annual requirement of the program***. Please contact the nursing manager if you have questions.
    - Students with latent TB infection (positive reactors without symptoms) must submit a normal chest x-ray result annually in place of TB testing.

- Proof of your successful completion of an **American Heart Association CPR BLS course for Healthcare Providers** (go to the American Heart Association website to find a class near you).

- All entrance paperwork required providing information and permissions.
- If currently certified as an STNA, **provide a copy of your license from Ohio Nurse Aide Registry**. This will be verified to assure you are in good standing.
- Must have current CPR certification from **American Heart BLS for Healthcare Professionals.**
- **FBI/BCI Background Check (*should be completed within the month prior to class starting at TRI-County ESC, 741 Winkler Drive, Wooster, OH, 44691*). *If the protocol above is not followed, the student will be required to have updated fingerprints done at their own expense*.**
- COVID vaccination is not currently required by the school, however, some 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.
- All Students are required to fulfill the clinical requirements as stated in the curriculum plan regardless of vaccination status.
- ACEMAPP is a student data collection tool used to compile all student records in one place, so that our partner clinical facilities can access vaccination records for students when needed. Several clinical facilities require ACEMAPP to participate in clinical rotations at their location. The fee for this is included in your student fees ($50).

3.11 Deferment Policy

- Applicants who have been accepted into the Nursing Program may choose to defer their class placement for one academic year. This deferment is limited to a single event.

- The desire to defer must be indicated in writing by the applicant no later than two weeks prior to the start of the first day of class for that academic year.

- Update your FAFSA.

- Meet with the financial aid clerk for Financial Aid Clearance.

- Update your background check prior to classes starting.

- Update any additional paperwork requirements needed for the school.

- Maintain updated records for that academic year.

  - Health history, including **current annual physical exam and updated immunization record.**
  - CPR certification, **American Heart Association CPR BLS course for Healthcare Providers.**
  - STNA Certification must be current and in good standing.

3.12 Readmission Policy

1. Readmission into the program after a withdrawal or failure from the program may be granted upon space availability.

2. The student must also be in good financial standing (meeting all previous financial obligations) before the request is considered.

3. The following criteria for readmission will be considered:
   a. All previous balances paid in full and payment arrangements made for readmission.
   b. Students will apply for readmission and should include a letter to the nursing manager along with their application explaining how they will succeed in the program.
   c. Recommendations may be required prior to readmission.
   d. Must meet with the Financial Aid Clerk and receive clearance for any financial aid.

4. When readmitted, the student will be required to repeat any class or clinical in which an incomplete or failing grade was earned.

5. A student requesting readmission will be responsible for purchasing uniforms and any new textbooks in use at the time of readmission, unless previously purchased uniforms and books are in good condition and are current. See the Nursing Manager for more information.

6. Tuition will be prorated on the amount of time necessary to complete the program.

7. Students will provide current verification of an updated health history (**Annual physical & current immunization record**).

8. Students will provide current CPR certification, **American Heart Association CPR BLS course for Healthcare Providers.**

9. **Students who have been dismissed and are readmitted must pay the $100 non-refundable re-acceptance fee upon notification of their re-admittance**.

10. Readmitted students shall meet the program's curriculum requirements for currently enrolled students. Absent hours will be prorated. All current policies and procedures of the Wayne County Schools Career Center Practical Nursing Program will apply.

Each dismissal situation will be addressed individually by the members of the Appeals Committee. **The Admission/Dismissal Committee will only consider appeals for dismissal twice per student, and the appeal must be submitted within 5 business days after receipt of the notification.**

3.13 Changes in Program Policy

The Nursing Manager/Supervisor and faculty at the Wayne County Schools Career Center Adult Practical Nursing program reserve the right to make changes in the policies and procedures in this handbook, apart from policies related to progression or requirements for completion of the program for currently enrolled students.

Students with questions concerning any of the policies should consult with the Nursing Program manager.

Policy changes will be communicated, within one week, to students in the following ways:

1. At the beginning of each new cohort the updated Nursing Student Handbook will be distributed and reviewed during Life Skills.

2. A verbal announcement will be made and/or an email notification will be sent to all students notifying them of any policy changes that occur.

3. All changes will be incorporated into the Practical Nursing Student Addendum Handbook at the beginning of a new nursing cohort.

4 Student Conduct (See Adult Education Handbook)

4.1 Reasons for Disciplinary Action

- Failure to meet academic standards as detailed in the grading policy
- Plagiarism, cheating and other unacceptable academic behavior
- Excessive absenteeism or tardiness as detailed in the attendance section of the Adult Education Student Handbook
- Violation of any school policies and/or regulations as stated in the Adult Education Student Handbook
- Violation of local, state and/or federal ordinance
- Lack of aptitude or unsafe performance in the clinical area, resulting in possible harm to patient, classmate or self

- Any breach of confidentiality
- Unprofessional behavior in classroom, lab or clinical setting in regard to patient, faculty, staff, visitors, high school students or another student
- Disrespectful treatment of others, including threatening comments
- Any violations of the Student Contract (see forms)
- Failure to meet with Career Services when referred

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

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

The completed counseling report signed by the Nursing Manager or designee and student will be placed in the student's file. A copy of the report will be given to the students.

The student may appeal the disciplinary decision which may include a written warning, probation, suspension pending investigation, and/or immediate dismissal. ***Appeals must be presented in writing to the Nursing Manager within five business days of the date in the dismissal letter***. Your formal request should explain the circumstances and a description of your plan to overcome the identified barriers to your success.
Your request will be presented to the Appeal Committee, which consists of the Director of Adult Education, the Nursing Manager, and the Financial Aid Clerk

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

4.2 Dismissal/Appeals

Each dismissal situation will be addressed individually by the members of the Appeals Committee. **The Admission/Dismissal Committee will only consider appeals for dismissal of a maximum of twice per student, and the appeal must be submitted within 5 business days after receipt of the notification.**

5 Ohio Board of Nursing Policy Related to Student Conduct

5.1 The Nursing Manager and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723 of the Revised Code and the rules adopted there under, including, but not limited to the following:

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client's response to that care.

2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

3. A student shall not falsify any client record, or any other document prepared or utilized during, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports or time records, reports, and other documents related to billing for nursing services.

4. A student shall implement measures to promote a safe environment for each client.

5. A student shall delineate, establish, and maintain professional boundaries with each client.

6. At all times when a student is providing direct nursing care to a client the student shall:
    a. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
    b. Treat each client with courtesy, respect, and full recognition of dignity and individuality.

7. A student shall practice within the appropriate scope of practice as set forth in division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;

8. A student shall use universal blood and body fluid precautions established by Chapter 4723.28 of the Revised Code for a practical nurse;

9. A student shall not:
    a. Engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a client.
    b. Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse;

10. A student shall not misappropriate a client's property or:
    a. Engage in behavior to seek or obtain personal gain at the client's expense.
    b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense.
    c. Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
    d. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships; or
    e. For this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

11. A student shall not:
    a. Engage in sexual conduct with a client.

b. Engage in conduct during practice that may reasonably be interpreted as sexual.
c. Engage in any verbal behavior that is seductive or sexually demeaning to a client.
d. Engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a client.
e. For this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

12. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
    a. Sexual contact, as defined in section 2907.01 of the revised Code.
    b. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

13. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4720.01 or the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student.

14. A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice;

15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice;

16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;

17. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;

18. A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception during 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 the 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 HIPAA 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.

5.2 Chain of Command & Organizational Plan

The Nursing faculty believes that every attempt should be made to resolve conflict at the lowest level possible. The Nursing Program requires that all students adhere to the following chain of command/sequence when dealing with issues or concerns.

- Clinical: Student Issues>>Clinical Faculty/Instructor>>Nursing Manager>>Adult Education Supervisor
- Classroom: Student Issues>>Faculty/Instructor>>Nursing Manager>> Adult Education Supervisor
- Skills Lab: Student Issues>> Skills Lab Faculty/Instructor>>Nursing Manager>> Adult Education Supervisor

*Faculty reserves the right to bring in another faculty member to a counseling session. Likewise, students may elect to invite a third party to listen during any grievance levels.

6 Grading and Evaluation Policy

Students will receive percentage grades or Pass/Fail for theory, clinical, and laboratory experiences.

1. **Progression**
    a. To pass each course, progress to the next quarter, or to graduate, the student must achieve a minimum grade of 77% in all core nursing courses and 75% in Anatomy & Physiology or Pass grade in each area per curriculum plan. Failure in any one component may result in dismissal.
    b. Students may not participate in a clinical experience if a classroom grade is below 77% or minimum standards (faculty discretion).
    c. Students who fail to meet this expectation at the end of each quarter may be academically dismissed from the program.

2. **Grading Criteria**
    a. Course requirements are identified in each course outline. The instructors evaluate student achievement of course requirements.
    b. Evaluation of student progress will be available midterm and close to term. They are completed by the instructor(s) and reviewed by the nursing manager.
    c. GPA will be calculated quarterly. Cumulative GPA will be on grade cards for each quarter and on the final transcript.
    d. A final grade of 77% in nursing courses or 75% in A&P, **without benefit of rounding up** is required to pass each academic course. A final grade of Pass is required to pass each lab and clinical course.
    e. At the completion of each quarter, students who have achieved a GPA of 3.6 or above for that quarter will be placed on the Honor Roll. Students who have achieved a GPA of 3.3 - 3.59 will be placed on the Merit Roll. These will be posted in the classroom and certificates will be provided to the student.
    f. Student-instructor conferences are held throughout the program.

3. **Academic At Risk** – If the student is not passing (minimum of 77% or 75% in A&P, or a "pass" grade in lab or clinical), the student will meet with the Nursing Manager and may be required to complete a specified amount of tutoring – outside of classroom hours. Students will be placed on academic at risk when a grade falls below 77%, or 75% respectively, or "non-passing" in any course or clinical.

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

5. **Testing Security**
    - Quiz/Exam – All items are to be placed in the front of the room during the testing period. Students are to refrain from speaking to one another during testing. Should this occur, students will not be permitted to finish the exam and will be assigned a grade of ZERO (0). If you have a question, please ask the instructor for assistance.

- Cheating in any form will not be tolerated! Any student caught cheating will be subject to immediate dismissal from the program. Cheating includes the giving of information to, or receiving information from another student about a test that has yet to be taken by one or the other student; looking onto the paper of another student during a test; talking during a testing situation; text messaging during a test; writing notes on clothing, body parts or elsewhere within view; copying the work of others.
- Cellphones, smartwatches, or any other electronic devices must be set on silent mode (not vibrate), and out on the desk or stored away per each instructor's discretion in the testing area. Students are allowed to bring the following items to the testing area for use: earplugs, pen/pencil.

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

7. **Clinical Evaluation**
   Clinical evaluation is carried out using a clinical performance evaluation tool. At the end of clinical rotation, the student and faculty evaluate the student's performance using the tool. Feedback will be provided to the student at any time the clinical performance requires improvement. A conference may be scheduled for sharing the evaluation. All evaluations will be placed in the student's file and remain in the file while the student is current/active in the program.

   The clinical experience is graded in the following manner:
   0 – Objective not achieved
   1 – Inconsistent in achieving objective
   2 – Consistent in achieving objective
   3 – Excels in achieving objective

8. **Laboratory Evaluation**
   Students are expected to be present for all skills demonstrations and to practice skills prior to presenting for checkoffs with instructors. The skills laboratory can be scheduled for practice during open lab sessions. Each student must practice prior to presenting for check-off. It is recommended peers practice and critique each other in order to be prepared.

   Students must receive 77% passage in the laboratory course (1st & 2nd quarter). Students will meet 100% satisfactory performance on all skills checks. If a student initially performs a skills check unsatisfactorily, they will be given 1 opportunity to re-test with a different instructor after reasonable practice time (which may mean staying for an additional lab session). Students who fail to meet this expectation will be academically dismissed from the program.

6.1 Tutoring Policy

Students may be referred to tutoring by faculty if not passing a course. Students must complete a tutoring request form (See Appendix H).

The student will submit the request for tutoring to the Nursing Manager along with suggestions for remediation. The Nursing Manager will meet with the student and develop a plan for tutoring, with student input. All tutoring will be documented on tutoring form (completed by the individual tutor) and on the tutoring google doc spreadsheet.

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

Expectations of Students

- Schedule with the Tutor directly.
- Arrive on Time.
- Bring applicable notes and textbook(s)
- Notify instructor/tutor if there is a need to cancel or arrive late.
- Be aware, no call/no show will result in a $20 fee.
- Resubmit tutoring request quarterly, as needed.

If a student is not meeting class attendance requirements, a tutor is not guaranteed. Each situation will be reviewed by the Nursing Program Manager on a case-by-case basis.

6.2 Attendance Policy (See Adult Education Handbook)

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

Clinical Attendance

1. Students are expected to arrive on time for all clinical rotations. Clinical tardiness is defined as arriving more than five (5) minutes late after the designated start time "defined by your instructor" for any clinical experience. The third tardy occurrence per quarter will result in a failure of the clinical aspect of the course. A student arriving fifteen (15) minutes after the designated start time for any clinical experience will be sent home and a clinical absence will occur.

2. All clinical tardiness and absences will be documented on the clinical evaluation form.

3. Students missing clinical or anticipating tardiness for whatever reason are expected to notify the faculty member prior to the clinical start time as instructed by the clinical instructor. Students missing clinical may also be required to contact the clinical sites based on the rotation.

4. A student neglecting to call off or attend any clinical experience is considered a "No Call, No Show." A student having two (2) "No Call, No Show" events throughout the entire program may be dismissed from the program immediately.

6.2.1 Attendance Notes

- Nursing students are required to maintain 90% attendance in each course, including skills lab. **Individual Clinical rotations and Lab Simulations require 100% attendance**.

- **All Absences are required to be made up at a cost of $50.00 per hour. A Make-up form (*See Appendix K)* must be completed, signed by instructor or staff member and the student, then submitted to the nursing office for recording. In addition, a payment agreement will be prepared and signed by the student and the Nursing Manager. The payment agreement will be shared with the financial clerk. (*See Appendix R & Appendix S*. *Extenuating circumstances may be submitted in writing to the Nursing Manager to be reviewed for possible exception to the above*.**

- Missed time taken outside of scheduled breaks will be deducted from your attendance in .25 increments (See Section 9.2 of the Adult Education Handbook).

- Dates identified as "spring break" and make-up days on the program calendar may be used to make-up calamity days.

7 Student Health Policies

7.1 Student Health Requirements

Students failing to maintain current immunizations (current TB throughout the program) Current American Heart BLS CPR & STNA (throughout the program) will be dismissed from the clinical area and graded unsatisfactory for each clinical day out of compliance, and all clinical absence rules will apply.

Applicants will be required to provide the school with the following information prior to classes starting - **No Exceptions.**

* See Section 3.10 regarding annual physical and immunization requirements.

1. American Heart BLS for Healthcare Professionals Current Certification & this must be maintained throughout the program (please see the absolute bars which prohibit entrance into the program and nursing licensure).
2. 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.
3. Fingerprinting – each student is required to maintain current, valid BCI/FBI results throughout the program. (These must be updated annually) and must be obtained at ***TRI-County ESC, 741 Winkler Drive, Wooster, OH, 44691.***

4. Since nursing students are required to perform many technical activities or competencies, they must meet the minimum qualifications listed in the admission policy. The inability to meet these qualifications will interfere with meeting course and program objectives and may result in termination from the program.

5. If a student presents a physical or emotional problem that can jeopardize the safety of a patient, the student will be counseled, the behavior or health issue identified, and an agreed treatment or solution discussed.

6. Any student who presents emotional or physical problems and does not respond to appropriate treatment or counseling within an established period may be dismissed from the program.

7. If the clinical instructor or representatives from the clinical experience site feels that the student's poor health habits or emotional status jeopardize the safety of the patients, the student may be asked to leave the clinical area and may be asked to withdraw from the program.

8. The student who becomes pregnant during the program must have written permission from her attending health care provider to remain in the program; see Pregnancy Policy.

9. Those working in the healthcare field are at risk of injury and exposure to infectious diseases. Students must comply with all the established policies of the clinical agency that are related to the prevention of injury, isolation, and protective precautions. In the event of injury or exposure, the student is responsible for following the established protocol in the clinical agency and will be responsible for any medical costs of treatment.

10. The nursing student must follow Standard Precautions when in contact with blood and other body fluids.

11. A seasonal flu vaccine is required annually, or the applicant must sign a waiver form.

12. The Hep B series is required, or the applicant must sign a waiver form.

7.2 Student Illness in the Classroom and Clinical Setting

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

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

7.3 Pregnancy Policy

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

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

7.4 Return to Class/Clinical Policy

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

7.5 Drug Policy – Wayne County Schools Career Center Adult Practical Nursing Program

I. **Overview and Purpose**

The WCSCC Adult Practical Nursing Program is committed to the health, safety, and well-being of all students who participate in the program and represent the school in clinical agencies. Substance abuse poses severe health risks to students and those in the students' care. The use of illegal drugs, misuse of legal drugs and dietary supplements, use of performance-enhancing substances, misuse of alcohol, and inappropriate use of tobacco products, is inconsistent with the standards and expectations of the WCSCC Practical Nursing program.
The WCSCC AE Prohibited Substance Policy, as stated in the handbook, regarding drug use is the foundation for this policy statement, and complies with the practice of Nursing, Chapter 4723 of the Ohio Revised Code.

II. **Drug Free Policy - Substance Abuse Prohibited**

A. The WCSCC Adult Practical Nursing program strictly prohibits students from being impaired by or under the influence of controlled substances, legal drugs, illegal drugs, or alcohol, on the WCSCC Adult Practical Nursing program premises or at clinical sites.

B. The WCSCC Adult Practical Nursing program strictly prohibits the presence of any detectable amount of prohibited substances in a student's body while on the WCSCC premises or clinical sites.

"Prohibited substances" shall include controlled substances, illegal drugs, alcohol, or prescription drugs not taken in accordance with valid prescription.

III. **Consent and Compliance Mandatory**

A. Strict compliance of the WCSCC Adult Practical Nursing Program Drug Policy is mandatory for all nursing students.

B. As a condition of enrollment in the AE WCSCC Practical Nursing program, each student will be required to read and sign a WCSCC Adult Practical Nursing Program Waiver Agreement form, thereby agreeing to undergo drug testing and authorizing the release of test results in accordance with this policy. A student will not be permitted to participate in any WCSCC Adult Practical Nursing program classes or clinical activities until the waiver form is signed and returned, and all required testing is completed as depicted on the form. Failure or refusal to sign this consent or comply with the requirements of the policy may result in ineligibility to enroll in classes, ineligibility to participate in clinicals, and other sanctions, up to and including dismissal from the program.

IV. **Drug Testing**

A. By signing the waiver form as discussed above, all WCSCC Adult Practical Nursing students agree to regular and/or random drug testing pursuant to this Policy. Drug testing shall be conducted at the discretion of the WCSCC Adult Practical Nursing program, and the term "drug testing" shall include any screening of the student's urine for any illegal drug, controlled substance, prohibited substance, and/or alcohol. All initial admission drug testing costs are included in the student fees aside from **reasonable suspicion tests, which shall be conducted at the student's expense**. Drug testing shall be conducted for the following reasons:

1. Entrance into the program. Drug Screening will be performed by Great Lakes Biomedical. A non-negative test will be sent out to a lab for further testing. A student with a non-negative drug screen shall be denied admission to the program and given referral information for drug services unless a valid medical card/physician's documentation is on file. A student denied admission due to a non- negative drug screen shall not be permitted to re-apply until said student submits satisfactory proof of drug treatment by an accredited treatment facility at the student's sole expense and provides a clean drug test on re-testing.

2. Clinical placements. Drug testing may be required of any nursing student as part of the clinical placement requirements stipulated by the program's clinical partners. A student with a non-negative drug test shall, in addition to other sanctions for violation of the Drug Policy, be denied participation in the clinical placement.

3. Reasonable suspicion of violation. Any WCSCC Adult Practical Nursing student may be subjected to random drug testing if, in the sole discretion of the WCSCC Adult Practical Nursing program personnel, there is reasonable cause to believe that the student may be violating the WCSCC Adult Practical Nursing Drug Policy. a. Current or past involvement with the criminal justice system for drug related activities

4. Drug screening as a sanction or condition of sanctions. In addition to any other sanctions imposed, any student testing non-negative for an illegal substance in violation of this Drug Policy may be subject to repeated follow-up testing. Follow-up

testing may also be imposed as a condition of release from sanctions or re-admission to the WCSCC Adult Practical Nursing program.

V. Student Confidentiality

Documentation of the drug tests are considered educational records and are protected by the Family Educational Rights and Privacy Act (FERPA) regulations. Maintaining confidentiality and protecting the rights of each student is a critical factor in the WCSCC Adult Practical Nursing Drug Policy. Every effort will be made to protect the confidentiality of students under this policy, including those who test positive, undergo reasonable suspicion testing, or enter treatment programs. Only those individuals who require access to drug testing information for necessary and proper enforcement of this Drug Policy will be informed of the drug testing results. Under no circumstances will any WCSCC personnel be permitted to discuss publicly any information acquired pursuant to this Drug Policy.

VI. Medical Exceptions Process

WCSCC Nursing program recognizes that students may be ingesting medications for a legitimate medical purpose. Any student required to undergo drug testing while taking medications shall prepare a list of all medications (prescription and over the counter) currently being taken, including dosage information, and valid prescription documentation for all prescription meds. Note that providing the above medication and prescription information pursuant to a drug test does not exempt a student from the course clinical policy that requires students attending a clinical to inform the clinical instructor whenever the student is taking medications or other substances that may impair performance.

VII. Drug Screening Performed

All WCSCC AE PN students will be tested for the following thirteen (13) drugs.

- Alcohol (ETG)
- Amphetamines
- Barbiturates
- Benzodiazepines
- Buprenorphine
- Cocaine metabolites
- Marijuana metabolites
- MDMA
- Methadone
- Methamphetamines
- Opiates (Codeine and Morphine)
- Phencyclidine (PCP & Oxycodone)
- Propoxyphene

VII. Failure to appear

Failure to appear for any test as scheduled, refusal to appear for any test as scheduled, or any tampering with any test, in any manner whatsoever, will be treated as a non-negative test.

**** SEE APPENDIX O: DRUG TESTING WAIVER/CONSENT FORM****

7.6 Use of Prescription Drugs

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

7.7 Request for Accommodations for Testing

Accommodation requests, 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.

Accommodation 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 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 accommodation; 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).

8 Dress Code

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

8.1 Classroom

1. Jewelry worn must not distract from the educational process or be used to identify with gangs. Earrings may be worn but jewelry requiring piercing of other visible body parts, including the tongue, is prohibited.
2. Hairstyles must be neat, clean, and free of any hair dye and must meet safety standards.
3. Hats and caps may not be worn inside the school.
4. Students are required to wear scrubs (any color or style) and closed-toe shoes to class every day.
5. WCSCC student ID must be always worn and above the waist.
6. Students will be granted 1 casual day per week at the instructor's discretion. Students must still follow the AE Student Handbook regarding dress code policy (See Section 11).

8.2 Clinical

1. Regulation shoes must be predominantly white and clean, with clean white shoelaces (if shoelaces are part of the shoe). No clogs or backless shoes may be worn.

2. Neck chains, if worn, must be out of sight.

3. Fingernails are to be short and well groomed. No nail polish. No artificial nails.

4. Gum chewing is not permitted.

5. No visible tattoos.

6. Small, pierced earrings may be worn, post type only. No drop or loop earrings permitted. Only one earring per ear worn in the lower ear lobe.

7. No other jewelry permitted on any other visible body part (includes jewelry in tongue).

8. One wedding band or another plain band may be worn.

9. Wristwatch with second hand/Smartwatch, WCSCC photo ID, red and black pens, scissors, and stethoscopes are part of the uniform. Goggles are optional.

10. Attire for specialty units will follow the guidelines of the unit.

11. No sweaters permitted in any patient care area.

12. Uniforms are to be worn at all clinical rotations, unless otherwise instructed. Uniforms may be required in lab; WCSCC photo ID's, however, must be worn and hair contained.

13. No visible clothing worn under the uniform, turtleneck or other.

14. Sunglasses are not to be worn during the clinical experience unless a doctor's statement is presented to the school and agreed upon by the clinical site.

15. Uniform fees are the responsibility of the student. Uniform fittings occur approximately 1 month after classes start. Information regarding ordering additional uniforms can be obtained from the Nursing Program Manager.

16. Uniforms must be obtained before clinical rotation.

17. Students are not permitted to leave the clinical site during clinical unless an emergency arises and is discussed with the instructor prior to leaving.

8.3 ALL STUDENTS

1. Regulation uniform top with school emblem and matching navy uniform bottom.
    a. Any skirt length must be at the knees or longer and may be worn with matching support hose, tights or leggings (navy blue).
    b. Pants must reach the top of the shoes.
2. Uniforms must be clean and pressed.
3. Support Hose/socks highly recommended.
4. Knee high stockings or plain white socks (ankle length) may be worn with pants.
5. Hair fasteners or religious head coverings must blend with the hair color or uniform color.
6. Hair must be clean, neat, pulled back and off the face and shoulders. Hair color is to be a "natural hue". The determination of "natural hue" is made by the Nursing administration and/or the clinical agency. Unnatural hair dye or coloring is not permitted (EX: pink, blue, purple etc…).
7. Make-up may be worn in moderation. No make-up with glitter.
8. Students will be free from the smell of perfume, smoke, or offensive body odors.
9. White T-shirt under uniform tops, permitted if needed for warmth.
10. Sideburns must be no longer than the bottom of earlobe.
11. Mustaches and beards may be worn, well-trimmed and groomed.
12. White T-shirts under uniform tops is permitted.

8.4 Graduation Ceremony

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 with administrative approval. 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 Financial Aid Clerk.

Graduation Guidelines

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

The 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, any variation from the approved version during the ceremony will not be permitted. Class representative(s) must always exhibit professional demeanor.

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

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.

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

8.5 Graduation with Honors

Students who have completed all courses with an overall GPA of 3.6 or greater will be recognized as "Graduating with Honors." The student with the highest GPA will be recognized as Valedictorian, while the student with the second highest GPA will be recognized as Salutatorian at the graduation ceremony.

9 ATI

9.1 What is ATI?

- Assessment Technologies Institute® (ATI) offers an assessment driven review program designed to enhance student NCLEX – PN success.

- The comprehensive program offers multiple assessments 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.

- It is highly recommended that you spend time navigating through these orientation materials.

9.2 Modular Study

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

9.3 Tutorials

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

9.4 Assessments

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

9.5 Active Learning/Remediation

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

The instructor has online access to detailed information about the timing and duration of time spent in the assessment, focused reviews, and tutorials by each student.

9.6 Comprehensive Predictor and the NCLEX/PN Exam

The ATI Comprehensive Predictor tests knowledge acquired throughout the nursing program and NCLEX-PN readiness. Students will be required to take the ATI Comprehensive Predictor at the end of the fourth quarter 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 1st attempt. **Those who fail to attain the required benchmark of 84% with the retest will enroll within 45 days in Virtual/Live ATI PN review or an approved structured NCLEX-PN review course sanctioned by the nursing administration at their own expense, or student will be 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.

10 Laboratory Protocol

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, mannequins should be handled with the same care and consideration as clients. Removal of any equipment or supplies without appropriate approval will be considered theft and treated as such.

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

Use of 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 always wear their students' ID 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 by 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. Instructors 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 the 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.

v. General Lab supplies are included in your fees. However, should retesting on a skill be required more than once, student(s) will be required to pay for the supplies needed, out of pocket. The amount will vary based on the required equipment.

11 Crime Prevention, Protection, and Reporting Procedure

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

2. Personal items and books should not be left in an unlocked classroom. The school does not accept responsibility for personal items left in a schoolroom or building.

3. Park in the designated area.

4. When leaving the building at night, you should develop a buddy system for going to your car.

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

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

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

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

11.1 Procedure for Reporting Crime

1. The incident should be reported immediately to the Nursing Manager and Supervisor.

2. The Nursing Supervisor will notify administration and the local law enforcement authorities.

3. In the case of an evening program, the evening coordinator (reached by contacting the Adult Education Office) will investigate and inform proper law enforcement authorities. Depending upon the severity of the incident, anyone may notify law enforcement authorities.

13 Transcripts

1. Upon graduation, the student will receive an unofficial transcript.

2. A student may request an official transcript be sent to:
    a. another school
    b. place of employment
    c. State Board of Nursing

3. The request for the transcript must be in writing and include:
    a. date of graduation
    b. student's name at the time of graduation
    c. name and address where the transcript is to be sent
    d. Signature

4. A **$5.00 fee** will be assessed for each official transcript

5. The school will not distribute an official transcript directly to the student unless in a sealed envelope

Appendix A Pregnancy Waiver

I, _____, understand that in order to participate in the Practical Nursing Program 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 so, I release the WCSCC and any and all clinical facilities from responsibility and liability for any accident, injury or medical condition to myself, the pregnancy, and/or the fetus, incurred in the performance of my duties as assigned and within the realm of my student practical nurse status.

_____ _____

Student Signature Date

Developed 10/97
Reviewed 1/98, 3/99, 4/06. 2/25, 5/26

Appendix B Physician/Midwife Release

Student's Name _____

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

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

_____ _____

Physician/Midwife Name (Printed) Phone

_____

Street Address (complete at initial visit only)

_____ _____

City, State Zip

_____ _____

Physician/Midwife Signature Date

Developed 10/97
Reviewed 1/98, 3/99, 4/06. 2/25, 5/26

_____ _____

Student Signature Date

Appendix C Return to Full Participation

Student's Name _____

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

_____ _____

Physician/Midwife Name (Printed) Phone

_____

Street Address (complete at initial visit only)

_____ _____

City, State Zip

_____ _____

Physician/Midwife Signature Date

_____ _____

Student Signature Date

Developed 4/06
Reviewed 2/25,5/26

Appendix D Student Contract (for your reference - signed copy will be maintained in student file)

I, _____ hereby agree to the following terms as conditions of my admission to the Wayne County Schools Career Center Adult School of Practical Nursing Program:

1. I will accept the decision of the Manager/Supervisor and Faculty of the said school regarding my standing in the school in terms of knowledge, scholastic standing, nursing practices, health and general conduct.

2. I will abide by the rules and regulations of said school while enrolled.

3. I will withdraw from the said school upon the suggestion of the Manager/Supervisor and Faculty without further obligation of the school should I fail to meet the school standards in the estimation of the Manager/Supervisor and Faculty.

4. I understand that the full amount of tuition must be paid in accordance with the schools payment policy as described in the Student Handbook.

5. I understand that failure to follow the payment schedule for fees that are provided in the Student Handbook may result in a fine, exclusion from class until paid, or dismissal from program.

I agree to this contract related to the following people:

- Staff members and faculty (Adult and High School)
- Clients, patients and residents
- Substitute teachers
- Clinical facility employees
- Students (Adult and High School)
- Guest lecturers
- All other people with whom I come in contact at the Wayne County Schools Career Center and the clinical sites.

6. I will establish and maintain professional boundaries with all the above listed people. I will treat them with courtesy and respect and with full recognition of dignity.

7. I will not engage in behavior that causes or may cause physical, verbal, mental or emotional abuse.

8. I will behave in a manner that brings credit to the Wayne County Schools Career Center and the profession of nursing.

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

_____ _____

Student Signature Date

Appendix E Drug Statement Form (for your reference - signed copy will be maintained in student file)

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

E.1 Policy

Students are prohibited from reporting to school/clinicals 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.

E.2 Procedure

Through evaluation of performance and/or disciplinary reports, which specify details, violations of this policy can result in the student being sent home and counted as absent for the day or dismissal from the program. A 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.

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

- One Eighty
- Mental Health & Recovery Board of Wayne & Holmes County
- Cleveland Clinic Rehabilitation Hospital - Copley
- Narcotics Anonymous
- Glenbeigh Outpatient Center of Canton
- Alcoholics Anonymous
- Al-Anon/AlaTeen

I have read and understand the statement concerning chemical dependency and the school's policy regarding chemical dependency.

_____ _____

Student Signature Date

Appendix F BCI/FBI Requirement Form (please sign, remove and turn in at orientation)

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

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

The first required fingerprinting is for Child/Elderly Care. The check at the end of the program is required for Licensing. It is possible, due to program length and expiration dates, that a second Child/Elderly Care check will be needed. All fingerprinting is to be completed at Tri-County ESC (741 Winkler Drive, Wooster, OH) during the required dates as stipulated in the program with the necessary form at the time of fingerprinting.

_____ _____

Student Signature Date

Appendix G Tutoring Request Form



TUTOR REQUEST FORM

WAYNE COUNTY SCHOOLS CAREER CENTER

PRACTICAL NURSING

STUDENT NAME: _____

DATE REQUESTED: _____

QUARTER: _____

PHONE NUMBER: _____

- Student will be provided with contact info for the tutor.
- Student is expected to contact the tutor directly.

CITY: _____

COURSE: _____

CURRENT GRADE: _____

**ALL STUDENTS MAY RECEIVE UP TO 4 HOURS OF TUTORING. **
(IF MORE TIME IS NECESSARY AN ADDITIONAL REQUEST WILL BE REQUIRED).

HOURS NEEDED FOR TUTORING WILL BE BASED ON YOUR CURRENT GRADE EACH QUARTER

***"NO CALL/NO SHOW" WILL RESULT IN A $20 FEE ***

WHICH MUST BE PAID BEFORE GRADUATION OR TRANSCRIPTS WILL NOT BE RELEASED.

TUTORING REQUESTS ARE TO BE SUBMITTED QUARTERLY IF ASSISTANCE IS DESIRED OR REQUIRED.

*** ALL STUDENTS MUST ***

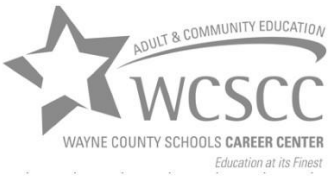
- ARRIVE ON TIME
- BRING APPLICABLE NOTES/TEXTBOOKS
- NOTIFY TUTOR IF THERE'S A NEED TO CANCEL

STUDENT SIGNATURE: _____ DATE _____

Appendix H Interim Report



Interim Report



DATE: _____ Instructor: _____

STUDENT NAME: _____

CLASS: _____ CURRENT PERCENT: _____%

INSTRUCTOR COMMENTS: (COUNSELINGS/DONE, CONCERNS)

ATTENDANCE	
CURRENT TUTOR	
HOMEWORK SCORES	
TEST SCORES	
PERSONAL STUDY HABITS	

TIPS FROM INSTRUCTOR:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

*** SUBMIT FORM TO NURSING COORDINATOR WHEN COMPLETE ***

_____ _____

Student Signature Date

Appendix I Addendum Acknowledgment (please sign, remove and turn in at orientation)

I have received, read, and understand the Practical Nursing Student 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

Appendix J Adult Ed Student Make-Up Hours

Adult Ed Student Make-up Hours
Sign In/Out Form

_____
Student Name

_____ _____
Class Applying Hours To Total # of Hours Needed

SUBMIT MONTHLY TO YOU PROGRAM MANAGER OF ADMINISTRATIVE ASSISTANT

MAKE-UP TIME MUST BE PRE-ARRANGED WITH YOUR PROGRAM INSTRUCTOR OR THE NURSING MANAGER.
THE STUDY HALL MONITOR WILL SIGN THE SHEET TO VERIFY YOUR ENTRY AND EXIT TIMES.

NO CREDIT WILL BE GIVEN FOR HOURS MISSING VERIFICATION FOR ENTRY AND EXIT TIMES.

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			

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			

DATE	TIME IN	TIME OUT	HOURS
SIGNATURES			
INSTRUCTOR			
STUDY HALL MONITOR			

DATE	TIME IN	TIME OUT	HOURS
SIGNATURES			
INSTRUCTOR			
STUDY HALL MONITOR			

UPDATED: 02.25.2025

TOTAL MAKE-UP HOURS
COMPLETED: _____

Appendix K Counseling Form

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

Name: _____

Start Date: _____ **End Date:** _____

Problem Type:

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

Placed on At-Risk: ☐

Midterm Grade Notification GPA: A&P 75% all other classes 77% 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:** _____

Faculty Signature: _____ **Date:** _____

Program Coordinator Signature: _____ **Date:** _____

cc:	Student			
	Faculty Member			
	Nursing Program Coordinator			
	Financial Aid (*Academic at Risk*)			
	Other		☐	Confidential

Student Intervention Academic Counseling Plan
Rev. 9/2025

Appendix L 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 or issued a certificate. The following crimes are considered by the Board of Nursing (Board) to be directly related to the duties and 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, 2903.12Aggravated Assault, 2903.13 Assault, 2903.15 Permitting Child Abuse, 2903.21Aggravated 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, 2917.31Inducing Panic, 2919.25 Domestic Violence, 2921.03 Intimidation, 2921.04Intimidation 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 personsi n 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 2907.12of 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 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 2907.12of 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 asexual 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,

l)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.

m)A violation of division (B)(4) of section 2907.09 Public indecency, of the RevisedCode 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.

n)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).

o)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 of the Ohio Revised Code (ORC), or under a 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, 2925.03Trafficking, 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, 2925.13Permitting Drug Abuse, 2925.22 Deception to Obtain a Dangerous Drug, 2925.23Illegal Processing of Drug Documents, 2925.24 Tampering with Drugs, 2925.31Abusing 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

c)is substantially equivalent to any section listed above in 4. (a).

d)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.

e)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, 2911.32Tampering 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 Distributing Forged Identification Cards, 2913.32 Criminal Simulation, 2913.33Making 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 substances.

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 crimes listed above are not automatically disqualifying. The Board reviews the facts of each case on an individual basis. An offense may or may not result in a proposed action to deny licensure. 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.

•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 (CQE) for employment under Section2953.25, ORC, or of achievement or employability under Section 2961.22, ORC, has been obtained. Find out more at http://bit.ly/4oIeXX8. The CQE Petition can be found at http://bit.ly/4oFKzMX.

•Whether denial of the license is reasonably necessary to ensure public safety.

The Board does not have the authority to investigate 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, as well as others, including the facts and circumstances underlying the offense and the total number and pattern of offenses. **Board Determination on Whether a Crime is on the List** You can request a letter from the OBN confirming whether a crime is on the above list by emailing disqualifying-offense-requests@nursing.ohio.gov. **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 schools, trainings, or participate in clinical instruction. Nursing and other licensee and certificate holder programs vary regarding 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

11/2025

Appendix M REMOTE LEARNING EXPECTATIONS

The Wayne County Schools Career Center Adult Practical Nursing program is accredited for hybrid learning by the accrediting body, Council on Occupational Education. Selected periods of remote synchronous learning via a predetermined online conferencing platform will be considered in situations related to symptoms/illnesses, and extenuating circumstances when approved by the program manager and course instructor. All students will be required to have computer accessibility and internet service for this opportunity.

This type of remote learning model will also be an expectation with inclement weather conditions when classes are canceled due to school closure to ensure continuation of the learning process. The instructor, upon consultation with the program manager, will conduct the class session via synchronous remote learning with the guidelines listed below. Students will have advance notification via the school email from the course instructor.

Remote Learning Expectations Lecture/Theory Sessions

1. All students must be logged into the Zoom or Schoology conference platform classroom by the start of class time. Attendance will be recorded. You must log into the class using a webcam to be considered 'present'. Your instructor will need to see your face and upper torso for attendance and class participation.
2. All students must dress according to the handbook regulations during a scheduled class session.
3. All classes will require full participation from each student utilizing books, videos, case studies, articles, etc. according to the instructor's specifications to assist with learning.
4. Students are expected to be stationed in front of the camera during class time. Attendance credit will not be awarded if a student is traveling in a car or pacing in the room during a planned conference. Should this occur, you will be instructed to leave the conference.
5. All classes require students to be attentive. An observation by the instructor of sleeping, eating, or talking on the phone will result in dismissal from the conference.
6. Please be aware of your background. Remove unmentionables and clear the space of distractions and clutter.
7. When addressing the class, you are expected to maintain a professional tone.
8. There will be no "sidebar" chatting through digital means outside of class activities.
9. Please remember to email your instructor to report any absences, planned late arrivals, or early departures.
10. Individual student challenges with power or connectivity should be communicated to the instructor directly.
11. No testing will be done in the online environment and will be rescheduled according to your instructor's discretion.

In the case of extreme weather conditions with widespread power outages when most students are unable to access the internet, class sessions may necessitate cancellation requiring rescheduling of classes using the designated makeup days on the cohort calendar.

Appendix N DRUG TESTING WAIVER/CONSENT FORM

Wayne County Schools Career Center Adult Practical Nursing Program
Drug Testing Waiver/Consent Agreement

I understand that as a requirement for admission to the Wayne County Schools Career Center Adult Practical Nursing Program I must submit to a drug test, which will provide the result of the test to the Nursing Manager. I understand that if the test result is non-negative, I will be denied admission to the Nursing program.
I further understand that I could be subject to drug tests while enrolled in the Wayne County Schools Adult Practical Nursing program.
A non-negative drug test or refusal to submit to testing will result in dismissal from the Nursing program.

BY SIGNING THIS DOCUMENT, I INDICATE THAT I HAVE READ, I UNDERSTAND, AND I AGREE TO THE NURSING DRUG TESTING POLICY. I UNDERSTAND THAT A NEGATIVE DRUG TEST IS REQUIRED FOR ADMISSION AND FOR PROGRESSION IN THE PROGRAM.

THIS DOCUMENT CONSTITUTES MY CONSENT FOR DRUG TESTING BY THE NURSING SCHOOL DESIGNATED LABORATORY. IT ALSO CONSITITUES CONSENT FOR THE LABORATORY TO RELEASE THE RESULT OF MY DRUG TEST TO THE NURSING PROGRAM MANAGER.

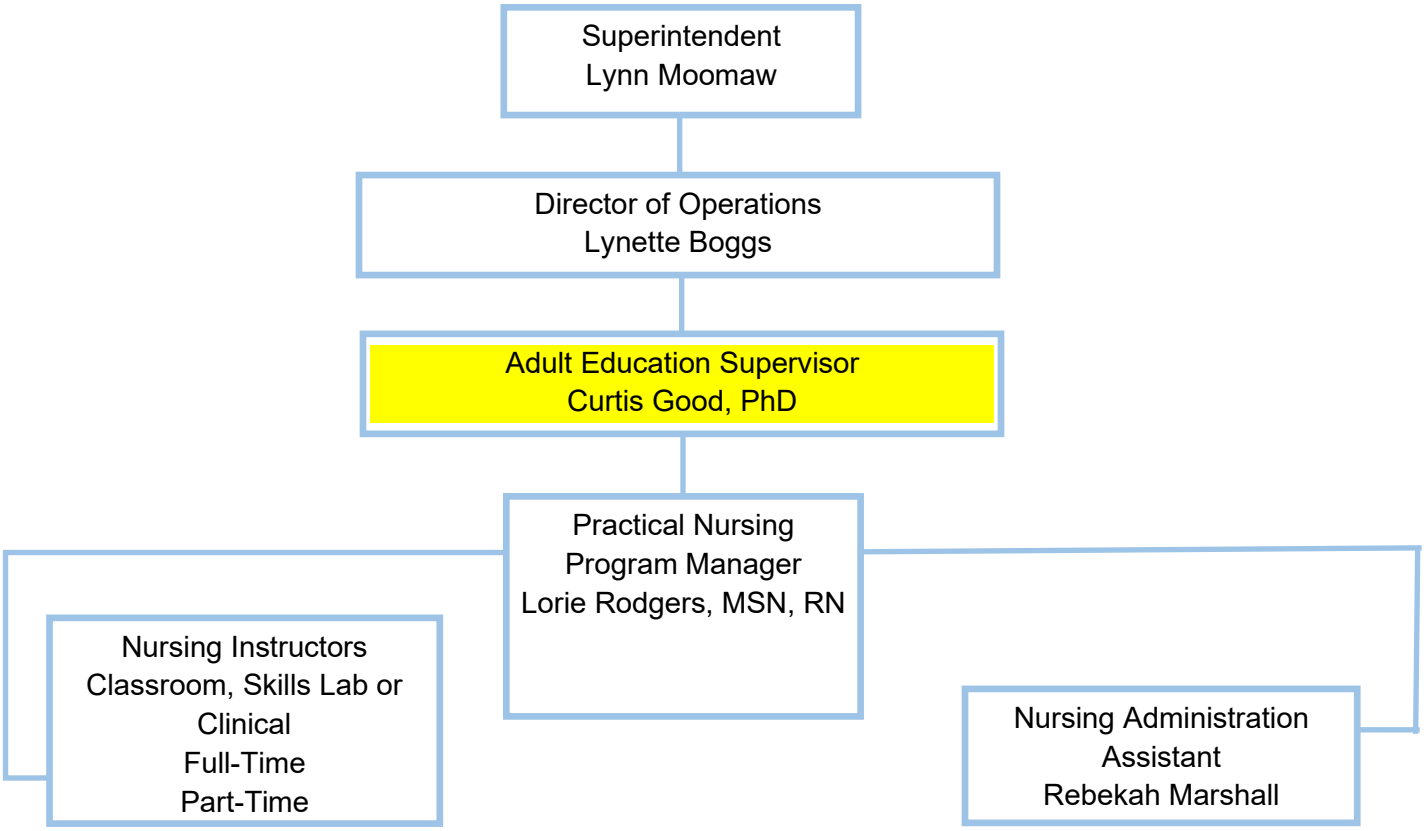
Date: _____

Student's Signature _____

Student's Printed Name_____

Appendix O CHAIN OF COMMAND & ORGANIZATIONAL CHART

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



ADULT & COMMUNITY EDUCATION
WCSCC
WAYNE COUNTY SCHOOLS CAREER CENTER
Education at its Finest

Appendix P WCSCC PLAN OF ORGNAZIATION

WCSCC AE 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

- Lynn Moomaw – Superintendent
- Lynnette Boggs – Director of Operations
- Curtis Good, PhD – Adult Education Supervisor
    - 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

- Lorie Rodgers, MSN, RN
    - Responsible and accountable for all aspects of the nursing program. Working with the Administration team, the Practical Nursing Manger 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

- Leanna Wentzel MSN, RN
- Karen Wamback MSN, RN
- Natalie Marty BSN, RN
    - 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

- William Arndt BSN, RN
- Jessica Besancon BSN, RN
- Charity Brown MSN, RN
- Katlyn Day BSN RN
- Linda Elder RN, MSH, CLC
- Jamie Krystofek, BSN, RN
- Natalie Marty MSN, RN
- Lisa Meager BSN, RN
- Dorothy Pearce, BSN, RN
- Shari Rechtorik MBA, BSN,RN
- Debora Ritz BSN, RN
- Lorie Rodgers MSN, RN
- Kim Schreiber BSN, RN
- Erin Siders, BSN, RN
- Lilly Smucker BSN, RN
- Joann Tabellion BSN, RN
- Donna Walters BSN, RN
- Karen Wamback MSN, RN
- Beth Weese RN, MSN
- Patricia Wehn BSN, RN
- Leanna Wentzel, MSN, 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.

Appendix Q Drug Consent Screening Form

WAYNE COUNTY SCHOOLS CAREER CENTER
518 PROSPECT STREET, SMITHVILLE, OH 44677
PH: 330-669-7030 FAX: 330-669-7071

ADULT EDUCATION PRACTICAL NURSING DRUG CONSENT SCREENING FORM

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

REASON FOR TEST: STUDENT ID #:_____

☐ RANDOM ☐ FOLLOW-UP
☐ REASONABLE ☐ OTHER _____

☐ DRUG TEST PERFORMED:

DOA 13 Panel Test Cup _____Expiration Date

READ SPECIMEN TEMPERATURE WITHIN 4 MINUTES. IS TEMPERATURE BETWEEN 90° AND 100° F? ☐ YES ☐ NO	SPECIMEN COLLECTION: ☐ SPLIT ☐ SINGLE	☐ OBSERVED (ENTER REMARKS)

REMARKS:

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:

☐ NEGATIVE ☐ DILUTE ☐ ADULTERATED

NON NEGATIVE RESULTS FOR:

☐ Alcohol	☐ Buprenorphine	☐ Methadone
☐ Amphetamines	☐ Cocaine Metabolites	☐ Methamphetamines
☐ Barbiturates	☐ Marijuana Metabolites	☐ Opiates
☐ Benzodiazepines	☐ MDMA	☐ Phencyclidine (PCP & Oxycodone)
		☐ Propoxyphene

Appendix R Disqualifying Offense Form

Adult Education Practical Nursing
Potentially Disqualifying Offenses

Student Name	
Date of Birth	

Acknowledgement and Disclaimer

Wayne County Schools Career Center does not consider certain previous convictions of criminal offenses when admitting students to the nursing program. However, specific criminal convictions can impact a student's ability to complete their clinical rotations while in the program or their eligibility to be licensed as a nurse in Ohio.

I, the undersigned student, acknowledge that I have received a positive result on my criminal background check. I understand that this may affect my eligibility to participate in certain clinical placements and may also impact my eligibility for licensure as a nurse upon completion of this nursing program.

I further acknowledge that:

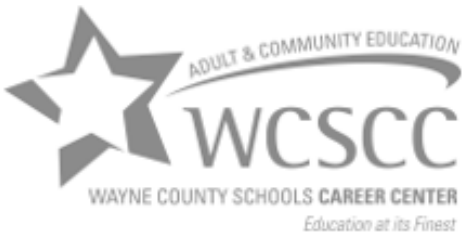
1. Wayne County Schools Career Center cannot make any promises or guarantees regarding my eligibility to become a licensed nurse after graduation.
2. Eligibility for licensure is determined by the Ohio Board of Nursing, which has its own criteria and list of potentially disqualifying offenses.
3. It is my responsibility to consult with the Ohio Board of Nursing regarding my specific situation and understand the list of potentially disqualifying offenses that may affect my eligibility for licensure.

For more information on potentially disqualifying offenses and eligibility for licensure, I will refer to the Ohio Board of Nursing's guidelines, which can be accessed at: https://nursing.ohio.gov/continuing-education-and-pre-licensure/forms-and-guidelines/02-disqualifying-offenses

I acknowledge that I have read and understand the information provided above.

Student Signature		**Date**	
Nursing Program Manager			

Appendix S Class Make-up Payment Agreement



Lynn R. Moomaw, Superintendent
Mary Workman, Treasurer
Lynette K. Boggs, Director

518 West Prospect Street
Smithville, Ohio 44677

Adult Education: 330-669-7070
Adult Ed Fax: 330-669-7071
High School: 330-669-7000
Website: www.wcscc.org

June 5, 2024

Dear Student,

As of today, you have missed XX hours of Insert Class Name. You are only permitted to miss 10% or XX hours.

You have a total of XX hours that need to be made up and paid for at a rate of $50/hour by the end of the quarter (Insert date) If you do not pay this amount due by the end of the quarter, you will be held from class until it is paid when the new quarter begins.

Per the handbook, a make-up form must be completed, signed by instructor or staff member and the student, then submitted to the nursing office for recording.

By signing this form, you are also acknowledging that you understand you owe this amount whether you choose to successfully complete the class/program or not.

XX hours to be made up x $50/hr. = $XX.XX due by end of the quarter (Insert date).

Thank you!

_____

Student Signature Date

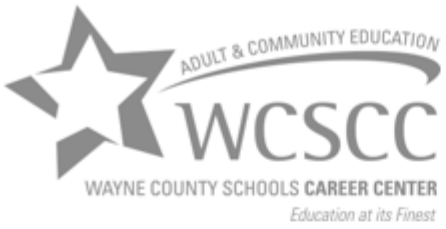
_____

Nursing Manager Signature Date

Make-up Hours Completed	Date:
Make-up Hours Paid For	Date:
Financial Aid Clerk Initials	

The Wayne County Schools Career Center complies with Title IX, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act and the Age Discrimination in Federal Assisted Programs Act, 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, ancestry, or age.

Appendix T Clinical/Lab Simulations Make-up Payment Agreement



Lynn R. Moomaw, Superintendent
Mary Workman, Treasurer
Lynette K. Boggs, Director

518 West Prospect Street
Smithville, Ohio 44677

Adult Education: 330-669-7070
Adult Ed Fax: 330-669-7071
High School: 330-669-7000
Website: www.wcscc.org

June 5, 2024

Dear Student,

As of today, you have missed XX hours of Insert Class Name. You are not permitted to miss individual clinical rotations or lab simulations.

You have a total of XX hours that need to be made up and paid for at a rate of $50hour by the end of the quarter (Insert date) If you do not pay this amount due by the end of the quarter, you will be held from class until it is paid when the new quarter begins.

Per the handbook, a make-up form must be completed, signed by instructor or staff member and the student, then submitted to the nursing office for recording.

By signing this form, you are also acknowledging that you understand you owe this amount whether you choose to successfully complete the class/program or not.

XX hours to be made up x $50/hr. = $XX.XX due by end of the quarter (Insert date).

Thank you!

_____
Student Signature Date

_____
Nursing Manager Signature Date

Make-up Hours Completed	Date:
Make-up Hours Paid For	Date:
Financial Aid Clerk Initials	

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 and the Age Discrimination in Federal Assisted Program Act, 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, ancestry, or age.

Appendix U Honesty Pledge

Honesty Pledge for In Class and Online Testing
Adult Education Practical Nursing Program Participants

Students enrolled in the Wayne County Schools Adult Education 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 (including AI).*

Students who fail to sign the Honesty Pledge will be asked to confer with the instructor and subject to testing privileges revoked until completed.

The pledge may be completed either in person or via email (per instructor discretion, using the following methods:

1. *You may scan it and send it as a document.*
2. *You may take a picture and send it as an attachment.*