



PRACTICAL NURSING

Student Handbook Program Addendum

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1 Nursing Faculty

Faculty	Title
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Jason Clutter, BS, ADN, RN	Adjunct Faculty AE
Jacquelyn Glendinning MSN	Adjunct Faculty AE
Bobbie Jo Lovejoy, BSN, RN	Nursing Faculty AE
Connie Nussbaum, BSN, RN	Adjunct Faculty AE
Wanda Pfahler, BSN, RN	Adjunct Faculty AE
Lorie Rogers, BSN, RN	Nursing Faculty AE
Florence Steiner, BSN, RN	Adjunct Faculty AE
Karen Wamback BSN, RN	Adjunct Faculty AE
Patty Wehn, BSN, RN	Adjunct Faculty AE/HS
Leanna Wentzel, MSN, RN	Nursing Faculty AE
Jody Widmer, BSN, RN	Adjunct Faculty AE/HS

Administration	Title
Joan Kanne, MS, RN	Nursing Manager
Sandy Elliott	Supervisor of Career Tech and Nursing

Support	Title
Tammy Auble	Health Technologies Administrative Assistant

2 The Program

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

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

The 2018 NCLEX-PN Passage Rate for the Wayne County Schools Career Center Adult Practical Nursing program was 87.1⁰%.

2.1 Program Philosophy

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

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

The focus of nursing is on human **Individuality (I)**. Each individual has unique physical, emotional, psychosocial, religious, spiritual, and sexual needs across the 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 each individual. Society and the environment are interrelated and dynamic; a change in one will influence the other.

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

Nursing (N) is a learned profession requiring the application of knowledge from the biological, physical, technological, behavioral, social, and nursing sciences. It is based on the nursing process which is the collection of data, planning, implementation and evaluation of nursing interventions and outcomes founded in ethical and legal 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 exists to achieve desired outcomes. Caring behavior in nursing is manifested through such attributes as compassion, competence, confidence, and commitment.

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

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

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

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

2.2 Conceptual Framework

2.2.1 Organizing Theme

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

2.2.2 Caring

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

2.3 Nursing Code of Ethics

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

2.4 Program Objectives

The graduate practical nurse will demonstrate the ability to:

1. Provide nursing care through application of knowledge derived from the biological, physical, technological, behavioral, social and nursing sciences to assist the individual in maintenance or restoration of health. (I, H, N)
2. Use effective communication skills to convey pertinent information regarding the healthcare needs of individuals and groups in society and to establish interpersonal relationships with members of the health care team, individuals or groups within society. (S, H)
3. Provide an environment conducive to the safety and well being of individuals or groups in society through the application of knowledge derived from biological, physical, technological, behavioral, social, and nursing sciences. (I,S,H)

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

2.5 Curriculum Plan

Course Title	Theory	Lab	Clinical	Hours
Nurse Aide (must be completed if not currently certified)	32	30	18	80

First Quarter

Anatomy & Physiology	90	0	0	90
Medical-Surgical Nursing I	171	66	21	258
Life Skills	12	0	0	12
Total First Quarter Curriculum Hours	273	66	21	360

Second Quarter

Growth & Development	42	0	0	42
Medical-Surgical Nursing II	102	42	91	235
IV Therapy	15	12	0	27
Total Second Quarter Curriculum Hours	159	54	91	304

Third Quarter

Maternal Child Nursing I	66	14	14	94
Mental Health Concepts	45	0	28	73
Medical-Surgical Nursing III	99	0	98	197
Total Third Quarter Curriculum Hours	210	14	140	364

Fourth Quarter

Maternal Child Nursing II	42	7	14	63
Nursing Concepts	47	0	105	152
Medical-Surgical Nursing IV	75	0	49	124
Total Fourth Quarter Curriculum Hours	164	7	168	339

TOTAL CURRICULUM HOURS	838	171	438	1,447
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2.6 Course Descriptions

First Quarter

Nurse Aide (NA)

80 hours

32/Theory, 30/Lab, 18/Clinical

Student must attend NA program which is a Pass/Fail course (student will be granted class credit if has current NATCEP certificate). 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.

Anatomy & Physiology

90 hours

90/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, Urinary and Reproductive systems. Concepts of Microbiology and Chemistry are also included. Related medical terminology is integrated throughout the course.

Medical Surgical Nursing I

258 hours

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

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

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

Second Quarter

Growth and Development

42 hours

42/Theory, 0/Lab, 0/Clinical

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

Medical-Surgical Nursing II

235 hours

102/Theory, 42/Lab, 91/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 I and uses concepts of standard precautions, safety, and anatomy and physiology. The focus is on dosage calculation, drug classifications, and pharmacological dynamics. Emphasis is placed on collecting data, planning, implementing, and evaluating the outcomes of pharmacological interventions.

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

IV Therapy

27 hours

15/Theory, 12/Lab, 0/Clinical

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

94 hours

66/Theory, 14/Lab, 14/Clinical

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

Mental Health Concepts

73 hours

45/Theory, 0/Lab, 28/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

197 hours

99/Theory, 0/Lab, 98/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

63 hours

42/Theory, 7/Lab, 14/Clinical

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

Nursing Concepts

152 hours

47/Theory, 0/Lab, 105/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

124 hours

75/Theory, 0/Lab, 58/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 race, color, age, sex, marital status, ancestry, religion or national origin. Application forms will be distributed at a nursing program information session. Additionally, they 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.wcsc.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:

- Frequently work in a standing position and do frequent walking
- Lift and transfer patients up to 6 inches from a stooped position, then push or pull the weight up to 3 feet
- Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers
- Physically apply up to 10 pounds of pressure to bleeding sites, or in performing CPR
- Respond and react immediately to auditory instructions/requests, monitor equipment, and perform auditory auscultation without auditory impediment
- Physically perform up to an eight-hour clinical laboratory experience
- Perform close and distance visual activities involving objects, 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 calculation for medication preparation and administration
- Speak English clearly enough for most patients to understand, and understand the verbal communication of English-speaking clients

- Communicate effectively in writing, using appropriate grammar, vocabulary, and word usage
- Make quick decisions under stressful situations
- Carry out procedures that prevent the spread of infection, e.g., frequent hand-washing, using masks and gloves

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

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

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

3.3 Application 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 is originally RECEIVED. After eighteen months, the applicant's file will be destroyed and the applicant must begin the application process again. The required forms along with the acceptance fee will need to be resubmitted.

1. Complete application form and submit to the Adult Education office.
2. Schedule your WorkKeys tests and Financial Aid appointments at your earliest convenience.
3. Provide verification of a secondary credential.
4. Submit transcripts from any post-secondary schools you attended. Transcript request forms are available, if needed.
5. If currently certified as a STNA, provide a copy of your license from Ohio Nurse Aide Registry. This will be verified to assure that you are in good standing.
6. Once approved for acceptance, submit your \$100 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, Workplace Documents, and Graphic Literacy.

Resources to help you study for the WorkKeys Assessment include:

- Ohio Means Jobs (www.jobseeker.ohiomeansjobs.monster.com). Once on the website you click on “Online Training” to obtain free practice tests.
- WorkKeys website (www.act.org/workkeys) and learn about the test. There are practice tests for a fee.
- Applied Academics/Study Hall is offered Monday and Wednesday from 2-4pm and/or Tuesday and Wednesday from 6-8 pm at the Career Center. This class offers a free remediation/study prep for Workkeys.

Information about the three tests:

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

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

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

3.5 BCI & FBI Criminal Records Check (Fingerprinting)

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

1. Student must process fingerprinting on or before designated due date.
2. Fingerprinting results will be evaluated by Nursing Manager.
3. If fingerprinting results require further action, discussions/decisions will be required by the Nursing Manager.
4. If student is charged/arrested before or during the program, WCSCC reserves the right to dismiss the student from the program or require additional background checks at the student’s expense at Tri-County ESC in Wooster, Ohio.

Offenses that are absolute bars and prohibit licensure as a nurse will prohibit attendance at any clinical experience while a nursing student. Students must schedule fingerprinting prior to the first day of class and results must be sent to the Nursing Manager. Students with any offenses under the absolute bars will be dismissed from the program.

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

3.6 Program Options

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

3.7 Program Curriculum

The program is approved and accredited by the Ohio Board of Nursing. Total program hours are 1,447 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 Purchases

Students will be provided first quarter textbooks. Students are responsible for purchasing their own textbooks for all courses 2nd quarter and beyond. Each student will be provided information from Rittenhouse Publishing Company, including the procedures for purchasing the required textbooks. Students are not required to purchase textbooks through Rittenhouse Publishing Company but are required to have the correct textbooks and most updated edition, per textbook list (may also be e-Books) before the first day of classes. Any book returns will be the responsibility of the student. Rittenhouse Publishing Company can be reached by phoning 1-800 345-6425. A list of required textbooks will be provided to each student.

3.9 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 Third Party Documentation

You will not be permitted to attend clinicals without the following documentation:

- A physical examination with verification by your healthcare provider that you will be able to meet the physical demands of providing nursing care
- Proof of immunity to measles, mumps and rubella
- Varicella or titer documenting immunity
- Hepatitis B series or a signed waiver declining immunization
- Annual flu vaccine must be obtained in the fall or a waiver for declination may be signed
- Proof of Tetanus Booster
- Evidence of a yearly one step TB, or a two-step Mantoux (TB) test, or QFT0G or verification from your healthcare provider that you are free of any signs or symptoms of tuberculosis
- Proof of your successful completion of an American Heart Association approved CPR course for Healthcare Providers (go to the American Heart Association website to find a class near you)
- Other paperwork for information and permissions required for the program

3.11 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.
- The applicant will be required to maintain updated records for that academic year.
 - Health history, including physical exam and immunization record
 - CPR certification

- This verification must be updated and current prior to official acceptance into the class for the following year.

3.12 Readmission Policy

1. Readmission into the program after a withdrawal, or failure from the program may be granted upon space availability after re-application.
2. The student must also be in good financial standing (met all previous financial obligations) before the request will be considered.
3. The following criteria for readmission will be considered:
 - a. All previous balances paid in full and payment arrangements made for readmission.
 - b. Student will submit application for readmission – students 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 re-enrollment.
4. When re-admitted, 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.
6. Tuition will be prorated on the amount of time necessary to complete the program.
7. Student will provide current verification of an updated health history (physical & immunization record) and CPR certification.
8. Students who are readmitted must pay the \$100 non-refundable Acceptance Fee upon notification of their re-admittance.
9. Readmitted students shall meet the program's curriculum requirements for currently enrolled students. Absent hours will be prorated. All current policies and procedures of the Wayne County Schools Career Center Practical Nursing Program will apply.

3.13 Changes in Program Policy

- All current students will receive a copy of any changes in writing in program policy and will also verbally be notified by instructor.
- The program shall not implement changes to policies for student progression, or requirements for completion of the program within the 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 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 student. The student may appeal the disciplinary decision which may include a written warning, probation, suspension pending investigation, and immediate dismissal.

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

4.2 Dismissal

Each dismissal situation will be addressed individually by the members of the Appeals Committee.

5 Ohio Board of Nursing Policy Related To Student Conduct

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 in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports or time records, reports, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each client.
5. A student shall delineate, establish, and maintain professional boundaries with each client.
6. At all times when a student is providing direct nursing care to a client the student shall:
 - a. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - b. Treat each client with courtesy, respect, and full recognition of dignity and individuality.
7. A student shall practice within the appropriate scope of practice as set forth in division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
8. A student shall use universal blood and body fluid precautions established by Chapter 4723.28 of the Revised Code for a practical nurse;
9. A student shall not:
 - a. Engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a client;
 - b. Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
10. A student shall not misappropriate a client's property or:
 - a. Engage in behavior to seek or obtain personal gain at the client's expense;
 - b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;

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

21. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion
22. A student shall not assist suicide as defined in section 3795.01 or the Revised Code.
23. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or documents to the nursing program, its faculty or preceptors, or to the board.
24. A student shall maintain the confidentiality of patient information. The students shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting emailing or any other form of communication.
25. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
26. For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes other than fulfilling the student's assigned clinical responsibilities.

As part of the practical nursing program the student must abide by the "Patient Bill of Rights", protect the patient's privacy and ensure that 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.

6 Grading and Evaluation Policy

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

1. Progression
 - a. In order to pass each course, progress to the next quarter, or to graduate, the student must achieve a minimum grade of 80% or Pass grade in each area per curriculum plan. Failure in any one component may result in dismissal.

- b. Student may not participate in a clinical experience if a classroom grade is below 80% or minimum standards (faculty discretion).
 - c. Students who fail to meet this expectation at the end of each quarter 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 from the individual instructors.
 - 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 80% without benefit of rounding up is required to pass each academic course. A final grade of Pass is required to pass each lab and clinical course.
 - e. At the completion of each quarter, students who have achieved a GPA of 3.7 or above for that quarter will be placed on the Honor Roll. Students who have achieved a GPA of 3.3 - 3.69 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 80% 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 80% or “non passing” in any course or clinical.
4. Students having academic or clinical difficulties must schedule a conference with the instructor and/or the Nursing Manager.
5. Testing Security
- a. All books and papers must be deposited at the front of the room prior to the beginning of the test. Cell phones must be turned off. Electronic devices such as calculators may be used at the instructor’s discretion.
 - b. Any student(s) conversing during test administration will have the test taken away by the instructor and be given an automatic zero.
 - c. Students are expected to work on their own tests and not look around the room or at any other student’s test. If an instructor becomes aware of this occurring, the offender’s test and answer sheet will be removed immediately and a zero will be given.
 - d. Any student who is found to be cheating is subject to immediate and permanent dismissal from the program. Cheating includes, but is not limited to, plagiarism, copying an assignment from another student, giving or receiving information regarding a test from a fellow student or using unauthorized written and/or online material to obtain answers.
 - e. Cheating is a very serious offense.
6. GPA Calculation - Grade point averages are based on a four-point scale and weighted based on course hours. This means that a course of 100 hours is weighed more heavily than a course 25 hours in length.

6.1 Tutoring Policy

Students may be referred for tutoring by faculty if not passing a course.

The instructor will submit the referral for tutoring to the Nursing Manager along with any suggestions for remediation that is needed. 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

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

6.2 Attendance Policy (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 must be present for the entire clinical experience to receive credit for the day.
4. 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.
5. 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 will 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 and individual clinical rotations.
- All specialty clinicals and labs (Obstetrics, Mental Health, Pediatrics, Leadership and lab simulations) require 100% attendance. **Absences are required to be made up according to instructor discretion at a cost of \$45.00 per hour.**
- Dates identified as “spring break” on the program calendar may be used to make-up calamity days

7 Student Health Policies

7.1 Student Health Requirements

1. Students failing to maintain current immunizations (current TB throughout the program) and current CPR (throughout the program) will be dismissed from the clinical area and graded unsatisfactory for each clinical day out of compliance, and all clinical absence rules will apply.
2. Since nursing students are required to perform many technical activities or competencies, they must meet the minimum qualifications listed in the admission policy. The inability to meet these qualifications will interfere with meeting course and program objectives and may result in termination from the program.
3. If a student presents a physical or emotional problem that can jeopardize the safety of a patient, the student will be counseled, the behavior or health issue identified, and an agreed treatment or solution discussed.
4. Any student who presents emotional or physical problems and does not respond to appropriate treatment or counseling within an established period of time may be dismissed from the program.
5. If the clinical instructor or representatives from the clinical experience site feels that the student's poor health habits or emotional status jeopardize the safety of the patients, the student may be asked to leave the clinical area and may be asked to withdraw from the program.
6. The student who becomes pregnant during the program must have written permission from her attending health care provider to remain in the program. (See Pregnancy Policy).
7. Those working in the 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.

8. The nursing student must follow Standard Precautions when in contact with blood and other body fluids.
9. A seasonal flu vaccine is required annually, or the applicant must sign a waiver form

7.2 Student Illness in The Classroom And Clinical Setting

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

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

7.3 Pregnancy Policy

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

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

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

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

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

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

7.6 Use of Prescription Drugs

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

8 Dress Code

The Wayne County Schools Career Center Adult Practical Nursing Program strives to promote professionalism in our students. Personal appearance is a reflection on you, your profession and your school. Therefore, the following dress code will be strictly implemented in the clinical and lab area. The following are considered the minimum dress requirements for the classroom setting. **Failure to comply with the preceding dress code will result in dismissal from the clinical area or class and be considered a clinical or class absence.** The faculty has the authority to deem a student's attire or grooming "unacceptable" according to the faculty 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 meet safety standards
3. Hats, hoods, hoodies 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. WCCSC student ID must be worn at all times and above the waist

8.2 Clinical

1. Regulation shoes must be white and clean, with clean white shoelaces (if shoelaces are part of the shoe). No clogs or backless shoes may be worn
2. Neck chains, if worn, must be out of sight
3. Fingernails are to be short and well groomed. No nail polish. No artificial nails
4. Gum chewing is not permitted
5. No visible tattoos
6. Small pierced earrings may be worn, post type only. No drop or loop earrings permitted (Only one earring per ear worn in the lower ear lobe)
7. No other jewelry permitted on any other visible body part (includes jewelry in tongue)
8. One wedding band or another plain band may be worn
9. Wrist Watch with second hand, WCSCC photo ID, red and black pens, scissors, stethoscope and pocket organizers are part of the uniform. Goggles are optional
10. Attire for specialty units will follow the guidelines of the unit
11. A short white scrub jacket with the school emblem sewn on may be worn at the discretion of the instructor
12. No sweaters permitted in any patient care area
13. Uniforms are to be worn at all clinical rotations, unless otherwise instructed. Uniforms may be required in lab; WCSCC photo ID's, however, must be worn and hair contained
14. No visible clothing worn under the uniform, turtleneck or other
15. Sunglasses are not to be worn during the clinical experience unless a doctor's statement is presented to the school and agreed upon by the clinical site
16. Uniform purchase is the responsibility of the student. Information regarding ordering regulation uniforms can be obtained from the school
17. Uniforms must be obtained before clinical rotation

8.3 Female Students

1. Regulation uniform with school emblem
2. The skirt length must be at the knees or longer

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

8.4 Male Students

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

8.5 Graduation

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

9 ATI

9.1 What is ATI?

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

9.2 Modular Study

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

9.3 Tutorials

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

9.4 Assessments

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

9.5 Active Learning/Remediation

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

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

9.6 Comprehensive Predictor and the NCLEX Exam

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

10 Laboratory Equipment

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 approval of the Nursing Manager.

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 cannot accept responsibility for personal items left in a schoolroom or building.
3. Park in the designated parking 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 our 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 the law enforcement authorities.

12 Class Officers

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

12.1 President

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

12.2 Vice-President

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

12.3 Secretary

- Chairperson of Sunshine Committee
- Solicit 1-3 volunteers from the class who will assist in developing ideas and any tasks related to spreading "sunshine", i.e., Acknowledging significant events in lives of class members by sending cards or written notes on behalf of the class (serious illness/hospitalization, births, marriages, deaths of immediate family members, etc.)
- Attend and record the minutes of any class officer meetings and give to the Nursing Manager and Supervisor.

12.4 Historian

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

13 Graduation with Honors

Students who have completed all courses with an overall GPA of 3.7 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.

14 Transcripts

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

Appendix A Pregnancy Waiver

I, _____, understand that in order to participate in the Practical Nursing 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*

Appendix B Physician/Midwife Release

Student's Name _____

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

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

Physician/Midwife Name (Printed)

Phone

Street Address (complete at initial visit only)

City, State

Zip

Physician/Midwife Signature

Date

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

Appendix C Return to Full Participation

Student's Name _____

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

Physician/Midwife Name (Printed)

Phone

Street Address (complete at initial visit only)

City, State

Zip

Physician/Midwife Signature

Date

Developed 4/06

Appendix D **Student Contract** (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 Coordinator/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 Coordinator/Supervisor and Faculty without further obligation of the school should I fail to meet the school standards in the estimation of the Coordinator/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.

1. 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.
2. I will not engage in behavior that causes or may cause physical, verbal, mental or emotional abuse.
3. I will behave in a manner that brings credit to the Wayne County Schools Career Center and the profession of nursing.
4. 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:

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

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