



**ACADEMIA
Practical Nursing
PROGRAM
HANDBOOK
2018-2019**

TABLE OF CONTENTS

WELCOME	3
PHILOSOPHY	3
PROGRAM DESCRIPTION	4
PROGRAM OBJECTIVES	4
GENERAL CURRICULUM PLAN	4
CURRICULUM PLAN	5
ADMISSION POLICY	6
READMISSION POLICY	7
ADVANCED STANDING POLICY	7
MILITARY POLICY	7
PROGRESSION POLICY	8
COMPLETION POLICY	8
PROGRAM FEES/EXPENSES/REFUNDS POLICIES	8
STUDENT ILLNESS IN CLASSROOM/CLINICAL POLICY	9
GUIDANCE AND COUNSELING POLICY	9
GRIEVANCE AND APPEALS POLICIES	10
FACULTY RESPONSIBILITY R/T STUDENT SUPERVISION POLICY	10
FACULTY EVALUATION R/T STUDENT PROGRESS	11
NOTIFICATION OF CHANGE TO POLICIES	12
CODE OF CONDUCT	12
STUDENT RESPONSIBILITY POLICIES	16
PROBATION	16
DISMISSAL	17
DRESS CODE	17
CLASSROOM AND LAB MANAGEMENT	19
SMOKING	19
STUDENT REPRESENTATIVE (S)	19
CELL PHONES	19
BACKGROUND CHECK LAW	20
INCIDENT REPORTS	20
ADMINISTRATION	21
STUDENT RECORDS	21
GRADUATION	21
GRADUATE RECORD AND SURVEY	21
HANDBOOK ACKNOWLEDGEMENT	22

WELCOME

Welcome to the Academic School of Nursing! We welcome your talents and contributions to our health care education mission.

We hope you will take pride in being a member of our team and that you will find your experience at the Academia School of Nursing to be rewarding and fulfilling. We believe that professional relationships are more meaningful when all employees and students are aware of the culture and values of our organization. This handbook will help you to better understand the vision for the future and challenges ahead.

We hope that your experience at Academia School of Nursing will be enjoyable and rewarding

Again, welcome!

Ahmet H. Ali

Chief Executive Director

PROGRAM PHILOSOPHY

The faculty of the Academia School of Nursing believes in providing high quality nursing education to prepare well-qualified, diverse nurses to care for patients/families/communities with varying healthcare needs.

Faculty are central in achieving program goals along with imparting their knowledge and enthusiasm in preparing competent, skilled, caring and compassionate graduates that are responsive to emerging health care needs and future trends. Faculty use their knowledge and expertise to engage, collaborate in, and promote the development of clinical decision making, critical thinking, communication, professional behaviors and caring interventions for individualized, holistic management of care with emphasis on safety and efficiency. Faculty also incorporates relevant and current evidence-based practice content in the theory, laboratory and clinical instruction.

The faculty ascribe to various levels of nursing expertise and the need for ongoing lifelong learning. Nursing programs are based on both faculty and student responsibilities in teaching and learning. The faculty are committed to fulfilling legal and professional standards in order to achieve academic excellence.

The Academia School of Nursing faculty subscribe to Jean Watson's Caring Theory (see website address below as a reference) as a basis for program structure and teaching. The following ten carative factors form a framework for understanding nursing as the science of caring. Watson uses the term "carative" instead of "curative" to distinguish between nursing and medicine. "Whereas *curative* factors aim *curing* the patient of disease, *carative* factors aim at the *caring process* that helps the person attain (or maintain) health or die a peaceful death". As nurses you would use these carative factors in delivery of health care your clients. The 10 carative factors are: The formation of a humanistic-altruistic system of values, The development of a helping-trusting relation, The promotion and acceptance of the expression of positive and negative feelings, The systematic use of the scientific problem-solving method for decision making, The promotion of interpersonal teaching-learning, The provision for a supportive, protective and (or) corrective mental, physical, sociocultural, and spiritual environment, Assistance with gratification of human needs and The allowance for existential-phenomenological forces. As retrieved from: <http://www.angelfire.com/bc3/nursinginquiry/carative.htm>

PROGRAM DESCRIPTION

The program of learning for the Practical Nursing Education Program is designed to enable the student to provide safe, direct care for assigned clients of all ages in various structured health care settings. Supervision by qualified faculty, as required by Ohio Administrative Code 4723-5-11, "Qualifications of administrative, faculty and instructional personnel for a practical nursing education program" is provided.

This program is competency-based and consists of three components:

- Theoretical or classroom experience
- Laboratory practice experience
- Clinical experience

This program is designed to progress from general to specific skills. The Program's philosophy and organizing theme guides the curriculum. There is emphasis for each student to function in a mature, consistent manner that reflects an understanding of ethical conduct, personal responsibility, and accountability for behaviors and actions. Course content includes all areas of study, as mandated by Ohio Administrative Code 4723-5-14.

PROGRAM OBJECTIVES

Upon successful completion of this practical nursing education program, the graduate will be able to:

1. Apply scientific principles to provide safe, direct care for clients in various health care settings within their scope of practice.
2. Contribute to data collection, planning, implementation and evaluation of nursing care, using the nursing process, within the legal scope of practice for a practical nurse.
3. Communicate effectively with clients, families, peers and those from other healthcare disciplines to assure that effective, seamless care is provided
4. Use critical thinking skills to apply knowledge from the biological and behavioral sciences in the delivery of safe, competent, effective care to clients across the life span.
5. Demonstrate professional, ethical behavior that follows the legal scope of practice of the Practical Nurse and includes taking personal responsibility for their nursing actions.
6. Identify learning needs of clients assigned to them and assist other members of the health care team in presenting the necessary information.
7. Identify the need for professional growth and learning to insure that their practice reflects the most recent concepts of health care and to meet required continuing education units for licensure renewal.
8. Apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

GENERAL CURRICULUM PLAN

The curriculum is designed to assist each student in learning basic principles of human growth and development and the milestones that are typically achieved at the various stages of life cycle events. The curriculum additionally includes ways to promote health and well-being for clients during the various stages of the life cycle while considering cultural/ethnic backgrounds and individual health belief systems. Finally, the curriculum explores common alterations of health that may occur during the various stages of the life cycle. Focus is then placed on the nursing care and skills that are necessary to assist these individuals to achieve optimal health. The laboratory and clinical experiences are planned to reinforce the curriculum threads to solidify each student's understanding and provide opportunity for skill mastery.

ACADEMIA NURSING PROGRAM CURRICULUM PLAN

	<u>Theory Hours</u>	<u>Laboratory Hours</u>	<u>Clinical Hours</u>
<u>Semester I</u>			
Nursing Fundamentals:			
Assessment & Basic Skills	96	80	48Adult
Nutrition Across the Lifespan	32	0	0
Pharmacology I	32	0	0
Anatomy and Physiology I	64	0	0
Total Semester Hours	224	80	48

**** General Education Course (gen Ed) required in Semester 1
Anatomy and Physiology 1 (32 theory hours 0 lab hours 0 clinical hours)**

<u>Semester II</u>			
Nursing I	120	32	72 Adult
Pharmacology II	32	24	0
IV Therapy	16	16	6
Anatomy and Physiology II	64	0	0
Total Semester Hours	232	72	78

**** General Education Course (gen Ed) required in Semester 1
Anatomy and Physiology 1 (32 theory hours 0 lab hours 0 clinical hours)**

<u>Semester III</u>			
Nursing II	120	0	64
Mental Health	36	0	8
Maternal/Child Nursing	72	8	6 Child 6 Maternal
Exit Review Course	40	0	0
Total Semester Hours	268	8	84

Total Nursing Hours for 3 Semesters	724	160	210
--	------------	------------	------------

Total Nursing Program Hours: 966

Total Program Hours including Anatomy & Physiology I & II (Gen Ed Courses) 1094

Program Policies for the Academia Practical Nursing Program

ADMISSION POLICY

Pre-Admission

1. An Academia Nursing Program application
2. The applicant must be a high school graduate. The applicant must provide documentation of graduation from high school in the form of a valid high school diploma, transcript or other acceptable documentation issued by an authorized state education agency (e.g. General Education Development (GED) in Ohio.) International transcripts/documents need to be evaluated by a third-party evaluator for equivalency
3. Pre-Entrance Examinations with a basic level test score or higher as determined by the testing company/Program Administrator.
4. State Tested Nurse Aid Training Program STNAP (75 hour course). If the applicant does not have proof of the STNAP (either a certificate or registry number) it must be taken prior to start of class. *** (The individual does not need to active on the nurse aid registry).

After Acceptance and before the first clinical experience as noted

1. An orientation to the program must be attended. Each student will receive written notification of the date and time of this meeting.
2. Cardio Pulmonary Resuscitation prior to the 1st clinical
3. BCI/FBI background (Reports that contain excluding documentation may result in the student not being able to attend clinical rotations)
4. Health Examination that confirms ability to participate in program without limitations (good for 12 months from date of examination)
5. Immunizations that include:
 - a. 2 Step Mantoux Tuberculin Skin Test or as necessary a chest x-ray
 - b. Hepatitis B series or a signed waiver declining immunization
 - c. History of 2 MMR vaccinations or titer showing immunity
 - d. DTaP vaccine

**Annual flu vaccine must be obtained when it becomes available after October (can attend clinical until availability)

Suggested Access: Some classes may require use of the Internet. Students should to make arrangements for:

- a. Internet access
- b. A computer with a minimum of Windows 2000 or equivalent operating system
- c. A printer.
- d. Basic computer skills. If you do not have basic computer skills please call the program office and we will assist you in obtaining these skills. The types of skills required are to be able to navigate the Internet and complete a document using a word processing program.

(There are computers at the school, if there is a need, but will require scheduling)

READMISSION POLICY

Each applicant desiring readmission to the practical nursing program will be considered on an individual basis. The Program Administrator will consider the following criteria:

1. The applicant must notify the Administrator of the Practical Nursing Education Program of a desire to return to the program.
2. Once readmission is determined to be a possibility, the former student may need to test out of previous skills and demonstrate competencies as determined by the Administrator/faculty.
3. The applicant must meet all curriculum requirements effective at the time of readmission.
4. Each applicant must demonstrate financial responsibility by having his/her account paid-in-full prior to readmission.
5. Fees will be payable in accordance with those in effect at the date of readmission.
6. The applicant will meet all admission criteria regarding the physical examination, CPR, vaccinations, BCI/FBI checks.
7. An applicant will be considered for readmission depending on availability of an opening in the program.
8. There will be a time limit of one calendar year from one admission to readmission unless there are extenuating circumstances.
9. Specific requirements for readmission may be required for any individual as deemed necessary by the Program Administrator and or faculty

ADVANCED STANDING POLICY

Each applicant will be considered on an individual basis. Applicants who desire to transfer from another nursing education program will be considered for admission based on the following criteria:

1. A nursing transcript must be received and reviewed by the Program Administrator and or faculty..
2. The applicant must supply all information necessary for application as determined by the Administrator and or faculty.
3. The applicant must have achieved a theory grade of a “C” or higher and a satisfactory grade in all clinical work that will be awarded advanced standing.
4. The applicant will meet all admission criteria regarding the physical examination, CPR, vaccinations, BCI/FBI checks.
5. If an applicant has completed Nursing Theory and clinical and received a “B” grade in theory and passing grade in clinical the requirement for the 75 hour Nurse Aide (STNAP) program may be waived.



For Individuals with experience in the armed forces of the United States, or in the National Guard or in a reserve component, the program administrator will review the military education and skills training that may be applicable to the practical nursing program. If the military education and or skills are substantially equivalent to content required in the practical nursing curriculum transfer credit will be awarded and noted on the transcript as Military Credit.

STUDENT PROGRESSION

Requirements for each course must be completed with a grade of 78.0% or better, and clinical experience completed satisfactorily before progressing to the next term or clinical experience.

1. Students in the program are expected to show consistent progress in their ability to utilize learning opportunities effectively, acquire and retain essential content with pertinent application in clinical practice, evaluate their own strengths and needs with respect to their educational goals, and seek appropriate assistance when indicated.
2. Each course must be completed with a grade of 78.0% or better and laboratory and clinical experience completed satisfactorily before progressing to the next term.
3. In the event that safety for the assigned client is an area of concern, the focus for **IMMEDIATE** improvement is imperative. Each incident of a safety violation will be reviewed by the faculty and the Administrator.
4. Any student found to be cheating on an assignment, quiz, or test will be disciplined immediately. Repeated concerns in this area may result in dismissal from the program.

COMPLETION POLICY

The Practical Nursing student must:

- Have successfully completed (grade of 78.0% or better) in all nursing related courses.
- Satisfactorily completed laboratory and clinical experiences including the IV therapy content.
- Achieve a passing score on an exit assessment exam determined by the provider of the examination. Three (3) attempts to pass the examination are permitted. After three attempts a structured review must occur prior to subsequent attempts.
- All financial obligations must be met, as verified by the Administrative Assistant/Administrator prior to receiving the Certificate of Completion.

PROGRAM FEES/EXPENSES/REFUNDS

Fees/Tuition

Please refer to Tuition/Fee Sheet (a copy will be provided at the time of admission to each student)

Additional Expenses

STUDENT IS RESPONSIBLE FOR (NOT INCLUDED IN STUDENT FEES)

Physical Examination, Immunizations/Titres, Hepatitis B vaccinations or signed waiver
2 MMR vaccinations if not immune, DTaP vaccine, if not on record, Watch with second hand,
White Leather Duty Shoes, Seasonal flu vaccine (when available), Two-step TB Mantoux (or chest
x-ray if necessary).

Refunds

Refunds are made per a schedule depending upon days enrolled. A copy will be provided at the time of admission.

STUDENT ILLNESS CLASSROOM/CLINICAL

Prior to admission to the Practical Nursing Program, it is recommended the student obtain health insurance. This assures that all obligations will be met should an instance arise that requires medical attention.

A student who becomes ill during the school day, whether on school premises or off site at a clinical, the student should advise the instructor of his/her decision to leave. A determination will be made by the instructor, to the best of their ability and in collaboration with the student, if applicable, if the student needs immediate attention (i.e. EMS). Students with a potentially communicable disease should not participate in clinical activities. Students exhibiting symptoms of communicable diseases in the clinical setting may, at the discretion of the instructor, be removed from the clinical site.

Emergency care only will be rendered at the school (classroom/laboratory) and health care facility (clinical site) in the event of illness or accident. Any illness or injury during class/clinical time, regardless of degree, must be reported to the instructor at the time of the illness or accident occurs. An Incident Report Form for an accident must be completed and placed in the student file.

If an illness or injury requires the use of an ambulance for transportation to a hospital or medical center, the cost for such transportation and follow up care shall be the responsibility of the injured/ill student.

GUIDANCE AND COUNSELING

Individual

The faculty and Program Administrator are available for academic advising. Any problem affecting the student's performance in the program may be identified and discussed. However, students with social, emotional and psychological problems of an ongoing nature will be referred to community resources and professionals.

GRIEVANCE AND APPEALS

The nursing program will follow an established method to resolve complaints of alleged discrimination on the basis of religion, creed, age, sex, race, color, national origin, physical disability, ancestry, or place of birth. The following procedural outline is to be used to file a complaint. Such complaints will be received and dealt with in a confidential manner. It is important that the aggrieved comply with the time limitations. The aggrieved student shall immediately inform the teacher most directly concerned with all the circumstances as they relate to any action which would be prohibited by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. If a mutually satisfactory solution is not agreed upon, the student shall arrange for a conference with Program Administrator at which time s/he will again relate all details as it pertains to the complaint

The Program Administrator's responsibility is to:

- A. Investigate the circumstances of the complaint;
- B. Render a decision within two (2) weeks after receipt of the complaint and notify the complainant of that decision in writing;
- C. Provide the complainant one (1) week to react to the decision before it becomes final.

The complainant's responsibilities are to:

- A. Accept the decision in writing, addressed to the Program Administrator, within one (1) week of receiving the written decision;
- B. Disagree with the decision in writing, addressed to the Program Administrator, within one (1) week of receiving the written decision. In this case, the Level Two procedure will be initiated.

Level Two – The Program Administrator requests the Chief Executive Director of Academia to review the complaint. A meeting will be scheduled within one (1) week of the receipt of request for review. The participants shall be the complainant, the Program Administrator, and the Chief Executive Director. The Chief Executive Director will make a decision within one (1) week, which shall be final. The complainant and the Program Administrator will receive copies of the decision.

FACULTY RESPONSIBILITY RELATED TO SUPERVISION OF STUDENTS POLICY

A faculty member of the nursing program will be responsible for planning the student's clinical experience and for evaluating the student's performance based upon objectives and student learning needs. Faculty and teaching assistants shall supervise student practice by providing guidance, direction, and support appropriate to the clinical situation. Supervision of the student shall be provided for each clinical experience involving the delivery of nursing care to an individual or group of individuals. All experiences for a nursing student in a clinical setting involving the delivery of nursing care to an individual or group of individuals shall be performed under the direction of a faculty member who functions only as a faculty member during the nursing student's clinical experience. The faculty member providing direction shall: Establish clinical objectives or outcomes within the framework of the course in which the student is enrolled; Communicate clinical objectives or outcomes to: The student; The teaching assistant and the staff at the clinical site; Provide for orientation of each student to the clinical site, including introduction to staff; Make assignments, in conjunction with the teaching assistant for the student's experience, consistent with the

specific objectives or outcomes of the course in which the student is enrolled; Provide for supervision of each student and evaluate the student's experience, achievement, and progress in relation to the clinical objectives or outcomes, with input from the teaching assistant if utilized. The ratio shall be no greater than 1 instructor to 10 students in the clinical setting (or less as appropriate for safe delivery of nursing care).

The teaching assistant providing supervision to the student shall at least: Have competence in the area of clinical practice in which the teaching assistant is providing supervision to a student; Design, at the direction of a faculty member, the student's clinical experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled; Clarify with the faculty member: The role of the teaching assistant; The responsibilities of the faculty member; The course and clinical objectives or outcomes; The clinical experience evaluation tool; and contribute to the evaluation of the student's performance by providing information to the faculty member and the student regarding the student's achievement of established objectives or outcomes.

EVALUATION BY FACULTY OF EACH STUDENT'S PROGRESS IN EACH COURSE AND PROGRAM POLICY

The faculty and Program Administrator of the Practical Nursing program believe that evaluation is a means of determining the performance of the student at a given point in time in relation to a predetermined standard. Evaluation is meant to be a tool to assist the student in development and growth toward specific objectives.

Course and Program Evaluation

In course work, a student must maintain a **78.0% (percent) (C)** average in each course to remain in the program, progress to the next term and complete the curriculum. The student must also achieve a satisfactory in the laboratory and clinical areas as required by individual courses.

Grading Scale

- The grading scale is as follows:
 A = 93-100%
 B = 84- 92.9%
 C = 78- 83.9%
 F = 77.99 or below

Examinations

It is expected that students **will complete examinations on the scheduled day**. In case of an extreme emergency, arrangements may be made with the faculty member teaching the class. If a Mid-Term or Final exam is missed, it will be made up at the discretion of the faculty which may include a 5% penalty and an alternate examination may be required.

Clinical Evaluation

Clinical evaluation is carried out through the use of a clinical performance evaluation tools. At the end of term, the student and faculty review 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 currently enrolled 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:

S- Satisfactory-consistently performs competently.

N- Needs improvement

U- Unsatisfactory-consistently needs supervision to perform objectives competently or performs objective incompetently. More than two unsatisfactory clinical evaluations in a term may result in an unsatisfactory for the course associated with the clinical and may result in failure of the course.

Laboratory Evaluation

Students are expected to be present for all skills demonstrations and to practice skills prior to presenting for check-offs with instructors. The skills laboratory can be scheduled for practice. Each student must practice prior to presenting for check-offs. It is recommended peers practice and critique each other in order to be prepared. Each student is permitted three attempts to demonstrate proficiency in the required skill. In the event that the student requires an additional attempt to perform any procedure, a learning contract will be developed with specific dates for the procedure to be satisfactorily completed. It will also require documentation of a peer evaluation to prepare for the fourth attempt. All procedures must be satisfactorily performed by the student to progress in the Practical Nursing Program. The faculty will determine if a student is unsuccessful after the fourth attempt.

NOTIFICATION OF CHANGES TO POLICIES

The student will be notified if any program policy is changed or altered, in writing 30 days prior to the expected change.

Further, the program, will not implement changes to polices for student progression, or requirements for completion of the program, for students enrolled in the program at the time the changes are adopted, to comply with Rule 4723-5-12 (B), OAC.

CODE OF CONDUCT POLICY

Expected Conduct of Practical Nursing Students

The student is expected to abide by the appropriate attitude and behavioral patterns expected of all nursing students in the program and which have implications for retention in the program over and above the meeting of individual course requirements.

The faculty of the Practical Nursing Program believes that there are certain attitudes and patterns of behavior that students of nursing must demonstrate for the competent and ethical practice of nursing. These attitudes and behaviors are expected of all students as they progress through the program; they are not germane to any one particular course in the curriculum. They are described below in order that students understand that failure to meet the requirements - even though all curricular objectives are met -may be grounds for dismissal anytime during the program. Students must acknowledge the validity of these requirements from the time of entry into the program and give evidence of fulfilling them from the beginning.

Students will be accountable for:

1. Assuming responsibility for own learning as evidenced by:
 - a. Participating in theoretical and clinical assignments.
 - b. Initializing questions and discussions with the instructors for clarification and validation of the results of their independent study.
 - c. Seeking new learning experiences in the classroom, practice laboratory and clinical settings.
 - d. Accepting and implementing constructive criticism and suggestions.

- e. Integrating the objectives of each term and continually applying previously learned concepts in each new situation.
- f. Maintaining own grade points for each learning activity in each course.
- g. Arriving at class/clinical on time, and returning from breaks at designated time.
- 2. Displaying integrity in personal, educational and professional activities as evidenced by:
 - a. Honesty - including, but not limited to, following the program policy on cheating and plagiarism.
 - b. Adherence to community laws, rules and regulations of the program and policies and procedures of all clinical sites.
 - c. Respect for the dignity and rights of all persons - peers, patients, personnel and faculty.
 - d. Assume responsibility to provide only that nursing care for which the student is adequately prepared and seek supervision for those activities in which he/she lacks experience.
- 3. Demonstrating responsibility for own behavior as evidenced by:
 - a. Consistent and prompt attendance at all scheduled learning experiences.
 - b. Consistent and prompt completion of all assignments.
- 4. Following the dress code.
- 5. Maintaining good health habits.
- 6. Consistently displaying respect and a collegial attitude toward all Health Technology students and staff.

In the event that a student displays inappropriate conduct or unprofessional behavior, including sexual harassment, that is disruptive to the educational process or if he/she performs potentially unsafe practices, the faculty and Program Administrator may deem probation to be necessary for the involved student(s).

Some violations may be severe enough for the student to be on probation for the remainder of the program. In the event there is any display of misconduct during this period of probation this may result in termination from the Practical Nursing Program.

The student will maintain confidentiality as directed on the Confidentiality Form. Students will be required to sign documents regarding confidentiality and HIPPA regulations. These documents are extremely important and, in part, define the legal boundaries of nursing practice. If at any time it is determined that confidentiality has been breached the student may be dismissed from the program without a probationary period.

Further, a student of the Academia Practical Nursing Program must adhere to the following standards and rules of safe nursing practice, set forth by the Ohio Board of Nursing in Chapter 4723-5-12 (C) of the Ohio Administrative Code available at www.nursing.ohio.gov

- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- (3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each patient.

(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

(6) At all times when a student is providing direct nursing care to a patient the student shall:

(a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and

(b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section [4723.01](#) and division (B)(20) of section [4723.28](#) of the Revised Code for a registered nurse, and division (F) of section [4723.01](#) and division (B)(21) of section [4723.28](#) of the Revised Code for a practical nurse;

(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:

(a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

(b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:

(a) Engage in behavior to seek or obtain personal gain at the patient's expense;

(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

(c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or

(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

(a) Engage in sexual conduct with a patient;

(b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;

(c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;

(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

(a) Sexual contact, as defined in section [2907.01](#) of the Revised Code;

(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section [4729.01](#) of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

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

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

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

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section [3795.01](#) of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access

patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

STUDENT RESPONSIBILITIES

Attendance

The student's presence in all classes, labs and clinical is important. Therefore, the following rules shall be utilized:

Theory (Lecture) Days

The students are to be present for **all** scheduled examinations and projects. The student will notify the instructor if an absence occurs during scheduled examination or projects. It is expected the missed work will be made up the next theory day or as required by the faculty, also a 5% penalty and a different examination may be given at the discretion of the faculty.

Practice Lab

Students are to be present for **all** scheduled practice lab. All procedures and assignments are required to be made up as determined by the lab faculty. All assignments and activities are required to be made up satisfactorily in the Term in which they are missed. Missing more than one scheduled laboratory skill check-off may result in an unsatisfactory which may lead to failure of the course.

Clinical

It is an expectation that students attend **all** scheduled clinical experiences. Students missing clinical(s) may result in the student not meeting the course objectives that may lead to failure of the course. In the event of an extreme emergency where the student is going to be absent, it is required that the student call the nursing office at 614-272-4900 to report the absence. Further, alternate assignments may be required by the faculty.

Probation

In the event that a student displays inappropriate conduct or unprofessional behavior that is disruptive to the educational process, or performs potentially unsafe practice the faculty or Program Administrator may deem a probation or dismissal for the program.

Probation is a measure utilized to encourage realistic self-evaluation of progress in the program and to adjust behavior accordingly. Reasons for probation include but are not limited to:

1. Unsatisfactory performance in the clinical area as measured by the clinical performance evaluation tool and documented by the clinical instructor.
2. Unsatisfactory performance in course work as measured by a grade point average below 78.0% (C) at mid-point of any course.
3. Non-compliance with regulations of the school.

Probation is defined as a “trial period”. A student may be placed on probation by the faculty or Program Administrator. A student placed on probation will be notified in a conference with a faculty member and or Program Administrator in writing. At this conference the student will be informed of the behaviors expected for satisfactory termination of the probationary period.

Dismissal

Dismissal from the program may occur for any of the following reasons:

1. Unsafe performance in the clinical area, exhibited by behavior that might prove injurious to self, patient, co-worker and/or visitor.
2. “Unsatisfactory” performances of practice lab skills.
3. A grade average below 74.0 percent in any one course at the completion of the course.
4. Failure to meet the objectives of the program.
5. Evidence of chemical substance abuse per the Code of Conduct.
6. Cheating or falsification of assignments.
7. Unreported absences and or excessive absences
8. Violation of rules and regulations including Codes of Conduct
9. Unprofessional behavior/attitude or disruptive conduct which also includes profanity
10. Failure to be alert and engaged in nursing activities in the classroom/laboratory/clinical setting (one example could be sleeping).

Students, who are dismissed for any reason, will be informed of the dismissal in writing. The student will be scheduled to have a conference with the faculty member(s) and Program Administrator to discuss the dismissal.

Dress Code

The student dress code is enforced with the goal to assure a high standard in professional self-presentation. It is important for Practical Nurse Program students to recognize their role as representatives of the profession of nursing in all settings. Appearance and self-presentation must correspond with professional expectations.

Adherence to this dress code will be monitored by the faculty. Failure to comply with the dress code may result in disciplinary actions including, but not limited to, dismissal from the classroom or clinical site. Students who are not in compliance will be sent home and will be considered absent.

Any adaptations to this policy due to cultural or health reasons are to be approved by the Program Administrator in advance.

1. The School ID Badge:

The ID must be worn at all times and be clearly displayed, above the waist, with a retractable clip. Lanyards and name badge jewelry/trinkets are not permitted.

Classroom Dress:

- a. Dress for class and lab will be a scrub type uniform. Appropriate sweaters, jackets, sweatshirts may be worn over the scrub top when needed for warmth. (Any other attire for classroom will be at the discretion of the Program Administrator and communicated through the classroom faculty).
- b. Shoes must be worn. No sandals, slippers, flip-flops or bare feet are permitted.
- c. Clothing that displays objectionable symbols or lettering will not be permitted.
- d. Undergarments must be worn and must not be visible at any time.
- e. The ID badge is to be worn at all times.

2. **Uniforms/clinical**

a. Uniform

- i. Regulation school uniforms must be worn in the clinical area. A regulation uniform for female students includes white hose and/or above the ankle socks, and white shoes. Uniform for male students is above the ankle socks and white shoes.
- ii. Each student shall wear the designated school uniform with the Practical Nurse Program identifier attached to the upper left sleeve. If clinical sites require a uniform different than the school uniform (ie: surgery, OB, psychiatric units) the student will conform to their expectations.

b. Other requirements include:

ID badge, watch that constantly displays seconds,
pen with black ink, bandage scissors, pen light and stethoscope

3. **Footwear/clinical**

A clean, plain white leather or simulated leather duty-type shoe in good repair, clean and polished with **closed toe and heel** shall be worn. White hose shall be worn with a skirt/dress or white socks for students wearing slacks. Socks must cover the ankle. Shoestrings are to be white and clean.

4. **Personal Grooming for classroom/lab/clinical**

Students are expected to practice good personal hygiene habits. Clean clothing, regular bathing, and use of deodorant are expected. Colognes and perfumes can be offensive to others and to patients and should be avoided.

5. **Make-Up lab/clinical**

When wearing make-up, the following guidelines are to be followed:

- a. A harsh or artificial look must be avoided.
- a. Finger nails must be natural, well-manicured, clean and kept at a short length to insure the safety of the patient. Artificial nails of any type are not permitted at clinical at any time. Polish is not permitted during clinical.

6. **Jewelry lab/clinical**

Excessive jewelry is unprofessional and unsafe. The only jewelry permissible while in uniform and applies to all students is:

- a. Small stud earrings without design, one per ear, are permitted. No other body piercing jewelry is permitted, Necklaces may be worn on the inside of the uniform, as long as they do not show. A watch which constantly displays seconds is a standard part of the uniform and should be worn at all times. The only ring permitted will be plain bands. Medic-alert necklaces and/or bracelets may be worn. Some clinical rotations may have more restrictive jewelry guidelines, per facility rules. Students are expected to adhere to these guidelines.

7. **Tattoos lab/clinical:** Tattoos must be covered if that is the policy of the clinical site. Any Tattoo of a controversial nature will need to be covered.

8. **Hair lab/clinical**

Hair should be clean and neatly arranged, at the discretion of the student, within the following limitations:

- a. Hair must be cut, fastened or arranged in such a manner that it does not hang below the eyebrows, fall in the face of the student, interfere with work or touch the patient.

- b. Hair that is shoulder length or longer should be restrained so that it is above shoulder level whenever in uniform.
- c. Ponytail styles must be confined. Hair fasteners must be plain.
- d. Wigs and hairpieces may be worn as long as they conform to the hair regulations.
- e. Male students may wear neatly trimmed beards and/or mustaches or are to be clean-shaven. Long hair will conform to the above regulations.
- f. Unnatural hair dye or coloring is not permitted (example; pink, blue, purple etc).

Classroom and Lab Management

All classrooms and learning labs are to be cleaned at the end of each day; this means putting away all equipment, making all beds etc. A student will be assigned to accomplish this task. All items are to be returned to the supply room and the room is to be left in order each day. A student may be assigned to assist.

Each member of the class is expected to help keep our school neat and clean.

Smoking

Smoking is not permitted on the campuses. Smoking is also not permitted at any clinical site. Violation of this rule may result in probation and if repeated, dismissal from the program.

Student Representative

The Student Representative may attend faculty meeting at a designated time. The purpose of this is to share concerns of the student body with the faculty. The Student Representative acts as a liaison between the class and faculty and to facilitate the social and problem-solving functions of the class. The Student Representative must be in good standing in all aspects of the program. In the event that the Student Representative is on probation for any reason, the position will be reevaluated.

Functions of the Student Representative include:

- 1. Serve as liaison for communication between faculty and student body.
- 2. Facilitate identification of problems and suggest constructive alternatives to them.

Faculty is available to advise the Student Representative on leadership and problem solving skills.

Cell Phones

All cell phones must be turned off during all learning activities, including class and practice lab.

NO cell phones are permitted at any clinical site. Failure to comply is considered breach of the Code of Conduct and will result in an Unsatisfactory for the clinical day.

BACKGROUND CHECK LAW

The law (SB 160) requiring certain employer/providers to obtain a criminal record check through the Bureau of Criminal Identification and Investigation persons under final consideration for employment

became effective January 27, 1997. The provisions apply only to individuals who seek employment on or after the effective date of the law.

The providers covered under the new law include: nursing homes, hospital units certified as a skilled nursing facility or a nursing facility, county or district homes, home health and any other provider that participates in PASSPORT. Any potential employee that will be providing direct care to a person age 60 or older must have the background check. Each facility will evaluate which positions are considered “direct care.” The law applies to part-time and temporary employees but not volunteers. In addition, it does not appear that students who are providing direct care as part of their nursing education program fall within the law’s reach.

When the background check reveals that the potential employee has been convicted of certain specific offenses or when the information needed to perform the background check is not provided the individual cannot be hired or must be terminated if conditionally employee pending the results of the check. Conditional employment may not exceed 60 days.

The law does not contain a provision allowing individuals with an unacceptable background check to be employed under certain circumstances. The Ohio Department of Health and the Ohio Department of Aging have been directed to develop rules that identify “character standards” an individual must meet to become employable. Those standards have not as yet been finalized.

The Academia School of Nursing holds no liability to financially refund fees or other related school expenses in the event that the student completes the program of learning and is denied employment.

INCIDENT REPORTS

Incident reports involving students are not to be taken from the agency. Those involving patients will be sent to the nursing office. Those involving personal injury to the student will be sent to the Employee Health Office. The following will be implemented at the clinical site.

1. Nursing Service will notify the school when an incident report involving a student is available for review.
2. The instructor and/or the Program Administrator will review the incident.
3. The instructor will write up a summary of the incident.
4. The Program Administrator will review the summary.
5. The summary will be signed by the instructor and the Program Administrator
6. A conference will be held with the student if necessary.
7. These reports will be filed in the student’s folder.

The report(s) will be utilized for clinical evaluation purposes and may be used to support a decision that a student is unsafe in clinical practice.

ADMINISTRATION

Evaluation of Program

Ongoing evaluation of the program is essential. Periodically, students are asked to complete an evaluation of the courses. At the end of each term students will be expected to evaluate the theory, laboratory and clinical experience. Students also evaluate the total program prior to graduation. This data is analyzed and utilized in the planning of future courses and learning experiences as part of the systematic plan of evaluation.

Student Records Policy

An individual file containing information concerning each student will be maintained in the office of the Practical Nursing Education Program. The records will be available to the faculty and authorized persons for use in selection, evaluation, and guidance throughout the program.

The following items are included in each file:

- Application for admission, physical examination and immunization records, high school transcript or record of G.E.D., entrance exam results, evaluation of clinical experiences and other records as necessary such as probation records.

Graduation

Upon satisfactory completion of the entire curriculum, and meeting all financial obligations, the student will receive a certificate in Practical Nursing.

Graduate Record

The graduate record will include a complete transcript which indicates that a certificate in Practical Nursing was granted and the date that the student completed the program. Other records are shredded after the student completes the program.

Transcripts will be available to the graduate upon written request. The fee for transcripts will be based upon the current fee schedule

Graduate Survey

Each graduate will be contacted approximately six months after graduation to complete a graduate survey. The information obtained from this survey is invaluable to the nursing program and provides a venue for systematically evaluating and planning for program improvement.

Page 22 will require student's signature stating that they have reviewed this handbook and will abide by the conditions set forth in the handbook.

Signature Page (must be returned to the instructor)

I have reviewed the 2017 Academia School of Practical Nurse Handbook and agree to abide by the requirements outlined within the handbook.

Student Signature _____ **Date** _____