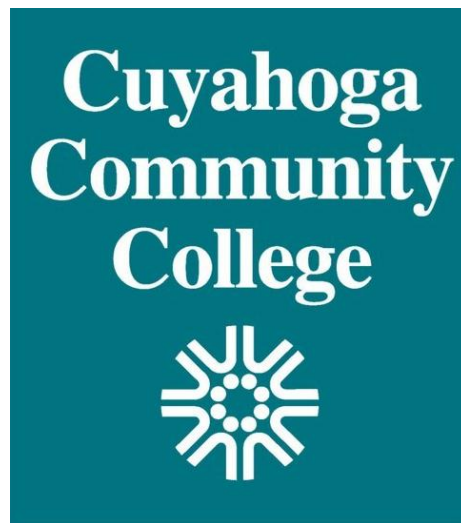


PRACTICAL NURSING CERTIFICATE NURSING EDUCATION PROGRAM STUDENT HANDBOOK



AY 2018-2019

Disclaimer

The contents of this Practical Nursing Certificate Student Handbook are effective as of July 1, 2018. All information contained herein is subject to change. Any changes will be posted to your Tri-C Email as well as the PN Group Site. If you have any questions or wish to confirm information contained herein, please contact the Division of Nursing.

Upon review of this document, the Letter of Agreement, Chemical Substance Policy Acknowledgement, Degree Audit Agreement, and Nursing Skills Laboratory Agreement must be electronically signed within the designated background screening and compliance tracking database currently being used by the program for admission and progression within the nursing program.



Dear Nursing Student:

On behalf of the faculty and administration, we welcome you to the Cuyahoga Community College Practical Nursing Program. Upon successful completion of the program, you will meet the educational requirements for eligibility to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

The nursing curriculum at Cuyahoga Community College is challenging and rewarding, but requires significant outside time commitments in order to be successful. We understand that many students must continue to work as they seek to advance themselves academically, but it is critical that you take time to make the appropriate lifestyle adjustments prior to beginning the program and utilize the numerous resources available here at the College in order to ensure your success.

The faculty and administrative staff are eager to help you throughout this program. We have developed this student handbook to facilitate the successful completion of the Practical Nursing Certificate Program, and to assist you with preparation for the National Council Licensure Examination for Practical Nurses. The handbook includes a description of the program, the curriculum, and policies and procedures specific to the Practical Nursing Certificate Program.

You are encouraged to carefully read the Handbook and keep it for future reference. If you have questions regarding content in the handbook, please feel free to clarify them with faculty or direct your questions to the Nursing Office staff.

We wish you much success in your pursuit of a career in nursing!

Sincerely,

Vivian Yates PhD, MSN, RN
Dean, Division of Nursing

Ebony Drummer MSN, RN
Associate Dean, Division of Nursing

Joy Caldwell MSN, RN
Program Manager, Division of Nursing

Aprille Haymie MSN, RN
Program Manager, Division of Nursing

Meredith Walker MSN, RN
Program Manager, Division of Nursing

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Director Nursing Skills Lab, Division of Nursing

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CERTIFICATE IN PRACTICAL NURSING

PROGRAM INFORMATION

History of the Nursing Programs at Cuyahoga Community College

In 1964, Cuyahoga Community College offered the first Associate Degree Nursing Program in the state of Ohio with the first class graduating in 1966. In 1968, the Ohio Board of Nursing approved a separate program at the interim Western Campus in Parma. These two programs served two different community profiles and held separate certifications, accreditations, curricula, advisory committees, and admission criteria. There was little exchange between the faculty and students between the campuses.

In 1977, the College Board of Trustees conducted an extensive review, analysis, and evaluation of the two programs. As an outcome of this process, one college-wide program was established in 1978. Since that time, the Cuyahoga Community College Associate Degree Nursing Program has remained a single entity.

The Associate Degree Nursing Program remains a college-wide program and is offered throughout the county. On the Metropolitan campus, students may attend classes in the generic and accelerated tracks. The Eastern campus offers the generic and LPN to RN tracks, and the Westshore Campus offers the generic track.

The Practical Nursing Program was a vocational program prior to 1977. The Program was under the auspices of the Cleveland Public Schools as The Jane Addams School of Practical Nursing. Cuyahoga Community College took over the program in 1997, and the program was converted to a college credit bearing program where students earn a Certificate of Proficiency.

The Ohio Board of Nursing has continued to approve the nursing programs since their establishment. Accreditation from the National League for Nursing was achieved in 1982 for the Associate Degree Nursing Program and has been maintained by the Accreditation Commission for Education in Nursing since that time.

Practical Nursing Program

The Practical Nursing Program is a one-year certificate program that admits students annually each fall semester, and has a day and evening/weekend cohort on the Metropolitan Campus. Entry requirements must be met prior to admission to the program.

The program consists of three semesters (Fall, Spring, and Summer). Corresponding day and evening lectures/labs are held at the Metropolitan Campus. Annually, up to 40 students are accepted into the day track and up to 40 students in the evening/weekend track. Students' progress through a curriculum designed to increase knowledge based upon concepts of self-care for individuals, families, groups and society. Opportunities for student learning are diverse and enriched by exposure to various clinical agencies throughout Northeast Ohio. Students also have the opportunity to care for individuals of all ages in medical, surgical, pediatric, obstetric and geriatric settings.

Upon completion of the program, graduates are eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The program prepares graduates to be able to provide nursing care to patients or groups of patients at home or in institutions, at the direction of a licensed physician, advanced practice nurse, registered nurse, dentist, optometrist or podiatrist.

STUDENT RESPONSIBILITY STATEMENT

The Practical Nursing Student is responsible for receiving this handbook and adhering to the standards and procedures contained herein. Any information contained herein is subject to modification, deletion, or change. When there is a change in program or policy, the handbook will be updated, and it will be communicated via the student's Tri-C email along with an announcement on the PN Blackboard group site.

Students are also responsible for having their current address and telephone number reported to the Enrollment Center at any campus. This information can also be updated through My Tri-C space.

STUDENT E-MAIL COMMUNICATIONS POLICY

Cuyahoga Community College (CCC) has established email as an official and primary means of communication with students. An official Cuyahoga Community email address is required for all students.

The college expects that every student will receive email at his or her CCC email address and will read email on a frequent and consistent basis. A student's failure to receive and read college communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

Students may elect to redirect (auto-forward) email sent to their CCC email address. Students who redirect email from their official CCC email address to another address do so at their own risk. If email is lost as a result of forwarding, it does not absolve the student from the responsibilities associated with communications sent to their official CCC email address.

NON-DISCRIMINATORY/DIVERSITY PRACTICES

Diversity: At Cuyahoga Community College, We are fortunate to have a true mosaic of people that contribute daily to create a magnificent learning environment. The college's position is that diversity enriches not only the institution but society as a whole. We are committed to appreciating diverse perspectives and valuing the collective differences and similarities that make us who we are.

Discrimination: Discrimination against any individual based upon a person's age, ancestry, color, disability, genetic, information, military status, national origin, race, religion, sex, sexual orientation, or veteran status is prohibited. Any employee, student or other person who wishes to report discrimination or harassment based on any of the aforementioned protected classes, should contact the:

College's Office of Inclusion, Diversity & Equal Opportunity Compliance
Cuyahoga Community College
700 Carnegie Avenue
Cleveland, OH 44115
(216) 987-4772 or 216-987-4773

In addition, the College's Title IX (related to disability discrimination) and section 504 and Title II of the Americans with Disabilities Act (related to disability discrimination) Coordinator is the director of Inclusion, Diversity, and Equal Opportunity Compliance. The Coordinator can be reached at the above captioned address and telephone number.

PHILOSOPHY

The Practical Nursing Program within the Division of Nursing is an integral component of Cuyahoga Community College. The philosophy of the Practical Nursing Program is consistent with the general mission of the College, which is to provide high quality, accessible, and affordable educational opportunities and services to all members of the community. The educational environment of the College and Practical Nursing Program, are designed to promote individual development and to improve the overall quality of life in a multicultural community. Additionally, the philosophy of the Practical Nursing Program encompasses concepts related to the individual, society, health, teaching/learning, nursing practice, nursing education and the role of the Practical Nurse. These concepts are an integral part of the Practical Nursing Program.

The Faculty believe:

Individuals are a unit who can be viewed as functioning biologically, spiritually, and socially and who initiate and perform self-care activities on their own behalf in maintaining life, health, and well-being; self-care activities that deal with air, water, food, elimination, activity and rest, solitude and social interaction, prevention of hazards to well-being, and promotion of human functioning.

Society is composed of complex, multi-cultural groups of individuals, families, and communities who possess different beliefs, values, and behaviors. These cultural differences shape a person's thoughts and behaviors. Within society, individuals and groups attempt to meet self-care needs, maintain homeostasis, and achieve self-fulfillment. Culture is a design for living and it provides a set of norms and values that offer stability and security for members of society.

Health is a state that is characterized by soundness or wholeness of developed human structures and of bodily and mental functioning. It includes physical, psychological, interpersonal, and social aspects. Well-being is used in the sense of individuals' perceived condition of existence. Well-being is a state characterized by experiences of contentment, pleasure, and certain kinds of happiness; by spiritual experiences; by movement toward fulfillment of one's self-ideal; and by continuing personalization. Well-being is associated with health, with success in personal endeavors, and with sufficiency of resources.

Nursing is a scientific and humanistic body of knowledge guided by nursing principles, nursing education, and the continuous development of the profession. Nursing practice entails helping individuals across the life span, and groups to meet their self-care needs, maintaining optimal health, detecting aberrations from health, assisting in restoring health, and support during life or to a peaceful death. These responsibilities are accomplished through a systematic and deliberate process.

Licensed Practical Nurses contribute to the nursing assessment by collecting data; participate in the development of the nursing component of the care plan, provide direct basic nursing care in accordance with the Licensed Practical Nurses' scope of practice set forth in the Nurse Practice Act, and contribute to the evaluation of patient responses to nursing care.

Licensed Practical Nurses work interdependently with other health care team members to effectively enhance the health status, health assets, and health potentials of individuals, groups, families, and communities.

The Teaching/Learning Process provides opportunities for planned educational experiences to produce a measurable change in the behavior of the learner. Learning is enhanced when consideration is given to individual differences in cognitive style. Discussions, lectures, seminars, audiovisuals, demonstrations, reading assignments, student presentations, planned laboratory practice, applicable computer experience and clinical experience are utilized to meet the needs of the individual learner. Learning is most effective when theory and skills are taught concurrently, utilized promptly, and throughout the program.

Nursing Education involves a learning process that requires interaction and joint responsibility of teacher and learner working toward a common goal. It is an ongoing process that promotes growth and development in cognitive, psychomotor, and affective behavior. The simple to complex instructional approach is responsive to a multi-cultural student population with varying learning styles and needs. The Practical Nursing Program is committed to providing educational opportunities to a non-traditional student body. It is built on nursing concepts and skills that enable the nurse to adapt in a changing society. Based on a cooperative relationship with community agencies, students are provided with opportunities to develop clinical skills in diverse health care settings.

Upon successful completion of the program, the graduates are prepared for entry level nursing positions and are eligible to sit for the National Council Licensure Examination for Practical Nurses.

Education as a Life-Long Process is essential in today's society. Many changes are rapidly taking place due to advancements in technology and the availability of information. In order for individuals to develop their potential, increase their knowledge and skills, and be accountable for their actions, it is necessary to participate in continuing education programs.

ORGANIZATIONAL FRAMEWORK

The Faculty of the Practical Nursing Program within the Division of Nursing have developed an organizational framework that provides direction for the nursing curriculum and promotes optimal student learning. The organizational framework is derived from the philosophy and Dorthea Orem's Self-Care Deficit Theory of Nursing, and provides a basis for the content and sequence of courses.

The organizational framework states that individuals function and maintain life, health, and wellbeing through self-care. Practical Nursing focuses on the identification of self-care deficits and health deviations. Emphasis is on contributing to the assessment, planning, implementation and evaluation of the person/client's ability to meet self-care needs. Care may be provided by family members or others until the person/client is able to meet their own self-care needs.

Six major themes have been identified and incorporated into the curriculum through the organizational framework. These themes are Nursing Process, Critical Thinking, Communication, Human Development, Cultural Diversity, and the Role of the Practical Nurse. The themes are defined as follows:

1. Nursing Process is central to nursing practice and is the basis for making decisions regarding nursing care. The Practical Nurse contributes to the five steps of the nursing process: assessment, analysis, planning, implementation, and evaluation, providing the framework for the delivery of patient care and is the structure for course content in the Practical Nursing Program.
2. Critical thinking/Clinical Judgment is the process of purposeful, self-regulatory judgment. This process gives reasonable consideration to evidence, contexts, conceptualizations, methods, and criteria. Critical thinking/Clinical Judgment, in conjunction with the nursing process, is the basis for making clinical decisions.

3. Communication is a dynamic interactive process that encompasses the teaching/learning process. Communication is essential in meeting self-care needs. Effective oral, written, and non-verbal communication skills are necessary to apply the nursing process, to promote self-care, and to guide and teach patients. Teaching and learning techniques are incorporated throughout the program. Practical Nursing students communicate with individuals, families, and groups to further the goal of self-care.
4. Human Development: All human beings have specialized growth and developmental needs and related tasks to accomplish at various stages of the life span. Individuals differ in their ability to meet self-care needs. The amount of assistance necessary to meet self-care needs is affected by the developmental stage and adverse effects of illness. Practical Nurse students are provided with opportunities to assist individuals to meet self-care needs at different developmental stages.
5. Cultural Diversity: Cultural and socioeconomic background factors influence the ability to meet self-care needs. Variations of self-care needs result from unique life experiences. Cultural norms are learned first in the family and then in societal groups. Practical Nursing students are exposed to the impact of socioeconomic and cultural diversity both in the classroom and in clinical agencies. Knowledge of cultural variation is incorporated when planning nursing care.
6. Role of the Practical Nurse: The Practical Nurse is a provider of care utilizing specialized knowledge and skills that meet the health needs of people in a variety of settings under the direction of qualified health professionals. The Practical Nurse utilizes leadership skills while adhering to ethical and legal standards of the nursing profession.

EDUCATIONAL OUTCOMES

The program is designed to prepare students to demonstrate the following program outcomes:

1. Collects, prioritizes, organizes, and records patient information in an accurate and appropriate manner for continuity of patient care.
2. Integrate interpersonal skill concepts and professional behavior standards into the practice of Practical Nursing. The ability to utilize therapeutic communication skills effectively with members of the health care team, patients, and families.
3. Apply the principles of medication administration while utilizing the nursing process to affect a positive and safe outcome. Also, utilize the nursing process while implementing scientific principles of nursing consistently to safely provide technical care.
4. Delegate and supervise within LPN scope of practice to unlicensed personnel in the performance of appropriate skills while adhering to facility policies and procedures.
5. Demonstrate a theory based practice when planning, implementing, and evaluating the nursing care of individuals and groups across the lifespan, including end of life care.
6. Utilize critical thinking in a clinical environment, applying the nursing process to meet self-care and self-care deficits across the life span, including end-of-life care.

A practical nurse should be able to use critical thinking skills to:

- a. Assist RN with patient assessment
- b. Prioritize patient care among patients
- c. Recognize when a patient is in trouble and seek assistance
- d. Delegate tasks with scope of practice

7. Effectively teach patients and families self-care to attain, maintain optimal level of wellness or to a dignified death in accordance with patient's wishes.

ORIENTATION, REGISTRATION, PROGRAM SEQUENCE, TECHNICAL REQUIREMENTS, PROGRESSION, WITHDRAWAL, AND READMISSION PROCEDURES

ORIENTATION

Prior to beginning the nursing program, a mandatory orientation will be held to inform new students (also ACCESS and transfer students) about the program and the support services available. Students who do not attend this orientation will lose their reserved seat.

Students who accept a slot in the nursing program (with a specific starting date for nursing courses) and do not attend orientation, decline a slot after orientation, do not attend the first day of class, do not meet all medical record, health insurance, CPR, and/or background check requirements will be required to re-start the application process. Students must meet all current admission requirements at the time of application and admission to the program.

NURSING REGISTRATION

Information regarding nursing registration, start/end dates for classes/lab/clinical, and requested clinical sites is posted on the PN Blackboard Group Site. Once nursing registration has closed and a clinical, lecture, or lab placement has been assigned to a student, students are not permitted to change their selections. Request for clinical, lecture or lab placement changes after the nursing registration process has closed, will be considered only for extenuating circumstances by the appropriate Program Manager or Administrator. A written explanation for the request and all supporting documentation of extenuating circumstances must accompany the request. If deemed appropriate, then the change will be granted on space available basis.

***The sale, bartering of services or the offering of an incentive between students to change a lecture, clinical, or lab placement is prohibited. If a student(s) has been found to have done so, this will be considered a conduct issue and will be subject to disciplinary action at the discretion of the Dean and/or Associate Dean of Nursing.

PROGRAM SEQUENCE

PRACTICAL NURSING PROGRAM SEQUENCE		
Fall Semester		Credit Hours
*BIO 1050 and BIO 105L (lab)	Human Biology	4
PNURS 1200	Physical Assessment for the PN (16 weeks)	2
PNUR 1210	Fundamentals of Practical Nursing (1 st 8 weeks)	3
PNURS 1322	Nursing Management of Adults (2 nd 8 weeks)	3
TOTAL:		12
Spring Semester		Credit Hours
ENG 1010 or ENG 101H	College Composition I Honors College Composition I	3 (3)
PSY 1010 or PSY 101H	General Psychology Honors General Psychology	3 (3)
PNURS 1330	Nursing Management of Adults II (16 weeks)	8
TOTAL:		14
Summer Semester		Credit Hours
PNUR 1341	Lifespan & Nursing for Practical Nurse (10 weeks)	4
PSY 2020 or PSY 202H	Lifespan Development Honors Lifespan Development	4 (4)
TOTAL		8
PROGRAM TOTAL		34

Additional Standards:

- Nursing courses and support courses must be completed in a specified sequence.
- If a student has taken Biology 2331 and will complete Biology 2341 prior to or during their first semester in the program, the courses can be substituted for Biology 1050/105L and can be considered for the student who may seek a science and/or Associate Nursing degree.
- Courses used as pre-requisites or general education courses for health career and nursing programs must have a traditional letter grade, and completed with a grade of “C” or higher. The Pass/No Pass grading option for pre-requisites and General Education courses will not be accepted by the Health Career and Nursing Programs.
- Core science courses may be repeated once to improve a grade of less than “C.” A grade of less than “C” received over 7 years ago will not count toward the “one core course” repeat rule.

TECHNICAL STANDARDS FOR ADMISSION, PROGRESSION AND GRADUATION

Physical and Mental Qualifications

The following are the minimal physical and mental qualifications necessary to be considered for admission and progression through the Cuyahoga Community College Practical Nursing Certificate Program.

<u>Performance</u>	<u>Standard</u>	<u>Examples of necessary activities</u> (Not all inclusive)
Physical strength	The ability to assist in lifting or moving patients of all age groups and weights.	Lift up to 35% of recommended body weight
Mobility	The ability to move around the patient's room and in work areas.	Stand and/or walk six to eight hours a day Walk rapidly for a prolonged period from one area to another Bend or squat frequently Provide care for a patient in an elevated hospital bed or stretcher Perform one man CPR when necessary
Visual acuity	The visual acuity sufficient to observe and assess patient behavior, prepare and administer medications, and accurately read monitors.	Observe patient responses at a distance and close at hand Visually perceive three dimensional relationships and spatial relationships of objects Able to differentiate the color spectrum for color coding of charts and monitoring equipment
Auditory acuity	Auditory acuity sufficient to hear instructions, requests and monitoring alarms, and to perform physical assessment.	Hear sufficiently to detect subtle changes in patient's condition Hear sufficiently to interpret various equipment signals
Motor skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Perform physical assessment techniques including: inspection, auscultation, palpation and percussion. Calibrate and use equipment Position and turn patients
Tactile	Tactile ability sufficient for physical assessment.	Perform palpation, auscultation, percussion and functions of physical examination and/or those related to therapeutic intervention

<u>Performance</u>	<u>Standard</u>	<u>Examples of necessary activities</u> (Not all inclusive)
Communication	<p>The ability to provide effective written, oral and nonverbal communication with patients and their families, colleagues, healthcare providers and the public.</p> <p>The ability to speak, write and comprehend the English language proficiently.</p>	<p>Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient responses.</p> <p>Give oral and written reports to other members of the healthcare team</p>
Critical thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in critical situations, develop nursing care plans
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.	Establish rapport with patients and colleagues
Social behavior	Compassion, integrity, interpersonal skills, interest and motivation.	Develop a mature, sensitive and therapeutic relationship with patients
Professionalism	The ability to adhere to ethical standards of conduct as well as applicable state and federal laws.	
Stress management	Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner.	

A qualified person with a disability who can perform these essential functions with any reasonable accommodation will be considered for admission along with other qualified applicants. It will be the student's responsibility to contact the ACCESS/Disabled Student Services Office for further information and assistance.

PROGRESSION

1. All health, CPR and ACEMAPP requirements must be completed, and maintained throughout the entire program.
2. Must have a completed, reviewed, and cleared BCI check.
3. A cumulative GPA of 2.0 each semester to progress through the Practical Nursing Program.
4. A grade of “C” or better is required for all PNUR courses: PNUR 1200, PNUR 1210, PNUR 1322, PNUR 1330, and PNUR 1341.
5. A grade of less than “C” for a nursing course results in a failure for that course.
6. Students must receive a satisfactory evaluation within all nursing skills lab and clinical experiences. Failure to obtain a satisfactory evaluation within the skills lab and/or clinical will result in failure of the course even if the student is passing the theory portion of the course.
7. One clinical nursing course (PNUR 1210, 1322, 1330, 1341) maybe repeated one time only to improve a grade of less than “C.”
8. One non-clinical nursing course (PNUR 1200) may be repeated one time only to improve a grade of less than “C.”
9. A grade of less than “C” for a nursing course results in a failure for that course. A student is permitted to retake any of the above courses one additional time if a grade of “C” or less is obtained.
10. Students retaking a course must apply for readmission to the program.
11. Students who fail a nursing course must retake the specific course in its entirety (lecture, lab and clinical components) in order to obtain credit for the course. The course must be successfully completed with a “C” or better before the student can progress to a subsequent nursing course.
12. Students who have either failed a clinical nursing course (ADN or PN) or withdrawn from a clinical nursing course (ADN or PN) regardless of the reason are eligible to be readmitted one time. This does not include failures based upon the clinical calculation competency examination policy or ACEMAPP requirements. Readmission due to failures related to the clinical calculations competency examinations will be determined by the Clinical Calculations Competency Examination Procedure. Students noncompliant with ACEMAPP requirements are eligible for re-admittance one time only.
13. Concurrent Courses: Each semester concurrent courses have been assigned and must be taken as scheduled or prior to the designated semester as outlined in the PN course sequence. Concurrent courses are to be completed with a grade of “C” or better as previously indicated. If a concurrent course was not taken prior to the designated semester then the student must be registered in the course(s) the first day of the term; any student not registered in a concurrent course will be administratively withdrawn from the program. If a student withdraws from any concurrent course during the semester, then they must withdraw from the nursing program as well. Failure to do so will result in the student being administratively withdrawn from the program.
 - a. Fall Semester Concurrent Courses: BIO 1050 and 105L
 - b. Spring Semester Concurrent Courses: ENG 1010 and PSY 1010.
 - c. Summer Session Concurrent Course: PSY 2020
14. BIO 1050 and 105L may be repeated once to improve a grade of less than “C” from the date of application to the program. Two grades of less than “C” in BIO 1050 and 105L, will result in

automatic dismissal from the program even if obtained prior to enrollment within the program.

15. Once dismissed from the Practical Nursing Certificate Program the student must apply for readmission.
16. An incomplete grade in any nursing course must be successfully removed with a “C” grade or better and approved by the faculty member prior to progressing to the next nursing course.
17. Any withdrawal from a nursing course no matter the reason will be considered equivalent to a final course grade of less than “C” for readmission purposes.
18. Practical Nursing students that have not withdrawn by the official withdrawal date will receive a failing course grade, per College policy.
19. Readmission to the Practical Nursing Program, regardless of the reason will only be “on a space available basis.”

WITHDRAWAL PROCEDURE

Students may initiate withdrawal from a nursing course according to the college process. Students withdrawing from a nursing course(s) prior to the official college withdrawal date are responsible to:

1. Withdraw from the nursing course(s) in accordance with the Cuyahoga Community College withdrawal policy. Students must withdraw online or submit a completed withdrawal form to the Enrollment Center by the official college withdrawal deadline date.
2. Schedule a conference with the nursing faculty of record.
3. Obtain required faculty signature/date on the **Documentation of Student Status at Time of Withdrawal** form.
4. Complete/sign/date the **Withdrawal Form** including a written statement on the form outlining the reasons for withdrawal from any nursing course.
5. Submit the **Documentation Student Status at Time of Withdrawal** and **Withdrawal** forms to the Division of Nursing of Education.
6. If the student desires they may make an appointment with a Program Manager in the Division of Nursing to discuss their program options.
7. Upon withdrawal from any component of a clinical nursing course, the student will be withdrawn from all components of that nursing course. Any student who continues to act in the role of a nursing student after withdrawing from a clinical course, will be dismissed from the nursing program and be ineligible for readmission.

Administrative Withdrawal

A student will be administratively withdrawn from a nursing course if any of the following circumstances exists:

1. A student has not submitted initial and/or annual health and CPR requirements and/or submitted completed ACEMAPP requirements.
2. A student has not completed and/or is not enrolled in all concurrent courses.

3. A student is enrolled in a nursing course and has not completed a required co-requisite course(s) with a grade of “C” or higher (as outlined in the program sequence).
4. A student enrolled in a nursing course and does not maintain enrollment throughout the semester in all concurrent courses.
5. A student is enrolled in a nursing course and is dropped by the College for non-payment of tuition and fees.
6. A student who exceeds the maximum absences for lecture, nursing skills lab, and clinical.

READMISSION PROCEDURE

1. Readmitted students must meet the program admission requirements effective at the time of readmission.
2. Students who fail a course or withdraw due to a failing grade are advised to seek assistance through the Academic Counseling Center. Students are also encouraged to seek assistance through Student Support Services prior to readmission.
3. Submit **Request for Readmission** form to the Division of Nursing Education Office. Once the form has been received by the office, then the student will be placed on the readmission list.
4. Must have a minimum of 2.0 cumulative GPA at Cuyahoga Community College, inclusive of all nursing courses.
5. Must complete a BCI check with finger prints.
6. Students who have not attended clinical nursing courses for more than one academic year are not eligible for readmission, and must seek admission to the program as a new student.
7. Students who are readmitted or seek advance standing will be tested on basic skills up to the level in which the student requests admission to assure competency in didactic information and clinical skills. Information about the skills tests will be sent to students prior to the start of the semester.
8. Any student who has been dismissed from the nursing program for any reason, including, but not limited to, unsafe clinical performance, violations of HIPAA or patient confidentiality, ethical violations, violations of the College’s Student Conduct Code, excessive absences/tardiness, violations of policies and procedures of any institution or facility, and violations of the social media policy must petition the Admission and Progression Committee when seeking readmission into the nursing program. This procedure must be followed even if a student has not been readmitted previously. In these cases, the Admission and Progression Committee will make the decision for readmission. The Admission and Progression Committees readmission decision is final.
9. Students who have been recommended for a Withdrawal Exception by the Student Affairs Department (reserved for severe extenuating circumstances) are still subject to the readmission policy.
10. Readmission to the nursing program for a third time shall be approved only upon demonstration of extenuating circumstances beyond the reasonable control of the student which may include emergency or unanticipated medical condition of the student or a member of the student’s immediate family; military service in which the student is called to active duty; court orders impacting the student where the student is not a party to the court action, or other extenuating

circumstances beyond the reasonable control of the student. Students seeking readmission for a third time must submit a letter of petition to the Admission and Progression Committee requesting an exception to the readmission policy. The letter of petition should include a written explanation for the request to be readmitted, and all supporting documentation of extenuating circumstances to substantiate the petition. Documentation submitted after the original letter of petition has been submitted will not be considered. The Committee will review all submitted documentation, and make a decision regarding readmission. The Admission and Progression Committee decision is final.

11. Students who were dismissed from the College for academic reasons must petition their Campus Appeals Board for readmission three weeks prior to registration. These students must also see a counselor or faculty advisor to establish goals and objectives, and must complete an Application for Admission form and a Campus Appeals Board form before being considered for readmission. Readmission to the College does not mean readmission into the Practical Nursing Program.
12. All readmissions, regardless of the reason, shall be on a space available basis.

READMISSION LIST

Students who withdraw from a nursing course and are eligible for readmission to the nursing program must submit appropriate forms to the Division of Nursing Education.

Students, who withdraw from a nursing course prior to the official college withdrawal date, need to submit the following completed forms:

1. Division of Nursing Withdrawal Form
2. Division of Nursing Documentation of Student Status at Time of Withdrawal; form must be signed by faculty.
3. Division of Nursing Request for Readmission Form

In order to be placed on the readmission list, all required forms must be submitted at the same time.

Placement on the readmission list for students that withdraw prior to the withdrawal date will be placed in the order in which the completed forms have been received to the Nursing Office.

Students who withdraw from a nursing course after the withdrawal date will be placed on the readmission list upon a random selection through a lottery process of all readmission request forms by the deadline date and time selected for the semester.

Any student submitting a **Request for Readmission** form **after** the deadline date and time will be placed on the readmit list following those students who were part of the lottery process in the order they are received.

*****All required forms are located on the PN Blackboard Group site.**

PROGRAM COMPLETION AND LICENSING PROCEDURES

Program Completion Requirements

Students must satisfactorily complete all of the course requirements, nursing and college, with a grade of “C” or better to be qualified to complete the program and receive a “Certificate of Proficiency.” Students will also be required purchase and take the HESI Standardized Exam during their last semester. It is the student’s responsibility to petition for a “Certificate of Proficiency” online through my Tri-C space, following the time and procedure requirements set by the College. Students need to consult a counselor as well as run a Degree Works Report to ensure completion of all the requirements. Additionally all obligations to the College must be reconciled before a certificate will be awarded.

Once confirmation has been received from the registrar that a student has meet all requirements and the certificate has been conferred, a program completion letter from the Office of the Dean will be sent to the board of nursing of choice. Once the letter has been received, a student can then begin to apply for licensure and the NCLEX examination.

***Subject to change- The current cost of the Standardized Comprehensive HESI Exam is approximately \$51.00.

NCLEX-PN Examination

The National Council Licensure Examinations for Registered Nurses (NCLEX-RN) and Practical Nurses (NCLEX-PN) provide year-round testing via computerized adaptive testing (CAT) in Ohio as well as every other state and territory.

The fee* for taking the NCLEX-PN examination is currently \$200.00. The student will also pay other fees for licensure required by the Board of Nursing in the jurisdiction in which the student is applying. The student must check with the specific Board of Nursing to find out about these costs. NOTE: See Ohio House Bill 327 – Felony Preclusion Bill.

The fee* for the Ohio Board of Nursing licensing application is currently \$75.00.

The National Council requires potential graduates to complete a form regarding their citizenship, which is a mandate based upon a federal government requirement. The citizenship form must be submitted with the candidate bulletin or it will delay the graduate’s paperwork from being processed.

Students are advised to prepare financially for submission for the NCLEX-PN fees at the beginning of the final session of enrollment.

Cuyahoga Community College provides the Practical Nursing Program student with various methods of preparation for the NCLEX-PN. NCLEX-PN review books can be purchased at the campus bookstores, local bookstores and online sites. A limited number of NCLEX review materials are available at each campus library/nursing lab.

*** Please Note: The Fees As Listed Are Subject To Change Without Notice. For the most current information on the NCLEX-PN visit <https://www.ncsbn.org/nclex.htm> and <http://www.nursing.ohio.gov/>**

POLICIES AND PROCEDURES: CLASSROOM, SKILLS LAB, AND CLINICAL

GRADING STANDARDS

The grading scale for the Practical Nursing Program is as follows:

91% to 100%	=	A	=	4.0 quality points
84% to below 91%	=	B	=	3.0 quality points
75% to below 84%	=	C	=	2.0 quality points
Below 75%	=	F	=	0.0 quality points
Withdrawal	=	W		
Incomplete	=	I		

The final theory grade will be computed on the basis of total points earned within the course and determining the corresponding percentage. To pass a student must achieve at least a 75%. Scores nor percentages will not be rounded up to the next whole number. No exams will be retaken nor will extra credit will be awarded.

STUDENT NOTIFICATION OF UNSATISFACTORY PERFORMANCE

Faculty will appraise students of their performance in lecture, lab, and clinical. Methods of notification include the use of the Student Progress Appraisal Form, anecdotal notes, and a formative (midterm) and final clinical evaluation. When faculty determine the need for additional support, students can be referred for special tutoring and/or remediation in the nursing skills laboratory.

EXAMINATIONS

1. Five percent of total points in the lecture component of class may come from “pop quizzes” and/or activities administered by faculty **at any point during the lecture day**. If a student is not present for a “pop quiz” or activity, **no matter what reason**, the student will not have an opportunity to take a make-up quiz or participate in a make-up activity for those points.
2. On exam days, the door to the classroom will be closed at the start of the exam. Once the door is closed, the door is considered “locked” and a student may not enter the classroom until after the exam has been completed no matter the reason.
3. Any student who fails to contact their faculty member via telephone or e-mail, **one hour before the scheduled exam**, will be considered “**no call/no show**” and **will not be permitted** to take the make-up exam on the end-of-the semester date referenced above, receiving “zero points” for that exam.
4. If a student misses taking an exam on a scheduled test date and has notified the instructor one hour before the exam, then they will be allowed to take a make-up exam at the end of the semester on a date and time determined by the faculty of that course.
5. If a student misses taking more than one exam throughout the semester, they will take all of their make-up exams on a single date and time determined by the faculty.
6. If a student misses taking their make-up exam(s) on the established date, the student will receive a score of “zero points” for the exam(s). If a student is “no call/no show” to a make-up exam(s), the student will receive a score of “zero points” for the exam(s).
7. Examinations taken will not be repeated.

8. During test taking, no electronic equipment (cell phones, smart watches, and tape recorders including ear devices, etc.) may be used, and may not be kept on the desk top. During tests and exam periods, all cell phones and other electronic devices must be secured in a location away from the students' immediate view, and silenced or turned off. If any device causes disruption to the testing environment, the student may be dismissed from the exam or test. Scheduling of any make-up exam is at the discretion of faculty if the student is dismissed for this reason.
9. Standardized tests may be required throughout the nursing program as course requirements.
10. Students are held accountable for adherence to the College conduct code during test-taking. Disciplinary action for academic dishonesty (cheating and/or breach of confidentiality) may result in a failing grade for the course.

CLINICAL CALCULATION COMPETENCY EXAMINATION PROCEDURE

Clinical calculation competency is defined as the student's ability to correctly perform clinical computations on material previously learned within a course. The following nursing courses will have clinical calculations competency examinations. PNUR 1210, PNUR 1322, PNUR 1330 and PNUR 1341.

The guidelines for the clinical calculations competency examination are as follows:

1. Each clinical calculation competency examination will be comprised of 10 questions.
2. The exams will consist of no multiple choice questions, and the student will be expected to show all work indicating how an answer was derived. Correct test item responses (answers) must include in writing, all sequential steps to problem solving and mathematical formulas. No credit will be given for answers that omit problem solving steps and formulas.
3. Tests are to be administered on appropriate campus and will not be take-home, or open-book.
4. Students may use a non-programmable basic calculator for computation in the following activities: clinical calculations competency examinations, unit tests, laboratory test-outs and final examinations. The term "non-programmable basic calculator" shall be limited to the following processes: addition, subtraction, multiplication, division and percentages. A student will be prohibited from using a calculator with other capabilities.
5. A score of nine (9) correct answers out of ten (10) possible correct answers will be necessary to pass the clinical calculation competency examinations.
6. A student who is not present at the date and time of a scheduled clinical calculation competency examination, will receive a score of zero (0) for that math competency examination.
7. If unsuccessful in attaining a passing grade on the first exam, a student is permitted to take two (2) additional clinical calculation competency tests. All three (3) clinical calculation competency examinations must be completed per the time schedule set within in the course syllabus.
8. Any student who does not pass the first (1st) and/or second (2nd) clinical calculation competency examination in any semester, must meet with a Practical Nursing Program Faculty Member regarding a written remediation plan prior to the next scheduled examination.
9. A maximum of three (3) examinations may be administered per course. If upon completion of the third (3rd) examination the student is not successful, the student will be withdrawn and will have earned a failing grade for the course.
10. Students may fail three (3) consecutive clinical calculation competency examinations one time within

the Practical Nursing Program, and be considered for readmission into the program. Additionally the student must complete an individualized clinical calculation remediation plan as a condition of reentry into the program. This one readmission opportunity is based solely on the clinical calculation competency failures, and is not subject to the readmission policy.

11. Clinical Calculation Competency examination grade will not be calculated as part of the overall course grade.
12. Students may not administer medications in clinical, until they have successfully passed the clinical calculation competency exam.

GRADE DISPUTE & PROGRAM COMPLAINT POLICY

The College and Division of Nursing strive to provide every student with a successful and positive educational experience. As part of an effort to continuously improve the College, while also resolving legitimate student concerns, the College and Division of Nursing maintain a student complaint and grade dispute procedure.

Grade Dispute

Any student with a grievance about a course grade has the option to pursue a grade dispute. The student should first discuss the grievance with the faculty member/course instructor. If resolution cannot be achieved after this first meeting, students are to follow the Procedure on Student Complaints and Grade Disputes located in the Cuyahoga Community College Student Handbook. This process cannot begin until the final grade is posted.

Program Complaint

Any student who is dissatisfied with an aspect of his or her collegiate experience involving a faculty member or other employee may seek resolution of the matter with the College, and initiate the complaint process as outlined within the Procedure on Student Complaints and Grade Disputes located in the Cuyahoga Community College Student Handbook.

** The student complaint and grade dispute processes are distinct and separate. Please refer to the Procedure on Student Complaints and Grade Disputes located in the Cuyahoga Community College Student Handbook for additional information.

ATTENDANCE

Attendance in all classes, nursing skills laboratories, and clinicals is required. Since theory, laboratory practice, and clinical experience are vital to success in nursing, unexcused absences and lateness are unacceptable in all instances. It is the student's responsibility to notify his/her instructor before class, nursing skills lab, or clinical of an absence. If a student does not notify his/her instructor within this time frame, it will be considered a no-call-no-show resulting in a failure for that day.

NURSING SKILLS LABORATORY

The Nursing Skills Labs are offered with select nursing courses, so that students can master technical and psychomotor skills. Each student is required to demonstrate mastery of the skills with minimal supervision. Students are also expected to use the skills lab to practice their skills in preparation for nursing practice. Therefore, the skills lab on each campus will post open lab hours for individual practice.

Nursing Skills Laboratory Rules

1. Students must sign in and out of the Nursing Skills Lab any time they enter the lab.
2. Students are responsible for purchasing and maintaining their own supplies for laboratory class, practice, and test-out (Nursing Totes), as well as, have the skills card with them.
3. Equipment and supplies are to be cleaned, reassembled and replaced in the designated area, by the student, for use by the next person.
4. Students are expected to follow the dress code at all times as defined in this handbook and wear their lab coat at all times while in the skills lab. Students who do not adhere to the dress code, will not be able to attend lab. The attendance policy for lab will be adhered to related to any absences due to dress code violations.
5. Punctuality is required for all scheduled lab days. Tardiness of greater than or equal to 15 minutes will result in a lab absence. No half-day absences are allowed.
***Please note arrival time/tardiness will be documented for each class as a running total.
6. Attendance is mandatory for all skills laboratory experiences. In the event of an unavoidable absence, students have one (1) day of scheduled instruction that can be missed. Students absent greater than one (1) day of scheduled instruction will be withdrawn from the course. An instructor may initiate a student withdrawal if the student misses lab time for the equivalent of one week.
7. Human Patient Simulation (HPS) experiences are mandatory. Failure to attend any HPS experience along with the assigned breakout session will result in a lab failure.
8. Students are required to schedule/reschedule testing appointments in person. This is to ensure lab staff and student have agreed upon the acceptable date and time. The student's handwriting on the testing sheet will serve as confirmation of the appointment.
9. Students who miss their scheduled test-out time twice in a course will earn a failing grade for the course. This includes a class absence during testing and any other scheduled testing appointment.
10. Students maybe dismissed from lab due to any of the following: violations of HIPAA or patient confidentiality, ANA ethical violations, violations of the Ohio Board of Nursing Student Conduct rules, violations of the College's Student Conduct Code, excessive absences/tardiness, and violations of the social media policy. Any dismissal related to any of the above violations can result in automatic lab failure.

Lab Practice

It is suggested that students spend a minimum of one hour of practice time in the lab prior to testing out on a new skill. Students are encouraged to utilize their assigned lab time to practice, but this time may not always be sufficient to feel confident or competent about a particular skill(s). Therefore, additional practice outside of assigned lab time may be essential for success. Students are encouraged to utilize the open lab hours posted at any of the campuses for extra practice and assistance. It is also important that practice occur 24 hours prior to scheduled test out time, not the day of testing to ensure proficiency of the skills.

Nursing Skills Lab Testing Procedure

Competency testing will occur during scheduled lab time. The testing weeks will be identified on the weekly lab schedule. Students are to review the syllabus/lab schedule for this information. Students must be proficient in their skills prior to completing the return demonstration testing in the skills lab. The Instructor, Nursing Skills Lab Training Specialist, or Nursing Skills Lab Preceptor will sign off the procedure on the student's skill card when the return demonstration is satisfactorily performed. Criteria for evaluation are based on the performance objectives and critical elements identified in each course.

A student may not perform a designated skill in the clinical setting until that skill has been successfully completed in the Nursing Skills Laboratory. Students will have three attempts for successful completion of skills testing. Successful testing of a designated skill must be completed within the established time guideline of one week. The student will earn a failing grade for the course if the established time guidelines are not met. The Nursing Skills Lab Preceptor will determine if the skill has been demonstrated satisfactorily according to evaluation criteria.

If unsuccessful in the first skills test-out, the student must:

Practice a minimum of one hour before retesting. Students must be prepared for an additional skill. Schedule the second skills test-out.

The second attempt must be made at least 24 hours after the practice session. Select another skills card for testing in addition to the first unsuccessful skill for completion.

If unsuccessful in the second test-out:

The student will receive a remediation plan to complete and must practice a minimum of one hour under the supervision of a preceptor or training specialist. The completion date to accomplish the skill test-out will be documented on the remediation plan. The remediation plan may include videos, tutoring, and readings as applicable and/or additional practice time. A copy of the remediation plan will be given to the student.

The third skills test out to be completed by a Nursing Skills Lab Training Specialist:

Must be at least 24 hours following the mandatory practice. The preceptor and student must agree that the student is ready for the third test-out. The student will make an appointment for testing. The Nursing Skills Lab Training Specialist will determine if the skill has been demonstrated satisfactorily. If the student is not successful on the third attempt the student will earn a failing grade for the course. The student is responsible for completing withdrawal paperwork at this time.

CLINICAL

Clinical Performance Expectations

The Practical Nursing Program works with community clinical agencies to provide the experience necessary for Practical Nursing education. Students are expected to abide by the policies of the individual clinical agencies while in the agency for learning experiences.

Faculty Supervision of Students in the Clinical Setting

Students will be supervised for each clinical experience involving the delivery of nursing care to an individual or group of individuals. Supervision is provided by a full-time nursing faculty member or a part-time nursing adjunct faculty member who is competent in the area of clinical practice. The clinical instructor functions only as a faculty member during the students' clinical experience. The faculty

member is responsible for:

1. Providing for/facilitating an orientation for each student to the clinical site including introduction to staff.
2. Planning and designing student clinical experiences that are consistent with the stated course objectives and student learning needs.
3. Students are required to obtain their clinical assignment and prepare for clinical experience according to the directions given by their instructors. If the student is not prepared, the instructor will give specific instructions regarding additional preparation required.
4. Communicating clinical objectives to students and staff at the clinical site.
5. Providing appropriate supervision, guidance, direction, and support for all student experiences appropriate to the clinical situation.
6. Evaluating the student clinical performance related to experiences, achievement, and progress in relation to the clinical objectives.

Clinical Rules

1. Attendance is mandatory for all clinical experiences. Punctuality is required. In the event of an unavoidable absence and/or consistent tardiness the following will apply:
 - a. Clinical Absences:
 - i. PNUR 1210/1322: Absences greater than 1 day will result in a clinical failure
 - ii. PNUR 1330: Absences greater than 2 days will result in a clinical failure
 - iii. **Exception PNUR 1341 clinical rotations. Please refer to course supplemental syllabus for further details.
 - b. Upon an absence, a mandatory conference regarding the reason for the absence must be completed within one week. The conference must be documented on the clinical absence form. Copies will go to the student's file, clinical faculty, clinical coordinator, and the student.
 - c. Consistent tardiness of greater than or equal to 5 minutes on three separate occasions will result in a clinical absence.
 - d. Tardiness of more than 30 minutes will be recorded as a clinical absence. No half-day absences are allowed.
2. Students are expected to follow the dress code for clinical at all times as defined in this handbook. Students who do not adhere to the dress code, will not be able to attend clinical. The attendance policy for clinical will be adhered to related to any absences due to dress code violations.
3. Students are required to adhere to the "The Code for Practical Nurses" and "The Standards for Practice" for Practical Nurses, HIPAA/Patient Confidentiality Act, Ohio Board of Nursing Student Conduct rules, the Cuyahoga Community College Student Conduct Policy, policies and procedures of any institution or facility where they may be assigned, and the Social Media Policy. Students who fail to adhere to any of the above listed policies will be:
 - a. Dismissed with an earned grade of "F" for the course.
 - b. Dismissed from the nursing program.

4. In the event the student is unable to perform satisfactorily in the clinical area, the student may be:
 - a. Dismissed from the clinical area for the day and given an absence for the day. The attendance policy will be adhered to.
 - b. Sent to the Nursing Skills Lab Director (or designated lab personnel assigned by the Lab Director) with a specific prescription.
 - c. Given a signed prescription to return to the clinical area after the instructor or Nursing Skills Lab Director (or designated lab personnel assigned by the Lab Director) has observed satisfactory performance.
 - d. Dismissed with a grade of "F" if the following performance jeopardizes patient safety.
 - a. *patient/facility safety is jeopardized by unsafe clinical performance
 - b. the ethical and legal framework of the nursing profession is violated
 - c. preparation for clinical assignments are not complete
 - d. clinical time is missed
 - e. instructor and hospital are not notified of expected tardiness or absence

*Unsafe clinical performance: when the student's activity/behavior or lack of activity/behavior jeopardizes the patient's physiological or psychosocial integrity, violates principles of asepsis and/or disrupts the clinical facility/unit environment.

5. Must maintain all required clinical compliance requirements. Students that have lapsed records may not attend clinical until all requirements are current. The attendance policy will be adhered to regarding any missed days due to lapsed clinical compliance requirements.

Clinical Remediation

Nursing instructors will refer students for required special tutoring when, in the instructor's judgment, the student needs assistance. Prescriptions will be issued with documentation of what assistance is needed and the time frame for completion. Once the prescription is signed by the student and the clinical instructor, the Director of the Skills Labs is notified. The student must call the Lab Director to arrange an appointment time for remediation. Attendance for remediation is mandatory. The Nursing Skills Lab Preceptor or Training Specialist will determine if the skills have been demonstrated satisfactorily and will provide documentation to the student. The signed prescription and Skills Lab documentation will be required for the student to return to the clinical setting.

Clinical Hours

The Practical Nursing Program is committed to providing the clinical hours listed in the syllabus. To meet this obligation should the college, Practical Nursing program, or clinical instructor cancel clinical time every effort will be made to reschedule the required clinical hours. This standard does not change the Student Attendance policy as outlined in the PN student hand book. Therefore, the time is not to be used as clinical makeup time for student absence nor any other purpose.

Important Notice about Clinical Experiences

1. Clinical experiences in the Modified Evening program may start as early as 2:00 pm.
2. Clinical experiences may include evening as well as Saturday and Sunday rotations for both day and evening sections.

CLINICAL COMPLIANCE REQUIREMENTS

The hospital/health care agencies establish various clinical requirements prior to attending clinical practice within their facilities. Students MUST adhere to these requirements by the designated timeline or attendance is prohibited. These requirements are subject to change based on clinical affiliate policies. See following paragraph regarding ACEMAPP.

ACEMAPP

ACEMAPP is the current clinical placement system. Clinical assessment testing must be completed through ACEMAPP before students can be placed in clinical rotations. There are 5 clinical assessment exams. Students are allowed to attempt each exam 3 times. After three unsuccessful attempts in the completion of the ACEMAPP assessment exam(s), the student will be required to undergo remediation. Upon completion of the remedial process, the student must submit a signed remediation form to his/her assigned nursing program manager for authorization for a fourth and final attempt. If the student is unsuccessful in the fourth and final attempt, he/she will not be placed in a clinical rotation for that semester; therefore, will be automatically dismissed from the nursing program. Students desiring to re-enter, must do the following: New students must request delayed admission. Progressing students must request readmission and follow the readmission process.

Immunizations

For the most current immunization requirements please visit:

<http://www.tri-c.edu/programs/nursing/documents/student-health-requirements-form.pdf>

Please note that the requirements can change depending on the hospital/health care facility agreements.

CPR

A course in cardiopulmonary resuscitation must be completed prior to the scheduled orientation date. Students are required to provide documentation of the current professional level CPR course. The required CPR course must be BLS for Healthcare Providers course earned through the American Heart Association (AHA). No other course will be accepted. When submitting documentation of AHA certification a copy of the card, certified letter, certificate, electronic verification, the eCard, or other form of validation deemed acceptable by the program may be used. When submitting a CPR card for documentation of certification, the copy of the card must be front and back of the card. The card, letter, or certificate must be signed. If submitting the eCard certificate of completion, it must show the unique ID and QR code for verification purposes. Students who fail to complete the approved course in cardiopulmonary resuscitation will be administratively dropped from the program. Students must maintain current CPR certification throughout the Nursing Program.

Background Check (BCI)

All students enrolled in Health career and Nursing programs requiring off campus clinical experiences are required to complete a background check that includes fingerprinting and a court search. Students returning to a Health career program after one year of absence will need to complete another BCI. Students with a BCI record are not guaranteed acceptance into a clinical site, acceptance by their professional licensure/registration board, or employment in a health career field. Due to the increased rise in patient identity theft, students with a convicted felony for forgery will not be accepted into a health career program. Log onto <http://www.tri-c.edu/programs/health-careers/background-check-information->

[bci.html](#) for further information. Reports from the background checks will be accessed by the Office of Compliance. Please be assured that this information will be kept confidential.

Malpractice Insurance

Malpractice (liability) insurance coverage is mandatory for all students throughout the entire Nursing program. Upon registration for a clinical nursing course a fee is assessed for malpractice coverage (this fee appears on tuition bill).

The insurance for LPNs does not carry the coverage necessary for practicing as an Associate Degree nursing student.

Health Insurance

Students must have a health insurance plan which is in effect throughout the entire semester. Proof of purchase of health insurance is required before admittance to the clinical area. Nursing students must present proof of their health insurance plan.

***Sliding scale is not insurance and will not meet the requirements for a health career program admission.

Documents or copies of materials including clinical evaluations submitted to the Division of Nursing will not be returned. Students should make and retain copies of all documents before submission.

DRESS CODE AND UNIFORM

An official uniform is required for the clinical setting. Descriptions, model numbers, and supplier contact information for the student nurse uniform is located on the PN Blackboard Group Site. Questions concerning the uniform may be directed to the Division of Nursing Education Office.

Female (Dress or Pantsuit)

Uniform	White School Uniform with school insignia (left sleeve). Long sleeve garments can be worn under a lab coat as long as it is white
Maternity Smock	White (3/4 length)
Hose	White
Socks	White only with pants
Shoes	White (closed toe and heel)
Lab Coat	Plain white, knee-length with school insignia* (left sleeve)
Identification	Name Pin

The uniform of the pregnant student will consist of a 3/4 length white smock with the school insignia on the left sleeve. This will be worn over the pants or the skirt of the uniform during the clinical experience.

Males

Uniform	White Scrub top with school insignia (left sleeve); on the Practical Nursing Student uniform blue ribbing on the sleeves. White undershirt underneath; Long sleeve garments can be worn under a lab coat as long as it is white
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Pant	White
Socks	White
Shoes	White (closed toe and heel)
Lab Coat	Plain white, knee-length with school insignia* (left sleeve)
Identification	Name Pin

***Insignia is available for purchase at the Campus Bookstores**

A complete uniform includes the following:

1. A name pin above the left breast pocket (purchase from uniform shop) with a white background and black lettering, stating status (Ms. or Mr.), first initial, last name, N.S. (for Nursing Student), Cuyahoga Community College.
Example: Ms. J. Phillips, N.S.
Cuyahoga Community College
2. Bandage scissors, stethoscope, watch with a second hand, and black and red ball point pens, and pen light.
3. The student is expected to present a professional appearance in the classroom, skills lab, and clinical care setting:
 - a. Casual business dress is appropriate for the classroom and lab. Jeans worn in lecture or lab must be neat and clean.
 - b. Lab coats are to be worn to lab. Lab coat should cover the knee when sitting or standing.
 - c. Shorts, cut-offs, exposed cleavage/midriff, clinging tops, tight pants and short skirts may not be worn to lab or clinical.
 - d. No head gear (caps, decorative scarves, etc.) is acceptable in the classroom, lab, or clinical, except head coverings worn for religious reasons.
 - e. At all times for lab, clinical and class, all apparel should be wrinkle free and clean.
 - f. Shoes worn in the lab should be clean, flat with closed heel and toes. Sandals will not be permitted in the lab.
4. Additional Clinical Setting Guidelines:
 - a. Dresses and skirts should be knee length. Pantsuit hems should touch the top of the shoe.
 - b. No sandals, opened toed or heel shoes, or clogs are permitted in the clinical area; shoes must be clean, flat and white.
 - c. Under garments must be worn. No visible colored underwear/garment lines, thongs, logos on underwear will be accepted.
 - d. Hair must be neat and of natural color. Clean, controlled, secured, and off the uniform collar. No decorative ornaments, headbands or hats are to be worn. Facial hair is acceptable if it is neat and trimmed. Head coverings for religious purposes are allowed.
 - e. A plain wedding band and one pair of small post earrings (one in each earlobe) are the only acceptable jewelry. No visible gauging or ear piercings. All other visible body piercings are not permitted.
 - f. Tattoos must be covered.
 - g. Gum chewing is not permitted.
 - h. Sweaters are to be plain white or navy blue. Sweaters are not worn in patient care areas.
 - i. Fingernails should be clean and short (e.g. nails cannot be seen when looking at the palm of the hand.) Neither nail polish nor artificial nails are permitted.

STUDENT ILLNESS AND INJURY PROCEDURE

Illness in the Classroom or Nursing Skills Laboratory Setting

The instructor will follow the campus-wide policy for a Medical Emergency depending on the severity of the illness. The student will be asked to leave the classroom setting when an incapacitating illness (not an emergency) occurs. The instructor will recommend the appropriate assistance and/or a visit to the student's personal physician or other healthcare provider as appropriate. This will count as an absence according to the Attendance Policy.

Medical Emergency in the Classroom or Nursing Skills Laboratory Setting

- Dial extension 4911 to report the injury or illness. Campus Police and appropriate response personnel will provide immediate support.

Please note: All calling instructions in this guide are written for use with College phones.

* IF YOU MUST USE YOUR CELL PHONE TO REPORT AN EMERGENCY – DIAL 216-987-4325. A 911 call made from your cell phone – even if you are on campus – goes to an off-campus police dispatcher. That dispatcher has limited knowledge of campus buildings and College response capabilities which may postpone response times.

- Safety services help best when given vital information quickly and clearly. When dialing extension 4325 or 4911 you should:
 1. State your name;
 2. Give the extension from which you are calling. If you are calling from a College phone, look on the label by the handset cradle or on the digital display screen for the extension;
 3. State the type of emergency;
 4. Give the location of the emergency. Start with the District location/Campus, then room number;
 5. Provide assessment of services needed. Share if you think the situation calls for an ambulance, the fire department, the police, etc.;
 6. Unless you must leave, stay on the phone to allow further direct communication.

Illness that Occurs in the Clinical Setting

In the event of a nonemergency illness, the faculty will be notified immediately. The student will be instructed to leave the clinical setting when an illness occurs. The faculty member may recommend a visit to the student's personal physician or other healthcare provider as appropriate. When transportation is needed, the student is responsible to make transportation arrangements. This will count as an absence if more than 50% of the clinical hours are missed. Faculty is responsible to notify the Course Coordinator who will follow up with the Nursing Office.

Medical Emergency or Injury to a Nursing Student in the Clinical Setting

In the event of a medical emergency or injury, the faculty will be notified immediately. Treatment of the injury or medical condition requires consent of the student (as fees may be assessed). The faculty may recommend a visit to the student's personal physician, healthcare provider, or emergency care facility. When transportation is needed, the student is responsible to make transportation arrangements. The clinical facility policy will be followed regarding completion of an Incident Report. A Cuyahoga Community College Incident Form must be completed and forwarded to Risk Management and a copy to the Nursing Office. The copy is to be placed in the student's file. Faculty is responsible to notify the

Clinical Coordinator who will follow up with the Nursing Office as soon possible.

Note: If the student receives treatment at a clinical facility, the student and/or the student's insurance provider is responsible for payment.

Student Exposure to Blood or Body Fluids in the Clinical Setting

Students may come into contact with blood and other body fluids during their clinical learning experiences. In the event an exposure occurs, the faculty should be notified immediately. Clinical institution policies regarding exposure are to be followed. Faculty are responsible to notify the Course Coordinator who will follow up with the Nursing Office. A Cuyahoga Community College Incident Form must be completed and forwarded to Risk Management and a copy to the Nursing Office. The copy is to be placed in the student's file. Faculty are responsible to notify the Course Coordinator who will follow up with the Nursing Office as soon possible.

Students should be aware they may incur medical expenses in the event of an accident or illness at a clinical site.

STUDENT EVALUATION OF NURSING COURSES AND CLINICAL SITES

The student nurse will be given an opportunity to evaluate the Practical Nursing Courses, Clinical Instructors, Nursing Labs and Clinical Sites on a routine basis according to the policies and procedures set by the College and the Program. The student nurse will be assured of autonomy, privacy and freedom to evaluate the above according to ethical standards. Students are required to complete these evaluations each semester.

STUDENT CONDUCT AND PROFESSIONAL CODE OF ETHICS REGULATIONS AND GUIDELINES

Academic Honor Code

Any student found to have committed or to have attempted to commit any act of dishonesty, including cheating, plagiarism, or other forms of academic dishonesty, is subject to the disciplinary sanctions outlined in the Student Judicial System.

Refer to the [Student Conduct Code 3354:1-30-03.5](#) and [Student Judicial System 3354:1-30-03.6](#) for more information about violations and College disciplinary procedures. The Student Conduct and Academic Honor code can be accessed via My Tri-C Space on the Student Services tab. The policies are located in the College Guidelines channel located near the bottom of the page.

- Penalties for Academic Dishonesty are defined in the [Student Judicial System 3354:1-30-03.6 - \(D\) Sanctions](#).
- Plagiarism as Academic Dishonesty is defined in **Tri-C Student Handbook** via My Tri-C Space on the *Student Services* tab under *College Guidelines*.

Use of Cell Phones and Other Electronic Devices

All cell phones must be turned off or placed on vibrate mode (silent) while students are in class. Similarly, other electronic devices – PDAs, pagers, instant message devices, games, other handheld devices, and laptop computers – should be silenced and stowed in a secure place during class.

Faculty members may make exceptions to this policy in cases in which students are using electronic devices for academic purposes related to the class. For example, in many cases, faculty members may permit the use of laptop computers if students are using the computers to take notes or for purposes related to the class. Students should check with their instructors about which devices are permissible in class. This includes use of all recording devices.

Faculty members have the right to instruct students to turn off laptops and other devices, and to stow those devices in secure places, in any class. Students who fail to follow the directions of a faculty member in class may incur disciplinary action up to and including suspension and dismissal from the nursing program.

Any student who uses electronic devices in any act of dishonesty will incur full disciplinary sanctions, according to the Cuyahoga Community College Student Handbook. This includes students who participate in the improper sharing of information about tests via electronic devices, e.g., text messaging or posting on social media sites exam questions or answers, emailing information about exams, sending voicemail messages about exams or tests, or any similar use of technology to engage in academic dishonesty.

Adapted from <http://www.trinitydc.edu/policies/electronic-devices-in-the-classroom/>

Social Media

Social media is defined as, but not limited, to web-based or mobile technologies used for interactive communication. Examples of social media include but are not limited to collaborative projects (e.g., Wikipedia), blogs and microblogs (e.g., Twitter), content communities (e.g., YouTube), social networking sites (e.g., Facebook, Snapchat, Instagram), virtual game worlds (e.g., World of Warcraft), and virtual social worlds (e.g., Second Life). Regardless of how these forms of media are used students are responsible for the content they post or promote.

Anything posted to a social media site is potentially open to public viewing creating potential unintended outcomes. Deleting content never removes the material from potential internet access. Additionally inappropriate content may affect a student's professional reputation for years to come; as many employers and academic institutions routinely search potential candidate's online reputations. Therefore, nursing students must maintain strict adherence to standards of professionalism when posting to social media sites.

Postings on social networking sites are subject to the same professional standards as any other personal interactions. Students are prohibited from disclosing any of the following through social media:

1. Protected Health Information, as defined by the Health Insurance Portability and Accountability Act (HIPAA). This includes posting information where patient identifiers have been removed.
2. Confidential, non-public or proprietary information about patients and families, clinical facility staff or clinical institutions; of the School, its employees and students;
3. Copyrighted or intellectual property*** belonging to the faculty or college.

4. Comments that express or imply sponsorship or endorsement by the College, unless the individual is officially authorized to act in this capacity for this purpose on behalf of the College.
5. Taking and displaying photos/videos of patients, or photos depicting the body parts of patients.

Students in violation of this policy will be considered as having violated the Cuyahoga Community Student Conduct Code and Ohio Board of Nursing Student Conduct Code, and will be dismissed from the nursing program and/or college.

***NOTICE OF FACULTY COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS. Any intellectual property displayed or distributed to students during or after a course (including but not limited to Power points, notes, quizzes, examinations) by any professor(s) remains the intellectual property of the professor(s). This means that the student may not distribute, publish or provide such intellectual property to any other person or entity for any reason, commercial or otherwise, without the express written permission of the professor(s).

Vandalism

Any destruction of property in the nursing skills lab, clinical lab and/or the classroom may result in permanent dismissal from the Nursing Program.

Chemical Substance Abuse

If at any time a faculty member and/or clinical affiliate employee observes signs of the effects of mood-altering drugs in a nursing student in the classroom, lab, or clinical setting, a drug screen will be required of the student at that time and at the student's expense. These signs may include, but are not limited to the following: altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation, profuse diaphoresis, convulsions, slurred speech, emotional instability, delirium, hallucinations, depression, paranoia, hostility, hyperreflexia, and lethargy.

Any violation of this policy will result in one or more of the following actions:

1. Students will be required to sign a release of medical information form.
2. Immediate blood alcohol level testing and/or urine drug screen testing.
3. Suspension from the nursing program.
4. The student will be required to complete a chemical dependency evaluation at their own expense. The treatment and rehabilitation program as recommended by the agency must be followed as a condition for continuance in the nursing program.
5. The student will provide copies of the aftercare plans and the contracts to the Dean of Nursing (in writing) for acceptance or rejection of the recommendation.
6. After the student has completed the treatment plan and met the terms of the contract, and the recommendation of the agency has been obtained, the student will be considered for return to full student status. It should be noted that the student must follow the readmission policy of the Division of Nursing Education.
7. Upon one repeat violation of this policy, the student will be permanently dismissed.
8. Any refusal, on the part of the student, to participate in the recommended treatment and rehabilitation program will result in dismissal from the nursing program.

Criminal History

Students who are convicted of a crime of any type, other than a minor traffic violation, must report the offense to the applicable program manager in writing within thirty (30) days of conviction (conviction includes plea arrangements, guilty pleas, pleas of no contest, findings of guilt, etc.).

For the most recent information regarding criminal history and nursing please visit the Ohio Board of Nursing website at

<http://www.nursing.ohio.gov/Discipline.htm>



Ohio Board of Nursing

www.nursing.ohio.gov

17 South High Street, Suite 400 • Columbus, Ohio 43215-7410 • (614) 466-3947

CRIMINAL HISTORY FACT SHEET

Currently, there are eleven offenses that are *automatic bars* to obtaining a nursing license for applicants who entered a prelicensure nursing education program after June 1, 2003. This means that the Board of Nursing (Board) is prohibited from issuing a license to a person who has pled guilty to, been convicted of, or has a judicial finding of guilt for one of the offenses listed below.

•Aggravated Murder • Murder • Voluntary Manslaughter • Felonious Assault •Kidnapping • Rape • Aggravated Robbery • Aggravated Burglary • Sexual Battery • Gross Sexual Imposition • Aggravated Arson • or a substantially similar law of another state.

In addition, the Board may propose to deny an application, or place restrictions on a license granted, for a conviction of, a plea of guilty to, a judicial finding of guilt of, a judicial finding of guilt resulting from a plea of no contest to, or a judicial finding of eligibility for intervention in lieu of conviction for the following: (1) any felony (that is not an absolute bar); (2) a crime involving gross immorality or moral turpitude; (3) a misdemeanor drug law violation; or (4) a misdemeanor in the course of practice. **In regard to these four types of offenses, the Board is unable to advise or give a definitive answer about the effect a criminal history will have on the ability to obtain a nursing license in the State of Ohio.**

The Board does not have the authority to make a determination or adjudication until an application has been filed. If an applicant has a criminal history, the Board conducts a thorough investigation and considers a number of factors, including but not limited to: whether the applicant has made restitution, completed probation and/or otherwise been rehabilitated; the age of the offense; the facts and circumstances underlying the offense; and the total number and pattern of offenses.

Please also be advised that although the Board may grant a license to an applicant who has a criminal offense history, an individual may be restricted from working in certain settings based on his or her criminal history due to federal and state laws, which require criminal records checks prior to employment in certain settings, and which may impose absolute or discretionary bars to employment in certain patient care settings, for example, in facilities or settings involving care provided to older adults, disabled adults, or children. *See, e.g., Ohio Administrative Code Chapters 3701-60-07; 173-9-07; 5101:3-45-11; 5123:2-2-02; 5101:3-45-11.*

Similarly, the Board cannot answer questions regarding one's eligibility to attend nursing school or participate in clinical instruction. Nursing programs vary in regard to enrollment criteria, so it is recommended that you contact the nursing program to determine whether you are eligible to enroll.

OHIO BOARD OF NURSING: STUDENT CONDUCT

(excerpt from Ohio Administrative Code 4723-5)

<http://codes.ohio.gov/oac/4723-5-12>

- A. In addition to the policies required in paragraph (A) of this rule, the program administrator 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 under that chapter, including, but not limited to the following:
- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
 - (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
 - (3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, 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.

Effective: 2/01/2014

R.C. [119.032](#) review dates: 10/15/2016

Promulgated Under: [119.03](#)

Statutory Authority: [4723.07](#)

Rule Amplifies: [4723.06](#)

NALPN CODE FOR LICENSED PRACTICAL/VOCATIONAL NURSES

“The Code, adopted by NFLPN (now NALPN) in 1961 and revised in 1979, provides a motivation for establishing, maintaining and elevating professional standards. Each LP/VN, upon entering the profession, inherits the responsibility to adhere to the standards of ethical practice and conduct as set forth in this Code.”

1. Know the scope of maximum utilization of the LPN as specified by the nursing practice act and function within this scope.
2. Safeguard the confidential information acquired from any source about the patient.
3. Provide health care to all patients regardless of race, creed, cultural background, disease, or lifestyle.
4. Uphold the highest standards in personal appearance, language, dress, and demeanor.
5. Stay informed about issues affecting the practice of nursing and the delivery of health care and, where appropriate, participate in government and policy decisions.
6. Accept the responsibility for safe nursing by keeping oneself mentally and physically fit and educationally prepared to practice.
7. Accept responsibility for membership in NALPN and participate in its efforts to maintain and the established standards of nursing practice and employment policies which lead to quality patient care.

Adapted from “Nursing Practice Standards,” (NFLPN) National Federation of Licensed Practical Nurses, Inc. 1991 (NFLPN Reviewed 06/04)

STANDARDS FOR THE PRACTICE OF PRACTICAL NURSING

Education

The Licensed Practical/Vocational Nurse:

1. Shall complete a formal education program in practical nursing approved by the appropriate nursing authority in a state.
2. Shall successfully pass the National Council Licensure Examination for Practical Nurses.
3. Shall participate in initial orientation within the employing institution.

Legal/Ethical Status

The Licensed Practical/Vocational Nurse:

1. Shall hold a current license to practice nursing as an LP/VN in accordance with the law of the state wherein employed.
2. Shall know the scope of nursing practice authorized by the Nursing Practice Act in the state wherein employed.
3. Shall have a personal commitment to fulfill the legal responsibilities inherent in good nursing practice.
4. Shall take responsible actions in situations wherein there is unprofessional conduct by a peer or other health care provider.

5. Shall recognize and have a commitment to meet the ethical and moral obligations of the practice of nursing.
6. Shall not accept or perform professional responsibilities which the individual knows (s)he is not competent to perform.

Practice

The Licensed Practical/Vocational Nurse:

1. Shall accept assigned responsibilities as an accountable member of the health care team.
2. Shall function within the limits of educational preparation and experience as related to the assigned duties.
3. Shall function with other members of the health care team in promoting and maintaining health, preventing disease and disability, caring for and rehabilitating individuals who are experiencing an altered health state, and contributing to the ultimate quality of life until death.
4. Shall know and utilize the nursing process in planning, implementing, and evaluating health services and nursing care for the individual patient or group.

a. Planning: The planning of nursing includes:

- 1) assessment/data collection of health status of the individual patient, the family and community groups
- 2) reporting information gained from assessment/data collection
- 3) the identification of health goals.

b. Implementation: The plan for nursing care is put into practice to achieve the stated goals and includes:

- 1) observing, recording and reporting significant changes which require intervention or different goals
- 2) applying nursing knowledge and skills to promote and maintain health, to prevent disease and disability and to optimize functional capabilities of an individual patient
- 3) assisting the patient and family with activities of daily living and encouraging self-care as appropriate
- 4) carrying out therapeutic regimens and protocols prescribed by personnel pursuant to authorized state law.

c. Evaluations: The plan for nursing care and its implementations are evaluated to measure the progress toward the stated goals and will include appropriate person and/or groups to determine:

- 1) the relevancy of current goals in relation to the progress of the individual patient
- 2) the involvement of the recipients of care in the evaluation process
- 3) the quality of the nursing action in the implementation of the plan
- 4) a reordering of priorities or new goal setting in the care plan.

5. Shall participate in peer review and other evaluation processes.
6. Shall participate in the development of policies concerning the health and nursing needs of society and in the roles and functions of the LP/VN.

Continuing Education

The Licensed Practical/Vocational Nurse:

1. Shall be responsible for maintaining the highest possible level of professional competence at all times.
2. Shall periodically reassess career goals and select continuing education activities which will help to achieve these goals.
3. Shall take advantage of continuing education and certification opportunities which will lead to personal growth and professional development.
4. Shall seek and participate in continuing education activities which are approved for credit by appropriate organizations, such as the NALPN.

Specialized Nursing Practice

The Licensed Practical/Vocational Nurse:

1. Shall have had at least one year's experience in nursing at the staff level.
2. Shall present personal qualifications that are indicative of potential abilities for practice in the chosen specialized nursing area.
3. Shall present evidence of completion of a program or course that is approved by an appropriate agency to provide the knowledge and skills necessary for effective nursing services in the specialized field.
4. Shall meet all of the standards of practice as set forth in this document.

PROCEDURE FOR NURSE ASSISTANT STATE TESTING

Practical Nursing students have an opportunity to become State Tested Nurse Assistants (STNA) as long as the student is in good academic standing and currently enrolled in the program. Any Practical Nursing student that has completed eight (8) weeks of PNUR 1200 & and completed PNUR 1210 plus thirty (30) clinical hours in PNUR 1210 is eligible to take the STNA exam. Students who are interested and eligible to take the STNA exam can obtain more information from the PN Program Manager.

Information about the state exam (application, candidate handbook, sample questions, etc.) can be found on website www.hdmaster.com. Note that testing is only provided to the PN and RN students of Cuyahoga Community College.

STUDENT SUPPORT SERVICES/RESOURCES

PN Blackboard Group Site

The PN Blackboard Group Site is a self-enroll blackboard site that contains various information relevant to the AND Nursing Program. Students are responsible for checking the ADN Program Group Site regularly for important program information. Failure to access this information does not absolve a student from knowing the content.

Student Nurse Association

Cuyahoga Community College Chapter of the National Student Nurses Association

The National Student Nurses Association (NSNA) has several missions. The first being "to organize, represent, and mentor students preparing for initial licensure as registered nurses as well as those nurses

enrolled in baccalaureate completion programs." NSNA has a direct influence into the standards of nursing education.

Another mission of NSNA is "to promote and encourage participation in community affairs and activities toward improved health care as well as being advocates for high quality health care". NSNA is the precursor to your professional society. Some of the benefits of NSNA membership include discounts on professional journals, uniforms, Barnes and Noble purchases, and eligibility for scholarships. Perhaps the most significant reason to belong is that NSNA membership translates into a professional commitment.

Lastly, "NSNA promotes development of skills needed to be a responsible and accountable member of the nursing profession". Participation in NSNA reflects an interest in the nursing career and informs future employers that NSNA member's value professionalism. Regardless of the effort put forth, be it large or small, your involvement will influence the course of the future of the nursing profession as well as your education. So join today and be a part of the Cuyahoga Community College Nursing Tradition. As a member of the NSNA, you are automatically a member of the Cuyahoga Community College SNA.

Please view the National Student Nurses' Association website at the following link for membership application, NSNA by-laws, chapter officer responsibilities, and further information - <http://www.nсна.org>.

Counseling

A fully staffed counseling and academic advising department is available on all three campuses. Services offered are academic, career, psychological, personal, and social adjustment counseling.

An academic counselor should be consulted upon entry in the program for assistance in choosing course offerings. Students should seek counseling services on the campus where their records are located.

OFFICES ARE OPEN DAYS AND EVENINGS MONDAY THROUGH THURSDAY, DAYS ON FRIDAY, AND ON SATURDAY MORNINGS. APPOINTMENTS ARE ENCOURAGED. A COUNSELING BROCHURE AND A WELCOME BOOK ARE AVAILABLE IN THE COUNSELING OFFICE ON EACH CAMPUS.

Disability Services – ACCESS Program

The Access Program provides classroom accommodations and support for students with disabilities who are enrolled at Tri-C. To receive services, students must make an appointment to meet with an Access Student Advisor and present documentation of disability. The Access Office recommends scheduling the appointment at least eight weeks prior to the start of classes; some services may require additional time. Services are individualized and may include advising, test proctoring, support groups, books in alternate format, assistive technology, and sign language interpreting. The Access Program is funded by the U.S. Department of Education, the state of Ohio and Tri-C. Please visit our website under Student Services at <http://www.tri-c.edu/access/> or call for additional information or to schedule an appointment.

<u>Campus</u>	<u>Voice</u>	<u>TTY</u>
East	216-987-2052	216-987-2230
Metro	216-987-4344	216-987-4048
Westshore	216-987-5079	216-987-5117

Faculty Advising

Nursing faculty is available during regularly scheduled office hours to assist students as they progress through the program. Students and faculty cooperatively develop strategies to enhance clinical, classroom, and laboratory performance. The student may be referred to appropriate college resources as indicated. It is the student's responsibility to seek assistance before serious problems arise.

Nursing and Allied Health Careers Student Success Center

The Nursing and Allied Health Careers Student Success Center is located on Metro Campus MHCS #332, phone 987-4308. Resource materials and tutoring for Nursing and the Health Sciences is available in the Success Center.

Tutoring - General

Tutoring for support courses is available at each campus Learning Developmental Center. East Campus: 987-2280; Metro Campus: 987-4600 and West Campus: 987-5200.

Tutoring - Nursing

Nursing tutoring is available on Metro Campus through the Student Success Center. Tutoring for off-campus and other campus sites is available. Students are to check the ADN Program Group Site for posted tutoring schedules for times and locations.

Scholarship Information

Visit the **Cuyahoga Community College web site** for scholarship information at <http://www.tri-c.edu/paying-for-college/financial-aid-and-scholarships/apply-for-scholarships.html>

Websites:

ACEN: <http://www.acenursing.org/>

Cuyahoga Community College Nursing: <http://www.tri-c.edu/programs/nursing/>

NCSBN: <https://www.ncsbn.org/nclex.htm>

Ohio Board of Nursing: <http://www.nursing.ohio.gov/>

Metro Campus Address/Map

2900 Community College Ave. Cleveland, Ohio 4411

By automobile: Motorists can reach the campus by traveling east or west via Euclid or Carnegie Ave. to East 30th Street and then south to the campus. From I-77 northbound take the Cuyahoga Community College exit (East 30th Street) onto Woodland Ave. From I-90 eastbound and I-71 northbound take the exit to I-77 south and immediately exit onto East 30th Street.

Please note: All vehicles on campus must have a displayed "hangtag" permit to park. Permits are good

for use on all campuses and can be purchased at any campus Student Business Office or Bookstore. If you are a current student or have a *my Tri-C space* account, permits can also be purchased online. Permit parking is \$0.75.

Visitor parking is available in designated areas around campus and is \$1.00 for a two hour time block which must be paid at the Visitor Parking Meter Stations located adjacent to the Visitor parking area.

By bus: Routes #14 Kinsman, #15 Union, #25 Madison, #33 Central, #35 Broadview/Quincy, and #247

Outer Loop.

By rail: #66 Red Line, #67X Van Aken Blue Line and #67AX Shaker Green Line provides connecting service with route #15 Union from the East 34th Campus Station. Routes #14 Kinsman, #15 Union, #25

Madison, #33 Central, #35 Broadview and #247 Outer Loop provide service from Tower City.

For

additional information and assistance call the RTAnswerline at (216) 621-9500, TDD service (216) 781-

4271 or visit www.riderta.com.

METROPOLITAN CAMPUS & UNIFIED TECHNOLOGIES CENTER

