



# **HANNAH E. MULLINS SCHOOL OF PRACTICAL NURSING**

## **ADMISSION PACKET**

Accredited by the NLNAC, [www.NLNAC.org](http://www.NLNAC.org)

Approved by the Ohio Board of Nursing, [www.nursing.ohio.gov](http://www.nursing.ohio.gov)

Reviewed/revised: 3/10; 3/11; 10/11; 3/12

## Physical Exam Requirements

A student's seat will be offered to another applicant if (a) the forms are not filled out completely and correctly, and (b) submitted to the office 2 weeks prior to the first day of classes. The following paragraphs describe the requirements, explain how these requirements are met, and identify the forms for meeting them.

1. **Health Related Requirements** – Successfully completing a nursing education program and learning how to correctly implement nursing care is physically, mentally and sometimes, emotionally demanding. Consequently, it is important for HEMSPN faculty and staff, as well as the potential nursing student, to know whether the student is capable of meeting these demands with minimal potential for injury to self or others. Therefore, medical certification that the entering nursing student is capable of meeting the demands and stresses of nursing and the HEMSPN program is an entrance requirement. The medical certification is met by documentation of: (a) personal health history and risk factors, (b) current health status through a physical examination, (c) an essential functions assessment, (d) documentation of dates that the student received the required immunizations or evidence of positive titers, (e) tuberculosis screening, and (f) current cardiopulmonary resuscitation (CPR) certification for healthcare providers. Each of the required forms, except the CPR certification, must be *completed, properly documented, and submitted* to Hannah E. Mullins School of Practical Nursing **four (4) weeks prior** to “Orientation Day”.

- 1.1 **Current Health Status and Physical Examination (Appendices E and F)** – The personal health history assists the physician in determining the applicant's present health status and health risks. It also helps the applicant to be more aware of own health risks and how to adopt health behaviors for prevention of potential problems. Thus, this admission requirement may be the initial step in the socialization process of becoming a licensed practical nurse.

- 1.1.1 The physical examination identifies the applicant's current health status and assists in determining the capability of the applicant to meet the physical demands of nursing education and the nursing profession. The physical examination must occur no later than six months prior to “Orientation Day”.

- 1.2 **Essential Functions (Appendix G)** – The Hannah E. Mullins School of Practical Nursing, in compliance with the Americans with Disabilities Act, does not discriminate against qualified individuals with documented disabilities. The following information about the essential functions necessary to implement technically accurate, safe nursing care can assist individuals who are interested in the nursing profession to make an informed decision regarding their career choices. These essential functions are considered vital for the implementation of safe nursing care and, therefore, for successful completion of the HEMSPN program.

Success as a nursing student depends upon many variables. Among them are academic abilities and certain technical skills. In the clinical setting, HEMSPN nursing students, under the supervision of faculty, perform essentially the same physical, mental, and emotional activities as those of a licensed practical nurse. Therefore, ‘essential functions’ is defined as competencies (Appendix C) which represent the minimum abilities necessary to successfully complete course, clinical, and program learning objectives as well as implement safe nursing care. The inability to meet these competencies may interfere with meeting the course, clinical and program objectives and, therefore, may result in termination from the program.

Examples of such competencies are:

- Carrying out procedures that prevent the spread of infection (examples: frequent hand washing with antibacterial soap, frequent use of mask and gloves, create and maintain sterile fields, etc.);
- Lifting and transferring patients, with appropriate assistance if needed, from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers;
- Turning, moving, and repositioning residents/patients in hospital or specialized beds;
- Pivot transferring residents/patients alone or with assistance of another health team member;
- Physically applying adequate pressure to effectively control bleeding, or perform cardiopulmonary resuscitation (CPR);
- Responding and reacting immediately to instructions/requests, monitor equipment, and auscultation (example: listen to and discriminate patient's heart sounds through a stethoscope and respond immediately to any noted problems);
- Satisfactorily completing clinical laboratory experiences up to and including eight hours in length;
- Demonstrating ability to effectively perform a variety of nursing tasks involving observation of objects and persons, depth and color perception, and paperwork;
- Tactilely discriminating between sharp/dull and hot/cold;
- Accurately reading small print for safe, accurate medication administration;
- Performing mathematical calculation for medication preparation and administration;

- Communicating effectively and appropriately, both orally and in writing including the use of a computer;
- Making appropriate decisions in a timely manner when stressful situations arise; and
- Demonstrating ability to perform nursing skills safely and effectively using a variety of equipment. (Larrow, J. 2004)

Students entering the program with a documented disability do so with the understanding that successful progression through the program requires: (a) meeting the same theory, lab, and clinical standards, expectations, requirements and learning objectives as the other nursing students, (b) providing safe, technically accurate nursing care, and (c) following HEMSPN policies and procedures. HEMSPN faculty and staff, whenever possible, will provide a reasonable accommodation to assist disabled students in accomplishing these expectations. The HEMSPN Director/Program Coordinator, the Director of Career Technical and Adult Education, and the HEMSPN nursing faculty evaluate requests for reasonable accommodation and the ability for HEMSPN to meet the requested accommodation.

1.2.1                    **Essential Functions Assessment** – Applicants and their health care provider are responsible for determining their own eligibility in light of the above-identified minimum competencies that are essential for the safe performance of nursing care. Furthermore, evaluation of the student’s ability to perform the minimum acceptable mental and physical competencies is a component of medical certification required by HEMSPN and associated clinical agencies. Therefore, the Essential Functions Questionnaire (**Appendix C**) must be completed, signed by a physician, and returned to the HEMSPN Nursing Office no later than **four (4) weeks** before “Orientation Day” (see the Admission Checklist for the exact due date).

1.3                    **Required Immunizations or Titers (Appendix H)** – The following immunizations or documented immunity (positive titers) are required for admission into the HEMSPN program. To complete this requirement, the most recent date(s) of each vaccination(s) must be documented on the immunization record. If the vaccination dates are unknown or cannot be verified, titers must be drawn. Titers also must be drawn for individuals who had the disease whether or not the disease can be documented. For individuals whose titers indicate no immunity, documented re-vaccination is mandatory.

1.3.1                    Tetanus/Diphtheria/Pertussis Booster – Center for Disease Control (CDC) recommends a **booster every five to ten years** following the original childhood series of three.

1.3.2                    Measles, Mumps, and Rubella (German Measles) – These vaccines usually are given as one (MMR) or they may be administered independently. For adults 18 years of age or older (born during 1957 or later) the CDC recommends **two doses** of MMR (or each vaccine if administered separately) for high risk groups including health care workers and students entering post-secondary education programs if there is no serologic proof of immunity or documentation of a dose given on or after the first birthday.

1.3.3                    Rubeola – Rubeola is another form of measles (“seven day measles”). Documented vaccination or immunity against rubeola is recommended for healthcare workers or for individuals who work with children.

1.3.4                    Varicella (Chicken Pox) – The CDC strongly recommends vaccination and/or documented immunity (titer) for health care workers and individuals working with or caring for children. The second dose is given 4 to 8 weeks after the first one.

**Please note: If both the varicella (chicken pox) and MMR vaccines are needed and not administered on the same day, the vaccines should be administered at least four weeks apart.**

1.3.5                    Hepatitis B – Although this vaccination is optional, HEMSPN faculty and staff strongly recommend it for nursing students. See below for additional information Students who choose to receive the HBV vaccine are responsible for any costs and for submitting proper documentation of the series of three vaccinations to the HEMSPN office. For any student who does not select the vaccination option, the waiver form (Appendix I) must be signed and witnessed by HEMSPN faculty or staff.

**The Hannah E. Mullins School of Practical Nursing  
Statement Regarding Hepatitis B Virus Immunization**

Occupational hazards are an inherent component for many jobs; personal risks are especially high for health care workers and nursing students especially when exposed to communicable diseases and blood-borne pathogens such as Hepatitis B Virus (HBV). Thus, the Occupational Safety and Health Administration (OSHA) has published standards for addressing exposure to blood-borne pathogens. These standards follow guidelines issued by the Center for Disease Control and cover all employees who could encounter blood, body fluids, or infections materials.

The Hannah E. Mullins School of Practical Nursing faculty and staff would like incoming students to be aware of the increased occurrence of and risk for exposure to the Hepatitis B virus (HBV) during clinical learning experiences and for all members of the healthcare team. Although hospitals and healthcare agencies comply with the OSHA standards by immunizing employees against HBV, students need to plan for their own immunization if protection against hepatitis is desired. Therefore, it is highly recommended but, at this time, not required that HEMSPN students receive or initiate the Hepatitis B Immunization protocol prior to admission. Students may check with local health departments, hospitals, work settings, or physicians to inquire about a HBV immunization program. For adequate immunization, three vaccinations and a blood antibody test (titer) are necessary.

- 1.3.6                      **Tuberculosis Screening** – The results of *two* Mantoux tuberculin skin tests must be documented on the immunization record in one of the following ways:

Type	Procedure † ‡	Documentation
<b>Two Step Method:</b> For students who have not had a Mantoux test within the previous year	Initial skin test plus second test conducted two weeks later.	Results of each test.
<b>One Step Method:</b> For students who have documentation of a Mantoux test within the previous year	Skin Test	Results of current Mantoux plus the one conducted within the previous year plus the current skin test.

† If the Mantoux skin test is positive, a radiologist's report of a current chest x-ray must be attached to the physical examination form. If a Mantoux test results converts from a negative to a positive, the student must comply with recommendations regarding follow-up care with the family physician or a county TB clinic and provide documentation.

‡ **Be advised that the MMR (measles, mumps, and rubella) vaccine cannot be administered within six (6) weeks of administration of the Mantoux.**

2.    **Uniforms** – Students are required to wear the official Hannah E. Mullins School of Practical Nursing (HEMSPN) classroom and clinical uniforms only; no substitutions are permitted. The uniforms are fitted by and purchased through:

Pat's Uniforms  
6012 Market Street  
Youngstown, Ohio 44512  
(330) 758-5211

Since students attend theory classes a minimum of two (2) to a maximum of five (5) days per week and a majority of the clinical learning experiences are three (3) full days per week, it is highly recommended students purchase at least three (3) classroom and three (3) clinical uniforms.

The uniforms are ordered and fitted prior to "Orientation Day" and will be delivered once classes begin. Two (2) options are available to cover the cost of the uniforms: 1) Pay a **\$50.00** deposit on the day of the fitting with the balance due upon delivery (2 to 3 weeks later), or 2) Pay the total cost in full on the day of the fitting. The approximate cost for uniforms is \$300.00 payable by cash or money order to Pat's Uniforms. (Prices subject to change without notice)

2.1                      **Additional Uniform/Clinical Requirements:**

- 2.1.1                      All white, professional, leather shoes with quiet heels; no clogs;

- 2.1.2 The HEMSPN wristwatch supplied by the school; no exceptions will be accepted;
- 2.1.3 Student Identification – The student’s name is embroidered on the HEMSPN clinical uniform. Information will be submitted during the fitting.

3. **Required Textbooks and Course Materials** – Students will receive all required textbooks and course materials from HEMSPN with no exception. In this way, students are assured that they have the correct edition and all textbook components as well as required course learning materials. The distribution of textbooks will occur during Orientation Day. Once distributed, the textbook belongs to the student and is nonrefundable.

### OPTIONS FOR FINANCIAL AID

There are several programs and options available to students to assist with meeting educational financial obligations. Some are listed below, but this list is not intended to be all-inclusive.

- Title IV Pell Grant through the United States Department of Education,
- Federal Direct Loan Program
- County One Stop Programs,
- Veterans Training Benefits.

### SIGNIFICANT INFORMATION FOR ALL STUDENTS ENTERING THE NURSING PROFESSION

Following successful completion of any nursing program, the graduate applies to the Ohio Board of Nursing (OBN) for permission to take the pre-licensing examination. The OBN has established criteria for licensure eligibility in the State of Ohio. The newest criteria are related to a history of certain criminal activities, mental illnesses, and drug abuse. The following is for the entering student’s information only and provides further details related to these criteria.

#### 1. Criminal History Record Check/Felony Preclusion:

On April 8, 2002, the governor signed HB 327, a bill that, in part, amends the Nurse Practice Act (law) to require applicants to submit to a criminal records check as part of the application for initial licensure as a nurse in Ohio. The criminal records check includes the Federal Bureau of Investigation (FBI) records and is conducted by the Bureau of Criminal Identification and Investigation (BCII). The bill also allows the Ohio Board of Nursing to automatically preclude (prevent) from initial licensure or certification anyone who has previously been convicted of, pled guilty to, or had a judicial finding of guilt for an egregious (blatant) felony in Ohio or another jurisdiction. The egregious felonies that trigger automatic preclusion (prevention) are: (1) aggravated murder, (2) murder, (3) voluntary manslaughter, (4) felonious assault, (5) kidnapping, (6) rape, (7) sexual battery, (8) gross sexual imposition, (9) aggravated arson, (10) aggravated robbery, and (11) aggravated burglary. For all other misdemeanors or felonies, the Board is required to continue its practice of conducting a full adjudication (hearing and decision) as set forth in Chapter 119 of the Ohio Revised Code to determine whether or not a license or certificate will be issued.

All students entering a nursing program after June 1, 2003 are required to submit their fingerprints to the Bureau of Criminal Identification and Investigation (BCII) for a criminal records check through the BCII and the Federal Bureau Investigation (FBI) check. *Fingerprinting will be conducted at Hannah E. Mullins School of Practical Nursing by Confidential Solutions.* BCII results are mailed directly to the Ohio Board of Nursing and the Hannah E. Mullins School of Practical Nursing within 30 days; FBI results may require as much as four to six months. Licensure applicants are not eligible to test for licensure without the criminal records check, completed current (less than one year) and in their Ohio Board of Nursing file.

The following are specific questions on the *Ohio Board of Nursing Application for Licensure by Examination to Practice Nursing* to which the applicant must attest:

- *Have you ever been convicted of, found guilty of, pled guilty to, pled no contest to, entered an Alford plea, received treatment or intervention in lieu of conviction, or received diversion for any of the following crimes (this includes crimes that have been expunged if the crime has a direct and substantial relationship to nursing practice)?*
  - *A misdemeanor committed in the course of practice in Ohio, another state, commonwealth, territory, province, or country?*
  - *A felony in Ohio, another state, commonwealth, territory, province, or country?*
  - *A crime involving gross immorality or moral turpitude in Ohio, another state, commonwealth, territory, province, or country?*
  - *A violation of any municipal, county, state, commonwealth, or federal drug law. This does not include alcohol related offenses.*

- *Has any board, bureau, department, agency or other public body, including those in Ohio, in any way limited, restricted, suspended, or revoked any professional license or certificate granted to you; placed you on probation; imposed a fine, censure or reprimand against you? Have you ever voluntarily surrendered, resigned or otherwise forfeited any professional license, certificate or registration?*
- *Have you ever, for any reason, been denied licensure or re-licensure, application for licensure or re-licensure, or the privilege of taking an examination, in any state (including Ohio), commonwealth, territory, province, or country?*
- *Have you ever entered into an agreement of any kind, whether oral or written, with respect to a professional license in lieu of or in order to avoid formal disciplinary action with any board, bureau, department, agency, or other public body, including those in Ohio?*
- *Have you been notified of any current investigation of you, or have you ever been notified of any formal charges, allegations, or complaints filed against you by any board, bureau, department, agency, or other public body, including those in Ohio, with respect to a professional license?*

In compliance with the law and so that Hannah E. Mullins School of Practical Nursing (HEMSPN) can assure all clinical sites that enrolled students are not a risk to patients, residents, staff or visitors, the records check is initiated during the first week of classes. The completed records check must indicate that the individual has not been previously convicted of, pled guilty to, or had a judicial finding of guilt for an egregious felony in the State of Ohio or another jurisdiction. If a positive history is indicated, the OBN will not allow the graduate to become licensed in the State of Ohio. Consequently, the student with an egregious criminal history will be dismissed immediately from the program.

If there is a positive history for other specific criminal activity, the OBN may not allow that graduate to become licensed or may place various restrictions on the license. These restrictions could detrimentally affect potential employment. In addition, associated health care agencies may not allow that student to participate in clinical experiences, thus preventing the student from meeting course, clinical, and program learning objectives. Consequently, the student with a positive, but non-egregious, criminal history will meet with the Director of the program to discuss the potential consequences of a specific criminal history. The purpose for this meeting is to prevent an excessive amount of a student's time, energy, and finances expended toward an unattainable goal. The HEMSPN Director is available by appointment to discuss any applicant's/student's concerns about the law.

## 2. **History of Mental Illness**

Although a history of mental health problems may not exclude the nursing graduate from "sitting for state boards", there are specific questions that the Ohio Board of Nursing asks to help the Board members determine eligibility for licensure in the State of Ohio. The specific questions on the Ohio Board of Nursing application are:

- *Have you ever been diagnosed as having, or have you been treated for, pedophilia, exhibitionism, or voyeurism?*
- *Within the last five years, have you been diagnosed with or have you been treated for bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder?*
- *Have you, since attaining the age of eighteen or within the last five years, which ever period is shorter, been admitted to a hospital or other facility for the treatment of bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder?*

## 3. **History of or Current Illegal Use of Chemical or Controlled Substances**

As with the history of mental illness, a history of drug abuse does not automatically prevent the graduate from obtaining a license and practice nursing in Ohio. However, the following are specific questions that the nursing applicant must answer when applying for permission to take the licensure examination:

- *Are you currently engaged in the illegal use of chemical substances or controlled substances?*
- *If you answered "Yes" are you currently participating in a supervised rehabilitation program or professional assistance program which monitors you in order to assure that you are not illegally using chemical substances or controlled substances?*

In addition to the Ohio Board of Nursing criteria, associated clinical agencies may require a drug screening of all nursing students prior to their clinical experiences at that agency. Salem Community Hospital is one such agency and the hospital mandates drug screening prior to any learning experiences. Therefore, at some point during the Junior Level and/or prior to Senior Level clinicals, students are required to sign a consent form, arrive punctually, and provide identity verification at the appointed time for the drug screening. A student whose test indicates the presence of non-prescribed and/or illegal drugs or alcohol in any detectable amount will be disqualified from attending clinical rotations at Salem Community Hospital and,

therefore, dismissed from the program. The dismissal will be based on the student's inability to successfully meet learning objectives for several clinical courses.

### **Health Insurance, Physical and Mental Health Care**

Unfortunately, nursing, as well as other health care professions, place students and practitioners at risk for contracting communicable diseases and for physical injury. Although the HEMSPN faculty makes every attempt to promote safe nursing implementation and to protect the nursing student, there are times when this is not possible, or when circumstances prevent them from doing so. HEMSPN is unable to provide health insurance or to rearrange class and clinical schedules for the student. THEREFORE:

1. It is the responsibility of each student to cover the cost of physician and hospitalization fees incurred while enrolled in the program. In addition, any healthcare fees incurred as a result of any HEMSPN policies, procedures, or experiences are the sole responsibility of the student. Consequently, it is strongly recommended that each student carry adequate medical/health insurance.
2. Should a student become ill/injured during hours of instruction, ie: regular school hours in theory, laboratory or clinical, the student must report to a faculty member or Program Director immediately. If the illness/injury is a threat to the student's or their classmates' or their client's safety, health or wellbeing, the student must leave the classroom, laboratory or clinical setting.
3. If the illness/injury is severe, EMS will be activated and the emergency contact person will be called. For illness/injury not requiring immediate attention the student may leave of own accord or call emergency contact person.
4. All expenses incurred are the responsibility of the student. (See Appendix O).
5. HEMSPN does require follow-up health care and a medical release stating student may return **without restrictions** to ensure the safety of the student, peers, and potential patients when the student returns to clinical experiences.
6. When an illness or injury is deemed an actual or potential threat to the safety of the student, classmates, or potential patients/clients, then the HEMSPN Director and faculty will determine if the student can remain in the program. A medical release is required following illness or injury and when patient safety or the student's ability to meet course/program requirements is questionable. Concurrence by a professional health counselor or another physician will also be required if deemed appropriate by the HEMSPN Director.
7. The HEMSPN student is not an employee of HEMSPN or Salem City Schools or associated healthcare agencies; therefore they are not entitled to Worker's Compensation Benefits. As stated above, the student is financially responsible for any medical or healthcare treatment incurred. However it is required that any student illness or injury, especially that which occurs during clinical experiences, be reported immediately to a faculty member or the HEMSPN Director.
8. Except in the case of an emergency, appointments with private physicians or health clinics shall be made at times that do not conflict with class, laboratory, or clinical experiences.
9. **Pregnancy** - In order to protect the health of mother and fetus, the pregnant student is required to notify the Director and faculty of her pregnancy as soon as possible; this allows time for faculty to evaluate whether an alternative schedule may be desirable, necessary and/or possible. In addition, a written statement from the attending physician that indicates the student's ability to continue the nursing program **without restrictions** must be submitted after each pre-natal visit. If the physician indicates the student cannot continue in the program or the faculty determines an alternative schedule is not possible, then the student will receive a medical leave of absence. Failure to submit written physician statements during the course of a pregnancy will result in a clinical absence and the consequences thereof or dismissal from the program. During her pregnancy, the student is required to maintain appropriate attire and grooming. This includes necessary alterations to the student's uniform. Following delivery and postpartum recovery, a written statement from the attending physician indicating the student's ability to resume clinical responsibilities must be submitted at least one month prior to anticipated return. The student will be scheduled to return to classes and clinicals as seamlessly as possible. Depending on the length of the maternity leave-of-absence, the student may need to pass validation and proficiency exams related to previous theory courses and nursing skills.

### **DISABILITIES**

The practical nursing student, under the supervision of faculty, essentially performs the same physical, mental, and emotional activities as licensed practical nurses. HEMSPN, in compliance with the Americans with Disabilities Act (ADA), does not discriminate against qualified individuals with documented disabilities. The student who enters the nursing program with a disability does so with the complete understanding that they will be expected to meet every course, clinical simulation laboratory, and clinical requirements and expectations as identified in the program, level, course, and clinical objectives. They must also attend, participate and complete satisfactorily all assigned clinical experiences. HEMSPN will make reasonable accommodations for medically documented disabilities. A written request for reasonable accommodations must

be submitted four (4) weeks prior to admission and will be evaluated by the HEMSPN Direct and the HEMSPN nursing faculty.

If the student has to withdraw because he/she cannot reasonably be accommodated, the HEMSPN financial guidelines related to withdrawal/dismissal from the program will apply.

**Health Records** - See enclosed policy and forms.

### **UNETHICAL CONDUCT, UNACCEPTABLE BEHAVIOR/ATTITUDE**

Ethics refers to the moral or philosophical principles from which society defines actions as being right or wrong. Nursing ethics identify how nurses must conduct themselves in relation to their profession, to the patients/clients/residents for whom they provide nursing care, to other members of the health care team, and to the community. Standards in the Code of Ethics of the National Association for Practical Nurse Education and Services (NAPNES) reflect the high ideals that the practical nurse and nursing student integrates into his/her nursing practice.

Unethical professional conduct is any behavior that violates a profession's Code of Ethics and/or Standards of Care. For the HEMSPN nursing program, it encompasses any behavior that violates the Ohio Board of Nursing and the National Association of Practical Nursing Education and Service (NAPNES) Standards of Care or Code of Ethics. Such behavior includes, but is not limited to, cheating, lying, falsifying records, breaching confidentiality, stealing, abusing alcohol or drugs, abusing patients/residents, behaving in a disorderly manner within the school, hospital, or cooperating healthcare agencies, and providing nursing care outside the standards of care for licensed practical nurses.

An undesirable behavior or attitude of the HEMSPN nursing student is defined as the inability to work and cooperate with co-workers and peers, continual antagonism of instructors, staff, or classmates, and/or repeated cause for dissension among classmates or co-workers. Each of the above stated behaviors, in addition to others that would breach the NAPNES Code of Ethics and Standards of Care, accepted standards of professional conduct, and the rules and regulations of the Ohio Board of Nursing are unprofessional and/or illegal and are grounds for dismissal.

### **CLASS SCHEDULE**

Class, laboratory, and clinical hours are scheduled Monday through Friday. Class and laboratory hours are from 8:00 a.m. - 4:00 p.m. Clinical hours are 6:30a.m.-3:00p.m., 7:00 a.m. - 3:30 p.m. except for the afternoon/evening (1:00 p.m. – 9:30 p.m. or 3 p.m. – 11:30 p.m.) and/or weekend clinicals that may be offered.

## APPENDICES

### Appendix A: HEMSPN DRUG FREE POLICY

#### **Purpose and Goal**

Hannah E. Mullins School of Practical Nursing (HEMSPN) is committed to protecting the safety, health, and well-being of all students, faculty, staff, patients and other individuals associated with the organization. HEMSPN recognizes that alcohol and drug abuse pose a significant threat to patients, clients, classmates, faculty, and staff as well as prevent the fulfillment of student and HEMSPN short and long-term goals. Consequently, HEMSPN faculty and staff have established a drug-free policy that balances respect for individuals with the need to maintain an alcohol and drug free environment.

The Hannah E. Mullins School of Practical Nursing Drug Free Policy recognizes that involvement with alcohol and other drugs can be very disruptive, adversely affect learning, quality of work and performance, pose serious health risks, and have a negative impact on learning, productivity and morale. Therefore, HEMSPN cannot condone nor tolerate student or employee substance abuse. Accordingly, every student and employee is prohibited from using, possessing, manufacturing, trafficking, or being under the influence of any illegal drug or alcohol while participating in any HEMSPN associated or assigned activity.

Therefore, as a condition of admission into, membership of, and association with this organization, HEMSPN requires that students, faculty, and staff adhere to a strict policy regarding the illegal use, abuse, or possession of drugs and alcohol. HEMSPN also encourages individuals voluntarily to seek professional help with drug and alcohol problems for self and family members as early as possible.

#### **Covered Individuals**

Individuals covered by the HEMSPN Drug Free Policy are those individuals who conduct business for, are applying to, or are conducting business with and/or on the property of HEMSPN, Salem City School District, and associated health care agencies. The policy includes, but is not limited to all full- and part-time faculty, staff, and students while working for, learning under the guidance of, or representing HEMSPN in any capacity.

#### **Applicability**

The HEMSPN Drug-Free Policy applies whenever an individual is representing, learning under the guidance of, or conducting business for and/or with the organization. Therefore, this policy applies: a) whenever conducting business, representing, or learning under the umbrella of the HEMSPN organization, b) while on HEMSPN, Kent State University, Salem City School District or an associated healthcare agency's property, and c) at HEMSPN sponsored events.

#### **Prohibited Behavior**

It is a violation of the Hannah E. Mullins School of Practical Nursing Drug Free Policy to abuse, possess, sell, trade, transfer, give, and/or offer for sale alcohol, illegal drugs, intoxicants, or prescribed drugs to an individual for whom the prescription was not intended as well as improper use of legal drugs. Furthermore the illegal or unauthorized use of prescription drugs is prohibited is a violation of the HEMSPN Drug-Free Policy to intentionally misuse and/or abuse prescription medications.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage for the use intended and/or according to a physician's prescription. Any HEMSPN associated individual taking prescribed or over-the-counter medication is responsible for consulting the prescribing physician and/or pharmacist to ascertain whether and/or how the medication will interfere with mental and physical capabilities.

#### **Alcohol**

HEMSPN students and employees are prohibited from possessing, consuming, selling, distributing, or being under the influence of alcohol while conducting or being involved in any scheduled HEMSPN related activity.

#### **Controlled Substances**

HEMSPN students and employees are prohibited from possessing, using, being under the influence of, having a detectable level of (as evidenced by a positive drug test), selling, purchasing, distributing, manufacturing, or dispensing a controlled substance, except in accordance with a physician's prescription and in accordance with pertinent federal and state laws and regulations, while conducting or being involved in any scheduled HEMSPN related activity.

#### **Notification of Convictions**

Any current, potential, or eligible-for-readmission student, as well as a part-time or full-time employee who is arrested for or convicted of a criminal drug violation must notify the Hannah E. Mullins School of Practical Nursing in writing within five

calendar days of the arrest/conviction. The Hannah E. Mullins School of Practical Nursing will take appropriate action within 30 days of an arrest notification. The individual who is convicted of a criminal drug violation shall be dismissed immediately from the Hannah E. Mullins School of Practical Nursing. Federal and state contracting agencies will be notified when appropriate.

### **Searches**

The Salem City School District conducts random searches of high school lockers and of vehicles parked in the high school parking lot. Consequently, entering HEMSPN and Salem City School District's property constitutes consent to searches and inspections. Unannounced searches of lockers, vehicles, and equipment by police and drug-sniffing dogs can be conducted without prior consent or knowledge of the owner. These searches can be conducted in the presence or absence of the owner.

The Hannah E. Mullins School of Practical Nursing reserves the right to inspect any staff's or student's vehicle and containers including, but not limited to, bags, boxes, purses, briefcases, lunch containers, book bags, etc. that are brought onto HEMSPN/Salem City School District property or the property of any associated healthcare agency. This inspection shall occur any time that the HEMSPN faculty or director has a reasonable suspicion that the drug-free policy has been violated and that such an inspection is reasonably necessary for the investigation of such.

### **Drug Testing**

To ensure accuracy and fairness of drug testing those individuals who are associated with the HEMSPN program, all testing will be conducted by and according to the Salem Community Hospital's drug screening policies and procedures including, but not limited to:

- (1) Each HEMSPN student, as a condition of admission, will be required to participate in pre-admission, periodic, random, and/or scheduled testing upon selection or request of a HEMSPN faculty member and/or director.
- (2) All drug-testing information will be maintained in separate confidential records at Salem Community Hospital, but will be shared as needed with the Director of the Hannah E. Mullins School of Practical Nursing.
- (3) The substances for which testing will be done are amphetamines, cannabinoids, cocaine, opiates, phencyclidine (PCP) and alcohol.
- (4) Any HEMSPN student or employee who tests positive according to the Salem Community Hospital's drug-free policy, procedures, and criteria will be dismissed immediately from the HEMSPN program.
- (5) A HEMSPN student or employee will be subject to the same consequences of a positive test if he/she:
  - (a) Refuses the screening or the test,
  - (b) Adulterates or dilutes the specimen,
  - (c) Substitutes the specimen with that from another person or sends an imposter,
  - (d) Will not sign the required forms,
  - (e) Refuses to cooperate in the testing process in such a way that it prevents completion of the test, or
  - (f) Refuses to searches as defined above.

### **Consequences**

One of the goals of the HEMSPN Drug Free Policy is to encourage students, faculty, and staff to voluntarily seek professional help with alcohol and/or drug problems. However, if an individual violates the HEMSPN Drug Free Policy, the consequences are serious. If an applicant for the position of student or employee violates the drug-free policy, any offer of admission, readmission, or employment shall be withdrawn, and the applicant may not reapply. If a current student or employee violates the policy, he or she shall be dismissed immediately from HEMSPN without opportunity for readmission or future employment.

### **Assistance**

Hannah E. Mullins School of Practical Nursing recognizes that alcohol, drug abuse, and drug addiction are treatable illnesses. HEMSPN also realizes that early intervention and support improve the success of rehabilitation. In support of its students and employees, the HEMSPN Drug Free Policy:

- (1) Encourages students and employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- (2) Encourages students and employees to utilize the services of qualified community professionals to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.

Treatment for alcoholism and/or other drug abuse disorders may be covered by the employee benefit plan although there is no plan for covering costs incurred by the student. However, the ultimate financial responsibility for recommended treatment belongs to the student/employee.

**Confidentiality**

All information received by the Hannah E. Mullins School of Practical Nursing through this or any healthcare agency's drug-free policy/program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

**Shared Responsibility**

A safe and productive drug-free environment is achieved through cooperation and shared responsibility. Because it is recognized that they have important roles to play, faculty, staff, and students are encouraged to (a) be concerned about working and learning in a safe, drug free environment and (b) report dangerous behavior to a faculty member or the HEMSPN Director.

It is the faculty's, director's, and staff's responsibility to (a) inform students/employees of the drug free policy, (b) observe student/employee performance, (c) document negative changes and problems in performance, and (d) clearly state consequences of policy violations.

**Communication**

Communicating the HEMSPN Drug-Free Policy to both students and employees is critical. To ensure everyone is aware of his or her role in supporting the drug free policy:

- (1) All HEMSPN provisionally admitted applicants, students and employees will receive a written copy of the policy, and
- (2) The policy will be reviewed during orientation with new students and employees.

Adapted from: 1) U. S. Department of Labor: Drug Free Workplace Advisor, April 2005, [www.dol.gov/elaws](http://www.dol.gov/elaws).  
2) Essex Healthcare Corporation Substance and Alcohol Use Policy and Drug-Free Workplace Program, June 2003.  
3) Salem Anesthesia Associates, Inc. (2003, June). "Policy Concerning Substance Abuse". Salem, Ohio  
4) Salem Community Hospital's drug free workplace policy

Reviewed/revised; 4/05; 10/06; 3/11

**Appendix B:**

**HEMSPN Outcomes**

<b>Graduating Class</b>	<b>Composition</b>	<b>Average Age</b>	<b>Graduation Rate (Adjusted)</b>	<b>NCLEX-PN Passage Rate</b>	<b>Employment Rate</b>
February 2009	35 females and 1 male including 4 returning females	30.1 years with ages ranging from 19 to 50 years.	58% or 21 students graduated	100% of the graduates passed with the first attempt.	100% employed within 2 months of licensure
August 2009	31 females and 6 males with 7 returning females	36.6 years with ages ranging from 18 to 51 years.	49% or 18 students graduated	100% of the graduates have passed with the first attempt.	100% employed within 2 months of licensure
February 2010	28 females and 8 males began the program	35.6 years with ages ranging from 19 to 47 years	39% or 14 students graduated	92.3% of the graduates passed with the first attempt.	92% (or all but 1) employed within 2 months of licensure
August 2010	30 females and 9 males began the program	35.6 years with ages ranging from 19 to 47 years	67% or 26 students graduated	100% have passed with the first attempt and 2 have not yet taken.	100% employed within 6 months of licensure.
February 2011	33 females and 9 males began the program	35.6 years with ages ranging from 19 to 47 years	64% or 27 students graduated	92% have passed with the first attempt and 2 have not taken.	96% employed within 6 months of licensure.
August 2011	46 females and 10 males began the program	29.5 years with ages ranging from 19 to 53 years	68% or 38 students graduated	87% have passed with the first attempt and 2 have not taken, and no data for 2	96% employed within 6 months of licensure.

*I have read and understand the percentage of students who: a) graduated, b) passed the licensing examination with a first attempt, and c) were employed in nursing within six months of passing the licensing exam.*

---

 Date

---

 Student's Signature



**Appendix D:**  
**PHYSICAL EXAMINATION**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Weight: \_\_\_\_\_ Height: \_\_\_\_\_

Blood Pressure \_\_\_\_\_ Temperature: \_\_\_\_\_ Pulse: \_\_\_\_\_ Respirations: \_\_\_\_\_

**GENERAL APPEARANCE:** \_\_\_\_\_

\_\_\_\_\_

Skin: \_\_\_\_\_

Eyes: \_\_\_\_\_ Vision (Snellen) R \_\_\_\_\_ L \_\_\_\_\_

Correction with glasses/contacts: R \_\_\_\_\_ L \_\_\_\_\_

Ears Condition: R: \_\_\_\_\_ L: \_\_\_\_\_ Hearing: R: \_\_\_\_\_ L: \_\_\_\_\_ Hearing Aids: Yes No

Nose: \_\_\_\_\_ Throat: \_\_\_\_\_

Lungs: \_\_\_\_\_

Heart: \_\_\_\_\_

Extremities: \_\_\_\_\_

Nervous System: \_\_\_\_\_

Back: \_\_\_\_\_

Abdomen: \_\_\_\_\_

Surgical Scars: \_\_\_\_\_

Hernia: Yes \_\_\_\_\_ No \_\_\_\_\_ Potential: \_\_\_\_\_

Is there any medical reason found which would limit this individual in performing his/her duties? If so, please explain: \_\_\_\_\_

\_\_\_\_\_

I have examined this individual and have found no condition that might represent a health hazard or possible health hazard to self, patients, or employees. I find him/her to be physically and mentally qualified to perform the duties of a practical nursing student without restrictions and is free of communicable disease. If not, I have listed reason(s) above with limitations if applicable.

Date \_\_\_\_\_

Physician's Signature \_\_\_\_\_

Physician's Printed Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**Appendix E:  
ESSENTIAL FUNCTIONS QUESTIONNAIRE**

APPLICANT'S NAME: \_\_\_\_\_

Nursing students, with supervision of faculty, perform essentially the same physical and emotional activities in the clinical setting as licensed practical nurses. A person qualified for the HEMSPN program is one who is able, with or without reasonable accommodation, to meet the essential functions of the licensed practical nurse. The following abilities also are considered essential for successful completion of the HEMSPN program.

<b>These activities will be done two (2) to four (4) consecutive days per week for 44 weeks.</b>	<b>CAN Perform</b>	<b>*Can Perform WITH Limitations</b>	<b>Can NOT Perform</b>
<b>PHYSICAL Strength/Stamina:</b> This individual can:			
• sit, stand, move, and tolerate physically taxing workloads in the nursing skills lab and health care environments for periods up to ten hours at a time,			
• move or lift heavy (weighing up to 5 pounds) objects overhead (i.e. hanging IVs, irrigations),			
• move or lift heavy objects weighing over 40 pounds;			
• pull or push equipment weighing 40 pounds or more;			
• carry equipment and supplies			
• turn and move patient/resident in hospital bed or special beds;			
• transfer clients from wheelchair to bed and from bed to stretcher;			
• lift patient/resident from bed to chair and vice versa in 2 person transfer;			
• stand in place for 1-4 hours to observe surgeries or diagnostic tests; and			
<b>MOTOR Function:</b> This individual has the neuromuscular strength, function, and coordination to:			
• stand and move in confined space for 2 hrs. on hard floored nursing skills lab area;			
• collect assessment data through palpation, auscultation, and percussion;			
• manipulate diagnostic instruments while performing a physical assessment;			
• perform cardiopulmonary resuscitation (CPR);			
• manipulate life support devices;			
• apply enough pressure over a sufficient period of time to stop bleeding.			
• stand and maintain balance for long periods of time;			
• move freely in patient care environments including quick body and extremity movement to respond to emergencies;			
• bend, stoop and squat;			
• reach below the waist and overhead;			
• write legibly with pen or pencil;			
• perform manual psychomotor nursing care including sterile and isolation techniques;			
• calibrate and use equipment.; and			

	CAN Perform	*Can Perform WITH Limitations	Can NOT Perform
<ul style="list-style-type: none"> <li>administer IV, IM, SQ, and oral meds plus manipulate vials, ampules, syringes and medication packages.</li> </ul>			
<b>TACTILE:</b> This individual has sufficient tactile sensation to: <ul style="list-style-type: none"> <li>to perform physical examination techniques of palpation and percussion;</li> </ul>			
<ul style="list-style-type: none"> <li>to assess texture, shape, size, temperature and vibration;</li> </ul>			
<ul style="list-style-type: none"> <li>to detect temperature changes;</li> </ul>			
<ul style="list-style-type: none"> <li>to feel differences in sizes, shapes (i.e. palpate veins, identify body landmarks), and surface characteristics;</li> </ul>			
<ul style="list-style-type: none"> <li>to bimanually discriminate between sharp/dull, hot/cold, and hard/soft;</li> </ul>			
<ul style="list-style-type: none"> <li>to collect specimens necessary for assessment or diagnostic testing; and</li> </ul>			
<ul style="list-style-type: none"> <li>to insert a urinary catheter, start an I.V., change dressings, and give medications via all routes.</li> </ul>			

<b>VISUAL Acuity:</b> This individual has the visual acuity: <ul style="list-style-type: none"> <li>to use peripheral vision and depth perception;</li> </ul>			
<ul style="list-style-type: none"> <li>to see drainage of bodily fluids and on dressings;</li> </ul>			
<ul style="list-style-type: none"> <li>to note fluid levels in collection devices, syringes, and infusion devices;</li> </ul>			
<ul style="list-style-type: none"> <li>to read fine print, a watch with a second hand, and gauges that monitor client progress, such as a sphygmomanometer;</li> </ul>			
<ul style="list-style-type: none"> <li>to administer I.V. fluids and oxygen;</li> </ul>			
<ul style="list-style-type: none"> <li>to observe changes in skin color, trauma sites, and surgical incisions;</li> </ul>			
<ul style="list-style-type: none"> <li>to discriminate colors for diagnostic and assessment purposes;</li> </ul>			
<ul style="list-style-type: none"> <li>to assess movements of patients; and</li> </ul>			
<ul style="list-style-type: none"> <li>to observe/assess patient behavior necessary in a rehabilitation or psychiatric setting.</li> </ul>			

<b>AUDITORY:</b> This individual has auditory ability: <ul style="list-style-type: none"> <li>to hear and interpret information communicated verbally,</li> </ul>			
<ul style="list-style-type: none"> <li>to hear faint auscultatory sounds using a stethoscope,</li> </ul>			
<ul style="list-style-type: none"> <li>to hear a range of tones such as call lights and auditory signals from technical equipment,</li> </ul>			
<ul style="list-style-type: none"> <li>to hear cries for help, and</li> </ul>			
<ul style="list-style-type: none"> <li>to communicate over the telephone.</li> </ul>			

\*FULLY DESCRIBE the limitation(s): \_\_\_\_\_

Students with a disability who enter the program do so with the understanding they will be expected to meet course requirements, with any reasonable accommodation that may be provided by the school. Requests for reasonable accommodation will be evaluated by the Director of the Program, the Director of Adult Education and the Nursing Faculty.

**Instructions for the physician:** (a) Initial or check appropriate boxes, (b) Describe limitation, (c) Sign document.

Date \_\_\_\_\_ Physician Signature: \_\_\_\_\_

Address/State/Zip: \_\_\_\_\_



# Hannah E. Mullins School of Practical Nursing

## Student Information Packet Appendix F: IMMUNIZATION RECORD

APPLICANT'S NAME: \_\_\_\_\_ Date: \_\_\_\_\_

**Attach Copies of Documentation to this Form**  
For the exact policy regarding each of the following immunizations, see the back of this form

1) <b>Mantoux TB Test</b>	Dates of Vaccination	Results	Health Care Provider
Step One			
Step Two			

2) <b>MMR:</b>	Dates of Vaccination	Date/Result of Titer	Health Care Provider
Rubeola:	1)      2)		
Rubella:	1)      2)		
Mumps:	1)      2)		

3) <b>Varicella</b>	Dates of Vaccination	Date/Result of Titer	Health Care Provider
Evidence of disease still requires titer			

4) <b>TDap</b>	Dates of Vaccination	Health Care Provider
If less than 9 years, date of most recent vaccination:		

5) <b>Hepatitis B</b>	Dates of Vaccination	Date/Result of Titer	Health Care Provider
If 3 step series not complete before the start of class, then waiver must be signed			

**Waiver**

Date Signed  
\_\_\_\_\_

Physical Exam: \_\_\_\_\_ has had a physical examination, is able to safely perform the duties of a practical nursing student, is free of communicable diseases, and is up-to-date for all required immunizations according to the Hannah E. Mullins School of Practical Nursing policies.

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

Physician Signature: \_\_\_\_\_

Physician's Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**T. B. POLICY:** If you have not received a Mantoux test within the past year, you will need a Mantoux tuberculin skin test using two-step method. Two-step method means that you receive first TB test and two weeks later you receive the second TB test. Results of each step must be submitted.

OR

If you have received a Mantoux tuberculin test within the past year, you will need a Mantoux tuberculin skin test using one-step method. One step method means that you receive one TB skin test. Results of this test plus results of the test received during the previous year must be submitted

If the Mantoux skin test is positive, a radiologist's report of a current chest x-ray must be attached to the physical form. If the student's Mantoux test results convert from a negative to a positive, the student must comply with recommendations to follow-up with family physician or a county clinic and provide documentation.

If the Mantoux test is not complete before the MMR vaccine is administered, the MMR vaccine cannot be administered until 6 weeks after the Mantoux.

**MMR POLICY: Rubeola** (measles), **mumps** and **rubella** (MMR).

Two vaccinations are required after one year of age and at least one year apart or one MMR vaccination within the last 6 years. If you have documented history of illness, then results of Rubeola, Mumps and Rubella titer indicating immunity.

**VARICELLA POLICY:** Documentation or copies of a record of **Varicella** immunization or the results of a Varicella titer indicating immunity. If the titer does not indicate immunity, then a Varicella immunization is required.

**Tdap POLICY:** Date of most recent adult tetanus/diphtheria/pertussis immunization. If nine or more years have passed since the last immunization, then another is required.

**HEPATITIS B POLICY:** Hepatitis B immunization is highly recommended. However, after careful consideration of the provided information, the student may choose not to receive the injections. In this case a waiver must be signed.

**PHYSICAL EXAM POLICY:** Physical examination report within the past 6 months, Essential Functions Questionnaire and Personal Health Record are to be completed by your physician and submitted 1 week prior to beginning the program. In addition to signing the statement below, the Physical Form, Essential Function Questionnaire and Personal Health Record must be completed and signed by the physician.

**Appendix G:**

**HEPATITIS B WAIVER**

If you choose NOT to receive and have never received the Hepatitis B vaccine, you will need to complete this waiver. Please do so only after discussing it with your healthcare provider and reviewing the provided information.

This waiver is signed to confirm that, as a health care provider who will be exposed to blood or other potentially infectious materials, I understand that I am at risk of acquiring Hepatitis B Virus (HBV) infection. I acknowledge that Hannah E. Mullins School of Practical Nursing strongly recommends that I receive the HBV vaccine. I also understand that I have the right to decline the vaccination, and do so at this time. Should I acquire HBV infection, I will hold harmless Hannah E. Mullins School of Practical Nursing and any persons associated therewith as well as any healthcare agency and associated individuals at which I implement nursing care during HEMSPN clinical learning experiences.

\_\_\_\_\_  
Printed/Typed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**Hannah E. Mullins School of Practical Nursing**  
**Tuition / Lab and Supply Fees**  
**Out-of-Pocket Expenses**

<b>HEMSPN Chargeable Fees</b>	<b>Amount</b>	<b>Due Dates</b>
Application Fee	50.00	With application
WorkKeys Fee	50.00	At or before time of testing
Medical Terminology Course (pre-requisite)	200.00	2 weeks prior to start of course
Registration	100.00	4 weeks prior to start of program
Tuition	9500.00	See payment options below**
Lab / Supply Fee (see itemized list below)	2500.00	2 weeks prior to start of program
<b>Total</b>	<b>12400.00</b>	

<b>Lab / Supply and Book Fee</b>	<b>Amount</b>
Books	760.00
BCII / FBI Check	60.00
Stethoscope / Blood Pressure Cuff	95.00
Watch	25.00
First Aid Card	11.00
Salem Community Hospital Badge	16.00
LPNAO Membership	30.00
Liability Insurance	24.00
Pinning Ceremony / Graduation Fee	150.00
Computer Lab	500.00
Nursing Skills / Nursing Care of the Adult Lab	525.00
Pharmacology / I.V. Therapy Lab	304.00
<b>Total</b>	<b>2500.00</b>

<b>Out-of-Pocket Expenses</b>	<b>Source</b>	<b>Approx. Amount *</b>
Clinical Uniform	Pat's Uniform	65.00
Classroom Uniform	Pat's Uniform	35.00
Shoes	Outside source	50.00
Graduation Uniform	Pat's Uniform	55.00
CPR	Outside source	45.00
HESI NCLEX review and testing	Elsevier	250.00
NCLEX Application and Fee	Treasurer State of OH / Pearson Vue	275.00
NCLEX Passport Photos	ImageWorks Photography	12.00
Course Packets	Outside printing source or HEMSPN	150.00
Physical Exam/immunizations	Outside source	varies

\* Charges are outside of HEMSPN's control and are subject to change.

\* Additional charge for plus size uniforms.

\*\* The following payment options are available:

- (1) *Single payment* - A total payment of tuition plus the supply fee is due two (2) weeks prior to beginning the program.
- (2) *Installment plan* - This option divides the tuition into two (2) payments. The first payment, 50% of the total tuition, is due two (2) weeks prior to initiation of the program. The second payment, the remaining 50%, is due by the end of the 22<sup>nd</sup> week of the program. With the installment plan, the *supply fee* is due at the same time as the initial tuition payment, i.e., two (2) weeks prior to the first day of the program.