Hannah E. Mullins
School of Practical Nursing

Catalog
Student Handbook
Class of August 2015
HANNAH E. MULLINS SCHOOL OF PRACTICAL NURSING

230 North Lincoln Avenue, Suite #3
Salem, OH 44460

Office: 330-332-8940
Fax: 330-332-8941

Email: hemspn@hemspn.com
www.hemspn.com

ACCREDITED BY:

Accreditation Commission for Education in Nursing, Inc. (ACEN)
3343 Peachtree Road NE
Suite 850
Atlanta, Georgia 30326
P. 404-975-5000
F. 404-975-5020
www.acenursing.org

HEMSPN FACULTY and STAFF

DIRECTOR

Kathleen M. Reagan, MSN, RN

FACULTY

Shelley Basich, BSN, RN
Joann Dombroski, BSN, RN
Jeanette Kulifay, BSN, RN
Darla Shar, MSN, RN
Sue Suarez, MSN, RN
Pam Wallack, BSN, RN

MARKETING/RECRUITMENT

Shariann Hall, BSN, RN

SECRETARY/FINANCIAL AID ADMINISTRATOR

Debra L. Baker

OFFICE ASSISTANT

DeAnn Russell

ADVISORY COMMITTEE

Alma Apicella  Barb Hirst
Ann Dattilio  Marilyn Wilson
Dr. James Dombroski  Susan Yoder
Dr. Joseph Gregori

AN EQUAL OPPORTUNITY SCHOOL

HEMSPN is an equal opportunity school; this means all qualified applicants are accepted without regard to race, color, gender, age, religion, national origin, or disability which does not interfere with attainment of course/clinical objectives and student learning outcomes, membership or non-membership in any lawful organization or marital status. HEMSPN operates under the auspices of Salem City Schools.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forward</td>
<td>1</td>
</tr>
<tr>
<td>History of the Hannah E. Mullins School of Practical Nursing</td>
<td>1</td>
</tr>
<tr>
<td>Program Description</td>
<td>2</td>
</tr>
<tr>
<td>Program Philosophy</td>
<td>2</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>2</td>
</tr>
<tr>
<td>Program Conceptual Framework</td>
<td>3</td>
</tr>
<tr>
<td>Student Learning Outcomes</td>
<td>3</td>
</tr>
<tr>
<td>Program Curriculum</td>
<td>4</td>
</tr>
<tr>
<td>Curriculum Summary</td>
<td>4</td>
</tr>
<tr>
<td>Program Curriculum Plan</td>
<td>5</td>
</tr>
<tr>
<td>Program Schedule</td>
<td>5</td>
</tr>
<tr>
<td>Vacations and Holidays</td>
<td>6</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>7</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>8</td>
</tr>
<tr>
<td>HEHSPN Policies and Procedures</td>
<td>11</td>
</tr>
<tr>
<td>Absence Related to Pregnancy, Extended Illness or Injury</td>
<td>13</td>
</tr>
<tr>
<td>Academic Honesty</td>
<td>11</td>
</tr>
<tr>
<td>Anti-Bullying/Harassment/Intimidation Policy</td>
<td>28</td>
</tr>
<tr>
<td>Appointments – Personal</td>
<td>12</td>
</tr>
<tr>
<td>Attendance</td>
<td>12</td>
</tr>
<tr>
<td>Bullying/Harassment/Intimidation</td>
<td>28</td>
</tr>
<tr>
<td>Class Organization</td>
<td>14</td>
</tr>
<tr>
<td>Confidentiality of Student Records</td>
<td>29</td>
</tr>
<tr>
<td>Copying Services</td>
<td>14</td>
</tr>
<tr>
<td>Counseling</td>
<td>14</td>
</tr>
<tr>
<td>Criminal Background Check</td>
<td>14</td>
</tr>
<tr>
<td>Criminal History Record Check/Felony Preclusion</td>
<td>14</td>
</tr>
<tr>
<td>Disabilities</td>
<td>15</td>
</tr>
<tr>
<td>Dismissal</td>
<td>11</td>
</tr>
<tr>
<td>Dress Code for the Classroom and Clinical Simulation Laboratory</td>
<td>17</td>
</tr>
<tr>
<td>Dress Code for the Clinical Setting</td>
<td>17</td>
</tr>
<tr>
<td>Dress Codes</td>
<td>17</td>
</tr>
<tr>
<td>Drug Free Policy</td>
<td>18</td>
</tr>
<tr>
<td>Drug Screening – Mandatory</td>
<td>18</td>
</tr>
<tr>
<td>Essential Functions – Required</td>
<td>15</td>
</tr>
<tr>
<td>Evaluation of Clinical</td>
<td>23</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>20</td>
</tr>
<tr>
<td>Functions Identified Essential for Licensed Practical Nurses and HEHSPN Nursing Students</td>
<td>15</td>
</tr>
<tr>
<td>Grades and Satisfactory Progress</td>
<td>22</td>
</tr>
<tr>
<td>Grading Scale for Theory Courses</td>
<td>22</td>
</tr>
<tr>
<td>Graduation</td>
<td>23</td>
</tr>
<tr>
<td>Grievance</td>
<td>23</td>
</tr>
<tr>
<td>Grievance Procedure</td>
<td>23</td>
</tr>
<tr>
<td>Health Care Agencies</td>
<td>28</td>
</tr>
<tr>
<td>Health Insurance, Physical and Mental Health Care</td>
<td>24</td>
</tr>
<tr>
<td>Health Records</td>
<td>25</td>
</tr>
<tr>
<td>Immunizations</td>
<td>25</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>12</td>
</tr>
<tr>
<td>Licensure</td>
<td>25</td>
</tr>
<tr>
<td>Lockers</td>
<td>25</td>
</tr>
<tr>
<td>Lost, Stolen, or Damaged Personal Items</td>
<td>25</td>
</tr>
</tbody>
</table>
**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking – Student</td>
<td>26</td>
</tr>
<tr>
<td>Payment Options</td>
<td>19</td>
</tr>
<tr>
<td>Payment Procedures for Financial Aid Recipients</td>
<td>20</td>
</tr>
<tr>
<td>Performance and Attendance Point System</td>
<td>22</td>
</tr>
<tr>
<td>Personal Communication Devices (PCD’s)</td>
<td>13</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>11</td>
</tr>
<tr>
<td>Policy Changes</td>
<td>11</td>
</tr>
<tr>
<td>Pregnancy</td>
<td>24</td>
</tr>
<tr>
<td>Profanity/Vulgarity</td>
<td>28</td>
</tr>
<tr>
<td>Professionalism</td>
<td>26</td>
</tr>
<tr>
<td>Progression</td>
<td>23</td>
</tr>
<tr>
<td>Punctuality</td>
<td>18</td>
</tr>
<tr>
<td>Readmission into the Program</td>
<td>12</td>
</tr>
<tr>
<td>Record Retention</td>
<td>29</td>
</tr>
<tr>
<td>Reference Materials – HEMSPN and Salem Regional Medical Center Libraries</td>
<td>28</td>
</tr>
<tr>
<td>Refund Policies</td>
<td>19</td>
</tr>
<tr>
<td>Reporting Off from Clinical</td>
<td>18</td>
</tr>
<tr>
<td>Reporting of Grades</td>
<td>22</td>
</tr>
<tr>
<td>Satisfactory Academic Progress (SAP) Policy</td>
<td>20</td>
</tr>
<tr>
<td>Title IV Policy</td>
<td>19</td>
</tr>
<tr>
<td>Transcripts</td>
<td>29</td>
</tr>
<tr>
<td>Transfer Credit</td>
<td>29</td>
</tr>
<tr>
<td>Tuition and School Fees</td>
<td>18</td>
</tr>
<tr>
<td>Unethical Conduct/Unacceptable Behavior/Attitude</td>
<td>27</td>
</tr>
<tr>
<td>Unofficial Withdrawal from the Program</td>
<td>12</td>
</tr>
<tr>
<td>Weather Inclement</td>
<td>29</td>
</tr>
<tr>
<td>Withdrawal from the Program</td>
<td>12</td>
</tr>
<tr>
<td>APPENDICES</td>
<td></td>
</tr>
<tr>
<td>Appendix A - HEMSPN Drug Free Policy</td>
<td>30</td>
</tr>
<tr>
<td>Appendix B - Drug Free Schools Communities Act Amendment</td>
<td>33</td>
</tr>
<tr>
<td>Appendix C - HEMSPN Crime Awareness Report / Campus Security Policy</td>
<td>34</td>
</tr>
<tr>
<td>Appendix D - HEMSPN Itemized Expenses</td>
<td>35</td>
</tr>
<tr>
<td>Appendix E - By-Laws for HEMSPN Class Organizations</td>
<td>36</td>
</tr>
<tr>
<td>Appendix F - OBN Designated Legal Offenses That Disqualify</td>
<td>38</td>
</tr>
<tr>
<td>Appendix G - NFLPN Nursing Practice Standards for the Licensed/Vocational Nurse</td>
<td>39</td>
</tr>
<tr>
<td>Appendix H - NAPNES Standards of Practice for Licensed/Vocational Nurses</td>
<td>42</td>
</tr>
<tr>
<td>Appendix I - Formal Grievance Form</td>
<td>45</td>
</tr>
<tr>
<td>Appendix J - Student Agreement Regarding Policies, Mandatory Drug Screening, and Criminal History</td>
<td>46</td>
</tr>
<tr>
<td>Appendix K - Informed Consent Waiver</td>
<td>47</td>
</tr>
<tr>
<td>Appendix L - Consent to Be Photographed</td>
<td>48</td>
</tr>
<tr>
<td>Appendix M - Family Education Rights and Privacy Act (FERPA)</td>
<td>49</td>
</tr>
<tr>
<td>Appendix N - Consent to Release Student Educational Records</td>
<td>50</td>
</tr>
<tr>
<td>Appendix O - Health Insurance, Physical and Mental Health Care</td>
<td>51</td>
</tr>
<tr>
<td>Appendix P - HEMPSN Outcomes</td>
<td>52</td>
</tr>
<tr>
<td>Appendix Q - HEMSPN Performance and Attendance Tool Agreement</td>
<td>53</td>
</tr>
<tr>
<td>Appendix R - HEMSPN Enrollment Agreement</td>
<td>56</td>
</tr>
</tbody>
</table>
FORWARD

The Director, faculty, and staff welcome you to the Hannah E. Mullins School of Practical Nursing (HEMSPN) and to the career of nursing. We wish you success in your endeavor to reach your goal as you work toward a meaningful career in nursing.

This Student Handbook describes various aspects, policies, and procedures associated with HEMSPN. The Director and faculty reserve the right to change, revise, and update any portion of the program, policies, or procedures described in this Student Handbook. You are required to read and follow this handbook.

HISTORY OF THE HANNAH E. MULLINS SCHOOL OF PRACTICAL NURSING

HEMSPN was founded in 1957 when Salem City Hospital (now Salem Regional Medical Center) closed the diploma school for registered nurses and established a practical nursing school. The spacious Charles S. Bonsall residence, purchased in 1918 by Mr. Mullins for the diploma school, easily accommodated the newly established Hannah E. Mullins School of Practical Nursing. The name "Hannah E. Mullins" was chosen in memory of Mr. Mullins' mother. Mrs. Marie G. Durand was the first director of the school and remained the administrator until her retirement in 1975.

The Charles S. Bonsall home accommodated the necessary facilities including classrooms, a clinical simulation lab, library, offices, and a dormitory. Student clinical experiences occurred at the Salem Community Hospital as well as a pediatric clinical at Akron Children's Hospital. The Salem Community Hospital expansion in 1964 included a pediatric unit, allowing the clinical learning needs for the practical nursing student to be met in one convenient location.

The National League for Nursing (NLN) accredited HEMSPN in June of 1970. At that time, HEMSPN was the second practical nursing school to be NLN accredited in the State of Ohio.

In August 1978, the Bonsall residence was scheduled for demolition. From the charming, quaint surrounding of a historical home, HEMSPN moved into completely modernized, air conditioned, and convenient facility within the Salem Community Hospital. Until February 1991, a dormitory and laundry facilities also were available to the nursing student who preferred to live on the premises.

In March, 1991, HEMSPN affiliated with the Salem City School District Board of Education. This move facilitated funding from the Ohio Department of Education, Office of Vocational Education. With this change, the school offices, library, computer room, conference room and student lounge were housed in the MRI Annex across from the Salem Community Hospital. One classroom and nursing skills laboratory remained in the hospital; a second classroom was provided by the Salem City School District. In addition, clinical experiences were expanded to include long-term care at Crandall Medical Center as well as the experiences offered at Salem Community Hospital and in the community.

Still operating under the auspices of the Salem Board of Education, HEMSPN experienced two additional moves. The first was August, 1997, when the administrative offices, clinical simulation lab, and computer room were housed in the Salem Senior High School while the classrooms were relocated at the Salem City Schools Adult Education facilities. The second and latest HEMSPN relocation in August, 2006, was to the old Salem Middle School building now known as the Kent State City Center. HEMSPN offices, classrooms, and clinical simulation lab are located on the third floor. This move provides for expansion of the practical nursing program.

From 1997 to the present, the HEMSPN program continues to evolve. Part of this evolution and growth incorporates the addition of long-term care facilities, i.e., Essex of Salem as well as Blossom Nursing and Rehabilitation Center, Briarfield Manor, East Liverpool City Hospital, Hattie Larlham and Forum Health, now known as Valley Care Health Systems. The addition of these facilities provides opportunities to enhance student learning to achieve program outcomes.

HEMSPN continues to hold accreditation by the Accreditation Commission for Education in Nursing, Inc., approval by the Ohio Board of Nursing and the Ohio Board of Regents. Throughout the years, HEMSPN has maintained a reputation of excellence and continues to uphold excellence in nursing and education standards.
THE HEMSPN PROGRAM

PROGRAM DESCRIPTION

HEMSPN offers a forty four (44) week, fourteen hundred (1400) hour, full-time educational and experiential program. The program requires a twenty (20) hour Introduction to Medical Terminology course and CPR certification as this prepares the graduate for a career in nursing. The program takes less than twelve months to complete with breaks and holidays incorporated into the academic schedule.

Following completion of the program, the graduate who has met the additional State Board of Nursing requirements is eligible to take the NCLEX-PN, a national licensing exam. After successfully passing this exam, the HEMSPN graduate is able to provide care as a licensed practical nurse (LPN) or licensed vocational nurse (LVN) within the scope of nursing practice as defined by the licensing state. Employment opportunities for the LPN include hospitals, long-term care facilities, healthcare provider offices, clinics, schools, and home health care agencies, etc. The HEMSPN graduate also obtains a firm foundation in nursing which enables him/her to pursue higher nursing education, if desired.

PROGRAM PHILOSOPHY

The philosophy of HEMSPN is based upon the following beliefs of the founders, Director and faculty:

- Individuals are unique, culturally diverse, holistic, ever evolving beings with basic human needs who continually interact with the environment and adapt to change. The individual's environment includes all external conditions along with family, community, and society that influence the development of the individual.

- Society is multi-cultural and is composed of people of all ages and ethnic groups with varied socio-economic, religious, educational, and racial backgrounds.

- Health is the highest attainable level of physical, mental, emotional, and social wellbeing. It is not the mere absence of disease or infirmity.

- Nursing is a service performed by skilled professionals. It encompasses (a) health promotion screening and teaching, (b) caring for the ill and for those with special needs, (c) rehabilitative and restorative support services, and (d) emotional and physical support for the dying. Nursing care/services extend to the individual, the family, and society. The nursing process is the framework that provides the nurse with an organized and scientific method to alleviate, minimize, or prevent actual or potential health problems.

- Today the need for nurses and nursing care is changing along with the total delivery of health care. This change necessitates varied educational preparations for nursing personnel. Consequently, the LPN, at the direction of the registered nurse, licensed physician, dentist, podiatrist or chiropractor, has a unique, distinct, integral, and essential place on the contemporary health care team and in a variety of health care settings.

- Nursing education is viewed as a continuing and continual process that integrates practical experience with formal learning. Therefore, it is felt that all nursing educational programs should be structured to provide seamless articulation in order to facilitate the professional growth, evolution, and mobility of all nurses.

- Practical nursing education is the means for individuals to acquire the knowledge, skills, and attitudes necessary for safe, effective licensed practitioners. This education also prepares the individual to be an ethical and legally responsible member of the health care team.

- The teaching-learning process is a necessary component for a nursing educational program and requires a cooperative effort between the Director, faculty, and staff. Learning is the planned integration of theory with clinical experiences. This integration progresses from simple to complex on the wellness-illness continuum. Completion of this nursing program is not an endpoint, but an integral part of the student's lifelong learning experience.

MISSION STATEMENT

The mission of HEMSPN is to provide high quality nursing education so that, once licensed, graduates may enter the workplace as competent practitioners and/or pursue higher education in nursing. This mission is accomplished through evidenced based nursing theory, and community partnerships for clinical experience, and observation.
PROGRAM CONCEPTUAL FRAMEWORK

The HEMSPN program was developed within a conceptual framework that implements the philosophy and student learning outcomes. The foundation for the curriculum is formed by three major concepts: (a) basic human needs drawn from the theory of Virginia Henderson, (b) wellness-illness continuum throughout the life span, and (c) the nursing process. As the student progresses through the program, the concept of the individual as a holistic being with eleven basic human needs develops. These basic needs are:

1) Breathe normally
2) Eat and drink adequately
3) Eliminate wastes
4) Move and maintain desirable posture
5) Sleep, rest and maintain comfort
6) Promote hygiene as well as dressing and undressing appropriately
7) Maintain body temperature within normal range
8) Safety
9) Communicate effectively and enrich spiritually
10) Achieve a sense of accomplishment through work and play
11) Learn to enhance problem solving and growth

The curriculum, designed to progress from simple to complex knowledge and skills, begins with the well individual and incorporates health promotion. It advances to complex concepts as the student learns how to care for individuals who (a) are experiencing illness, (b) have special needs, (c) need rehabilitative care, and (d) are dying. Health concepts are taught from the wellness-illness continuum throughout the phases of the life span.

In addition to the three major concepts, the following conceptual threads are correlated and integrated throughout the curriculum; this threading maintains consistency and continuity in all nursing courses and clinical experiences. The conceptual threads are identified as:

1) Ethical/Legal concepts
2) Cultural diversity
3) Pharmacology
4) Assisting with patient teaching
5) Community resources
6) Effective communication
7) Continued professional growth
8) Clinical judgment and critical reasoning
9) Appropriate delegation

The nursing student, with guidance from an instructor, utilizes the nursing process within the scope of practice to meet the basic human needs of the individual. Progressing from simple to complex, nursing concepts are taught in the classroom and integrated throughout clinical learning experiences and community services.

STUDENT LEARNING OUTCOMES

Upon successful completion of this program, the HEMSPN graduate will demonstrate the following entry-level competencies of practical nursing:

1) Value each individual as a unique, culturally diverse, holistic being with basic human needs.
2) Display clinical judgment to safely meet the basic human needs of each individual.
3) Support the nursing process for individualization of nursing care in diverse health care settings.
4) Initiate nursing care within the scope of practice as defined by the nurse practice act of the licensing state.
5) Act as an ethical, legally responsible, and accountable member of the health care team.
6) Evaluate variations in health by using the wellness-illness continuum throughout the lifespan.
7) Practice effective communication principles in written, oral, and electronic modes of communication.
8) Integrate informal and formal educational opportunities for continual professional growth.
9) Synthesize technology in the nursing care of clients in diverse health care settings.
10) Perform evidence-based patient teaching.
Junior Level Learning Outcomes

Upon successful completion of the Junior Level, the HEMSPN student will be able to:
1) Distinguish each individual as a unique, culturally diverse, holistic being with basic human needs.
2) Develop clinical judgment to safely meet the basic human needs of each individual.
3) Apply the nursing process for individualization of nursing care in diverse health care settings.
4) Demonstrate nursing care within the scope of practice as defined by the nurse practice act of the licensing state.
5) Recognize the ethical and legal responsibilities, and accountability of health care members.
6) Evaluate health by using the wellness-illness continuum throughout the lifespan.
7) Implement effective communication principles in written, oral, and electronic modes of communication.
8) Relate informal and formal educational opportunities for continual professional growth.
9) Employ technology in the nursing care of clients in diverse health care settings.
10) Choose evidence-based patient teaching.

PROGRAM CURRICULUM

The HEMSPN curriculum provides for the student's mental, physical, social, and spiritual development in preparation for the implementation of quality nursing care in a safe, effective, and efficient manner. It is also designed to stimulate the student toward attainment of his/her nursing career goals. The clinical component of the program incorporates supervised experiences in medical, surgical, obstetric, pediatric, mental health, and geriatric nursing.

An Introduction to Medical Terminology course is required. The HEMSPN course is a twenty (20) hour Introduction to Medical Terminology, which is six (6) to eight (8) weeks before the full-time program begins. Student must achieve a grade of 80% or better to progress in the program. This requirement will be waived if the student has completed the HEMSPN Introduction to Medical Terminology course with an 80% or better within the past 3 years.

The curriculum progresses from simple to complex concepts for the theoretical courses and for the implementation of nursing care. The curriculum foundation is based upon three major concepts: (a) basic human needs, (b) wellness-illness continuum throughout the life span, and (c) the nursing process. These concepts are introduced at the beginning of the program and expanded throughout. Formal classroom instruction correlates with concurrent supervised clinical experiences in which the student progresses from providing basic nursing care to advanced complex care. The amount and variety of clinical experiences provides the HEMSPN student with opportunities to (a) apply knowledge, (b) develop clinical judgment, and (c) build upon improving his/her nursing skills.

CURRICULUM SUMMARY

The prospective student begins with a required twenty (20) hour Introduction to Medical Terminology course that is offered six (6) to eight (8) weeks before the program begins. The program is divided into two levels; both levels consist of 22 weeks of theory and clinical learning experiences. To remain in and satisfactorily progress through the program, the student must earn a grade of 80% or greater for each theory course and receive satisfactory final clinical evaluations for each clinical rotation and simulation labs.

The Junior Level is composed of two 11-week quarters; the clinical focus for both quarters is long-term/rehabilitative care. The first quarter correlates clinical experience with two theory courses – Adult Growth, Development and Nutrition Across the Life Span and Nursing Fundamentals. During this quarter, anatomy, physiology, and nursing related concepts are also taught. After satisfactorily meeting designated theory, simulation lab and clinical objectives, the student advances to the second quarter, which correlates Nursing Care of the Adult I theory with its clinical application. During the second quarter, the student also learns the principles and nursing skills for medication administration in Pharmacology I.

The Senior Level (weeks 23 through 44) provides students with advanced clinical experiences. These experiences include the implementation of theory for (a) Nursing Care of the Adult II, (b) Nursing Care of the Adult III with IV Therapy, (c) Medication Administration, (d) Maternal-Child Nursing, and (e) Personal and Vocational Relationships with Leadership.

The clinical learning experiences are provided through the cooperation and collaboration with a variety of healthcare agencies including (a) Salem Regional Medical Center, (b) Essex of Salem, (c) Crandall Medical Center, (d) Alliance Community Hospital, as well as a variety of other community healthcare agencies and local school districts.
## PROGRAM CURRICULUM PLAN

<table>
<thead>
<tr>
<th>First Quarter (weeks 1 - 11, Junior Level)</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Medical Terminology</td>
<td>20</td>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology with Health Promotion</td>
<td>80</td>
<td>18</td>
<td></td>
<td>98</td>
</tr>
<tr>
<td>Nursing Fundamentals</td>
<td>86</td>
<td>54</td>
<td></td>
<td>140</td>
</tr>
<tr>
<td>Adult Growth &amp; Development &amp; Nutrition Across the Life Span</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Young/Middle Adult, Family &amp; Gerontology</td>
<td>32</td>
<td>10</td>
<td>20</td>
<td>62</td>
</tr>
<tr>
<td>- Normal Nutrition</td>
<td>30</td>
<td></td>
<td></td>
<td>30</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>266</strong></td>
<td><strong>64</strong></td>
<td><strong>20</strong></td>
<td><strong>350</strong></td>
</tr>
</tbody>
</table>

| Second Quarter (weeks 12 - 22, Junior Level) | | | | |
| Nursing Care of the Adult I               | 147          | 37        | 116            | 300         |
| Pharmacology I                            | 44           | 6         |                | 50          |
| **Total**                                 | **191**      | **43**    | **116**        | **350**     |

| Third Quarter (weeks 23 – 33, Senior Level) | | | | |
| Nursing Care of the Adult II              | 68           |           | 90             | 158         |
| Maternal Child Nursing: Obstetric         | 50           | 7         | 38             | 95          |
| Pharmacology II (IV Therapy)              | 40           | 8         |                | 48          |
| Medication Administration                  | 4            | 45        |                | 49          |
| **Total**                                 | **158**      | **19**    | **173**        | **350**     |

| Fourth Quarter (weeks 34 – 44, Senior Level) | | | | |
| Nursing Care of the Adult III with IV Therapy | 85           |           | 69             | 154         |
| Maternal Child Nursing: Pediatric          | 50           |           | 45             | 95          |
| Computer                                   | 15           |           |                | 15          |
| Personal & Vocational Relationships with Leadership | 20           |   66      |                | 86          |
| **Total**                                 | **155**      | **15**    | **180**        | **350**     |
| **Program Total**                          | **770**      | **141**   | **489**        | **1400**    |

## PROGRAM SCHEDULE

The HEMSPN program is initiated with the admission of students twice per year – in September and March. The curriculum is divided into four eleven-week quarters with a one to three week break following each quarter. Some national and customary holidays (i.e., Memorial Day, Christmas, etc.) are incorporated into the academic schedule.

Classes and related clinical experiences are divided into two levels – Junior and Senior Levels; each level is 22 weeks in length with 700 clock hours for a program total of 1,400 hours.

Although days and times may differ, the HEMSPN program is designed to be a full-time, Monday through Friday program from the hours of 8:00 a.m. to 4:00 p.m. for theory/classroom days. Clinical hours vary depending on the clinical site; times are generally scheduled between the hours of 6:30 a.m. and 3:30 p.m. The Junior Level clinical experiences are two days per week. The Senior Level student attends three clinical experiences per week. Some clinical experiences could include afternoon and evening hours as well as Saturdays and/or Sundays. These afternoon/evening hours and/or weekend experiences are minimal.

Lunch and periodic breaks are scheduled for days the student attends theory/clinical/simulation lab experiences. The student receives tentative schedules for class, clinical, and laboratory experiences at the beginning of each course and clinical rotation.
VACATIONS AND HOLIDAYS

Generally, the HEMSPN student receives a one (1) week break in February and May, two (2) weeks in December, and three (3) weeks following the August graduation. The student also receives a day off for the following holidays:

- New Year's Day
- Martin Luther King Day (if scheduling permits)
- President's Day (if scheduling permits)
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day (if scheduling permits)
- Thanksgiving Thursday and Friday
- Christmas Eve and Day
# ACADEMIC CALENDAR

## 2014 - 2015

### September 2014

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 - Labor Day
2 - First Day of Class
8 - Governance Meeting
17 - Constitution Day

### October

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6 - Governance Meeting

### November

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3 - Governance Meeting
17 - 28 Fall Break

### December

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 - Governance Meeting
22 - First Day of Winter Break

### January 2015

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4 - Last Day of Winter Break
5 - Governance Meeting

### February

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2 - Governance Meeting

### March

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2 - 6 Break between Classes
9 - First Day of Class

### April

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3 - Good Friday
6 - Governance Meeting

### May

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4 - Governance Meeting
25 - Memorial Day

### June

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 - Governance Meeting
Spring Break

### July

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5 - Governance Meeting
6 - Governance Meeting

### August

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2 - Governance Meeting
26 - GRADUATION/PINNING

---

**Days in yellow highlight - No School**

Rev: 11/07; 2/08; 3/09; 7/10; 3/11; 8/11; 11/11; 2/12; 7/12; 11/12; 2/13; 4/13; 8/13; 2/14; 8/14
COURSE DESCRIPTIONS

Introduction to Medical Terminology

**Course Description:**

Introduction to Medical Terminology is required for those entering the Hannah E. Mullins School of Practical Nursing (HEMSPN) program. This is a 20-hour course designed to give the beginning nursing student an overview of commonly used medical/nursing terms. While using the body systems approach, the course focuses on word elements such as prefixes, suffixes, roots, and combining forms along with proper pronunciation and spelling. Knowledge of these terms will create a foundation that will assist the nursing student in subsequent HEMSPN courses such as Anatomy and Physiology, Nursing Fundamentals and Nursing Care of the Adult.

Anatomy and Physiology with Health Promotion

**Course Description:**

The Anatomy and Physiology portion of this course (80 lecture hours) is a foundation course, with related terminology, that stresses the concepts of normal body structure and function. It progresses from simple to complex in the study of the organization of the body, its functions, and how a stable internal environment is maintained. This course serves as a foundation and reference for nursing procedures, baseline data, and health deviations for the succeeding nursing courses, i.e. Nursing Care of the Adult, Obstetric Nursing and Pediatric Nursing.

Health Promotion (18 lecture hours) is correlated with the individual systems presented in Anatomy and Physiology. It enables the student to explore levels of preventive health care and to identify self-care behaviors that attain and maintain optimal wellness. After assessing one's own lifestyle, students identify and work to reduce their own health-limiting risk factors.

Nursing Fundamentals

**Course Description:**

Nursing Fundamentals introduces the nursing student to the nursing profession as a whole with emphasis on the integral role of the practical nurse. Nursing history and trends in nursing and health care are discussed. Legal aspects of practice, ethical issues, the influences of cultural diversity and effective communication are explored in relation to recognizing and meeting the basic human needs of individuals. It will also provide the student with the basic scientific principles and nursing techniques that form the foundations for nursing care. It includes First Aid certification (4 theory hours, 1.5 lab hours) and informatics (14 hours).

Clinical Simulation Lab allows time for the student to practice and perform a graded return demonstration of each procedure. The actual initial implementation of the nursing skill occurs during the assigned clinical experiences for Adult Growth, and Development, and Nutrition Across the Life Cycle and Nursing Care of the Adult I.

Informatics introduces students to the use of computers for enhancement of their study of nursing as well as to develop electronic documentation skills. Students are given basic information about operation of the school’s computer equipment. Supervised laboratory practice allows students to demonstrate proficiency, so they may independently complete required software programs and utilize the computer as a learning resource. Informatics is taught via lecture, demonstration, and hands on experience in a computer lab.

Adult Growth, Development, and Nutrition Across the Life Span

**Course Description:**

This theoretical component of the Adult Growth, Development, and Nutrition Across the Life Span course has clinical and simulation lab components. It deals with human growth and development through the adult phase of the life cycle and the physiologic changes that occur with aging. Gerontology/Geriatrics is the focus of this course. It provides an overview of the trends, issues, and theories of aging. It introduces the student to the aging process and the specific syndromes and needs of the older adult. The class avatar from the National League for Nursing’s ACES case is introduced in this course. It also provides students with an opportunity to examine attitudes and feelings about death and dying so that they may relate more effectively to the terminally ill person and family members in a variety of healthcare settings.
Normal Nutrition

Course Description:

Normal nutrition is taught in the beginning of the Junior Level. It provides the student with the knowledge of basic human nutritional needs and how they can be met for the well individual. The student is guided toward an understanding of the way the body digests, absorbs and metabolizes the nutrients. Various cultural, social and religious customs are discussed and related to meeting basic human nutritional needs. This course is the foundation for the diet therapies taught with Nursing Care of the Adult I, II and III. Nutritional changes through the life cycle are expanded in Young/Middle Adult, Gerontology/Geriatrics and Maternal-Child Health.

Nursing Care of the Adult I

Course Description:

NCA of the Adult I (NCA I), a theoretical course with a clinical component, explores and expands concepts related to health, illness, and the basic care of the adult client. It utilizes the student’s knowledge of (a) anatomy and physiology, (b) normal nutrition, and (c) human development through the adult phase of the life cycle as a basis for assessment and management of adult clients with alterations in health. The course provides a more in-depth use of the nursing process to present and discuss pertinent nursing interventions while studying the alterations in health of selected body systems. It also encompasses the study of common diagnostic and laboratory tests, specific manifestations of alterations in health, and treatments that include relevant medications and diet therapy.

Classroom discussions enable the student to adapt basic nursing skills to individual conditions and to correlate them with more advanced nursing procedures. These procedures, with related principles, are taught using formal classroom presentation, demonstration by the instructor, and a graded return-demonstration by the student in the clinical simulation laboratory. Speakers from community agencies are utilized to expand the student’s knowledge of available resources. The student is prepared to use a nursing process format to write basic nursing plans of care for selected adult clients in the clinical setting.

Pharmacology I

Course Description:

Pharmacology I introduces the student to the theory and techniques for proper administration of medications. It begins with a review of basic arithmetic needed to calculate medication dosages. The various forms of drugs, their actions, adverse reactions, legal control, and safe methods for medication administration are studied. Medication Administration, the clinical component, consists of six days of supervised medication administration during the third quarter of the program. For the medication administration experience, the nursing process guides the student through safe nursing care of the patient in relation to medications.

Maternal-Child Nursing

Obstetric Course Description:

This course is designed to introduce the student to the process of identifying the basic human needs of the evolving family utilizing the nursing process. This is attained by building on the student’s past knowledge of anatomy, physiology and nutrition. Obstetric clinical experiences are selected to assist the student in meeting basic human needs of the intrapartum and postpartum woman and newborn. The hospital is the setting for the student and the family interaction.

Pediatric Course Description:

This course offers the student an opportunity to study both wellness and health alterations specific to the basic human needs of children. It is designed to build upon the student’s knowledge of anatomy, physiology, and nutrition. Basic principles of growth and development from infancy through adolescence are explored, as well as the nutritional needs specific to these developmental age groups. Emphasis is placed upon the prevention of illness as well as the implementation of nursing care for children experiencing common alterations in health. Using the nursing process, students learn how to facilitate meeting the basic human needs for children and their families. Previously learned nursing skills are adapted to the child. The hospital/community settings provide clinical experiences for the student.
Medication Administration

Clinical Course Description:

Medication Administration is the clinical component of Pharmacology I. During the six days of clinically supervised medication administration, the student will utilize the nursing process, clinical judgment skills, and culturally sensitive communication skills while safely and accurately administering a variety of medications via several routes. Students will relate the drug classifications, desired actions, adverse reactions, and individualized nursing measures for each administered medication. Students are required to complete Medication Administration computer software programs. Prior to the clinical experience, students will have a 4 hour simulation lab/orientation.

Nursing Care of the Adult II

Course Description:

Nursing Care of the Adult II (NCA II), a theoretical course with a clinical component, is a continuation of Nursing Care of the Adult I. It utilizes the nursing process and critical reasoning skills to determine how to meet basic human needs of adults who are experiencing pathophysiology of specific body systems. Included in the course are the related pharmacology therapies and therapeutic diets.

Nursing Care of the Adult III

Course Description:

Nursing Care of the Adult III (NCA III), a theoretical course with a clinical component, is a continuation of Nursing Care of the Adult II. The nursing process and critical reasoning skills are utilized to learn how to meet the basic human needs of the adult experiencing specific and more complex alterations in health. Related drugs, IV therapy, and therapeutic diets are included in the course.

Pharmacology II: I.V. Therapy

Course Description:

Pharmacology II focuses on physiologic and pharmacologic intravenous (IV) therapy. Within the constructs of this course, the student learns about IV solutions and medications including their actions, side effects, legal control and safe methods of administration. The nursing process, once again, is utilized throughout the course to assist the student in assessing, planning, and safely implementing appropriate nursing care regarding prescribed intravenous therapies. During Leadership and Nursing Care of the Adult III clinical, the student gains supervised clinical experience in IV initiation, maintenance, and administration of IV fluids and medications within the scope of practice.

Clinical Simulation Lab experiences are mandatory for validation of IV skills. Validation is required prior to performing this skill in the clinical area. The expectation is that the student will be able to apply the nursing process, therapeutic communication techniques, and teaching – learning principles while implementing the assigned nursing skills.

Personal and Vocational Relationships with Leadership

Course Description:

Personal and Vocational Relationships (P&VR) consists of 20 hours in Quarter 4. The following areas are explored to prepare the graduate nurse for successful entry into the nursing profession: Leadership skills and delegation, LPN and RN safe nurse practice standards, application for NCLEX-PN, career opportunities, steps and procedures in securing the right position, maintaining currency in practice, continuing education, and professional organizations. In the clinical component, the student nurse relates theory to leadership skills and organization.

Computer

Course Description:

Computer time is incorporated in Quarter 4 so that the student may utilize this time to complete required assignments for NCA III, Pediatric Nursing, and P&VR.
**HEMSPN POLICIES AND PROCEDURES**

**Policy Changes**

The Director will utilize several different modes to communicate policy changes to students. Addendums will be handed out for student signature and filed in student file. Policy change will also be communicated verbally, via email, and when appropriate posted on the HEMSPN Facebook. Policies that affect student progression or requirements for completion of the program will not be changed during the student’s first full-time enrollment.

**Academic Honesty**

Honesty as well as personal moral and ethical integrity is foundationally essential for the implementation of safe, therapeutic nursing practice as identified and expounded by the Licensed Practical Nurses Association of Ohio (LPNAO) and the Ohio Board of Nursing (OBN). This honesty and integrity translates into the HEMSPN classroom, laboratory, and clinical setting while participating in HEMSPN learning experiences. To maintain high academic standards and to ensure each student independently meets those standards, HEMSPN does not and will not tolerate academic or nursing dishonesty, e.g. cheating, lying, plagiarism, false documentation of nursing care, etc. Academic or nursing dishonesty will be grounds for dismissal. For additional information, see "Plagiarism" and "Unethical Conduct."

**Plagiarism**

Plagiarism is considered academic dishonesty. Plagiarism occurs when any student turns in an assignment or scholarly paper that contains work not totally completed by that student. This includes the submission of articles, abstracts, passages, paragraphs, sentences, etc., created by others and utilized by the submitting student as his/her own work, words, or thoughts. Plagiarism is unethical, unprofessional, unacceptable behavior and is grounds for dismissal from the program.

**Dismissal**

A student who is dismissed must meet with the HEMSPN Director to review options for readmission and to sign a student dismissal form. The student is also required to meet with the Financial Aid Administrator. Any agency that provided financial aid will be notified of the student's withdrawal, dismissal or change of hours within one (1) week of the withdrawal or dismissal.

The student will be dismissed from the program for any or all of the following behaviors. This list is not all inclusive:

- **Academic:** Failure to achieve a final grade of 80.0% or higher for each theory course;
- **Clinical/Lab:** Failure (a) to meet clinical/lab expectations and objectives, (b) maintain current CPR certification, and (c) maintain an up-to-date annual Mantoux test;
- **History of Criminal Activity:** in compliance with the Ohio Revised and Administrative Codes and to prevent a HEMSPN student from devoting time, money, and energy to an unrealizable goal, any Criminal Background Record Check/Felony Preclusion Report that indicates a history of egregious felonies, as identified/defined above and the OBN, will be grounds for automatic and immediate dismissal from the program;
- **Recent Criminal Activity:** Recent criminal activity is defined as criminal charges or arrests filed during the time period that the individual is a HEMSPN student and after the initial fingerprint/background check. Should the HEMSPN student not notify the HEMSPN Director within ten (10) week days of a criminal charge, that student is subject to dismissal from the program;
- **Illegal Drug Use:** Failure to pass the Mandatory Drug Screen (for additional information, see "Drug Screening - Mandatory", "Drug Free Policy", and Appendix A);
- **Health Deviations:** The student who attends HEMSPN classes or clinical with an illness or injury that places the health or safety of the student, classmates, potential patients/clients, faculty or staff at actual or potential risk, then that student will be dismissed immediately from the program;
- **Ethical:** Any violation of the National Association of Practical Nurse Education and Services' (NAPNES), *Code of Ethics* (Appendix H) or the National Federation of Licensed Practical Nurses (NFLPN) *Nursing Practice Standards* (Appendix G) is grounds for permanent dismissal. In other words, any student who is found to be cheating, lying, falsifying records, abusing patients/residents, breaching confidentiality, stealing, abusing alcohol or drugs, or behaving in a disorderly manner in the school, hospital or cooperating healthcare agencies will be subject to permanent dismissal. (See "Unethical Conduct, Unacceptable Behavior/Attitude").
- **Professionalism:** Any student, who repeatedly violates the policies, procedures, rules, and regulations of the healthcare agencies or HEMSPN, will be subject to permanent dismissal for unprofessional behavior. (See "Professionalism" in the Catalog/Student Handbook).
- **Violation of the Ohio Board of Nursing Standards of Practice for Practical Nursing Students:** equates to immediate and permanent dismissal.
Leave of Absence

An approved leave of absence (LOA) is not considered to be a withdrawal. The HEMSPN Director and faculty will approve a LOA if:

- The LOA does not exceed 180 calendar days in a 12 month period.
- Student must be in good academic and clinical standing.
- All financial obligations have been met.
- Student will sign LOA agreement and return required documentation within fifteen (15) days from date of agreement.

A LOA does not involve additional charges to the student. If the student does not return to HEMSPN at the end of an approved LOA, the school will calculate the student’s account based upon the effective date of the LOA.

Withdrawal from the Program

The student seeking a personal or medical withdrawal from the program will:

- Complete a student withdrawal form;
- Make an appointment with the Director to discuss options for returning to HEMSPN;
- Meet with the Financial Aid Administrator.

The official withdrawal date will be the date of notification.

Unofficial Withdrawal from the Program

If a student is absent for 10 consecutive days and does not notify the school they intend to return, they will be withdrawn from the school. The date of withdrawal will be the first day of absence.

Readmission into the Program

The student must complete the curriculum within 66 weeks from initial admission. If unable to do so, the student may be granted the option to restart the program after waiting 1 year, which will then reset the 66-week time frame upon readmission.

Readmission criteria incorporates the student being conditionally enrolled until successful completion of the previous Quarter. Full enrollment begins with retaking the Quarter not successfully completed.

Upon readmission, the student is financially responsible for maintaining current cardiopulmonary resuscitation (CPR) certification, First Aid, immunizations, the Mantoux tuberculosis test, and criminal background check.

The returning student will be responsible for the nonrefundable $50.00 readmission fee and the current tuition for the unsuccessfully completed quarters. In addition, the student is responsible for purchasing any additional textbooks, school fees, and lab/supply fees.

The student will abide by the current Catalog/Student Handbook for the class which they are readmitted.

Appointments – Personal

Personal appointments that are not school related must be scheduled so as not to conflict with school hours. Whenever possible, appointments with faculty or staff must be scheduled outside of hours designated for learning experiences.

Attendance

The HEMSPN attendance policy underlines the personal and professional responsibility that the student has to pursue their education by taking full advantage of all scheduled learning experiences. Therefore, attendance during the program is carefully monitored and students are expected to attend each program hour. In general, the student must maintain attendance in order to complete the program within 150% of the normal time frame. The student is permitted excused absences for unexpected or necessary events but assumes responsibility for missed learning experiences. However, a clinical learning experience absence will still count toward the total limit. Attendance is monitored closely by the Financial Aid office to ensure eligibility of financial aid. Excused absences cannot exceed 10% of the hours in the financial aid payment period for the student to be eligible to receive funds on time. Student’s financial aid will be delayed until required hours are met.
To successfully progress through the program, the student is required to meet all course and clinical learning objectives. Excessive absenteeism will jeopardize the student's successful achievement of these objectives. If these course/clinical objectives are not met, the student will be dismissed from the program.

A student who misses greater than five (5) clinical experiences during the program will be dismissed. After three (3) missed clinical experiences the student will receive a written anecdotal. The student readmitted at the 23rd week will be prorated three (3) clinical absences. Clinical experience is defined as a scheduled clinical day regardless of the hours.

Clinical make-up experiences will be scheduled only when the HEMSPN Director cancels clinicals. The make-up experience will be during finals week or on Saturdays. The make-up experiences will be day or evening shift.

Students are expected to take all quizzes. In the event of a student’s absence or tardiness on a quiz day, there will be no makeup quizzes. Any missed quizzes will be graded as a zero (0). One quiz grade will be dropped at the end of the course.

If a unit test or final exam is not taken at the scheduled time due to absence or tardiness it is the student’s responsibility to contact the instructor immediately upon return to school (class or clinical); arrangements will be made by the instructor for make-up exams. Unless other arrangements have been made with the instructor or Director five (5) percentage points will be subtracted from the makeup examination each day it is not completed after; a) the student returns to class or b) the prearranged time.

It is the student's responsibility to obtain all course/clinical related materials and assignments if absent from any learning experience. This includes assignments, testing dates, handouts, schedule changes, etc. It also is the responsibility of the student to make an appointment with the instructor to discuss the absence and/or to reschedule learning activities, tests, etc.

A student who misses more than one unit test, including HESI exams, or any skills/simulation lab experience will be charged $25.00 per exam and a $25.00 per hour lab instructional fee for the make-up time. The fee is the responsibility of the student and must be paid prior to the make-up experience. The make-up experience will be scheduled by the instructor. If the lab experience is not made up, the student will not be able to progress in the program.

If the student misses the mandatory 2 day HESI Live Review Course, the student will be charged for the cost of the course.

**Absence Related to Pregnancy, Extended Illness or Injury**

As soon as possible, a student must notify the HEMSPN office (330) 332–8940 of any pregnancy, extended illness or injury. The student is required to submit a healthcare provider’s statement regarding the pregnancy, extended illness or injury stating that the student can return to class and clinical without restrictions.

**Personal Communication Devices (PCD’s)**

Includes **Cell Phones/Smartphones, IPods, IPads, Lap Top Computers, Notebooks, Pagers, Readers such as Kindles, and/or any other Audio/Visual Recording Devices**

No PCD's or any other audio/visual device is permitted in the classroom, laboratory or clinical areas. While in these areas, PCD’s and other audio/visual devices must be turned off and kept in the student's locker or car.

**The consequence for having a PCD, or any other audio/visual device:**

- During a quiz, the student will receive a grade of zero and be suspended for that class period (8-10; 10-12 or 1-4).
- During a test, the student will have to take a make-up test at 4:00 pm on the same day. If the test is not taken on that day, 5 percentage points will be deducted from the test score for each day the test is not taken.
- During theory or lab, the student will be suspended for that class period (8-10; 10-12; 1-4).
- During a clinical experience, the student will be sent home and it will be counted as a clinical absence.

In the event of an emergency, the HEMSPN office should be contacted so that a message can be relayed to the student. The HEMSPN office may be reached by calling (330) 332–8940.

HEMSPN cannot and will not accept responsibility for damaged, lost, or stolen cell phones, tape recorders, lap top computers or any other electronic devices that are left in book bags, briefcases, cars, classrooms, clinical areas, lockers, purses, etc.
Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person are subject to dismissal.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property or when it involves HEMSPN and/or any of its associations.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Bullying Harassment Policy. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement as required by law.

Class Organization

Each class will form a student organization to assist with the planning and implementation of meetings, and ceremonies. Class members elect a President, Vice President, Secretary, Treasurer and Sergeant of Arms. The elections will be held before the 4th week of the Junior Level and the 3rd week of the Senior Level. The secretary will take minutes for each class meeting and submit a typed copy to the Director. Any student may present their concerns at the beginning of a scheduled faculty meeting. See Appendix E.

Copying Services

Faculty and staff are the only individuals authorized to use the copy machine. Therefore, the student must ask one of these individuals to make any necessary copies for the cost of 25 cents per single, one sided copy.

Counseling

The HEMSPN Director, faculty, and staff encourage students to seek academic, clinical, and financial guidance, whenever needed. The Director, faculty, and staff are available to assist with recommendations for where to seek such services.

The Columbiana County Mental Health Services, is available for the student that wishes to seek counseling. Any expense incurred is the responsibility of the student.

Criminal Background Check

The OBN requires a cleared criminal background check through the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI) to be completed within one year at the time of application for licensure and permission to take the national licensing examination. Clinical healthcare facilities also are requesting completion of the background check prior to the student's clinical learning experience. HEMSPN arranges for an outside company to come to the school for fingerprinting during the Introduction to Medical Terminology course at the expense of the prospective student. Original results for this BCII and the FBI record checks are sent directly to HEMSPN. Fingerprinting is redone at the beginning of the student’s second half to be submitted to the OBN. This cost is part of the lab and supply fee. Original results for the second BCII and the FBI record checks are sent directly to the OBN and copies to HEMSPN.

Criminal History Record Check/Felony Preclusion

The Ohio Nurse Practice Act requires applicants for a nursing license to submit to a criminal records check as part of their application for initial licensure as a nurse in the state of Ohio. This check includes Federal Bureau of Investigation (FBI) records and is conducted by the Bureau of Criminal Identification and Investigation (BCII). The Act also allows the Ohio Board of Nursing to automatically preclude (prevent) from initial licensure or certification anyone who has previously been convicted of, pleaded guilty to, or had a judicial finding of guilt for a third degree or higher felony in Ohio or another jurisdiction. The felonies triggering automatic preclusion 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 investigation, including an administrative hearing as set forth in Chapter 119 of the Ohio Revised Code to determine whether the Board will issue a license or certificate. For additional information about the Ohio Board of Nursing preclusion from employment, see Appendix F.
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 documented diagnosis and a written request for reasonable accommodations must be submitted four (4) weeks prior to admission and will be evaluated by the HEMSPN Director 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.

Essential Functions – Required

HEMSPN, in compliance with the Americans with Disabilities Act (ADA), does not discriminate against qualified individuals with documented disabilities. The following essential functions for the LPN can assist individuals who are interested in the nursing profession to make an informed decision regarding their career choices. These abilities also are considered essential for successful completion of the HEMSPN program.

A person qualified for the HEMSPN program is one who has met academic standards and is able, with or without reasonable accommodation, to meet the essential functions of the licensed practical nurse. Other specific requirements and competencies are outlined in various course syllabi and clinical performance tools.

"Accommodations are (defined as) those changes that minimize or eliminate the impact of a disability, allowing the individual equal access to the . . . courses, programs and activities, and provide equal employment. A reasonable accommodation is one that does not require a substantial change or alteration of an essential element of a program or position and one that does not impose an undue burden on the . . . (school). If allowing participation of a person with the disability poses a direct threat to the health or safety of others, an accommodation is not reasonable and does not have to be made" (Office of Disability Services, 2004). While providing a reasonable accommodation, HEMSPN is " . . . not required to lower or effect substantial modifications to essential requirements. Although a school may be required to provide extended time on a test, for example, it is not required to change the substantive content of the test. Also . . . (schools) are not required to make a modification that would fundamentally alter the nature of a service, program, or activity or would result in undue financial or administrative burdens. Finally . . . (schools) are not required to provide personal care attendant services, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature, such as tutoring or typing." (Imparato, 1996).

Functions Identified Essential for Licensed practical Nurses and HEMSPN Nursing Students

1) Tactile: Students must have tactile sensation sufficient to perform a nursing physical assessment. This includes, but is not limited to, the ability:
   - to perform palpation, percussion, and other functions necessary for a physical examination
   - to assess texture, shape, size, temperature and vibration
   - to detect temperature changes
   - to feel differences in sizes, shapes (i.e., palpate veins, identify body landmarks), and surface characteristics
   - to collect specimens necessary for patient assessment or diagnostic testing
   - to perform nursing skills such as inserting a urinary catheter or I.V., changing dressings, and giving medications

2) Visual Acuity: Students must have the visual acuity to accurately observe and assess the patient as well as perform nursing care including, but is not limited to, the ability:
   - to use peripheral vision and depth perception
   - to see drainage on dressings and drainage of body fluids
   - to note fluid levels in collection devices, syringes, and infusion devices
   - to read fine print, a watch with a second hand, and gauges that monitor client progress, such as a sphygmomanometer
   - to see to administer treatments such as I.V. fluids and oxygen
   - to observe changes in patient skin color, trauma sites, and surgical incisions
   - to discriminate colors for diagnostic/assessment purposes
   - to assess movements of patients
   - to observe/assess patient behavior necessary in a rehabilitation or psychiatric setting

3) Auditory: Students must have the auditory ability necessary to monitor and assess health care needs. This includes, but is not limited to, the ability:
4) **Communication**: Students must be able to communicate effectively and sensitively with clients, family members, and other members of the health care team. This includes expressive and receptive modes of verbal, nonverbal, and written communication. Examples include, but are not limited to, the ability to:

- explain treatment procedures
- initiate health teaching
- document nursing assessment, nursing action, and client/family responses
- read patient documentation and important English written medical/nursing literature
- give an accurate verbal/written report of patient information, condition, and progress to other health care professionals and members of the client's health care team

5) **Olfactory**: Students must have sufficient olfactory function to detect significant environmental and client odors including, but not limited to, the detection of:

- odors from bodily fluids or spoiled food
- smoke from burning materials

6) **Motor Function**: Students must have sufficient neuromuscular strength, function, and coordination to perform effectively the activities required of a practical nurse.

- Examples of gross neuromuscular strength, function and coordination include, but are not limited to:
  - transferring clients from wheelchair to bed and from bed to stretcher
  - eliciting information from clients using palpation, auscultation, and percussion
  - manipulating diagnostic instruments to adequately perform all aspects of a physical assessment
  - performing cardiopulmonary resuscitation (CPR)
  - manipulating life support devices
  - applying enough pressure over a sufficient period of time to stop bleeding
- Examples of fine neuromuscular strength, function, and coordination include, but are not limited to:
  - standing and maintaining balance for long periods of time
  - moving freely in patient care environments including quick body and extremity movement to respond to emergencies
  - bending, stooping and squatting
  - reaching below the waist and overhead
  - writing legibly with pen or pencil

7) **Behavioral**: Students must possess the ability to establish and maintain appropriate professional relationships. Examples of this component include, but are not limited to:

- acting ethically
- exercising sound clinical judgment
- being accountably and responsible for accurately completing all responsibilities related to the nursing; and the care, health, and wellbeing of clients

8) **Emotional Health**: Students must possess emotional stability required for, but not limited to:

- prioritization of completing demands
- productive functioning in stressful environments and during difficult circumstances and situations
- assuming responsibility and accountability for own actions
- handling strong emotions
- focusing attention on a task through its completion
- separating own needs and experiences in order to maintain objectivity and client-centered care
- adjusting/adapting to ever changing circumstances and situations


Rev: 11/07; 2/08; 7/08; 3/09; 7/10; 3/11; 8/11; 11/11; 2/12; 7/12; 11/12; 2/13; 4/13; 8/13; 2/14; 8/14
Dress Codes

Introducing students into the professional role, HEMSPN has explicit dress codes for the classroom, laboratory, and clinical setting. HEMSPN students are required to be in complete uniform for all classroom, laboratory, and clinical experiences unless otherwise directed by faculty. There are no acceptable substitutions to the official HEMSPN uniforms. Any deviation from the following dress codes and policies shall result in the student's dismissal from the clinical, laboratory, or classroom setting. This dismissal will count as an absence.

Prohibited attire includes any printed garments, articles, shoes, and patches that are deemed by faculty and the Director to be offensive, sexually suggestive, condoning violence, an advertisement for drug/alcohol/tobacco use, condoning suicide, and vulgar or suggestive language. Additional dress code stipulations for the classroom, clinical simulation lab, and clinical settings include the following:

Classroom and Clinical Simulation Laboratory

Acceptable attire for the classroom/lab setting is the HEMSPN designated classroom uniform only.

- Students shall maintain an acceptable standard of personal hygiene including daily baths, clean, freshly combed hair, and no foul body odors or highly scented toiletries
- Uniforms must be clean, pressed, in good repair, and odor free including smoke
- A plain long or short-sleeved shirt underneath the uniform top if desired
- Closed toe shoes are the only type of shoes permitted
- Only the official HEMSPN sweat/tee shirt/jacket may be worn
- The wearing of hats, caps, or scarfs is not permitted
- While attending school at the 230 North Lincoln location smoking is permitted in the designated area only

Clinical Setting

Acceptable attire for the clinical setting is the HEMSPN designated uniform only.

- Students shall maintain an acceptable standard of personal hygiene including daily baths; clean, freshly combed hair, and no foul body odors
- Absolutely no smoking while in clinical uniform
- Uniforms must be clean, pressed, in good repair, and odor free including smoke
- White or flesh tone plain undergarments including slips if applicable
- Plain white hose with skirts
- Plain white hose or ankle socks with pantsuits/trousers
- The HEMSPN senior pin when applicable
- The mandatory HEMSPN watch
- Clinical shoes shall be all white, professional leather shoes with quiet heels; clogs or slides are not permitted. Shoes are to be polished daily, kept in good condition, and replaced as necessary. Shoelaces shall be washed regularly.
- The uniform hemline shall be no shorter than the bend of the knee
- Hair shall be clean, worn in a conservative style, under control and above the uniform collar. Necessary clips, including small banana clips, barrettes, hair ties etc. shall be plain (no ornamentation) and a neutral color or a color that matches the student's hair.
- Only natural (brown, black, blonde, etc.) hair colors are permitted for chemically treated hair
- Male students shall be clean-shaven or have beards/mustaches that are short and neatly groomed
- Nails shall be clean, free of all nail polish, and short, i.e., clipped so they cannot be seen from the palm side of the hand. Artificial nails or tips are prohibited
- Make-up shall be in moderation and natural in appearance
- No perfume, cologne, aftershave, scented hand lotions, powders, deodorants, etc. are permitted in the clinical areas
- Chewing gum is prohibited
- The only jewelry permitted in the clinical setting is: The mandated HEMSPN watch

Imparato, A. J. (April 2003). "Legal aspects of accommodations for students with disabilities in nursing education." Presented at "The Students with Disabilities: Nursing Education and Practice" symposium held at Rush University Medical Center, Chicago, IL.

- A plain wedding band
- One pair of dot-sized earrings in pierced earlobes only, all other piercings are prohibited (facial, mouth, tongue etc.)
- All visible tattoos are to be hidden with an acceptable covering (bandage, clothing, dressing) while student is in uniform
- Visiting family and/or friends is not permitted during school hours or while in the HEMSPN clinical uniform

- Students must have the following for all clinical experiences
  - A non-erasable fine or medium tip, black ballpoint ink pen
  - Bandage scissors
  - Stethoscope
  - Blood Pressure Cuff
  - Mandated HEMSPN watch
  - Clinical Toolkits
  - Gait belt
  - Pen light

**Punctuality**

The student who does not report on time for the clinical experience will be ineligible for the clinical experience and will be sent home. If a student is tardy on a clinical orientation day, the student may stay but it will be counted as a clinical absence.

In addition, to take full advantage, the student must be thoroughly prepared for each learning experience. If the student is not fully prepared for the clinical experience, he/she does not meet the clinical objectives, and will be sent home.

**Reporting Off From Clinical**

When unable to attend clinical experiences, the student is required to notify the clinical instructor prior to 6:00 a.m. It is the student’s responsibility to meet with faculty for his/her assignment and to be prepared for the next clinical experience. It should be noted that:

1. There is no acceptable reason for not reporting off.
2. Failure to report off from any clinical experience is unprofessional behavior.
3. Discussing circumstances with an instructor, the clinical instructor, or the HEMSPN Director prior to the clinical experience does not inherently give the student permission to be absent from or to not call/report off.
4. "Reporting off" for one clinical experience does not equal "reporting off" for the next or any other clinical experience.

For appropriate methods and telephone numbers to be utilized for reporting off, the student shall refer to the Clinical Toolkit and consult with the appropriate faculty member. Texting, emailing and voice messaging are not acceptable means of reporting off.

**Drug Free Policy (See Appendix A)**

**Drug Screening – Mandatory**

Prior to attending any clinical learning experiences, the student is required to complete and pass a urine or blood drug-screening test. The testing must be completed before the initiation of any clinical experiences; it will be coordinated with and through HEMSPN. At the time of testing, the student must verify identification with a driver's license or state picture ID and sign the consent form. For additional information, see Appendix A: "HEMSPN Drug Free Policy" and Appendix J for student agreement regarding mandatory drug screening.

The student whose test indicates the presence of non-prescribed, abuse of prescribed and/or illegal drugs shall be disqualified from attending clinical experiences. The student, who tests positive, who refuses the drug screening or attempts to adulterate test results, will be dismissed immediately from the program with no opportunity for readmission.

The procedure for student drug screen testing is available in the Salem Regional Medical Center's Policy and Procedure Manual.

**Tuition and School Fees**

The student is responsible for the total amount of tuition and school fees. All fees must be paid in full or arrangements made as detailed below no later than two (2) weeks prior to beginning the program. Failure to meet payment deadlines results in current enrollment being deferred to a later class or dismissal from the program. Final grades and transcripts will be held until all financial obligations are met. (See Appendix D for an itemized list of all HEMSPN related expenses.)
HEMSPN accepts money orders, cashiers and personal checks. When the applicant and/or student provides a personal check for payment of HEMSPN fees, the check must have the following information on the check:

1) Full name and address
2) Current and valid phone number
3) Driver's license number

If a personal check is returned for insufficient funds, the Treasurer's Office turns it over to an outside company for debt collection. Therefore, submission of a personal check authorizes the outside company to use information on the check to make a one-time electronic fund transfer or to process the payment as a check transaction. It also authorizes the collection of a fee (plus the bank fee charged to HEMSPN) through electronic fund transfer from the checking account.

Payment Options

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 22nd 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. Financial aid in place is considered payment.

Refund Policies

School fees, excluding tuition, are non-refundable and non-transferable. The student's account will be credited for tuition according to the following schedule:

- If the student leaves the program by the end of: (The amount is based on the chosen payment option)
  - The first week of the program – 2/3 of the quarter’s tuition will be refunded plus any future quarter’s tuition.
  - The second week of the program – 1/3 of the quarter’s tuition will be refunded plus any future quarter’s tuition.
  - After second week of the program – only future quarter’s tuition will be refunded

All outstanding school fees are deducted from any payment credited to the student's account. It is the student's responsibility to pay any remaining balance that is owed. Should the account indicate a positive balance, the money will be reimbursed according to the policies and procedures of the awarding financial aid agency.

The student must complete a formal withdrawal in order to receive financial reimbursement. These forms are available at the HEMSPN office. If HEMSPN owes the student money (a credit balance on the student's account), the reimbursement check will be mailed. Neither the student nor a designee is permitted to pick up the check. It is the student's responsibility to ensure that HEMSPN has the correct address.

Some students receive financial aid greater than their financial obligation to HEMSPN. Once all HEMSPN fees are deducted and financial/school policies are met, these students will be given options to either:

1) Receive credit balance. The check will be issued within 30 days after receipt of the money.
2) Apply credit balance to the remaining HEMSPN tuition costs.

Federal and Non-Federal Refund Policies

The refund policies for federal and non-federal aid are determined by the various states, agencies and institutions that award the aid. HEMSPN is obligated to honor these policies. As required by federal regulations, HEMSPN calculates the school's tuition refund policy and the federal refund calculation. After comparing the two, the school issues the larger refund amount.

Fees mistakenly paid due to errors in law/regulation interpretation or facts are returnable in full. Any appeals regarding the refund policy are referred to the HEMSPN Director.
Title IV Policy

HEMSPN is required to implement the U.S. Department of Education Return of Title IV Aid Policy for managing federal financial aid funds. The student's official date of withdrawal from the school determines the amount of the original financial award that the student has earned. The "earned" amount increases as the school year progresses.

If, at the date of withdrawal, the student has "earned" less aid than actually was disbursed, the student is required to pay the difference, i.e., monies that were issued and used or planned for educational related expenses.

Financial Aid

Financial aid is available for payment of various HEMSPN fees. The Financial Aid Administrator (FAA) is committed to guiding and assisting the student through the financial aid process as they enter into and successfully progress through the HEMSPN program. The student needs to contact and work with the FAA to determine eligibility and to take advantage of available resources. All necessary paperwork needs to be completed thoroughly, accurately, and in a timely manner to facilitate the process.

Payment Procedures for Financial Aid Recipients

Financial aid is deducted from the student's bill as it is awarded. Consequently, the current invoice may not reflect recent receipt of financial aid. Any awarded financial aid, before or after a posted invoice, will be deducted/reflect as follows:

- Any Pell Grant, Subsidized Loan, Plus Loan and /or bank loan will be applied to student’s account once funds are received by HEMSPN.
- Awards from the Bureau of Vocational Rehabilitation (BVR), Workforce Investment Act (WIA), and Trade Adjustment Assistance (TAA) will be deducted once HEMSPN receives the actual payment.
- After deducting the appropriate amounts of financial aid, the student is responsible for paying the balance in full or making arrangements for installment payments.
- Estimated disbursements of any or additional financial aid cannot be used for the first or any installment payments.

It is the student's responsibility to pay HEMSPN for all charges/fees that are excluded from financial aid. Refer to the school's Financial Aid Policies and Procedures Manual, available on the website, and/or the Financial Aid Administrator for further information regarding the HEMSPN past-due account program.

Satisfactory Academic Progress (SAP)

HEMSPN measures Academic Progress for each student by monitoring both academic performance and maximum time for completion. In order to be considered in compliance with the SAP policy, a student must maintain a cumulative GPA of 80% or better and complete the program within 150% of the length of the program.

Academic Performance

Academic performance is reviewed at the end of each payment period. Students must maintain a cumulative grade point average of 80% or better, or he/she will be placed on academic warning until the end of the next regularly scheduled payment period. The cumulative average is based upon all academic activity from the first day of class through the end of each evaluation period (see below). Students also receive clinical objectives at the beginning of each clinical rotation. To continue in and satisfactorily progress through the program, the student must be able to meet those objectives satisfactorily by fully participating in all clinical learning experiences as scheduled by faculty. Students receive progress reports at the midpoint and a final evaluation at the end of each clinical rotation. If a student does not satisfactorily meet 100% of the designated course, or clinical objectives or receives an unsatisfactory clinical evaluation, the student is dismissed from the program regardless of theory grades.

Attendance Performance

The HEMSPN attendance policy underlines the personal and professional responsibility that the student has to pursue their education by taking full advantage of all scheduled learning experiences. Therefore, attendance during the program is carefully monitored and students are expected to attend each program hour. In general, the student must maintain attendance in order to complete the program within 150% of the normal time frame. The student is permitted excused absences for unexpected or necessary events but assumes responsibility for missed learning experiences. However, a clinical learning experience absence will still count toward the total limit. Attendance is monitored closely by the Financial Aid office to ensure eligibility of financial aid. Absenteeism adversely affects student funding. Excused absences cannot exceed 10% of the hours in the financial aid payment period for the student to be eligible to receive funds on time. Student’s financial aid will be delayed until required hours are met.
To successfully progress through the program, the student is required to meet all course and clinical learning objectives. Excessive absenteeism will jeopardize the student's successful achievement of these objectives. If these course/clinical objectives are not met, the student will be dismissed from the program. In addition, no student shall miss more than five (5) scheduled clinical experiences within the 44 weeks of the program and fulfill the attendance requirements; six (6) or more missed clinical experiences results in a dismissal from the program. This attendance policy does not preclude the amount of time necessary to adequately determine if the student has met clinical learning objectives. For example, should a student miss four clinical days in a six day rotation, two days will not give the student adequate time to demonstrate meeting the learning objectives of that clinical rotation.

**Maximum Time for Completion**

Students will have a maximum of 150% of the normally allotted scheduled time to complete the program. The program is scheduled for 44 weeks and students will have 66 weeks to complete the program. Maximum Time Frame is measured in calendar time and students must successfully complete 67% of the 450 hours scheduled over 15 weeks of training. All periods of enrollment will be included in the maximum time frame. If it is determined that a student will not be able to complete the program within the maximum timeframe, the student will no longer be eligible for Title IV funds. Evaluation periods are as follows:

<table>
<thead>
<tr>
<th>Weeks</th>
<th>Minimum Required Hours</th>
<th>Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>302</td>
<td>450</td>
</tr>
<tr>
<td>30</td>
<td>603</td>
<td>900</td>
</tr>
<tr>
<td>45</td>
<td>903</td>
<td>1350</td>
</tr>
<tr>
<td>60</td>
<td>1204</td>
<td>1800</td>
</tr>
<tr>
<td>66</td>
<td>1400</td>
<td>2100</td>
</tr>
</tbody>
</table>

**Academic Warning**

If the student does not have a cumulative grade point average (GPA) of 80% or better, and meet the attendance requirements at the end of each evaluation period, the student will be placed on financial aid warning until the next regularly scheduled evaluation period. Financial aid will be disbursed to a student in warning status the first period. Successive warning periods are not allowed and financial aid will be terminated if the student is not in satisfactory progress at the end of the warning period as described above.

**Probation**

If the student fails to meet the requirements for satisfactory academic progress at the end of the warning period, the student will lose eligibility for Title IV funds. **A student must submit a written appeal for financial aid probation.** The student will be allowed to appeal the suspension of Title IV funds. The Director of Education will review the student’s appeal for probation. If the appeal is successful, the student will be placed on probation and given an academic plan to come into compliance with satisfactory academic standards by the end of the next payment period. The student will remain eligible for financial during the probationary period. If the student is not in compliance with the academic/attendance standards or the academic plan at the end of the probationary period, the student’s financial aid will be terminated and the student may be subject to dismissal from the school.

The Director will inform the student by letter of her/his probation/suspension status and/or dismissal from the school.

**Appeal Policy**

Students terminated due to the inability to meet satisfactory progress requirements may appeal this decision to the Director by indicating in writing the reasons why the minimum requirements were not met. The appeal should describe in detail, with documentation, any undue hardship or circumstance, which may have caused the failure to meet the satisfactory academic progress, and/or attendance standards. The student must also indicate what has changed that will allow the student to meet the standards of progress at the end of the next evaluation period. The Director will review the appeal and determine whether or not the termination should be upheld. The student will be advised, in writing, of the department’s decision.

**Reinstatement**

Financial aid awards for students who are reinstated through the Appeal Process will be reinstated for the payment period in which the appeal is applicable.

**Course Repetition**

A student may repeat a course they failed or did not complete. The repeat grade will supersede any previous grade. However, for students repeating a course, they must still complete the program within the maximum time frame allowed. Students will not receive financial aid for repeated coursework. If funds for the failed coursework have been returned to the U.S. Department of Education and the student restarts in an eligible enrollment status within 180 days, the returned funds will be re-disbursed. If the student restarts the
program after 180 days, the student may be paid for all repeated coursework. However, if a student is receiving credit for any of the repeated coursework, financial aid eligibility will be calculated based upon the hours remaining to complete the program.

**Transfer Hours**

The HEMSPN is a vocational school that does not transfer hours for courses taken at another school, college, or university. All students must successfully complete all HEMSPN courses to graduate and receive a diploma as well as certificate of completion from HEMSPN.

The only exception to this policy is for those individuals who receive financial aid benefits from the United States Veterans Administration (VA). For veterans receiving VA benefits, the HEMSPN Director, with assistance from the faculty, will review coursework successfully (a grade of “C” or better) completed at another post-secondary school, college, or university to determine equivalency of content and possible acceptance of one or more courses for one or more of the HEMSPN courses. If equivalency is determined, the veteran may be asked to take and successfully pass (a grade of 80.0% or better) the final exam(s) thereby ensuring the veteran has a solid foundation for successful progression through the program.

Hours transferred from another institution will be considered to be part of the student’s attempted hours and reduce the maximum time frame for completion of the program.

**Grades and Satisfactory Progress**

To successfully advance through the program, the student must maintain satisfactory progress. Satisfactory progress is defined as a final grade of 80.0% or greater for all theory courses and as satisfactorily meeting all clinical/laboratory course objectives and expectations. Course grades of 79.5% through 79.9% are not rounded up to meet this requirement. If the score for any unit test is below 80.0%, it is the student's responsibility to seek out and meet with the instructor.

During Quarter 1, any student who scores below an 85% will get the opportunity to retake the test after class review of the test. The scheduled time for retest will be at the discretion of the instructor. All students must retest the same day. If a student does not attend the retest day for any reason they will not be permitted to retest. The two scores will be averaged and entered as the new grade. This does not apply to makeup tests or the final exam. If a student is absent or late on the initial test day, they forfeit the chance to retake and will be given a makeup test per policy.

Learning enhancement/study skills sessions will be scheduled for the student who is at risk of not maintaining satisfactory progress in a theory course. Learning enhancement/study skills sessions are by invitation only.

Students receive academic warning when course midterm grades fall below 80.0% and must meet with the Director for academic counseling. Academic warning adversely affects financial aid; therefore the student must also meet with the FAA.

The allotted time for exams will be 1 minute per question plus ten (10) additional minutes.

**Grading Scale for Theory Courses**

For determining a letter grade, the following grading scale applies for all HEMSPN theory courses unless otherwise specified by the instructor:

- A = 94.0% - 100%
- B = 88.0% - 93.9%
- C = 80.0% - 87.9%
- D = 75.0% - 79.9%
- F = Below 75.0%

**Reporting of Grades**

Grades for any test, quiz, or final exam will be posted within 48 hours after administration. They will be posted in the student’s online grade book. In compliance with the Family Education Right to Privacy Act (FERPA), neither faculty nor staff members are permitted to give grades over the phone or to individuals other than the student.

**Performance and Attendance Point System**

The Performance and Attendance Point System is used to identify and resolve issues that put the student at risk for dismissal. Points are tracked on a performance and attendance tool. Upon accruing 6 points, a Performance Improvement Plan will be developed with the Director. The student will be dismissed if 18 points or greater are accrued. See Appendix Q.
**Progression**

The student receives clinical objectives at the beginning of each clinical rotation. To continue in and satisfactorily progress through the program, the student must be able to meet those objectives satisfactorily by fully participating in all clinical learning experiences as scheduled by faculty. The student receives progress reports at the midpoint and a final evaluation at the end of each clinical rotation. If a student does not satisfactorily meet 100% of the designated level, course, or clinical objectives or receives an unsatisfactory clinical evaluation, the student is dismissed from the program regardless of theory grades (see “Evaluation of Clinical Performance”). The student may petition for readmission into a future class.

**Evaluation of Clinical**

For all clinical requirements, the student's performance is evaluated as satisfactory or unsatisfactory according to the clinical learning objectives. Faculty maintains clinical evaluations and anecdotal notes for each clinical experience; these become a permanent part of the student's record.

**Graduation**

The progression requirements are as follows:

- a) earned a grade of 80.0% or greater for all theory courses
- b) satisfactorily met all clinical objectives
- c) met all attendance requirements
- d) paid all HEMSPN related fees
- e) student files are current and complete

Senior Level students who have completed all of the above requirements will participate in mandatory graduation exercises, receive a diploma, and have a certificate of completion sent to the Ohio Board of Nursing. They will also be eligible to apply for licensure in any state within the United States of America and take the NCLEX-PN, a national practical nursing licensure examination.

Junior Level students who have met all progression requirements will participate in mandatory graduation /pinning exercises.

**Grievance**

Within the HEMSPN program, the term "grievance" is defined as a dispute between a student and the school regarding the interpretation, application of, or compliance with a specific provision of HEMSPN policies or procedures as applied to that student's participation in the HEMSPN program. The grievance process is available to all students without fear of retaliation or intimidation. The term "Grievant" is an individual student alleging a grievance against HEMSPN. All grievance-related conversations with the student shall be held in strict confidence by those involved.

The Grievance process is implemented and progresses according to the steps outlined below. The time limits set forth may be extended by mutual agreement of the school and the student when set forth in writing and signed by the Grievant. Working days, as used in this procedure, shall not include Saturdays, Sundays, holidays, vacation days, or breaks.

**Grievance Procedure:**

Step I: The Grievant shall discuss the concern with the involved HEMSPN instructor within three (3) business days of the occurrence in an effort to arrive at a mutually agreeable solution.

The Grievant may elect to schedule a meeting with the faculty member and HEMSPN Director in an effort to arrive at a mutually agreeable solution. The student must contact the Director to schedule this meeting within three (3) business days of the occurrence; the meeting will occur within six (6) business days of the original occurrence.

Step II: If the grievance is unresolved after Step I, the Grievant may further pursue the grievance process by submitting a completed grievance form to the Program Director within nine (9) business days of the original dispute. Within five (5) business days from the submission of the completed grievance form, the HEMSPN Director will schedule a meeting for the purpose of resolving the grievance. At this meeting the Grievant and concerned faculty member, with or without representation of choice, will present evidence to support respective sides of the dispute. If a healthcare agency staff member(s) or another non-HEMSPN individual(s) is/are involved, the Director may invite that/those individual(s) to the meeting to present additional information. Following presentations by all individuals and the answering of HEMSPN Director's questions, the Director will meet with the grievant.
Following this meeting, the HEMSPN Director's written disposition of the grievance will be given to the student and the faculty member within three (3) business days of the meeting. An additional copy will be placed in the student's file. The grievance will be considered resolved if an agreement is reached at this time.

Step III: If the Grievant is not satisfied with the HEMSPN Director's disposition of the grievance, the Grievant may appeal in writing to the Salem City School District's High School Principal's or designee within three (3) working days after receipt of the disposition. The following conference will include the student, the High School Principal of Salem City School District or designee, the HEMSPN Director, the involved faculty member, and representatives of choice for either or both sides. Within five (5) working days of the conference, Salem City School District's High School Principal or designee shall submit a written deposition to the HEMSPN Director; the written disposition shall include reasons for the deposition. Copies of the deposition will be given to the student, instructor, and one placed in the student's file. The deposition will be considered final and binding.

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:

- It is the responsibility of each student to cover the cost of healthcare provider 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.
- Should a student become ill/injured during hours of instruction, i.e.: 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.
- 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.
- All expenses incurred are the responsibility of the student. (See Appendix O).
- 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.
- 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 healthcare provider will also be required if deemed appropriate by the HEMSPN Director.
- 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.
- Except in the case of an emergency, appointments with private healthcare provider or health clinics shall be made at times that do not conflict with class, laboratory, or clinical experiences.

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. A written statement from the attending healthcare provider indicating the student's ability to continue the nursing program without restrictions must be submitted after each pre-natal visit. If the healthcare provider indicates the student cannot continue in the program without restrictions, the student must withdraw from the program with readmission options. Failure to submit written healthcare provider statements during the course of a pregnancy will result in 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 healthcare provider indicating the student's ability to resume clinical responsibilities without restrictions must be submitted prior to returning to class/clinical.

**Health Records**

Prior to admission and up-dating as necessary for readmission, the student is required to have the following forms completed, signed by a healthcare provider, and submitted to the nursing office:

(a) the pre-admission "Physical Examination Report" completed within 66 weeks of the first day of class
(b) an "Essential Functions Questionnaire"
(c) a "Personal Health Record"
(d) a record of childhood immunizations including dates of immunizations or positive titer results

**Immunizations**

According to the Center for Disease Control (CDC) and/or the Occupational Safety and Health Administration (OSHA), specific immunizations are required or recommended for all individuals entering the field of healthcare. Therefore, HEMSPN requires specific immunizations be up-to-date for admission into the program (see the current HEMSPN Admission Packet for more information). In accordance with this policy, the Mantoux tuberculin skin test must be documented and up-to-date for admission or readmission into the program. The Mantoux tuberculin skin test is required to be updated yearly. If the student has a history of a positive skin test, a radiologist’s report of a negative current chest x-ray must be submitted to HEMSPN prior to admission. If the student’s current Mantoux test results convert from a negative to a positive, the student must comply with recommendations to follow-up with family healthcare provider or a county TB clinic and submit a healthcare provider's release to return to school before readmission can be permitted.

**Licensure**

The HEMSPN graduate is eligible to apply for licensure in any state or district of the United States in accordance with the requirements of the respective state or district licensing authority. The respective Board of Nursing will issue a license to the applicant who has met all of the licensure requirements. One of the requirements for licensure is the passage of the NCLEX-PN, a national licensure examination.

In addition to the above, a graduate who, because of a disability, has special needs for taking the examination must provide the Board of Nursing written notification of the disability, documentation that substantiates the disability, and a request for specific modifications to the examination materials or procedures. The requested modifications may be granted, but only in accordance with National Council of State Boards of Nursing procedure and only if approved by the Board of Nursing and the National Council of State Boards of Nursing.

**Lockers**

The student is assigned a locker that is located in the HEMSPN Suite. Coats and book bags are to be placed in the locker. They are not permitted in the classroom, clinical simulation lab, computer lab, or library. Note that HEMSPN is not responsible for items placed in the locker.

ALL lockers must be emptied prior to breaks. Any remaining contents will be disposed of.

Should the need arise, HEMSPN faculty and staff reserve the right to enter any student locker located in the HEMSPN suite at the KSU Salem City Center Building on Lincoln Avenue. 'Need' is broadly defined to include, but not be limited to:

(a) any reason perceived necessary by the HEMSPN faculty and staff or by the custodial and security services provided by Kent State University
(b) a reasonable request from an agency that is providing financial aid to that particular student
(c) the removal and disposal of any items, personal or otherwise, left in the locker during the scheduled breaks and once the student has left the program for any reason

**Lost, Stolen, or Damaged Personal Items**

HEMSPN and all associated institutions and healthcare agencies are not responsible for any lost, stolen, or damaged articles or personal property. It is the responsibility of the student to immediately replace a lost or damaged HEMSPN uniform, vest, or educational related equipment/books. Purchasing of additional uniforms/vests, equipment, or books may be arranged through the HEMSPN secretary.
HEMSPN Classrooms – Theory classrooms are located on the third floor of the Salem City Center Building (230 North Lincoln Avenue). Students may park in the public parking lot on East Second Street or in the lot adjacent to the side of the City Center Building (off of Third Street). Students are not permitted to park in the back lot reserved for staff and visitors only. Because of the amount of pedestrian traffic and children playing in the neighborhood surrounding the school, it goes without saying that students must drive slowly and carefully when entering and leaving the parking lots. Any violation in the parking policy may result in the student’s car being towed at the owner’s expense.

Please refer to Clinical Toolkits for parking at clinical facilities.

Professionalism

Professionalism is defined as the projection of ethical and moral values of empathy, integrity, and trustworthiness while competently performing as a professional practitioner. The term ‘professional’ is used to describe/identify a person as one who approaches the chosen career with seriousness, has a high level of integrity, and can be trusted to maintain high personal and professional standards. Therefore, a nursing professional is one who:

(a) demonstrates empathy, integrity, and trustworthiness;
(b) is responsible and accountable for own actions, and
(c) meets the standards of care as well as practices within the legally defined boundaries while performing safe, efficient, patient-centered nursing care.

While providing nursing care, the HEMSPN nursing student shall demonstrate the above stated behaviors of a nursing professional and must meet the Ohio Board of Nursing Standards of Practice for the Licensed Practical Nurse. In addition, the students shall conduct themselves according to the following Ohio Board of Nursing requirements which are reproduced from the Ohio Administrative Code §4723-5-12(C)

OAC§4723-5-12(C) 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 client, and the client’s response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, 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 client.
5. A student shall delineate, establish, and maintain professional boundaries with each client.
6. At all times when a student is providing direct nursing care to a client the student shall:
   (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
   (b) Treat each client with courtesy, respect, and 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 blood and body fluid 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 client;
   (b) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
10. A student shall not misappropriate a client’s property or:
    (a) Engage in behavior to seek or obtain personal gain at the client’s expense;
    (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client’s expense;
    (c) Engage in behavior that constitutes inappropriate involvement in the client’s personal relationships; or
    (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client’s personal relationships.
For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.
11. A student shall not:
    (a) Engage in sexual conduct with a client;
    (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
    (c) Engage in any verbal behavior that is seductive or sexually demeaning to a client;
(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client. For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.
(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
(a) Sexual contact, as defined in section 2907.01 of the Revised Code;
(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student.
(14) A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;
(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;
(18) A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice;
(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;
(22) A student shall not assist suicide as defined in section 3795.01 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.

Effective: 02/01/2012
As filed in the Register of Ohio

Additionally, the nursing student shall maintain the confidentiality of client information obtained during the course of nursing practice according to the Health Information Portability and Accountability Act (HIPAA) and demonstrate the standards in the National Federation of Licensed Practical Nurses' (NFLPN) Nursing Practice Standards for the Licensed/Vocational Nurse and the Code of Ethics of the National Association of Practical Nurse Education and Services (NAPNES).

**Unethical Conduct, Unacceptable Behavior/Attitude**

Ethics refers to the moral or philosophical principles that society defines actions as being right or wrong. Nursing ethics identify how nurses must conduct themselves in relation to their profession, to the patients/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 of Practical Nurse Education and Services, Inc. (NAPNES) reflect the high ideals that the practical nurses and practical nursing students integrate into their nursing practice.

Unethical professional conduct is any behavior that violates a profession's Code of Ethics. For the HEMSPN nursing program, it encompasses any behavior that violates the NAPNES Code of Ethics (Appendix H). Such behavior includes, but is not limited to:

(a) cheating;
(b) lying;
(c) falsifying records;
(d) breaching confidentiality;
(e) stealing;
(f) abusing alcohol or drugs;
(g) abusing patients/residents;
(h) behaving in a disorderly manner within the school, hospital, or cooperating healthcare agencies;
(i) providing nursing care outside the standards of care for licensed practical nurses; and
(j) not forthcoming to the HEMSPN Director regarding criminal charges following the fingerprint check/while enrolled in the practical nursing program.

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 or classmates, repeated cause for dissension among classmates or co-workers, and/or
verbal/nonverbal/electronic communication which, in the opinion of faculty members or the Director, negatively affects the learning environment (see Bullying, Harassment, and Intimidation Policy for additional information).

Any of the behaviors identified in the previous paragraphs are unprofessional and/or unethical and are grounds for dismissal.

**Profanity/Vulgarity**

Use of profanity or vulgarity, as defined by HEMSPN faculty and staff, is considered unprofessional and are grounds for dismissal.

**Healthcare Agencies**

The student is responsible for reading and abiding by each institution's and healthcare agency's policies and procedures.

**Bullying/Harassment/Intimidation**

Bullying, harassment, or intimidation, as defined by the Ohio Revised Code (R.C.) §3313.666(B) (3), is the "Intentional written, verbal, graphic or physical act that a student or group of students has exhibited toward another particular student more than once; and the behavior both:

- Causes mental and/or physical harm to the other student; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, and/or abusive educational environment for the other student."

The Ohio Department of Education (ODE) includes cyber bullying, harassment, or intimidation to the above definition. Cyber bullying, harassment, or intimidation includes "electronically transmitted acts i.e., internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward other particular student more than once.

**Anti-Bullying/Harassment/Intimidation Policy**

In compliance with the above regulatory bodies, HEMSPN adopted the following anti-bullying/harassment/intimidation policy.

- No HEMSPN student shall engage in any physical or electronic act that frightens, degrades, bullies, intimidates, or disregards any student, faculty member, staff, visitor, or staff member of an affiliated agency through written, verbal, physical, electronic, graphic, or gestured means.
- Individuals who know of any bullying, harassment, and/or intimidation activities shall report it to any HEMSPN faculty or staff member.
- Once an incident has been reported, the Director and faculty shall investigate the report through:
  - Interviewing of both/all involved parties and witnesses, if any;
  - Taking a written report from each involved party and any witness;
  - Investigation of facts presented in the verbal and written reports; and
  - If the report is found to be valid, the Director will take appropriate action which may include, but is not limited to:
    - Warning to cease all such or related behaviors for the first offense; and/or
    - An assignment given by the Director and/or faculty to instill the significance of abusive, derogatory, bullying, harassing and/or intimidating behavior or acts; and
    - Immediate dismissal from the program for a second offense.

**References Materials – HEMSPN and Salem and Alliance Community Hospitals Libraries**

HEMSPN students may access books that are available in the class or library; these books are for reference only. They may not be removed from the designated area. The Salem Regional Medical Center's Medical Library and librarian also are available for the HEMSPN student. HEMSPN students have access to CINAHL and PubMed through the medical librarian. These resources also may be used for gathering of information and completion of assignments. The student has access to the Alliance Community Hospital also.

The HEMSPN student has access to journals, books and online materials in the medical library at Salem Regional Medical Center with the assistance of the librarian. The library is open from 8:00 a.m. – 4:30 p.m. Books may be checked out of the library for a two-week period. Journals and articles must remain in the library but may be photocopied. The student has access to CINAHL, PUBMED, and other reputable websites for course work. Interlibrary loan services are also available.
Confidentiality of Student Records

Family Education Rights of Privacy Act of 1974 (FERPA), protects the privacy of student educational records. A student, wishing to review his/her record, shall submit a written request to the HEMSPN Director. The program director will make an appointment with the student for the purpose of reviewing the record. The student record must be reviewed in the presence of the Director or designee. The student must sign a FERPA release to allow anyone else to view or receive any information regarding the student's education record. There are exceptions to this rule. See Appendix M.

Record Retention

Each current HEMSPN student will have an academic file housed in the main office. The files will contain no less than:

(a) admission and financial aid records;
(b) transcripts;
(c) clinical evaluation tools; and
(d) faculty anecdotes.

Graduate files are housed on the school premises in locked file cabinets, will have no less than one copy of a completed transcript that indicates the credential awarded and the date the individual successfully completed the program. Additional student records will be maintained on-site for those students who started but did not successfully complete the program.

Transcripts

The school will forward a HEMSPN transcript to another school or employer only upon written request. Transcripts as well as other documentation are issued only when all HEMSPN financial obligations have been met including current student loan repayment. There is a charge for each requested transcript. Please check current Transcript Request form for amount.

Transfer Credit

HEMSPN is a vocational school that does not transfer credit for courses taken at another school, college, or university. All students must successfully complete all HEMSPN courses to graduate and receive a diploma from HEMSPN.

There is one (1) exception to this policy. One is for those individuals who receive financial aid benefits from the United States Veterans Administration (VA). For veterans receiving VA benefits, the HEMSPN Director, with assistance from the faculty, will review course work. Courses successfully completed (a grade of "C" or higher), at another post-secondary school, college, or university will be reviewed to determine equivalency of content and possible acceptance of one or more of the HEMSPN courses. If equivalency is determined, the veteran may be asked to take and successfully pass (a grade of 80.0% or higher) the final exam(s) or national competency test for which equivalency has been determined, thereby ensuring the veteran has a solid foundation for successful progression through the program.

Weather – Inclement

If Kent State University - Salem Branch cancels classes HEMSPN cancels classes. “Cancelled” or “Closed” means all students will not report to school. If Kent State University – Salem Branch delays AM classes, then HEMSPN students report for class at noon. This does not apply to clinical experiences. Students are to report to clinical as scheduled unless notified per the Director.

It is the student's responsibility to stay informed of inclement weather cancellations or delays. Students can listen and watch for school cancellations or delays via local radio, TV, internet and the HEMSPN Facebook.

It is also the student's responsibility to independently cover material missed because of inclement weather.

This not only includes all class or clinical assignments, quizzes, tests, presentations, etc., it also includes information/course content that was scheduled for theory or pre-/post-conferences. It is NOT the responsibility of the instructor to insure every student is aware of scheduling changes or to make-up lost class time due to extenuating circumstances.
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 HEMSPN 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, and/or abuse of prescribed drugs while participating in any HEMSPN associated or assigned activity. Possession of drug paraphernalia is also prohibited. 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, are conducting business, and attending 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 HEMSPN 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. It 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 by the prescribed individual for the use intended and/or according to a healthcare provider’s prescription. Any HEMSPN associated individual taking prescribed or over-the-counter medication is responsible for consulting the prescribing healthcare provider 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 healthcare provider 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 HEMSPN in writing within 5 calendar days of the arrest/conviction. The HEMSPN 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

As posted in all HEMSPN facilities, 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 may be conducted without prior consent or knowledge of the owner. These searches can be conducted in the presence or absence of the owner. The HEMSPN 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 possible violations.

Drug Testing

To ensure accuracy and fairness of drug testing individuals who are associated with the HEMSPN program, all testing will be conducted by and according to the Salem Regional Medical Center’s or an authorized agency 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 the HEMSPN Director/faculty member.
2. All drug-testing information will be maintained in separate confidential records at Salem Regional Medical Center or in employee personnel file, but will be shared as needed with the Director of the HEMSPN. The substances for which testing will be done are Amphetamine, Alcohol, Barbiturate, Benzodiazepines, Cannabinoid, Cocaine and Opiates which include: Phencyclidine, Methadone and Propoxyphene.
3. Any HEMSPN student or employee who tests positive according to the Salem Regional Medical Center’s or an authorized agency drug-free policy, procedures, and criteria will be dismissed immediately from the HEMSPN program.
4. 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

HEMSPN 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 HEMSPN through this or any healthcare agency's drug-free policy/program is confidential. 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 Director, faculty and staff’s responsibility to:

(a) inform the student/employee 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 the student and employee is critical. To ensure everyone is aware of his or her role in supporting the drug free policy:

- All HEMSPN perspective applicants, students and employees will receive a written copy of the policy, and
- The policy will be reviewed during orientation with new students and employees.

Appendix B:

Drug Free Schools Communities Act Amendment 1989

Notice

In accordance with the Drug Free Schools and the Communities Act Amendment, 1989, this notice is provided to each student of the HEMSPN. It will serve as a reminder of the health risks associated with drug/alcohol abuse. These health risks will be addressed in Nursing Care of the Adult I, Nursing Care of the Adult II, and Maternal/Child Classes. This notice will also make the student aware of school policies related to the illegal possession, use, and distribution of drugs and/or alcohol as well as the availability of treatment for drug or alcohol problems through the various agencies listed. The student should be aware those internal sanctions and federal, state, and local penalties may result from the illegal possession, use, or distribution of alcohol and/or drugs.

Student Alcohol and/or Drug Abuse Policy

Students are prohibited from possessing, consuming, distributing, or being under the influence of illicit drugs, alcohol, or other intoxicating substances when reporting to school/clinical facilities or during school/clinical rotation hours or after school/clinical rotation hours on school/clinical facilities property.

- **VIOLATION OF POLICY**
  
  Through evaluation of a student's clinical/classroom behavior and/or disciplinary reports which specify details, suspension for the student for at least the entire school day can result for violations of this policy.

- **DETAILS**
  
  - **Possession** – If the student is found to be in possession of a substance that is suspected of being an illicit drug, alcohol or other intoxicating substance, the student will be suspended and local law enforcement will be notified.
  
  - **Consumption** – If the student is found to be consuming a substance that is suspected of being an illicit drug, alcohol or other intoxicating substance, the substance will be confiscated. The student will be suspended and will be ordered to be taken to Emergency Room for a urine and/or blood test.
  
  - **Distribution** – If the student is found to be distributing a substance that is suspected of being an illicit drug, alcohol or other intoxicating substance, the student will be suspended and local law enforcement will be notified.

  - **Under the influence** – If the student is suspected of being under the influence of an illicit drug, alcohol or other intoxicating substance, the student will be suspended and will be ordered to be taken to Emergency Room for a urine and/or blood test.

If urine and/or blood tests are positive, the student will be referred for counseling and will be dismissed from the program. The student needing drug and alcohol counseling, treatment or rehabilitation may be referred to any of the following: Family Recovery Center, Lisbon; Columbiana County Mental Health Clinic, Lisbon; Alcoholic Clinic of Youngstown; Narcotics Anonymous, Alcoholics Anonymous, or Al-Anon/Alateen.

Any student found guilty of unlawful possession, use, or distribution of illicit drugs and/or alcohol will be subject to the applicable legal sanctions under local, state and federal law, and will be dismissed from the nursing program.
Appendix C:

HEMSPN Crime Awareness Report

The following information is provided and updated as directed by The Jeanne Clery Act.

CAMPUS SECURITY POLICY

Current campus policies are in effect in order to provide a safe and secure campus for all students and staff members. There are specific procedures for students to use in order to report criminal actions and other emergencies occurring on campus as well as policies concerning the institution's response to each. Students witnessing or having knowledge of criminal actions or emergencies must report such to proper authorities according to the HEMSPN’s Jeanne Clery Act Annual Safety & Security Report which is located on the school’s website and in the HEMSPN office by request.

Appropriate action will be taken based upon the information given. When deemed appropriate, local law enforcement authorities also will be notified.

The institution strictly forbids the possession, use, or sale of any alcoholic beverages and/or illegal drugs on all campus grounds. Students and staff members should report any knowledge of such activities to the appropriate school personnel. Any infraction is cause for immediately suspension and possible dismissal. When appropriate, such infractions will also be reported to the local authorities. Specific details of this institution's drug policy are outlined in the campus drug free policy statement found in the student handbook.

The following is a list of all criminal incidents reported within Kent State University City Center building. (ope.ed.gov/security/)

<table>
<thead>
<tr>
<th>Incident</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible and non-forcible sex offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession.</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

For more statistics see Annual Safety and Security Report 2014
### Appendix D:

**HEMSPN Itemized Expenses**

**Hannah E. Mullins School of Practical Nursing**

**Fee Schedule**

<table>
<thead>
<tr>
<th>HEMSPN Pre-Enrollment Fees</th>
<th>Amount</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>50.00</td>
<td>With application</td>
</tr>
<tr>
<td>WorkKeys Fee</td>
<td>75.00</td>
<td>At or before time of testing</td>
</tr>
<tr>
<td>Introduction to Medical Terminology Course</td>
<td>65.00</td>
<td>2 weeks prior to start of course**</td>
</tr>
<tr>
<td>Pre-Enrollment Background Check</td>
<td>60.00</td>
<td>At time of service</td>
</tr>
<tr>
<td><strong>Total Pre-Enrollment Fees</strong></td>
<td><strong>$250.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HEMSPN Tuition / Lab and Supply Fee</th>
<th>Amount</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>10,675.00</td>
<td>See payment options below***</td>
</tr>
<tr>
<td>Lab / Supply Fee</td>
<td>2965.00</td>
<td>2 weeks prior to start of program</td>
</tr>
<tr>
<td><strong>Total Tuition / Lab and Supply Fee</strong></td>
<td><strong>$13,640.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Out-of-Pocket Expenses

<table>
<thead>
<tr>
<th>Source</th>
<th>Approx. Amount *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Uniform</td>
<td>35.00</td>
</tr>
<tr>
<td>Clinical Uniform</td>
<td>65.00</td>
</tr>
<tr>
<td>Shoes</td>
<td>50.00</td>
</tr>
<tr>
<td>Graduation Uniform</td>
<td>55.00</td>
</tr>
<tr>
<td>CPR</td>
<td>45.00</td>
</tr>
<tr>
<td>NCLEX Application and Fee</td>
<td>275.00</td>
</tr>
<tr>
<td>NCLEX Passport Photos</td>
<td>12.00</td>
</tr>
<tr>
<td>Course Packets</td>
<td>150.00</td>
</tr>
<tr>
<td>Physical Exam/immunizations</td>
<td>varies</td>
</tr>
</tbody>
</table>

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

* Additional charge for plus size uniforms.

** Fee may vary due to cost of book

*** 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 22nd 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. Financial aid in place is considered payment.

Prices in effect from July 1, 2014 until June 30, 2015
Appendix E:

By-Laws for HEMSPN Class Organizations

ARTICLE I:
Name

The name of the student organizations shall be "The Student Organization for the HEMSPN Class of "February 2015"

ARTICLE II:
Objectives

The objectives for the above named student organization are:

a) To plan student activities and projects including fund raisers for the Junior-Senior Luncheon, and
b) To submit student interests, items, concerns, and proposals to the HEMSPN Director and faculty for consideration.

ARTICLE III:
Membership

Membership for each of the above named student organizations will consist of all students enrolled in the identified class.

ARTICLE IV –
Election of Officers

All officers will be elected, following a call for nominations, by majority vote of class members who submit a ballot on the day(s) of election. Paper ballots shall be used. A simple majority elects the individual to the specific office. In the case of a tie, a re-vote shall be taken.

A re-election of officers occurs at the Senior Level and when a vacancy occurs by the method described above.

ARTICLE V:
Duties of Officers

I. To attend Governance/Handbook Committee meetings as scheduled.

II. Individual Duties

a) President - The duties of the president shall be:
   • To call and preside over meetings.
   • To attend faculty meetings in order to submit student interests, items, or proposals.

b) Vice President - The duties of the vice president shall be:
   • To call and preside over meetings in the absence of or at the request of the President.
   • To complete all tasks that aid or at the request of the President.

c) Secretary - The duties of the secretary shall be:
   • To write the minutes of each meeting.
   • To submit a typed copy of the minutes for each meeting to the Program Director, and
   • To write thank you notes and all organization related correspondence.

d) Treasurer – The duties of the treasurer shall be:
   • To maintain accurate accounts and receipts for any monies collected, and
   • To pay all expenses incurred as a result of the organization's activities.

e) Sergeant of Arms
   • Lead the Nurses’ Pledge at graduation.
ARTICLE VI:
Filling of Officer Vacancies

If an officer position is vacated at any point prior to the graduation of the organizational members, a call for nominations and an election shall occur according to Article IV.

ARTICLE VII:
Officer Removal

Issues or concerns with an officer's/officers' performance of duties or unprofessional behaviors within the classroom, school, clinical settings, or behaviors that do not positively represent the HEMSPN staff and students shall be grounds for removal from office. The removal from office shall occur in the following way:

1. For obvious dereliction of duties and/or for unprofessional behaviors, removal of the individual from office shall be decided at a faculty meeting.
2. Concerned organizational members shall address less obvious issues or concerns regarding the officer's performance or behaviors with that specific officer.
   a. If there is no resolution, those concerned and/or the officer shall discuss the issue(s)/concern(s) and attempt a resolution with the Class Advisor. The Class Advisor may include the HEMSPN Director for this meeting.
   b. If warranted, the Class Advisor and HEMSPN Director will discuss the concern(s)/issue(s) with the officer.
   c. If no resolution is reached, and if warranted, one of two actions may be taken:
      i. At a special meeting that has been announced and widely publicized at least five (5) days in advance and has the consent of the Class Advisor, a minimum of 51% of the organizational members may elect to hold a meeting to discuss and vote on holding an election specifically for the removal of the class officer. For both elections, voting shall be on preprinted paper ballots; counting of the ballots and certification of the election results shall be the responsibility of the Class Advisor and Director. A minimum of 55% of the organizational members must be attained to support the final decision.
      ii. Organizational members may ask the HEMSPN Director and/or Class Advisor to take the concern(s)/issue(s) to and discuss it with the other HEMSPN faculty members at a formal meeting. The concerned members and officer may be invited to attend this meeting in order to present individual perspectives, evidence, and answer faculty questions regarding the issue(s) or concern(s). The decision of the faculty will be final.

ARTICLE VIII:
Advisors

Advisors shall be a HEMSPN faculty member and shall direct, suggest, guide, and be available or present at the meetings as a source of reference for the student officers/organization as needed.

ARTICLE IX:
Meetings

Meetings shall be called as needed to discuss plans, concerns, proposals, and class projects. A general schedule shall be posted noting the date, time, and place of the meeting.

ARTICLE X:
Order of Business

Each meeting will be conducted according to the following order of business:

- Meeting called to order;
- Minutes read by Secretary and approved;
- Treasurer's Report read and approved;
- Unfinished/Old business; and
- New Business.

ARTICLE XI:
Amendments

Amendments or additions to by-laws shall be moved, discussed, and voted upon at regular meetings; simple majority vote results in passage of the amendment or addition which goes into effect once approved by the faculty and Program Director.

ARTICLE XII:
Distribution of Current By-Laws

A copy of the current by-laws shall be made available to all incoming students via the HEMSPN Catalog/Student Handbook.
Appendix F:

Ohio Board of Nursing Designated Legal Offenses That Disqualify Employment of a Person in a Position that is Responsible for Direct Care

2903.01 – Aggravated murder
2903.02 – Murder
2903.03 – Voluntary manslaughter
2903.04 – Involuntary manslaughter
2903.11 – Felonious assault
2903.12 – Aggravated assault
2903.16 – Failure to provide for functionally impaired person
2903.21 – Aggravated menacing
2903.34 – Patient abuse or neglect
2905.01 – Kidnapping
2905.02 – Abduction
2905.11 – Extortion
2905.12 – Coercion
2907.02 – Rape
2907.03 – Sexual Battery
2907.05 – Gross sexual imposition
2907.06 – Sexual imposition
2907.07 – Impostioning
2907.08 – Voyeurism
2907.09 – Public indecency
2907.12 – Felonious sexual penetration
2907.25 – Prostitution
2907.31 – Disseminating matter harmful to juveniles
2907.32 – Pandering obscenity
2907.321 – Pandering obscenity involving a minor
2907.322 – Pandering sexually oriented matter involving a minor
2907.323 – Illegal use of minor in nudity oriented material or performance
2911.01 – Aggravated robbery
2911.02 – Robbery
2911.11 – Aggravated burglary
2911.12 – Burglary
2911.13 – Breaking and entering

2913.02 - Theft
2913.03 - Unauthorized use of vehicle
2913.04 - Unauthorized use of property
2913.11 - Passing bad checks
2913.21 - Misuse of credit cards
2913.31 - Forgery
2913.40 - Medicaid fraud
2913.43 - Securing writings by deception
2913.47 - Insurance fraud
2913.51 - Receiving stolen property
2919.25 - Domestic violence
2921.36 - Illegal conveyance of weapons onto grounds of detention facility or Mental health or Mental Retardation/Developmentally Disabled institution
2923.12 - Carrying a concealed weapon
2923.13 - Having a weapon while under a disability
2923.161 - Improperly discharging a weapon near a school or dwelling
2925.02 - Corrupting another with drugs
2925.03 - Trafficking in drugs offenses
2925.11 - Drug abuse
2925.13 - Permitting drug abuse
2925.22 - Deception to obtain a dangerous drug
2925.23 - Illegal processing of drug documents
3716.11 - Adulteration of food

**An existing or former law of this state, any other state, or the United States that is substantially equivalent to any of the offenses or violations described above also disqualifies an applicant from the position.
Appendix G:

National Federation of Licensed Practical Nurses' (NFLPN)
Nursing Practice Standards for the Licensed/Vocational Nurse

"Nursing Practice Standards" is one of the ways that NFLPN meets the objective of its bylaws to address principles and ethics and also to meet another Article II objective, "To interpret the standards of practical (vocational) nursing."

In recent years, LPNs and LVNs have practiced in a changing environment. As LPNs and LVNs practice in expanding roles in the health care system, "Nursing Practice Standards" is essential reading for LPNs, LVNs, PN and VN students and their educators, and all who practice with LPNs and LVNs.

NURSING PRACTICE STANDARDS for the LICENSED PRACTICAL/ VOCATIONAL NURSE

PREFACE

The Standards were developed and adopted by NFLPN to provide a basic model whereby the quality of health service and nursing service and nursing care given by LP/VNs may be measured and evaluated. These nursing practice standards are applicable in any practice setting. The degree to which individual standards are applied will vary according to the individual needs of the patient, the type of health care agency or services, and the community resources. The scope of licensed practical nursing has extended into specialized nursing services. Therefore, specialized fields of nursing are included in this document.

THE CODE FOR LICENSE PRACTICAL/VOCATIONAL NURSES

The Code, adopted by NFLPN 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 LP/VN 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 delivery of health care. And participate in government and policy decisions when appropriate.
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 NFLPN and participate in its efforts to maintain the established standards of nursing practice and employment policies which lead to quality patient care.

INTRODUCTORY STATEMENT

Definition
Practical/Vocational nursing means the performance for compensation of authorized acts of nursing which utilize specialized knowledge and skills and which meet the health needs of people in a variety of settings under the direction of qualified health professionals.

Scope
Licensed Practical/Vocational nurses represent the established entry into the nursing profession and include specialized fields of nursing practice. Opportunities exist for practicing in a milieu where different professions unite their particular skills in a team effort: to preserve or improve an individual patient's functioning and to protect health and safety of patients. Opportunities also exist for career advancement within the profession through academic education and for lateral expansion of knowledge and expertise through both academic/continuing education and certification.

STANDARDS

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:
      i. assessment/data collection of health status of the individual patient, the family and community groups
      ii. reporting information gained from assessment/data collection
      iii. The identification of health goals.
   b. Implementation: The plan for nursing care is put into practice to achieve the stated goals and includes:
      i. observing, recording and reporting significant changes which require intervention or different goals
      ii. applying nursing knowledge and skills to promote and maintain health, to prevent disease and disability and to optimize functional capabilities of an individual patient
      iii. assisting the patient and family with activities of daily living and encouraging self-care as appropriate
      iv. 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:
      i. the relevancy of current goals in relation to the progress of the individual patient
      ii. the involvement of the recipients of care in the evaluation process
      iii. the quality of the nursing action in the implementation of the plan
      iv. A re-ordering 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 NFLPN.

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.
GLOSSARY

**Authorized (acts of Nursing)** – Those nursing activities made legal through State Nurse Practice Acts.

**Lateral Expansion of Knowledge** – An extension of the basic core of information learned in the school of practical nursing.

**Peer Review** - A formal evaluation of performance on the job by other LP/VNs.

**Specialized Nursing Practice** – A restricted field of nursing in which a person is particularly skilled and has specific knowledge.

**Therapeutic Regimens** – Regulated plans designed to bring about effective treatment of disease.

**Career Advancement** – A change of career goal.

**LP/VN** – A combined abbreviation for Licensed Practical Nurse and Licensed Vocational Nurse. The LVN is title used in California and Texas for the nurses who are called LPNs in other states.

**Milieu** – One's environment and surroundings.

**Protocols** – Courses of treatments which include specific steps to be performed in a stated order.
Appendix H:

National Association of Practical Nurse Education Services' (NAPNES) Standards of Practice and Educational Competencies of Graduates of Practical/Vocational Nursing Programs
Reprinted with permission

These standards and competencies are intended to better define the range of capabilities, responsibilities, rights and relationship to other health care providers for scope and content of practical/vocational nursing education programs. The guidelines will assist:

- Educators in development, implementation, and evaluation of practical, vocational nursing curricula.
- Students in understanding expectations of their competencies upon completion of the educational program.
- Prospective employers in appropriate utilization of the practical/vocational nurse.
- Consumers in understanding the scope of practice and level of responsibility of the practical/vocational nurse.

A. Professional Behaviors
Professional behaviors, within the scope of nursing practice for a practical/vocational nurse, are characterized by adherence to standards of care, accountability for one’s own actions and behaviors, and use of legal and ethical principles in nursing practice. Professionalism includes a commitment to nursing and a concern for others demonstrated by an attitude of caring. Professionalism also involves participation in lifelong self-development activities to enhance and maintain current knowledge and skills for continuing competency in the practice of nursing for the LP/VN, as well as individual, group, community and societal endeavors to improve health care.

Upon completion of the practical/vocational nursing program the graduate will display the following program outcome:

Demonstrate professional behaviors of accountability and professionalism according to the legal and ethical standards for a competent licensed practical/vocational nurse.

Competencies which demonstrate this outcome has been attained:

1. Comply with the ethical, legal, and regulatory frameworks of nursing and the scope of practice as outlined in the LP/VN nurse practice act of the specific state in which licensed.
2. Utilize educational opportunities for lifelong learning and maintenance of competence.
3. Identify personal capabilities and consider career mobility options.
4. Identify own LP/VN strengths and limitations for the purpose of improving nursing performance.
5. Demonstrate accountability for nursing care provided by self and/or directed to others.
6. Function as an advocate for the health care consumer, maintaining confidentiality as required.
7. Identify the impact of economic, political, social, cultural, spiritual, and demographic forces on the role of the licensed practical/vocational nurse in the delivery of health care.
8. Serve as a positive role model within healthcare settings and the community.
9. Participate as a member of a practical/vocational nursing organization.

B. Communication
Communication is defined as the process by which information is exchanged between individuals verbally, non-verbally and/or in writing or through information technology. Communication abilities are integral and essential to the nursing process. Those who are included in the nursing process are the licensed practical/vocational nurse and other members of the nursing and healthcare team, client, and significant support person(s). Effective communication demonstrates caring, compassion, and cultural awareness, and is directed toward promoting positive outcomes and establishing a trusting relationship.

Upon completion of the practical/vocational nursing program the graduate will display the following program outcome:

Effectively communicate with patients, significant support person(s), and members of the interdisciplinary health care team incorporating interpersonal and therapeutic communication skills.

Competencies which demonstrate this outcome has been attained:

1. Utilize effective communication skills when interacting with clients, significant others, and members of the interdisciplinary health care team.
2. Communicate relevant, accurate, and complete information.
3. Report to appropriate health care personnel and document assessments, interventions, and progress or impediments toward achieving client outcomes.
5. Utilize information technology to support and communicate the planning and provision of client care.
6. Utilize appropriate channels of communication.

C. Assessment
Assessment is the collection and processing of relevant data for the purposes of appraising the client’s health status. Assessment provides a holistic view of the client which includes physical, developmental, emotional, psychosocial, cultural, spiritual, and functional status. Assessment involves the collection of information from multiple sources to provide the foundation for nursing care. Initial assessment provides the baseline for future comparisons in order to individualize client care. Ongoing assessment is required to meet the client’s changing needs.

Upon completion of the practical/vocational nursing program the graduate will display the following program outcome:

Collect holistic assessment data from multiple sources, communicate the data to appropriate health care providers, and evaluate client responses to interventions.

Competencies which demonstrate this outcome has been attained:

1. Assess data related to basic physical, developmental, spiritual, cultural, functional, and psychosocial needs of the client.
2. Collect data within established protocols and guidelines from various sources including client interviews, observations/measurements, health care team members, family, significant other(s), and review of health records.
3. Assess data related to the client’s health status, identify impediments to client progress and evaluate response to interventions.
4. Document data collection, assessment, and communicate findings to appropriate member/s of the healthcare team.

D. Planning
Planning encompasses the collection of health status information, the use of multiple methods to access information, and the analysis and integration of knowledge and information to formulate nursing care plans and care actions. The nursing care plan provides direction for individualized care, and assures the delivery of accurate, safe care through a definitive pathway that promotes the clients and support person’s(s’) progress toward positive outcomes.

Upon completion of the practical/vocational nursing program the graduate will display the following program outcome:

Collaborate with the registered nurse or other members’ of the health care team to organize and incorporate assessment data to plan/revise patient care and actions based on established nursing diagnoses, nursing protocols, and assessment and evaluation data.

Competencies which demonstrate this outcome has been attained:

1. Utilize knowledge of normal values to identify deviation in health status to plan care.
2. Contribute to formulation of a nursing care plan for clients with non-complex conditions and in a stable state, in consultation with the registered nurse and as appropriate in collaboration with the client or support person(s) as well as members of the interdisciplinary health care team using established nursing diagnoses and nursing protocols.
3. Prioritize nursing care needs of clients.
4. Assist in the review and revision of nursing care plans with the registered nurse to meet the changing needs of clients.
5. Modify client care as indicated by the evaluation of stated outcomes.
6. Provide information to client about aspects of the care plan within the LP/VN scope of practice.
7. Refer client as appropriate to other members of the health care team about care outside the scope of practice of the LP/VN.

E. Caring Interventions
Caring interventions are those nursing behaviors and actions that assist clients and significant others in meeting their needs and the identified outcomes of the plan of care. These interventions are based on knowledge of the natural sciences, behavioral sciences, and past nursing experiences. Caring is the “being with” and “doing for” that assists clients to achieve the desired outcomes. Caring behaviors are nurturing, protective, compassionate, and person-centered. Caring creates an environment of hope and trust where client choices related to cultural, religious, and spiritual values, beliefs, and lifestyles are respected.
Upon completion of the practical/vocational nursing program the graduate will display the following program outcome:

Demonstrate a caring and empathic approach to the safe, therapeutic, and individualized care of each client.

Competencies which demonstrate this outcome has been attained:
1. Provide and promote the client’s dignity.
2. Identify and honor the emotional, cultural, religious, and spiritual influences on the client’s health.
3. Demonstrate caring behaviors toward the client and significant support person(s).
4. Provide competent, safe, therapeutic and individualized nursing care in a variety of settings.
5. Provide a safe physical and psychosocial environment for the client and significant other(s).
6. Implement the prescribed care regimen within the legal, ethical, and regulatory framework of practical / vocational nursing practice.
7. Assist the client and significant support person(s) to cope with and adapt to stressful events and changes in health status.
8. Assist the client and significant other(s) to achieve optimum comfort and functioning.
9. Instruct client regarding individualized health needs in keeping with the licensed practical/vocational nurse’s knowledge, competence, and scope of practice.
10. Recognize client’s right to access information and refer requests to appropriate person(s).
11. Act in an advocacy role to protect client rights.

F. Managing
Managing care is the effective use of human, physical, financial, and technological resources to achieve the client identified outcomes while supporting organizational outcomes. The LP/VN manages care through the processes of planning, organizing and directing.

Upon completion of the practical/vocational nursing program, the graduate will display the following program outcome:

Implement patient care, at the direction of a registered nurse, licensed physician or dentist through performance of nursing interventions or directing aspects of care, as appropriate, to unlicensed assistive personnel (UAP).

Competencies which demonstrate this outcome has been attained:

1. Assist in the coordination and implementation of an individualized plan of care for clients and significant support person(s)
2. Direct aspects of client care to qualified UAPs commensurate with abilities and level of preparation and consistent with the state’s legal and regulatory framework for the scope of practice for the LP/VN.
3. Supervise and evaluate the activities of UAPs and other personnel as appropriate within the state’s legal, and regulatory framework for the scope of practice for the LP/VN as well as facility policy.
4. Maintain accountability for outcomes of care directed to qualified UAPs.
5. Organize nursing activities in a meaningful and cost effective manner when providing nursing care for individuals or groups.
6. Assist the client and significant support person(s) to access available resources and services.
7. Demonstrate competence with current technologies.
8. Function within the defined scope of practice for the LP/VN in the health care delivery system at the direction of a registered nurse, licensed physician, or dentist.

As approved and adopted by NAPNES Board of Directors May 6, 2007.

© Copyright 2009 National Association for Practical Nurse Education and Service, Inc. All rights reserved.
Appendix I:

Formal Grievance Form

Name of Grievant: ______________________________________________________________               Date of Filing___________

Name of Director/Instructor: ____________________________________________________________________________________

Date(s) of Alleged Violation: ____________________________________________________________________________________

State the **specific section(s)** of the Catalog/Student Handbook that you feel was violated, misinterpreted, or misapplied.

Describe the incident(s) and state evidence that you feel supports your grievance.

State the action/resolution that you feel would resolve this grievance and give rationale to support it.

Grievant: ______________________________________________________________               Date: _______________

Signature

Grievance Received by: ________________________________               Date: _______________

Director
Appendix J:

Student Agreement Regarding HEMSPN Policies, Mandatory Drug Screening, and Criminal History Record Check/Felony Preclusion

- I have read and understand the statements concerning chemical dependency and HEMSPN's policy in regard to chemical dependency and mandatory drug screen testing.

- I understand that the clinical learning facilities require drug testing as preparation for student learning experiences. I understand that such testing will consist of a urinalysis and/or blood test. If results of the drug screen indicate the presence of a prescribed drug, I do hereby give my permission for SRMC to contact the prescribing healthcare provider for verification of the prescription. If testing indicates the presence of non-prescribed and/or illegal drugs, I understand that I will be disqualified from student clinical experiences, ultimately resulting in my dismissal from Hannah E. Mullins School of Practical Nursing. I hereby give my consent to SRMC to administer any or the entire above drug testing procedures to me and to use the results thereof in further determining my eligibility for student clinical participation. I also consent to SRMC's administration of reasonable cause testing as outlined in the hospital Substance Abuse Policy. I further consent to SRMC's release of my test results to an independent laboratory for result confirmation. I give further consent to SRMC's release of my test results to the HEMSPN Director and to other clinical learning facilities.

- I agree to submit to a Bureau of Criminal Identification and Investigation and Federal Bureau of Investigation criminal record checks as stated in the "Hannah E. Mullins School of Practical Nursing Student Handbook". I attest that I have not been previously convicted of, pled guilty to, or had a judicial finding of guilt for an egregious felony in Ohio or another jurisdiction which would preclude me from initial licensure or certification.

- I have read the "Hannah E. Mullins School of Practical Nursing Catalog/Student Handbook" and agree to the following terms as conditions of my continuing in and progressing through the Hannah E. Mullins School of Practical Nursing program. I agree to:
  - Abide by the Rules and Regulations of the Practical Nursing Program while enrolled.
  - Pay tuition and school fees as scheduled.
  - Accept the refund policy as printed.
  - Accept financial responsibility for any and all personal medical expenses incurred by me while I am a student.
  - Accept the joint decisions made by the HEMSPN Faculty and Program Director regarding dismissal for the following:
    - Failure to comply with policies listed in the handbook including, but not limited to,
    - Failure to meet the School's accepted passing grade in theory and/or in clinical/lab performance.
    - Unprofessional behavior, Unacceptable behavior or unethical conduct.
    - Failure to comply with drug and alcohol policies.
    - Absenteeism as defined in the Attendance Policy.
    - Physical or emotional health problems that may affect the welfare and safety of patients, peers, faculty, healthcare worker, or self.
    - Failure to maintain the confidentiality of client information obtained in the course of nursing practice.

Student Signature: ______________________________  Date: __________
Witness Signature: ______________________________  Date: __________
Appendix K:

Informed Consent Waiver

The faculty and staff of the Hannah E. Mullins School of Practical Nursing would like to advise and ensure those individuals who are choosing a career in nursing and are entering the HEMSPN practical nursing program know there is an inherent health risk especially during their clinical education.

The risks are related to bodily injury and exposure to communicable viruses and diseases that include, but are not limited to:

(a) Hepatitis B virus (HBV),
(b) tuberculosis (TB),
(c) human immunodeficiency virus (HIV),
(d) acquired immune deficiency syndrome (AIDS), and
(e) childhood infections (i.e., chicken pox, measles).

The clinical learning experience requires students to implement various levels of nursing care and skills in a variety of healthcare settings for patients/clients across the lifespan. Although the HEMSPN faculty ensures student have minimal competency prior to actual implementation, the inherent nature of nursing does expose individuals to bodily injury (cuts, bruises, sprains, backaches) and communicable diseases. It is also recognized that that level of competency is minimal until some degree of clinical implementation has been achieved. Therefore, HEMSPN strongly cautions entering students:

1) the aforementioned risk does exist;
2) every effort will be made to decrease the exposure to or consequences of such a risk;
3) such efforts may be hampered by available information, knowledge, and treatment at the time of the potential risk; and
4) Refusal to implement clinical procedures/treatments or refusal to participate in any or all aspects of an assigned clinical experience may result in the student's dismissal from the program.

I have read, understand, and agree to the above information.

________________________________________  _______________
Student Signature                        Date

________________________________________  _______________
Witness Signature                       Date
Appendix L:

Consent to be Photographed

I, ____________________________, give the Hannah E. Mullins School of Practical Nursing
(Print name)

and/or the HEMSPN Alumni Association permission to use/print my photograph/name/quote in displays, advertisements and
electronic media for school related activities and publications.

__________________________________________________________________________
Student Signature

Date

__________________________________________________________________________
Witness Signature

Date
Appendix M:

Notification of the Family Education Rights and Privacy Act (FERPA)

Students have the right to:

1) Inspect and review his/her own education records.
2) Amend their records for clerical errors, or request a hearing to amend their records.
3) File a complaint with the U.S. Department of Education.
4) Know who has a legitimate educational interest in their education records.

A. Authorized persons include but are not limited to the following:
   - Any Title IV agency
   - Ohio Board of Nursing
   - ACEN
   - Salem Board of Education
   - The Superintendent of Salem City School
   - State education authorities
   - Other

I have read and understand the above information.

___________________________________________________
Student Signature

Date: _______________________

___________________________________________________
Witness Signature

Date: _______________________

Rev: 11/07; 2/08; 7/08; 3/09; 7/10; 3/11; 8/11; 11/11; 2/12; 7/12; 11/12; 2/13; 4/13; 8/13; 2/14; 8/14
Appendix N:

Consent to Release Student Educational Records

I, _____________________________________, consent and grant the Hannah E. Mullins School of Practical Nursing
Print name

the authority and permission to release the following records to:

______________________________________________________________
(name of person/institution to whom records will be released)

I. Description of records to be released:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

II. Restrictions and Conditions:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

This Consent to Release Records is limited to the above named individual or institution. Any re-release of records to any
other person or entity is prohibited without further written consent from the student.

I have read and understand this consent form.

___________________________________________________  ________________
Student Signature                                      Date

___________________________________________________  ________________
Witness Signature                                      Date
Appendix O:

Health Insurance, Physical and Mental Health Care

In the event of an emergency, please contact the following person(s);

1) Name: _____________________________________________________ Phone Number: ________________________________

2) Name: ______________________________________________________ Phone Number: ________________________________

I have read and understand the above HEMSPN policy. I also understand that all expenses incurred because of illness or injury are my responsibility.

Student Signature: ____________________________________________ Date: __________________

Witness Signature: ____________________________________________ Date: __________________
Appendix P:

HEMSPN Outcomes

<table>
<thead>
<tr>
<th>Graduating Class</th>
<th>Composition</th>
<th>Average Age</th>
<th>Graduation Rate (Adjusted)</th>
<th>NCLEX-PN Passage Rate</th>
<th>Employment Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2010</td>
<td>30 females and 9 males began the program</td>
<td>35.6 years with ages ranging from 19 to 47 years</td>
<td>67% or 26 students graduated</td>
<td>100% passed the NCLEX</td>
<td>100% employed within 6 months of licensure.</td>
</tr>
<tr>
<td>February 2011</td>
<td>33 females and 9 males began the program</td>
<td>35.6 years with ages ranging from 19 to 47 years</td>
<td>64% or 27 students graduated</td>
<td>85.1% passed the NCLEX</td>
<td>96% employed within 6 months of licensure.</td>
</tr>
<tr>
<td>August 2011</td>
<td>46 females and 10 males began the program</td>
<td>29.5 years with ages ranging from 19 to 53 years</td>
<td>68% or 38 students graduated</td>
<td>92% passed the NCLEX</td>
<td>96% employed within 6 months of licensure.</td>
</tr>
<tr>
<td>February 2012</td>
<td>29 females and 5 males began the program</td>
<td>30.4 years with ages ranging from 20 to 55 years</td>
<td>71% or 24 students graduated</td>
<td>96% passed the NCLEX</td>
<td>96% employed within 6 months of licensure.</td>
</tr>
<tr>
<td>August 2012</td>
<td>34 females and 4 males began the program</td>
<td>28.6 years with ages ranging from 19 to 53 years</td>
<td>55% or 21 students graduated</td>
<td>100% passed the NCLEX</td>
<td>100% employed within 6 months of licensure.</td>
</tr>
<tr>
<td>February 2013</td>
<td>26 females and 1 male began the program</td>
<td>33.6 years with ages ranging from 19-63 years</td>
<td>93% or 25 students graduated</td>
<td>83.3% passed the NCLEX</td>
<td>100% employed within 6 months of licensure.</td>
</tr>
<tr>
<td>August 2013</td>
<td>24 females and 2 males began the program</td>
<td>24.6 years with ages ranging from 18-45 years</td>
<td>46% or 12 students graduated</td>
<td>92% passed the NCLEX</td>
<td>100% employed within 6 months of licensure.</td>
</tr>
</tbody>
</table>

- In 2014 Employers rate overall satisfaction with the HEMSPN graduate as a 3.6 on a 4 point Likert Scale
- In 2014 Graduates 6 months to one year post-graduation rate overall satisfaction with their HEMSPN education as a 3.6 on a 4 point Likert Scale

_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._
Appendix: Q

Hannah E. Mullins School of Practical Nursing
Performance and Attendance Tool
Agreement Form

Please initial and sign this form.

_____ I have read and understand the Performance and Attendance Tool.

_____ I understand that the Performance and Attendance Tool points accumulate over the entire program.

_____ I understand that if I accrue 6 or more points, I will be at risk for dismissal and must complete a Performance Improvement Plan with the Director.

_____ I understand that if I accrue 18 or more points, I will be dismissed from the program.

_____ I understand that if I am a returning student, completing the program in 66 weeks instead of 44 weeks, the courses which I am retaking will begin with “0” (zero) points. The points from the successful quarters will continue to accrue.

Student Signature: __________________________________________ Date: ____________

Print Name: ___________________________________________________ Date: ____________

Director Signature: ___________________________________________ Date: ____________

Rev: 11/07; 2/08; 7/08; 3/09; 7/10; 3/11; 8/11; 11/11; 2/12; 7/12; 11/12; 2/13; 4/13; 8/13; 2/14; 8/14
Hannah E. Mullins School of Practical Nursing
Performance and Attendance Tool

Student Name: ___________________________ Date: ___________________

<table>
<thead>
<tr>
<th>POINTS</th>
<th>ATTENDANCE</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Clinical absence, notifying instructor after 6:00 am but before 3:30 pm on the same day</td>
<td>3</td>
</tr>
<tr>
<td>2.</td>
<td>Clinical absence: No call/No show</td>
<td>5</td>
</tr>
<tr>
<td>3.</td>
<td>Theory/Lab attendance: First absence on the day of scheduled test or lab</td>
<td>0</td>
</tr>
<tr>
<td>4.</td>
<td>Theory/Lab attendance: Absent more than once on the day of a scheduled test or a scheduled lab</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POINTS</th>
<th>CLINICAL DRESS CODE</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Initial violation of dress code with correction. See Catalog/Student Handbook</td>
<td>0</td>
</tr>
<tr>
<td>6.</td>
<td>Any further dress code policy violations or refusal to correct dress code violation</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POINTS</th>
<th>UNPROFESSIONAL BEHAVIOR</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Non-compliance or disrespectful behavior to faculty, staff, peers, patients, families, visitors including those outlined in Catalog/Student Handbook</td>
<td>2</td>
</tr>
<tr>
<td>8.</td>
<td>Cell phone violation</td>
<td>3</td>
</tr>
<tr>
<td>9.</td>
<td>HIPAA violation</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POINTS</th>
<th>UNSAFE CLINICAL BEHAVIOR</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>Unprepared for clinical assignment</td>
<td>2</td>
</tr>
<tr>
<td>11.</td>
<td>Initial safety violation. (Call light, bed in low, brakes on, side rails up, clear path, and alarms)</td>
<td>0</td>
</tr>
<tr>
<td>12.</td>
<td>Any further safety violations. (Call light, bed in low, brakes on, side rails up, clear path, and alarms)</td>
<td>2</td>
</tr>
<tr>
<td>13.</td>
<td>Performing a skill or procedure without instructor supervision or knowledge</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL POINTS

Points will accrue and are accumulated for the entire program. See Catalog/Student Handbook.

- 6 points or greater: Written Performance Improvement Plan.
  I understand that if I accrue 6 or more points, I will be at risk for dismissal and must complete a Performance Improvement Plan the Director.

- 18 points or greater or more than 5 clinical absences (whichever comes first) = Dismissal from the program. Refer to Catalog/Student Handbook for clinical attendance policy.

Student Signature: _____________________________________________ Date: _________________
Print Name: _________________________________________________ Date: _________________
Director Signature: __________________________________________ Date: _________________
Hannah E. Mullins School of Practical Nursing
Performance Improvement Plan

The Performance Improvement Plan is used to identify and resolve issues that put the student at risk for dismissal as identified by the Performance and Attendance Tool. The guidelines below will facilitate the student’s success in the program.

Areas of concern:

Director comments:

Guidelines for success:

Student comments:

I have read, understand and will follow the guidelines in order to be successful. I also understand that if I continue to accrue points, I will be dismissed from the program at 18 points or greater.

Student Signature: __________________________ Date: ______________

Print Name: __________________________ Date: ______________

Director Signature: __________________________ Date: ______________
Hannah E. Mullins School of Practical Nursing
Enrollment Agreement

By signing this Enrollment Agreement I hereby agree to abide by the policies and procedures set forth by the school.

NOTICE TO STUDENT:
1. Do not sign this agreement before you have read the policies of the school as set forth in the HEMSPN Catalog/Student Handbook.
2. This agreement is a legally binding instrument. The agreement is binding only when it is accepted, signed, and dated by the authorized official of the school.
3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
4. The school reserves the right to terminate a students’ training for unsatisfactory progress, nonpayment of tuition or failure to abide established standards of conduct.

Student Signature: _____________________________________________ Date: ______________

Print Name: __________________________________________________ Date: ______________

Director Signature: ___________________________________________ Date: ______________