Cincinnati State

HEALTH AND PUBLIC SAFETY

Practical Nursing

Cincinnati State Great Oaks
School of Practical Nursing
2019-2020
Student Handbook

Dear Student:

On behalf of the Cincinnati State Great Oaks School of Practical Nursing, the faculty and staff would like to welcome you to the Practical Nursing Certificate (PNC) program. Nursing is a fulfilling and challenging profession. You will never be bored, you will be presented with many challenges, and your job duties will require immense responsibility. The Cincinnati State Great Oaks School of Practical Nursing will prepare you for this amazing career. The PNC program is demanding and challenging. To do well, you will need the help of family and friends, and you will need the support of others who are going through the program with you. The faculty and staff are committed to helping you succeed; however, it is important for you to take responsibility for your learning. An example of this would be to seek help at the first sign that you are struggling, so that the faculty and staff can help you in a time frame that will allow you to accomplish your goals. This is a great school with a rich heritage and, with the right motivation and commitment, you will succeed.

Throughout your coursework you will learn the practical nurse's scope of practice to provide nursing care to individuals with a variety of health care concerns. You will be responsible to provide the appropriate nursing care while assisting people during critical and vulnerable moments of their lives.

The information contained within the student handbook is based on the academic and student policies of Cincinnati State, the Health and Public Safety Division, and the Cincinnati State Great Oaks School of Practical Nursing. These resources will serve you very effectively as guidelines during the time that you are a student in the PNC program. Congratulations! Welcome and best wishes as you successfully complete the Practical Nursing Certificate program.

Sincerely,

The Faculty and Staff of
Cincinnati State Great Oaks School of Practical Nursing

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This Practical Nursing Program is **approved** by:

The Ohio Board of Nursing
17 South High Street, Suite 400
Columbus, Ohio 43215-3413
Telephone (614) 466-3947
http://www.nursing.ohio.gov/

Disclaimer

In the event that a student is a minor, all notifications will be sent to the parent/s or legal guardian.

Policies, guidelines, curricula, and schedules are subject to change as deemed necessary by the Director and Faculty of the Cincinnati State Great Oaks School of Practical Nursing.

The Practical Nursing program does not discriminate against students regardless of age, marital status, creed, ethnic origin, race, religious beliefs/practices, gender, sexual orientation, disability, or veteran status.

An applicant may not be admitted to the program if a handicap or physical disability will significantly increase the occupational hazards affecting either the person with a handicap or disability, employees, other students, the general public served, or facilities in which the work is to be performed.

Mission

Cincinnati State Technical and Community College provides student focused, accessible quality technical and general education, academic transfer, experiential and cooperative education, and workforce development.

Institutional Values

As a College Community…
• We embrace experiential and lifelong learning, personal growth, and employability.
• We create and promote a civil and respectful environment.
• We anticipate and effectively respond to changing stakeholder expectations.
• We honor the diversity of people and ideas.

Vision

Cincinnati State will be the technical and community college of choice in our region, nationally recognized for academic excellence, cooperative education, and workforce development.

Mission Statement of the Practical Nursing Certificate Program

We will provide students an educational opportunity for delivering evidenced based nursing care while creating a foundation for independent life-long learning.

Philosophy of the Practical Nursing Certificate Program

The philosophy of the faculty is consistent with the mission statements of the Cincinnati State Technical and Community College. Faculty facilitates a program which educates an increasingly diverse student population and prepares them to practice effectively in a dynamic health care system. Educators provide an environment of mutual respect for the positive exchange of ideas and participation in activities which meet the changing needs of the community and student.

The nursing faculty members share these beliefs:

- **Nursing** is a profession based on development of caring for self and others in a helping, trusting, and authentic relationship. Compassionate, genuine caring is an essential component of the art of nursing. The nurse promotes, advocates for, and strives to protect the health, safety and rights of the patient. Clinical reasoning, basic knowledge and skills, and the integration of best current evidence are core factors in delivering optimal health care. Individual nurses, using open communication and shared decision-making to achieve quality patient care, function effectively within nursing and inter-professional teams. Information and technology are used to communicate, obtain and apply knowledge, minimize error, and support decision-making. The nurse uses data to monitor the outcomes of care processes and uses quality improvement methods to continuously enhance the quality and safety of health care systems. Coordinated nursing care focuses on patients' preferences, values and needs.

- **The patient** is a human being to be valued, cared for, respected, nurtured, understood and assisted. The patient or designee is an active participant and a full partner in determining his or her own health care. The patient may be an individual, family or group. Each individual's health is based on his or her cultural perceptions and beliefs of health and wellness and the individual's ability to adapt to internal and external environmental forces.

- **Holistic health** is a dynamic state of physical, mental, social and spiritual existence and functioning. The individual's need for healthcare is determined by his or her position on the health-wellness continuum.

The teaching and learning process involves joint participation between faculty and student in planned activities which utilize the cognitive, psychomotor and affective domains. A variety of methods are used to meet the needs of adult learners with various learning styles. Learning is motivated by the individual's own needs and goals and is evaluated by both the learner and the teacher. Students and educators bring to the educational environment their own unique knowledge and experiences. The positive exchange of ideas between students and educators is facilitated by mutual respect which enhances the teaching-learning process. The educational

program is responsive to changing health care issues and the changing needs of the community and student. A commitment to developing teaching strategies to meet an increasingly diverse student population is a core value of the educational process.

Learning is a lifelong process which continues past the completion of the formal nursing education program. The nursing faculty supports continued education towards future professional degrees and self-development of both student and teacher.

Practical Nursing Certificate Program Outcomes

1. Collaborate effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
2. Integrate best current evidence with clinical competence and patient / family preferences and values for delivery of optimal health care.
3. Demonstrate effective clinical reasoning skills, critical thinking skills, teaching practices and cost effective nursing strategies.
4. Promote safety of both patients and health care providers through individual performance and system effectiveness.
5. Use information and technology to communicate, obtain and apply knowledge, prevent error, and support decision making.
6. Practice professional nursing behaviors incorporating personal responsibility and accountability.
7. Demonstrate caring behaviors that foster well-being, a sense of self-worth and dignity in patients, families and others in the healthcare environment.

Program Faculty and Staff

Faculty/Staff Member	Position	Phone Number	E-mail Address
Rohr, Dr. Denise	Program Director, Associate Dean	513-569-4972	denise.rohr@cincinnatistate.edu
Ratliff, Barb	Program Chair	513-569-1282	barbara.ratliff@cincinnatistate.edu
Batory, Dr. Susan	Professor of Nursing	513-569-1287	susan.batory@cincinnatistate.edu
Howard, Dr. Nikki	Professor of Nursing	513-569-5803	nikki.howard@cincinnatistate.edu
Tyler, Jennifer	Instructor	513-569-4252	jennifer.tyler@cincinnatistate.edu

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Support Services and Helpful Resources

Academic Advising Services
    Goal:
        To assist students in identifying /clarifying and meeting their academic and career goals
    Purpose:
- To provide holistic, developmentally appropriate advising services in accordance with NACADA (National Academic Advising Association).
- To provide students with an overview of the PNC program pre-requisites requirements and curriculum.

    General Academic Advising:
        Contact your advisor for academic advising issues.

Legal Issues Related to Licensure:
        Direct questions to Program Director
        Non Nursing Courses:
        Speak with your instructor

Health Excel Services
    Purpose:
        Health Excel Services is a *free* student support service available to *all* students enrolled in a Health and Public Safety Division program it provides a comprehensive range of educational support services designed to enhance student success.
    Goal:
        To assist students in meeting their academic and career goals.
    Services:
- Academic, Career, and Personal Advising
- Tutoring: Individual and group tutorial provided by qualified instructors or peers.
- Time Management, Stress Management and Study Skills
- Scholarship Information

    Getting Started is Easy:
- Students need to be enrolled in a degree or certificate program in the Health and Public Safety Division.
- Students need to complete a Health Excel Services Application and schedule an appointment with the Health Excel Services Coordinator.

    For More Information or To Make An Appointment:
        Refer to Health and Public Safety Division Student Handbook or contact Lisa Lucas, Health Excel Coordinator, call 513-569-1670.

Tutoring Services

Tutoring Center:

Tutoring is available in the Tutoring Center at Cincinnati State. Ask for assistance of your instructor(s). For more information, email debbie.greenlee@cincinnatistate.edu at the Tutoring Center, Room 261 Main building or phone 513-569-1614. You may also submit a tutoring request form online.

Writing Center:

The Writing Center has qualified, experienced writing instructors who are familiar with the requirements and expectations of courses involving writing. Limited walk-in service is available, so it's to your benefit to make appointments based on your assignment due dates. To make an appointment, stop by Room 235 Main Building or call 513-569-1736.

English as a Second Language (ESL):

If English is not your native language you will find the ESL program will help improve your English proficiency. For more information about ESL, please call 513-569-4848 or email (preferred method): andrea.cheng@cincinnatistate.edu.

Special Needs

Any student with a disability necessitating accommodations prescribed by the Americans with Disabilities Act or Section 504 of the Rehabilitation Act must meet with a member of the Office of Disability Services, prior to participating in classroom or laboratory activities. They will be the primary resource to determine what accommodations are necessary to provide the appropriate learning opportunity for the student. The office may be contacted at 513-569-1613.

Requesting NCLEX Testing Accommodations (Ohio)

For candidates with disabilities defined by the "American Disabilities Act" (ADA), accommodations are authorized only by the Ohio Board of Nursing (OBN) and the National Council of State Boards of Nursing. The OBN recommends that the applicant notify the OBN, in writing, six months prior to program completion. The applicant is required to submit the following documentation:

1. Letter from the applicant specifying requested accommodations;
2. Letter from the Director/Designee of the nursing education program specifying accommodations granted by the nursing program;
3. Documentation from a qualified professional practitioner confirming the specific diagnosis of the disability with testing having occurred within the last three years.

For details, please refer to http://www.nursing.ohio.gov/pdfs/Accomodations.pdf

Any student who has questions about whether disability services might be appropriate is encouraged to work with the Office for Disability Services personnel as soon as possible.

Learning Resource Center - Open Nursing Lab Hours

Open Practical Nursing lab hours are offered during designated hours at each program campus to all nursing students enrolled in the practical nursing courses. Faculty members are available during all of the posted open hours to assist students with practicing patient care skills and to answer student questions. Time spent during open nursing lab hours does not substitute for your participation in the nursing courses, but rather it provides you with an opportunity to expand your knowledge of classroom content.

Clinical Site and Ohio Board of Nursing Licensure Requirements

Clinical Site Screening Compliance

The clinical site to which you will be assigned may require background checks, release of the student's social security number, fingerprinting, urine drug testing, or other requirements per the school contract with the facility. A positive urine test or felony conviction will prevent clinical placement, which will result in dismal from the program.

Any questions about these requirements should be addressed to the Program Director.

Criminal Background Check Policy

The use of background checks for individuals working in clinical settings is one of the means agencies use to help protect their clients/patients. While obtaining background checks is not new for clinical agencies, The Joint Commission has recently added to their Human Resources standards (HR.1.20) a section related to criminal background checks. The Joint Commission standard requires agencies to include certain students in criminal background checks when required by state law, regulation, or hospital policy. (www.jcaho.com)

Ohio is one the many states in the country to mandate criminal background checks. In 1993, Senate Bill 38 (SB 38) was passed and codified in Section 3701 of the Ohio Revised Code (ORC). SB 38 requires criminal records check for potential employees working in positions of responsibility for the care, control or custody of children. Senate Bill 160 (SB 160), effective January 27, 1997, requires entities to request a criminal records check of each applicant under final consideration for a position that involves care to a person age 60 and older. The law requires the record checks be requested from the Bureau of Criminal Identification and Investigation (BCII) and prohibits hiring an applicant who has been convicted of certain offenses or who fails to provide the information necessary for a records check.

There are three primary reasons for performing these checks.

1. A criminal record may prevent you from receiving a professional license upon completion of an educational program. Most state licensing boards perform a criminal background search as part of the licensure process, and it would be unfortunate to complete an education, yet be unable to be granted a license.

2. Health care facilities/clinical sites in which you work as part of your clinical rotations are required to have a background check report on file for all providers of hands-on care, whether they are employees of the hospital or not (this includes students).

3. It may be the case that a person may have a criminal record and is not aware of it. For instance, an old conviction that is eligible to be purged from the student's record must be expunged following a written request. If the student does not submit the written request, the conviction will remain on the student's record even though it is eligible for

removal. Such a conviction could prevent licensure or future employment. Finding out now allows the student to take the necessary steps to make proper amends. Also, if it is not possible to remove a conviction at present, it is recommended that the conviction be disclosed so that employment or licensure is not denied for providing false information.

Timing of Background Check Completion

Each Health and Safety Program may have individual policies on which a background check must be completed. Background checks must completed and submitted by all nursing students by the date given to each class prior to the start of PNC 101. It is initiated as part of the application for the Health Program Progressions.

Procedure for Obtaining Background Checks

BCI & I and FBI background checks must be submitted through a designated WebCheck location. Background checks processed through private companies will not be accepted. Students may find a listing of approved background check locations at:

http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing.

If the student's employer has a recent FBI and BCI & I check on file, the student may request that the employer send the copy to the college, along with a note of explanation on company letterhead. The copy of the background check must be dated within a year from the date submitted.

State- specific checks will be completed in the student's state of residence.
Students should direct the agency completing the background check to send results to:

> Cincinnati State Technical and Community College
> Health and Public Safety Division
> Practical Nursing Certificate Program
> 3520 Central Parkway
> Cincinnati, OH 45223

Types of Convictions that Would Make a Student Ineligible for Clinical Experiences:

Absolute Bars vary by technology but consistently include:

- Aggravated Murder
- Murder
- Voluntary Manslaughter
- Felonious Assault
- Kidnapping
- Rape
- Sexual Battery

- Gross Sexual Imposition
- Aggravated Arson
- Aggravated Robbery
- Aggravated Burglary

Ohio Revised Code, Section 3701 will be used to guide decisions on convictions that would bar a student from clinical placement. These decisions may vary by program related to differing licensure and clinical site requirements.

Procedure When a Conviction Appears on a Background Check

Convictions will be reviewed to determine if licensure or clinical placement may be affected. The student will be contacted and will be asked to provide further information as needed. A decision will be based on licensure restrictions, clinical site restrictions and ORC Section 3701. If the Compliance Manager determines that the conviction would prevent clinical placement or licensure, the Program Director responsible for the program will be asked to also review the case before a final decision is made.

The Criminal Records Check Law in Ohio: http://nursing.ohio.gov/pdfs/OHCRC.pdf

Background Check at time of Licensure Application

Ohio
Candidates who wish to sit for the NCLEX-PN examination will be required to submit their fingerprints to the Bureau of Criminal Identification and Investigation (BCI&I) and Federal Bureau of Investigation (FBI). More information will be distributed to all students during the curriculum.

The Ohio Board of Nursing Rules and Regulations are available at
http://www.nursing.ohio.gov/Law_and_Rule.htm

Kentucky
A background check is required by the state of Kentucky. Information is available at
http://kbn.ky.gov/license/ .

Indiana
A background check is required by the state of Indiana. Information is available at
https://secure.in.gov/pla/nursing.htm .

Drug and Alcohol Screening Policy

Students enrolled in any Health and Public Safety program have placed themselves into a relationship where there is a special concern relative to the possession or use of drugs, alcohol, or controlled substances. If a student in a Health and Public Safety program appears to be functioning in any impaired manner, exhibiting inappropriate behavior in the classroom or clinical setting, or demonstrating any unprofessional conduct or negligence, the faculty or clinical affiliate representative responsible for that student, using professional judgment, will remove the student, document the circumstances and report the alleged violation immediately to the Dean of Student Enrollment Services and the Dean of the Health and Public Safety Division.

Clinical facilities may require Health and Public Safety Division students to undergo drug and alcohol screening prior to placement. Refusal to submit to screening when requested will result in dismissal from the Health and Public Safety Division program due to inability to progress in curriculum. The screening will be done by a third party administrator. Instructions regarding when and how to complete a drug screen will be issued to students by their faculty member. Students will be responsible for the cost of the drug screen. Results of the drug screen will be forwarded directly to the Health and Public Safety Records Compliance Manager. Confirmation of a positive drug screen will result in the student being immediately withdrawn from the clinical course and may result in dismissal from the program of study.

Student Health Records

A written report from a health care professional (physician, physician assistant, or nurse practitioner) is **required** in order to enter or re-enter the Practical Nursing Certificate (PNC) program. This exam must have been **within the past year**. The written documentation of the immunizations and tests listed must include the actual dates for each immunization or test. Please note that all immunizations and tests listed on the report are required by clinical facilities where clinical laboratory experiences are scheduled.

Immunizations and Certifications

Immunization requirements are based on the Center for Disease Control (CDC) immunization recommendations for health-care workers. All immunizations must be kept up-to-date. Failure to do so may prevent students from attending clinical experiences.

Some program requirements, immunizations and tests require **periodic updates** while the student is in school. For instance, **CPR certification which specifies BLS Provider or Healthcare Provider through American Heart Association or American Red Cross Only**, the series of Hepatitis vaccines takes six months to complete, and a tetanus booster is required every ten years. A PPD skin test is required **every year** while enrolled in the PNC program. It is the students' responsibility to know when his/her immunizations or certifications will expire and provide the program with updated documentation before the expiration date.

Students who do not maintain and submit proper verification of immunizations/vaccines and certifications are not eligible to attend experiences at clinical facilities which may result in course failure.

General Health Policy

At any time, the Practical Nursing Director may request a physician's statement as to the status of an illness, injury, pregnancy or suspected communicable disease. In order for the student to continue the program, the student must substantiate this statement. Continuation in the program will be contingent upon the student's ability to maintain safe standards of nursing care. This is essential for the health and safety to all students and clients. This information will be regarded as confidential.

Cincinnati State Great Oaks School of Practical Nursing
Requirements for Statement of Health

I. Health Record

Students selected to progress must complete a Statement of Health form. The Cincinnati State Health and Public Safety Division Student Physical Evaluation Form must be used for documentation of recent physical and immunizations.

II. Immunizations

Immunization requirements are based on the Center for Disease Control (CDC) immunization recommendations for health-care workers. All immunizations must be kept up-to-date. Failure to do so may prevent students from attending class or clinical experiences.

Tetanus, Diphtheria, Pertussis (Tdap)
•Documentation of Tetanus, Diphtheria, Pertussis (Tdap) vaccination.

Hepatitis B Vaccine
Students must submit proof of Hepatitis B immunity by either:
• A series of 3 vaccinations.
  The initial vaccination and second vaccination (one month later) must be complete prior to going into the clinical setting **or**
• Proof of immunity to Hepatitis B by submitting a laboratory test with a positive titer level**.**

Tuberculosis: TB Tests (PPD)
• One 2-step TB test must be done initially.
• Step #1 is given and read within 48 to 72 hours.
• Step #2 is given 7- 21 days later and read within 48-72 hours.
• Both tests should be completed in three weeks. After your complete the 2 step TB test, an annual
  TB test is given thereafter. For individuals who miss their yearly test, the process will have to be restarted; and another 2-step TB test will be given. If any TB tests results are positive, follow-up documentation of the positive result must be provided (i.e. chest x-rays).
• If annual TB tests are done, documentation of the past two annual TB tests is required.

Measles (Rubeola), Mumps, and Rubella
Students must submit proof of Measles, Mumps, and Rubella immunity by either:
• Proof of 2 doses of the MMR (Measles, Mumps, Rubella) vaccine given at least 4 weeks apart one of which must have been given after December 31, 1979, **or**

- Proof of immunity for Measles (Rubeola), Mumps, and Rubella by submitting laboratory tests with positive titer levels in all 3 areas.
- If the titer does not demonstrate immunity, the MMR vaccination is required.

Varicella (Chicken Pox)
Students must submit proof of Varicella by either:
- Proof of 2 doses of the Varicella vaccine given at least 4 weeks apart, **or**
- Proof of immunity to Varicella by submitting a laboratory test with a positive titer level.
- If the titer does not demonstrate immunity, two Varicella injections or two injections of the MMRV vaccination is required.

MMRV (Combined Vaccinations of Measles, Mumps, Rubella and Varicella)
- Proof 2 doses of the MMRV vaccination given at least 4 weeks apart
 (Student can obtain the MMRV shot instead of taking MMR and Varicella immunizations separately.)

Influenza Vaccine
- Proof of annual vaccination must be provided by November 1 annually.

Health Insurance Requirements

The Health and Public Safety Division has affiliation agreements with area hospitals, health care agencies, fire service organizations, and other educational programs to provide clinical and experiential learning opportunities for students. To ensure the safety of students and others, Health and Public Safety students are required to comply with criteria set forth by affiliating partners prior to participation in clinical and experiential learning. Cincinnati State requires students to obtain personal health insurance coverage. Some clinical sites require proof of coverage under a policy of health insurance prior to the first clinical assignment. Consequently, health insurance during clinical experience is a requirement of most Health and Public Safety Division programs. Please be aware that lack of coverage may impact a student's eligibility to participate in the clinical learning experience. Refer to your specific programs for further information: Guidance on purchasing affordable health insurance coverage can be found at the following websites:

Health Insurance Websites
1. **www.healthpocket.com**
2. **www.ohio-health-care.org**
3. **www.gradguard.com/health**
4. **www.healthcare.gov**
5. **www.ehealthinsurance.com/individual-family-health-insurance**
6. **www.gohealthinsurance.com**

Practical Nursing Skills and Activities

The National Council of State Boards of Nursing has identified the following skills and activities as common to all practicing nurses. The Cincinnati State Great Oaks School of Practical Nursing faculty believes that student nurses should be able to perform these core skills and activities, with or without reasonable and appropriate accommodations.

Prior to beginning clinical courses students who perceive that they may have difficulty meeting these requirements will:

1. Submit documentation to the Office for Disability Services, main campus, regarding:
   - Medical and other factors related to the disability.
   - Specification of the reasonable and appropriate accommodations needed

2. Develop a disability accommodation plan in conjunction with the college's Counselor/Special Needs.

3. Schedule an appointment to review this plan with the Director.

In the event that a student currently in clinical courses becomes permanently disabled and unable to perform core skills and activities, the same process outlined above must be followed.

Functional Ability	Core Performance Standard
Gross Motor Skills	• Move within confined space • Sit and maintain balance • Stand and maintain balance • Reach above shoulders (IVs) • Reach below waist (plug-ins)
Fine Motor Skills	• Pick up objects with hands • Grasp small objects with hands • Write with pen or pencil • Key/type (use a computer) • Pinch/pick or otherwise work with fingers (syringe) • Twist (turn knobs with hands) • Squeeze with finger (eye dropper)

Physical Endurance	• Stand (at client side during procedure • Sustain repetitive movement (CPR) • Maintain physical tolerance (work entire shift)
Physical Strength	• Push and pull 25 pounds (position clients) • Support 25 pounds of weight (ambulate client) • Lift 25 pounds (transfer client) • Move light objects up to 10 pounds • Move heavy objects weighing from 10 to 50 pounds • Defend self against combative client • Carry equipment/supplies • Use upper body strength (CPR, restrain a client) • Squeeze with hands (fire extinguisher)
Mobility	• Twist • Bend • Stoop/squat • Move quickly • Climb (ladder, stools, stairs)
Visual	• See objects up to 20 inches away • See objects up to 20 feet away • See objects more than 20 feet away • Use depth perception • Use peripheral vision • Distinguish color • Distinguish color intensity
Tactile	• Feel vibrations (pulses) • Detect temperature • Feel differences in surface characteristics (skin turgor) • Feel differences in sizes, shapes (palpate vein) • Detect environmental temperature
Smell	• Detect odors from client • Detect smoke • Detect gases or noxious smell
Reading	• Read and understand written documents
Arithmetic Competence	• Read and understand columns of writing (flow sheets) • Read digital displays • Read graphic printouts (I&O) • Calibrate equipment • Covert numbers to/from metric • Read graphs (vital sign sheets) • Tell time

	• Measure time (duration) • Count rates (pulse rate) • Use measuring tools (thermometer) • Read measurement marks (scales) • Add, subtract, multiply, divide • Compute fractions (medication dosages) • Use a calculator • Write number in records
Hearing	• Hear normal speaking level sound • Hear faint voices • Hear faint body sounds (BP) • Hear in situations not able to see lips (when using masks) • Hear sound alarms
Emotional Stability	• Establish therapeutic boundaries • Provide client with emotional support • Adapt to changing environment/stress • Deal with unexpected (crisis) • Focus attention on task • Monitor own emotions • Perform multiple responsibilities concurrently • Handle strong emotions (grief)
Analytical Thinking Skills	• Transfer knowledge from one situation to another • Process information • Evaluate outcomes • Problem solve • Prioritize tasks • Use long term memory • Use short term memory

Critical Thinking Skills	• Identify cause and effect relationships • Plan/control activities for others • Synthesize knowledge and skills • Sequence information
Interpersonal Skills	• Negotiate interpersonal conflict • Interact respectfully with individuals, families, and groups • Relate to/Establish rapport with clients, families and co-workers with caring and sensitivity • Communicate in English with accuracy and clarity • Convey oral and written information efficiently • Demonstrate computer literacy
Emotional Stability	• Establish therapeutic boundaries • Provide client with emotional support • Adapt to changing environment/stress • Deal with unexpected (crisis) • Focus attention on task • Monitor own emotions • Perform multiple responsibilities concurrently • Handle strong emotions (grief)

Revised Date: July 2016

Practical Nursing Certificate Curriculum

Division	HPS		
Degree Code	CT1	Program Code	PNC
Program Name	Practical Nursing Certificate		
Header	All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State. Students seeking admission to the Practical Nursing Certificate program must complete specific progression requirements. Students should meet with their academic advisor to discuss progression eligibility and deadlines.		
Footer	Students may take BIO 151 and BIO 152 in place of BIO 117 and BIO 127. Students who choose to take these courses must complete BIO 117/127 or BIO 151/152 by the end of the second semester.		

Students are encouraged to take general education courses prior to 3rd semester.

Semester	Subject	Course	Course Title	Lecture Hrs	Lab Hrs	Credit Hrs
Semester	FYE	100	First Year Experience	1	0	1
Semester 1	PN	101	Practical Nursing Concepts	5	9	8
Semester 1	BIO	117	Human Body in Health and Disease	3	0	3
Semester 1	BIO	127	Human Body in Health and Disease Lab	0	2	1
Semester 2	PN	102	Practical Nursing Concepts 2	7	9	10
Semester 2	PSY	110	Introduction to Psychology	3	0	3
Semester 3	PN	103	Practical Nursing Concepts 3	4	6	6
Semester 3	MCH	100	Healthcare Informatics	2	0	2
Semester 3	PN	185	Practical Nursing Role Transition	2	8	2
Semester 3	ENG	101	English Composition	3	0	3
				29	34	38

Admission and Progression for Practical Nursing Program

Practical Nursing Program Competitive Admission Process

Students who declared practical nursing (PNC) as a major will be admitted to the program based upon the Health Program Progression (HPP) policy.

Students are accepted into the program every Fall and Summer semesters. Applicants will be ranked based on PNC Progression criteria. Those who are admitted will be notified by email and given deadlines to meet program requirements. Specific dates for application deadlines will be publicized on the program website or given to students during advising appointments.

Program Admission and Progression
Practical Nursing Certificate Progression Requirements:
To apply to the PNC program you must complete the college admission process and declare Practical Nursing Certificate as your major. Students will progress to the core curriculum once he/she has met the progression requirements.

College Admission Process
1. Complete the application to Cincinnati State Technical and Community College online at https://swebapps.cincinnatistate.edu/apply/page_who_are_you.aspx. Declare Practical Nursing (PNC) as your major. There is no application fee. A $15 nonrefundable admission fee will be applied at your first registration.
2. Request that your high school guidance counselor and/or college registrar's office send high school and college transcripts (if applicable) directly to Cincinnati State, Office of Admission Records. Hand-carried transcripts are not accepted. If you have a GED, send a copy of the original transcript of GED scores to the Office of Admission Records.
3. All students seeking a degree or certificate must take a college entrance placement test in the areas of mathematics, reading, writing, and keyboarding. If a student has taken prior English and/or Mathematics coursework from an accredited post-secondary institution with a grade of "C" or higher within the last 7 years, the student may submit a request to the Admissions office to waive the test.
4. All requirements for curriculum courses must be met/completed prior to being eligible to apply for progression into the Practical Nursing Certificate program

Academic Advising
Students who are required to enroll in all required courses based on the college entrance placement test scores are seen by a pre-admit Advisor in the Advising and Counseling Center, Room 168 Main Building. To schedule an appointment with a pre-admit advisor, students should call the Advising and Counseling Center at (513)-569-1552.

Program Advising

Students who have completed all (or were not required to complete) requirements for curriculum courses are seen by a program advisor in the Health and Public Safety division office, Room 312 Health Professions Building. To schedule an appointment with a program advisor, students should call the Health and Public Safety Division office at (513)-569-1670.

Cohort Advising

Students who have met all Practical Nursing progression requirements and have attended an orientation for a Practical Nursing cohort/class and those students currently in the Practical Nursing course sequence are seen by the program chair.

PNC Progression Process
PNC Progression Requirements
- Cumulative GPA 2.5 and above through the start of PN 101
- STNA – State Tested Nurse Aide - All students entering the PNC program must verify that they are in good standing on a state Nurse Aide registry.
- Complete PNC Progression Application
- If applicable, documentation of healthcare work history on company letterhead
- If applicable, documentation of military service on form DD-214

PNC Progression Application Process

1. Apply for the Practical Nursing Program during the open application period only by submitting a PNC Progression packet. There will be a specific application period for each semester. Please refer to the Cincinnati State PNC website for dates. Once applications are reviewed, applicants are moved forward in the progression process based upon the applicant's PNC Progression worksheet scores.

2. Progressing applicants will be notified of these additional requirements and the deadline for submission. Applicants will be admitted to the program once all the following documents are submitted.

a) **CPR Certification**

Certification must be for Healthcare Provider or Professional Rescuer for adults, infants, children and AED through American Heart Association or American Red Cross only. Online certifications with hands on demonstration accepted through the above programs. Cards must be signed.

b) **The Cincinnati State Health and Public Safety Division Student Physical Evaluation Form with current Immunization**

Student must submit a completed Cincinnati State Health and Public Safety Division Student Physical Evaluation Form with current immunization records.
Revised Date: August 2019

c) **Criminal Background Check**

Student must complete both a BCI&I and FBI background check when selected to progress. Background checks must be for the nursing profession and care of children and adults. The background checks must be received by the program chair by the established deadline. Failure to complete paperwork in appropriate timeframe will be ground for dismissal from the

progression process. Students should be aware that many facilities also require drug screening and additional background restrictions. Students should have background check results mailed to:

Cincinnati State Technical and Community College
Health and Public Safety Division – HPB 312
ATTN: ***The Practical Nursing Certificate Program***
3520 Central Parkway
Cincinnati, OH 45223

PNC Progression Scoring Guidelines
I. Cumulative Grade Point Average (GPA)
Applicants must have at least a 2.5 Cincinnati State cumulative GPA. Applicants are awarded points based on the most recent attended institution; whether college or high school.
Maximum of 25 points: _____

Cumulative GPA Range	Progression Points Awarded
2.50-2.74	15
2.75-2.99	17
3.0-3.49	20
3.5-3.79	23
3.8-3.89	24
3.9-4.0	25

II. High School Biology Course
Applicants will receive progression points based on his/her biology course grade. The grade may be a High School biology, College biology or Biology course 117/151 grade.
*Applicants will receive a 1 point deduction for repeated courses.
Maximum of 12 points: _____

Prerequisite Biology Grade	Points
A	12
B	9
C	6

III. Military Service Documentation

Applicants receive 3 points for military service. Applicants must submit a DD-214 form with his/her progression application.

Maximum of 3 points: _____

IV. Healthcare Experience Documentation

Applicants receive 1 point for documentation of a minimum of a 1000 hours of work experience for every calendar year of employment for positions that provide direct patient care. Applicants must submit documentation with his/her progression application. Documentation must be on company letter head and have the applicants name, position, length of employment and the employer's name.

Maximum of 5 points: _____

V. Cincinnati State Curriculum Experience Points

Applicants receive curriculum experience points. Term courses must equate to semester credit. If multiple term courses are necessary to equate to semester credit, the term courses are averaged to obtain semester grade. Transfer credit does not count. *Applicants will receive a 1 point deduction for each repeated courses.

Points are awarded for each course completed. A=4, B=3, C=2, D/F=0

Maximum of 20 points: _____

Eligible Cincinnati State Curriculum Courses	Grade Received	Points
Anatomy & Physiology 1 (BIO 151)		
Anatomy & Physiology 2 (BIO 152)		
OR		
Human Body in Health & Disease Lab (BIO 127)		
Human Body in Health & Disease (BIO 117)		
OR		
Terms- Anatomy & Physiology 1 (BIO 4014 and 4015		
Terms- Anatomy & Physiology 2 (BIO 4015 and 4016)		
Healthcare Informatics MCH 100		
OR		
Healthcare Informatics MCH 4002		
OR		
NUR 101 (MCH 100)		
English Composition (ENG 101)		
OR		
Terms- English Composition (ENG 1001 & ENG 1002)		
Introduction to Psychology (PSY 110)		
OR		
Terms- Introduction to Psychology (PSY 1505 & PSY 1506)		

VI. Prior Degree/Certificate Documentation
Applicants that have a degree or certificate will be awarded progression points for the highest degree achieved.

Maximum of 5 points: _____

Highest Degree Received	Points Awarded
Certificate, Less than 30 credit hours	1
Certificate, MORE than 30 credit hours	2
Associates Degree	3
Bachelor's Degree	4
Master's Degree	5

Revised Date: August 2019

Transfer/Military Credit Policy

Credits from other institutions will transfer based on the policies and the procedures documented in the college catalog. The transfer of nursing course credits will be assessed on a case by case basis using student learning outcomes, course requirements and the curriculum plan to determine eligibility. The program reserves the right to determine the acceptability of nursing transfer credits in accord with its mission and goals. **Transfer credit for nursing courses will not be considered for transfer if the student has failed any nursing courses in their previous programs.**

Military credit will transfer if appropriate to the requirements of the curriculum plan for the program. The Joint Services Transcript will be used to determine transfer credit eligibility.

Promotion, Continuation and Completion for Practical Nursing Courses

I.   **Minimum Passing Grades:**   A minimum grade of "C" or "S" must be earned in all practical nursing courses curriculum.

II.   **Grading Scale:**
        A = 90% - 100%   Excellent
        B = 81% - 89%   Above Average
        C = 75% - 80%   Average
        D = 70% - 74%   Failure
        F = below 70%   Failure

Evaluation of Student's Progress: Student's academic progress may be evaluated by alternative assignments (oral and/or written assignments and projects), and test/examinations. A **test/examination average** of 75% or greater must be achieved to pass the course.

A test/examination grade of 75% is required to pass the course. A student must achieve a grade average of 75% or greater in each theory practical nursing course and satisfactory in lab/clinical or clinical courses to remain in the Practical Nursing Certificate program and progress from one term to another. **Grades are not rounded.**

S =   Satisfactory attainment of lab/clinical objectives. Demonstrates competency of selected nursing skills in the lab and safe nursing practice in the clinical site. Completes required clinical paperwork.

U =   Unsatisfactory attainment of lab/clinical objectives. Unable to demonstrate competency of selected nursing skills in the lab or demonstrates unsafe nursing practice in the clinical setting. Has exceeded the maximum number of late arrivals to lab or clinical, absence or incomplete/late paperwork.

Passing Grades for PNC curriculum Effective Fall 2014:
A passing grade for **lecture** is given if the grading scale of 75% (C) or better is achieved.

Grading Scale:
        A = 90% - 100%   Excellent
        B = 81% - 89%   Above Average
        C = 75% - 80%   Average
        D = 70% - 74%   Failure
        F = below 70%   Failure

Final Course Grade Determination:
A satisfactory rating must be achieved in all course components. Students must achieve a passing grade of 75% (C) or better for PN testing components. Students must achieve a Satisfactory Rating for both the lab and clinical component in order to receive a passing final letter grade. Failure to achieve a "Satisfactory rating" in any one of the course components will result in course failure. Satisfactory rating for each component is defined below:

        75% (C) or greater in Lecture
        "S" rating in all skills performance in clinical
        "S" performance in meeting objectives in Lab
        Completion of required ATI proctored testing

Faculty Feedback:
Students are provided with feedback about their classroom and lab/clinical achievement in a timely manner. Lab skill check-offs are shared with students at time of demonstration and clinical evaluations are completed by faculty and shared with students at midterm and/or final.

Faculty Responsibilities:
Faculty are responsible for consistent application of the grading policy and for following grading procedures. Faculty who wish to change grading policy or deviate from it in any way must submit proposed changes with documentation to the PNC Faculty Organization Committee (FOC). Changes must be approved by the FOC.

Students must be informed of how they will be evaluated at the beginning of each course via the syllabus. A portion of each first class of each course will be used to verbally explain evaluation methods stated in the syllabus.

Grades are to be submitted to the Office of the Registrar in accordance with college policy. Final grades must be posted by the designated deadline.

The Instructor will maintain a grade book for each course. A record of clinical absences, make-ups, and last date of attendance is also to be maintained by the instructor of each course.

Continuation and Completion Policy
All courses must be completed in sequence.

Continuation Policy
If a student does not successfully complete a course required for the Practical Nursing Certificate program, the student may repeat the course ONE time. Students must take both the theory course and the clinical course with the same name concurrently and pass both courses before progressing to the next set of theory and clinical courses. Both courses must be repeated even if only one portion was not successfully completed. If a student is unsuccessful in any PNC course during two semesters they will be dismissed from the program.

Students may repeat ONE (PN) course throughout the program. A second failure of a course results in dismissal from the program.

All courses required in the curriculum must be completed with at least a grades of "C" or "S".

Completion Policy
To be eligible for program completion the following criteria must be met:
1. All courses required within the curriculum must be completed with at least grades of "C" or "S".
2. A grade point average of at least 2.0 is required in order to graduate from the nursing program.
3. Students are not eligible to be placed on waiting lists for a nursing course until all pre-requisites are completed with at least grades of "C" or "S"
4. Co-requisites must be taken either before or in the same term as the nursing course for which they are required.
5. Co-requisites become pre-requisites for the next term's nursing course.

Nursing Courses
All Students
    1. Minimum grades of "C" or "S" are required to successfully pass all nursing courses. Although a grade of "D" may be given, it is not considered a passing grade.
    2. Students must pass all modules of nursing courses to achieve a passing grade for the semester.
    3. A specific nursing course can only be attempted twice by a student. Students who fail or withdraw are considered to have attempted the course.
    4. All immunization requirements of the program and current certification in CPR must be maintained throughout the clinical coursework.

Readmission Policy

Applicants previously enrolled in the program who have been dismissed due to two (2) unsuccessful semesters of PN courses must reapply to the PN program. Applicants requesting readmission must meet current admission and financial aid requirements. We strongly encourage students to meet with a financial aid advisor before applying for readmission. Applicants must meet the curriculum requirements effective at the time of readmission (OAC 4723-5-12).

Individuals requesting readmission to the program, after withdrawal for health related issues, will submit a physician's statement regarding ability to return to nursing school. Additional information may be requested by the Director of the Practical Nursing Program and or Admissions Committee

Returning Student: If readmission has been offered, the student may defer readmission one time. If the student declines the opportunity to return the student will then restart the PN program.

Records Retention

Student and graduate records are retained in the following manner:

Current students: Files will be available hard copy
Graduates: Upon graduation the files that will be retained as hard copy and online are:
        Copy of official college transcript
        Competency report
Effective Date: July 2016

Articulation Information

At some point in the future you may consider enrolling in another school to further your education. You can facilitate the process of transferring credit to another institution by keeping good records of your work at Cincinnati State. Here are some suggestions:

- Save the **College Catalog** for the time you are in school. It provides information about school and program accreditation, course descriptions, curriculum components, and degree requirements.
- Save **all course documents, classroom objectives, outlines, and handouts.** This is especially important for nursing courses.

These materials will help you to prove to another institution that the courses that you successfully completed did contain particular information, and should be transferred.

Note that when you attempt this process several years from now, the school will not be able to provide you with specific course handouts, other than the catalog course description.

Transferring General Education Courses
It is fairly easy to transfer passing credits (grade of C or better) in general education and science courses. The difference or difficulty may be in the number of credits required, whether or not there was a lab, or perhaps how long ago the credits were earned. For example, in the Health and Public Safety Division, we will not accept science credits that are more than seven years old, and we will not give credit for an Anatomy & Physiology course that does not include a lab.

Transferring Nursing Credit without Completing the Program
It is very difficult to transfer nursing courses from school to school. There is no universal curriculum in nursing, even within the same state. That is, the content of Nursing 101 at one school is *not necessarily* the same as the content of the first term of Nursing at another school.

Additionally, most nursing schools have policies regarding:
- how many transfer credits may be awarded in nursing?
- whether transfer credits in nursing can be given to a student who has failed a nursing course at another school?
- how many nursing credits must be taken "in residence" in order to earn the degree from that school?

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Additional Information and Policies

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Additional information and policies are found in the Health and Public Safety Handbook and College catalog related to:
General Information
Admission, Fees, Financial Aid, and Scholarships
Academic Policies and Procedures
Student Rights and Responsibilities

Rules for Use of Calculators by Students during Tests

A simple calculator may be used when taking a test in nursing classes which will be provided by the instructor. This includes "math tests," written skills lab tests, as well as other tests (unit tests and exams) that contain math problems.

Only one student may use the calculator –there is to be no sharing of calculators during the test, or passing of the calculator to another student who is taking the test.

The calculator will be placed on the desk at the beginning of the test. No written or printed directions for use of the calculator are permitted, and no notes or directions may be affixed to the calculator.

The calculator must be positioned and held in a manner that does not allow other students to the side or the back of the student using it to have a view of the answer screen.

Answers from the calculator must be immediately transcribed onto the test answer sheet, so that the answer can also be "cleared" from the screen.

Students are responsible for following test directions for "rounding" answers to the appropriate place.

When a "standardized" or commercially available test is used (such as ATI or HESI) it is possible that calculator use may NOT be allowed, according to the publisher's directions for administering the test.

Faculty will provide clarification to students whenever such a test is scheduled.

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Notification of Program Policy Changes

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Practical Nursing Handbook (policies) are reviewed annually and prior to all start dates.
- No program changes in the Practical Nursing Handbook policies or procedures will be implemented for student progression, or requirements for completion of the program regarding students enrolled at the time the changes are adopted. Changes involving these policies or procedures of this nature will be implemented at the start date of any future practical nursing program.

Notification of Students of Changes in Program Policies
- Revisions or updates to the Practical Nursing Handbook will be addressed as follows: The policy will be revised/updated and an addendum will be distributed to all practical nursing students with two (2) copies to sign that acknowledge receipt of the changes and the effective date. One copy will be given to the student and the other copy will be kept in the students file.

Effective Date: July 2016

Attendance Policy for the Practical Nursing Certificate (PNC) Program

A. Student attendance for all laboratory/clinical experiences is mandatory

   1. **Lab:** Late/Tardy is defined as arriving 15 minutes or less of the designated start time and/or leaving 15 minutes or less to the designated end time of any assigned lab or clinical that is less than 6 hours in length.

   2. **Clinical:** Late/Tardy is defined as arriving 30 minutes or less of the designated start time and/or leaving 30 minutes or less to the designated end time of any assigned lab or clinical that is 6 hours or greater in length.

   3. **Lab/Clinical:** Absence is defined as arriving after 30 minutes of any assigned lab or clinical.

B. The instructor will take attendance at the beginning of each clinical or lab session.

C. A student who is not able to present the assigned work at the **beginning** of the clinical experience (or upon arrival if late) is considered unprepared. This lack of preparation will result in an absence from clinical. The student may not be allowed to remain and participate in the clinical experience. If the student is unprepared a second time, it will result in an unsatisfactory (U) meaning course failure. If failure of the course occurs, the student is not permitted to proceed in the PNC program.

D. Lab Assignments are due at the **beginning** of the lab. Lab assignments turned in late two (2) times in the semester will result in an unsatisfactory grade for lab experience. All assignments must be completed within the current semester.

E. An absence is incurred when the clinical experience is missed or the student misses more than thirty (30) minutes of clinicals/labs six hours or greater in length. If clinical or lab is less than six (6) hours, missing greater than fifteen (15) min will result in an absence. Leaving the premises during a lab/clinical experience is prohibited and will result in an absence. Students must notify the clinical instructor of an absence prior to the student's scheduled clinical or lab experience.

F. The student who is unable to attend a clinical experience must notify the designated faculty member to report a clinical absence or tardy one (1) hour prior to the experience. Students may leave a voice message by calling the instructor's office number or by following the instructions from their instructor.

G. The faculty has the right to prohibit a student from participation in a laboratory activity/clinical experience, if, in the faculty's opinion, the student is too ill to participate or is unprepared for the activity. In these situations a laboratory/clinical absence is counted.

H. The maximum number of absences for the lab/clinical experience(s) may <u>not exceed one (1) day of scheduled lab and/or not exceed one (1) day of clinical time</u> . If a student exceeds this number of absences, the student will be counseled to withdraw and repeat the course. Failure to withdraw will result in the student being awarded an unsatisfactory (U) grade for the course, resulting in course failure. If failure of the course occurs, the student is not permitted to proceed in the PNC program. Students whose laboratory/clinical absences near the course limit may be referred to Health Excel Services.

I. For the **only allowable day** of a missed laboratory/clinical the student will make a copy of three evidenced based articles that relate to the theory material covered in class that week. The student will then write two (2) paragraphs in summary form for each article and write one pathophysiology sheet for each article submitted. They will be due the immediate week after the missed clinical. In addition to the paperwork, the student is required to make-up the missed clinical hours. The clinical hours missed will be made up in the lab during the final week of the semester. The date and time will be arranged by the classroom instructor. Failure to complete the assigned paperwork or make-up the clinical hours will result in a "U" unsatisfactory in the clinical/lab component of the course, resulting in course failure. Clinical objectives for the course still remain the student's responsibility.

J. Late arrival to the laboratory/clinical experience is defined as arrival after the laboratory/clinical experience has begun. Three (3) late/tardy arrivals or early leaves within a semester will result in an absence.

K. **No Call No Show (NCNS)**. NCNS is defined as not notifying the clinical instructor of an absence within one hour after the scheduled start of the clinical. Two (2) NCNS within the program will result in failure of the clinical experience.

A student must achieve a letter grade of C/S in concurrent courses to be eligible to progress in the PNC program. Failure of one concurrent course requires repeat of both courses.

Clinical Supervision

One instructor is assigned to each clinical area to provide clinical supervision. The instructor and students are provided a clinical rotation schedule and the name of each clinical group prior to each clinical rotation. The instructor is available to the students and clinical department at all times during assigned hours. The student receives his/her individual assignment from the instructor during pre-clinical conference. The student and instructor review and/or discuss the assignment for any clarification which is required. A student may not perform any clinical skill without the instructor present or prior instructor verification of the competency. The skills performed are in direct relationship to the clinical objectives of each rotation. The instructor completes a midterm and final evaluation of the student's performance. This is shared with and signed by the student and maintained by the instructor. The clinical evaluation is based upon this record.

Supervision of a Nursing Student Policy

According to standard 4723-5 Ohio Administrative Code (OAC):

a) "Supervision of nursing student" means that a faculty member, teaching assistant, or preceptor shall be immediately available to the nursing student at all times to provide guidance and evaluation of the student's performance.

b) Supervision of a nursing student shall be provided for each clinical experience involving the delivery of nursing care to an individual or group of individuals. This supervision shall be provided only by a faculty member, teaching assistant, or preceptor who meets the qualifications set forth in rule 4723-5-11 of the Administrative Code.

c) Faculty or instructional personnel in a practical nursing education program may assign to a staff nurse who is a licensed practical nurse, to supervise the performance of a nursing task by a nursing student in a practical nurse education program during a clinical experience involving the delivery of nursing care to an individual. The direction of this supervisory responsibility shall be limited to the one-time performance of the specified nursing task only on the individual identified by the faculty or instructional personnel. The faculty will remain responsible for planning the student's clinical experience and for evaluation of the student.

Effective Date: July 2016

Code of Conduct

The Student Code of Conduct is promulgated under the provisions of Ohio Revised Code section 111.15, amplifies Chapter 3346.21 and modifies Ohio Administrative Code Rules 3367:4-1-98 and 3357:4-52 as they apply to student behavior and conduct. (Adapted from the Journal of College and University Law. Published by the National Association of College and University Attorneys and the Notre Dame Law School). Questions about this code should be directed to:

Vice President, Enrollment and Student Development
Cincinnati State Technical and Community College
Cincinnati, Ohio 45443-2690

Refer to the college catalog for additional information.

Guidelines for the Promotion of Academic Honesty

To promote academic honesty in the classroom, these procedures will be implemented before and during test taking. Exceptions to this policy may be made under special circumstances at the faculty's discretion.

Faculty will:
- determine seating for each test
- provide calculators
- proctor each test actively
- assure that all belongings are placed on either side of the room
- respond to any student who has a question at the student's seat
- provide scratch paper for the test as needed
- remain in the classroom during a test
- use different versions of a test at their discretion
- determine whether students stay quietly at their desks or leave the room after completing their tests

Students will:
- turn off all electronic devices
- remove any "smart" watches
- take only 2 pencils, and/or purse/wallet to seat
- all personal items must be placed on the side or the back of the room
- remain quiet during test distribution until exiting the room
- follow the Academic Integrity Policy as stated in the college catalog
- remain in their seats until their test is completed
revised Aug 2019

Students will not:
- wear sunglasses
- share anything with other students
- eat at the desk
- leave the room during a test until the student's test is completed
- expose the student's test booklet or answer sheet
- reenter the room until the test is completed

revised Aug 2019

Please see the college catalog for a list of consequences for violating the Academic Integrity Policy of Cincinnati State

Cincinnati State Academic Integrity Policy:
http://catalog.cincinnatistate.edu/academicpoliciesandprocedures/academicintegritypolicy/

Professionalism Standards

Professionalism is a very important part of the Cincinnati State Great Oaks School of Practical Nursing Certificate Program and should be demonstrated in every aspect of the student's education. The student's professionalism is assessed during classroom and laboratory time, particularly when there are skills performed and during the clinical experience. The minimum standards of professionalism which are listed below provide students with a basic understanding of how to conduct themselves in a professional manner during all aspects of the program.

Attitude
- Student projects a positive attitude
- Student exhibits civil behavior toward the instructor, fellow classmates, patients, staff, and all others

Appearance
- Student's uniform is complete at all times
- Student's hair is appropriately groomed
- Student wears only the appropriate jewelry
- Student shows only appropriate piercings and no body art when in uniform/clinical

Initiative
- Student makes good use of class, lab, and clinical time
- Student is well organized and has proper materials prepared before starting an activity in both the lab and in the clinical setting
- Student comes prepared to
  - ✓ class by having read the assigned readings and completed any assignments given
  - ✓ lab by having reviewed the content for the lab
  - ✓ clinical by having completed the assignment(s)
- Student accepts responsibility for completing assigned tasks
- Students participates in pre and post-conference by sharing learning experiences with classmates
- Student uses professional language

Promptness
- Student completes and submits assignments on time
- Student is present when class, lab or clinical begins and is present the entire time

Teamwork
- Student is cooperative with instructors and fellow classmates as well as others as needed
- Student interacts well with classmates
- Student works in harmony with group members
- Student is respectful to all individuals (faculty, staff, patients, fellow students, visitors, etc.) in class, lab, and clinical
- Student complies with all CSGOSPN and clinical facilities policies
- Student is respectful of the surrounding environment (parking, not smoking, etc.)

As students adhere to the above standards, they will be able to work well with those around them enabling them to develop the standards required in the professional world.

Expectations for Student Behavior in all Clinical Experiences

In accordance with Chapter 4723-5-12 of the Revised Code of the Ohio and the rules adopted under the chapter the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.

(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each patient.

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

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

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

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

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

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

(9) A student shall not:

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

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

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

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

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

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

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

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

(11) A student shall not:

(a) Engage in sexual conduct with a patient;

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

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

(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually

demeaning to a patient. .

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

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

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

Dress Code

Cincinnati State Great Oaks School of Practical Nursing requires that students conduct themselves in an appropriate and professional manner. Effective school and job performance may be enhanced by appropriate, professional appearance. Adherence to the dress code adds considerably to the educational process by creating an environment that is focused on learning.

Dress Code

All students shall be neat and clean and shall dress in a manner that is not unduly distracting to others or that interferes with or disrupts the educational process.

Students are to dress in a manner that would satisfy and be acceptable to future employers. Personal grooming is an expression of inner attitudes and is a part of any recommendation to employers. The purpose of the dress code is to "dress for success" and come to school properly prepared to participate in the educational process.

The dress code includes, but is not limited to hair, clothing, buttons, badges, insignia, words, pictures, jewelry, or other items or symbols or expression ("student dress").

DRESS GUIDELINES
The following are dress guidelines students are expected to follow:
a. All clothing must meet professional standards and be clean and in good condition.
b. All students shall wear footwear.
Student dress is prohibited if such dress:
a. Causes, intends to cause or is likely to cause material disruption of the educational process;
b. Infringes on the rights of other students and the faculty
c. Prevents employees or agents from discharging its obligations or undermines educational or other programs undertaken in accordance with same;
d. Causes, intends to cause, or is likely to cause accidents or endangerment of the health or physical well-being of the student or faculty; or
e. Causes, intends to cause, or is likely to cause a profane, obscene, hostile, intimidating, degrading offensive, harassing or discriminatory environment.
f. Depicts or infers tobacco, drugs or alcohol or are sexually suggestive.

Student I.D. Cards
The student shall be responsible for his/her own I.D. card and the cost of securing a replacement if lost. **Student IDs shall be visibly displayed at all times when on school property and in the clinical setting.**

Clinical Dates and Times (including Role Transition)
Clinical dates and times may be held on any day of week including Saturday
Role Transition clinical days in PN 185 does include week-ends
Effective Date: Aug 2018

Clinical Dress Code

Regulation green scrubs and an optional white lab coat with the school emblem embroidered to the left upper chest and student I.D. badge are required. Footwear must have a closed toe and closed heel and be solid black or white leather type shoes. The uniform should **not** smell of smoke in the clinical setting. All students must be in uniform in the clinical setting.

Students may wear solid white or black short sleeved or long sleeved shirt underneath the uniform top. No printing on the shirt may be visible.

Students should wear solid black or white socks only.

Hair is to be clean and neatly groomed at all times. Hair must be pulled back away from the face in such a way it does not fall forward, neatly arranged off the neck and above the collar. Only necessary scrunches, coated elastic bands in either white or color of hair may be worn to hold hair in place. All other hair accessories are not allowed. All other hair accessories are not allowed. Fashion headscarves or skull caps are not permitted. A solid white, black or green (matches uniform color) head scarf may be worn as a part of the nursing uniform for religious purposes. Beards, mustaches, facial hair and sideburns must be neatly trimmed. Students without beards are expected to be cleanly shaven. Further requirements may be made based on organizational/clinical agency requirements regulations.

No sweaters, hoodies, or other covering are to be worn.

No perfume, cologne or strong after-shave to be worn with the uniform.

Fingernails are to be clean and short that do not extend beyond the tip of your finger. Clear un-chipped nail polish is permitted. No artificial nails, acrylic overlays, or shellac nails are permitted.

Greater restrictions may be required at individual clinical facilities.

Gum chewing is not permitted in the clinical area.

A **functional** watch with second hand is **required in the lab and clinical setting at all times**.

Jewelry:

A single chain of yellow or white metal may be worn inside the neckline of the uniform. Wedding sets may be worn or single ring may be worn. Risk of patient injury may require the removal of all rings.

No visible body art or piercings are permitted in the clinical settings. Body art must be covered with clothing as per dress code policy.

Small post earrings must not exceed **TWO** matched pairs in the earlobe. No other ear, facial piercing or tongue piercing is permitted.

Revised Date: Aug 2019

Special Student Status

On occasion, a student may be allowed the opportunity to complete all or a part of a course that could not be completed utilizing the regular progression of course due to extreme extenuating circumstances. When such circumstances exist, all of the parties involved must have a clear understanding of the terms under which the student is allowed to meet course objectives. These terms will constitute a written contract between the student and the Practical Nursing Certificate Program. The concerned parties will include the:

1. Student
2. Course Instructor
3. Practical Nursing Program Director
4. Health Excel Services

To maintain clear, concise methods for completion of the course, the following will occur:

1. A contract will be written that clearly outlines all requirements for satisfactory course completion. Both the expected date of completion and the grading scale will be included in the contract.
2. The student and the instructor will discuss the terms of the contract prior to the start of the course. All points of the contract will be clarified during the discussion.
3. The instructor and the student will sign and date the contract.
4. The Practical Nursing Program Director will initial and date the contract prior to the start of the course.
5. The original contract will be maintained in the student's file
6. A copy of the contract will be provided for the student and the instructor prior to the start of the course.

All parties are expected to adhere to the terms of the contract for satisfactory completion of the course requirements, thus allowing the student the opportunity to meet the course objectives.

All parties involved prior to the amending of the contract must agree upon, any deviations from the contractual agreement in writing.

PLEASE NOTE: THIS TYPE OF CONTRACTUAL AGREEMENT IS RESERVED FOR EXTREME EXTENUATING CIRCUMSTANCES. IT IS NOT INTENDED TO BE USED IN LIEU OF THE ESTABLISHED CURRICULUM PLAN.

Retention/Remediation Plan

Objective: Faculty and students consistently engage in a defined process to support student success in the PN Program.

Procedure: 1. The instructor(s) in the course use the college approved Starfish software to notify students, advisors, and college department by documentation of issues and problems that arise with attendance, grades, behavioral issues, and failure to complete assignments. Students who have a grades of less than 75% at week 4, 8, and/or 12 are encourage to meet with the course faculty to formulate a plan of action utilizing the remediation/plan of action form.   Faculty will identify students "at risk". A student is identified as "at risk" by the instructor under the following circumstances:

       a. When a student fails a course and wishes to re-enter the course, he/she must complete the following:

          1. Submit a letter or email requesting to re-enter the program to the assigned PN faculty or Program Chair.

          2. Meet with a Financial Aid Advisor to determine financial eligibility for the remaining course work in the program.

          3. All required documentation (e.g. immunizations, CPR certification) must be kept up to date.

          4. Repeating a course is contingent on seat availability.

             a. If seat availability is limited students will be re-admitted to the program based on the following criteria in the order listed below:

               i. Medical withdrawal: submit documentation

               ii. Course Grade:

                  1. At time of withdrawal or at end of the semester (the higher grade will take precedent for readmission)

2. Plan of Action: The student will discuss a plan of action which may include but are not limited to action steps for future success upon their return.

Revised.Date: Aug 2018

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Program Expectations

Parking

Parking at Main campus requires a Cincinnati State permit or a daily charge.

Smoking

Smoking is not permitted on any Great Oaks campus per Ohio law or at the clinical facility. Follow location guidelines.

Fees for Graduation

Students in PN 103/185 are responsible for payments of the OBN application and Pearson Vue fees prior to completion of the program

Effective: Aug 2018

Health Services: Student Illness in the Classroom and Clinical Settings

Medical Emergency in the Classroom Setting

When a medical emergency arises at Cincinnati State Main Campus

- Report all accidents and medical emergencies immediately
    to Campus Police, 569-1558.
- The reporting person must stay on the phone until he/she is
    released by the Campus Police Dispatcher.
- Campus Police will provide first aid.
    - If necessary Campus Police will call the "local EMS" who will
        provide preliminary treatment and transportation to a local medical facility.

Illness That Occurs in the Classroom Setting

The instructor will follow the above policy for a Medical Emergency depending on the severity of the illness. The student will be asked to leave the classroom setting when an illness (not an emergency) occurs. The instructor will recommend a visit to the student's personal physician. This will count as an absence according to the Attendance Policy.

Illness That Occurs During Clinical Setting

The student will be instructed to leave the clinical setting when an incapacitating illness occurs. The instructor will recommend a visit to the student's personal physician. This will count as an absence according to the Attendance Policy.

Injury To A Nursing Student In The Clinical Setting

In the event of an injury, the instructor should be notified immediately. The clinical facility policy may be followed regarding completion of an Incident Report. The injury may require treatment with consent of the student (as fees may be assessed). A report of the incident should be completed and placed in the student file.

The program director should be notified of the student's injury as soon as possible. Clinical facilities should <u>not</u> file student claims under Workman's Compensation as students are not considered employees.

PLEASE NOTE: If the student receives treatment at the clinical facility, the student's private insurance company should be billed. If the student has fees above that covered by the student's health insurance, the student, or instructor, may obtain an insurance claim form in the Health and Public Safety office.   The student must complete this form and return it to the Health and Public Safety Office as soon as possible after the incident occurs.

Computer Access/Email

In addition to the other requirements, all students must be able to access the college online teaching platform, Blackboard, and must be accessible via an electronic mail address. We will not use personal email addresses. All correspondence will be sent via the students' Cincinnati State email account. Students may utilize any of the computers on any campus to create and check their email accounts and to access Blackboard. Blackboard and email accounts should be checked frequently (at least 3 times /week or as per the syllabus for PN-103) for messages, assignments, and/or announcements. Students are responsible for keeping their demographic information current by updating their personal information as needed.

Cell Phone Usage

Using a cell phone during class is disrespectful nonprofessional behavior and therefore not to be used or out and visible. If phones are on in the classroom, they must be on vibrate. Cell phones are allowed in the clinical setting for academic reference only and according to facility policy. First offense of the violation of this policy will be a documented verbal warning; second offense will be a documented written warning and third offense will result in disciplinary action.

Inclement Weather

Below are the guidelines to use regarding the Cincinnati State Great Oaks School of Practical Nursing (CSGOSPN):

- When Cincinnati State Technical and Community College (CSTCC) cancels/delays classes due to inclement weather, all classes for CSGOSPN are canceled/delayed.
- If the student is in the clinical setting when it is determined that the school is closing, the clinical experience may continue.

Revised Date: August 2017

Assessment Technologies Institute (ATI), Remediation Requirements for the Practical Nursing Certificate (PNC) Program

Procedure: ATI Content Mastery series is a comprehensive and adaptive online learning program designed to support the individual adult learner and promote NCLEX success. ATI Testing Content

Mastery Series and Comprehensive NCLEX PN tests will be administered to students in the course of PN 103/PN 185 of the PN program. Students must meet the required benchmark of level 2 on all proctored tests and 90% on the PN comprehensive predictor to meet program requirements. If unable to meet the required score on any of the assessments mandatory remediation is required. Focused reviews are available for both the proctored and practice ATI tests to assist with remediation. Our faculty recommends that students utilize the many ATI learning modules to aid in studying and the Nurse Logic tutorial for successful test taking strategies. See PN 103 course syllabus for specific requirements for Virtual ATI.

REMEDIATION REQUIREMENTS
Remediation Requirements for ATI Testing (Assessment Technologies Institute) Proctored Tests

Policy: Students are required to take scheduled proctored ATI tests in PN 103/PN185 of the Practical Nursing Certificate program. Students who do not receive a Level 2 benchmark on every proctored test administered are required to do remediation as directed by the policy to pass/meet the requirements of the Practical Nursing Certificate program.

Procedure for Proctored ATI:
After receiving a score lower than the benchmark on any ATI proctored test the student will:

A. Create a focused review of test topics/items for review.
B. Write a minimum of 3 sentences for each test topic/item for review on this Remediation Worksheet to include:
        1. A definition of the test topic/item for review
        2. What information is necessary for the LPN to know about the test topic/item for
          review
        C. A summary of nursing considerations, interventions, and patient teaching.

Remediation for proctored tests for Semester 3 is due as defined by the course syllabus in PN103/PN 185. If a proctored ATI test is repeated, and the predetermined benchmark is not achieved on the previous test, remediation must be completed and submitted prior to taking/repeating the test again.

Procedure for Practice ATI:
Please refer to your course syllabi or course calendar for dates of the ATI practice assessments and remediation that are given within the corresponding course.

For any practice ATI examination given a 100% remediation will be listed for all topics review.
Effective: January 2014, July 2015, July 2016, Revised Aug 2018

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Tear Off Sheet for Drug Screening and Background Check

Facilities where clinical experience or practicum are scheduled may have the following expectations: A student may be required to sign a statement that he/she has not been convicted of a felony and/or is not engaging in any illegal drug use. Clinical facilities may also require a student to undergo drug screening or a criminal background check,

A positive outcome of either screening without reasonable explanation may prevent completion of a particular program and limit a student's career opportunities in the health field.

See student code of conduct policy for additional information.

Print Name _____

Signature _____

Tear Off Sheet for Receipt of Handbook

I have received a copy of the 2019-2020 Cincinnati State Great Oaks School of Practical Nursing Handbook. I have read, understand, and will abide by the contents of the Handbook. These policies are in addition to the Health and Public Safety Division Handbook and general policies included in the College catalog and any policies specific to my program.

Signature _____

Date _____

Sign this sheet and return it to your Program Chair