

Chester County Intermediate Unit
PRACTICAL NURSING PROGRAM
STUDENT HANDBOOK
Class PT09



Main Campus/Administrative Office

Chester County Technical College High School
Brandywine Campus

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Approved by the Pennsylvania State Board of Nursing

Accredited by Accreditation Commission for Education in Nursing (ACEN)
(formerly known as National League for Nursing Accrediting Commission)

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Sponsored by Chester County Intermediate Unit

PRACTICAL NURSING PROGRAM STUDENT HANDBOOK

This student handbook is designed to acquaint the student in the Practical Nursing Program with the policies and regulations of the program.

The Practical Nursing Program is approved by the Pennsylvania State Board of Nursing, the Pennsylvania Department of Education, is accredited by the Accreditation Commission for Education in Nursing, and sponsored by Chester County Intermediate Unit.

MISSION

The mission of the Practical Nursing Program is to provide a quality, innovative, cost-effective, and student-focused curriculum to a diverse population, preparing graduates to practice as competent licensed practical nurses.

Our beliefs in support of this mission are:

- ***Customer Service***
We are committed to exceeding customers' expectations.
- ***Partnership***
We collaborate with partners to assure a seamless career pathway of life-long learning and a robust, diverse nursing workforce.
- ***Innovation***
We promote change to meet evolving needs and foster innovation.
- ***Leadership***
We embrace a leadership role in assuring quality holistic nursing education and in fostering interaction with community partners.
- ***Advocacy***
We serve as an advocate for our students, nursing education, and practical nursing at large.
- ***Professional Commitment***
We maintain the highest standards of conduct.
- ***Organizational Culture***
We provide an environment that fosters flexibility, teamwork, creativity, professional growth, high morale, opportunity, and pride in all we do.

Adopted: 7/22/09

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ADMINISTRATION

Executive Director	Dr. Joseph O'Brien
Director of Career, Technical and Customized Education	Dr. Kirk Williard
Director of Practical Nursing Program	Nancy Haughton, MSN, RN
Director of Finance	Sandra McCabe
Practical Nursing Program Administrative Assistants	Leslie James
	Tedescha Short
Practical Nursing Program Financial Aid Consultant	Jeanne Grover, MS

FACULTY

Teresa Berkman, MSN, RN	Michelle Gondos, BSN, RN
Kathy Blaize, MSN, RN	Trish Gramlich, MS, RN
Theresa Boate, MSN, RN	Sharon Hodge, MSN, RN
Michele Carpenter, MSN, RN	Michele Tallman MSN, RN
Julia Frevert, MSN, RN	L'Tanya Taylor, MSN, RN
	Leslie Waltz, MSN, RN

An organization chart is shown in Appendix

AFFILIATING INSTITUTIONS

Brandywine Hospital
Chester County Intermediate Unit
Coatesville Area School District
Gaudenzia
Genesis/Brandywine Hall
Genesis/Sanatoga Center
Hickory House
Brookdale Senior Living
Kendal Crosslands Retirement Community
La Comunidad Hispana
Main Line Health Bryn Mawr Rehabilitation Hospital
Malvern Institute
Manatawny Manor
Neighborhood Health Agencies
Penn Medicine Chester County Hospital
Pocopson Nursing Home
Veterans Administration Medical Center
Ware Presbyterian Village/Oxford Health Care
Wellington at Hershey Mill

PROGRAM PHILOSOPHY

The Practical Nursing Program faculty believes that:

Individuals have the right within their unique capabilities and limitations to an education that will allow them to work effectively as contributing members of society.

Society has the right to expect quality health care from competent practitioners, knowledgeable in safe health care interventions.

Education is a life-long process resulting in behavioral changes occurring through the acquisition and development of knowledge, skills, attitudes, interests, and values. The student is motivated to learn when the material proceeds from the simple to the complex, the known to the unknown. Satisfaction is gained from the learning experience when the material is meaningful and the student is the center of the learning process.

Nursing is an art and a science drawn from biological and behavioral research. Nursing addresses holistic needs of the individual and family: all personalized care, disease prevention, health maintenance, recovery from illness, and coping with dying. It is performed in the hospitals, homes, extended care facilities, schools, or the community. Practical nursing follows the nursing process of assessment, planning, intervention, and evaluation in performance of selected nursing procedures in the care of the ill, injured, or infirm which do not require the specialized skills, judgment, and knowledge needed in professional nursing. Practical nurses function under the direction of a licensed professional nurse, a licensed physician, or a licensed dentist.

Education for practical nursing is a formal, faculty-guided program that prepares selected individuals to participate with the health care team as licensed practical nurses. The program correlates educational clinical experiences with classroom theory and lab practice. The faculty plans, implements, and evaluates the learning experience. Evaluation by both students and faculty is a continuous process used to determine the pertinence of the teaching and progress of each student. The program grants equal opportunity according to ability and interest following a strictly adhered to and well-publicized non-discriminatory policy. Diversity is valued in the program contributing to an enriched classroom environment and clinical experience.

NON-DISCRIMINATION POLICY

Publication of our non-discriminatory policy is in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973. Inquiries should be directed to Nancy Haughton, Director of Practical Nursing Program, Chester County Intermediate Unit Practical Nursing Program, Chester County Technical College High School Brandywine Campus, 443 Boot Road, Downingtown, PA 19335.

The Chester County Intermediate Unit will not discriminate in employment, educational programs or activities based on race, color, religion, national origin, age, sex, disability, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. Reasonable accommodations will be provided for employees and program participants who are disabled. For information regarding civil rights or grievance procedures, contact Maureen Linahan, Title IX and Section 504 coordinator, at (484) 237-5086/DeafRelay@cciu.org; or in writing at the Chester County Intermediate Unit, 455 Boot Road, Downingtown, PA 19335.

END-OF-PROGRAM STUDENT LEARNING OUTCOMES

A. End-of-Program Student Learning Outcomes

Upon completion of the Practical Nursing Program, the graduate will:

1. Utilize the nursing process in giving safe, effective care for patients with complex problems.
2. Apply scientific principles in administering nursing care.
3. Use appropriate manual skills in giving patient care.
4. Formulate adaptive abilities to meet the individual patient's need based on a complete head-to-toe assessment.
5. Perform holistic health care delivery in each individual patient's situation.
6. Administer medications that are within the legal scope of practice, with 100% accuracy.
7. Utilize the nursing process for accurate documentation.
8. Communicate in a professional, mature, understandable way to patient, family, and members of society concerning health care.
9. Refer patient, family, and members of society with special needs to community help agencies.
10. Deliver health care within the legal framework of a practical nurse.
11. Teach safe health care practices to consumers.
12. Give appropriate patient teaching to patients regarding their disease process, medications, diet, or other related concerns.
13. Participate in continuing educational opportunities at place of employment, community locations, or journals of nursing.
14. Be a role model to the community with preventative healthy living.

Revised: 9/93, 8/6/02, 6/20/17, 3/29/18
Reviewed: 8/30/99, 8/24/00, 8/28/01, 4/10/02, 8/6/02, 7/31/03, 8/16/04, 8/10/05, 6/16/06,
8/3/07, 10/3/08, 6/12/09, 7/9/10, 8/5/11, 6/16/12, 7/19/13, 6/30/14, 6/10/15, 7/20/16, 6/20/17

B. Expected Outcome Competencies

The National Association for Practical Nurse Education and Service, Inc. specifies expected outcomes for new graduates from accredited practical nursing educational programs.

The expected outcome competencies of the Chester County Intermediate Unit Practical Nursing Program and its satellite site are to prepare an individual who shall be eligible to apply for licensure as a practical/vocational nurse. Graduates of practical/vocational nursing programs practice under the guidance of a registered nurse or licensed physician/dentist. The primary role of the practical/vocational nurse is to provide nursing care for clients in structured health care settings who are experiencing common, well-defined health problems. In their role as members of the discipline of nursing, practical/vocational nurses actively participate in and subscribe to the legal and ethical scope of practice of the profession.

The graduate practical/vocational nurse demonstrates the following entry-level competencies:

1. Assessment

- a. Assesses basic physical, emotional, spiritual, and socio-cultural needs of the health care client.
- b. Collects data within established protocols and guidelines from various sources:
 - i. Client interviews;
 - ii. Observations/measurements;
 - iii. Health care team members, family, and significant others;
 - iv. Health records.
- c. Utilizes knowledge of normal values to identify deviations in health status.
- d. Documents data collection.
- e. Communicates findings to appropriate health care personnel.

2. Planning

- a. Contributes to the development of nursing care plans utilizing established nursing diagnoses for clients with common, well-defined health problems.
- b. Prioritizes nursing care needs of clients.
- c. Assists in the review and revision of nursing care plans to meet the changing needs of clients.

3. Implementation

- a. Provides nursing care according to:
 - i. Accepted standards of practice;
 - ii. Priority of client needs;
 - iii. Individual and family rights to dignity and privacy.

- b. Utilizes effective communication in:
 - i. Recording and reporting;
 - ii. Establishing and maintaining therapeutic relationships with clients, families, and significant others.

1. Evaluation

- a. Seeks guidance as needed in evaluating nursing care.
- b. Modifies nursing approaches based on evaluation of nursing care.
- c. Collaborates with other health team members in the revision of nursing care plans.

5. Professionalism of the Graduate

- a. Complies with the scope of practice as outlined in the nurse practice act of the state in which licensed.
- b. Describes the role of the licensed practical/vocational nurse in the health care delivery system.
- c. Utilizes educational opportunities for continued personal and professional growth.
- d. Identifies personal potential and considers career mobility options.
- e. Identifies personal strengths and weaknesses for the purpose of improving performance.
- f. Adheres to a nursing code of ethics.
- g. Functions as an advocate for the health care consumer.

6. Managing/Supervision

- a. Assumes responsibility for managing his/her own actions when providing nursing care for individuals and groups of clients.
- b. Is accountable for nursing care delegated to unlicensed health care provider.

7. Political Activism

- a. Is aware that the practical nurse, through political, economic, and societal activities, can affect nursing and health.

NLN Council of Practical Nursing Programs 1996
Based on National Association of Practical Nurse Education Service, Inc. Competencies
Revised: 6/95, 3/18
Reviewed: 8/99, 8/00, 8/18/01, 4/10/02, 7/31/03, 8/16/04, 8/10/05, 6/16/06, 8/3/07, 10/3/08,
6/13/09, 7/9/10, 8/5/11, 6/16/12, 7/19/13, 6/30/14, 7/20/16, 6/20/17

COURSE OF STUDY

The Practical Nursing Program is 1,635 hours of study with classes entering a minimum of twice each year. There are four levels. The levels are 393 to 414 hours in length. Each level consists of individual courses. Each course must be completed successfully and in sequence. All snow days must be made up. The program offers multiple enrollment options at two different sites, the main campus in Downingtown and the West Grove satellite site.

Clinical experience is concurrent and sequential with classroom instruction through the cooperation of affiliating institutions.

	<u>Theory</u>	<u>Clinical</u>	<u>Self-Directed Learning</u>	<u>Clinical Lab (Clinical Simulation)</u>
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Level I: 393 Hours *(All coursework must be completed successfully to enroll in Level II).*

a.	Fundamentals of Nursing	105	42	15	34
b.	Anatomy and Physiology	92		10	
c.	Pharmacology	38		9	14
d.	Foundations in Nursing Education	25		9	

Level II: 414 Hours *(All coursework must be completed successfully to enroll in Level III.)*

a.	Introduction to Medical-Surgical Nursing <i>(pre-requisite for Medical-Surgical Nursing I)</i>	55	70	6	7
b.	Medical-Surgical Nursing I	105	126	10	35

Level III: 414 Hours *(All coursework must be completed successfully to enroll in Level IV.)*

a.	Medical-Surgical Nursing II	49	91	8	14
b.	Maternal & Child Health Nursing	126	98	14	14

Level IV: 414 Hours

a.	Medical-Surgical Nursing III	112	196	13	42
b.	Issues in Nursing Practice	15			
c.	I.V. Therapy	22			14

TOTAL HOURS	744	623	94	174
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TOTAL HOURS IN PROGRAM: 1,635

At the beginning of the level, course outlines and objectives for each subject are reviewed.

Pennsylvania State Board Approved and Accreditation Commission for Education in Nursing (ACEN) Accredited
3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326 Phone: 404-975-5000; FAX: 404-675-5020

Revised: 4/97, 7/31/03, 8/10/05, 1/18/07, 6/15/09, 6/20/17
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ADMISSION

A. Requirements

The course is open to any interested person who:

1. Is a resident of Pennsylvania. Residents of other states will be considered for admission. Cost of tuition is increased for out-of-state residents.
2. Is a high school graduate with an official transcript from an accredited high school or its equivalent.
3. Is in good health. Health related enrollment requirements also apply. See pre-enrollment/enrollment health policy in the Student Handbook for details.
4. Is of good moral character.
5. Has a sincere interest in learning.
6. Manifests ability to learn as indicated by interview, references, and transcripts.
 - a. Minimum scores must be achieved on the pre-entrance exam.
 - b. The pre-entrance exam is administered at the school's main office or its satellite site. Pre-entrance scores from other facilities will be accepted.
 - c. Remediation will be suggested as needed.
 - d. The pre-entrance test may only be retaken twice and applicant must wait a minimum of one month (30 days) to retake the exam.
 - e. If the minimum scores are not achieved, the applicant will not be admitted.
7. Has required CPR certification (professional level with AED) before and during enrollment.
8. Has a Pennsylvania criminal record check, child abuse history clearance, and FBI Cogent fingerprint clearance. All must be less than one year old at the time of enrollment. The Pennsylvania criminal record check and child abuse must remain current throughout enrollment in the program. If the applicant has lived in Pennsylvania for less than two years, an FBI background check processed through the FBI Cogent Department of Aging site will also be required.
9. Has evidence of legal immigration or citizenship to be eligible. We do not enroll students with F-1 immigration status.
10. Mandatory drug screening is required for enrollment and must be updated yearly while enrolled. In addition, drug screening may occur periodically or on a random basis while enrolled in the program.

Candidates for advanced standing in the Practical Nursing Program will be evaluated on an individual basis. Enrollment is restricted due to academic and clinical space availability.

A student with a criminal history or child abuse history will be evaluated by the director of the program and acceptance committee. No one will be admitted if his/her conviction is listed below:

1. An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as The Controlled Substance, Drug, Device, and Cosmetic Act.
2. An offense under one or more of the following provisions of 18 Pa. C.S. (relating to crimes and offenses):

Prohibitive Offenses Contained in Act 169 of 1996 as Amended by Act 13 of 1997 Criminal Offense

<u>Offense Code</u>	<u>Prohibitive Offense</u>	<u>Type of Conviction</u>
CC2500	Criminal Homicide	Any
CC2502A	Murder I	Any
CC2502B	Murder II	Any
CC2502C	Murder III	Any
CC2503	Voluntary Manslaughter	Any
CC2504	Involuntary Manslaughter	Any
CC2505	Causing or Aiding Suicide	Any
CC2506	Drug Delivery Resulting in Death	Any
CC2702	Aggravated Assault	Any
CC2901	Kidnapping	Any
CC2902	Unlawful Restraint	Any
CC3121	Rape	Any
CC3122.1	Statutory Sexual Assault	Any
CC3123	Involuntary Deviate Sexual Intercourse	Any
CC3124.1	Sexual Assault	Any
CC3125	Aggravated Indecent Assault	Any
CC3126	Indecent Assault	Any
CC3127	Indecent Exposure	Any
CC3301	Arson and Related Offenses	Any
CC3502	Burglary	Any
CC3701	Robbery	Any
CC3901	Theft	} Any One (1) Felony or Two (2) Misdemeanors within the 3900 Series (CC3901- CC3934)
CC3921	Theft by Unlawful Taking	
CC3922	Theft by Deception	
CC3923	Theft by Extortion	
CC3924	Theft by Property Lost	
CC3925	Receiving Stolen Property	
CC3926	Theft of Services	
CC3927	Theft by Failure to Deposit	
CC3928	Unauthorized Use of a Motor Vehicle	
CC3929	Retail Theft	
CC3929.1	Library Theft	
CC3929.2	Unlawful Possession of Retail or Library Theft Instruments	
CC3930	Theft of Trade Secrets	
CC3931	Theft of Unpublished Dramas or Musicals	
CC3932	Theft of Leased Properties	
CC3933	Unlawful Use of a Computer	
CC3934	Theft from a Motor Vehicle	

<u>Offense Code</u>	<u>Prohibitive Offense</u>	<u>Type of Conviction</u>
CC4101	Forgery	Any
CC4114	Securing Execution of Documents by Deception	Any
CC4302	Incest	Any
CC4303	Concealing Death of a Child	Any
CC4304	Endangering Welfare of a Child	Any
CC4305	Dealing in Infant Children	Any
CC4952	Intimidation of Witnesses or Victims	Any
CC4953	Retaliation against Witness or Victim	Any
CC5902B	Promoting Prostitution	Felony
CC5903C	Obscene or Other Sexual Materials to Minors	Any
CC5903D	Obscene or Other Sexual Materials	Any
CC6301	Corruption of Minors	Any
CC6312	Sexual Abuse of Children	Felony
CS13A12	Acquisition of Controlled Substance by Fraud	Felony
CS13A14	Delivery by Practitioner	Felony
CS13A30	Possession with Intent to Deliver	Felony
CS13A35 (i),(ii), (iii)	Illegal Sale of Non-Controlled Substance	Felony
CS13A36	Designer Drugs	Felony
CS13Axx*	Any Other Felony Drug Conviction Appearing on a PA Rap Sheet	Felony

Revised: 4/28/00, 7/31/03, 8/10/05, 4/27/06, 8/3/07
10/19/07, 12/1/2010, 4/23/14

Reviewed: 8/16/04, 6/16/06, 10/3/08, 6/15/09, 8/5/11, 6/16/12, 7/19/13, 6/30/14, 6/10/15, 7/20/16, 6/20/17, 3/29/18

B. Application Procedure

1. Complete electronic application for the CCIU Practical Nursing Program and submit the required \$78 fee.
2. Request high school and any institutions of higher learning which you attended to send one copy of your official transcript to the Practical Nursing Program. Applicants with foreign transcripts should contact the director of the program regarding possible additional requirements.
3. Submit two reference contacts (E-mail) for people with whom you have had a working relationship in the past year. Supervisory preferred.
4. Take the pre-entrance exam.
5. Have group/personal interview with the director and/or faculty.
6. Committee-of-the-Whole Acceptance Committee will make the final selection of students on the basis of accumulated pertinent data.
7. Applicants will be notified in writing of acceptance or reasons for denial.

8. Applicants who applied and were accepted more than two years ago must repeat the admissions procedure. Records are retained for two years only.
9. At the time of the pre-admissions aptitude testing, applicants must read and sign a statement from the Practical Nursing Law, Pennsylvania State Board of Nursing prohibiting licensure until ten years has past and total rehabilitation can be proved following conviction of a crime involving drugs and/or alcohol. Some licensure restrictions may be required by Pennsylvania State Board of Nursing related to some felonies and misdemeanors.
10. Procedure for completion of criminal history record information: (Note: It is recommended that the student use the online application process.)
 - a. Applicant (student) will complete Part I of the form.
 - b. Check box for Individual/Non-Criminal Justice Agency.
 - c. Check "other" and write in *Nursing School*.
 - d. Pay the fee online.
 - e. Student will mail form to: PA State Police Central Repository-164, 1800 Elmerton Avenue, Harrisburg, PA 17110-9758.
 - f. Report will be mailed to the student from the state police department. It may take four to six weeks for report to be completed. The criminal history record may also be completed on-line at <https://epatch.state.pa.gov>.
 - g. The original criminal history record document report document is to be brought to the school administrative office. A copy will be made for the student's file and the original returned to the applicant, who may want to save for future use. Copy will be filed in locked file cabinet.
 - h. The criminal history record document must remain current throughout enrollment in the program.
11. Obtain FBI Cogent Education clearance. Registration and processing information may be accessed via the internet at <https://uenroll.identogo.com/> service code 1KG6S7. Once registered, you can be fingerprinted at the Chester County Intermediate Unit's main office, 455 Boot Road, Downingtown, PA 19335. Within approximately 48 hours, the program office will be able to print your report using your registration code.
12. Obtain child abuse history clearance. An online option is available: <https://www.compass.state.pa.us/CWIS>
13. Students who do not live in Pennsylvania or have lived in Pennsylvania for less than two years must complete an FBI background check with fingerprinting completed via the internet at www.pa.cogentid.com. This is in addition to the FBI Cogent Education clearance. For this Cogent registration, the applicant must select the Department of Aging button.
14. Applicants must be informed of the crime rate on campus for the past three years as well as the success rate of students according to Public Law 101-542 and 102-26, 1991 "Student's Right to Know and Campus Security." The policy statement is as follows:

"Student's Right to Know and Campus Security" Policy P.L. 101-542 and 102-26, 1991 requires all post-secondary college and university programs to collect all data relating to any campus crimes or violence.

An applicant is to be informed of the crime statistics of the past three years when considering enrollment in this post-secondary program. All incidents are documented at the Practical Nursing Program's Downingtown campus and West Grove satellite by the Principal of Student Services in close and constant networking with School Board, administration, faculty, staff, students, and local and state police agencies.

Evidence of the documented statistics are compiled and presented to interested nursing applicants at the time of the pre-admission aptitude testing for their consideration and signature.

In the event that any student is concerned about behavior that might be considered criminal, it must be reported immediately to the director of the program.

4/15/92
Revised: 6/95, 8/02, 7/03, 8/2/07, 10/5/07, 3/29/18
8/28/08, 6/15/09, 9/21/11, 12/16/11, 8/16/12, 4/23/14, 6/30/14, 3/23/15, 9/19/17
Reviewed: 8/24/00, 8/28/01, 4/10/02, 8/7/02,
4/20/04, 8/16/04, 8/10/05, 6/16/06, 8/5/11, 7/19/13, 6/10/15, 7/19/16, 6/20/17

ENROLLMENT

A. Protocol for Enrolling Applicants and Continued Enrollment

1. Accepted applicants will be informed by mail. An accepted applicant will be placed in the earliest possible class available considering all components of application, application date, academic ability (e.g., minimum entrance test scores met or exceeded), motivation, moral character (e.g., criminal history and child abuse clearance, drug testing, reliability), and clinical and classroom space availability.
2. An applicant may be placed on an alternate class list, where enrollment depends on an accepted student dropping from the class list due to unforeseen circumstances.
3. Acceptance packets are distributed by mail and/or at the general orientation seminar.
4. A \$339 non-refundable admissions registration fee (used to update equipment and educational supplies) is required upon receipt of acceptance letter.
5. The child abuse, criminal history clearance and the FBI Cogent report should be on file and be less than one year old relevant to the class start date. The criminal history clearance and child abuse must be current throughout enrollment in the program. If the applicant has not lived in Pennsylvania for a minimum of two years or does not live in Pennsylvania, the appropriate out-of-state clearance must be submitted and must be less than one year old relevant to the class start date.
6. All health and CPR (certification maintained throughout the program) information to be submitted to the nursing program administration office by the date specified at general orientation seminar or the applicant would be unable to continue with the enrollment process. Tuberculosis screening must be maintained throughout the enrollment period (See Pre-Enrollment/Enrollment Health Policy.) Mandatory drug screening is required for enrollment and must be updated yearly while enrolled. In addition, drug screening may occur periodically or on a random basis while enrolled in the program.
7. Reliable transportation is a necessity.
8. Approximately four to six weeks before enrollment, candidates will be notified to pick up designated textbooks and pre-enrollment basic math review assignments. The assignment is to be completed by the first day of Pharmacology class. Tutor assistance is available at www.PNPReview.org.

1/6/95

Revised: 4/15/09, 7/9/10, 6/16/12, 10/18/12, 4/22/14, 8/6/15, 11/5/15, 9/19/17
Reviewed: 8/14/00, 4/10/02, 8/16/04, 6/16/06, 8/5/11, 7/19/13, 6/30/14, 6/10/15, 7/19/16, 6/20/17

B. Pre-Enrollment/Enrollment Health Policy

1. Before enrollment date, student should submit physical assessment and immunization update.
 - a. Measles. ALL students, regardless of age, must do one of the following:

- i. Present documentation of two doses of measles-containing vaccine (measles, measles rubella (MR), or measles, mumps, rubella (MMR) given on or after twelve months of age. The two doses must be separated by at least one month.
 - ii. Present laboratory evidence of measles immunity.
 - iii. Present documentation of physician-diagnosed measles disease.

Any student who does not have evidence of immunization or immunity must be given two doses of measles vaccine. The second dose should be given one month later. Prospective students who are pregnant at the time of admission must defer vaccination until after delivery.
 - b. Mumps. ALL students, regardless of age, must do one of the following:
 - i. Present documentation of two doses of mumps-containing vaccine (mumps or MMR) given on or after twelve months of age.
 - ii. Present documentation of physician-diagnosed disease.
 - iii. Present laboratory evidence of mumps immunity.

Any student who does not have evidence of immunization or clinical history must be given one dose of mumps-containing vaccine. Prospective students who are pregnant at the time of admission must defer vaccination until after delivery.
 - c. Rubella. ALL students, regardless of age, must do one of the following:
 - i. Present documentation of one dose of rubella-containing vaccine (rubella, MR, MMR) given on or after twelve months of age.
 - ii. Present laboratory evidence of rubella immunity.

Any student who does not have evidence of immunization or immunity will have a titer. If titer result is not adequate, the student must receive one dose of rubella-containing vaccine. Prospective students who are pregnant at the time of admission must defer vaccination until after delivery.
 - d. Tetanus/Diphtheria/Pertussis. ALL students, regardless of age, should have received primary immunization with diphtheria tetanus pertussis (DPT) or tetanus toxoid. If a tetanus booster has not been given within the last ten years, it should be given. Td is the preferred preparation for active tetanus immunization of adults because a large proportion of them lack protective levels of circulating antitoxin against diphtheria. All students must show evidence of one dose of Tdap and current Td immunization.
 - e. ALL students, regardless of age, should have a titer drawn to determine immunity to chicken pox or must provide proof of immunization. If a student is exposed to chicken pox while in the program, it might necessitate taking a leave of absence since he/she will be unable to attend clinical from day seven to day 21 post exposure to chicken pox.
- 2. ALL students, regardless of age, must maintain screening throughout enrollment through one of the following:
 - a. Two-step PPD. Receive first injection and go back after 48 to 72 hours to have it read. One to three weeks after the first injection was read, receive the second

injection and return after 48 to 72 hours to have it read. Document dates and results on immunization form.

- b. Proof of a continuous succession of PPDs. Show two consecutive years of PPD screenings. Document dates and results of each screening.

If Mantoux is positive or if student has a health history of cardiopulmonary disease, a chest x-ray is required. Chest x-ray is valid for two years. On the alternate year, a health questionnaire must be completed.

3. Seasonal influenza immunization required by clinical facilities for clinical rotations.
4. Also, strongly **urged** by Center for Disease Control (CDC) in Atlanta, Georgia, is a series of three Hepatitis B vaccinations. Employers of health care delivery personnel are required to provide this free of charge to their employees. Students must provide documentation of all three vaccinations or a positive titer. Students may begin the series at enrollment but must complete the series while enrolled or sign a "hold harmless" statement.

Although the Practical Nursing Program is not required to provide this service, arrangements have been made through Brandywine MedCenter 100 and Penn Medicine Chester County Hospital Occupational Health Services to immunize nursing program students **at the student's expense**.

Student nurses have the right of refusal; however, a "hold harmless" statement must be signed negating our program, school, or clinical practice sites of any causal relationship.

Hepatitis B is a very infectious disease. CDC emphasizes the importance of this issue.

5. Laboratory tests are required only if physician recommends as a result of pre-enrollment physical.
6. CPR certification must remain current. Professional certification (Healthcare Provider) must include AED training and adult and pediatric CPR. On-line CPR courses are not acceptable.
7. If a student refuses to receive any of the above required immunizations, his/her ability to meet clinical objectives and successfully complete the program may be in jeopardy. The final decision will be at the discretion of the director.
8. It is the responsibility of the applicant/student to inform the director regarding any existing or new latex sensitivity. The following procedure will be followed:
 - a. Latex sensitivity will be described by the health care practitioner on the student's physical exam. Specific precautions related to the latex allergy will be detailed by the health care practitioner. If the director is notified of the latex allergy during the course of the program, precautions from a health care practitioner are required to continue practice in the clinical area.

- b. The necessary precautions stated by the health care practitioner will be evaluated by the director. The student will be counseled appropriately, which can include a recommendation not to seek enrollment in the program.
 - c. Non-latex powder-free gloves are the recommended alternative to latex gloves. These gloves will be available for purchase through the school. The cost is the sole responsibility of the student. The student is not allowed to be in the clinical area unless he/she is prepared to deliver care with latex-free gloves.
9. It is mandatory that all affiliating clinical students have health insurance. The health insurance form must be completed and submitted to the nursing school office by the announced due date.

Revised: 9/11/00, 8/28/01, 9/8/06, 10/19/06, 8/3/07, 4/15/09, 2/17/12, 9/11/14, 2/2/2015, 3/26/2015
 Reviewed: 8/10/02, 7/31/03, 8/16/04, 6/16/06, 10/3/08,
 6/15/09, 7/9/10, 8/5/11, 6/16/12, 7/19/13, 6/30/14, 6/10/15, 7/20/16, 6/20/17

C. Disability Services

The Practical Nursing Program of the Chester County Intermediate Unit will not discriminate in employment, education programs, or activities based on race, religion, color, national origin, age, sex, qualified handicap, creed, marital status, or because a person is a disabled veteran or a veteran of the Vietnam era.

Every effort will be made to assist anyone with a handicap to enroll and succeed in the program.

However, because of the expected outcome competencies of a graduate practical nurse, we must accept applicants with strong communication, psychomotor, visual, and auditory skills as they relate to patient safety and ability to assess, plan, intervene, and evaluate nursing care.

Access to the program will not be prevented if these skills are possible with prostheses and/or supportive aids.

Functional ability of each individual applicant must be determined. The specific areas of concern are:

1. Speech – must be able to communicate verbally.
2. Hearing – must be able to hear speech and sounds through an amplified stethoscope or other suitable device.
3. Vision – must be able to observe visually and read medication orders with 100% accuracy.
4. Mobility – must be able to get to and from all clinical practice settings independently.
5. Manual dexterity – must be capable of handling small and technical equipment with 100% accuracy.

We are committed to providing an equal educational opportunity for all students who meet the academic admission requirements.

Students with disabilities are reminded that it is their responsibility to notify the faculty member of each course of their needs, provide the required documentation, and formally request the specific accommodation.

Documentation of the disability is required. Assessments must have been completed within the last three years. Documentation of a learning disability and recommended accommodations must be completed by a psycho-educational specialist, i.e., clinical psychologist, psycho-neurologist, or school psychologist. Documentation of other types of disabilities (e.g., medical) will be completed by an appropriate health care practitioner relevant to the disability. The director and/or faculty and student will discuss the suggested accommodations and formulate a plan to assist the student in reaching his/her goals. The student may appeal any decision through the regular appeals process. Significant consideration of allowable accommodations when taking NCLEX-PN is discussed when formulating the plan. Accommodations provided during school do not guarantee the same accommodations will be provided when taking the NCLEX-PN.

Adopted: 9/92

Revised: 2/93, 6/95, 8/99, 4/20/04, 8/10/05, 6/15/06, 4/15/10

Reviewed: 8/00, 8/28/01, 4/10/02, 7/31/03, 8/16/04,

8/3/07, 10/3/08, 6/15/09, 7/9/10, 8/5/11, 6/16/12, 7/19/13, 6/30/14, 6/10/15, 7/20/16, 6/20/17

D. Advanced Standing Policy

1. Individuals with recent, previous nursing education with grades of C or better, may request advanced standing status in the program. The cost to apply for advanced standing is \$200 (non-refundable). If the only course being reviewed is Anatomy and Physiology, the cost is \$50 (non-refundable). The student must meet the regular admission requirements of the program and submit all necessary documents and payment for requesting advanced placement prior to the first day of the enrolling class.
2. To determine whether an individual can receive credit for Level I, the person must:
 - a. Meet all admissions requirements.
 - b. Review all previous course work with our faculty.
 - c. Submit **official** transcripts and course descriptions from any educational programs attended. University/college technical level nursing courses taken within the past two years and Anatomy and Physiology taken within the past five years may be accepted in transfer.
 - d. Have been engaged in direct health care activities such as a student or professional nurse, medical corpsman, etc. for at least three months.
 - e. Submit employer/instructor evaluation forms of the individual's performance in the work/educational setting as requested.
 - f. Demonstrate safe competencies in clinical health care practices as evidenced by transcripts.
 - g. Take challenge exams at the discretion of the faculty to demonstrate knowledge base.

For the individual to receive credit for Level I, the above evaluations must satisfy the faculty of the Practical Nursing Program.

3. To determine whether an individual can receive credit for Level II, the person must have met the Level I requirements plus:
 - a. Have been engaged in rendering nursing care in a medical-surgical health care setting.
 - b. Have all previous course materials evaluated by the faculty.
 - c. At the discretion of the director and faculty, spend sufficient time in the clinical area with an instructor to determine clinical proficiency.

For the individual to receive credit for Level II, the above evaluations must satisfy the faculty of the program.

4. Credit for more than the first two levels of the program is granted only by a collaborative faculty decision.
5. Formal, signed articulation agreements are honored as executed.

Revised: 6/94, 8/30/99, 7/31/03, 8/10/05, 6/15/09, 4/15/10, 11/4/15

Reviewed: 8/00, 8/28/01, 4/10/02, 8/16/04, 6/15/06,

8/3/07, 10/3/08, 7/9/10, 8/5/11, 6/16/12, 7/19/13, 6/30/14, 6/10/15, 7/20/16, 6/20/17

TUITION/FINANCIAL AID

A. Tuition and Fees

1. Four weeks before enrollment all tuition, books, fees, etc. for the whole school year are due and payable or the student loan must have been approved. In lieu of tuition payment, eligibility for Title IV funds must be verified through a student aid report. If the student has an outstanding balance, he/she may be asked to leave the program.
2. Tuition for completion of the program in the next year is due and payable four weeks before re-enrollment.
3. Please make checks payable to "Chester County Intermediate Unit" or "CCIU."
4. The costs shown below are approximate:

Tuition-total program (PA resident) *	\$19,620.00
Uniforms/equipment (approximate)	495.00
Books (approximate)	951.00
Fees: Malpractice insurance	26.50
PA criminal clearance	8.00
Child abuse clearance	10.00
FBI fingerprint (Cogent)	25.75
Lab equipment Fee (\$53/Level)	212.00
Activity Fee (\$18.25/Level)	73.00
Duplication Fee (\$63/Level)	252.00
Technology Fee (\$84/Level)	336.00
ATI CARP Fee	518.00
Graduation fee	157.00
NCLEX Prep Fee	110.00
License applications:	
Pennsylvania license	35.00
Temporary permit	35.00
NCLEX-PN Fee	200.00

*For individual course fees, see Appendix B.

5. Tuition costs will be adjusted yearly based on the approved hourly cost. For July 1, 2017 through June 30, 2018, the rates are:

Pennsylvania residents	\$12.00/hour
Out-of-state residents	\$15.00/hour

Revised: 8/6/01, 7/31/03, 8/16/04, 8/10/05,
6/15/06, 6/29/07, 8/28/08, 6/15/09, 7/9/10, 8/5/11, 7/9/12, 7/19/13, 6/24/14,
6/10/15, 7/19/16, 6/20/17, 9/19/17

6. Tuition for the days of school within one academic year is due and payable four weeks prior to the first day of class. (In lieu of tuition, the Stafford loan form must be certified. Depending on financial need analysis, a student may be eligible for a Pell grant and Stafford loans. Tuition rate for the second academic year will be adjusted. All fees are subject to change. Please make checks payable to "Chester County Intermediate Unit" or "CCIU." A student may establish a monthly payment plan with the Practical Nursing Program administrative assistant.
7. Pennsylvania Department of Education contributes financially to some educational costs.

B. Financial Aid Refunds

1. Issuance of Title IV Funds

If a student's total amount of financial aid exceeds the amount charged for tuition and fees, they will be eligible for a refund. All refund checks will be issued within 14 days of the funds being credited to their student account. All refund checks must be used for educational related expenses (such as housing costs, living expenses, transportation, child care). If a student's tuition and fees are not completely covered by financial aid, they will need to make arrangements to pay the balance on their student account.

All types of eligible federal financial aid (Pell Grants and/or Federal Direct Stafford Loans) are applied directly to a student's account. Pell Grants and Federal Direct Stafford Loan are disbursed twice per award year (as long as the student remains in good academic standing). The Practical Nursing Program consists of two financial aid award years which total 1,635 clock hours. Award year 1 includes the first 900 clock hours of the program and award year 2 includes the final 735 clock hours of the program. It is very important that students complete all required financial aid paperwork in a timely manner so that funding can be applied to the student's account and a determination can be made if a student is due a refund.

2. Return of Title IV Funds

If a student withdraws from the program, his/her Title IV funds may be adjusted. The financial aid office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following federal return of Title IV funds formula:

Percentage of payment period or term completed equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned equals 100% of the aid that could be disbursed minus the percentage of earned aid multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. When Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement, which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- a. Unsubsidized federal Stafford loans.
- b. Subsidized federal Stafford loans.
- c. Federal parent (PLUS) loans.
- d. Federal Pell grants for which a return of funds is required.
- e. Federal supplemental opportunity grants for which a return of funds is required.
- f. Other assistance under this title for which a return of funds is required (e.g., LEAP)

Students who receive a refund of financial aid prior to withdrawing from the program may owe a repayment of those funds. Students will be contacted by the financial aid office in such situations and will be given 45 days to repay the funds to the program. Students who fail to return the unearned portion of federal financial aid funds given to them will become ineligible for continued receipt of financial aid until such time as the repayment is made.

3. School Refund Policy

Applicable to the first and second award years, tuition and/or fees will be refunded according to the following withdrawal date schedule:

Registration fee	Non-refundable
Prior to the first day of class	100%
First calendar week	100%
Second calendar week	75%
Third calendar week	50%
Fourth calendar week	25%
After the fourth calendar week	0%

Examples of how return of Title IV funds works in conjunction with the school's refund policy are available in the Practical Nursing Program's financial office.

FINANCIAL AID

The Chester County Intermediate Unit Practical Nursing Program is nationally accredited by the Accreditation Commission for Education in Nursing (ACEN) (formerly known as National League for Nursing Accreditation Commission or NLNAC), approved by the Pennsylvania State Board of Nursing and the Pennsylvania Department of Education. Reports of review by official agencies are available upon request.

1. Financial aid is available in the form of grants and loans. Aid is determined by financial need. Students with bachelor's degrees will not be eligible for a federal grant. The Free Application for Federal Student Aid (FAFSA) is used by the Chester County Intermediate Unit Practical Nursing Program to determine eligibility for financial need.

The main responsibility for meeting the student's educational expenses rests with the individual student. Parents of dependent students are expected to contribute according to their means, taking into account their income, assets, number of dependents, and other pertinent information. Both dependent and independent students are expected to contribute from their own assets and earnings.

2. Administration cooperates fully to assist students with private financial aid programs of tuition reimbursement, Veterans Administration educational assistance programs, etc.
3. Students apply for financial aid AFTER acceptance to the program and before enrollment. Students must complete a Federal Direct Stafford Loan Entrance Counseling session online at www.StudentLoans.gov. The Entrance Counseling session is required of all students who borrow under the Federal Direct Stafford Loan Program. The Entrance Counseling session will provide important details regarding loan repayment options, borrower's rights and responsibilities, debt management and loan default consequences.
4. Academic Year Definition: The Practical Nursing Program is 1,635 clock hours in length. The first academic year is defined as the first thirty weeks in the program or 900 clock hours. The second academic year consists of the remaining weeks or 735 clock hours. The second academic year is not a full academic year. Year two financial aid is prorated accordingly.

Federal funds are disbursed according to payment periods. The first academic year is made up of two payment periods (September/December enrollment). Year two consists of two payment periods (September/December enrollment). Students are given award letters which list the total awards for the academic year, disbursement amounts by payment period, and estimated disbursement dates.

PELL Grant - Award Range: Up to \$5,920 per year

The Pell Grant is a need-based award that does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's degree. The Financial Aid Office determines the actual award amount based on your cost of education, enrollment status and Estimated Family Contribution (EFC).

Eligibility Requirements:

1. Demonstrated financial need as determined by federally mandated and approved need analysis.
2. Undergraduate student - no prior bachelor's degree.
3. Enrolled in an eligible institution on at least a half-time basis and otherwise meets eligibility criteria.
4. U.S. citizen or eligible non-citizen.
5. Satisfactory academic progress.
6. Be registered with the Selective Service if required.
7. Not be in default on any loan or owe a refund on any grant made under the Higher Education Act of 1965, or amended, at any institution.

Application Fee: None

Application Form: Free Application for Federal Student Aid (FAFSA)

Application Form Availability:

1. FAFSA on the Web - www.fafsa.ed.gov
2. Paper FAFSA application is available from the Financial Aid Office

Application Process:

1. Complete the **2017-18** FAFSA on the Web online at www.fafsa.ed.gov.

*Please note: It is recommended that you complete the FAFSA online at www.fafsa.ed.gov. This is the fastest and easiest way to apply for aid. In order to sign the FAFSA online, you will need a Federal Student Aid (FSA) ID. An FSA ID can be obtained online at www.fafsa.ed.gov or <https://fsaid.ed.gov/npas/index.htm>

2. In approximately 3-5 days you will receive a Student Aid Report (SAR) with your Expected Family Contribution (EFC) via email.

Application Deadline:

The FAFSA needs to be completed one month prior to class start date. Earlier is beneficial. To apply for federal financial aid, all students must complete the Free Application for Federal Student Aid (FAFSA) **each academic year**. The FAFSA can be completed online at www.fafsa.ed.gov. **YOU MUST** indicate CCIU's federal school code (**007529**) on the FAFSA.

Eligibility Requirements:

1. U.S. citizen or eligible non-citizen.
2. Accepted for enrollment in an approved institution or, if enrolled, be making satisfactory academic progress.
3. Classified as at least a half-time student (6 credits per semester or 450 clock hours).

Application Form: Federal Direct Stafford Loan Master Promissory Note (MPN)

Federal Direct Loans are low-interest loans for students to help pay for the cost of a student's education. The lender is the U.S. Department of Education rather than a bank or other financial institution. The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the Department. It also explains the terms and conditions of your loan(s).

Application Form Availability:

You can complete the Federal Direct Stafford Loan Master Promissory Note (MPN) online at www.StudentLoans.gov.

Federal Direct Stafford Loan Application Process:

The MPN should be completed 30 days before the start of class. The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the Department. It also explains the terms and conditions of your loan(s). In most cases, once you've submitted the MPN and it's been accepted, you won't have to fill out a new MPN for future loans you receive. You can borrow additional Direct Loans on a single MPN for up to 10 years.

Eligibility and Interest Benefits:

Eligibility is based on family income and financial need established by standards set by the federal government. The federal government subsidizes the interest on the Subsidized Stafford Loans while in school and during the grace period. For Unsubsidized Loans, the student is responsible for paying the interest on the Unsubsidized Stafford Loan while enrolled in school and during the grace period.

Federal Loan Type	Interest Rate	Origination Fee
Federal Direct Subsidized Stafford Loan (disbursed on or after 7/1/16 and before 7/1/17)	3.76%	1.069% (on or after 10/1/16 to before 10/1/17)
Federal Direct Subsidized Stafford Loan (disbursed on or after 7/1/17 and before 7/1/18)	4.45%	1.066% (on or after 10/1/17 to before 10/1/18)
Federal Direct Unsubsidized Stafford Loan (disbursed on or after 7/1/16 and before 7/1/17)	3.76%	1.069% (on or after 10/1/16 to before 10/1/17)
Federal Direct Unsubsidized Stafford Loan (disbursed on or after 7/1/17 and before 7/1/18)	4.45%	1.066% (on or after 10/1/17 to before 10/1/18)
Federal Direct PLUS Loan (disbursed on or after 7/1/16 and before 7/1/17)	6.31%	4.276% (on or after 10/1/16 to before 10/1/17)
Federal Direct PLUS Loan (disbursed on or after 7/1/17 and before 7/1/18)	7.00%	4.264% (on or after 10/1/17 to before 10/1/18)

FEDERAL STAFFORD LOAN MAXIMUMS

Dependent Undergraduates	Base Loan Amount Subsidized or Unsubsidized Loans	Additional Unsubsidized Eligibility	Total Loan Amounts
First Year	\$3,500	\$2,000	\$5,500
Second Year	\$4,500*	\$2,000*	\$6,500*
Independent Undergraduates			
First Year	\$3,500	\$6,000	\$9,500
Second Year	\$4,500*	\$6,000*	\$10,500*
	TOTAL AGGREGATE LIMITS		
Dependent Undergraduates	\$31,000**		
Independent Undergraduates	\$57,500**		

*Second year loans are pro-rated based upon the number of clock hours in year two.

**No more than \$23,000 may be subsidized loans.

Loan Deferment:

Repayment of Federal Direct Stafford loans can be postponed while a student is enrolled in an approved educational institution on at least a half-time basis and during a specified grace period. It is the student's responsibility to contact Direct Loan Servicing at (800) 848-0979 to process deferment paperwork, resolve questions about your loan, update address/name changes, repayment estimates, repayment plan changes, deferment and forbearance forms.

Federal Direct PLUS Loan:

Federal Direct PLUS Loans are low-interest loans for parents to help pay for the cost of a student's education. The lender is the U.S. Department of Education rather than a bank or other financial institution. The PLUS loan is available to credit-worthy parents of dependent students, regardless of financial need. Parents can borrow up to the cost of attendance minus other financial aid received.

Denial of a Federal Direct PLUS Loan

If a parent of a dependent undergraduate student is denied for the PLUS Loan due to an adverse credit rating, the federal government automatically allows the student to apply for an additional Federal Direct Unsubsidized Stafford Loan. The Financial Aid Office must receive the denial notice annually to process the additional Federal Direct Unsubsidized Stafford Loan.

Annual Limits: Federal Direct PLUS Loans are limited to the difference between the Cost of Attendance (COA) minus other financial aid received, including Federal Direct Stafford Loan assistance for which the dependent student is eligible.

Application Form: PLUS Loan Master Promissory Note (MPN)

Application Form Availability:

To apply for the Federal Direct PLUS Loan, go online to www.StudentLoans.gov. A parent must complete the PLUS Loan Master Promissory Note (MPN).

Application Process:

The Financial Aid Office provides student access to a Scholarship Source Handout (such as Nightingale, PAPNPA, and SEPNA) each academic year. Students are advised to apply directly to private organizations and groups sponsoring scholarships or other education assistance programs. We encourage all students to check with their Human Resource office where they work for scholarships. All aid received from sources outside the Practical Nursing Program must be reported to the financial aid office.

Having Problems With Your Federal Direct Loans?

Your first resource is the Financial Aid Office at the school you are attending. Next would be Direct Loan Servicing. After you have exhausted these resources, if you are still unable to resolve your situation, the Department of Education, Office of Student Financial Assistance (OSFA) has an Ombudsman who works informally with student borrowers to resolve loan disputes and problems. They help borrowers having problems with the following loans: Federal Stafford Loans, Subsidized and Unsubsidized and Federal Perkins Loans.

You can contact the OSFA Ombudsman at:

Internet: www.studentaid.ed.gov/repay-loans/disputes/prepare/contact-ombudsman

Toll-free: 1-877-557-2575

Mail: Office of the Ombudsman
Student Financial Assistance
U.S. Department of Education
Rm. 3012, ROB #3
7th and D Streets, SW
Washington, D.C. 20202-5144

NSLDS Student Access Web Site

What is the National Student Loan Data System (NSLDS)?

NSLDS is the U.S. Department of Education's (ED's) central database for student aid records. NSLDS provides a centralized, integrated view of your federal Title IV education loans and grants, tracking from when they're approved through when you pay off your loans.

What is the NSLDS Student Access Web Site?

The NSLDS Student Access Web Site was designed for student and parent borrowers to track and manage their federal student loans and/or grant amounts, outstanding balances, loan status, and loan amounts you receive. Both student and parent borrowers can use it.

What is the Web Site address?

It is at <http://nsls.ed.gov>. You can use it 24 hours a day, 7 days a week. Sometimes database maintenance occurs during weekends or late-night hours; scheduled maintenance hours are posted ahead of time.

How do I access the NSLDS Student Access Web Site?

To access the Web Site, you key in:

- your social security number (SSN),
- the first two letters of your last name,
- your date of birth, and
- your government-provided FSA ID username and password

These are your "identifiers."

What if I enter my identifiers but no data or wrong data appear?

Check to be sure you entered all your personal information correctly. If so, and you still have problems, call the Federal Student Aid Information Center at 1-800-4-FED-AID.

How secure is the NSLDS Student Access Web Site?

Very. The unique combination of SSN, FSA ID, and other personal information needed to access the Web Site makes it as secure as using an automatic teller machine (ATM).

Common Student Application Errors:

1. Not answering every question on the application(s).
2. No affixing proper signatures on the application(s).
3. Checking wrong year in school. Levels I and II students should circle first year. Levels III and IV should circle second year.
4. Incorrectly identifying number in household and number in college. The student is included if parents provide more than 50% of this person's support. Number in college cannot include the parents of the dependent student.

5. Using wrong year tax return or no tax return for calculating figures. Remember, you will use 2015 tax return for 2017-18 school year's aid application.
6. Using wrong lines on IRS form(s).
7. Using tax refunds as part of taxes paid.
8. Using incorrect number of itemized deductions.
9. The student not including summer employment earnings or anticipated school year earnings.
10. Not proofreading application after completion.
11. Not retaining copies of tax returns.
12. Not reporting changes in family situation to financial aid office.
13. Missing deadlines.

Additional Common Errors:

- Attachment of unsolicited letters and documents - only those materials specifically requested in the instructions should be attached to the application.
- Failure to complete the "white" (unshaded) sections of the application, particularly in the income sections - All applicants must complete these items.
- Entering the year that the GED was received rather than the projected year of high school graduation. A GED recipient should enter the year he/she would have graduated had the student not withdrawn.

5. Process and Time of Distribution: Students' loans are credited to a student's account within 3 days of receiving the funds, verifying enrollment if satisfactory academic and clinical progress is evident. First time students are subject to a 30-day delay in receiving loan funds.

When electronic fund transfers are received, students are notified and intended educational use of the money is explained and credited to their account. When all costs have been met at school, refunds of extra money are given to the student within 14 days after the loan funds have been received and credited to the student's account card.

6. Satisfactory Academic Progress: Continued eligibility for financial assistance is dependent upon the financial resources of the student as determined by federal formulas and the ability of the student to maintain satisfactory academic progress. Because the courses are sequential in nature and offered in a structured framework, a student **MUST** complete all phases of each level of instruction before the next level can be attempted. The details of academic progression are listed on page 20 of the Practical Nursing Program Handbook.

Should a student fail to complete the requirements of any level, **the student must repeat the failed course(s) at his/her own expense.** When the requirement has been successfully completed, financial aid eligibility will be reestablished and the student may again participate in the financial aid programs for which he/she is eligible.

For financial aid purposes, the student must complete the program within the time frame required for six levels.

Program Interruptions: A student in good standing who withdraws for a term or terms due to health problems, family illness, or other extenuating circumstances shall be eligible to apply for aid from the school for the completion or repetition of not more than one partially completed semester.

Appeal Procedure: In the event of highly unusual or extenuating circumstances which result in the student not maintaining satisfactory progress, the student may appeal to have his eligibility status

reviewed by the financial aid officer. The appeal should be in writing and state the reasons why the student did not achieve the required academic standard and why aid should not be terminated. If students feel they are not judged fairly, they have the right to appeal through the school's regular grievance procedure which is in the Student Handbook.

7. The program does not offer work study programs to assist with costs. We cannot offer articulation with foreign studies.
8. Entrance and Exit counseling is mandatory for each student receiving financial aid. Students can complete the online Entrance Counseling session online at www.StudentLoans.gov. The Exit Counseling session can be completed online at www.StudentLoans.gov.
9. The school has a stairless entry and an elevator to assist in wheel chair transportation. Students with qualified handicaps can be accommodated in the nursing program (see page 23 of Student Handbook).
10. All costs of attendance are made available to any interested parties in the program brochure, at the applicant's interview, and at the financial aid seminars and with acceptance packet (see attached). Also, students are billed for costs by year one and year two. Account cards are available from the program secretary at any time.
11. Sample Financial Aid Budget - The following example illustrates how an institutional expense budget and other factors impact on a student's financial aid package. This example, of course, is hypothetical, for each student's aid package is determined on an individual basis.

Hypothetical Budget Expense:	1st Year Dependent Full-time Student	1st Year Independent Full-time Student
Educational Costs	20,069	28,521
Expected Family	-1,000	-1,000
Financial Need	19,069	27,521
Resources		
Pell Grant	-5,920	-5,920
Adjusted Financial Need	13,254	21,706
Recommended Federal Direct Stafford Subsidized Loan	-3,500	-3,500
Recommended Federal Direct Stafford Unsubsidized Loan	-2,000	-6,000
Remaining Need	7,754	12,206

SCHOOL REFUND POLICY (Applicable to First Award Year and Second Award Year.)
If Effective Date of Withdrawal from the Program is:

- Before the first day of class, the student will be refunded 100% of the tuition and/or fees. Registration fee is non-refundable.
- The first calendar week, the student will be refunded 100% of the tuition and/or fees.
- The second calendar week, the student will be refunded 75% of the tuition and/or fees.
- The third calendar week, the student will be refunded 50% of the tuition and/or fees.
- The fourth calendar week, the student will be refunded 25% of the tuition and/or fees.
- The fifth calendar week, the student will be refunded 0% of the tuition and/or fees.

Examples of how return of Title IV funds works in conjunction with the school's refund policy are available in the Practical Nursing Program's administrative assistant's office.

Determination of Last Day of Attendance:

- a. Faculty will report absences to the practical nursing administrative assistant. Any pattern of absence or absences exceeding two days will be communicated to the nursing program director. A student may withdraw at any point within the program. It is required that the student notify the practical nursing attendance administrative assistant regarding their withdrawal. It is recommended that the student submit in writing their intent to withdraw, however oral communication to the practical nursing attendance administrative assistant is acceptable. If a letter or oral communication is not received and the director determines a student will not return; the secretary will prepare a withdrawal/leave of absence form indicating the official date of absence and the director will sign the form.
- b. If no call/no show status continues for five days, the student is considered "WITHDRAWN" from the program as of the last day of attendance and is notified by mail. In the event of extenuating circumstances (considered to be "extenuating" by the faculty and/or director) and if the student's attendance previous to this has been good and he/she is making academic/clinical progress, an INCIDENCE of ABSENCE request from the student will be considered by the Faculty Committee-of-the-Whole. If the "Incidence" is granted, the absence is reduced to one day.
- c. The withdrawal/leave of absence form will be given to the Financial Aid Officer to enable completion of exit interviews, return of Title IV funds calculation, and to the administrative assistant to perform accounting adjustments as necessary.

In the event of withdrawal, faculty, financial aid, and student academic files will all receive notification of the Last Day of Attendance (the last day the student was in class or in clinical.).

Employment/Job Placement:

Greater than 90% of graduates are employed in health care delivery. Average starting salaries are approximately \$26 per hour. The graduates are employed in the following areas:

Extended Care Facilities	50%	Psych/Neuro	15%
Acute Care	5%	Physician’s Family Practices	10%
Home Care	10%	Other	10%

Campus Security/Students’ Right to Know:

Principal of Student Services is responsible for campus security. In our continuing concern for the safety and welfare of our 750 students and 65 staff members on campus, we do not tolerate misconduct. Close networking with all levels of administration and law enforcement help keep crime rate at a minimum with semiannual reporting to Pennsylvania Department of Education. All adults in the building must have a State Police Criminal/Child Abuse Clearances. Policies of Drug/Alcohol Abuse and Criminal Conduct are strictly enforced.

All crime witnessed or experienced at the school, must be reported immediately to staff.

The Student Right to Know and Campus Security Act PL 101-542 and 102-26 1991 amendments requires you to be informed of the following information:

- a. Graduation rates for year 2009-2012 was 65%; (Full time first time fall 2015 cohort retention rate 78%); (Part time first time fall 2015 cohort retention rate 78%)
(source IPEDS)

- b. Statistics of on campus crime reported to law enforcement agencies:

	2011	2012	2013	2014	2015
Murder	0	0	0	0	0
Rape	0	0	0	0	0
Theft	0	0	0	0	0
Student Assault	0	0	0	4	0
Motor Vehicle Theft	0	0	0	0	0
Weapons on Campus	1	0	1	0	0

- c. Drug/Alcohol Related:

	2011	2012	2013	2014	2015
Discipline Actions	4	0	5	4	0
Treatment Referrals	0	0	0	0	0
Incidents of Vandalism	0	0	1	0	0
Students/Employees in Self Help Counseling	0	0	0	0	0

Attitudes about the program are positive. Receptivity of staff and students has increased their awareness.

Revised: 4/27/04, 9/24/04, 4/11/05, 3/6/06, 9/11/08, 7/7/09, 8/23/10, 9/1/2011, 7/9/12, 7/11/14, 3/23/15, 7/20/16, 6/20/17

Verification

Verification is a process where the financial aid officer must verify that information reported on the aid application is true and correct.

Applicants are selected for verification at random through computer edits. The verification flag is an "*" next to the EFC number on the Student Aid Report (SAR). The student is also notified of selection in Part 1 of the SAR.

Specific items to be verified are:

- Household size
- Number enrolled in post-secondary schools
- Adjusted gross income and taxes paid from a Signed Federal Tax return
- Untaxed income and benefits

Documentation required:

1. IRS Tax Return Transcript (www.irs.gov - "Get a copy of your tax records" or 800-908-9946)
2. Verification worksheet (provided by aid office)
3. Other financial documents as requested by financial aid office

Selected students are required to provide documentation as specified by letter from the financial aid office within 30 days of receipt of notice. Failure to do so will result in the cancellation of all financial aid. Students will be responsible to pay for tuition costs.

Students will be notified in writing of award changes through a revised award letter.

The criteria listed below is used to determine student status:

Independent student for PELL Grant Program and Stafford Student Loan Program is an individual who meets one of the following criteria:

1. Be 24 years of age or older by December 31 of the Award Year.
2. An orphan or ward of the court, or both your parents are deceased.
3. A veteran of the Armed Forces of the United States.
4. An individual with legal dependents other than a spouse (must get more than half of their support from the student).
5. A graduate or professional student.
6. A married person.

Please Note: Students with special circumstances not addressed in the criteria above should in all cases contact the Financial Aid Officer for advice.

When appropriate, the financial aid administrator may require verification information from a student.

Specific codes requiring verification/clarification of social security numbers, draft registration for males, alien registration card, etc. on the Student Aid Report will require additional information from the student to assure eligibility to receive financial aid.

FOR DETAILED VERIFICATION REQUIREMENTS SEE "INTERNAL CONTROL BOOK."

7/27/99 Updated Annually Revision 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2016, 2017

Student Rights and Responsibilities

Student Rights - You have the right to:

- Know what financial assistance is available, including information on all federal, state, and institutional financial aid programs.
- Know the deadlines for submitting applications for each of the financial aid programs available.
- Know the cost of attending the institution and the school's refund policy.
- Know the criteria used by the institution to select financial aid recipients.
- Know how the school determines your financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.
- Know what resources (such as parental contribution, other financial aid, your assets, etc.) are considered in the calculation of your need.
- Know how much of your financial need, as determined by the institution, has been met.
- Know how and when you will be paid.
- Request from the financial aid office an explanation of the various programs in your student aid package. If you believe you have been treated unfairly, you may request reconsideration of the award which was made to you.
- Know what portion of the financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin.
- Know how the school determined whether you are making satisfactory progress and what happens if you are not.
- Know the names of the school's accrediting agencies.
- Know about the school's curriculum, attrition rates, instructional facilities, and the faculty.

Student Responsibilities - It is your responsibility to:

- Review and consider all information about the school's program before you enroll.
- Complete all application forms accurately and submit them on time to the right place.
- Pay special attention to and accurately complete your application for student financial aid. Errors can result in long delays in your receipt of financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Return all additional documentation, verification, corrections, and/or new information requested by the financial aid office or the agency to which you submitted your application.
- Read and understand all forms that you are asked to sign and keep copies of them.
- Accept responsibility for all agreements you sign.

- If you have a loan, notify the lender of changes in your name, address, or school status.
- Know and comply with the deadlines for application or reapplication for aid.
- Know and comply with your school's refund procedures.
- Students receiving financial aid must assume responsibilities for maintaining their aid from term to term. If the following criteria are not met, financial aid will be canceled.
- Maintain satisfactory progress.
- Financial aid recipients are also required to submit honest and accurate information concerning enrollment and family financial circumstances. Any changes in the number of courses enrolled, name, address, marital status, financial status or withdrawal from school should be reported to the financial aid office promptly.
- Students should notify the financial aid office when withdrawing from school or completing the program. If loans have been taken, the student is required to complete an online entrance and exit counseling session.

Veteran's Education Benefits

The Chester County Intermediate Unit Practice Nursing Program is dedicated to helping veterans, service members and their families achieve their educational and career goals. The financial aid office can provide information and assistance to veterans and dependents of veterans eligible for Veterans Educational Assistance. Veterans Educational Benefits may include: Chapter 33 (Post 9/11 GI Bill) Chapters 30, 31 and Dependents' Educational Assistance Program Chapter 35 as well as the new Chapter 33 Transfer of Eligibility to a Dependent. Veterans and dependents may be eligible to receive educational benefits depending on the program that they may qualify for.

Applying for your VA education benefits can be done in just a few steps:

- Apply online for the benefit you want to use: <http://www.benefits.va.gov/gibill/apply.asp>
- Visit your nearest VA regional office to apply in person.
- Consult with the VA Certifying Official—the Financial Aid Office can help you at CCIU, Practical Nursing Program.
- Call 1-888-GI BILL-1 (888-442-4551) to have the application mailed to you.

ACADEMIC PROGRAM

A. Program Options

The Practical Nursing full-time program is 1,635 hours. There are four levels. Various enrollment options exist:

1. Main Campus: Full Time - Days
 - a. Enrolls fall and winter of each year.
 - a. Class/clinical meets five days a week, Monday through Friday.
 - b. Summer recess is approximately mid-June through late August.
 - c. Each Level is approximately 12 to 13 weeks in length relevant to scheduled holidays and inclement weather.
 - d. Total program is over 15 months.
2. Main Campus: Part Time - Evenings
 - a. Enrolls every other year.
 - b. Class/clinical meets four days a week.
 - c. School is closed for a short summer recess and major holidays as scheduled.
 - d. Each level is approximately 20 weeks in length relevant to scheduled holidays and inclement weather.
 - e. Total program is over 20 calendar months.
3. Main Campus: Full Time - Days
 - a. Enrolls yearly.
 - b. Class/clinical meets four days a week.
 - c. School is closed for short summer recess and major holidays as scheduled.
 - d. Each level is approximately 14 to 15 weeks in length relevant to scheduled holidays and inclement weather.
 - e. Total program is over 15 months.
4. West Grove Satellite Campus: Full Time - Days
 - a. Enrolls yearly.
 - b. Class/clinical meets four days a week.
 - c. School is closed for short summer recess and major holidays as scheduled.
 - d. Each level is approximately 14 to 15 weeks in length relevant to scheduled holidays and inclement weather.
 - e. Total program is over 15 months.

B. Academic Year Definition

The Practical Nursing Program is 1,635 clock hours in length. The first academic year is defined as the first 30 weeks in the program or 900 clock hours. The second academic year consists of the remaining weeks or 735 clock hours. The second academic year is not a full academic year. Year two financial aid is adjusted accordingly.

Federal funds are disbursed according to payment periods. The first academic year is made up of two payment periods. The second academic year also consists of two payment periods. Students are given award letters that list the total awards for the academic year, disbursement amounts by payment period, and estimated disbursement dates.

C. Promotion

Tests and quizzes are timed to help students prepare for National Council Licensing examination (NCLEX).

1. Complete all course requirements.
2. Pass each course within the present level with a grade of 75% or above. During the course, if academic progress is not evident (80 or below for current course grade), the following process will be implemented:
 - a. The faculty will notify the student in writing if the student's scores are below 80.
 - b. The student and faculty member will discuss a plan of action to show improvement.
 - c. The student will be expected to seek out remedial help.
 - d. A referral to the Perkin's tutor (if available) will be recommended by the instructor and initiated by the student by sending an email request to PNPReview.cciu.org.
 - e. Given an extenuating circumstance, an incomplete may be assigned by the administrator. An incomplete convert to a course failure if course outcomes are not achieved within four (4) weeks from course completion date.
3. Receive a satisfactory clinical evaluation. Specific guidelines are listed on the clinical evaluation form and the related course outline.
4. Not exceed a total of 21 hours of absence per level. (Greater than 21 hours of absence per level may prevent promotion to the next level. See attendance policy, page 47). Maximum score for a make-up test due to absence is 75%.
5. Pass Integrated Pharmacology test in Level II, III, and IV. The expected role of the LPN in our community health care facilities places heavy importance on clinical skills and pharmacology.
 - a. Failure of Integrated Pharmacology Levels II and III:
 - i. A student who does not achieve a passing score in Integrated Pharmacology tests in Levels II and III will have his/her progression delayed.
 - ii. The student will be encouraged to complete his/her current courses and then take one month to review.
 - iii. After a minimum of one month's review, including eight documented hours of remediation, the student may take the Integrated Pharmacology Challenge Exam in which a passing score of 80% is achieved.
 - iv. If 80% is not achieved, another month of review can be taken and the test will be repeated.
 - v. If a passing score is still not earned, the student is required to repeat the most recent medical-surgical course completed (Level II – Medical Surgical I; Level III – Medical Surgical II).
 - vi. When an 80% is earned on the Integrated Pharmacology Challenge Exam, the student may progress with the courses in the program when it is next offered.

- vii. There is a charge of \$50 per Integrated Pharmacology Challenge Exam.
 - b. A student who does not achieve a passing score on Integrated Pharmacology tests in Level IV must repeat Medical-Surgical Nursing III. The academic portion as well as the clinical portion must be repeated.
6. Pass the Medication Simulated Lab Experience and all other lab objectives. Refer to course outlines for specifics.
 7. Achievement of a 93% or greater predicted probability of passing NCLEX (or the equivalent) on a PN comprehensive predictor exam is a course requirement for Medical Surgical Nursing III (see Medical Surgical III outline). If not met, the student will receive a failing grade and may request to re-enroll in Medical-Surgical Nursing III when space is available. Please see Academic Program Policy, C. Promotion, page 43, for details regarding an incomplete grade.

D. Points

1. Student Assignments

Students shall receive a report schedule for assignments at the beginning of each Level.

- a. One percentage point will be subtracted from the final course grade for each report submitted beyond the due date.
- b. An additional one point will be subtracted from the final course grade for each week the assignment is late.

2. Attendance

- a. Perfect attendance is rewarded with three points added to the current level's average. Since a 75% must be achieved in each course, this does not affect the course grade.
- b. Any absence in the week a major assignment is due will require physician certification. Major assignments are as follows:

Level III: Maternal and Child Health Nursing report

Level IV: Psychiatric Nursing report, Neurological Nursing report,
Neurological Nursing oral report.

Without a physician's certification, the report will be considered late and result in a one point subtraction from the final course grade.

E. Re-Enrollment

1. When a student is unsuccessful at completing one of the courses, he she/will have the opportunity to meet with the primary instructor to discuss recommendations which would facilitate success once the student returns to school. These verbal or written recommendations could be clinical and/or academic in nature.

2. The student can meet with the director to discuss financial obligations based on the guidelines set forth by the primary instructor.
3. The students currently enrolled will receive priority regarding clinical space.
4. Students may request re-enrollment when space is available. This may or may not be when the course is next offered.
5. If a student does not return within a year to repeat the course, re-enrollment and additional prerequisites will be at the discretion of the director and the instructors.
6. A \$50 re-enrollment fee will be due three months prior to re-enrollment to assure a slot in the upcoming class. This fee is non-refundable.

11/92

Revised: 7/16/08, 8/28/08, 10/3/08, 4/15/10, 7/9/10, 11/16/10, 7/11/14, 3/3/15, 6/20/17

Reviewed: 8/7/02, 4/12/04, 8/16/04, 11/18/05, 6/15/09, 8/5/11, 7/9/12, 7/19/13, 6/24/14, 6/10/15, 11/14/16

F. Satisfactory Academic Progress

1. Continued eligibility for financial assistance is dependent upon the financial resources of the student as determined by federal formulas and the ability of the student to maintain satisfactory academic progress.
2. Because the courses are sequential in nature and offered in a structured framework, a student **must** complete all phases of each level of instruction before the next level can be attempted. The details of academic progression are listed under "Promotion" of the student handbook.
3. Should a student fail to complete the requirements of any level, **the student must repeat the failed course(s) at his/her own expense**. When the requirement has been successfully completed, financial aid eligibility will be reestablished and the student may again participate in the financial aid programs for which he/she is eligible.
4. For financial aid purposes, the student must complete the program within the time frame required for six levels.
5. Failure to comply with these requirements may result in loss of eligibility for financial aid programs (Title IV).
6. Program Interruptions: A student in good standing who withdraws for a term or terms due to health problems, family illness, or other extenuating circumstances shall be eligible to apply for aid from the school for the completion or repetition of not more than one partially completed semester.

7. **Appeal Procedure:** In the event of highly unusual or extenuating circumstances which result in the student not maintaining satisfactory progress, the student may appeal to have his/her eligibility status reviewed by the financial aid officer. The appeal should be in writing and state the reasons why the student did not achieve the required academic standard and why aid should not be terminated. If students feel they are not judged fairly, they have the right to appeal through the school's regular grievance procedure which is in the student handbook on page 65.

6/9/97 Revised: 6/15/06, 10/3/08, 6/15/09, 4/25/11

Reviewed: 8/16/04 8/10/05, 8/3/07, 7/9/10, 8/5/11, 7/9/12, 7/19/13, 6/24/14, 6/10/15, 7/20/16, 6/20/17

G. Graduation Requirements

To be eligible to sit for Medical-Surgical Nursing III final examination, **all** program financial obligations must be met and/or paid. The Medical Surgical Nursing final examination must be completed within four (4) weeks of the course completion date. Please see Academic Program Policy, C, page 43. Promotion for details regarding an incomplete grade.

Upon successful completion of all academic and clinical requirements and fulfillment of all financial obligations, a diploma of practical nursing will be awarded. Underclass officers are invited and expected to attend all graduation ceremonies while they are enrolled. Any absences must be excused by the director.

Revised: 6/94, 6/98, 7/03, 4/04, 8/05, 11/08, 11/10, 3/9/12, 3/3/15

Reviewed: 8/3/07, 10/3/08, 6/15/09, 8/5/11, 7/9/12, 7/19/13, 6/24/14, 6/10/15, 7/20/16, 6/20/17

H. Diploma, Transcript, and Reference Services Policy

The graduating student will receive their diploma only when all academic, clinical, financial, and attendance obligations have been satisfactorily completed.

Requests for transcripts and/or references will be honored and mailed from the school only if the graduate's student financial aid repayment schedule is in good standing (not in delinquency or default). In addition, transcripts may not be released for a student with an account balance. There is a transcript and reference service charge of \$2. Requests must be in writing with an original signature.

I. Honor Society Achievement Award Procedure

Any student who has a cumulative average at the end of Level III of 85% or above and has successfully completed all clinical components of Level I, II, and III will be recommended for induction into the National Association of Licensed Practical Nurses, Inc. (NALPN) Honor Society.

Students, who must be members, will be recognized at their graduation ceremony.

Approved: 11/16/88

Revised: 7/31/03, 4/17/06, 3/23/15, 3/10/16

Reviewed: 8/28/01, 4/10/02, 8/16/04, 8/16/05, 6/15/06

8/3/07, 10/3/08, 6/15/09, 7/9/10, 8/5/11, 7/9/12, 7/19/13, 6/24/14, 6/10/15, 7/20/16, 6/20/17

ATTENDANCE

A. Philosophy

This is an intense program. Attendance in the classroom and in the clinical area is **mandatory**. Absence and tardiness will be monitored closely by the faculty. The theory and clinical school hours are reviewed at the beginning of each level.

Professional work ethics are expected by your school and your future employers. Attendance will be noted by your faculty when references are requested.

100% perfect attendance is our goal.

B. Policy

1. To assure program success, it is recommended that students do not exceed 21 hours of attendance time per Level.
2. If a student arrives late for class or clinical or leaves early, they will receive a late documentation.
3. Disciplinary action up to and including termination may be taken if a pattern of tardiness and absence is noted and not corrected.
4. If a student is not enrolled in all courses in a Level, the faculty will notify the director if the student is absent more than three scheduled classes. Dismissal is at the discretion of the director.
5. Students are required to be in attendance promptly at the scheduled hour. Continued tardiness or attendance abuses will not be tolerated.
6. Once a student has accrued 21 hours of absence in a Level, he or she will be invited to a Tribunal meeting.
7. To assure quality patient care, any student assigned to a patient care area who is unable to be present a minimum of 90 minutes after the start of their clinical rotation, may not report to clinical and is documented as absent.
8. If 21 hours of clinical/lab time is missed, student must be able to meet objectives. Student may be required to make up that time based on staffing and site availability.
9. Sleeping in class or disruption of the class can be considered an absence.
10. If a student is absent when test is administered, he/she must make up all tests at the faculty directive. The highest possible score that can be achieved on test is 75%. A test can be scheduled prior to an absence to achieve grade earned.
11. The only absences that can be excused are:
 - a. A call to duty in the armed forces.

- b. Jury duty.
- c. Subpoenaed court appearances and court ordered appearances to non courtroom meetings.
- d. Nurse aide certification testing.
- e. Naturalization ceremonies (U.S. citizenship).
- f. Bereavement leave for a death in the immediate family (defined as spouse, child, son/daughter-in-law, parent, step-parent, parent-in-law, sibling, sibling-in-law, grandparent or grandparent-in-law).

The above are excused absences and will not be counted as an absence. All such instances **must be certified in writing** by the appropriate agency. Length of bereavement and other extenuating bereavement issues are at the discretion of the faculty and director.

- 12. Students with 100% perfect attendance are rewarded with three (3) extra points to the successfully completed Level average.

Revised: 2/97, 5/98, 8/28/01, 7/31/03, 4/20/04,
3/1/06, 8/27/13, 5/1/15

Reviewed: 8/14/00, 4/10/02, 8/3/07, 10/3/08,
6/15/09, 7/9/10, 8/5/11, 7/9/12, 7/19/13, 6/24/14, 6/10/15, 2/24/16

C. Procedures

- 1. Absences or late attendance on class or clinical days must be reported by utilizing the attendance hot line. The number is 484-237-5476. Students not reporting off by using the attendance hot line will receive disciplinary action up to and including dismissal. Students must call the attendance hotline a minimum of 60 minutes before the start of the clinical day. Students are not to report off by calling the instructor directly.
- 2. Faculty/staff will document absences based on the following criteria:

Late Documentation (documents late arrival/leave early)

Student arrival within one and a half hours of class/clinical start time equals one late. Student departure within one and a half hours of class/clinical end time equals one late and will be documented as 1.4 hours absent.

Half Day Documentation (documents half day attendance)

Student is in attendance less than 50% of the designated class/clinical day equals half day.

Full Day Absence

No attendance for the class or clinical day equals one day.

Examples:

Class is scheduled 8 AM to 3 PM

Student arrives 8:01 to 9:30 AM, faculty/staff documents one late.
Student in attendance less than 3.5 hours, faculty/staff documents half day.

Student leaves between 1:31 and 3 PM, faculty/staff documents one late.

Class is scheduled 5:30 to 10:30 PM

Student arrives 5:31 to 7 PM, faculty/staff documents one late.
Student in attendance less than 2.5 hours, faculty/staff documents half day.
Student leaves between 9:01 and 10:30 PM, faculty/staff documents one late.

3. The school may request a physician's certificate prior to returning to school following an illness, pregnancy, or injury.
4. It is the student's responsibility to contact his/her instructor if he/she has or is exposed to a contagious disease or incur any physical limitations. This may prohibit attendance at class/clinical. A physician's note may be required to return to class/clinical.

D. Incidence of Absence

1. In the event of serious illness or extenuating circumstance that causes a student to miss multiple days of school a request of an incidence of absence may be made in writing to the faculty with proper documentation **within one week**.
2. The decision to grant an incidence of absence is at the discretion of the Committee-of-the-Whole and is final. If approved, a multiple-day absence may count as one seven (7) hour absence.
3. The student must continue to meet the course objectives.
4. If a prolonged incident occurs preventing the student from achieving clinical objectives or delaying graduation, make-up time may be mandated by the faculty or the course may need to be repeated. The cost will be the responsibility of the student.
5. An incidence of absence request from the student will be considered by the faculty Committee-of-the-Whole if:
 - a. Extenuating circumstances are determined by the faculty and/or director.
 - b. No disciplinary action related to the attendance policy has occurred.
 - c. The student is making academic/clinical progress.

E. Faculty/Student Tribunal Committee

1. When a student has been absent more than 14 hours in any Level the student must attend the tribunal committee meeting.
2. Three faculty and three student class members will attend the tribunal meeting. Confidentiality statements will be signed.
3. The student has the right to bring a silent partner with him/her to the tribunal for moral support and follow-up clarification of meeting outcomes.
4. If abuse of attendance is evident, consequences can be expected, including dismissal. Dismissal can occur from excessive absences or late arrivals. Written recommendations are provided to the student at the tribunal committee meeting.

1/8/97
Revised: 8/30/99, 7/31/03, 8/16/05, 8/28/08,
11/26/08, 6/14/09, 4/15/10, 4/30/15, 10/19/15

Reviewed: 8/24/00, 8/28/01, 4/10/02, 8/16/04, 8/3/07, 7/9/10, 8/5/11, 7/9/12, 8/7/13, 6/24/14, 6/10/15,
7/20/16, 6/20/17

F. Leave of Absence

1. A student making adequate academic progress may request a leave of absence due to personal or physical reasons.
2. A leave of absence will not be granted for lack of academic progress.
3. Any requests for a leave of absence must be presented in writing to the director.
4. The student may reenter the program subject to the following conditions:
 - a. Leaves shall be limited to two per student.
 - b. The student requesting to reenter following a leave of absence must present a written request to the director.
 - c. All financial and academic requirements of the previous level must be completed before applying to reenter the program.
 - d. Any student requesting re-entry may need to satisfactorily (75%) complete a comprehensive exam of the material presented in the previous level at the discretion of the director.
 - e. A \$50 re-entry fee is required. This fee is non-refundable.
 - f. The student will repeat the level in which the leave of absence was granted.
 - g. Clinical space must be available for the student to return.
 - h. The reentering student will be assessed the current tuition rate. Update of clinical requirements may be required.
 - i. Reenrollment arrangements must be made within one year of leave of absence. Reenrollment greater than one year will be at the discretion of the director.
 - j. A specific plan may need to be developed to demonstrate retained competencies.
 - k. If more than two comprehensive exams are administered, the total cost will be \$200 for reentry.

- I. If leave of absence extends beyond 60 days, it is referred to as a "withdrawal" for financial aid purposes.
5. A student who requests a leave of absence for **child rearing** shall be granted such a leave and may re-enter the Practical Nursing Program subject to the conditions of the leave of absence policy.

G. Withdrawal

1. A student may withdraw at any point within the program. It is recommended that the student submit in writing his/her intent to withdraw; however, oral communication to the secretary is acceptable. If a letter or oral communication is not received and the director determines a student will not return, the secretary will prepare a withdrawal/leave of absence notification form.
2. If no call/no show status continues for five days, the student is considered withdrawn from the program as of the last day of attendance and is notified by mail.
3. An incidence of absence request from the student will be considered according to the policy noted above.
4. The withdrawal/leave of absence form will be given to the financial aid officer to enable completion of exit interviews and to calculate Title IV funds to be returned. The program secretary will perform accounting adjustments as necessary.

Approved: 9/88

Revised: 7/97, 8/99, 7/03, 4/04, 8/05, 3/06, 6/15/06, 8/28/08, 5/4/15

Reviewed: 4/10/02, 8/16/04, 8/3/07, 6/15/09, 7/9/10, 8/5/11, 7/9/12, 8/7/13, 6/24/14, 6/10/15, 7/20/16,
6/20/17

HEALTH POLICY

A. CPR Certification

CPR certification must remain current. Health Care Professional certification is required and must include AED and adult and pediatric CPR. On-line courses and courses without "hands on training" are not acceptable. The only approved courses are as follows:

American Safety and Health Institute – CPR Pro for the Professional Rescuer.
(bottom corner reads, "BLS for Healthcare Providers")

American Heart Association – Basic Life Support (BLS) for Healthcare Providers.

American Red Cross – CPR/AED for Professional Rescuers and Health Care Providers.

B. Blood-Borne Pathogen Policy

1. All students will be instructed in blood-borne pathogen risk and prevention in Fundamentals of Nursing curriculum.
2. If a student receives a needle stick during clinical or lab practice, it is his/her responsibility to immediately notify the faculty. The faculty notifies the director of the program and supervisor at the clinical site when indicated. A facility incident report and appropriate Chester County Intermediate Unit Practical Nursing main office/West Grove satellite site incident report will be filed.
3. All incident/accident reports will be filed immediately and follow-up care is at the student's expense. The faculty will instruct the student to be seen by his/her health care practitioner within two hours if the patient is identified as "high risk" by the clinical facility and within 24 hours for all other patients. (If the student does not have a health care practitioner, he/she will be referred to Med Center 100 or the student can choose another urgent/emergency care facility which is available to provide the care as needed. The cost is the student's responsibility.)
4. It is the student's responsibility to continue with follow-up. 1-888-HIV-4911 is a resource for post-exposure health care worker follow-up.
5. A statement that the student was initially seen by a health practitioner related to needle-stick exposure is necessary to return to the clinical area.

Adopted: 4/10/02

Revised: 6/16/06, 8/28/08, 4/15/10, 4/28/10, 7/9/10, 11/21/11, 7/9/12, 6/24/14, 6/20/17

Reviewed: 7/31/03, 8/10/05, 8/3/07, 8/5/11, 8/7/13, 6/10/15, 7/20/16

C. Illness

1. Students becoming ill or receiving an injury during the day/evening are to report to their instructor. If the instructor is not available, report to the director.
2. A school health nurse is available to students while attending class at the school campus during daytime hours for emergencies. During periods of clinical assignment, the emergency facilities of the affiliating institution are available with the student responsible for costs.

3. Students must assume responsibility for all medical or surgical treatments they need during their tenure in the Practical Nursing Program. The school bears no financial or other responsibility for accidents or injuries the student sustains during the course of study in the program.
4. Health insurance is mandatory during enrollment. Low-cost student health insurance information is available from the secretary.

Revised: 4/10/02, 8/16/04, 8/16/05, 6/15/06,
8/3/07, 10/3/08, 6/15/09, 4/15/10, 6/24/14

Reviewed: 4/93, 8/24/00, 8/28/01, 7/31/03, 7/9/10, 8/5/11, 7/9/12, 8/7/13, 6/10/15, 7/20/16, 6/20/17

D. Drug and Alcohol Use/Abuse

The Pennsylvania Drug and Alcohol Control Act of 1972 provides that a minor can give consent for his treatment or even refuse it without the consent of the parents or legal guardian. If a student has a drug problem, the school wants to help and will provide them with all available resources. Students should communicate directly with their primary instructor following the chain of command.

Standard operating procedures are:

1. Medical emergency will include prompt medical attention and notification of appropriate persons in accordance with existing school policy.
2. Students will be referred to PA Nurse Peer Assistance Program (PNAP). Confidentiality will be maintained.
3. Student possession and use (suspicion of) will entail conference with a faculty member, whereby the student will be encouraged to consult a drug counselor.
4. Possession and use of non-prescribed controlled substances constitutes illegal conduct which leads to termination from the Practical Nursing Program. Pennsylvania State Board of Nursing may prohibit anyone from writing the NCLEX licensure examination for ten years if he/she has been convicted of a crime involving alcohol abuse or abuse of a controlled substance. The local law authorities may be contacted as indicated.

See Drug/Alcohol Abuse Prevention Policy in the Student Handbook on page 69.

Revised: 6/94, 7/31/03, 8/16/05, 6/15/06, 8/28/08,
6/15/09, 4/7/14, 10/17/17

Reviewed: 8/00, 8/24/00, 8/28/01, 4/10/02, 8/26/04,
8/3/07, 7/9/10, 8/5/11, 7/9/12, 8/7/13, 6/24/14, 6/10/15, 7/20/16, 6/20/17

GENERAL STUDENT POLICIES

A. Employment Policy

In accordance with the rules and regulations for practical nursing programs of the State Board of Nursing, the following student employment policy is effective:

1. Students are discouraged from working full time while in the program except over the summer break when school is not in session or while enrolled part time.
2. The maximum recommended number of hours a student may be employed is 24 hours per seven-day week (full time) and 40 hours per seven-day week (part time).
3. Students who are employed may not arrive at school late or leave school early to accommodate their jobs.
4. In cases where the faculty and director feel that the student's health, scholastic progress, or ability to deliver safe health care is impeded by the employment, the student will be counseled to decrease employment hours.
5. Students who are employed in health agencies are cautioned that it is illegal for them to perform functions normally assigned to a licensed nurse.

Revised: 7/31/03, 4/20/04, 6/15/06
Reviewed: 6/95, 8/99, 8/24/00, 8/28/01, 4/10/02,
8/16/04, 8/16/05, 8/3/07, 10/3/08, 6/15/09, 8/5/11, 7/9/12, 8/7/13, 6/24/14, 6/10/15, 7/20/16, 6/20/17

B. Building Policies

1. Emergency School Closing

In the event it becomes necessary to close school because of bad weather conditions or emergency, announcements will be made over local radio and television stations, as follows:

- a. Chester County Technical College High School Brandywine Campus. The KYW school number is **883**. Please note we are not part of Coatesville Area School District. We are part of Chester County Intermediate Unit, specifically the Chester County Intermediate Unit Practical Nursing Program, Chester County Technical College High School Brandywine Campus.
- b. West Grove satellite will be announced as Chester County Technical College High School Pennock's Bridge Campus.

2. Safety Drills

Fire, lock down, and shelter-in-place drills are an important phase of the school's safety program. At the sound of the fire signal (a steady ringing of the bell), everyone is to leave the building in a quiet and orderly manner in accordance with the instruction of teachers. Students are not to take books, supplies, or coats unless the drill is pre-announced. Females may take their purses. Directions for exits are

posted in each class area and throughout the building. Guidelines for other drills will be posted in classrooms.

3. Building Entrances

- a. Chester County Technical College High School Brandywine Campus (Chester County Intermediate Unit Practical Nursing main office site). Entrance doors are locked and fob access only. Students will be notified as to which entrance to use at orientation.
- b. Chester County Technical College High School Pennock's Bridge Campus (Practical Nursing West Grove satellite site). All doors are locked with the exception of the main entrance.

4. Parking Areas

Use the parking areas designed for pupils. Parking tags, if being utilized, must be visible at all times on both campuses.

- a. Chester County Technical College High School Brandywine Campus (Chester County Intermediate Unit Practical Nursing main office site). Students are to park in the area designated by the director of the program.
- b. Chester County Technical College High School Pennock's Bridge Campus (Practical Nursing West Grove satellite site). Students are to park in the area designated by their instructor.

5. Ground Floor Plan

School layouts for both campuses are shown in the Student Handbook Appendix.

6. Smoking

Absolutely **no** smoking in the building, property, or parking lot at the Chester County Technical College High School Brandywine Campus/Chester County Intermediate Unit Practical Nursing Program and the West Grove satellite campus. The nonsmoking rule applies to all school personnel, including high school students, adult students, and staff members.

Smoking policies at clinical sites will be reviewed during orientation. All students must adhere to these regulations.

Possession or use of tobacco in any school building, bus, or property can result in fines up to \$50 plus court cost and conviction of a summary offense. Act 145, 12/96.

7. Breaks

When students are in class, they may leave the building during the breaks. The break will be approximately 15 minutes and the lunch/dinner break will be 30 minutes.

Practical nursing students assigned to a clinical area will follow the protocol established by the individual institution and will take their breaks in accordance with the institution's policies.

8. Food

- a. No food is permitted to be eaten during class time.
- b. No food or drink (whether in a closed container or not) is permitted in the computer lab, at the computer tables, or where computers are located at the school.
- c. Food purchased in the cafeteria must be eaten in the cafeteria.
- d. No food is permitted to be consumed in the hallway. Students will be directed as to where lunch and dinner may be consumed.
- e. Food being transported in the hallway from outside the suite or classroom must be carried in a closed container.
- f. Drinks in closed containers may be consumed during instructional time.

9. Telephone

The secretary's phone may be used for emergency calls only. The telephone is not to be used during the hours class is in session.

Electronic beepers, cellular phones, etc. must be **TURNED OFF** during instructional hours, in instructional areas and building hallways.

10. Change of Address and Telephone Number

All changes of address or telephone number must be reported to the secretary, faculty, and classmates of the Practical Nursing Program **within one week**. When giving an address change, the zip code plus four must be included.

11. Lost and Found

Call the Practical Nursing Program administration office at 484-593-5950.

12. School Calendar

Located on the student Moodle site.

C. Dress Codes

1. School Dress Code

Students may determine their personal dress and grooming standards, provided the student's dress and grooming:

- a. Shall not lead school officials to believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities.
- b. Shall not create a health hazard to the student's safety or to the safety of others.

- c. Shall not conflict with secondary dress code guidelines listed below:
- i. Tank tops, tube tops, halters, or strapless dresses without a covering shirt, blouse, or jacket are inappropriate.
 - ii. Shorts must be mid-thigh when seated. Windshorts will not be allowed.
 - iii. Jeans with holes (without patches) on them shall not be worn.
 - iv. Miniskirt must come to mid-thigh when seated. (Administrators will deal with any disciplinary actions concerning skirt length problems.)
 - v. Spandex pants will only be allowed under a skirt that meets the appropriate length requirement
 - vi. Hats, caps, hoods, and non-prescription sunglasses are not to be worn inside the building. Any kind of head cover or forehead bands are to be removed when the student enters the building.
 - vii. Any garment with decorations, patches, lettering, advertisements, etc. that may be considered obscene, offensive, or lewd is not to be worn to school. This includes any garment or accessory with any drug emblem, tobacco product, beer, wine, or any type of alcoholic beverage advertisement on the garment.
 - viii. Transparent and/or see-through material will be considered inappropriate. Shirts and blouses must cover the entire torso at all times, even in movement. A gentleman's shirt should cover the entire crown of the shoulder.
 - ix. Any garment which causes a disruption in the classroom and interferes with learning is inappropriate.

2. Uniform Policy

The following uniform code is in effect for students of the Practical Nursing Program:

- a. Unless otherwise designated, the student must always be in complete school uniform, with sleeve insignia, when in the clinical area. When the student is in certain special areas of the hospital, special garb is necessary. Each student, however, must wear a complete uniform (including appropriate name badge) to and from the hospital/clinical site.
- b. Caps are **required** for female students only at graduation. The cap must be clean and free from any jewelry. Caps are **not** worn outside.
- c. The only permissible jewelry a student may wear is a watch, wedding band, medic alert necklace, and name pin. Engagement rings and earrings may not be worn with the uniform.
- d. The student's hair must be neat, clean, pulled back and secured. Hair should not fall forward when giving client care.
- e. Male students must be clean shaven or facial hair neatly trimmed.
- f. The student's body should be scrupulously clean and free of odors. No perfume or scented powder is allowed.

- g. Makeup is to be professional at all times.
- h. Nails are to be trimmed no longer than the fingertips when viewed from the palm side of the hand, clean, and free of polish. No artificial nails of any kind are permissible in the clinical area.
- i. Professional white nursing duty shoes which are supportive, comfortable, and clean are required in the clinical areas. Shoes are to be all white. "Crocs," cloth shoes or shoes without a secure heel strap are not permitted.
- j. "Support" white nursing pantyhose are strongly recommended. Plain white sport socks can be worn with pants.
- k. Any visible body piercing jewelry, or retainers are not permitted in the clinical area.
- l. A regulation uniform jacket and/or regulation white undershirt is allowed. It **must** be clean. No vests are allowed.
- m. Pregnant students must wear burgundy maternity slacks and tunic top with the school I.D. patch sewn on, nametag, and regulation duty shoes.
- n. Underclothing should match the color of the student's skin tone when worn under white uniforms.

Students who violate the uniform policy may be dismissed from clinical.

Revised: 6/95, 6/97, 8/99, 7/03, 4/04, 8/05,
8/28/08, 4/15/10, 7/9/10, 8/5/11, 7/9/12, 6/24/14
Reviewed: 8/28/01, 4/10/02, 8/16/04, 6/15/06,
8/3/07, 10/3/08, 6/15/09, 8/7/13, 6/10/15, 7/20/16, 6/20/17

D. School Resources

1. Resource Information Room

Books, pamphlets, magazines, software, videos, and current articles are available in the resource information area on both campuses. This material is for the use of all students.

a. Resource information policy

- i. Magazines and articles must remain in the assigned area.
- ii. Books may be signed out for one week.
- iii. At the main campus, resource information area hours are 8:00 a.m. to 4:00 p.m. Monday thru Friday and 8:00 a.m. to 10:00 p.m. when the evening class is in session or upon request. Summer access available on request. Resources are also available through the faculty by request or via Moodle.
- iv. A reference shelf is maintained for use within the resource information room.
- v. The honor system will be used and students will be responsible for materials signed out.

- vi. Videos may be borrowed after a deposit of \$5 is paid to the program secretary upon approval of a faculty member. The deposit will be returned to the student when the video is returned.
- vii. Books published longer than five or six years ago will be transferred into the "historical" section unless an updated edition is no longer available.
- viii. Student suggestions for additional resource information room purchases are welcome.
- ix. Books not returned must be paid for by the borrower.
- x. Two books maximum may be borrowed by a pre-enrollment candidate; a \$35 deposit check must be left with program secretary.
- xi. Copies may be facilitated through the use of the copier located in the resource room. Students are only permitted to make copies related to their academic studies.

Revised: 6/94, 3/96, 7/97, 8/28/01, 7/31/03,
8/16/05, 6/15/06, 8/3/07, 8/28/83, 6/15/09, 4/15/10, 9/4/12, 6/24/14
Reviewed: 8/16/04, 10/3/08, 7/9/10, 8/5/11, 7/17/12, 8/7/13, 6/10/15, 7/20/16, 6/20/17

b. Resource information room procedure

To check out a book:

- i. Find book needed.
- ii. Remove blue card from pocket.
- iii. Write name, phone number, and date on card.
- iv. Place card in "books out" box.
- v. Keep books one week.

When returning book:

- i. Find blue card in box.
- ii. Put a line through your name, etc.
- iii. Place card in pocket of book, usually at back.
- iv. Place book back on shelf.

If books are not returned properly within one week, students will be charged \$1.00 per week until book is returned. If book is not returned within six weeks, **total** price of book will be charged.

1/8/97
Revised: 6/16/06
Reviewed: 8/28/01, 4/10/02, 7/31/03, 8/16/04,
8/16/05, 8/3/07, 10/3/08, 6/15/09, 7/9/10, 8/5/11, 7/17/12, 8/7/13, 6/24/14, 6/10/15, 7/20/16,
6/20/17

2. Lab/Classroom Etiquette Policy

- a. No visitors and/or family members are allowed in the nursing suite. Guests must go directly to the main office. We cannot disturb classes. No personal phone calls can be accepted at any time other than extreme emergencies.
- b. Reminder: **no** smoking in building or on the grounds.
- c. No student nurse is allowed on or in the lab beds unless purposefully practicing procedures with the instructors or peers.
- d. Students using the lab equipment will leave the lab in neat, tidy, orderly condition when finished. Manikins, beds, equipment are all extremely costly. Great care must be used when practicing in the skills lab. Needle-stick precautions as instructed in Fundamentals of Nursing need to be followed.
- e. Electronic beepers, cell phones, etc. must be **TURNED OFF** during instructional hours and in the hallways. Exceptions are considered only at the discretion of the director.
- f. Safety regulations regarding standard precautions, OSHA regulations of blood-borne pathogens, disposal of needles, and locking of medications/injection devices will be strictly enforced.
- g. All instructional and related areas are to be left clean, neat, and tidy at the end of each class day.

Approved: 11/16/89
Revised: 6/95, 3/96, 9/97, 7/03, 8/05, 11/05,
6/15/06, 6/24/14
Reviewed: 8/00, 8/28/01, 4/10/02, 8/16/04,
8/3/07, 10/3/08, 4/15/10, 8/5/11, 7/9/12, 8/7/13, 6/10/15, 7/20/16, 6/20/17

3. Computer Lab Policy

- a. All students must review internet user's policy. Completed acceptable use forms must be signed and on file in the Practical Nursing Program office.
- b. Availability of computers is posted on each campus.
- c. No computer software may leave the instructional areas.
- d. No food or drinks are permitted in the computer areas.

Created: 8/30/99
Revised: 8/16/04, 8/16/05, 8/28/08, 6/15/09, 6/20/17
Reviewed: 7/31/03, 6/15/06, 8/3/07, 10/3/08, 8/5/11, 7/9/12, 8/7/13, 6/24/14, 6/10/15, 7/20/16

4. Internet Policy

The internet is a useful educational tool available for student use provided all of the following steps are completed. All of these steps must be completed in order for the student to be eligible to use the internet at school.

The student must:

- a. Successfully complete the CCIU internet training course.
- b. Sign the CCIU acceptable use policy user contract.
- c. Return the CCIU acceptable use policy user contract to the director.

When the contract is signed by the student, it becomes legally binding. Violations of this policy will result in the loss of internet privileges for a period of time dependent upon the seriousness of the policy violation. In addition to suspension of privileges, other disciplinary actions may be taken. These include but are not limited to suspension, restitution, and referral to the appropriate law enforcement agencies.

5. Laptop Policy

In order to maintain the security and integrity of all CCIU networks and systems, student-owned laptops are to have a quality anti-virus program installed and is protected.

- a. The student's personal laptop must have a quality anti-virus program installed.
- b. The student must agree to keep all virus protections up to date and agree to do nothing that would compromise the school's network or systems. Violation of this policy may result in disciplinary action and the loss of computer privileges.
- c. The student must have a signed CCIU Internet Policy Contract on file in the school office.

Revised: 4/12/03, 4/20/04, 8/16/05, 6/15/06,
8/28/08, 6/15/09, 4/15/10, 7/9/12

Reviewed: 8/18/01, 8/7/02, 7/31/03, 8/16/04,
8/3/07, 10/3/08, 7/9/10, 8/5/11, 7/9/12, 8/7/13, 6/24/14, 6/10/15, 7/20/16, 6/20/17

CLASS RESPONSIBILITIES & ORGANIZATION

A. Class Responsibilities

1. Be a part of this school.
2. When you are a student nurse and a graduate nurse of the Practical Nursing Program, you represent our school and our nursing profession. Your behavior and speech **must** always be polite, considerate, gracious, and of the highest possible integrity.
3. Guidelines:
 - b. Keep classroom, lab, resource room, etc. clean and tidy.
 - c. Clean up after yourself every day.
 - d. Be supportive of classmates.
 - e. Be participative in class activities.
 - f. If you have a problem with someone's behavior, tell that person in private about your concern, using "I" phrases.
 - g. If you have a concern about this program, tell **us** about it.
 - h. If you have a concern with a faculty person, discuss it privately with that faculty person. If the issue is unresolved, discuss it with the director.
 - i. Contribute to the "Welcome" for next new class enrolling.
 - j. Contribute to graduation luncheon and ceremonies/festivities for upperclassmen.
 - k. Contribute to graduation plans for your own graduation.

B. Class Organization

1. Class Officers
 - a. President's role is to be a facilitator, facilitate the parliamentary procedures of class meetings, be a communicator, and be one who delegates.
 - b. Vice president's role is a facilitator, communicator, and delegator.
 - c. Secretary's role is to record content of class meetings and decisions. Pick up and distribute class mail daily.
 - d. Treasurer's role is to keep account of class money for graduation expenses.
 - e. Resource Room representatives assist with books, videos, software, suggestions of new purchases, communicate with upperclassmen and underclassmen. Assures computers are returned to cart properly.
 - f. Officers attend student/faculty liaison meetings to share class suggestions.
 - g. Officers attend all graduation ceremonies.

7/16/97
Revised: 8/30/99, 7/31/03, 4/15/10, 3/9/12
Reviewed: 8/28/01, 4/10/02, 8/16/04, 8/16/05,
6/15/06, 8/3/07, 10/3/08, 6/15/09, 7/9/10, 8/5/11, 7/9/12, 8/7/13, 6/24/14, 6/10/15, 7/20/16,
9/30/16, 6/20/17

2. Class Organization Policy

The organization of each class will create an opportunity for the student to:

- a. Share in the election process.
- b. Participate in parliamentary procedure.
- c. Practice democracy and leadership.
- d. Gain experience in group dynamics.

3. Bylaws

- a. Election of officers will be held by paper ballot approximately the third or fourth week of class.
- b. Each class will elect a president, vice president, secretary, treasurer, and representative to the library committee.
- c. Meetings will be held at stated intervals and between intervals, as necessary.
- d. Robert's Rules of Order shall be used for conducting meetings, with the president acting as facilitator and mediator.
- e. Officers automatically become members of the student/faculty liaison committee.
- f. Minutes of each meeting shall be recorded and maintained by the class secretary.
- g. Upper class members will organize welcome activities for newly enrolling students.
- h. Lower class members will organize special luncheon activities for graduating class.

8/15/91
Revised: 7/31/03
Reviewed: 6/95, 8/24/00, 8/28/01, 4/10/02,
8/1/04, 8/16/05, 6/15/06, 8/3/07, 10/3/08,
6/15/09, 8/5/11, 7/9/12, 8/7/13, 6/24/14, 6/10/15, 7/20/16, 6/20/17

4. Student/Faculty Liaison Committee

- a. Purpose. It is the intent of this committee to act as liaison between students and faculty of the Practical Nursing Program in order to:
 - i. Facilitate channels of communication between students and faculty.
 - ii. Bring to the attention of the faculty differences or gaps between theory and application of curriculum. Curriculum suggestions are welcomed from students but decisions are faculty responsibility.
 - iii. Establish basis for recommended policy changes for faculty review and comment.
 - iv. Discuss individual or group problems in relation to didactic or clinical experience.
 - v. Any student grievance, either individual or collective, that cannot be resolved by this committee may be appealed through the student grievance process.

- b. Membership. Membership shall consist of all elected class officers of each class. In addition, the program's staff, administration, and faculty members will be present.
- c. Meetings, suggested times. Representatives will meet a minimum of twice a year with other meetings as necessary or requested.
- d. Minutes. Minutes shall be kept and recorded by the Practical Nursing Program secretary and the class secretary.

10/15/91

Reviewed: 4/93, 8/99, 8/24/00, 6/15/06

Revised: 8/28/01, 4/10/02, 7/31/03, 8/16/04,

8/16/05, 8/3/07, 10/3/08, 6/15/09, 4/15/10, 8/5/11, 7/9/12, 8/7/13, 6/24/14, 6/10/15, 7/20/16, 6/20/17

5. Resource Information Committee

- a. The resource information committee shall be composed of at least two students from each class and one faculty/staff.
- b. Objectives:
 - i. Suggest needed resource acquisitions (books, videos, software).
 - ii. Develop a list of resource materials that should be deleted. The list is due yearly in June.
 - iii. Develop appropriate methods for disposing of deleted materials.
 - iv. Evaluate the resource information policy and advise changes as appropriate.
 - v. Monitor student bulletin boards and make changes and improvements.
 - vi. Develop a list of available videos for loan after \$5 refundable deposit is made.
 - vii. Review and maintain currency and relevancy of any audio/visual (visuals, software). Respect is given to high cost of videos.

Approved: 9/3/85

Revised: 9/90, 7/03, 6/06, 6/15/09

Reviewed: 4/7/99, 8/24/00, 4/10/02, 8/16/04,

8/16/05, 8/3/07, 10/3/08, 8/5/11, 7/9/12, 8/7/13, 6/24/14, 6/10/15, 7/20/16, 6/20/17

OPERATIONAL POLICIES/CODES OF CONDUCT

A. Student Rights Policy

Following the chain of command, the student should communicate directly with their primary instructor when a problem arises. The student in the Practical Nursing Program has the following rights:

1. The right to due process under the law.
2. The right to equal opportunity according to ability and interest without discrimination in employment, education programs, or activities based on race, religion, color, national origin, age, sex, qualified handicap, creed, marital status, or because a person is a disabled veteran or a veteran of the Vietnam era.
3. All privileges and responsibilities as stated in the program policies.
4. Access to student's own records.
5. The right to retake an individual course (academic and clinical) at a prorated fee.
6. The right to retake a complete level at the current tuition rate if clinical space is available.

Approved: 1981
Revised: 7/92, 4/93, 4/15/10
Reviewed: 4/10/02, 7/31/03, 8/16/04, 8/16/05,
6/15/06, 8/3/07, 10/3/08, 8/5/11, 7/9/12, 8/7/13, 6/24/14, 6/10/15, 7/20/16, 6/20/17

B. Student Grievance/Appeals Process

1. Purpose. The program recognizes that students have the right to request redress of complaints. Further, the program believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be recognized and appropriate appeal procedures provided.
2. Definition. For purposes of this policy, a student "complaint" shall be any such that arises out of actions that directly affect the student's participation in this approved educational program.
3. Authority. The program or its employees will recognize the complaints of the students provided that such complaints are made according to procedures established by program policy. Grievance beyond the first step of an academic nature or concerning clinical performance will be referred to the faculty committee-of-the-whole.

4. Steps of Due Process

- a. The student should first make the complaint known to the primary instructor most closely involved and both shall attempt to resolve the issue informally and directly. The director may be requested to assist in achieving a resolution.
- b. For complaints, which must move beyond the first step, the student shall prepare a brief signed written statement of his/her complaint within five school days which shall be set forth:
 - i. The specific nature of the complaint and a brief statement of the facts giving rise to it.
 - ii. The manner in which, and extent to which, the student believes he or she has been adversely affected.
 - iii. The relief sought by the student.
 - iv. The reasons the student feels he or she is entitled to the relief sought.
- c. The complaint may then be submitted, in turn, to the director, who will call a meeting with the student and the instructor within five school days. Each party will be given full opportunity to present evidence, explanations, and relevant witnesses.
 - i. Each meeting held in an attempt to resolve the concern will be in an objective manner. Accurate minutes will be recorded, read, reviewed, and signed by the student and the director at the completion of the meeting. A formal written documentation of the outcome of the meeting will be provided to the student.
 - ii. The student presenting the grievance may request to have a supportive representative in attendance as well as witnesses. The supportive representative provides **silent support**. Information presented at all meetings must be factual and objective. Voting will be done by written, secret ballot, counted by the director and one other member of the group. Decisions are not to be made arbitrarily or in a capricious manner.
 - iii. Grievance of an academic nature or concerning clinical performance will include the faculty committee-of-the-whole based on availability (at least three faculty members will be present).
- d. If the issue is not resolved, the student filing the grievance may submit a brief signed written statement with the facts giving rise to the complaint to the Division Director of Career Technical and Customized Education within five school days, who will call a committee meeting within five school days with the director, the faculty involved, the student with the complaint, and all parties concerned. All will be afforded the opportunity to be heard personally with evidence, facts, and witnesses. A vote will be held. The parties concerned will be notified of the results.
- e. The decision of the Division Director will be final. (Chester County Intermediate Unit, 455 Boot Road, Downingtown, PA 19335.)
- f. Cases with legal implications or those requiring the intervention of the Chester County Intermediate Unit Board of Directors and the Chief Executive Officer of

the Chester County Intermediate Unit must be presented through the appropriate legal channels of the School Board.

Approved: 9/90

Revised: 4/12/04, 8/16/04, 8/05, 6/20/17, 9/19/17

Reviewed: 7/97, 8/24/00, 4/10/02, 6/15/06,

8/3/07, 10/3/08, 6/15/09, 8/5/11, 7/9/12, 8/7/13, 6/24/14, 6/10/15, 7/20/16

C. Professional Conduct and Accountability Policy

1. The student nurse's behavior, dress, and conversation are to be of the highest professional quality at all times. The student represents our school, our program, and the nursing profession. As a result, integrity, dependability, and reliability are expected. All nursing care is to be delivered with utmost accountability. Any behavior less than this will be addressed by the director and the faculty committee-of-the-whole and may lead to a dismissal from the program.
2. Students are expected to conduct themselves with integrity and dignity at all times including professional behavior, language, and clothing. If a student uses poor judgment in his/her behaviors/language, suspension from the program will be considered.
3. Confidentiality is expected to be maintained at all times as outlined in the confidentiality policy (see Student Handbook appendix). A student found to have violated this policy will be subject to disciplinary action, up to and including dismissal from the program.
4. Deepest of respect must be shown to administrators, staff, faculty, all students here in school, and to staff and patients/families in all clinical facilities. Any insubordinate behavior will not be tolerated and will require intervention of the director. Two documented episodes of insubordination will result in dismissal from the program.

8/89

Reviewed: 4/93, 8/24/00, 4/20/04, 8/16/05, 6/15/06, 6/15/09, 6/20/17

Revised: 6/94, 7/97, 8/30/99, 4/10/02, 7/31/03, 10/3/08, 8/5/11, 7/9/12, 8/7/13, 6/24/14, 6/10/15, 7/20/16

D. Counseling Program

1. Philosophy. The faculty believes that counseling is an inherent part of the educational program and that counseling should be available to the student on a prescribed schedule and as requested by the student or faculty member.
2. Objectives. Through counseling the student will:
 - a. Understand and be informed of progress in the program and be encouraged to develop the ability to evaluate self.
 - b. Develop the ability to be self-directive and grow professionally.
 - c. Develop good personal relationships and be provided assistance with personal problems.
 - d. Develop techniques in finding employment and evaluating job opportunities.

3. Counseling Procedures

- a. The instructor and/or director hold informal clinical conferences with each student throughout the program.
- b. Informal conferences with the student are planned by the instructor at the conclusion of each clinical evaluation.
- c. Additional conferences relating to academic progress, clinical progress, and/or personal concerns are held by the director or instructor as necessary.
- d. In the event of any clinical, academic, or personal problems, the student should follow the chain of command by speaking directly with his/her primary instructor.
- e. All faculty members are available during the school day for counseling as needed.
- f. If the need for professional counseling should arise, the student will be referred to appropriate counseling services. The program has an agreement with EAP, West Health Advocate Solutions, Inc. Their contact number is 1-877-240-6863. Website is: HealthAdvocate.com/members. Email is: answers@HealthAdvocate.com. Students may request information from any faculty or school staff member.
- g. Director will counsel student in job interview, job evaluation, and job maintenance techniques.

7/88 Revised: 4/93, 4/04, 8/16/04, 3/29/2012, 10/17/17
Reviewed: 6/15/06, 8/3/07, 10/3/08, 6/15/09, 8/5/11, 7/9/12, 8/7/13, 6/24/14, 6/10/15, 7/20/16, 6/20/17

E. Termination and Suspension

1. Commitment Contract. Before enrollment to the Practical Nursing Program the enrollee must sign a commitment contract which is a contract of understanding between the student and the school specifying certain anticipated behaviors. Failure of the student to comply with any of the statements of anticipated behaviors may result in termination or suspension from the program.
2. Guidelines
 - a. Each level or course may only be repeated once. A maximum of two re-enrollments related to course failure are allowed in the entire program. A student in the final level of the program (Level IV) may request consideration to re-enroll in Level IV (i.e. Enrolling in Level IV will exceed the maximum of two re-enrollments). This request will be evaluated by the director and faculty (represented by at least 50% of the practical nursing program faculty) based on the information presented by the student and information contained in their academic record. The decision will be determined by a written vote of this group. See the section under "Promotion" for faculty counseling throughout this process. Dismissal will result if academic/clinical failure exceeds the above limits set.
 - b. After two consecutive warnings, any student who continues to jeopardize the patient's health and/or safety will be terminated.
 - c. Repetitive tardiness or unexcused absenteeism may result in termination after participating at least once in the tribunal and exceeding 21 hours of absence per level in accumulated absences.
 - d. Any student convicted of a crime may be terminated at the discretion of the director. (Refer: Practical Nursing Law, P.L. 1295.)
 - e. Any student who continues to display abusive, disruptive or unprofessional behavior or uses profane or vulgar language to faculty, staff, or patients after

guidance has been provided to correct such demonstrated deficient behavior will be terminated from the program.

f. Termination or suspension can occur in relationship to the discipline code.

3. Definitions

- a. Termination means immediate dismissal from the Practical Nursing Program.
- b. Suspension may be defined as dismissal from the program not to exceed five days in duration at any one suspension period. The director will determine the time.
- c. Counseling is generally considered a function of the faculty; however, the director may enter into the counseling process upon request by the student or faculty.
- d. Unprofessional behavior is defined as unethical behavior or breach of the Practical Nursing Code of Conduct.

Reviewed: 4/90, 4/93, 8/24/00, 4/10/02, 8/16, 8/3/07, 10/3/08, 6/15/09, 8/7/13, 6/24/14

Revised: 8/30/99, 7/31/03, 4/20/04, 8/16/04, 6/15/06, 4/14/10, 8/5/11, 7/9/12, 6/10/15, 7/20/16, 6/20/17

F. Drug/Alcohol Abuse Prevention Policy

1. Controlled Substance Policy

- a. All enrolling students are required to obtain a drug test at MedCenter 100 within three months of enrollment. The applicant incurs the cost. The procedure to follow is:
 - i. Report to MedCenter 100 with photo ID and your payment.
 - ii. Complete confidential drug testing consent form.
 - iii. Results will be reported to the Chester County Intermediate Unit Practical Nursing Program administrative office.
 - iv. All test information will remain confidential.
 - v. Positive results may result in inability to enroll in the program. The director has the final decision.
- b. Random or periodic drug testing can occur. Positive results can result in immediate dismissal.
- c. A "dilute" drug test may be repeated only once within 24 hours. A second dilute is viewed as a positive result.
- d. A student shall not knowingly possess, use, transmit, sell, distribute, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, inhalant, or any controlled substance of any kind:
 - i. On the school grounds.
 - ii. Off the school grounds at any school activity, function, or event.
 - iii. On any vehicle designated or used by the school for transport of students.
 - iv. Off the school grounds at any designated clinical sites.

- e. Use by the student of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule.
- f. Violations of the controlled substance regulation may be reported to the local police authorities. It is mandatory that any student violating this policy be evaluated by an outside consultant. That student must follow the assessor's recommendation for treatment. Failure to comply with the assessor's recommendations may result in an inability to re-enroll in school.

2. Definitions

- a. Controlled Substance. This terminology means a controlled substance in Schedule I through V of Section 202 of the Controlled Substance Act (21 USC812) and as further defined by regulation of 21 CFR1300, 11 through 1300.15. Examples include:
 - i. Opiates (e.g., heroin, morphine, codeine, methadone)
 - ii. Cocaine
 - iii. Cannabinoids (e.g., marijuana, hashish)
 - iv. Amphetamines
 - v. Barbiturates
 - vi. Other narcotics and hallucinogens (e.g., Phencyclidine (PCP), Methaqualone (Quaalude), and Peyote (LSD))
 - vii. Benzodiazepines (e.g., Valium, Librium)
- b. Also, encompassed by these definitions are substances not sold as drugs or medicines, but that are used for mind- or behavior-altering affect.
- c. Conviction. This term means a finding of guilt (including a plea of nolo contendere) or imposition of sentence or both by any judicial body charged with the responsibility to determine violations of federal or state criminal drug/alcohol statutes.
- d. Drug-Free Workplace (federal definition). This terminology means a site for the performance of work done in connection with a specific grant at which employees of the grantee are prohibited from engaging in the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance.

Adopted: 7/19/89 Revised: 7/31/03, 8/16/05, 8/18/08, 4/15/10, 5/4/15, 6/20/17, 9/19/17
 Reviewed: 8/16/04, 6/15/06, 8/3/07, 6/15/09, 8/5/11, 7/9/12, 8/7/13, 6/24/14, 6/10/15, 7/20/16

Chester County Intermediate Unit, sponsor of the Practical Nursing Program, has an established drug abuse prevention/drug-free workplace policy which is presented to all new employees.

Chester County Intermediate Unit Practical Nursing Program and satellite site operates drug-free campus with signs posted and established policies and procedures published and distributed to all faculty and students annually (included in the student handbook). Possession, use, or distribution of illegal drugs and alcohol by students on campus or school-related activities is absolutely forbidden.

3. Administration, faculty, and students of the Practical Nursing Program share the responsibilities to identify and constructively deal with addictive diseases. To function professionally and effectively, students must be drug free and recognize the ethical, moral, and legal obligation to report peers in need of addictive disease assistance.
4. The unlawful use of illicit drugs and alcohol abuse may result in dismissal from the program and will result in sanctions and referral for prosecution.

5. Drug/Alcohol Agencies Funded by Chester County Drug Commission

COAD (Chester County Council on Addictive Diseases)	610-363-6164
Help Counseling Center, Phoenixville	610-933-0400
Help Counseling Center, Kennett Square	610-444-0555
Help Counseling Center, Downingtown	610-873-1280
Center for Addictive Diseases, Exton	484-565-1130
Outpatient Gaudenzia, Coatesville	610-383-9600
Chester County Drug/Alcohol Commission, West Chester	610-344-6620

6. Additional Information

PA Nurse Peer Assistance Program (PNAP)	1-877-298-7627
Center for Substance Abuse and Treatment Hotline	1-800-662-HELP
National Clearinghouse for Alcohol and Drug Information	1-301-468-2600

7. Procedure for Students in the Nursing Program

All applicants are informed of the crime rate on campus and Pennsylvania State Board of Nursing law.

- a. If faculty/student suspect drug abuse, submit written documentation of questionable behavior to director.
- b. Questionable behavior is defined as:
 - i. Accident causing school damage
 - ii. Injury requiring greater than basic first aid
 - iii. Involvement in an incident causing harm or potential harm to a client
 - iv. A verbal/physical altercation
 - v. Slurred speech
 - vi. Alcohol breath odor
 - vii. Unsteady gait/movement
 - viii. Unusual behavior
 - ix. Possession
- c. If administration decides to have student tested, he/she will be tested immediately (at the student's expense if positive) at any FDA approved laboratory (to be chosen by Practical Nursing Program staff) in the presence of a faculty member. Student is suspended pending results. Refusal results in immediate dismissal.

- d. If positive, student is expelled from the program.
 - e. Re-application may be entertained by faculty after one year and receipt of certification of successful completion of treatment and rehabilitation. As a last chance agreement, the student must agree to random body fluid testing through to graduation (cost at student's expense). Refusal results in denial of re-admission application.
 - f. If a student voluntarily informs faculty/administration of a personal substance abuse problem:
 - i. Faculty submits written notice to administrator.
 - ii. Student will sign an individualized contract stating terms of expected treatment/continued enrollment in program.
 - iii. Continued enrollment is based on the assessment of Employee Assistance Program (EAP) and Peer Nurse Assistance Program (PNAP). Failure to comply with treatment prescribed by EAP and/or PNAP results in immediate dismissal.
8. Procedure for Return to School
- a. Student attends AA/NA meetings, showing attendance documentation to faculty. School may require a minimum number of meetings per week.
 - b. Random body fluid testing can be expected with faculty in attendance.
 - c. Student avoids over-the-counter medication and prescription mood-altering medication that could alter random urine test results.
 - d. Student's physician will submit in writing proof of student's medical ability to return to school. (Student does **not** begin school unless letter is in file.)
 - e. Student's therapist will submit in writing proof of student's psychological ability to return to school, proof of the student's participation in formal treatment, and identification of all substances upon which the student has been dependent in the past. (Student does **not** begin school unless letter is in file.)
 - f. This monitoring agreement which continues for entire length of program may be reviewed and revised upon request of either party.
 - g. Progress reports may be requested by administrator/faculty periodically.
9. Additional information of laws/references available upon request.
10. This drug/alcohol abuse prevention policy is presented to faculty and students annually and reviewed every second year.

1/22/97 Revised: 6/98, 7/03, 8/05, 8/18/08, 4/15/10, 11/10/14, 6/20/17, 9/19/17
 Reviewed: 6/15/06, 8/3/07, 6/15/09, 8/5/11, 7/9/12, 8/7/13, 6/30/14, 6/10/15, 7/20/16

G. Academic Honesty

1. The program has faculty/student guidelines in place for academic honesty. Below are examples of obvious and less obvious cheating. The list is not meant to be inclusive.
 - a. Obvious cheating includes the use of cell phones or other electronic devices; writing on body parts or other items, such as a cheat sheet or a clipboard with data left in easy view; looking at another person's paper or allowing someone to look at yours; talking during a test; leaving classroom for bathroom or any other reason; paper or pencils out during test review.
 - b. Less obvious cheating includes obtaining specific guidance from any student or graduate regarding specific test information; plagiarism (using the majority of words from another document without crediting the author of the document).

2. The faculty adheres to the following guidelines for testing:
 - a. Student desk is clear.
 - b. Only things on desk should be #2 pencil and a calculator that the faculty provides.
 - c. **NO CELL PHONES OR OTHER ELECTRONIC DEVICES.**
 - d. No book bags.
 - e. All personal items in front of classroom, i.e., water bottles, coats, book bags.
 - f. Time and date of the test will be announced.
 - g. Late arrivals will only have the allotted time to take the test.
 - h. Students cannot share calculators.
 - i. Students may not leave the classroom during the test.
 - j. No talking during the test.
 - k. No roving eyes during test.
 - l. Students are to cover their own tests.

3. Also, review Discipline Code – Cheating/Plagiarism. If you observe cheating, it is your responsibility to report the incident to the faculty immediately. The incident should not be discussed with fellow classmates. After reporting the incident, your job is complete. Confidentiality will be maintained. Conversation regarding the event will be seen as unprofessional behavior and could result in disciplinary action.

DISCIPLINE CODE

REGULATIONS ON STUDENT DISCIPLINE

1. Student Conduct

- a. An orderly atmosphere is the atmosphere which is most conducive to learning. To this end, the Practical Nursing Program, has developed a set of rules to govern student behavior. We refer to it as the discipline code. It contains a system of corrective measures for students who violate that code. The major forms of corrective measures include student/teacher conferences, student/administrator conferences, suspensions, and expulsion.
- b. The intent of this code is to provide students with a definition of the limits of acceptable behavior and to equip school personnel for their disciplinary responsibilities. The code shall be interpreted by the administrator and his/her designees in a manner which they deem just, given the circumstances of the individual case. Additionally, students must understand that administrators shall have the authority to prescribe other reasonable disciplinary action which they find warranted by situations not covered by this code.
- c. A concerted effort will be made to precede most suspensions (except for very serious infractions, such as fighting, drug or alcohol involvement, weapons offenses, etc.) with alternate disciplinary measures. There are certain behaviors, however, which cannot be tolerated. At the Practical Nursing Program, students who exhibit those behaviors must be removed from the school environment for their own improvement as well as the welfare of the entire school community.
- d. The student is expected to read the discipline code, become familiar with it, and follow it. We will answer your questions and help you to understand it. **The code will apply to you while you are in school, on field trips, participating in extracurricular activities, clinical, or any other school-sponsored activity.**

2. Exclusions from School

Exclusions from school for disciplinary reasons may take the form of either suspension or expulsion.

- a. Suspension is exclusion from school for a period of one to five days. Suspension may take the form of external (out of school or internal (in school) suspension.
 - ii. External suspension. The student is excluded from class and extracurricular activities and is not permitted at clinical or on the Chester County Intermediate Unit Practical Nursing Program, the Chester County Technical College High School Brandywine Campus property or the Chester County Technical College High School Pennock's Bridge property.

Due process requirements for suspension:

- i. For out-of-school suspensions not exceeding three days, the student is informed orally of the reasons for the suspension and is given a chance to respond.
 - ii. For out-of-school suspensions exceeding three days up to five days
 - The student is informed orally of the reasons for the suspension and is given a chance to respond.
 - Sufficient notice of the time and place of an informal hearing must be given.
 - There is a right of the student to speak and produce witnesses on his or her own behalf.
 - The program must offer to hold the informal hearing within the first five days of suspension.
 - iii. In all suspension cases the student has the responsibility to make up exams and work missed. These days will count as absences and apply to the attendance policy. Test make-up policy will be in effect.
- b. Expulsion. Permanent expulsion from school rolls. All expulsions require a formal hearing with the director of the program and the Division Director of Career and Customized Education of the Chester County Intermediate Unit if requested. Due process will be adhered to as outlined in the Practical Nursing Program Student Handbook.

Expelled students will not be re-admitted following expulsion.

Student Discipline Philosophy

Chester County Intermediate Unit Practical Nursing Program believes in a safe school environment, one that fosters an atmosphere of mutual respect and trust, and allows all students to develop to their fullest potential. An orderly school environment requires a code of conduct that clearly defines the individual responsibilities, classifies unacceptable behaviors and provides appropriate disciplinary responses. The student code of conduct:

- Is preventive in nature
- Promotes self-discipline
- Concerns itself with the welfare of the individual as well as that of the school community as a whole
- Promotes a close working relationship between students and the school staff
- Discriminates between minor and serious offenses, as well as between first time and repeated offenses emphasizing that this is a nursing program
- Promotes disciplinary responses that are appropriate and timely to the misbehavior
- Is cumulative in progression. This means that each time there is an additional disciplinary infraction, the offense is considered to be a higher-level offense, resulting in more stringent consequences. This is known as progressive intervention
- Focuses on the nursing student's professional development
- Is administered by all in a way that is fair, firm, reasonable and consistent
- Complies with the provisions of federal, state, and local laws

Cheating/Plagiarism

1. Cheating means any attempt to mislead by deception or to obtain by fraud or deception with the intent to gain by doing so, i.e., copying assignments from others, lending one's own work for the purpose of aiding another to cheat, giving or receiving aid during the testing period. For each offense a failing mark will be given for the assignment. A student/director conference will occur. Repeated offenses may result in a suspension or recommendation to the Board for expulsion.
2. Plagiarism means any act of using, without acknowledgement, the ideas, writings, or inventions of another, either word for word or in substance, and representing them as one's own, i.e., failure to use quotation marks, footnotes, or bibliography to indicate material used directly or substantially from other sources in written and oral reports. The following actions will be taken for plagiarism:
 - a. First offense: A failing mark of zero will be given for that assignment.
 - b. Second offense: A failing mark will be given for that course and could result in a recommendation to the Board for expulsion.

All incidents of plagiarism will be reported. Complete records will be maintained.

Discipline Procedures

The discipline code shall be interpreted by the program director and their designees in a manner, which they deem just, given the circumstances of the individual case. In addition, students must understand that administrators shall have the authority to enforce other reasonable disciplinary action, which they find warranted by situations not covered.

Student discipline at CCIU PNP will be assessed as falling into one of four levels of inappropriateness. Each level is explained below along with examples. Each level also contains progressive intervention methods to address continued inappropriate behavior.

Level I – Level I offenses represent misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school and any other offense considered to be Level I by the administration. These offenses will typically be handled by individual staff members, but may require the intervention of other school support personnel, such as school administrators. Repeated violations will elevate to a Level II offense. Examples include, but are not limited to:

- Electronic device violation
- Dress code violations
- Lateness
- Profanity
- Infringing on the educational rights of others
- Sleeping in class
- Inappropriate display of affection
- Unpreparedness for class

Possible Interventions: Up to one (1) day suspension, verbal reprimand, counseling, or withdrawal of class/school privileges. Repeated violations will elevate to a Level II violation.

Level II – Level II offenses are misbehaviors on the part of the student whose frequency or seriousness tends to disrupt the learning climate of the school. Also, any other offense considered being level II by administration. These infractions, which may be a result from the continuation of level I offenses, require the intervention of the school administration. Examples include, but are not limited to:

- Insubordination
- Forgery
- Obscene conduct
- Parking violations
- In unauthorized area
- Horseplay
- Misuse of the Internet

Possible Interventions: Up to two (2) day suspension, behavior support, counseling, or behavior contract. Repeated violations will elevate to a Level III offense.

Level III – Level III offenses are acts directed against persons or property that endanger the health or safety of the student him/herself or others in the school. Also, any other offense considered being Level III by administration. Some of these acts are considered criminal and may involve local law enforcement. Examples include, but are not limited to:

- Theft
- Fighting
- Tobacco violation
- Threatening/intimidation
- Harassment
- Hazing
- Jeopardizing the safety of self or others
- Ethnic/racial intimidation
- Reckless use of automobile
- Inciting a Level III behavior of another student
- Major misuse of Internet
- Computer use violation
- Simple assault

Possible Interventions: One to ten day out of school suspension, behavior contract determined by the severity of the violation, police involvement/report and/or recommendation for removal from school. Repeated violations will elevate to a Level IV offense.

Level IV – Level IV offenses often represent acts of intentional violence to another person or property, or which poses a threat to the health, safety and welfare of others in the school. Also, any other offense considered being Level IV by administration. These actions necessitate immediate action by the school administration. Examples include, but are not limited to:

- Sexual assault
- Assault resulting in serious injury

- Possession, use, sale or distribution of alcohol or controlled substances or paraphernalia
- Directly striking, pushing, or threatening an employee
- Arson
- Possession of an explosive device
- False fire alarm
- Terroristic threats/acts
- Risking a catastrophe
- Inciting a Level IV behavior of another student
- Possession and/or use of tobacco on school grounds
- Theft/possession of stolen property (major)
- Commission of any other act punishable under the PA Crimes Codes
- Possession of deadly/offensive weapons
- Any attempt to compromise or attach the Intermediate Unit server or network

Possible Intervention: Out of school suspension, police involvement/report and/or recommendation for removal from school.

Disciplinary Actions

Out-of-School Suspension (OSS): out of school suspension is the removal of a student from the school for a period of one to ten (1-10) consecutive school days. A student suspended from the CCIU program may not attend classes, clinical or any school-related activity and are not permitted on CCIU property for the duration of the suspension. In all suspension cases, students are responsible for making up assignments and exams under the guidelines established by the teacher and/or administrator.

Expulsion – Student is dismissed from the CCIU program.

Re-admittance Following Expulsion – Re-admission may be considered following the normal acceptance process.

Appeal Process – Students have the right to appeal any disciplinary action through the program director or designee.

Definitions

Arson - Arson is defined as intentionally starting a fire or causing an explosion or aiding/counseling/paying another to cause a fire or explosion.

Aggravated Assault - An unlawful attack by one person upon another in which the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness. This also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease) by biting, spitting, etc.

Simple assault - is the unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Fighting (Mutual Altercation) - A student confrontation with another person in which the altercation is mutual, requiring physical restraint or resulting in injury or property damage. If the incident does not rise to that level, the incident should be classified as minor disruptive behavior or a minor infraction. Mutual participation in a fight involving physical violence, where there is no one main offender and no major injury. This does not include verbal confrontations, tussles or other minor confrontations. Law enforcement officers may refer this offense as simple assault.

Bullying - Defined as an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of an Intermediate Unit school, class or program.
4. Bullying, as defined in this policy, includes cyber bullying.

Cyber Bullying - Defined as the use of any electronic communications devices to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses, insults or humiliates another student or students in a severe, persistent or pervasive manner that results in any of the bullying effects enumerated in this policy.

Harassment - Consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities

Sexual Harassment - Consists of unwelcome sexual advances; request for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of education aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's academic performance or creating an intimidating, hostile or offensive educational environment.

Hazing - Is defined as any intentional, knowing, or reckless act direct against a student that endangers the mental or physical safety OR causes willful destruction or removal of property with the purpose of gaining or maintaining membership into an organization.

Controlled Substances - Students are prohibited from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on Intermediate Unit property, at any program or activity sponsored by the Intermediate Unit, and during the time spent traveling to and from programs and activities sponsored by the Intermediate Unit. For the purpose of this policy, controlled substances are defined as: all controlled substances prohibited by federal and state law, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law, prescription or patent drugs. For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

See the PNP drug policy in the Student Handbook.

Tobacco - Tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form or look-alike of any of the above. The school prohibits tobacco use and possession by students at any time in a school building and on any property or school transportation. Students are prohibited from possessing tobacco in personal vehicles when on school property. The school prohibits tobacco use and possession by students at school sponsored activities that are held off school property. Disciplinary measures include issuing citations for which conviction could result in fines plus court costs and/or out of school suspension.

Theft - All crimes in which a person intentionally and fraudulently takes personal property of another without permission or consent. Robbery (taking by force), burglary (taken by entering unlawfully), and embezzlement (stealing from an employer or organization) are all commonly thought of as theft, they are distinguished by the means and methods used, and are separately designated as those types of crimes in criminal charges and statutory punishments.
to take or appropriate without right or leave and with intent to keep or make use of wrongfully

Extortion - Extortion is the act or practice of obtaining or attempting to obtain money or property from a person by intimidation, threat or force.

Intimidation - Intimidation is, in most cases, any attempt to influence the behavior of another by threat or by the appearance of a threat.

Vandalism - Vandalism means any act of intentional or reckless damage to the property of another or an attempt to damage the property of another or the causing of damage while committing an act contrary to this code or to the law. Graffiti is considered vandalism. Each person using school property, equipment or supplies is responsible for its proper use and care. Those charged with vandalism may be subject to legal action beyond that indicated here. For the purpose of this code, "property" means all school property, whether on or off school premises, and all personal property, either on or off school premises while the owner is engaged in school business.

Terroristic Threat - shall mean a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic Act - shall mean an offense against property or involving danger to another person.

“Weapon” includes, but is not limited to:

- Any knife, cutting instrument, cutting tool, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.
- Any firearm which is not loaded or lacks a clip or other component to render it immediately operable, and components which can readily be assembled into a weapon.
- Any destructive device, including any explosive, incendiary or poison gas bomb, grenade, rocket, missile ammunition or similar device.
- Any "look-alike" of any items listed above.
- Any item intended to be used or being used, offensively or defensively, to harm or threaten or harass students, staff members, parents or patrons.

Possession of a weapon is defined as a weapon being found on the person of a student, or under a student’s control, in a student’s possession, on school property or at any school activity, or when the student is traveling to or from school property or a school sponsored activity or when the student is using transportation service sponsored by the school.

CONFIDENTIALITY POLICY

Confidentiality is a patient's right and the responsibility of the nurse, nursing student, and health care team members. Any information in written, oral, or electronic form about a patient's physical, emotional, or mental health or treatment is considered confidential and should be shared only in a private area among healthcare providers involved in the care and treatment of the patient. This information must be handled discretely and privately and protected against theft, loss, or inappropriate disclosure.

Nursing students, by virtue of the educational process, will routinely have access to protected health information (PHI) of patients under their care at a variety of clinical agencies. In accordance with the requirements of the Health Insurance Portability and Accountability Act of 1996, nursing students will participate in annual educational review sessions regarding confidentiality and HIPAA regulations. Documentation of participation in the review sessions will be retained in the students file. Students sign a confidentiality agreement upon entrance into the nursing program which is retained in their file. Students will comply with the Confidentiality Policies and HIPAA regulations at the clinical agency where they are assigned for clinical lab.

Assignments that include patient-related information must be handled securely to avoid unnecessary or inadvertent disclosure and will not include patient identifying information.

Students suspected of violating patient confidentiality will be suspended from clinical and an investigation will be conducted by the Director. A student found to have violated patient confidentiality will be subject to disciplinary action, up to and including dismissal from the program.

APPENDIX B

CONFIDENTIALITY AGREEMENT

I, _____, affirm/reaffirm my commitment to protect the confidentiality of health information which I have access to by virtue of my nursing education. I have received education related to the Health Insurance Portability and Accountability Act and its associated regulations related to the confidentiality of Protected Health Information (PHI).

I understand that, throughout the course of my nursing education, I will have access to health information regarding patients under my care. I will consider this information confidential and handle all written, oral, and electronic communication of said information securely and privately.

I agree to seek assistance from the nursing faculty, if at any time, I am unsure of the proper way to handle communication related to health information. I understand that breaches of confidential health information, via written, oral or electronic means, are unlawful and may result in civil/criminal penalties and disciplinary action up to and including dismissal from the nursing program.

My signature below indicates that I understand the conditions of this agreement and my responsibility related to protection of confidential health information.

My signature also affirms that I have been provided with a copy of the Chester County Intermediate Unit Practical Nursing Program Confidentiality Policy and that I have read and understand the document, and that any questions related to this policy have been answered to my satisfaction. A copy of the Confidentiality Policy can be found in the Student Handbook.

Signature _____

Print Name _____

Date _____

Class # _____ PT09 _____

APPENDIX B (This page for informational use only. Student signs copy with orientation paperwork.)

Chester County Intermediate Unit Practical Nursing Program

Home Computer Requirements

Web Browser – Go to <http://www.getfirefox.net> and click on Download Firefox. Once you download Firefox, you need to load it on to your personal computer

Adobe Reader – Go to <http://get.adobe.com/reader/> and click on Download the latest version of Adobe reader. Once you download Adobe, you need to load it on to your personal computer.

MOODLE – Web Based Learning Platform

Web Address – <http://pnp-moodle.cciu.org>

Moodle User Name: _____

Moodle Password: _____

PNP Student E-Mail

E-Mail Access - <http://mail.pnp.cciu.org>

E-Mail Name: _____

E-Mail Password: _____

ATI

Web Address: <http://www.atitesting.com>

ATI User Name: _____

ATI Password: _____

Appendix E