

**WILLOUGHBY-EASTLAKE
SCHOOL OF PRACTICAL
NURSING**



STUDENT HANDBOOK

ADULT DIVISION

July/August 2019

Willoughby-Eastlake School of Practical Nursing

The purpose of Willoughby-Eastlake School of Practical Nursing is to prepare licensed practical nursing students to practice nursing to meet the dynamic health care needs of individuals and families within our community. Faculty facilitate the education of students in the art and science of nursing to provide ethical, holistic, and cultural competence in nursing in collaboration with a variety of health care systems. Nursing competencies such as safe skill and practice, clinical judgment, critical thinking, advocacy, and response to diversity are core components in the preparation of the nurse.

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OUR MISSION

Mission.....

The Northern Career Institute prepares students for a meaningful career and beyond.

FORWARD

Dear Student:

We are very happy that you have decided to pursue a nursing career at the Willoughby-Eastlake School of Practical Nursing. We hope that the time spent with us will be an exciting and challenging learning experience.

Please take a few moments to read through this handbook so that you are aware of procedures, policies, and responsibilities specific for nursing students. We would appreciate your signing and returning the last page of this handbook to your instructor.

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WILLOUGHBY-EASTLAKE SCHOOL OF PRACTICAL NURSING

ADULT DIVISION

HISTORY

The Willoughby-Eastlake School of Practical Nursing adult program opened its doors September 1962; to educate those interested in becoming practical nurses, and to help relieve the nurse shortage. The program has grown and developed to accommodate society growth and advancement of technology. Since then, there have been over 100 graduating classes.

In 1964, the Willoughby-Eastlake School City School District started a high school practical nursing program at the request of the Board of Education. This also assisted the growing community meet the need for health care providers.

Both the high school and adult programs are 900 hours in length. The first semester is mainly basic nursing theory and the introduction to patient care with hands-on experience. The second semester is devoted to hospital and patient experience, the instruction in medical-surgical nursing and advanced specialty areas.

Upon graduation from the high school and the adult program, the graduate is eligible to take the NCLEX Examination to be licensed as a Practical Nurse.

Willoughby-Eastlake has been dedicated throughout the years to educate nurses and to provide excellence in nursing at both the bedside and in the preventative health care settings under the auspices of a registered nurse, doctor, dentist or podiatrist. Our graduates have been successfully employed in hospitals, home health care, clinics, doctors' offices, private duty, nursing homes, prisons, and military. Many continue their education and become a registered nurse.

WILLOUGHBY-EASTLAKE SCHOOL OF PRACTICAL NURSING

PHILOSOPHY

The faculty believes that nursing education is a deliberate process of learning by the student interested in providing nursing care to others. In order to facilitate this learning process, we build our curriculum on these concepts:

WE BELIEVE.....

- **the person** is a holistic being who is an individual, a member of a family, a member of a local, regional, and world community. Each person possesses individual, physical, emotional, social, economic, and spiritual self-care requisites. Either self-care agency, dependent-care agency, or nursing-care agency can meet these self-care requisites.
- **health** exists when the person has the ability to meet self-care requisites that contribute to the maintenance and promotion of structural and/or emotional integrity, functioning, and development. **Illness** occurs when an individual is incapable of maintaining self-care as a result of health-related limitations.
- **society/environment** includes all internal and external factors which effect the person's ability to adjust or maintain self-care agency or meet self-care needs.
- **nursing** is a service of deliberately selected and performed actions to assist individuals to maintain self-care, including structural integrity, functioning, and development. These actions should be based on the organized approach of nursing process which includes the following:
 - collect and record objective and subjective data to facilitate the assessment of
 - the individual/patient in terms of self-care, development and health deviation requisites
 - identifying problems specific to the individual/patient and their unmet health care requisites
 - using a cooperative effort with the individual/patient to establish goals
 - establish a plan of care using appropriate members of the health care team and the individual/patient
 - implement the plan
 - evaluate and revise the plan of care as necessary
- **nursing education** is the process by which the nursing instructor facilitates the student's psychomotor, cognitive, and affective skills to attain an entry level of nursing knowledge and competency. Entry level practical nursing skills are learned through the use of integrated Technical and Academic Competencies.

Program Curriculum - The core of knowledge obtained in this curriculum is viewed as a basis for beginning practice in the nursing field. It is stressed to the student that as a member of a very dynamic profession, accountability for current knowledge is ever present. A continuous process of learning is emphasized because of constant changes within the study of the science of nursing.

LEGAL NAME OF SCHOOL, ADDRESS AND PHONE NUMBER

Willoughby-Eastlake School of Practical Nursing
34050 Glen Drive, Suite 2
Eastlake, Ohio 44095

440-602-5094

440-942-6983 FAX

1-800-750-0750 - Ohio Relay Service (TTY/Voice)

APPROVAL AND ACCREDITATION

The school is approved by the...

Ohio Board of Nursing
Ohio Department of Education,
Career and Technical Education
The Ohio Department of Higher
Education

The school is accredited by the...

Council on Occupational Education (COE)
(Accredited Institution)
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350

CONTROLLING AGENCY

Willoughby-Eastlake Board of Education
Superintendent of Schools: Steve Thompson

ADMINSTRATOR OF SCHOOL OF PRACTICAL NURSING

Lori Klonowski, M. Ed., BSN, RN

AFFILIATING AGENCIES

Breckenridge Village	440-942-4342
The Greens of Lyndhurst	440-460-1000
Lake Health	440-953-9600
LakeMed	440-357-1311
Wickliffe Country Place	440-944-9400
Lake County DD/Deepwood – Broadmoor School	440-602-1000

LIABILITY INSURANCE

Student Malpractice Blanket Liability provided by:	Mercer Health & Benefit Administration 1166 Avenue of the Americas New York, NY 10036
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ADMISSION REQUIREMENTS

1. All candidates for admission to the Willoughby-Eastlake School of Practical Nursing are considered on individual merits, without discrimination on the basis of age, creed, national or ethnic origin, race, color, sex, marital status, handicap, political affiliations or beliefs.
2. **Application**
 - a. Completed application.
3. **Education**
 - a. Candidate must have a high school diploma or passing G.E.D. scores.
4. **Pre-entrance Tests**
 - a. Passage of the ACT Work Keys Test with a score of Level 5 or above on *Applied Mathematics – Healthcare* and a score of Level 4 or above on *Workplace Documents*.
5. **Personal Qualifications**
 - a. References from two persons, preferably from an employer.
6. **Background & Screening**
 - a. BCI&I background check that meets compliance regulations with the Criminal Records Check Law in Ohio. Candidates who have not resided in Ohio in the past 5 years are also required to complete an FBI background check.
 - b. Negative Drug Screen on First Attempt
7. **Tuition**
 - a. Payment or securing of tuition prior to entry into the program.

American Disability ACT (ADA)

The Willoughby-Eastlake School of Practical Nursing supports the concepts embraced in the American Disability Act of 1990, Section 503 and 504 of the Rehabilitation Act of 1973. Enrollees must be able to successfully complete the academic and clinical objectives of the program in a timely manner, implementing the essential functions integral to the program. Individual, personal, and reasonable accommodations will be instituted to facilitate opportunities for the enrollee.

The following are the minimal physical and mental qualifications necessary to function as a practical nursing student within this vocational educational program.

- The ability to lift, move, or assist in moving clients of all age groups and weights up in the bed, into wheelchair, into bathroom and elsewhere within the healthcare organization.
- The ability to move around the client's room and in work areas efficiently, accurately, safely and in a timely manner.
- Visual acuity sufficient to observe and assess client's behavior, prepare and administer medications, and accurately read monitors.
- Auditory acuity sufficient to hear instructions, requests and monitoring alarms and to auscultate heart sounds, breathe sounds, and bowel sounds.
- Gross and fine motor abilities sufficient to provide safe and effective nursing care.

- Tactile ability sufficient for physical assessment, safe medication administration, and implementation of client care.
- The ability to provide effective written, oral and nonverbal communication with clients and their families, colleagues, health care providers and the public.
- The ability to speak, write and comprehend the English language proficiently.
- The ability to communicate via computer in the classroom and at clinical sites.
- Critical thinking ability sufficient in clinical environment for safe, prudent judgments.
- Interpersonal abilities sufficient to interact with individuals, families, groups, staff, faculty, and peers from a variety of social, emotional, cultural and intellectual backgrounds.
- Compassion, integrity, interest and motivation expected of a developing health care worker.
- The ability to adhere to ethical standards of conduct as well as applicable state and federal laws.
- Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner

The enrollee must be able to perform these essential functions with efficiency, accuracy, safely, and in a timely manner to successfully complete the program outcomes.

Physical and mental expectations are provided as a sampling and in no way is meant to be limited to or an inclusive listing of expectations.

PHYSICAL REQUIREMENTS

Performance	Standard	Examples of Necessary Activities (Not all inclusive)
Physical Strength	The ability to assist in lifting or moving clients of all age groups and weights	Lift up to 35% of recommended body weight, lifting up to 20# equipment and supplies, lift up to 50# position client, over 50# when transferring client
Mobility	The ability to move around the client’s room and in work areas	Stand and/or walk 6-8 hours a day; walk rapidly for a period from one area to another; bend or squat frequently; provide care for a client in an elevated hospital bed or stretcher; provide nursing care for client in a variety of positions requiring standing, stooping, bending, reaching and handling; perform one-man
Visual Acuity	The visual acuity sufficient to observe and assess client behavior, prepare and administer medications and read monitors	Observe client responses at a distance and close at hand; visually perceive three dimensional relationships and spatial relationships or objects; able to differentiate to color spectrum for color coding of charts and monitoring equipment.

Performance	Standard	Examples of Necessary Activities (Not all inclusive)
Auditory Acuity	Auditory acuity sufficient to hear instructions, requests and monitoring alarms, breath sounds and bowel sounds	Hear sufficiently to detect subtle changes in client's conditions; hear sufficiently to interpret various equipment signals
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	Perform physical assessment techniques including: inspection auscultation, palpation and percussion. Safely implement nursing procedures/skills in a timely and efficient manner. Calibrate and use equipment. Position and turn clients including pinch, grip, pushing and/or pulling carts/wheelchairs. Assisting in movement of clients, medical files and moving equipment. Preparation and administration of medications.
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, auscultation, percussion and functions of physical examination.
Touch	Ability to handle and manipulate; offer client care.	Those related to therapeutic interventions to and when offering standard nursing care measures.
Communication	The ability to provide effective written, oral and nonverbal communication with clients and their families, colleagues, health care providers and the public; the ability to speak, write and comprehend English proficiently.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and client responses. Give oral and written reports to other members of the health care team charting client data. Operate communication methods at the clinical site. Includes finger presses when keyboarding.
Critical Thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause and effect relationships in situations; develop nursing care plan for assigned client(s)
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, groups, faculty, staff and peers from a variety of social, emotional, cultural and intellectual backgrounds.	Establish effective rapport with clients, team members, peers and faculty.

Performance	Standard	Examples of Necessary Activities (Not all inclusive)
Social Behavior	Compassion, integrity, interpersonal skills, interest and motivation.	Develop a mature, sensitive and effective relationships with clients, peers, faculty and staff
Ethical Behavior	The ability to adhere to ethical standards of conduct as well as applicable state and federal laws.	Demonstrate behavior consistent with the practical nurse code of ethics
Stress Management	Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner	Effectively practice personal and professional behaviors in a therapeutic and constructive manner.

STUDENT HEALTH PROGRAM

The student health program is operated for the purpose of promoting and maintaining the health of the students. In order to better serve the health needs of the students, the following policies are in effect:

1. Health Screening Requirements to Attend the Clinical Portion

Screening	Description
MMR	A positive titers indicating immunity to Rubeola, Rubella, and Mumps
Varicella (Chicken Pox)	A positive titer for varicella ***Please note: having chicken pox does not provide evidence of immunity. A blood titer is required.
Hepatitis B	A positive titer for Hepatitis B
Tdap	Appropriate immunization records for (Tetanus, Diptheria, acellular Pertussis) is required and must be within the past 10 years

Negative TB Skin Test	A negative TB skin test using the standard two-step Tuberculosis test OR IGRA Blood Assay in the previous 12 months. If there is a Positive TB Skin Test, a chest x-ray is required to show evidence that there is no active disease.
Annual Influenza Vaccine	Influenza season is October through March (Obtain in the fall during flu season)
Physical Examination	A physical examination is required within the past 12 months.

*All negative titers will require updated immunizations

*Titers must have been drawn within the last 5 years or you will need to have them redrawn

*Students are required to submit a Background Check, Negative TB Skin Test & Physical Examination annually. Failure to provide updated records will result in clinical absence.

2. **General Health Policies**

Students will assume the financial responsibility for their own medical and dental care during the nine-month period.

It is advisable that students are covered by individual hospital health insurance.

In the event you have an accident or injury at home, on duty, at school, or while traveling to or from school, and are sent to the Emergency Room, you are to report this to the school in writing, giving a detailed explanation of the incident. Injuries incurred are to be reported to the instructor who will insure that a written report is sent to the school and the nursing supervisor. The student will be responsible for all liabilities. Both the school and affiliating agency are free of all liabilities.

Illnesses, injuries, and pregnancies are to be reported to the school in writing. Pregnant women must have written medical permission to remain in the program, including clearance to perform in the clinical setting with no limitations.

Emergency health care is available at the hospital, if necessary. However, this emergency cost and subsequent follow-up care through a private physician is at the student's expense.

When a student is treated by any physician, the student is to bring a statement from that physician as to the, limitation, and/or permission to return to duty.

Any health situation which could influence the effectiveness of the student must be brought to the attention of the faculty, i.e., diabetes, resistant infections, use of medications that affect judgment, etc. for the continuing welfare of the student, patient, and the school.

Emergency Procedure

If a student or staff member requires immediate attention for an accident or illness in the classroom or clinical setting, call 911 and request a paramedic if needed.

When the call is made, be sure to indicate:

- A. where the emergency situation is located (include cross streets, if applicable);
- B. telephone number where calling from;
- C. brief description of what happened;
- D. how many persons need help;
- E. what has been or is being done for the victim(s).

Be sure to be the last to hang up. The person in charge is to give clear, precise directions to those who need to be involved in the emergency and to clear the area of all unnecessary persons.

3. **Liability Insurance**

Students are required to have liability insurance of no less than \$300,000/\$1,000,000. The liability insurance is covered in the cost of the tuition.

ADVANCED PLACEMENT

Individuals who have previously obtained education and/or experience in nursing care may be eligible for advanced placement. The purpose of granting advanced placement is to prevent repetition of, and grant credit for, subjects in which the student is already proficient.

A. REQUIREMENT

The Director of Nursing reserves the right to evaluate past education and/or experience of the applicant(s) on an individual basis. The applicant(s) must meet the same requirements as all other students being admitted to the program.

The requirements include:

1. Completed application form
2. High School Transcripts or G.E.D. equivalency
3. Evidence of Meeting Health Screening Requirements
4. Two letters of reference
5. Payment or securing of tuition prior to entry into the program
6. Negative Drug Screen on First Attempt
7. BCI & I background check that meets compliance regulations with the Criminal Records Check Law in Ohio

Prerequisites for *eligibility and consideration* for advanced placement include the following:

1. Previous nursing education in an approved school of nursing
2. A course grade of "B" or above will be accepted for transfer credit
3. All credit must be 5 years or less to receive transfer credit
4. Official transcript required prior to start of class
5. The student who is interested in requesting advanced placement must be at a "Satisfactory" level clinically.
6. An official transcript of nursing courses completed must be on file in the student's record prior to the semester starting to receive transfer credit.

B. MILITARY EXPERIENCE

Any person with experience in the Armed Forces of the United States, or in the National Guard or in a reserve component that is seeking admission into the Willoughby-Eastlake Practical Nursing Program with advanced standing must notify the school as soon as possible with this intent. The applicant must:

1. Complete an application and submit 2 references
2. Provide the Administrator with documentation of military education and/or skill training.

This documentation will be used to determine whether any of the military education or skills training is substantially equivalent to the course offered.

FINANCIAL OBLIGATIONS

If at any time a student has a past due balance of tuition/fees, access to their student management account may be turned off (which includes access to grades). Students will not receive their final course grades until their account is paid in full. Students who are in the 1st semester will not receive their final grades and will be withdrawn from the program if their account is not paid in full by the final day of class. Once their account is paid in full they may apply for re-admission and will be re-admitted when a seat becomes available.

PROGRAM DESCRIPTION

Length is 36 weeks, exclusive of three (3) weeks vacation and holidays for the full-time day program and 46 weeks for the evening program. For the full-time day program, school hours may be between of the hours of 7:30 a.m. to 3:30 p.m., Monday through Friday. Clinical hours may be 5:45 a.m. to 3:30 p.m. or as clinical facilities are available. For the evening program, school hours are 5:00 p.m. to 10:00 p.m., four days a week, every day but Wednesday. Clinical hours will be as assigned and based upon clinical facility availability.

The First Semester is the first 18 weeks for the full-time day program and the first 23 weeks for the evening program.

Curriculum includes:

- Nursing Fundamentals
- Lifespan Development
- Nutrition
- Clinical Calculations
- Issues, Roles, and Professionalism
- Growth and Development
- Pre-Clinical Experience
- Introduction to Pharmacology

The Second Semester is 18 weeks in length for the full-time day program and 23 weeks in length for the evening program.

During the second semester, the students have theory and clinical experience in the nursing care of Medical and Surgical patients, integrated Diet Therapy, Pediatrics, Obstetrics, Geriatrics, IV Therapy and clinical experiences in a variety of health care settings. Students are rotated between the affiliating hospitals and clinical facilities.

Calamity Days – In the event Willoughby-Eastlake City Schools should close due to an unexpected calamity, hours missed from the practical nursing program will be added to the end of the semester. In the event the school building is closed, the student may be required to attend scheduled clinical time, at the school's discretion. Make-up hours will extend the current semester, which may extend the end date of the following semester.

CLASS REQUIREMENTS

- Students are responsible for obtaining assignments and classroom notes following an absence.
- Students will take the initiative in consulting their instructor regarding makeup work, tests, and/or any assistance needed with classroom work at any time during the program.

- **A maximum of two tests per semester can be made up. All other missed tests will receive a zero in the gradebook. Students are responsible for arranging test make up with their instructor.**
- Each student is expected to be punctual, attentive, and respectful in the assigned classroom and clinical areas. Maintaining a professional demeanor is essential.
- Students are to be suitably prepared with a working knowledge of material covered to date and equipped with textbooks and materials necessary for that class.

PARKING PERMITS

Due to the limited number of parking spaces it is necessary to regulate who is allowed to park on campus. Parking permits will be issued to all students who apply. The cost of the permit is \$1.00. Vehicles without parking permits may be towed at the owner's expense.

YOU MUST HAVE A PERMIT TO PARK ON THE NORTHERN CAREER INSTITUTE CAMPUS.

Rules and Regulations

1. Parking permit applications are available at the main office.
2. Parking at the Northern Career Institute is a privilege, not a right. Students must follow all traffic ordinances and drive their cars in a safe, mature manner and parking passes may be revoked with no refund given.
3. Parking spaces are filled on a first-come, first-parked basis every day.

VISITATION POLICY

To avoid interruption to instruction and for the safety of our students, visitors to students are not permitted in the building. This includes students' children.

VACATIONS & HOLIDAYS

Students follow the Northern Career Institute Calendar. Holidays will be noted on the calendar. Please consult with the instructor should there be a question regarding classroom or clinical time.

UNIFORM POLICY

Students in nursing should dress and maintain favorable personal appearance so that it will reflect in a positive manner upon themselves and the school. Students are to wear a royal blue scrub uniform, clean and in good repair, with closed shoes (shoes must be white in the clinical setting), and student ID badge to the nursing program and clinical sites daily. All uniforms must adorn the Northern Career Institute logo. Replacement of ID badge is the responsibility of the student at a cost of \$15.00. Students are required to return the building entry badge when they exit the program. Entry badges that are lost or not returned will result in a \$50.00 replacement fee.

Hair

- Worn off the collar
- Long styles, ponytails, and braids must be secured up on head and remain up while in uniform
- No extreme hairdos. Hair should be of natural color with no extreme hair colors
- **Males** - Beards and mustaches must be neat and well-trimmed

- No hats, bandanas, or head wraps/coverings

Cosmetics

- Deodorants are essential
- Perfumes, colognes and body powder are not permitted

Jewelry - The following is permitted:

- Wedding ring
- Watch with sweep hand
- One pair of post earrings--gold, silver, pearl, white, or blue, **are the only allowed visible body piercing. All other piercings must be removed, not covered, this includes tongue piercing.**
- Medalert bracelet or Medalert necklace
- *No neck chain may be worn*

Tattoos – **Must** be covered

Fingernails

- Nails are to be short, well groomed, and clean
- **No artificial nails or nail polish is permitted (e.g. acrylic nails, wraps, gels, etc.)**

Students that are in non-compliance with uniform regulations will be asked to leave the school setting or clinical site until they are in compliance. The time missed will be deducted from the student's attendance for that day.

Cell Phone Policy

Cell phones should be silenced during classroom instruction. Students should refrain from personal use of their cell phone during classroom instruction. No cell phones are permitted in the clinical setting.

Media Center

The media center is available to students before school after school hours.

Testing Policy

Each instructor will advise the student on test taking procedures. Cheating is a dismissible offense. **A maximum of two tests per semester can be made up. All other missed tests will receive a zero in the gradebook. Students are responsible for arranging test make up with their instructor.**

Change of Legal Name, Address, and/or Phone Number

It is the student's responsibility to notify the school secretary and clinical instructor of any change in the student's legal name, address, and/or phone number.

CONDUCT – STUDENT

Students are beginning professionals. Students begin to learn about the expectations of professional behavior from the first day of enrollment. One of the characteristics of a profession is the use of a code of conduct to guide decisions about behavior. A set of guidelines is useful because they make values, obligations, and limitations explicit. The guidelines can help with decision making but will not provide answers to all complex decisions. Students are encouraged to discuss questions and concerns about

conduct with instructors and peers. It is believed that the practice of nursing and the education of future nurses will be built upon integrity, a sense of responsibility, and self-discipline. Nurses are accountable for practicing within the framework of professional nursing standards (American Nurses Association, Scope and Standards of Professional Practice). It is a corollary that nursing students are expected to conduct themselves, both inside and outside of the School of Nursing, in a comparable fashion.

CIVILITY IS BEHAVIOR THAT: 1) shows respect towards others, 2) causes another to feel valued, and 3) contributes to mutual respect, effective communication and team collaboration. Our primary commitment is to learn from the instructors, from each other, from the materials and from our work. We acknowledge differences amongst us in values, interests and experiences. We will assume that people are always doing the best they can, both to learn the material and to behave in socially productive ways. By sharing our views openly, listening respectfully, and responding critically to ideas, we will all learn.

Most students exhibit appropriate behavior in class, but sometimes there is disagreement over the definition of “appropriate” behavior. Learning is a group activity, and the behavior of each person in class in some way or the other affects the learning outcomes of others. If we keep these thoughts in mind, the classroom experience will be a better one for everyone involved.

It is expected that all practical nursing students interact with each other, faculty, clients, staff and community based preceptors in a professional manner. Students are expected to demonstrate professional values such as:

- Assuming personal responsibility and being a conscientious student
- Interacting with peers, faculty, clients, staff and community based preceptors with courtesy and respect
- Work with peers and faculty in providing safe effective care
- Exhibiting a high standard of moral and ethical behavior

SCHOOL/CLINICAL EXPECTATIONS/CODES/POLICIES/REGULATIONS:

1. Violation of Policies, Rules and Regulations

No student shall violate any Willoughby-Eastlake Schools Board of Education policies or school rules and regulations. Students are responsible for becoming familiar with all policies, rules and regulations.

2. Unlawful Behavior

Students must follow all civil and criminal laws and regulations, including but not limited to: gambling, theft, weapons, inducing panic, extortion, blackmail, controlled substances, gang-related behavior, cyber-crime, trespassing, damaging school/private property, etc.

3. Bombs/Firearms/Weapons/Dangerous Instruments

Students shall not possess any form of weapon or object resembling a weapon (look-alikes). Students also cannot use routine items as weapons (i.e., pencils, combs, etc.).

4. Physical Aggression/Fighting

Students shall keep their hands, feet, and objects to themselves and under control at all times. Students are considered to be fighting when they punch, hit or act violently toward another student. If only one student punches or acts violently toward the other, the incident is considered an assault.

5. Assault

Students shall not cause physical harm to any school staff member, student, patient, clinical employee or visitor, through deliberate, inappropriate contact, by either the student, or object under the student's control.

6. Controlled Substances

Students shall not use, be under the influence of, possess, buy or sell, offer to buy or sell, or transmit drugs (prescription or non-prescription), alcohol, tobacco or electronic tobacco products. This clause also forbids the possession of paraphernalia (pipes, lighters, e-cigs, etc.) or items that resemble (lookalikes) any of these substances.

7. Harassment/Intimidation/Bullying

Harassment: Causing, or attempting to cause, by action or encouragement, threatening, intimidating (bullying), degrading, injuring, disrespectful, or abusive acts towards another person; including, but not limited to race, religion, disability, gender, or national origin.

Sexual Harassment: Conduct such as, but not limited to: unwelcome or uninvited sexual advances; insults; suggestive comments and demands; leering; subtle forms of pressure; requests for sexual favors; unwelcome or uninvited physical conduct or physical action of a sexual nature; inappropriate verbal, written, or pictorial conduct of a sexual nature.

Hazing: Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Stalking: Uninvited conduct (such as purposely following a person, purposely being in another person's location) that interferes with a person's right to a school environment free from intimidation and unhindered passage; directing uninvited behavior toward another person who does not want the perpetrator's attention.

Bullying: Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behavior is often repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power.

Cyber Bullying: Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying may include potentially hurtful text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Threats/Intimidation: Conduct (written, verbal, graphic or physical) that a student exhibits towards another individual that:

- Causes mental or physical harm or places an individual in an unsafe or threatening situation
- Creates an intimidating, threatening, or abusive educational environment
- May include electronically transmitted acts (e.g. Internet, cell phones, e-mail, social media, or wireless hand-held devices)

8. Inappropriate Contact/Sexual Conduct

Students shall not participate in any form of sexual contact. This involves consensual and nonconsensual behavior.

9. Inappropriate Language/Abusive Language

Students are prohibited from being verbally abusive, profane or vulgar in any form, including spoken or written words, pictures, electronic transmissions/posts, text messages, and gestures.

10. Disruption/Disorderly Conduct

Students must conduct themselves in a manner which contributes to a safe and orderly environment at all times. Student behavior should promote a positive, structured school/clinical environment and learning process. Any behaviors which disrupt the school/clinical environment, or detract from an instructor's ability to teach or a student's ability to learn can be considered disruptive and/or disorderly conduct.

11. Disrespect/Defiance/Non-Compliance/Insubordination

Students shall comply with staff directives the first time they are given. They shall follow directions without argument or other display of disagreement. Students are expected to act in a respectful manner towards all Willoughby-Eastlake employees, clinical site staff, students, patients and visitors.

12. Tardy

Students must arrive on time to school/clinicals/classes.

13. Academic Dishonesty/Falsification

Students must present only their own work for all assignments, avoiding plagiarism from peers, internet sites, previous authors, etc. Further, students cannot falsify documents including doctor's notes, legal documents, etc.

14. Property Misuse/Vandalism

Students must use personal and/or school-owned items for their intended educational purpose only. Students must not cause or attempt to cause damage, defacement, or destruction of private or school/clinical property.

15. Dress Code:

Students are required to be in uniform at all times on school and clinical property.

16. Electronic Devices

Students must follow staff directions with regard to cell phones and other electronic devices. Failure to follow staff directions shall be considered insubordination.

17. Repeated Offenses

Students who repeatedly violate the Code of Conduct may receive escalating consequences, up to and including dismissal from the program.

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

- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- (3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each patient.
- (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
- (6) At all times when a student is providing direct nursing care to a patient the student shall:
 - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
- (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
- (8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
- (9) A student shall not:
 - (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
 - (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

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

- (a) Engage in behavior to seek or obtain personal gain at the patient's expense;
- (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
- (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
- (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

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

(11) A student shall not:

- (a) Engage in sexual conduct with a patient;
- (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
- (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
- (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

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

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

- (a) Sexual contact, as defined in section 2907.01 of the Revised Code;
- (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Effective: 04/01/2017

DISMISSAL

Willoughby-Eastlake City Schools reserves the right to require, at any time, the dismissal of a student whose health, conduct, or level of achievement makes it inadvisable for the student to remain in the school. Willoughby-Eastlake City Schools reserves the right to summarily terminate any student's participation in any and all activities at any facility as a result of lack of competence or for any conduct or behavior which is considered by Willoughby-Eastlake School of Practical Nursing to be detrimental or hazardous to patients or staff or a violation of the facility's standards and policies. In the event of such termination, Willoughby-Eastlake City Schools will give notice to the student as soon as reasonably possible. Any further disciplinary action or appeal by the student will be limited to any applicable policies or procedures as set forth by the School.

Once a student is dismissed for any reason, re-admittance will be reviewed on a case by case basis, and may be denied.

Students must achieve 84% or above in all academic and clinical courses to progress through the program. Students *may not* repeat clinicals if below 84% or found to be unsafe in clinicals, and therefore, are dismissed from the nursing program without ability to return to the nursing program.

An affiliating facility may request dismissal of any student whose conduct may have detrimental effects on its patients, personnel or visitors. No readmission to this nursing program will be possible once dismissed for the above reason.

CHEMICAL ABUSE

Chemical/alcohol use and/or abuse, and/or a drug conviction are grounds for dismissal from the Practical Nurse Program.

A student shall not possess, use, transmit, sell, conceal or be under the influence of any alcoholic beverage or intoxicant, any of the drugs of abuse defined by Ohio Revised Code Section 3719.011 or any controlled substance defined by Ohio Revised Code Section 3719.41, or counterfeit controlled substance (as described in H.B. 535) on school grounds, at school sponsored or related functions or activities off school grounds or at any other time the student is subject to school authority. Examples of drugs of abuse and controlled substances include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, or other substances that could modify behavior.

Use of drugs authorized by medical prescription from a licensed physician shall not be considered a violation of this rule.

A student shall not possess, use, transmit, sell or conceal any drug of abuse on school grounds, at school sponsored or related functions or activities off school grounds or at any other time the student is subject to school authority.

In conjunction with Willoughby-Eastlake City Schools and Eastlake Police Department, drug dogs may be used to search any and all cars parked in the schools parking lots.

Students who are enrolled in the practical nursing program are subject to random drug screenings at the student's expense.

SMOKING

Smoking is **not** permitted at the clinical sites or on or around the Northern Career Institute campus. This includes electronic cigarettes, etc.

5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

Definitions of Terms:

"Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

- A. causes mental or physical harm to the other student; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, Intimidating, or Bullying" also means cyberbullying through electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

- A. causes mental or physical harm to the other student/school personnel; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, Intimidating, or Bullying" also includes violence within a dating relationship.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

A school-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Types of Conduct

Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- A. physical violence and/or attacks;
- B. threats, taunts, and intimidation through words and/or gestures;

- C. extortion, damage, or stealing of money and/or possessions;
- D. exclusion from the peer group or spreading rumors;
- E. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line sites (also known as "cyber-bullying"), such as the following:
 1. posting slurs on web sites where students congregate or on web logs (personal on-line journals or diaries);
 2. sending abusive or threatening instant messages;
 3. using camera phones to take embarrassing photographs of students and posting them on-line/otherwise distributing them;
 4. using web sites to circulate gossip and rumors to other students; and,
 5. excluding others from an on-line group by falsely reporting them for inappropriate language to Internet Service Providers.
- F. violence within a dating relationship.

The following procedures shall be used for reporting, investigating, and resolving complaints of aggressive behavior and/or bullying.

Complaint Procedures

Building principals, assistant principals, and the Superintendent have the responsibility for conducting investigations concerning claims of aggressive behavior and/or bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of Policy 5517.01 or feels s/he has been a victim of aggressive behavior and/or bullying in violation of Policy 5517.01 shall immediately report his/her concerns.

Teachers and other school staff, who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, s/he shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

All complaints will be promptly investigated in accordance with the following procedures:

Step I Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be presented to the building principal or assistant principal or the Superintendent. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator or Board of Education official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and should include the specific nature of the offense (e.g., the person(s) involved, number of times and places of the alleged conduct, the target of the suspected aggressive behavior and/or bullying, and the names of any potential witnesses). If the person filing the formal complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the formal complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators.

Step II The administrator/Board official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The administrator/Board official will arrange such meetings as may be necessary with all concerned parties within five (5) work days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board official conducting the investigation shall notify the complainant and parents as appropriate, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent.

Step III If the complainant is not satisfied with the decision at Step II, s/he may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten (10) work days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten (10) work days of the appeal being filed.

Documentation related to the incident, other than any discipline imposed or remedial action taken, will be maintained in a file separate from the student's education records or the employee's personnel file.

Publication of the Prohibition Against Harassment, Intimidation, and Bullying

At least once each year, a written statement describing the policy and the consequences for violations of the policy shall be sent to each student's custodial parent/guardian. The prohibition against harassment, intimidation, or bullying shall be publicized in student handbooks and in District publications that set forth comprehensive rules, procedures and standards of conduct for students. Information regarding the policy shall be incorporated into employee training materials. The following statement shall be included:

Harassment, intimidation, or bullying behavior by any student in the Willoughby-Eastlake City School District is strictly prohibited, and such conduct may result in disciplinary action, including

suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of aggressive behavior and/or bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated and may result in disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to provide that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of "harassment, intimidation, or bullying," as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether or to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building principals to enforce the Board's prohibition against "harassment, intimidation, or bullying."

Non-Disciplinary Interventions

When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassing, intimidating, or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

Disciplinary Interventions

When acts of harassment, intimidation, and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation, or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Reporting Obligations

If after investigation, acts of harassment, intimidation, or bullying by a specific student are verified, the principal shall notify, in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

If after investigation, acts of bullying against a specific student are verified, the Principal shall notify in writing the custodial parent/guardian of the victim of such finding. In providing such notification, care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, or bullying.

Semiannually, the Superintendent shall provide the Board President a written summary of all reported incidents of harassment, intimidation, or bullying and post the summary on the District website.

Intervention Strategies

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when such prohibited acts are verified, other District actions may ameliorate any potential problem with harassment, intimidation or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time-to-time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

- A. Respectful responses to harassment, intimidation or bullying concerns raised by students, parents, or school personnel.
- B. Planned professional development programs addressing targeted individuals' problem, including what is safe and acceptable Internet use.
- C. Data collection to document victim problems to determine the nature and scope of the

- problem.
- D. Use of peers to help ameliorate the plight of victims and include them in group activities.
- E. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough).
- F. Awareness and involvement on the part of all school personnel and parents with regard to victim problems.
- G. An attitude that promotes communication, friendship, assertiveness skills and character education.
- H. Modeling by school personnel of positive, respectful, and supportive behavior toward students.
- I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others (Ohio School Climate Guidelines).
- J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.
- K. Form harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

Intervention Strategies for Protecting Victims

- A. Supervise and discipline offending students fairly and consistently.
- B. Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition.
- C. Maintain contact with parents and guardians of all involved parties.
- D. Assist the victims to obtain counseling if assessment indicates that it is needed.
- E. Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed.
- F. Check with the victim daily to verify that there has been no incidents of harassment, intimidation, bullying, or retaliation from the offender or other parties.

Training

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying, including dating violence prevention education in grades 7-12, written or verbal discussion of the consequences for violations of Policy 5517.01, and their rights and responsibilities under this and other District policies, procedures, and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this policy and procedure, as well as information about other District and school rules and disciplinary policies. This policy and procedure shall be reproduced in student, staff, volunteer, and parent handbooks.

Information regarding the policy on harassment, intimidation, and bullying behaviors shall be incorporated into training materials used with employees and volunteers with direct contact with students. The in-service education provided to middle and high school employees shall include training in the prevention of dating violence. Time spent by school employees in the training, workshops, or courses shall apply toward any State or District-mandated continuing education requirements.

School personnel members are encouraged to address the issue of harassment, intimidation, and bullying in other interaction with students. School personnel may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

Police and Child Protective Services

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services (CPS), according to the prescribed timelines. The School District shall also investigate for the purpose of determining whether there has been a violation of District Policy, even if law enforcement or CPS officials are also investigating. All School District personnel shall cooperate with investigations by outside agencies.

In addition to, or instead of, filing a bullying, harassment, or intimidation complaint through this policy, a complainant may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under other provisions of the Revised Code or law that may apply.

ATTENDANCE

Punctuality to class is a must. If you are tardy to class, it is your responsibility to sign in with the instructor, indicating the time you arrived. If you leave early from class, it is your responsibility to sign out with the instructor, indicating the time you left. Failure to sign in or out will result in a 5-hour absence. Daily attendance during both semesters is encouraged for maximum student achievement. Absences can lead to deficiencies in satisfying minimum requirements of the course. Failure to meet these requirements will prevent a student from continuing in the program.

During clinicals, report absence to the nursing instructor at least **ONE** hour before assigned starting time. Each nursing instructor will provide you contact information in the event you will miss a clinical experience. If you are unable to reach your clinical instructor, please leave a phone message in the practical nursing office at [\(440\) 602-5094](tel:4406025094). Absences that are not reported at least **ONE** hour before assigned starting time will be considered a **NO CALL/NO SHOW**.

Each student in the practical nurse program should miss no more than a total of 20 hours per semester. Students who are not taking the full course load will have hours missed prorated at a rate of 4.5% of hours taken. For example, if a student is scheduled for 200 clock hours, they can miss no more than 9 hours ($200 \times .045 = 9$). Regardless of grade point average, a student will be dismissed from the practical nursing program once they exceed allowable hours of absence per semester. Regardless of grade point average, a student absent from a clinical day without proper notification (no call/no show) will be subject to disciplinary action, up to and including termination. Regardless of grade point average, a student absent more than 10 clinical hours will be subject to disciplinary action, up to and including termination.

GRADING AND EVALUATION POLICIES

1. A satisfactory level of achievement (84% minimum) is expected of all students in each course and clinical. Students receiving less than satisfactory grades will be considered for dismissal.
2. Grading includes:
 - a. Compliance with the standards of the school and meeting the course objectives.
 - b. The attainment of skills in the performance of nursing care, and meeting the acceptable standards for safe patient care.
 - c. Meeting the acceptable standards of nursing ethics in regards to conduct, attitude, and professionalism.
 - d. Each course is graded independently and students must obtain a minimum of 84% B in each course to progress through the program.

3. Grading System:

90% - 100%	= A (4.0)
84% - 89%	= B (3.0)
80% - 83%	= B- (2.7)
70% - 79%	= C (2.0)
60% - 69%	= D (1.0)
Below 59%	= F (0.0)

GUIDANCE AND COUNSELING

Conferences are held between the instructor and student as soon as the student's grade average falls below **84%** in any subject. These conferences are to help the student examine various study strategies to improve grades. At this time, the student may be placed on probation.

The student may request a conference with the director of nursing or instructor as the need arises.

PROGRESSION & PERIODIC EVALUATION

First Semester

A **grade of 84%** in all subjects is to be maintained. Grades below **84%** are considered unsatisfactory.

In the event a grade is lower than **84%** the student has the remaining semester time to bring that grade up to a **minimum of 84%**. Grades are accumulative. In the event the final grade is below **84%** in any subject, or clinical, the student will be dismissed from the practical nursing program.

To progress to the second semester of the program, a student must have at least an 84% in all first semester courses.

Second Semester

Grades are accumulative for each semester. A grade of **84%** is to be maintained in each subject.

Clinical evaluations will be received at the end of each rotation or unit of study or change of instructor. The clinical evaluation will reflect individual strengths and weaknesses. Less than **84%** in clinical will necessitate dismissal from the practical nursing program. A student is not eligible to repeat the second semester if they fall below **84%** in clinical for the second semester. The main consideration is safe nursing practice.

Passage of a Capstone NCLEX Predictor Exam is required of all students prior to the school forwarding a letter of completion to the Board of Nursing.

Upon request, the director and instructors are available for discussion of student's progress.

REPEATING COURSES

A student who withdraws from or has a final grade below 84% in a course is permitted to retake the course ONE time. If the student withdraws from or has a final grade below 84% the course a second time, the student will be withdrawn from the program and will be unable to re-enroll into the nursing program.

A student who is requesting to repeat a course(s) will be placed on a waiting list and notified when space is available. Students may be required to wait at least one semester before re-enrolling.

A student is unable to repeat clinicals if their final grade is below 84%. A final grade below 84% in a clinical will result in the student being withdrawn from the program and will be unable to re-enroll into the nursing program.

PROBATION

A probation period can be any length of time and can be initiated by nursing faculty at any time. A student may be put on probation for a variety of reasons, including but not limited to academics, attendance and conduct. A student is limited to two probation periods throughout the program.

Probationary status means that the student may be recommended for dismissal.

The faculty may remove a student from probationary status when the deficient criteria have been met.

WITHDRAWAL

All requests for withdrawal from the program must be stated in writing and presented to the director of nursing.

Pursuant to the Family and Medical Leave Act (FMLA), students may request in writing the need to place their education on hold while they tend to family or medical needs. All necessary forms for FMLA requests can be obtained in office. Students will be permitted to return to school to complete their requirements at the start of the following semester and must complete the semester in its entirety. If the student does not return the following semester, they will be withdrawn. Should the student want to return after they have been withdrawn, they must reapply for admittance.

GRIEVANCE AND APPEAL

Purpose:

The grievance procedure provides nursing students with a process to:

1. Resolve concerns or disagreements arising from their interactions with nursing faculty or staff: or
2. Appeal the interpretation or application of a policy or procedure affecting the student.

Operating Principles:

1. A dispute or grievance is best resolved informally with an effort by each party involved to listen carefully and respectfully to the others.
2. If the student wishes to appeal the matter after discussion with the person(s) involved in the incident, or with the person who made the decision that caused concern, he/she is entitled to do so.
3. All appeals will be handled in a confidential manner, with efforts made to ensure objectivity and fairness.
4. No student who appeals a decision will be subject to any reprisals as a result of such appeal.
5. If the appeal results from a dispute regarding a grade issued by an instructor, the burden will be on the student to prove that the instructor has made an error, or that the instructor has applied non-uniform standards in assigning the grade.

Procedure:

1. If a student is in disagreement with a recommendation made by a nursing faculty member and the decision made by the building administrator, the student may appeal the matter in writing within five (5) school days from the date of the incident to the building administrator or designee.
2. When writing the concern to the building administrator or designee, the student should describe:
 - a. The problem: who, what, where, when, and to whom.
 - b. Evidence or facts available to support the student's concern.
3. A faculty panel made up of Willoughby-Eastlake City Schools faculty members will gather both written and verbal information from all involved parties.
4. A faculty panel will act as a mediator at a scheduled meeting of all involved persons not more than ten (10) school days from the date of the incident.
5. A designated member of the faculty panel will issue a decision in writing to all parties involved.
6. If the student is dissatisfied with the faculty panel's decision, within five (5) school days of the panel's decision, the student may submit a written appeal requesting to meet with the Director of Nursing or designee.
7. The decision of the Director of Nursing or designee will be considered final and will terminate the process within the school. The Director of Nursing or designee will issue a decision in writing to all parties involved.
8. After a student has completed the internal grievance and appeal procedure, the student may continue their appeal by contacting:

COUNCIL ON OCCUPATIONAL EDUCATION
7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350
(770)396-3898 or (800) 917-2081
Facsimile (770)396-3790
www.council.org

and/or

OHIO DEPARTMENT OF HIGHER EDUCATION
25 South Front Street, Columbus, OH 43215
(614) 466-6000
Facsimile (614) 466-5866
<https://www.ohiohighered.org/students/complaints>

PROGRAM COMPLETION

Students who have satisfactorily completed the requirements of the course and met the school's objectives receive a diploma from the Willoughby-Eastlake School of Practical Nursing.

Passage of a Capstone NCLEX-PN Predictor Exam is required of all students prior to the school forwarding a letter of completion to the Board of Nursing.

All tuition fees and school expenses must be paid in full before a student receives their final grades, a diploma and authorization to take the NCLEX-PN.

FUNDAMENTAL TEST & CAPSTONE NCLEX-PN PREDICTOR EXAM

The **ATI Fundamental Test and the ATI Comprehensive Predictor Exam** are exams used by nursing school personnel and nursing school students to predict success throughout the nursing courses and the NCLEX-PN. Your coursework has prepared you for both your NCLEX-PN and ATI exams.

ATI FUNDAMENTAL TEST

The **ATI Fundamental Test** identifies your knowledge of health assessments and foundations of practice, including communication and professional standards, patient evaluation of psychosocial needs, support of patient physiological needs and basic nursing care skills. This is a one time test that is given at the end of the nursing fundamental course that includes a focus review for areas that are identified as weaknesses in content and skill.

ATI COMPREHENSIVE PREDICTOR EXAM

The **ATI Comprehensive Predictor Exam** is an accurate way to measure NCLEX-PN preparedness. The exam is a tool to help you identify strengths and weaknesses prior to taking the NCLEX-PN exam. Since the NCLEX tests specific areas of nursing information, the Comprehensive Predictor Exam identifies areas of weakness and provides study material.

The ATI Comprehensive Predictor Exam will provide you two practice NCLEX-PN exams which you may take 5 times each. These practice exams will help prepare you for the proctored Comprehensive Predictor Exam. After each practice exam you will receive an individualized Focused Review to assist you in identifying your areas of weakness as well as providing you with appropriate study materials.

Students are required to achieve a minimum of 70% on the ATI Comprehensive Predictor Exam before their Authorization to Test for NCLEX-PN will be submitted to the Board of Nursing.

Consider this preparation toward your NCLEX-PN exam.

SCHEDULING TO TAKE THE PROCTORED PREDICTOR EXAM

The ability to schedule for the proctored exam will be at the discretion of the nursing faculty. The faculty's decision will be based on review of each student's practice exam and focus review. Students may be required to meet with a faculty member prior to scheduling to take the proctored exam.

FINGERPRINTING & BACKGROUND CHECKS

Ohio Board of Nursing Licensure Application:

It is mandatory by the Ohio Board of Nursing, as outlined by Rule 4723-7-07 of the Ohio Administrative Code. And accordance with section 4723.09 of the Revised Code, submit to a criminal records check completed by the bureau of criminal identification and investigation, in the form specified by the board.

The results of the criminal records check shall:

- a. Be received by the Ohio Board of Nursing before a permanent license may be issued; and
- b. Indicate that the individual has not been convicted of, pleaded guilty, or had a judicial finding of guilt for any violation set forth in section 4723.08 of the Revised Code.

Students must be fingerprinted electronically for *both the **Criminal BCI & I and the FBI background checks** before submitting their application to the Ohio Board of Nursing.* The student is responsible for payment of all fees.

For questions regarding the types of offenses that may prevent clinical placement, consult section 4723.08 of the Ohio revised Code.

NCLEX-PN

Graduates are required to schedule themselves for the NCLEX-PN examination for licensure. The student follows protocols submitted by the State of Ohio Board of Nursing.

TRANSCRIPT SERVICE

Transcripts will be released from the School of Nursing office when authorized in writing/electronically by a student or graduate.

Please note that transcripts are **NOT ISSUED** for students with outstanding financial balances to the School of Nursing or delinquent on student loan payments.

FOLLOW-UP AND PLACEMENT

Graduates shall keep the school advised of any changes in name, address, and employment.

RE-ADMISSION

Former students who wish to apply for re-admission to the school must submit, in writing, their request to the director or complete the re-admission application. The letter should include a summary of work and/or educational activities undertaken since the last date of enrollment. The Director of Nursing will consider each request on an individual basis. The school reserves the right to require repetition of courses regardless of the student's previous level of achievement. Re-admission is dependent upon available space. Tuition will be adjusted according to rate of re-entry year. Tuition will be payable in full upon readmission.

DISCLAIMER STATEMENT

This school of practical nursing abides by all federal, state, and local laws and regulations including Title IX and nondiscrimination against any student because of race, color, creed, sex, religion, citizenship, economic status, married status, pregnancy, handicap, physical characteristics, age, national origin, political affiliations or beliefs. This policy will prevail in all matters concerning staff, student, educational programs and services, the public and individuals with who this organization does business.

Auxiliary aids and services are available upon the request of individuals with disabilities. Equal Opportunity Employer.

ACCOMMODATIONS

Accommodation requests include assistance such as extra time, a separate room or reading assistance. It is the responsibility of the student to disclose their disability and need for accommodations as well as provide documentation.

Documentation required must include the following:

1. A letter from the student that includes information regarding the specific type of disability involved, the specific type of accommodations requested, and the student's contact information.
2. Current documentation (within the past year) submitted directly to the Northern Career Institute from a qualified professional with expertise in the area of the diagnosed disability, on the professional's letterhead stating:
 - the student's current disability diagnosis;
 - recommendations for testing accommodations appropriate for the diagnosed disability (i.e. time and a half, private room); and
 - the professional may include documentation such as recent reports, test results, evaluations and assessments of the applicant's need for accommodations; and may include information regarding the history of the disability and past accommodations granted to the applicant, if any.

Accommodation requests based on anxiety or phobia must be supported by a specific and professionally recognized diagnosis found in the Diagnostic and Statistical Manual of Mental Disorders (DSM).

The documentation from the qualified professional must be sent directly to the Northern Career Institute via email at office@ncioh.edu or by fax to (440) 942-6983.

Students with accommodations approved through proper documentation listed above are responsible for contacting the faculty member in charge of the course to disclose approved accommodations.

WILLOUGHBY-EASTLAKE SCHOOL OF PRACTICAL NURSING

CONCEPTUAL FRAMEWORK

The conceptual framework consists of three areas of focus based on Orem's Self-Care Theory. These areas will progressively provide knowledge beginning with the overall needs of all persons at various stages of development followed by the needs of those persons with health deviations.

Included throughout the course will be the concepts of nursing process, health concepts, communications, ethics, nursing skills, and safety.

Universal Self Care: Introduces the beginning student to the basic function and needs of the individual

Requisites: During this phase of the course, the student will acquire the foundation skills to permit them to deliver appropriate care.

Developmental Self: Focus upon human developmental processes and conditions and events that occur during various stages of the life cycle, as well as with events that may adversely affect development.

Care Requisites: This phase of the course will enable the student to identify developmental deficits of a person and incorporate the skills and knowledge learned in the previous phase in order to provide nursing care agency.

Health Deviation Self Care Requisites: During this final phase of curriculum, the student will identify basic universal, developmental, and health deviation, self-care deficits and apply the nursing process to provide nursing care agency.

CONCEPTUAL FRAMEWORK										
	Universal Self-Care Requisites				Developmental Self-Care Requisites		Health Deviation Self-Care Requisites			
	Nursing Fundamentals and Skills	Body Structure	Nutrition	Issues Roles Prof.	Growth Development	Maternal Health	Medical Surgical	Pharm	Intro Pharm	Clin. Calc
Nursing Process	X	X	X	X	X	X	X	X	X	
Health Concepts	X	X	X	X	X	X	X	X	X	
Communication	X	X	X	X	X	X	X	X	X	
Ethics	X			X	X	X	X	X	X	
Nursing Skills	X		X	X		X	X	X	X	X
Safety	X			X	X	X	X	X	X	X

WILLOUGHBY-EASTLAKE SCHOOL OF PRACTICAL NURSING

OBJECTIVES

The Willoughby-Eastlake School of Practical Nursing graduate under the supervision of the registered nurse, licensed physician, licensed dentist or podiatrist, will be prepared to:

1. Utilize critical thinking to synthesize knowledge derived from nursing, natural and behavioral sciences, humanities and arts in the practice of professional nursing.
2. Practice professional nursing competently in diverse settings, utilizing caring, critical thinking and therapeutic nursing interventions with individuals, families, aggregates and communities, at any developmental stage, and with varied lived health experiences.
3. Utilize the requisite knowledge and skill to practice independently and collaboratively with other health professions as an advanced beginner professional nurse.
4. Integrate professional caring into practice decisions that encompass values, ethical, moral and legal aspects of nursing.
5. Communicate effectively with clients, peers and other health care providers.
6. Respect the dignity, worth and uniqueness of self and others.
7. Accept responsibility and accountability for the effectiveness of one's own nursing practice and professional growth as a learner, clinician and leader.

WILLOUGHBY-EASTLAKE SCHOOL OF PRACTICAL NURSING

COURSE DESCRIPTIONS

BODY STRUCTURE

90 Theory Hours

This is an elementary study of human anatomy and physiology, tracing the organization of the body from the single cell to the coordinated whole. The main theme is the interaction of all body systems for the maintenance of homeostasis. A prime concern is the ability to describe, and to explain the fundamental facts and principles of anatomy and function. Examples of body structure and its relationship to universal self-care requisites and deficits are presented so as to provide a scientific basis for nursing practice and theory.

GROWTH AND DEVELOPMENT

45 Theory Hours

Developmental self-care requisites throughout the life span are presented with each major stage of life examined in terms of universal self-care requisites and developmental self-care requisites. Lecture, audiovisual, and discussion strategies are used to relate personal and family dynamics to society.

NUTRITION

45 Theory Hours

This course introduces nutrition theory, modified and therapeutic diets as required to meet universal self-care requisites.

CLINICAL CALCULATIONS

20 Theory Hours

A variety of teaching strategies will enhance the student's ability to successfully solve math problems in the classroom and in the clinical setting. Successful completion of this course will ensure that student's ability to safely administer medications as defined in their scope of practice as Licensed Practical Nurses. This further enhances the safety and accountability towards the clients that they are for during their employment by a healthcare agency.

ISSUES, ROLES, AND PROFESSIONALISM

25 Theory Hours

A variety of teaching strategies will enhance the student's verbal and written communication so as to convey pertinent information about the client's self-care requisites to the client, family, and health care team. Employability issues such as goal setting, communication skills, maintaining currency of practice, networking, continuing education, professional organizations, career opportunities, steps and procedures involved in securing the right job, preparation for the NCLEX-PN, help the student prepare for the entry level position in the health care field.

INTRODUCTION OF PHARMACOLOGY

**35 Total Course Hours
25 Theory Hours
10 Lab Hours**

This course introduces the beginning student to the calculation of drug dosages, methods of safe medication administration, and usage of pharmaceutical symbols, abbreviations and terminology. The laboratory and clinical components provide the student an opportunity to develop safe skills in medication administration.

NURSING FUNDAMENTALS

**190 Total Course Hours
125 Theory Hours
20 Clinical Hours
45 Nursing Skills Lab**

This course provides the beginning student with the fundamental concepts and skills of nursing to meet universal self-care requisites of the client throughout the life span. Laboratory and clinical experience correlates these concepts to the care of the client. Evaluation of the student is based upon the nursing process, health concepts, communications, ethics, nursing skills, and safety. Final clinical grade will be pass/fail.

PHARMACOLOGY

**110 Total Course Hours
60 Theory Hours
50 Clinical Hours**

This course is integrated within the study of med-surgical, pediatrics, maternity, and geriatric nursing. Common drugs are studied with an emphasis on classification, action, side effects, and patient education for self-care administration. To correlate learning, practical experience in medication administration is provided in the clinical setting. Final Clinical Grade will be pass/fail.

MEDICAL-SURGICAL NURSING

**250 Total Course Hours
150 Theory Hours
100 Clinical Hours**

This course presents the theory, health concepts, and clinical experiences in medical/surgical nursing across the life span. The learner develops nursing care agency while promoting client self-care agency to meet the client's self-care requisites. Final Clinical Grade will be pass/fail.

OBSTETRICAL NURSING

**47 Total Course Hours
45 Theory Hours
2 Clinical Hours**

This course includes the study of basic information related to the developmental requisites related to pregnancy, labor, delivery, and the newborn. Diet and drug therapy is integrated into all areas of maternity nursing. Theory and skills are presented by the use of lecture, discussion, case study, demonstrations, and videotapes. Clinical experience is provided at Lake East Hospital to correlate with the theoretical component.

GERIATRIC NURSING

Integrated into Medical-Surgical Nursing

This course is a study of maturity and the special needs of the aging adult population. The services and care provided in long-term care facilities, assisted living, adult day care, and community are examined. Normal psychological adaptations, physical changes, and developmental self-care requisites are identified. The effects and interventions for self-care health deviations are studied.

INTRAVENOUS THERAPY

45 Total Course Hours
25 Theory Hours
20 Skills Lab

Skill integrated into Medical-Surgical Clinical

This course provides the beginning student with the fundamental concepts and skills needed to prepare, initiate, and maintain intravenous therapy for the adult client. Laboratory and clinical experience correlates these concepts to the care of the client. Evaluation of the student is based upon the nursing process, health concepts, communications, ethics, nursing skills, and safety.

ACKNOWLEDGEMENT

I have received and read this handbook and understand the policies and procedures. I will abide by these policies, rules, and regulations as set forth by the Northern Career Institute. I am aware that the following document can be found online at www.ncioh.edu:

- Willoughby-Eastlake School of Practical Nursing Curriculum
- Willoughby-Eastlake City Schools District Policy
- Student Consumer Handbook
- The Jeanne Clery Act
- Emergency Safety & Information Handbook
- Policy on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence

Print Name: _____

Student signature

Date