



**SMITH
CHASON**
SCHOOL OF NURSING

**PRACTICAL
NURSING
(PN)**

Nursing Student Handbook

2021 - 2022

Phoenix Campus
3110 N Central Ave Suite L-100,
Phoenix, AZ 85012
(602) 954-3834

smithchason.com

Table of Contents

PURPOSE OF THE HANDBOOK.....	4
PROGRAM PURPOSE	4
MISSION	4
PROGRAM DESCRIPTION	4
CURRICULUM PROGRAM AND COURSE OUTCOMES / CONCEPTUAL FRAMEWORK	4
PROGRAM REGULATION	8
PROFESSIONAL LICENSURE.....	8
PROGRAM EVALUATION	8
NURSING PROGRAM PHILOSOPHY.....	8
ADMISSION POLICY	9
Additional Applicant Requirements	9
NURSING INSTRUCTORS, STAFF, AND ADMINISTRATOR	9
STUDENT NURSE REGULATIONS.....	10
FELONY CONVICTIONS.....	10
EVIDENCE-BASED EDUCATION	10
INSTRUCTIONAL METHODS/TECHNOLOGY	11
PROGRAM RESOURCES	12
SAFETY.....	12
NURSING STUDENT CODE OF CONDUCT	13
ACADEMIC PROFESSIONAL DRESS CODE POLICY	14
ATTENDANCE POLICY	15
MAKE-UP AND COURSE REPEAT POLICY.....	17
REMIEDIATION AND AT RISK CATEGORIES	18
ACADEMIC DISCIPLINARY PROCESS	19
ACADEMIC CLINICAL COURSE GUIDELINES.....	20
REQUIREMENTS PRIOR TO CLINICAL	21
CODE OF CONDUCT VIOLATIONS	22
BEHAVIORS THAT MAY RESULT IN DISMISSAL AND/OR INELIGIBLE TO REENTER	22
DISCIPLINARY PROCESS	23
SCHEDULE AND CLASS RATIOS	23
COURSEWORK REQUIREMENTS	23
ACADEMIC GRADUATION REQUIREMENTS	23
ACADEMIC STANDARDS	24
TESTING AND EXAMS	25
GRADING SYSTEM	25
ATTENDANCE STANDARDS.....	26
CLINICAL AND LAB POLICIES.....	26
PHYSICAL AND EMOTIONAL DEMANDS.....	29
PROGRAM COMPLETION.....	30
STATEMENT OF NON-DISCRIMINATION	31

TITLE IX COORDINATOR..... 32
STUDENT COMPLAINT AND GRIEVANCE POLICY 32
PRACTICAL NURSING HANDBOOK ACKNOWLEDGEMENT 34

PURPOSE OF THE HANDBOOK

This Handbook will give you program-specific information regarding Triad education, dba Smith Chason School of Nursing's Practical Nursing program including the policies, procedures, and services available that will facilitate your learning experience. Each student is responsible for becoming familiar with the content and adhering to these rules, policies, and procedures. Due to the nature of the nursing curriculum and licensure requirements, program policies and procedures may be more stringent than those for the College's other programs. **Smith Chason School of Nursing reserves the right to change its rules, policies and procedures and will notify students of any policy change in writing.**

While this Handbook provides nursing students with program-specific information, **nursing students are also responsible for becoming familiar with and agreeing to abide by the College's rules, policies and procedures that appear in the Catalog.** The Catalog provides pertinent information, including but not limited to refunds, termination, notice concerning the transferability of credits, accreditation, drug testing, Satisfactory Academic Progress, Americans with Disabilities Act/Section 504 of the Rehabilitation Act, and anti-harassment and discrimination policies.

Please contact the Director of Nursing with any questions or concerns. We are here to support you and aid you in meeting your goal!

PROGRAM PURPOSE

The purpose of the Practical Nursing Program is to prepare students to become Licensed Practical Nurses by providing a comprehensive course of study that combines theory with clinical practice. The curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, attitude and skills that will enable them to become safe and competent practitioners of practical nursing

MISSION

Smith Chason School of Nursing's mission is to provide our students with a solid educational foundation in their field of study. We are dedicated to giving these students a well-balanced curriculum, divided between classroom, laboratory and supervised clinical training, taught in a supportive educational environment, by a highly qualified staff of professionals. It is our responsibility to produce superior graduates who have the knowledge and confidence to succeed both professionally and financially by achieving their highest potential. Our goal is to make Smith Chason School of Nursing the preferred source of education and hiring in the community for each of our specified fields of study.

PROGRAM DESCRIPTION

The Practical Nursing Program provides students with the theory and skills to become Licensed Practical Nurses (LPNs) by providing a comprehensive course of study that combines theory with clinical practice. Licensed Practical Nurses work under the direct supervision of a physician or registered nurse and form an integral part of the health care team. The curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, attitude and skills that will enable them to become safe and competent practitioners who function within their legal scope of practice to provide care and health promotion activities for clients and families across the life span. Program completers are eligible to write the NCLEX-PN and apply for licensure as a Practical Nurse.

CURRICULUM PROGRAM AND COURSE OUTCOMES / CONCEPTUAL FRAMEWORK

The curriculum is structured to provide theory and practical application of skills needed to function as an entry-level Practical Nurse (PN). The curriculum objectives include an overview of key concepts designed to reflect the program's

philosophy and the conceptual framework's unifying theme of Maslow's "Hierarchy of Needs", the nursing process, and the study of body systems. Content within the curriculum is taught in a sequence that results in a student's progressive mastery of entry-level, competency-based objectives to more complex objectives.

Program Outcomes:

1. To provide a quality nursing program that provides consistent strategies to reduce the risk of harm to patients with the use of evidence-based practice.
2. To provide patient centered care by reflecting on an individual patient's background, personal preferences, culture, values, traditions, and family which promotes patient-centered outcomes in clinical care decisions.
3. To specify the tools for the practical nursing student to demonstrate principles of professionalism, teamwork, accountability, integrity, and autonomy while providing care for patients and staying within the scope of the practical nurse.
4. To demonstrate, support and determine best practices in the use of nursing informatics and client care technologies.
5. To encourage health promotion strategies to support and communicate best practices in patient care.
6. To achieve NCLEX-PN pass rates of 80% or greater.

Content	Block I	Block II	Block III
Course Outcome: SAFETY	Outcomes	Outcomes	Outcomes
At conclusion of the program the practical nursing student will model and show consistent strategies that reduce the risk of harm to patients and providers considering professional standards.	At conclusion of the course the student will adhere to and show safety standards when providing nursing care.	At conclusion of the course the student will apply strategies to reduce the risk of harm to patients and providers with consideration for professional standards.	At conclusion of the course the student will model the role of the beginning nurse in the provision of safe, quality nursing care.
At conclusion of the program the practical nursing student will provide safe nursing care within the healthcare system.	At conclusion and throughout the course the student will explain the role of the nurse in supporting patient safety.	At conclusion and throughout the course the student will identify organizational responsibilities in providing a culture of safety.	At conclusion and throughout the course the student will participate in guiding safety and care management within the healthcare system.
At conclusion of the program the practical nursing student will provide safe, quality nursing care based on a	At conclusion and throughout the course the student will describe information related to physical, biological, and	At conclusion and throughout the course the student will evaluate information on physical, biological, and social	At conclusion and throughout the course the student will apply to nursing clinical scenarios the concepts and

combination of theoretical and empirical knowledge from nursing, physical, biological and social sciences.	social sciences to assess current knowledge.	sciences related to its social, environmental, and ethical implications as a licensed practical nurse.	knowledge of the general terminology, cell structure and function, histology, gross anatomy, and physiology of several organ systems.
	Block I	Block II	Block III
Course Outcome: Clinical Judgment	Outcomes	Outcomes	Outcomes
At conclusion of the program the practical nursing student will utilize evidence-based nursing judgment when prioritizing care, implementing interventions, and reporting changes.	At conclusion and throughout the course the student will identify the role of evidence and appropriate sources in guiding decision-making.	At conclusion and throughout the course the student will utilize evidence-based practice and clinical findings to care for patients.	At conclusion and throughout the course the student will prioritize care of multiple patients with increasing independence using evidence and clinical judgment.
At conclusion of the program the practical nursing student will provide appropriate fundamental, evidence-based care.	At conclusion and throughout the course the student will begin to use the steps of the nursing process to provide care and promote health.	At conclusion and throughout the course the student will identify the nursing process for plans of care.	At conclusion and throughout the course the student will appraise the nursing process for plans of care.
Content	Block I	Block II	Block III
Course Outcome: Patient Centeredness	Outcomes	Outcomes	Outcomes
At conclusion of the program the practical nursing student will demonstrate caring behaviors to provide safe and effective, developmentally, and culturally appropriate care to patients and families.	At conclusion of the course the student will be able to identify the influence of patient needs, values, and choices when individualizing care. During the course the practical nursing student will explore the nurse's role in advocacy and through assessment the student will identify caring behaviors to provide safe and effective care.	At conclusion and throughout the course the student will provide basic, safe, and effective, individualized care. At conclusion and throughout the course the student will understand the need for advocacy in patient care.	At conclusion and throughout the course the student will apply the role of an effective advocate when participating in the care of patients. At conclusion and throughout the course the student will coordinate individualized care for diverse patients. At conclusion and throughout the course the student will model advocacy in nursing practice.
At conclusion of the program the practical nursing student will use therapeutic communication skills in the development of therapeutic relationships with patients and families.	At conclusion and throughout the course the student will recognize effective communication techniques used in establishing therapeutic relationships.	At conclusion and throughout the course the student will use effective communication techniques to establish therapeutic relationships.	At conclusion and throughout the course the student will adapt communication techniques to strengthen relationships.

Content	Block I	Block II	Block III
Course Outcome: Professionalism	Outcomes	Outcomes	Outcomes
At conclusion of the program the practical nursing student will demonstrate principles of accountability, integrity, and autonomy while providing care for patients.	At conclusion and throughout the course the student will identify the core values of professional nursing.	At conclusion and throughout the course the student will articulate core values and principles of the nursing profession.	At conclusion and throughout the course the student will demonstrate adherence to the core values and principles of the nursing profession.
At conclusion of the program the practical nursing student will demonstrate adherence to the scope of practice while providing care for patients.	At conclusion and throughout the course the student will identify the legal and ethical basis of nursing practice, including scope of practice.	At conclusion and throughout the course the student will relate legal and ethical standards to the scope of practice.	At conclusion and throughout the course the student will apply legal and ethical standards to the scope of practice.
Content	Block I	Block II	Block III
Course Outcome: Health Promotion	Outcomes	Outcomes	Outcomes
At conclusion of the program the practical nursing student will employ the knowledge, skills, and attitudes necessary to promote optimal patient outcomes.	At conclusion and throughout the course the student will utilize concepts of health promotion to support the education of patients across the lifespan.	At conclusion and throughout the course the student will support evidence-based teaching plans to assist the management of health and promote quality of life.	At conclusion and throughout the course the student will prioritize educational needs and evidence-based strategies to optimize outcomes.
At conclusion of the program the practical nursing student will explore the role of the practical nurse in advocating the use of health promotion in the patient care setting.	At conclusion and throughout the course the student will identify the concepts of healthy behaviors and choices, disease prevention, protection from preventable illness and disastrous emergencies.	At conclusion and throughout the course the student will apply the concepts of healthy behaviors and choices, disease prevention, protection from preventable illness and disastrous emergencies.	At conclusion and throughout the course the student will exemplify the concepts of healthy behaviors and choices, disease prevention, protection from preventable illness and disastrous emergencies.
Content	Block I	Block II	Block III
Course Outcome: Informatics/Electronic Health Record (EHR)	Outcomes	Outcomes	Outcomes
At conclusion of the program the practical nursing student will employ the knowledge, skills, and attitudes to promote best practice in the area of informatics and EHR system.	At conclusion and throughout the course the student will utilize informatics and EHR technology in the healthcare setting.	At conclusion and throughout the course the student will support decision-making using informatics and EHR technology.	At conclusion and throughout the course the student will prioritize informatics and EHR technology best practice to optimize patient outcomes.

--	--	--	--

PROGRAM REGULATION

The Practical Nursing Program follows the Arizona Rules for Practical Nursing education. These statutes also regulate the scope and practice of the entire nursing field. Details can be found at <http://www.azbn.gov/NursePracticeAct.asp>. The Arizona State Board of Nursing (AZBN) and the Arizona Nurse Practice Act as they relate to the professional nurse will be discussed throughout the program.

PROFESSIONAL LICENSURE

Smith Chason School of Nursing's Practical Nursing program curriculum meets educational requirements for licensure in the state of Arizona. Additionally, Arizona is part of the Nursing Licensure Compact (NLC) which allows LPNs to have one license to participate in multiple states. A list of all participating NLC member states for which Smith Chason School of Nursing's Arizona Practical Nursing program curriculum meets educational requirements are as follows: Alabama, Arkansas, Colorado, Delaware, Florida, Georgia, Idaho, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Mexico, North Carolina, North Dakota, Oklahoma, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, West Virginia, Wisconsin and Wyoming.

Smith Chason School of Nursing has not made a determination as to whether our Arizona Practical Nursing program curriculum meets educational requirements for the following states: Alaska, California, Connecticut, District of Columbia, Hawaii, Illinois, Indiana, Massachusetts, Michigan, Minnesota, Nevada, New Jersey, New York, Ohio, Oregon, Pennsylvania, Rhode Island, Vermont, Washington.

For more information about Nursing Licensure Compact (NLC) participating states, please visit <https://www.ncsbn.org/nurse-licensure-compact.htm>.

PROGRAM EVALUATION

The Practical Nursing Program undergoes regular evaluation by the accrediting agencies listed in the Catalog. The program and curriculum are faculty developed and meet the requirements of the AZ Board of Nursing. The Board of Nursing has oversight of the Program and conducts periodic evaluations to ensure quality education. Additionally, PNP values input from students and uses student input form confidential surveys to assess and evaluate program improvement needs including curriculum and content delivery.

NURSING PROGRAM PHILOSOPHY

Smith Chason School of Nursing adheres to the philosophy of providing students with an educational experience and to prepare students for entry-level positions in the Arizona healthcare industry. We provide a well-balanced curriculum with a combination of didactic, skills lab, and clinical training, taught by qualified faculty. Our mission is to assist the student in a supportive environment to acquire knowledge, skills, and the clinical experiences necessary to become a successful entry-level vocational nurse in the state of Arizona.

ADMISSION POLICY

In addition to meeting the admission criteria stated in the Catalog, applicants are required to:

- Pass the HESI test (70% overall score)
- Write a 500-word essay on “Why I Want to be a Nurse”
- Provide one (1) of the following health care experiences
 - CNA/LNA – Arizona State certification as a CNA or LNA License in good standing OR provide proof of successful completion of nursing assistant program.
 - MA- applicant must have completed a MA certification class
 - EMS – Must hold an EMS certification in good standing
 - Other Health Care experience can be considered on a case by case basis (examples: healthcare tech, military medic, partial completion of another PN program with passing grades)
- High school graduation - An applicant must show evidence of high school graduation or the equivalent in country of origin. Foreign transcripts must be translated and evaluated (at the applicant’s expense) by an approved evaluation agency.
- Participate in advisement with the Practical Nursing Program Administrator
- Any prospective nursing student whose principal language is other than English will be required to take the Internet-based Test of English as a Foreign Language (TOEFL) with an English proficiency passing standard of score of 84 and a minimum speaking score of 26 as per the current NCSBN and AZBN guidelines.

Additional Applicant Requirements

Background Checks

- a. All students desiring to be admitted to the program are required to provide a DPS Level 1 Fingerprint Clearance Card showing the completion of a background check.
- b. It is the student’s responsibility to maintain a current DPS card during the entire time he/she is in the program.

Proof of Legal Residence

- a. According to the AZBN requirements, all applicants must prove US citizenship or legal residence to receive a license to practice nursing in Arizona. See www.azbn.gov for a list of acceptable documents.

Clinical Requirements

Each student must submit:

- a. Appropriate proof of immunizations or immune status before entering the first course in which there is a clinical component.
- b. Completion of immunizations and other requirements must be completed on time prior to clinicals, or student will be dismissed from program until requirements are completed.
- c. Students must hold and maintain a “CPR for the healthcare professional” certification from the American Heart Association.
- d. Some clinical facilities require the completion of online clinical orientation modules. **Any fees associated with clinical requirements are the sole responsibility of the student.** If the requirements are not kept current, the student will be removed from the clinical assignment until the requirements are submitted to his/her program file. This may delay the student’s progress through the training program.

NURSING INSTRUCTORS, STAFF, AND ADMINISTRATOR

The Practical Nursing Program (PNP) values the skills, knowledge, and abilities of all nursing instructors, staff, and Nursing Program Administrator. PNP nursing instructors and staff may work full time or part time to provide instructional and

support services. The Nursing Program Administrator works full-time overseeing the operations of the program, providing support to the instructors, staff and students, and maintaining the quality and integrity of the program.

All nursing instructors and the Program Administrator have an unrestricted nursing license in the state of Arizona.

The Nursing Program Administrator has a minimum of a graduate degree in nursing with a major in nursing and a minimum of three years' experience as an RN providing direct patient care and a minimum of one academic year full-time experience teaching in or administering a nursing education program leading to licensure.

Instructors for the PNP have a minimum of a baccalaureate degree with a major in nursing and a minimum of two years' experience as an RN providing direct patient care.

Each clinical instructor has functioned in a clinical area prior to being assigned to teach in a clinical assignment.

Simulation/ Skills facilitator will hold unrestricted RN nursing license in the state of Arizona with a minimum of two years' experience as an RN providing direct patient care and with preferred experience in simulation.

Nursing instructors, the director, and staff are required to continuously complete professional development activities.

STUDENT NURSE REGULATIONS

- a. All nursing students should refer to Arizona Nurse Practice Act for information regarding reasons for denial of licensure to practice as a practical nurse in Arizona and reasons for disciplinary action by the Arizona State Board of Nursing.
- b. The AZBN requires that any nurse with a license in Arizona report any arrests, charges, or potential violations of the Arizona Nurse Practice Act to the AZBN within ten days of the incident in question.
- c. Students are required to inform the nursing program director, as well. Students who report an incident to the instructor, and/or director will be advised on the impact, or potential impact, on the student's training and financial aid. All such discussions will be held with confidence.
- d. Students may not give gifts to the instructors. To avoid the appearance of bribing, an instructor may only accept a token gift from an entire class of students.

FELONY CONVICTIONS

Applicants for a nursing license or certification who have been convicted of a felony must show documentation that five or more years have elapsed from the date of the absolute discharge of a sentence for the felony or undesignated offense for the AZBN to consider the student to be a candidate for licensure and for PNP to consider the applicant for admission to the Program.

Applicants with felony convictions, who have fewer than five (5) years since the date of absolute discharge of a sentence, are not eligible for a nursing license. Individuals charged or convicted of misdemeanors will be reviewed by the AZBN on a case-by-case basis. Questions regarding licensure should be referred to the Arizona State Board of Nursing.

EVIDENCE-BASED EDUCATION

The Practical Nursing Program is a clock-hour program. Success is determined by a student's ability to demonstrate the knowledge, skills and abilities to perform competently as a practical nurse. This grouping of skills and knowledge are

referred to as competencies. The competencies are based on evidence from actual nursing practice. Learning activities are organized into courses. PN student's progress through courses in sequence through the demonstration of competence in performing nursing skills, passing exams, and performing satisfactorily in nursing clinical assignments. **Attendance is recorded as mandated by federal financial aid requirements.**

INSTRUCTIONAL METHODS/TECHNOLOGY

PN Instructors employ a variety of teaching and learning strategies. These include:

- a. PowerPoint supported lecture
- b. Small group discussions
- c. Case scenarios
- d. Simulation
 - Skills
 - Patient care
- e. Computerized review and online instruction and review courses.
- f. Computers with Internet connection are available to students in the computer labs
- g. Wi-Fi is available in classrooms for the use of private computers by students during class time.
- h. The educational delivery method is online and in-person (hybrid).

Role of the Instructor

- a. Instructors serve as facilitators to learning.
- b. They provide the information, mentoring, and direction needed for students to access the information they are required to learn to pass the program and the state licensing exam.
- c. Instructors cannot force a student to learn or utilize the resources provided that is the responsibility of the student.

Each student

- a. Is encouraged to plan to meet with the course instructor whenever classroom issues arise or there is a learning need.
- b. Will have the opportunity to meet with the instructor during the course for an Individual Progress Report. This is an opportunity for students to discuss issues and concerns.
- c. Time is set up for extra instruction or help for students on Thursdays and Fridays. Students must sign up for a time that works for them and the instructor and be on time.
- d. Instructor assistance may include or not be limited to the following:
 - Study plan and outlining assistance
 - Review procedures
 - Test taking strategies
 - Clarification of course or unit objectives
 - Clarification of assignment guidelines
 - Academic counseling and evaluation
 - Guidance for group projects and presentations

Instructors do not work for the clinical agencies; in clinical sites they are still educators who are at the site to supervise the students as they practice giving nursing care in the clinical setting.

PROGRAM RESOURCES

Related Reference Materials

Videos, magazines and other learning material **are** available. Audiovisual programs and computer-assisted instruction may be used as instructional resources during the nursing program. These resources will **be in** the nursing office, the resource center, or in the skills laboratory, classroom and computer lab.

Simulation

An important part of the training includes working with low tech (simple mannequins, models, and standard medical equipment and supplies) and high-tech (complex mannequins and virtual simulation software, electronic medical equipment).

- a. Students will utilize these resources, as guided by an instructor, in a manner that is appropriate, safe, and respectful to both the equipment, and staff/fellow students.
- b. Failure to abide by skills lab guidelines and Nursing Student Code of Conduct will result in disciplinary measures in accordance with established policies.

Computers

Students will need to use computers throughout their training. It is the responsibility of the student to obtain and maintain access to a computer, printer, and technology materials throughout the program.

SAFETY

Reportable Incidents & Near-Miss

- a. Examples of **incidents** include patient injury as a result of a fall or as a result of moving the patient during care, and any medication administration error. Any injury to the student which occurs in the classroom, skills lab, or clinical site is considered an incident.
- b. Examples of a **near miss** include failure to practice the “five rights” of drug administration, failure to calculate a drip rate correctly, and failure to notify the nurse or instructor of a change in the patient’s condition.

Rules and Process

- a. Students must avoid any skills, actions or procedures that are outside the LPN scope of practice, have not been taught and approved by the instructor, or are performed in a manner inconsistent with standard nursing knowledge.
- b. Should an **incident** or **near miss** occur in the clinical setting, an incident form will be completed and placed in the student’s file and discussed with the student.
- c. Safety issues will be evaluated, and the student may be required to complete extra training to be eligible to continue in the nursing program. All incidents must be reported to the nursing clinical instructor or the classroom instructor at the time of the accident/incident.
- d. Appropriate forms must be completed and turned in to the PNP office. School security officials will be notified if there is an injury or accident on campus.
- e. The student will be responsible for paying the costs of emergency room or clinic visits, physician visits, and follow-up care as a result of injury or illness occurring in the clinical or classroom setting.

Exposure to Blood and Body Fluids

Working in the healthcare environment, there is an increased risk of exposure to blood or body fluids. To decrease the chance of exposure, Standard Precautions should always be taken with all clients.

- a. Contaminated sharps shall not be bent, recapped, or removed. Shearing or breaking contaminated needles is prohibited.
- b. Contaminated sharps must be placed in an appropriate container as soon as possible.
- c. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in the work area where there is a likelihood of occupational exposure.
- d. Students must wear appropriate protective clothing/equipment when performing any task(s) that may involve exposure to body fluids.
- e. Any direct exposure to body fluids occurring while functioning as a nursing student must be reported immediately to the Clinical Instructor.

Exposure to Body Fluids Protocol

- a. Wash the area immediately with a disinfectant agent; for eye splashes rinse the area with clean water for a minimum of ten minutes.
- b. Report the incident to the Clinical Instructor.
- c. Students should call their primary care provider. Students participating in the Practical Nursing program, will be financially responsible for any charges incurred resulting from medical treatment or services, while on campus or training at an off-campus site. It is recommended that the student obtain their own medical insurance coverage. The PNP is not responsible for personal injury or loss of property on campus or training at off campus sites.
- d. Students requiring medical attention while at the school site or at the clinical site should contact their primary care physician for instructions. The student will be responsible for any charges incurred.
- e. The Clinical Instructor and student will notify the agency department supervisor of the injury immediately.
- f. The student will complete an agency incident report and follow agency protocol.
- g. The student will complete an official school student accident/incident report form.
- h. The student will file a report of the incident with the Practical Nursing Program Administrator.

NURSING STUDENT CODE OF CONDUCT

Students in the nursing program are expected to assume the following responsibilities:

- a. Adhere to the Conduct Policy in the Catalog
- b. Maintain client and fellow student confidentiality.
- c. Maintain ethical integrity when completing tests, reports, homework, and projects. The work must reflect only the student's work unless it is properly cited, or the instructor specifically indicates otherwise.
- d. Know and follow all written or verbal instructions given by instructors.
- e. Contact instructors to ask questions and get clarifications about assignments, test grades, and program progress.
- f. Report any errors or "near miss" in client/patient care to a nursing instructor and/or the appropriate staff member.
- g. Report to the nursing clinical instructor any observations of other students or facility staff performing unsafe patient care.
- h. Follow the chain of command to report problems, complaints, or violations.
- i. Sign in and out as directed for all learning experiences.
- j. Adhere to clinical dress codes.
- k. Maintain a professional demeanor in dress, hygiene, language and behavior while in the classroom or at the clinical site.
- l. Technology: Refer to the policies listed in the Catalog regarding use of cellular phones, computer network, and internet conduct.
- m. Ethical Standards: Refer to the policies listed in the Catalog including conduct, scholastic honesty and copyright policies.
- n. Drug Policy: Refer to the policies listed in the Catalog regarding drug testing policy and exposure.

ACADEMIC PROFESSIONAL DRESS CODE POLICY

In addition to the Dress Code in the Catalog, nursing students must also ensure the following:

- a. Uniforms should be clean, neat and in good condition.
- b. Uniforms for clinical rotations must have the Smith Chason School of Nursing Logo. Sweatshirt/jacket worn must be white.
- c. Clean, uniform shoes must be worn. White/black leather tennis shoes are acceptable. All jewelry is highly discouraged.
- d. If jewelry is worn, it must be restricted to a watch, one pair of earrings less than ½ inch in diameter (no hoops), and a wedding band. If the student has earlobes with stretched holes ("have a gauge") a flesh colored plug must always be worn.
- e. Hair color must be natural. Bright red, pink, green, blue, etc. is not permitted.
- f. Hair must be worn off the face. Hair is to be pulled back if long and up off the shoulders.
- g. Beards and mustaches are acceptable if neatly trimmed
- h. Barrettes, hair combs and hair ties must be of neutral color (black, brown, beige).
- i. Body and hair must be clean and odor free. Make-up should be conservative and well applied
- j. Fingernails should be clean and no longer than a one-quarter inch beyond the tip of the finger. Clear colors of polish may be worn and should be free of chips. Artificial nails are not permitted. (including acrylic and gel, etc.).
- k. The full uniform includes name tag, a black ink pen, a mini notebook, watch with second hand, & stethoscope. The full uniform is always to be worn at the nursing rotation clinical facilities unless otherwise directed by your clinical instructor.

Note: Any deviation from the policy may result in dismissal from the clinical area and may result in the failure of applicable clinical competencies.

ATTENDANCE POLICY

The Practical Nursing program is a clock-hour program.

- Regular on-time performance and active participation in the learning environment are necessary to prepare the practical nursing student for licensure and subsequent placement in the workforce.
- To maintain its accreditation, the nursing program expects students to attend 100% of regularly scheduled didactic and clinical experiences. Because unforeseen personal circumstances may arise students may be allowed excused absences.

A maximum of **two (2) absences** per term is allowed. However, each of the absences must be made up in order to complete the required clock hours. This will involve the students making up the hours at school or at the clinical site on days of the week other than scheduled classes. Absences must be made up within two weeks of the absence and within the term in which they occur. Students may be placed on probation for not completing the make-up hours within the two-week timeframe. This may affect and delay student financial aid disbursements.

Students must notify their instructor, the nursing department or front desk at least one hour prior to the class start if they are going to be absent. Failure to notify the school, instructor or nursing department will result in a “no call/no show” and this can result in an unexcused absence unless the student provides the approved documentation and is approved by the PNP Director. Regardless of the reason, a student must be counted as absent or tardy if time in the class is missed. An absence is only considered excused if the student provides the approved documentation. All absences/tardy or early departure require the student to fill out an PNP absence form that provides the following:

Approved Documentation:

- a. family emergency;
- b. student’s illness or injury verified by a health care provider;
- c. significant illness or injury of a dependent verified by a health care provider;
- d. death of an immediate family member;
- e. mandated court appearance; or
- f. other circumstances pre-approved by the Director of Nursing.

Students are required to arrive on time for class sessions. Three (3) late arrivals or early departures will equal one (1) absence. In Theory class, a tardy is defined as fifteen minutes late and leaving early is defined as any time before the didactic class is dismissed. Not signing your name, time in or out, is also defined as tardy. Tardiness is not permitted in any clinical class.

Once a student is absent for a second time within a term, the student will be required to meet with the Director of Nursing and will be placed on probation. The goal is to review and assist the student in reducing absenteeism and to help the student have a successful outcome. Three (3) absences in the same Term may result in termination from the program.

Attendance will be reviewed by the registrar daily and the nursing faculty/student success coordinator weekly. Students must make up all missed coursework, skills laboratory time and/or clinical time.

In the event of inclement weather conditions, closure of the school will be announced by Smith Chason School of Nursing management via the Emergency Notification System (ENS). Because these announcements do not always reach the nursing students prior to a clinical shift, each clinical faculty member will establish a telephone directory of the students during clinical rotation. Clinical faculty will determine if prevailing weather conditions interfere with the safe travel to the clinical site. The clinical faculty will call the student as soon as possible prior to the assigned clinical time. Since students live at varying distances from their clinical site, each student is responsible for determining if the travel route is accessible.

Students must adhere to all attendance policies, be punctual and always conduct themselves in a professional manner.

Absence When There is Testing and Exams

If a student has an excused absence when there is a test, the student will be required to take a make-up test of the instructor's choosing. It is the student's responsibility to decide with the instructor for testing following regular classroom hours, but the exam must be completed within a maximum 1 calendar week (7 days) or sooner at the instructor's discretion of the date originally given.

Within each term:

- If the student contacts the instructor or director prior to the start of class and the absence is excused there will be no penalty for the **first missed test**.
If the student does not call or simply does not show for class, the first missed test/exam will penalize **5 points**.
- A second missed original test will result in a **loss of 10 points**.
- A third missed test will result in zero points.
- If the absence is **unexcused** the instructor has two options.
 - If the first incident results in a loss of 10 points
 - Subsequent or repeat episodes of unexcused absences during an exam the instructor may choose to not allow the exam to be taken, resulting in possible dismissal from program due to failing grades

Under extreme hardship circumstances, such as death in the family, the instructor may elect to allow a reasonable grace period for late work. In order to be considered for this concession the student shall meet privately with the Instructor to discuss the unique situation, providing documentation of its validity if requested.

Clinical Attendance

Clinical experience is defined as any skills/simulation lab or scheduled facility clinical rotation.

Students are required to maintain 100% attendance for the clinical component of each course. This includes both facility clinical rotation and simulation lab. Clinical attendance below 100% will result in failure of the course with the requirement of repeating the course in its entirety.

- Students who come to clinical acutely ill will be sent home, and that day will count as an absence. There are no exceptions.
- Nursing students are required to sign in and out of clinical using the designated attendance log. The clinical attendance log sheet is used to complete the official attendance log for each course.
- There will be no admittance to clinical following report (transfer of care).
- Early departure from clinical without the permission of the clinical instructor is abandonment of patient care and is strictly prohibited. Students who voluntarily leave clinical early for any reason will be placed on clinical attendance probation.

- The grading rules for attendance are used in clinicals as well as didactic. Upon the first clinical tardy the student will be placed on attendance probation. Frequent clinical tardiness will result in a probation contract with the Program Administrator, which may result in dismissal from the program if violated.
- Upon the first clinical absence the program director will be notified and contact the student.
- Students who arrive to the clinical site in violation of the dress code may be sent home, and that day will count as an absence - this includes no name badge.
- The clinical Instructor will notify the staff in the Nursing Program office of clinical attendance.
- One no-call/no-show at clinical will result in the student being placed on academic probation.
- A second no-call/no-show may result in the student being exited from the program.

MAKE-UP AND COURSE REPEAT POLICY

Method of Make-up Work Assignments

Students are required to make up all assignments and work missed due to absence. Arrangements for make-up hours and/or assignments must be made with the instructor so that the learning objectives are met. All make-ups MUST be documented with the instructor. Make-up work must be completed in the appropriate class, skills lab, or clinical site, and documented on a make-up form. Specific course objectives provided by the faculty will be included in the make-up hours. Make-up work must be completed within two weeks of absence for students to move to the next level.

Make-up Theory Classes

- For missed theory classes, students must make up the actual hours missed in addition to the assignment(s) missed within two (2) weeks.
- All students absent from theory classes must complete the make-up assignment designated by the instructor to meet daily learning objectives for the missed class. It is the responsibility of the student who has been absent from any class to obtain the make-up assignment from the instructor.
- Failure to make up the missed assignment by the due date may result in unsatisfactory progress and may delay matriculation to the next term.

Theory Make-up Hours May be Executed in the Following:

- Theory case studies: following specific course objects given by faculty and matching the lesson plan.
- Independent study on campus with faculty giving topics related to course objectives.
- Written examination given by faculty or unifying review questions created for the theory hours missed for related subject matter. Documentation of test and answers and recorded on the make-up form. The form is completed by the student and faculty member.
- Workshops or tutorial laboratory, such as wound care, dissection of heart, obstetric scanning lab for pregnancy with a written question and answer form upon completion of the workshop. This is provided by faculty and matches the required theory for make-up hours of specific course objectives.

A Theory make-up form is provided with the date, time, hours and theory hours. The make-up form is specific to course objectives and is signed off by faculty and students.

Make-up Hours for Clinical Hours

Clinical make-up hours can be executed in the clinical skills laboratory or with additional time in the clinical area. The make-up hours are given by the faculty and demonstration of the skills is evaluated by the faculty and match the course

objectives for class. All missed hours must be made up within the term. If the student is not able to attend the make-up class, the student must call and communicate with the instructor/nursing department prior to the assigned clinical time. The clinical area to complete make-up hours will be selected by the Director of Nursing.

Make-up Clinical Rotations

Making up clinical time (not skills lab hours) includes additional time in the clinical area with patients. Opportunities for making up clinical hours when the student has an absence are at the discretion of the Director of Nursing/Assistant Director of Nursing. Clinical absences must be made up at a clinical site. Students must make-up all clinical hours within 2 weeks or it must be made up prior to the last scheduled day of the term, depending on the availability of the Clinical Instructor and the clinical site. Make-up clinical time must be scheduled according to the availability of the clinical instructor and the clinical site.

Repeat of failed term

If a student violated the attendance/academic policy and his/her appeal is denied, the student will be deemed to have failed the term. Students may repeat a failed term **once** and will be placed on probation during the repeated term. A student will be terminated from the program if he/she fails a term more than once

REMEDICATION AND AT RISK CATEGORIES

Remediation

Smith Chason School of Nursing is committed to the success of all of the students and is committed to taking steps to ensure that success. Students whose course work has fallen below the satisfactory passing level are alerted and placed on an action plan. An intervention of coursework and assignments is developed with the instructor for student improvement. Smith Chason School of Nursing follows a Remediation Algorithm in identifying and solving student issues including clinical events, behavior/ attendance issues and/or theory deficit.

At Risk

- a. Code of Conduct Issues: students that do not interact positively during class time, are not punctual, and/or do not following Smith Chason's Code of Conduct will be considered at risk. Depending on the infraction, the student's instructor and/or the Director of Nursing will counsel the student. The instructor and/or the Director of Nursing will document the deficiency in writing and create a plan of action for the student.
- b. Academics: students that fail the second test is considered at risk and will be counseled by the instructor to determine the root of the problem. Based on the counseling session, the instructor may refer the student to the nursing student success coordinator, the student services department and/or the Director of Nursing for more assessment and to set up a plan of action, including tutoring.
- c. Attendance: the nursing faculty, student success coordinator, and the nursing administrative coordinator monitor student attendance. Students who have excessive late arrivals, early departures or absences are considered at risk. If a student exceeds 3 tardies, the student will be issued a deficiency notice and called for a counseling meeting with their instructor and/or the Director of Nursing. Depending on the reasoning for the student's absences, the student may also be referred to the student services department to assist the student with outside issues, such as transportation. After a student is absent twice, the Director of Nursing meets with the student to warn the student that he/she is at risk of being terminated from the program. The Director of Nursing also meets with the students to determine the root cause of absenteeism. Depending on the root cause, the student will be referred to the nursing department and/or the student services department to aid the student.

ACADEMIC DISCIPLINARY PROCESS

The Nursing Department will execute professional judgment in the implementation of disciplinary actions related to academic and professional standards in both theory and/or clinical performance. Disciplinary action may consist of the progressive steps below:

- a. Academic warning
- b. Academic probation
- c. Termination from the nursing program

Please note, Smith Chason School of Nursing reserves the right to determine, based on the level of infraction, to not utilize progressive steps and the student may be immediately terminated from the program.

Please see the Catalog for Information regarding Smith Chason School of Nursing's **Satisfactory Academic Progress policy**. Students receiving financial aid should also refer to the Catalog for additional details regarding the disbursement of financial aid if a student is not meeting the school's academic standards.

Academic Warning

A student in the nursing program, who is not satisfactorily meeting the objectives of a nursing didactic course in academic or attendance progress, will be given an academic warning which consists of a Written Advisory, documenting the unsatisfactory grade or performance. The Written Advisory will be reviewed with the student and the student will be given a copy. If necessary, a written remediation plan for improvement is developed by the instructor or Director of Nursing.

A student who is not in good academic standing at the end of a term is placed on academic warning and issued a remediation plan. This is a serious warning that the student's level of achievement is unsatisfactory. Class attendance becomes mandatory. To be in good academic standing, a student must have a cumulative grade point average (CGPA) of at least 2.5 (75%). A student must be in good academic standing at the end of the academic warning period or the student may be terminated from the program.

Academic Probation

If a student's academic performance in the program does not improve after receiving an academic warning, the student may be placed on academic probation. This may include the inability to meet course/clinical objectives, standard nursing care, and/or the student's term grade falls below 2.5 (75%). The probation procedure will consist of:

- a. Written documentation will be provided to the student regarding the unsatisfactory grade, or performance with the terms of probation.
- b. Meeting between the student and the theory/clinical instructor, and/or the Director of Nursing, as appropriate, to discuss grounds for probationary status.
- c. For clinical probation, a written plan for improvement will be developed and signed by both the instructor and the student. A copy will be given to the Director of Nursing for review and approval.
- d. For academic probation, a written plan for improvement will be developed and signed by both the student and the instructor/student success coordinator. A copy will be given to the Director of Nursing for review and approval.
- e. The probation notice and the student's plan for taking corrective action is placed in the student's file.

- f. Students may be removed from probation when the identified deficiencies are corrected. If the student is unsuccessful in meeting the conditions of probation, dismissal from the program or repetition of the course may be required.

Academic Failure/Dismissal

If a student academically fails a term, the student must repeat the term. A student can retake a term only one time. A student who fails a term may not progress in the program until he/she has successfully passed the failed term, which can only be repeated once. Students may not matriculate more than 1.5 (one-half) times the length of the program. Enrollment into the term to be repeated is on a space-available basis.

Students may be dismissed from the program for the following reasons:

- a. Failing to maintain a cumulative nursing course GPA required by the program for the term following academic warning.
- b. The occurrence of a serious incident in the clinical area, patient, or classroom where the physical or mental safety of a faculty member/student/staff/patient has been significantly jeopardized.
- c. Behavior not congruent with the ANA Code of Ethics, Standards of Conduct as delineated in the Catalog and as noted above.

Academic Procedure for Dismissal from the Nursing Program consists of the Director of Nursing or designee providing written notice to the student documenting the reason for dismissal from the nursing program. The student must meet with the Director of Nursing/Assistant Director of Nursing, course/clinical instructor or advisor. Please see the Catalog for additional information regarding Smith Chason School of Nursing's Termination policy.

Students terminated from the program should refer to the Catalog for information regarding Appeal and Readmission.

ACADEMIC CLINICAL COURSE GUIDELINES

Clinical experiences are an important part of the Nursing program. Students must comply with all policies and guidelines set forth by clinical sites, OSHA, CDC and other agencies. Students are expected to demonstrate growth in clinical practice through application of knowledge and skills from previous and concurrent courses. The student should demonstrate growth in clinical practice as they progress through courses and must meet clinical expectations as outlined in the clinical course objectives and evaluation tool.

Students are entrusted with the responsibility to uphold and promote five fundamental values: Honesty, Trust, Respect, Fairness, and Responsibility. These values must be demonstrated through the following critical behaviors:

- a. Consistently demonstrate respect and courtesy for all faculty, staff, clinical agency personnel, and peers.
- b. Acknowledge and accept responsibility for one's own actions. This may include honestly and accurately reporting errors of omission or commission to appropriate persons.
- c. Seek appropriate supervision and/or consultation in the provision of care adhering to the Practical Nurse Scope of Practice.
- d. Be academically and technically prepared to provide safe, competent care during all clinical experiences. Expectations for clinical preparation will be determined by course objectives and clinical instructor.
- e. Preparation may include but is not limited to, a review of the clinical medical records, comprehension of the nursing care plan or treatment and familiarity with medications, tests, and procedures. Failure to adequately prepare for clinical experiences may result in verbal/written warning, being placed on probation or dismissal from the clinical facility.

- f. **Students must follow Smith Chason School of Nursing’s dress code (stated in the Catalog and above) whenever present in a clinical setting.** Failure to dress appropriately for clinical experiences may result in verbal/written warning, dismissal from clinical area, or being placed on probation.
- g. Clinical practice must be performed in a safe manner in accordance with the student’s level of preparation, legal limitations, and agency policy. Students are legally liable to ensure he/she is well prepared for any patient care assignment and must seek supervision or additional instruction when unsure of the care to be provided. Unsafe practice includes behaviors that place the patients or other personnel in the clinical area in either physical or emotional jeopardy. An unsafe clinical practice occurrence or pattern of repeated behaviors is unacceptable and may result in verbal or written warning, dismissal from clinical area, being placed on probation, or dismissal from the nursing program.
- h. Refrain from engaging in patient care when students are in physical or emotional condition may be a threat to patients and/or others. Student health must be such that no real or potential harm can come to a patient from his or her association with a student. If the clinical instructor has reason to question a student’s ability to provide appropriate care for the patient, the student will be counseled and may be dismissed from the clinical setting. Maintain appropriate professional lines of communication with faculty, peers, and health care team members. Maintain confidentiality of patient information following HIPAA (Health Insurance Portability and Accountability Act 1996) guidelines. Breach of confidentiality guidelines is a serious offense and could result in dismissal from the program.

The clinical site is an educational opportunity. Students are expected to use their time and clinical resources in a professional and responsible manner. Failure to achieve any one or more of the above critical behaviors will result in disciplinary action, consisting of a written warning, placement on probation, dismissal from the clinical experience, failing grade in the course, or dismissal from the nursing program, depending on the nature of the incident.

Students are responsible for transportation to and from a clinical site and may be required to travel up to 50 miles from the campus each way. Students are not considered employees and will not receive compensation for any aspect of their education, including when providing services to individuals at a clinical site.

REQUIREMENTS PRIOR TO CLINICAL

Prior to clinical rotation students are required to:

- a. Obtain Professional Liability Insurance. All students are required to purchase malpractice insurance and submit a copy of the original certificate. The annual premium for professional liability is the responsibility of the student.
- b. Provide Physical Examination result.
- c. “CPR for the healthcare professional” certification from the American Heart Association.
- d. Submit a Laboratory and Immunization report.
- e. Provide a copy of HIPAA certificate.
- f. Students must submit to mandatory drug testing as a condition of student participation in the PNP program. The student is responsible for the cost of the drug testing.
- g. Students consent to and undergo a background check during the admissions process. However, please note that depending on the clinical site, an additional background check (which may be more in-depth) may be required. The student is responsible for the cost of the additional background check, if required.

CODE OF CONDUCT VIOLATIONS

If the student is found to have violated any rules of the Code of Conduct, any one or a combination of the following penalties may be imposed. This list of disciplinary actions is not intended to be exhaustive or all-inclusive.

The student may:

- a. receive a zero on the work involved
- b. receive a zero for the course
- c. receive a formal reprimand
- d. be suspended from the nursing program
- e. be dismissed from the nursing program
- f. not be eligible to re-enter the nursing program
- g. be removed from a clinical location or all clinical locations.

BEHAVIORS THAT MAY RESULT IN DISMISSAL AND/OR INELIGIBLE TO REENTER

Nursing students are expected to consistently meet program standards and guidelines. In addition to violations of the Code of Conduct, the following behaviors may be grounds for dismissal from the nursing program, without a probationary period:

- a. Falsifying attendance records
- b. Reporting to class or clinical assignments under the influence of alcohol or other drugs, or with any evidence of impaired performance related to chemical abuse
- c. Theft or vandalism of school or others' personal property
- d. Behavior violation resulting in disruption of the learning environment such as:
 - Arguing with instructor or peer
 - Making fun of fellow students
 - Going in and out of classroom during class indiscriminately
 - Constantly arriving late at the start of class, after breaks etc.
 - Leaving early without approval by instructor
 - Conviction of a felony
- e. Violation of the AZBN Scope of Practice
- f. Failure to remain current on all financial obligations to the school including tuition payments or other school financial obligations
- g. Safety violation
- h. Repeated no call/no show absences or tardiness in either the clinical or classroom environments
- i. Nursing students may be immediately withdrawn from the practical nurse program based on the inability to place a student in a clinical facility resulting from his/her conduct in the clinical facility.

DISCIPLINARY PROCESS

Violations that endanger patients, other students, or the integrity of the program may dictate immediate action beyond warning or probation. Students have a right to file a grievance at any point in the process. The following is the discipline process:

- a. The first Code of Conduct violation will result in a verbal warning, given within three (3) school days of the occurrence, which will be documented and put in the student's file.
- b. A second Code of Conduct violation will result in a written warning, given within three (3) school days of the occurrence, with the student being placed on probationary status (Behavior Probation). This status will remain in effect for the duration of the program. The written warning will state the specific requirements the student must meet to remain in the program. A copy will go into the student's file, and the student will receive a signed copy.
- c. A third Code of Conduct violation will result in a formal disciplinary process, to be initiated no more than ten (10) days from the date of third Code of Conduct violation, and possible dismissal from the program.
- d. With each Code of Conduct violation, the student will be informed they have violated the Code of Conduct, informed of the specific consequences, and given an opportunity to discuss the situation with the instructor, and/or Nursing Program Administrator, as is appropriate to the situation and within the timeframes outlined above. All disciplinary activities will be documented. All disciplinary activities will remain confidential and shared only with staff on a need-to-know basis.

SCHEDULE AND CLASS RATIOS

Maximum Class Ratios:	30:1	Lecture
	6:1	Skills/Laboratory
	8:1	Clinical Rotation

COURSEWORK REQUIREMENTS

Coursework Requirements

52 weeks of academic class including clinicals

1248 total hours

Credential awarded upon graduation: Diploma

ACADEMIC GRADUATION REQUIREMENTS

Students must pass the classroom (didactic) theory and clinical component of each term with an overall 75%.

The final grade of each Term is made up of three components:

1. Proctored points- this includes all exams, quizzes and must be maintained as an overall score of 75% or above. A proctored points grade below 75% at end of term can result in dismissal regardless of classwork grade.
2. Class work and projects must also be 75% and above.
3. Clinical grade is pass/ no pass basis a no pass can result in dismissal

Students must also meet the attendance requirements for this clock hour program.

Per Term:

1. Meet attendance requirements for a Clock Program.

Readmission Guidelines Related to Substance Abuse-

In addition to the policy listed in the Catalog, students withdrawn from the PNP for reasons related to substance abuse may reapply to the program after a successful required period of treatment of at least one year and must do the following:

- a. Submit a letter requesting readmission to the Practical Nursing Program.
- b. Include the following documentation from a therapist specializing in addiction behaviors
 - status of abuse, addiction, or recovery and/or documented rehabilitation related to alcohol/drug illness.
 - compliance of a treatment program as identified by the therapist a statement that the student will be able to function effectively and provide safe and therapeutic care for clients in a clinical setting.
- c. Repeat drug screen for alcohol/drugs immediately prior to readmission.
 - All drug screening fees will be the responsibility of the student.
- d. Submit full tuition for that year.

If a student, after being re-admitted to the nursing program, has positive results on an alcohol/drug screen, the student will exit from the program and barred from readmission.

ACADEMIC STANDARDS

Educational Progress in Training

A progressive sequencing of classroom and clinical instruction has been designed in the course so that the practical nursing student can form necessary links of theoretical knowledge, clinical reasoning, and practice. Students must pass the classroom (didactic) theory and clinical component of each course. A passing didactic score is 75% minimum grade point average. A grade point average below 75% is a failing grade. Clinical experience is graded on a Pass/No Pass basis. Failing to pass either component of the course, didactic or clinical, will cause the student to fail the entire course and become ineligible to continue to the next course. The failed course must then be retaken in its entirety and passed to remain in the program. In addition to the material presented in this section, students must adhere to specific academic guidelines and information presented in each course syllabus.

Student Work

- Written assignments are due on the day and at the time stated by the instructor. A 10% reduction in score will be taken for each regular school day the assignment is turned in late, up to a maximum of four days. Upon the fifth day an assignment is late a score of zero "0" will be entered in the gradebook.
- The students are to complete all assigned ATI modules, assignments and tests as assigned by the instructor as they are included in the grading process
- Under extreme hardship circumstances, such as death in the family, the instructor may elect to allow a reasonable grace period for late work. To be considered for this concession the student shall meet privately with the instructor to discuss the unique situation, providing documentation of its validity if requested.
- From time-to-time students may be assigned graded or ungraded group projects. It is expected that each member of the group will perform to the best of his/her ability in completing the assignment. Furthermore, each group member will share the task load in an equitable manner as determined by the student group.

Instructional Course Testing and Assessment

Every effort will be made to ensure that each student has an equal opportunity to complete testing in a standardized and uninterrupted environment. It is the responsibility of the student to learn the material included in each course of instruction and to meet the learning objectives presented in class.

TESTING AND EXAMS

- a. If a student is absent from the class during testing the student will be required to take an alternate make-up test of the instructor's choosing. It is the student's responsibility to make arrangements with the instructor for testing following regular classroom hours.
- b. Under extreme hardship circumstances, such as death in the family, the instructor may elect to allow a reasonable grace period for late work. In order to be considered for this concession the student shall meet privately with the instructor to discuss the unique situation, providing documentation of its validity if requested.
- c. Students observed to be either giving or receiving assistance from other students or utilizing materials not part of the testing process will receive a zero "0" score for the test. The incident will be recorded in the students' permanent files and reported to the Program Administrator.
- d. The instructor has the option to specify a time limit for testing or impose such procedures as will best facilitate the testing environment.
- e. Accommodations for testing can only be made for students with written and approved disability documentation on file.
- f. Assessment and evaluation tools utilized throughout the program include but are not limited to formal written tests, oral and written quizzes, projects, homework assignments, attendance and participation, case studies, skills demonstration, observation and documentation of interactions, self-assessment, web-based NCLEX-PN prep assessments.

Post-Testing Period

As soon as possible following the testing period, the answer documents will be scored, and results given individually to students.

- The instructor will review the test and answers with the class after all tests are completed. Correct answers and rationale will be provided for each test item along with references. Students may also review their test and answers individually with the instructor if desired.
- Individual student test scores, assessment scores, and grades are kept confidential unless the students themselves disclose the score.
- Students having trouble in attaining the required minimum score of 75% on assessments will be assisted to develop successful study and test taking skills and counseled to avail themselves of group study opportunities.

GRADING SYSTEM

Grading

The Arizona State Board of Nursing standard is that 80% of nursing school graduates pass the NCLEX-PN the first time within 12 months of program completion. Academic policies and procedures of the Practical Nursing Program are designed to assist students to meet this goal, including passing each course of study with a minimum grade point of 75% and maintaining high enrollment and re-admission standards.

To complete this program the student must have an overall score of 75% at end of each term consisting of the following components:

1. Overall exams/quizzes must be 75% or higher to pass the term.
2. Outside work and projects must be 75% or higher. A high score will not compensate for exams being below 75%
3. Pass clinicals /simulation
4. Maintain attendance
 - a. A summary of student progress is always maintained and available in the electronic gradebook. A printed progress report will be given to each student at the midpoint and conclusion of each course of instruction. Students may request a printed grade report at any time in between the scheduled progress report printing.
 - b. At course midpoint, end, and at the end of each clinical rotation, students will be given the opportunity during class time to discuss their progress with the instructor. Students may request private conferences outside of class time as well. Students will be given feedback and evaluation of performance in the clinical, skills lab, and classroom settings.
 - c. Instructors will initiate a private conference with a student whenever the student’s grade point average falls below passing (75%). At this time the instructor will assist the student to identify methods to improve study habits and test more successfully.

Smith Chason School of Nursing utilizes an absolute grading system as stated below:

Letter Grade	Quantitative Assessment	Qualitative Assessment	Grade Points
A	90% - 100%	Excellent	4.0
B	80% - 89%	Above Average	3.0
C	75% - 79%	Average	2.5
F	Below 75%	Failure	0

*Anything below a C is considered a failing grade and cannot be counted toward graduation.

- d. Clinical Grade Scale:
 - P= Pass
 - F= No Pass
- e. Scoring: Grades for assignments, assessments, and final course grade will be calculated to the nearest tenth.

See Catalog for Campus Academic Standards

ATTENDANCE STANDARDS

Educational Hours of Attendance to include:

- Didactic
- Skills
- Simulation
- Computer lessons, assignments and exams

CLINICAL AND LAB POLICIES

Skills Lab

The skills lab exists to give students an opportunity to practice and perfect hands-on nursing skills before performing these skills on real patients. The Practical Nurse Program provides this opportunity to ensure safe and humane patient care in the clinical setting.

Students will also be evaluated on ethical and professional behavior. Students in the skills lab must demonstrate a respectful and professional approach to the skills equipment and body models, fellow students, and instructors.

Skills Lab Rules

The following rules will be enforced for the skills lab:

- All nursing students are required to demonstrate competency performing nursing skills in each skills lab to receive a grade of Pass.
- Students who do not demonstrate skills with proficiency, as assessed by the skills instructor, will be scheduled to return to the skills lab until he/she demonstrates competency or is determined to have earned a failing score. Students who do not complete the skills assignments will not be allowed into the clinical setting.
- Any student may request extra practice time in the skills lab after scheduled class time.
- No student may perform, nor be allowed to have performed on them, any invasive procedure. This includes, but is not limited to, needle and IV sticks and placing any type of catheter internally.
- No student may access the simulation and skills equipment without an instructor present. Rules for using the simulation and skills equipment are posted in the lab.
- Students who do not follow these rules may be asked to leave the skills lab and face disciplinary action.
- The above is true for all high-tech interactive/virtual equipment and software. The skills lab is not an outpatient clinic.
- Students may not use the skills lab or PNP medical equipment to take vital signs or perform assessments or procedures on anyone outside the Practical Nursing Program, unless specifically arranged by an instructor. All students are to assist in keeping the lab and any equipment used in order

Clinical Requirements

Clinical gives students an opportunity to practice nursing care with direct supervision of the clinical instructor. This helps the student gain a feel for real world nursing experiences and provides an opportunity for students to put into practice the skills, knowledge and critical thinking they have developed in the classroom. Working with real patients and medical facility staff takes a commitment from the student to practice within their scope, keeping safety at the forefront of all actions.

The following rules must be followed at the clinical site:

- Clinical objectives are listed in the syllabus distributed by each clinical instructor. Clinical evaluations are based on the clinical objectives and will be different from one instructor or clinical site to another.
- Students will be expected to arrive at the clinical site on time and prepared to care for their assigned patients
- Students will wear program name tag and be professionally dressed at any time they are at the clinical site, whether in uniform scrubs for clinical shift, or to gather patient data prior to clinical. No shorts, tank tops/halter tops, or other unprofessional attire.
- Students will not perform invasive procedures or dispense medications to patients without the presence of a nursing instructor or as directed by the nursing instructor.
- **Students may not perform invasive procedures on each other in the clinical setting.** This includes initiating IVs, phlebotomy, glucose monitoring, etc. Students who violate this will be terminated from the training program. Failing to pass the clinical component of a course will result in the student being required to repeat and pass the course in its entirety before progressing in the Program.

- Any incident occurring in a clinical area resulting in an incident report will require documentation and signatures by the clinical instructor and the nursing student.
- Students will abide by the Code of Conduct and the PNP rules any time they are functioning in the student nurse role. This includes clinical and any off-campus site students go to for the purpose of meeting objectives of the program.
- By Arizona State Board of Nursing rules, a nursing clinical instructor may have no more than ten students on the nursing unit. PNP has a limited number of nursing clinical instructors and assigned clinical sites available for student instruction.
- There may be times when a clinical assignment must be changed with very short notice due to unexpected clinical situations. Each student must give his/her instructor current telephone contact information to assist the instructor to notify students of a change in assignments. It is the student's responsibility to inform the nursing office and the instructor when his/her telephone number changes.
- Previous work or school experiences may not be used to substitute for a clinical. Nursing students are required to demonstrate competence in meeting all clinical objectives. The clinical instructor has the responsibility to determine if the student has passed the course or must repeat the course for failing to meet the clinical objectives.
- It is a violation of the Student Code of Conduct for the nursing student to refuse a patient assignment, to leave the clinical site without notifying the instructor, and/or to argue with or confront the nursing instructor, fellow classmates or members of the nursing or medical staff.
- If the clinical instructor requests that a student leave a clinical assignment, the student must leave. Prior to returning to the assignment the student will meet with the clinical instructor and the Nursing Program Administrator to develop a plan for the student to return to the clinical assignment.
- If a student is not allowed by a clinical facility to practice as a student in that facility, the student may not continue enrollment in the nursing program.
- Nursing students may not visit a clinical facility in uniform or with their PNP nursing name badge when he/she is not completing a clinical assignment.
- Cell phones must be turned off and put away. If a personal emergency necessitates that the student be available by phone, the student shall notify the instructor at the beginning of the shift. The emergency call must be taken away from the patient care area and the instructor notified of the call.

Clinical Evaluation

Clinical evaluations are based upon clinical objectives and guidelines. Nursing instructors have the responsibility of evaluating a student's clinical performance. Nursing clinical instructors will complete clinical evaluations for students enrolled in his/her clinical assignment.

Clinical Remediation

To successfully complete a clinical assignment, nursing students are required to demonstrate competence as outlined in the syllabus for that clinical. If a student demonstrates unsatisfactory or unsafe clinical performance, he/she will be referred for mandatory remediation. Mandatory remediation may include:

- Completing mandatory skills practice in the nursing skills laboratory with an instructor
- Evaluation of clinical performance by another clinical instructor
- Clinical probation
- Withdrawal from the program if remediation attempts fail

Clinical Probation

Clinical probation is an agreement between the student and clinical instructor that the student will meet agreed upon guidelines within a given time period.

- a. This can include but is not limited to:
 - Mandated time practicing in the skills lab
 - A chance to return to the clinical site with the instructor for further patient care opportunities.
 - Completion of an assignment of the instructor's choosing.
- b. Students may be placed on clinical probation for the following reasons:
 - One or more incidents or near misses
 - Failure to meet the competencies of the clinical
 - Attendance falling below 90% in clinical rotation

PHYSICAL AND EMOTIONAL DEMANDS

This nursing program and the nursing profession are demanding. Students pursuing a career in nursing must consider the physical, mental, and emotional requirements to complete the program. Students must be able to perform these physical and emotional requirements, with or without accommodations. Students wanting to request accommodations for physical or mental disabilities should contact the ADA Compliance Coordinator: Andrew High, (310) 289-5123, ADACoordinator@wcu.edu and review the Disability Accommodation policy in the Catalog.

Physical Demands:

- **Strength:** Sufficient strength to lift, move and transfer most patients; to move and carry equipment; and to perform CPR (which requires sufficient body weight and adequate lung expansion). Students may be required to stand for long periods of time.
- **Mobility:** Sufficient to bend, stoop, get down on the floor; combination of strength, dexterity, mobility and coordination to assist patients; ability to move around physically and adequately in confined spaces (patient rooms, bathrooms, treatment settings, around patient equipment, etc.). Be able to perform all physical skills required to deliver patient care such as CPR, ambulation, transport, reposition, lifting, and other nursing duties.
- **Fine Motor Movements:** Necessary to manipulate syringes and IVs; to assist patients with feeding and hygiene; to write appropriate notations; to document in health record; to perform sterile procedures and other skilled procedures. Use hands to handle, control, or feel objects, tools, or controls.
- **Speech:** Ability to speak clearly in order to communicate with staff, physicians, patients and families.
- **Vision and Hearing:** Visually assess patients in order to determine and observe their health status; skin tone, color changes, dermatological conditions, non-verbal behaviors, changes in signs and symptoms of illness, health improvement or deterioration, etc. Auditory and hearing sensory requirements may also include monitoring signs and symptoms, communicating with patients, being alerted and responding to alarms, communicating via telephone, and use of a stethoscope.
- **Touch:** Ability to palpate both superficially and deeply and to discriminate tactile sensations.

Emotional Demands:

The student must have sufficient emotional stability to perform under stress produced by both academic study and the necessity of performing nursing care in real patient situations while being observed by the instructors and other health care personnel.

Physical Exam:

Clinical sites may require students to complete a physical exam conducted by a medical professional prior to participation in a rotation at their facility. Students are responsible for the cost associated with a physical exam and must return documentation of the physical exam to the School prior to beginning clinicals.

Vaccinations:

The student must have received (and show proof of vaccination) the following vaccinations. Clinical sites may require students to be vaccinated against COVID-19, including boosters to protect against variants.

Required Test and Range	Arizona State Requirements
Varicella Negative < or = 0.90 Equivocal 0.91-1.09 Positive > Or =1.10	Demonstration of Immunity by Titer Level (with reference range) or documentation of the required two (2) immunizations
Measles Negative < or = 0.90 Equivocal 0.91-1.09 Positive > Or =1.10	Demonstration of Immunity by Titer Level (with reference range) or documentation of the required two (2) immunizations
Mumps Negative < or +0.90 Equivocal 0.91-1.09 Positive > Or =1.10	Demonstration of Immunity by Titer Level (with reference range) or documentation of the required two (2) immunizations
Rubella Negative < or +0.90 Equivocal 0.90 – 0.99 Positive > Or =1.00	Demonstration of Immunity by Titer Level (with reference range) or documentation of the require two (2) immunizations
Hepatitis B Series Negative < 10mIU/ml Positive > or =10mIU/ml	Demonstration of Immunity by Titer Level (with reference range) or documentation of series (3) vaccinations or waiver signed Please note: if you sign a waiver you must always wear a mask while at clinical sites.
Influenza	Yearly Seasonal Vaccination Please note if you sign a waiver you must always wear a mask while at clinical sites.
DPT	Within last 10 years.
Tuberculosis	Yearly Demonstration of a negative PPD. Chest X-ray: (if positive PPD)

PROGRAM COMPLETION

The Practical Nursing Program is designed to prepare the student to obtain employment as an LPN. The Arizona State Board of Nursing regulates and approves AZ nursing license and certification programs. Neither employment nor passing of the licensing/certification exams nor licensure/certification from the State Board of Nursing is guaranteed by the Practical Nursing Program. Completion of the program is not a guarantee of eligibility to sit for state licensure examination in this or any state. PNP completers will be eligible to complete an application for taking the licensing/certification exams and be eligible to complete an application to be licensed for practice as an LPN in the State of Arizona.

Nursing Completion Certificate

In order to graduate and receive a Nursing Completion Certificate the student must have completed the following **academic** criteria:

- a. Attendance of 90% or greater
- b. Grade of 75% in exams or higher with completion of all coursework and clinicals

The nursing program Administrator will review the student's records and confirm the date of completion. ***In addition***, in order to be considered as a program completer the student must have met all tuition, fees, in full. Following confirmation of completion status, the PNP office will complete the process to prepare the student's certificate and forward the appropriate forms to the Arizona State Board of Nursing. Program completers may obtain their PNP certificate of completion within five business days following their confirmed date of completion.

State Testing and Licensure Application Process

It is the responsibility of the student to correctly submit the required forms and fees for NCLEX-PN® examination, Board of Nursing licensure application, fingerprinting, and any other forms necessary for licensure. During the final course of the Program Instructors will assist students to obtain and complete the application for the National Council Licensure Examination-Practical Nursing (NCLEX-PN®) and the application for licensure with the Arizona State Board of Nursing. Specific questions should be discussed with a Board of Nursing representative. National Council Licensure Examination-Practical Nursing (NCLEX-PN®) State Board Examinations for the PN license are offered through Pearson Vue and are taken by the Computer Adaptive Testing method (CAT).

Practical Nursing Licensure-Arizona

Nursing students should submit completed application to the Arizona State Board of Nursing (AZBN) following the guidelines and instructions found in the application packet. These requirements are set by the Arizona State Board of Nursing and are provided to students as required by the AZBN. Licensure processes in other states may vary. Please contact individual states' Boards of Nursing for information on their licensure process.

STATEMENT OF NON-DISCRIMINATION

In accordance with Title IX of the Education Amendments of 1972, Smith Chason School of Nursing does not discriminate on the basis of sex/gender in its employment practices or its educational programs or activities. Smith Chason School of Nursing also prohibits Sexual Harassment (as defined below) committed against persons in the United States as part of its education programs or activities.

Smith Chason School of Nursing prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of misconduct, questions regarding Title IX, and concerns about noncompliance should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please contact the Title IX Coordinator or the Assistant Secretary of Education within the Office for Civil Rights, email OCR@ed.gov, website <https://www2.ed.gov/about/offices/list/ocr/index.html>].

If you believe that you have experienced or witnessed other incidents of sexual misconduct or discrimination, please follow procedures outlined in Smith Chason School of Nursing's Non-Discrimination and Code of Conduct policies.

Smith Chason School of Nursing reserves the right to make changes to this policy as necessary, and once those changes are posted online, they are in effect. If government laws, regulations or court decisions change requirements in a way that affects this Policy, the Policy will be construed to comply with the most recent government regulations or holdings.

TITLE IX COORDINATOR

The Title IX Coordinator coordinates Smith Chason School of Nursing's efforts to comply with its Title IX responsibilities. The Title IX Coordinator is responsible for implementing Smith Chason School of Nursing's Title IX policy, intaking reports and Formal Complaints of Sexual Harassment, providing Supportive Measures and maintaining accurate Clery Act crime statistics.

Title IX Coordinator

Lisa Ingoldsby, Corporate Director of Compliance
3580 Wilshire Blvd. 4th Floor Los Angeles, CA 90010
310.289.5123 x138 / lisa.ingoldsby@wcu.edu

Deputy Title IX Coordinators are available at each campus to intake reports, Formal Complaints and provide Supportive Measures.

Deputy Title IX Coordinator:

Campus	Name/Title	Address	Phone Number/Email
Phoenix	Deanna Martin Director of Student Services	3110 North Central Ave, Suite L-100 Phoenix, AZ 85012	(602) 954-3834 x105 deanna@wcu.edu

Instances of sexual harassment should be reported to the campus Title IX Coordinator or Deputy in accordance with the College's Title IX policy located in the Annual Safety and Security Report ("ASR") available on the College's website, at www.wcu.edu/page/consumer-information.

STUDENT COMPLAINT AND GRIEVANCE POLICY

- a. Complaints directed at an individual instructor or staff member should be discussed directly with the individual involved.
- b. If one-on-one discussion fails to result in a satisfactory resolution, a written complaint must be submitted to the Director of Nursing. The Director of Nursing must respond to the complaint in writing within ten (10) business days (excluding weekends and Federal holidays).
- c. If the student is not satisfied with the proposed resolution, the student must respond to the Corporate Director of Compliance: Lisa Ingoldsby, 3580 Wilshire Blvd., 4th Floor, Los Angeles, CA, 90010 (310) 289-5123, lisa.ingoldsby@wcu.edu, in writing, within ten (10) business days, excluding Saturday, Sunday, and State and Federal holidays. The Corporate Director of Compliance will issue a final written response to the student within ten (10) business days (excluding weekends and Federal holidays).
- d. If the student complaint cannot be resolved after exhausting the College's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education, 1740 West Adams Street, Suite 3008, Phoenix, AZ 85009, www.azppse.gov, (602) 542-5709.
- e. Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form, and should grant permission from the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing

the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd. Suite 302, Arlington, VA 22201, (703) 247-4212, www.accsc.org. A copy of the ACCSC Complaint Form is available at the school and may be obtained from the Campus Director, or by contacting complaints@accsc.org or at <https://www.accsc.org/Student-Cornoer/Complaints.aspx>.

- f. A student may file a complaint with the Arizona State Board of Nursing (AZBN): Board of Nursing, Arizona Board of Nursing, 4747 N 7th St Ste 200, Phoenix, AZ 85014, (602) 771-7800, www.azbn.gov

PRACTICAL NURSING HANDBOOK ACKNOWLEDGEMENT

I HAVE RECEIVED A COPY OF THE PRACTICAL NURSING PROGRAM HANDBOOK ("HANDBOOK") AND I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ THE HANDBOOK. I AGREE TO ABIDE BY THE TERMS OF THE HANDBOOK AND THE RULES, POLICIES AND PROCEDURES STATED IN THE CATALOG.

Print Student Name

Signature of Student

Date