SMITH CHASON
SCHOOL OF NURSING

PRACTICAL NURSING (PN)

Nursing Student Handbook

2022 - 2023

Phoenix Campus

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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 prior to implementation.

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

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.

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 qualified and dedicated 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.

CONCEPTUAL FRAMEWORK

The Smith Chason School of Nursing Practical Nursing program curriculum is structured to provide theory and practical application of skills needed to function as an entry-level Practical Nurse (PN). The curriculum is organized using Maslow's "Hierarchy of Needs", the nursing process, and the study of body systems. Maslow's hierarchy of basic human needs comprises the essence of nursing assessment and nursing care: physiological; safety and security needs; social needs; self-esteem and self-love; and self-actualization. The student is sequentially learning about the individual: their biological systems; interpersonal and intrapersonal self; and the interactions and relationships of these systems as defined by time and environment.

The curriculum is based on the nursing process, in which the practical nurse assists the registered nurse in systematic data collection and analysis, planning, implementation, and evaluation of nursing care to assist the patient to a state of wellness.
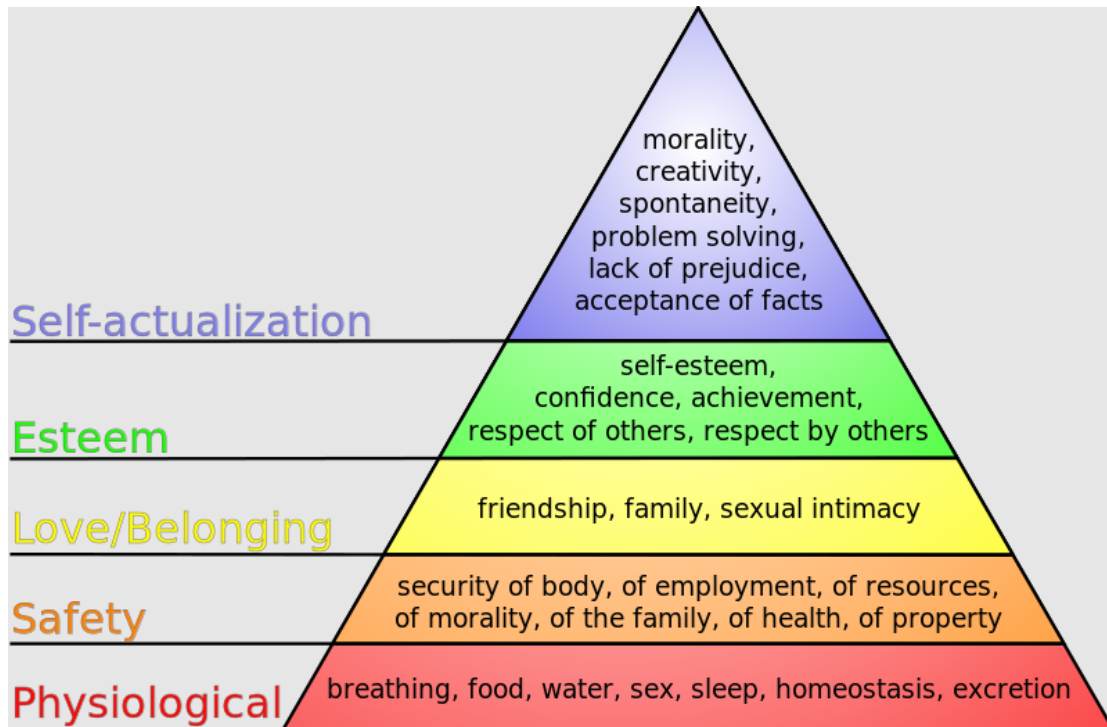
Source: https://commons.wikimedia.org/wiki/File:Maslow%27s_hierarchy_of_needs.svg

PROGRAM OUTCOMES

Program Student Learning Outcomes:

- Practice safe, quality, evidence-based patient care within the nurse's scope of practice.
- Participate in a multidisciplinary team utilizing the principles of professionalism, teamwork, accountability, integrity, and autonomy.
- Promote patient-centered culturally sensitive care that supports the psychosocial and physiological integrity of clients to improve clinical outcomes.
- Apply best practice in nursing informatics and technology to ensure accurate and complete documentation of client care.
- Apply skills and knowledge to complete the NCLEX-PN® exam with a passing score on the first attempt.

COURSEWORK REQUIREMENTS

Coursework Requirements

- 52 weeks of academic class including clinicals
- 1248 total hours
- Credential awarded upon graduation: Diploma

CLASS RATIOS

Maximum Class Ratios: 30:1 Lecture

10:1 Skills/Laboratory/Clinical Rotation

INSTRUCTIONAL AND ASSESSMENT METHODS

Courses are delivered through synchronous online didactic lectures and in-person laboratory/simulation and clinical activities. The program reserves the right to change its delivery methods, when necessary, based on local health conditions or natural disasters.

Practical Nursing instructors employ a variety of teaching and learning strategies. These include, but are not limited to:

- PowerPoint and whiteboard-supported lecture
- Small group discussions
- Case scenarios
- Simulation
  - Skills
  - Patient care
- Software products to support student interactive engagement with course content and assessment of learning. Assessment Technologies Institute (ATI) products, including interactive subject modules, video case studies, and simulation modules, are integrated in each course block.

Simulation

An important part of the training includes working with simple mannequins, models, and standard medical equipment and supplies, as well as with complex mannequins and virtual simulation software, and electronic medical equipment.

- 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.
- Failure to abide by skills lab guidelines and Code of Conduct will result in disciplinary measures in accordance with established policies.

Computers

Students will 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. Minimum technology requirements are listed in the Catalog. In addition, students are required to bring headphones (or earbuds) for lab/sim activities.

Assessment and Evaluation

Assessment and evaluation tools utilized throughout the program include but are not limited to formal written tests; oral and written quizzes; projects; homework assignments; case studies; skills demonstration; observation and documentation of interactions; self-assessment; and web-based NCLEX-PN prep assessments.

ATI Evaluation Methodology for Student Progress

ATI practice and proctored assessments are incorporated into each course block.

- The ATI Content Mastery Grading Policy is used to score each Content Mastery Assessment.
- The student is limited to 2 attempts for each Content Mastery Assessment, including the Comprehensive Predictor Assessment.
- For any course with more than one Content Mastery Assessment the grade book will reflect a cumulative score.

- Students earning a score of Level One or below on any ATI Content Mastery Assessment (CMS) proctored assessment MUST retake the assessment.
- The ATI Content Mastery Grading Policy is included in each course block syllabus.

PROGRAM RESOURCES
Learning Resource Center
- The college maintains a collection of electronic resources, including books, professional journals, registry workbooks, test banks, CDs and DVDs, and flash cards. Links to electronic resources can be accessed thought the Smith Library web page at https://wcui.libguides.com/.
- Computers with internet connection and study space are available to students in the campus Learning Resource Center.
- A librarian is available for support, via email at librarian@wcui.edu.

PROGRAM REGULATION
The Practical Nursing Program follows the Arizona Rules for Practical Nursing education. These statues 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.

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.

Students have input through formal electronic anonymous evaluations at the end of each course and an open-door policy with both the faculty and the Nursing Program Director. Formal evaluations are in electronic form, and each student has the opportunity to evaluate the faculty and clinical agency at the end of each course block. Evaluations include:
• Evaluation of Didactic Instructor by PN Student
• Evaluation of Clinical Agency by PN Student
• Evaluation of Clinical Instructor by PN Instructor

All evaluations are summarized and reviewed by the Director of Nursing and the instructor involved. After looking at areas of improvement solutions implemented as appropriate.

Additionally, the Practical Nursing Program values input from students and uses student input from confidential surveys to assess and evaluate program improvement needs including curriculum and content delivery.

PROFESSONAL 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 Enhanced Nursing Licensure Compact (eNLC) which allows LPNs to have one license to participate in multiple states. For more information about Nursing Licensure Compact (NLC) participating states, please see our Catalog or visit https://www.ncsbn.org/nurse-licensure-compact.htm.

STUDENT NURSE REGULATIONS

- Students are required to inform the nursing program director of any arrests and charges. Students who report an incident to the director will be advised on the impact, or potential impact, on the student's status, training and financial aid. All such discussions will be held in confidence. The Practical Nursing program cannot guarantee the applicant will be eligible for licensure.
- The AZBN requires that any nurse with a license or certification 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.

PHYSICAL AND EMOTIONAL REQUIREMENTS

The nursing program and the nursing profession are demanding. Students need to be able to meet the following physical and emotional requirements:

Physical Requirements

- **Mental Alertness:** Students must be able to demonstrate an ongoing state of mental alertness and sensory awareness of their surroundings and environment.
- **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 Requirements

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.

CELLULAR PHONES AND ELECTRONIC DEVICE POLICY

- Cell phones must be turned off or placed on silent and kept in your backpack, bag or purse during all scheduled course times, unless they are used during a class activity. Cell phone usage is not allowed during class for any reason, (voice calls, texting, internet, calculator function, or any other application).
- The Front Desk will accept any calls related to a family emergency. The staff will contact the Nursing Program Director/ Administrative Assistant, who will ensure that students are notified in a timely fashion.

- Students are encouraged to make and receive calls, or text, during scheduled break times.
- Non-compliance of the cellular phone and electronic device policy will result in progressive disciplinary action, up to and including dismissal from the program.

DRESS CODE POLICY
- Students must appear and dress professionally while attending the College and clinical sites The student school uniform should be worn for all scheduled school activities.
  - The uniform is always to be clean and neatly pressed.
  - Any soft-soled white or solid color (brown or black) closed shoes may be worn. Clogs, crocs, sandals, Ugg boots, and canvas shoes do not comply with the dress code.
  - Underclothing is required with all style uniforms and should not be visible through the uniform.
  - A white or dark-colored long-sleeved undershirt or a navy-blue uniform coat may be worn, as necessary.
  - Tattoos must be covered.
  - The student's name badge must always be worn on the uniform.
  - Fingernails should be short and clean. **No acrylic, gel or artificial nails. No colored nail polishes**. Clear nail polish is acceptable.
  - No rings other than simple wedding band may be worn with the student uniform.
  - Only small post earrings are acceptable. All other noticeable piercing shall be removed for safety and hygiene purposes.
  - Hair is to be styled to keep it from lying on the collar of the uniform or falling into the work area. No extreme hairstyles or **unnatural colors** are permitted. Clips, barrettes, or anything used to contain hair should be small, dark-colored, or the color of the hair.
  - Conservative use of makeup, including mascara, false eye lashes, and eyeliner is acceptable.
  - Heavy fragrances and body odors are offensive and harmful to patients; no perfume and aftershave should be worn.
  - Chewing gum is not allowed during any scheduled school activities.

Note: Students with excessive violations of the dress policy may be subject to progressive disciplinary action, up to and including dismissal from the program.

ACADEMIC POLICIES
Assignments
- Assignments are due on the day and time listed by the instructor in Canvas.
- **Late assignments:** 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.
- 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 as 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 their ability in completing the assignment. Furthermore, each group member will share the task load in an equitable manner as determined by the student group.

Testing and Exams
- Exams and quizzes will normally be administered in the ATI testing environment and administered on campus.

- The instructor will establish a time limit for testing or impose such procedures as will best facilitate the testing environment.
- Accommodations for testing will only be made for students with written and approved disability documentation on file.
- ATI Content Mastery Series proctored assessments will be administered on campus.
- Tests may not be repeated.
- If a student is absent from the class during testing the student will be required to take an alternate test of the instructor's choosing. It is the student's responsibility to contact the instructor and schedule testing following regular classroom hours.
  - If the student contacts the instructor or director prior to the start of class, and there is no penalty for the first missed test.
  - If the student fails to call or show up for the class, the first missed test/exam score will incur a 10-point penalty deduction.
  - A second missed original test exam will result in no points being earned for the assessment (score of zero).
- 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 student's permanent file and reported to the Program Director. This is a breach of academic integrity and will be handled accordingly.

Post-Testing Period
- As soon as possible following the testing period, the assessment will be scored, and the results entered into the gradebook.
- The instructor will review, in class, concepts that were challenging to students, within a week of testing completion.
- Students may schedule a time with the instructor to review their individual test.
- Individual student test scores, assessment scores, and grades are kept confidential unless the students themselves disclose the score.

Grading System
- The student must pass theory, skills/simulation lab, **and** clinical portions of the block course to progress through the program.
- Students must achieve a minimum cumulative grade of 75% to pass the course block and progress in the program.
- Grades are calculated by multiplying the total points for each category by its corresponding grade weight. The grade weights are added to calculate the final weighted grade percentage.
- Grades for assignments and assessments will be calculated to one decimal place.
- **There is no rounding of the final course grade.**

Exams	50%
Quizzes	10%
Homework	5%
ATI Content Mastery	10%
Learning Resource Center Project	5%
Comprehensive Final	20%
Clinical/Lab/Simulation	Pass/Fail
Total	100%

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

ATI Evaluation

The ATI Content Mastery Grading Policy follows:

CMS AND CBC GRADING RUBRIC

(Using a combination of the practice and proctored assessments to achieve 10% of the course grade. This sample assumes a course worth 100 points.)

PRACTICE ASSESSMENT

4 points

Complete Practice Assessment A.	Complete Practice Assessment B.
Remediation:	Remediation:
• Minimum 1 hour Focused Review on initial attempt*	• Minimum 1 hour Focused Review on initial attempt*
• For each topic missed, complete an active learning template and/or identify three critical points to remember. **	• For each topic missed, complete an active learning template and/or identify three critical points to remember. **

STANDARDIZED PROCTORED ASSESSMENT

Level 3 = 4 points	Level 2 = 3 points	Level 1 = 1 point	Below Level 1 = 0 points
Remediation = 2 points:	Remediation = 2 points:	Remediation = 2 points:	Remediation = 2 points:
• Minimum 1 hour Focused Review*	• Minimum 2 hour Focused Review*	• Minimum 3 hour Focused Review*	• Minimum 4 hour Focused Review*
• For each topic missed, complete an active learning template and/or identify three critical points to remember. **	• For each topic missed, complete an active learning template and/or identify three critical points to remember. **	• For each topic missed, complete an active learning template and/or identify three critical points to remember. **	• For each topic missed, complete an active learning template and/or identify three critical points to remember. **
10/10 points	**9/10 points**	**7/10 points**	**6/10 points**

Proctored Assessment Retake*

No retake required	No retake required	Retake required/recommended	Retake required/recommended

* Each student's focused review materials are created based upon the questions the student missed. Please take students' test scores into account when assigning time to spend in remediation, as a higher score means less focused review materials will be available.

** Handwritten ALTs and/or Three Critical Points is preferable.

*** If the program requires a retake of a Proctored Assessment and a student meets the program benchmark on the retake, that student can earn an additional percentage point (for example, a Level 1 student can now earn 8 points).

Clinical Medication Calculation Policy

- An essential aspect of safe nursing care is the ability to calculate medication dosages. It is expected that students can use basic arithmetic and basic algebra to calculate medication dosages**.**
- Calculation tests will be given in each block course. **Calculation exams must be passed with a 100 percent rate.** Beginning in Block II, students may not dispense medications until the examination is successfully passed.
- Exams may be repeated twice. Failure to successfully complete this requirement will result in failure for the course.

Attendance and Tardiness
- Students are expected to attend all academic activities, including lecture, simulation, lab, and scheduled clinical rotations. Students must notify their instructor prior to the class start if they will be absent or tardy. The Front Desk will accept notification calls related to absence or tardiness and communicate messages to the nursing faculty.
- Students are required to arrive on time for all academic activities. Three (3) tardies or early departures will equate to one (1) unexcused absence. Tardy is defined as arriving 5 minutes late and leaving early is defined as leaving any time before the class/lab/clinical concludes and class is dismissed.
- Students are allowed **one excused absence** (defined as one instance, not to exceed seven calendar days) and **one unexcused absence** each course block. Each absence 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. Make-up time must be completed prior to the end of the course block.
- **Excused Absence:** For an absence to be excused, there must be documentation provided to the Registrar upon return to classes. Student have one week from the time of the absence to bring in documentation for the absence to be excused. No documentation will be accepted after this time.
  - Excused absences include illness or injury with a provider's note, jury duty, military duty, and death in the immediate family (defined as spouse or domestic partner, parent, child, sibling or grandparent; spouse's or domestic partner's parent, child, sibling, or grandparent).
- Additional absences within the same term may result in dismissal from the program. Any requested exceptions to this policy, documenting special circumstances, should be submitted in writing to the Director of the Practical Nursing Program.
- The Registrar and the Director of Practical Nursing/Administrative Assistant will review attendance weekly.

Make-up Activities
- Arrangements for theory/lab make-up hours and assignments must be given by the instructor so that the learning objectives are met. Make-up assignments are in the appropriate subject matter of the time missed and documented on a make-up form.
- Make-up time for missed clinical nursing experiences will be determined at the discretion of the Nursing Program Director, and with consideration of the availability of clinical facilities. Supervised clinical simulation activities may be scheduled.
- Make-up work must be completed prior to the end of the course block.
- Completed make-up forms and assignments are to be approved by the instructor.
- Students are responsible for turning in approved make up form and assignment to the Administrative Assistant.
- Failure to complete make-up hours will result in course failure.

Clinical Schedule
- The scheduling of students' clinical experiences is a complex process involving the needs/requirements of the clinical sites and utilization by competing academic programs. The nursing program will strive to provide students with advance notice of their clinical schedule.

- Supervised clinical simulation activities may be incorporated into the clinical schedule.
- Every effort will be made to schedule clinical rotations within the normal school schedule. However, schedules are subject to change. Students will be notified of any change prior to the start of the course block, or as soon as possible in the event of a change during the course block.

Clinical Expectations

- Clinical faculty members are responsible for supervising students their assigned students during all clinical hours. It is expected that students will not perform invasive nursing skills on patients without direct supervision from their nursing instructor and/or the primary nurse.
- 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.
- It is expected that students in a professional nursing program will be consistently on time and prepared for clinical assignments.
- Each student will be responsible for notifying their instructor via phone call at least one hour prior to the beginning of the clinical assignment. Failure to call the instructor of an absence constitutes a no call, no show.
  - The **first** occurrence of a no call, no show will result in a written warning, and the student will be placed on academic probation.
  - A **second** occurrence of a no call, no show will result in the student failing the course and being dismissed from the program.
- In the event the student reports late (except for an unforeseen traffic accident), is inappropriately dressed, or demonstrates non-professional behavior, the Nursing faculty will take the following actions:
  - **1st Offense:** student will receive a verbal warning.
  - **2nd Offense:** student will receive a written warning.
  - **3rd Offense:** student will be sent home and may be dismissed from the program.
- 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:
  - Consistently demonstrate respect and courtesy for all faculty, staff, clinical agency personnel, and peers.
  - Acknowledge and accept responsibility for one's own actions. This may include honestly and accurately reporting errors of omission or commission to appropriate persons.
  - Seek appropriate supervision and/or consultation in the provision of care adhering to the Practical Nurse Scope of Practice.
  - 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.
  - 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.
  - **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.

- 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 they are 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.
- 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.

- **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.**

Clinical Evaluation

- Performance in the clinical area reflects the student's grasp of theory and their ability to apply theoretical concepts and principles to clinical situations, and conferences. Also, application of these concepts and principles are to be reflected in care plans, medication related calculations, procedures, problem solving assignments, and any other written work.
- Evaluation will be based on the student's written, verbal, and psychomotor approach to situations, decisions, problem solving, organizing, planning abilities, interpersonal communication with peers, instructors and clinical personnel and appropriate response to stress.
- Performance in the clinical setting will be evaluated as "satisfactory" or "unsatisfactory". The grade for the Practical Nursing Program clinical is on a credit/no credit basis. Credit for clinical is recorded in the grade book (CR) for satisfactory performance or (NC) for unsatisfactory performance.
- In the clinical area, each clinical instructor will give students a written weekly individual evaluation of their clinical performance. Evaluation conferences will be arranged at the discretion of the instructor.
- Students in the clinical area will complete and submit a self-reflection sheet weekly, which assists the student to assess their own strengths and areas needing improvement.
- Instructors will complete a remediation plan whenever a student is in danger of not meeting clinical objectives. The instructor and student will meet to:
  - Assess the problem(s).
  - Discuss methods for solving the problem(s).
  - Formulate a written action plan delineating resolution of the problem(s) with a time frame for remediation.
- An appointment will be made by the student with the course block faculty and/or Nursing Program Director Program to review the assessment and the action plan. The documentation will be filed in the student's folder.
- A student who is judged **unsafe** in the clinical area will receive an unsatisfactory clinical evaluation and be removed from the laboratory or clinical site. The student's performance will be reviewed by the Program Director and may result in dismissal from the program.
- Clinical documents (evaluation forms, notices regarding performance) will be kept on file in the student record.

SAFETY

Reportable Incidents & Near-Miss

- 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.
- 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

- 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.
- 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.
- 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.
- Appropriate forms must be completed and turned in to the Practical Nursing Program office.
- The student will be responsible for paying the costs of emergency room or clinic visits, physician visits, and follow-up care resulting from 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.

- Contaminated sharps shall not be bent, recapped, or removed. Shearing or breaking contaminated needles is prohibited.
- Contaminated sharps must be placed in an appropriate container as soon as possible.
- 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.
- Students must wear appropriate protective clothing/equipment when performing any task(s) that may involve exposure to body fluids.
- 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

- Wash the area immediately with a disinfectant agent; for eye splashes rinse the area with clean water for a minimum of ten minutes.
- Report the incident to the Clinical Instructor.
- 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 PRACTICAL NURSING PROGRAM is not responsible for personal injury or loss of property on campus or training at off campus sites.
- 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.

- The Clinical Instructor and student will notify the agency department supervisor of the injury immediately.
- The student will complete an agency incident report and follow agency protocol.
- The student will complete an official school student accident/incident report form.
- The student will file a report of the incident with the Nursing Program Director.

AT RISK CATEGORIES AND REMEDIATION

Code of Conduct issues: students that do not interact positively during class time, are not punctual, and/or do not follow Smith Chason's Code of Conduct will be considered at risk. Depending on the infraction, the student's instructor and/or the Nursing Program Director will counsel the student. The instructor and/or the Nursing Program Director will document the deficiency in writing and create an action plan for the student.

Academics: students that fail a second test within the course block are considered at risk, and will meet with 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 Nursing Program Director for additional assistance.

Attendance: the nursing faculty, student success coordinator, and the nursing program administrative assistant monitor student attendance. Students who have excessive late arrivals, early departures or absences are considered at risk. If a student incurs 3 tardies, the student will be issued a deficiency notice and called for a counseling meeting with their instructor and/or the Nursing Program Director.

- 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 Nursing Program Director meets with the student to determine the root cause of absenteeism. Depending on the root cause, the student may be dismissed, and/or referred to the student services department.

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:

- Academic warning
- Academic probation
- Termination from the nursing program

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

Nursing students must maintain a cumulative GPA of 2.5 or better. Refer to the Triad Education Catalog for Information related to maximum time for completion, and information regarding financial aid.

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 Nursing Program Director.

Academic Failure/Dismissal

If a student academically fails a term, the student may apply to re-enter the program and repeat the course block. A student can re-enter the program one time only.

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

- Failing to maintain a cumulative nursing course GPA required by the program for the block following academic warning.
- 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.
- Behavior not congruent with the Standards of Conduct, as outlined in this handbook.

The Nursing Program Director or designee will provide written notice to the student documenting the reason for non-academic dismissal from the nursing program.

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. Student completing the practical nursing program will be eligible to apply to take the licensing exam and to apply for licensure as an LPN in the State of Arizona. 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.

Nursing Completion

In order to graduate, student must have completed the following **academic** criteria:

- Attendance of 90% or greater
- Achievement of a cumulative course grade of 75% or above for each course block.
- Met all tuition and fee responsibilities.

The Nursing Program Director will review the student's records and confirm the date of completion. Following confirmation of completion status, the Program Director will complete the verification process with the Arizona State Board of Nursing.

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 a completed application to the Arizona State Board of Nursing (AZBN) following the guidelines and instructions found on the Arizona State Board of Nursing website: https://www.azbn.gov/licenses-and-certifications/apply-for-a-license. Licensure processes in other states may vary. If testing in another state, the student should contact that state's Board 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 the College's Non-Discrimination policy 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 CORRDINATOR
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@wcui.edu

The Deputy Title IX Coordinator is available to intake reports, Formal Complaints and provide Supportive Measures.

Deputy Title IX Coordinator
Kallie Gough, Director of Student Services
3110 North Central Avenue, Suite L-100, Phoenix, AZ 85012
(602) 954-3834 x108 / kallie.gough@wcui.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.wcui.edu/page/consumer-information.

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