

The logo for Smith Chason College, featuring the text "Smith Chason College" in white, bold, sans-serif font, centered within a dark blue square.

**Smith
Chason
College**

A thin, vertical yellow line that separates the college logo from the program name.

**Practical
Nursing
(PN)**

Nursing Student Handbook

2023 - 2024



Phoenix Campus

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PURPOSE OF THE HANDBOOK

This Handbook will give you program-specific information regarding Smith Chason College School of Nursing's ("Smith Chason") 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 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 abiding by the College's rules, policies and procedures contained in the Smith Chason College Catalog. The Catalog provides pertinent information, including but not limited to tuition and fees, refunds, termination, notice concerning the transferability of credits, accreditation, drug testing, Satisfactory Academic Progress, Americans with Disabilities Act/Section 504 of the Rehabilitation Act, anti-harassment and discrimination policies, and more.

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 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.

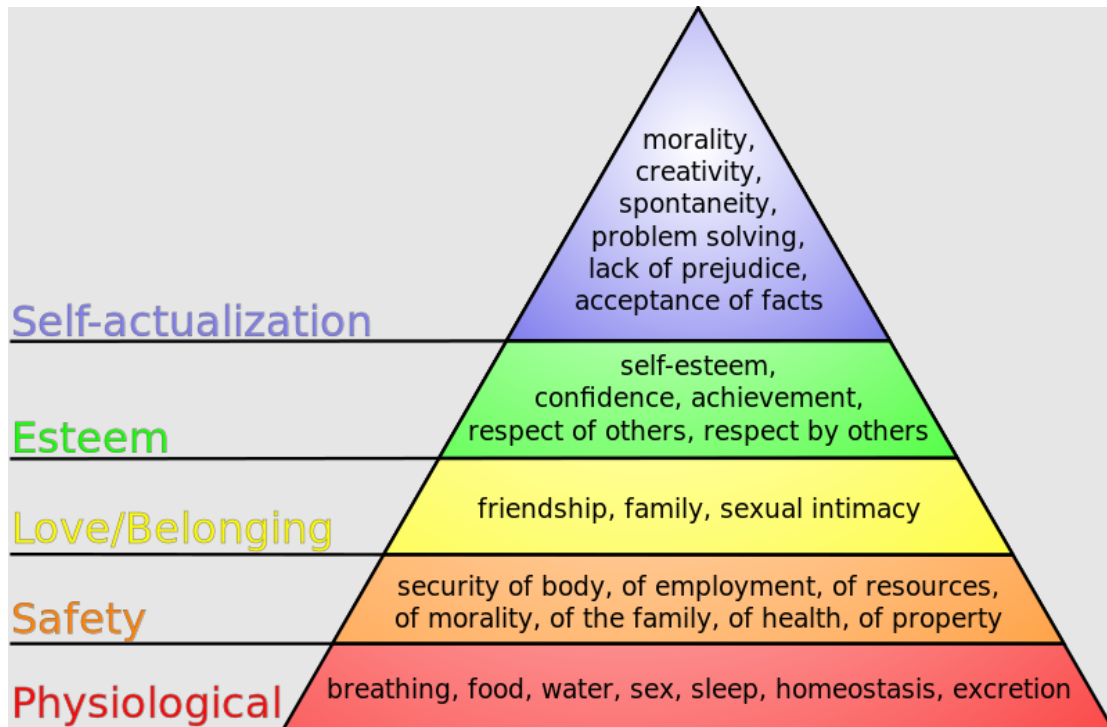
MISSION

The mission of Smith Chason College is to transform our healthcare communities as we transform the lives of our students. We nourish students' passion to provide excellent, compassionate, inclusive, and equitable patient care. The central focus of Smith Chason College is to promote and enhance student learning, foster personal achievement, and develop professional competence.

CONCEPTUAL FRAMEWORK

The 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 incorporates Maslow's Hierarchy of Needs, the nursing process, and the study of body systems. Maslow's hierarchy of basic human needs provides the foundation for 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's 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 support the client to a state of wellness.



Source : https://commons.wikimedia.org/wiki/File:Maslow%27s_hierarchy_of_needs.svg

PROGRAM OUTCOMES

Program Objectives

- Produce practical nurses who demonstrate professional behaviors according to the legal and ethical standards of the practical nursing scope of practice and standards of care.
- Prepare practical nursing students to incorporate effective communications with clients, families, and the healthcare team by use of informatics, interpersonal, and therapeutic communications skills.
- Prepare practical nursing students to participate as part of an interdisciplinary team in the data collection, planning, implementation, and evaluation of safe effective care for healthcare consumers across the lifespan.
- Prepare practical nursing students to demonstrate a compassionate approach to safe, appropriate care for each client, according to their needs and practical nursing standards of care.
- Prepare the practical nursing student to give medications competently and safely within their scope of practice including calculation, preparation, administration, and monitoring of medications for effectiveness and complications.
- Prepare practical nursing students to prioritize care for clients, delegating appropriate aspects of care to unlicensed assistive personnel.
- Prepare practical nursing students to perform client care skills competently and safely within their scope of practice.
- Prepare practical nursing students with the training and skills necessary to obtain an entry level position in a competitive market.

Program Student Learning Outcomes:

- Practice safe, quality, evidence-based client care within the nurse's scope of practice, and in accordance with AZBN standards.
- Participate in a multidisciplinary team utilizing the principles of professionalism, teamwork, accountability, integrity, and autonomy.
- Promote client-centered culturally sensitive care that supports the psychosocial and physiological integrity of clients to improve clinical outcomes.
- Ensure accurate and complete documentation in client care, and under the direction of the Registered Nurse, participates in the review and evaluation of client information.
- Apply skills and knowledge to achieve a passing score on the NCLEX-PN® exam on the first attempt.

COURSEWORK REQUIREMENTS**Coursework Requirements**

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

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 faculty 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
 - Client 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 a faculty 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 through the Smith Chason 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 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.

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 to the curriculum and content delivery through formal electronic and/or paper anonymous evaluations at the end of each course and an open-door policy with both the faculty and Director of Nursing. Formal

evaluations are in electronic form, and each student can evaluate the faculty and clinical agency at the end of each course block. Evaluations include:

- Evaluation of Didactic/Lab/Clinical Faculty by PN Student
- Evaluation of Clinical Agency by PN Student

Evaluations are summarized and reviewed by the Director of Nursing and nursing faculty. Strategies for program improvement will be identified and implemented.

PROFESSIONAL LICENSURE

Smith Chason's Practical Nursing program curriculum meets educational requirements for licensure in the state of Arizona.

Although Arizona is part of the Enhanced Nursing Licensure Compact (eNLC) which allows LPNs to have one license to participate in multiple states (<https://www.ncsbn.org/nurse-licensure-compact.htm>), Smith Chason **has not made a determination** as to whether our **Practical Nursing** program curriculum meets educational requirements of NLC participating states* or non-participating states: *Alabama, Alaska, *Arkansas, California, *Colorado, Connecticut, *Delaware, District of Columbia, *Florida, *Georgia, Hawaii, *Idaho, Illinois, *Indiana, *Iowa, *Kansas, *Kentucky, *Louisiana, *Maine, *Maryland, Massachusetts, Michigan, Minnesota, *Mississippi, *Missouri, *Montana, *Nebraska, *New Hampshire, *New Jersey, *New Mexico, New York, *North Carolina, *North Dakota, *Ohio, *Oklahoma, Oregon, Pennsylvania, Rhode Island, *South Carolina, *South Dakota, *Tennessee, *Texas, *Utah, *Vermont, *Virginia, Washington, *West Virginia, *Wisconsin and *Wyoming.

Smith Chason's Practical Nursing program curriculum **does not lead to licensure in the state of Nevada.**

STUDENT NURSE REGULATIONS

- Students are required to inform the Director of Nursing of any criminal 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 physical and emotional requirements outlined below.

Physical Requirements:

- **Mental Alertness:** Ability 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 to communicate with staff, physicians, patients, and families.
- **Vision and Hearing:** Visually assess patients 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 to 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 faculty 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 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	Demonstration of Immunity by Titer Level (with reference range) or documentation of the required two (2) immunizations
Measles	Demonstration of Immunity by Titer Level (with reference range) or documentation of the required two (2) immunizations
Mumps	Demonstration of Immunity by Titer Level (with reference range) or documentation of the required two (2) immunizations
Rubella	Demonstration of Immunity by Titer Level (with reference range) or documentation of the require two (2) immunizations
Hepatitis B Series	Demonstration of Immunity by Titer Level (with reference range) or documentation of series (3) vaccinations or waiver signed
Influenza	Yearly Seasonal Vaccination (due on or before December 1 st)
DPT	Within last 10 years.
Tuberculosis	TB screening, including initial two-step Mantoux tuberculin skin test (TST), OR QuantiFERON-TB gold blood test, OR T-SPOT Chest X-ray: (if positive PPD)

CELLULAR PHONES AND ELECTRONIC DEVICE POLICY

- Cell phones must have the sound muted during all scheduled course times.
- The Front Desk will accept any calls related to a family emergency. The staff will contact the Director of Nursing/ Administrative Assistant, who will ensure that students are notified in a timely fashion.
- Students are encouraged to make and receive calls, or texts, during scheduled break times. Students should leave the room if they must take a call during class/lab/clinical time.

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. **Students will follow dress code policies of assigned clinical sites.**
 - The student's name badge must always be worn on the uniform.
 - The uniform is always to be clean and neatly pressed.
 - Shoes must be safe, clean, in good repair, closed toe, and appropriate for the clinical setting. Sandals and open toed shoes are not permitted. Underclothing is required with all style uniforms and should not be visible through the uniform.
 - Tattoos can be visible when wearing school-provided nursing scrubs.
 - Fingernails should be short and clean. Acrylic, gel, or artificial nails are not permitted.
 - Jewelry: A minimal amount of jewelry is allowed to include wedding bands, engagement rings and minimal facial or body piercings. Students in their clinical rotation must follow dress code policy that may include covering piercings.
 - Hair is to be styled to prevent it from falling into the work area. No extreme hairstyles or **unnatural colors** are permitted.
 - Conservative use of makeup, including mascara, false eye lashes, and eyeliner is acceptable.
 - Heavy fragrances and body odors are offensive and harmful to clients; 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 will 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 faculty 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 faculty may elect to allow a reasonable grace period for late work. To be considered for this concession the student shall meet privately with the faculty 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 faculty 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. Any requested exceptions to this policy, documenting special circumstances, should be submitted in writing to the faculty, who will confer with the Director of Education and Director of the Nursing.
- If a student is absent from the class during testing the student will be required to take an alternate test of the faculty's choosing. It is the student's responsibility to contact the faculty and schedule testing following regular classroom hours.
 - If the student contacts the faculty or director prior to the start of class, 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 faculty will review, in class, concepts that were challenging to students, within a week of testing completion.
- Students may schedule a time with the faculty 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.**

Assessment	Grade Percentage
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 Grading Rubrics

The ATI Content Mastery Series (CMS) Grading Rubric follows:

CMS GRADING RUBRIC			
PRACTICE ASSESSMENT - included in Assignments			
40 points (20 points each)			
Complete Practice Assessment A. Remediation: Minimum 1-hour Focused Review on initial attempt		Complete Practice Assessment B. Remediation: Minimum 1-hour Focused Review on initial attempt	
STANDARDIZED PROCTORED ASSESSMENT - In ATI Content Mastery			
Level 3 = 40 points	Level 2 = 30 points	Level 1 = 15 points	Below Level 1 = 0 points
Remediation = 20 points: Minimum 1-hour Focused Review <i>For each topic missed, complete an active learning template and/or identify three critical points to remember.</i>	Remediation = 20 points: Minimum 2-hour Focused Review <i>For each topic missed, complete an active learning template and/or identify three critical points to remember.</i>	Remediation = 20 points: Minimum 3-hour Focused Review <i>For each topic missed, complete an active learning template and/or identify three critical points to remember.</i>	Remediation = 20 points: Minimum 4-hour Focused Review <i>For each topic missed, complete an active learning template and/or identify three critical points to remember.</i>
60/60 points	50/60 points	35/60 points	20/60 points
Proctored Assessment Retake			
<i>Retake recommended</i>	<i>Retake recommended</i>	<i>Retake required</i>	<i>Retake required</i>

- The ATI Comprehensive Predictor Grading Rubric follows:

COMPREHENSIVE PREDICTOR GRADING RUBRIC			
40 points (20 points each)			
Complete Practice Assessment A.		Complete Practice Assessment B.	
Remediation: Minimum 1-hour Focused Review on initial attempt		Remediation: Minimum 1-hour Focused Review on initial attempt	
STANDARDIZED PROCTORED ASSESSMENT			
95% or above Passing predictability = 40 points	90% or above Passing predictability = 30 points	85% or above Passing predictability = 15 points	84% or below Passing predictability = 0 points
Remediation = 20 points: Minimum 1-hour Focused Review	Remediation = 20 points: Minimum 2-hour Focused Review	Remediation = 20 points: Minimum 3-hour Focused Review	Remediation = 20 points: Minimum 4-hour Focused Review
<i>For each topic missed, complete an active learning template and/or identify three critical points to remember.</i>	<i>For each topic missed, complete an active learning template and/or identify three critical points to remember.</i>	<i>For each topic missed, complete an active learning template and/or identify three critical points to remember.</i>	<i>For each topic missed, complete an active learning template and/or identify three critical points to remember.</i>
60/60 points	50/60 points	35/60 points	20/60 points
Proctored Assessment Retake:			
<i>No retake required</i>	<i>No retake required</i>	<i>Retake required/recommended</i>	<i>Retake required/recommended</i>

Attendance and Tardiness

- Students are expected to arrive on time and attend all academic activities, including lectures, simulation, lab, and scheduled clinical rotations. Students must notify their faculty prior to the class start, using Textline (602-932-0345) if they will be absent, tardy, or they need to leave early. The Front Desk will accept notification calls related to absence or tardiness and communicate messages to the nursing faculty.
- Tardy is defined as arriving 5 minutes or more late and leaving early is defined as leaving any time before the class/lab/clinical concludes and class is dismissed. Students are expected to notify the faculty if they are going to be arriving late or leaving early.
- Refer to “At-Risk Categories and Remediation – Attendance” for processes for students who incur excessive late arrivals, early departures, or absences.
- Students are allowed **two full-day absences** each course block. An absence that doesn’t exceed seven consecutive calendar days will be treated as one occurrence. Each absence must be made up to complete the required clock hours, involving student completion of makeup hours as assigned by the faculty. Make-up time must be completed prior to the end of the course block.
- Additional absences within the same block 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 faculty 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 Director of Nursing, 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 will be approved by the faculty.
- Students are responsible for turning in approved make up forms and assignments to the Administrative Assistant.
- Failure to complete make-up hours will result in course failure, and dismissal from the program.

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 clients without direct supervision from their nursing faculty 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 faculty via phone call at least one hour prior to the beginning of the clinical assignment. Failure to directly notify the faculty of an absence constitutes a no call, no show.
 - The **first** occurrence of a no call, no show will result in a written warning.
 - 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 unprofessional 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.
- Prepare to provide safe, competent care during all clinical experiences. Expectations for clinical preparation will be determined by course objectives and clinical faculty.
- Follow Chason School of Nursing's dress code (stated in the Catalog and above) or facility-specific dress code in a clinical setting.
- Perform nursing 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 client care assignment and must seek supervision or additional instruction when unsure of the care to be provided.
- Avoid unsafe practice that includes behaviors that place the clients 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 client care when students are in physical or emotional condition may be a threat to clients and/or others. Student health must be such that no real or potential harm can come to a client from his or her association with a student. If the clinical faculty has reason to question a student's ability to provide appropriate care for the client, 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 client 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.
- **Arrange for transportation to and from a clinical site; students 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, faculty 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 faculty will give students a written weekly individual evaluation of their clinical performance. Evaluation conferences will be arranged at the discretion of the faculty.
- 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.
- Faculty will complete a remediation plan whenever a student is in danger of not meeting clinical objectives. The faculty 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 Director of Nursing 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 client injury because of a fall or as a result of moving the client 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 faculty of a change in the client'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 faculty, 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 faculty or the classroom faculty 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

There is an increased risk of exposure to blood or body fluids 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 Faculty.

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 Faculty.
- 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 Faculty and student will notify the agency department supervisor of the injury immediately.
- The student will complete an agency incident report and follow the 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 Director of Nursing.

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 faculty and/or the Director of Nursing will counsel the student. The faculty and/or the Director of Nursing will document the deficiency in writing and create an action plan for the student, including scheduled follow-up meetings to monitor progress

Academics: students that fail a second test within the course block are considered at risk and will meet with the faculty to determine the root of the problem. Based on the counseling session, the faculty may refer the student to the nursing student success coordinator, the student services department and/or the Director of Nursing 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 faculty 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 has been absent twice, the Director of Nursing will meet 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 (verbal and written)
- Dismissal from the nursing program

Smith Chason 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 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 faculty or Director of Nursing, including schedule follow-up meetings to monitor progress.

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, client, or classroom where the physical or mental safety of a faculty member/student/staff/client, has been jeopardized.
- Behavior not congruent with the Standards of Conduct, as outlined in this handbook.

The Director of Nursing 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. Students 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

To graduate, student must have completed the following academic criteria:

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

The Director of Nursing 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 Faculty 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 does not discriminate based on sex/gender in its employment practices or its educational programs or activities. Smith Chason also prohibits Sexual Harassment (as defined below) committed against persons in the United States as part of its education programs or activities.

Smith Chason 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 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 CORRINATOR

The Title IX Coordinator coordinates Smith Chason's efforts to comply with its Title IX responsibilities. The Title IX Coordinator is responsible for implementing Smith Chason'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

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@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 <https://smithchason.com/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 AND ABIDE BY THE PROCESSES, POLICIES AND PROCEDURES OUTLINED IN THE CATALOG.

Print Student Name

Signature of Student

Date