



Toledo Public Schools
Adult & Continuing Education

The Toledo School of Practical Nursing



2018-2019 Student Handbook



Toledo School of Practical Nursing

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Welcome

Welcome to the 2017-2018 academic school year at Toledo Public Schools Adult and Continuing Education Centers Practical Nursing Program. We hope you find this year long journey into the nursing profession challenging, stimulating and rewarding.

School History

The Toledo School of Practical Nursing (TSPN) opened in February 1949 with forty-three students admitted to the first class. Originally named The Northwestern Ohio Practical Nursing Training Center (NOPNTC), the first class graduated in February 1950.

Under the direction of The Toledo Board of Education, the school operates as a program in the Adult & Continuing Education Center. It is presently located at the former DeVilbiss High School at 3281 Upton Ave, Toledo Ohio 43613.

Program Philosophy

The Toledo School of Practical Nursing recognizes and accepts the philosophy and mission of The Toledo Public Schools and the Adult and Continuing Education Center.

The philosophy of the school is based on the educational principles of the nurse educator, Dorthea Orem. This model is used in many settings where the patient is encouraged to be as independent as possible. This theory covers a broad scope with general concepts that can be applied to all instances of nursing. Using the following theories: (1) the theory of self-care, (2) the self-care deficit theory, and (3) the theory of nursing systems, the Nursing Process evaluation determines the actual self-deficit of the client. This theory was chosen due to the holistic focused care.

The Theory of Self-Care focuses on the ability of the individual to perform on their own behalf to maintain life, health, and well-being.

The Self-Care Deficit Theory determines when nursing is needed. This can apply to all age groups of people from conception to death.

The Theory of Nursing Systems is activated when the therapeutic demands exceeds the available self-care agency, leading to the need for nursing.

The faculty presents content based on acceptable standards, respecting the uniqueness and potential of the students. Within the practical nursing program is a blend of cognitive, psychomotor, and affective domains. The faculty views education and learning as a mutual process, whereby responsibility is shared by the instructor and the learner.

The faculty presents content based on acceptable standards, knowledge, and technical skills as defined by the state of Ohio Nurse Practice Act and needed to function as a practical nurse.

The Practical Nursing program relates to the following assumptions of Adult Learners:

1. Adult learners are committed to the learning process and students and therefore, will make an active partnership role in the course. The instructor's role is that of facilitator and mentor.
2. Nursing classes are built upon the personal experience, expertise, and interest of the students and their needs.
3. Mature students require adult learning strategies, with an emphasis on practical application.
4. Success in the practice of nursing requires cooperative as well as personal competitive skills.
5. Students learn at different rates and in different ways.
6. Students can and should learn from one another.
7. Academic freedom guides the learner as well as the instructor.
8. A relaxed and informal learning environment facilitates the learning process.
9. Learning can and should be fun.
10. There are questions which do not have clear-cut right or wrong answers.
11. Learning is a life-long process, for the students as well as the instructor.

Program Outcome Objectives

Upon completion of the Toledo School of Practical Nursing the graduate will:

1. Apply theory from the basic sciences and nursing knowledge to the practical nursing care of the patients/families throughout the lifecycle.
2. Contribute to the data collection of psycho-social, cultural and G & O influences affecting the patients/families with common health problems.
3. Utilize scientific principles in performing technical nursing skills safely in the care of patients/families.
4. Contributes to the data collection of patients/families using the conceptual framework of Orem's DSCD model.
5. Utilize the nursing process to contribute in the nursing care planning for patients/families throughout the life cycle.
6. Utilize interpersonal communication to relate effectively with patients/families and other team members.
7. Accurately document observations relating to patient/family data collection and technical nursing skills.
8. Utilize basic computer skills to communicate effectively as a health care team member.
9. Incorporates basic teaching/learning principles to assist with the instruction of patients/families in promotion and maintenance of health and prevention of disease.
10. Discuss and administer medications safely incorporating the six rights of medication administration.
11. Demonstrate ability to manage bedside nursing care for multiple patients in acute and/or long term care setting.
12. Utilize delegation skills in the direction of care of other health care workers in long-term setting.
13. Apply critical thinking skills and autonomous behavior in the theory and clinical setting.
14. Assume responsibility for own personal and professional growth by keeping abreast of current nursing practices and changes.
15. Assume legal and ethical responsibility for our nursing practice.

Curriculum of the Practical Nursing Program

Below are the courses taught at each level and includes the theory, lab and clinical hours.

Level I	Theory	Lab	Clinical	Total
Anatomy & Physiology	139	0	0	139
Basic Nursing Concepts & Skills	<u>95.5</u>	<u>44</u>	<u>24</u>	<u>163.5</u>
Total	234.5	44	24	302.5
Level II	Theory	Lab	Clinical	Total
Intro to Adult Health Nursing	140	27.5	80	247.5
Pharmacology II	<u>47</u>	<u>33</u>	<u>0</u>	<u>80</u>
Total	187	60.5	80	327.5
Level III	Theory	Lab	Clinical	Total
Care of the Child Bearing Family	107	5.5	8	120.5
Care of the Child Rearing Family	107	5.5	8	120.5
Pharmacology III	<u>39.5</u>	<u>22</u>	<u>0</u>	<u>61.5</u>
Total	253.5	33	16	302.5
Level IV	Theory	Lab	Clinical	Total
Adult Health Nursing	118	33	80	231
Pharmacology IV	37.5	0	0	37.5
Role Transitions (ATI Live)	<u>49.5</u>	<u>0</u>	<u>0</u>	<u>49.5</u>
Total	205	33	80	318

TOTAL CURRENT HOURS - 1250.5

IV Therapy content is integrated across the curriculum as appropriate.

Program Overview

Practical Nursing education is the quickest way to become a nurse. Toledo School of Practical Nursing faculty bring together multiple years of experience in different venues and vast knowledge of nursing to assist the student in learning the nursing profession. The instructors' work together utilizing experience and education to educate students in the art of nursing. Theory is taught in the classroom. Nursing skills are demonstrated, practiced and tested out in the lab before using them in the clinical setting. The clinical experience puts together the theory and Lab portions of the nursing education.

Overview of the Program

The Toledo School of Practical Nursing prepares technical level nurses to service the needs of individuals, families, and communities in a variety of settings. The program is a one (1) year daytime program with a total of 48 weeks of classroom and clinical instruction.

The program serves full-time students. There are six to eight hours of instruction per day. Weekend and evening hours may be necessary to fulfill clinical requirements. Clinical experience is provided at local hospitals and/or long-term care facilities, community agencies, and other health care facilities in the geographical area and through classroom simulation. Classroom instruction is provided at the Toledo School of Practical Nursing located at the DeVilbiss building.

The Curriculum is developed, implemented and evaluated by the faculty with input from the students within the framework of the philosophy and the objectives of the school.

Level I (approximately 12 weeks)

Anatomy and Physiology and Basic concepts and Skills (consists of theory and clinical experience) are taught. Introduction to Pharmacology taught in this level.

Level II (approximately 12 weeks)

Focuses on the introduction to Adult Health Nursing in acute and/or long term healthcare settings with clinical experiences. Through Pharmacology I, and drug administration the student learns about drug therapy and associates the drug therapy the client is receiving into the nursing care plan as well as Mental Health.

Level III (approximately 12 weeks)

This level consists of Pharmacology III and IV Therapy and the specialty courses Obstetrical & Pediatric Nursing in a 5 week block.

Level IV (approximately 12 weeks)

A continuation of Adult Health Nursing with knowledge from previously taught courses. Emphasis in the clinical setting is further integration of Orem's Self-Care Deficit Theory in nursing and drug administration, Pharmacology IV and Role Transitions.

Admission Criteria

Pre-Admission

1. A Toledo School of Practical Nursing application.
2. Pre-Entrance exam (TEAS Test) with a score of 47 or above.
3. State Tested Nurse Aid Training Program STNAP Ohio (75 hour course) Course must be taken prior to program admission. Potential student must have certificate or registry number. Certified Nursing Assistant CNA Michigan (75 hour course) Course must be taken and certification test passed prior to program admission. Potential student must have certificate or registry number.
4. Mandatory drug screening at designated site.
5. Return of the Self-Directed Computer packet.
6. High school transcript or GED.
7. BCI/FBI background (Those reports showing issues related to obtaining licensure as a nurse will result in the student not being able to attend clinical rotations.)

After Acceptance and before first clinical experience

1. An Orientation must be attended. Students will be notified of date and time in writing.
2. Physical Exam states student has no limitations that interfere with the nursing education.
3. CPR for the Health Care Provider.
4. Immunizations and/or Titers.
 - a. 2-step Mantoux Tuberculin Skin Test or TSPOT if necessary a chest x-ray
 - b. Hepatitis B series or Positive Hepatitis B Antibody
 - c. Titers showing immunity to Rubella, Rubeola, Mumps and Varicella
 - d. tDap within the last 10 years
 - e. Flu shot when applicable to season

Advanced Placement

Toledo school of Practical Nursing does not accept transfer credits from other nursing education programs.

Military Education and Training

Toledo School of Practical Nursing does not accept prior learning credits. Military acquired learning will be reviewed as to how this learning related to the courses being offered.

Re-Admission Policy for the Nursing Program

Re-Admission into the nursing program must be requested in writing to the coordinator of the program.

The following criteria will be applied when requesting readmission:

1. Students must contact the coordinator of the program with a written request to be considered for reentry into the program.
2. All requests for re-admission into the nursing program will be considered by the entire faculty.
3. Students seeking re-admission may be asked to wait six months before re-entering the program.
4. The student must set up an appointment with the financial aid advisor.
5. The student's academic/clinical performance is reviewed to determine where in the program the students may be re-admitted.
6. If more than two rotations have elapsed since the student's dismissal, the student may be required to take the final exam from the previous rotation and demonstrate clinical competence.
7. If the student seeking readmission has been out of the program for more than one year, he/she will be required to start over in Level I.
8. TEAS test results are valid for two years.
9. A student re-admitted will abide by the current curriculum requirements and policies of the program. This may necessitate repeating or adding required courses.
10. Student re-admission may be influenced by the availability of clinical space as agencies have restrictions on the number of students permitted in a rotation.
11. A student who is dismissed for any or any combination of the following will not be re-admitted into the program:
 - a. Threatening behavior
 - b. Academic Dishonesty
 - c. Failure to provide client safety

Student Progression in the Curriculum

In order to successfully progress through the program, the student must maintain a 79% or higher in the theory component of a course and a satisfactory clinical grade in each nursing course.

The student will be placed on academic probation at midterm of the class if the student's cumulative average falls below 79% and/or if the student is not meeting the objectives for a clinical rotation as identified on the clinical evaluation tool.

By the end of the quarter, the student must achieve a 79% in theory and obtain a satisfactory clinical grade (if a nursing course) in order to progress to the next level or participate in graduation. Failure to achieve a satisfactory clinical grade will result in failure of the nursing course regardless of the theory grade.

A student may repeat a nursing course only twice. Failure twice in the same course will result in dismissal from the program.

A student will not receive grades or advance to the next level until all obligations are met.

Completion Policy

The Practical Nursing student must:

1. Completed all classes with a 79% or better.
2. Obtained satisfactory completion of all laboratory and clinical experiences including IV therapy content and clinical. As of 3/27/2017 the following will apply:
 - a. Student will be expected to take the ATI VATI in preparation for the NCLEX.
 - b. Payment for NCLEX will no longer be part of tuition. It will become a student responsibility.
3. Must complete Capstone review, ATI Live and get the ATI VATI green light in preparation for State Boards in order for board information to be sent (starting with class graduating 12/20/17).
4. The ATI comprehensive predictor is a tool used to determine student readiness for NCLEX-PN.
5. A student must have all financial obligations met, as verified by the Financial Aid Coordinator, prior to submitting the Certificate of Completion to the Board of Nursing.

The student must complete the program within 18 months from the class entry. This time frame includes drops, withdrawals, failures, repeats, or any other time spent out of the program.

Any student not completing within the designated time frame will be dismissed.

Financial Information

The Practical Nursing student will adhere to the following related to tuition:

1. Tuition is to be paid on or before the first day of scheduled class to each level.
2. Tuition is paid quarterly
3. **Attendance in the program cannot be continued if tuition and fees are not paid. The student will not receive or advance to the next level until all obligations are met.**
4. **Student will not receive Certificate of Completion or participate in graduation if tuition fees are not paid.**

Sources of Financial Aid (for those who qualify)

1. Workforce Investment Act (WIA)
2. Veterans Administration
3. Pell Grant Program
4. Student Loans – Consultation with the Financial Aid Coordinator is necessary

Care of Equipment and School Property

Students are expected to handle equipment along with treating the facility properly. If any piece of equipment is in need of repair, or there is a problem in the facility, please bring it to the attention of your instructor so it can be fixed.

Library Resources

Students receive their books during the first week of class in each rotation. The fees for these books are included in the tuition. The Library and Computer Room is open during school hours.

Fire and Tornado Drills

Fire and tornado drills are required by the state at specific intervals. Exit routes are posted near the door in each classroom. Further instructions may be given by the instructor or director if necessary.

Student Bulletin Boards

Bulletin boards are in each classroom and in the hallway. Refer to them for pertinent information related to class or the school. Please refrain from any destructive action.

Student Illness in Classroom/Clinical

If a student becomes ill or injured while on campus, 911 is called. While at a clinical setting, the student is to be seen in the emergency room or follow the employee illness policy of the clinical facility. Faculty are not licensed to transport students in their personal vehicles. The cost of health care is the student's responsibility.

Insurance

The Toledo School of Practical Nursing provides liability insurance for all students while in the nursing program.

Temporary Disability

If a student has a temporary disability while enrolled in the nursing program, he/she must present a doctor's statement to the nursing coordinator. The statement must include the limitations imposed upon the students as a result of the illness or incident.

Should a student have restrictions which do not permit him/her to perform tasks as any other student in the program, he/she may need to withdraw from the program for the rest of the quarter. When the student can resume a clinical assignment, he/she will be readmitted into the program.

Conditions, which may be considered to be temporary disability include:

1. Fractured bones
2. Back injuries/pain
3. Surgeries that limit the student's ability to perform
4. Sprains
5. Pregnancy

The student must keep the coordinator and instructors informed of his/her medical progress.

Students who are pregnant must bring a statement from the physician following each appointment that indicates whether or not the student can continue in the program and if there are any restrictions.

Any absence due to illness, injury, surgery, or childbirth requires a physician's release prior to returning to the next class and/or clinical day. Upon returning to the clinical area, it is expected that the student will not have any physical limitations that would impair care giving. All the policies and procedures of the facility must be adhered to.

Students are responsible for material missed during illness or disability.

If a student withdraws from the program, it is his/her responsibility, to follow the procedure for readmission. Readmission to the program is determined by space available. Student needs to consult with the coordinator of the program.

Disability/Handicap Statement

Prospective students suffering a physician or mental disability who desire to submit an application to the school shall be aware of the policy of the school.

1. A statement from his/her Physician should be submitted early defining the condition, medication, and limitations.
2. The Admissions committee may request an examination by Physician Specialist selected by the school at the applicant's expense.
3. The applicant shall know that consultation may be secured with possible employers of Practical Nurses as to prospects for employment of applicants with his/her condition. Instructors will have posted assistance hours daily.

Student Support Services

At any time during the nursing program, if a student is having academic problems the student is encouraged to speak to the instructor prior to seeing the coordinator or director. Students experiencing emotional, psychological, or social problems of a continuing nature will be referred to community services.

Remedial Assistance

Remedial assistance is available to all students. It is the student's responsibility to see out this opportunity. The classroom instructors will assist with tutoring when requested, between 2:30 pm and 3:15 pm on class days.

Academic Appeals Procedure

Students have the privilege of the appeals process however it does not apply to academic problems.

1. If the dismissal resulted from academic failure, academic dishonesty, failure to provide client safety, or for using verbal or physical threats against faculty members, students, or clients the student's dismissal will not be considered for re-admission.
2. To protect the faculty member and the student, all test papers, written assignments, quiz grades, and other such materials which were considered in arriving at the final grade will be available for inspection by the student and the persons involved in the appeals procedure.
3. Students are responsible for keeping records of their grades. It is recommended that all reports and projects be saved. Students should keep a copy of reports submitted to the instructor.
4. The grade book is a permanent record. This record does not necessarily make it clear the process by which the final grade is determined. The faculty must be able to explain the process by which the grade was achieved.

Grievance/Appeal Procedure - Academic Appeals Procedure

Grievance/Appeal Procedure:

The term "grievance" is defined as a dispute between a student and the school concerning the interpretation, application of, or compliance with any provision of school policies. All students without fear of retaliation or intimidation may use the grievance procedure. All conversations with the student or his/her representative concerning the student's grievance shall be held in strict confidence by those involved.

STEP I: A student with a perceived grievance will first discuss it with the appropriate instructor involved in the issue as an *effort* to arrive at a solution within three (3) working days after the occurrence.

Faculty is to submit in writing to the program coordinator the outcome of the meeting.

STEP II: If the grievance is unresolved from Step I, it may be pursued further by submitting the grievance in writing to the program coordinator within six (6) working days of the original dispute. Documentation must include verification that Step I was adequately achieved without resolution. Within five (5) working days from the submission of the written grievance, the student (with or without a representative of choice) the coordinator, and the instructor will meet jointly to try and resolve the grievance.

The coordinator's written disposition of the grievance will be given to the student and the instructor within three (3) working days of the meeting. The grievance will end if an agreement is reached at this point.

STEP III: If an agreement is not reached in Step II, the grievance and written outcome of the joint meeting will be submitted to the Joint Grievance Committee who will review the grievance for recommendations/resolutions within five (5) working days after receiving the written grievance. The Joint Grievance Committee will provide a written recommendation for resolution with three (3) days of the meeting.

STEP IV: The Director of Adult Education shall accept or reject the recommendation of the committee and will provide reasons in writing to the student after five (5) working days of the grievance hearing. The decision at this point is binding and concludes due process.

The time limits set forth in the procedure may be extended by mutual agreement of the school and the student. Work days as used in this procedure shall not include Saturdays, Sundays, and holidays.

Note: Student's progress in the program will be on hold until the grievance is resolved. (Includes pinning and graduation).

Unsolved Grievance / Appeals Issues

After exhausting all measures of the Grievance and or Appeals procedure available and you feel that to your issues were not resolved to your satisfaction you may then contact the Council on Occupational Education (COE) at:

7840 Roswell Road
Building 300 Suite 325
Atlanta, GA 30350
770-396-3898 / 800-917-2081
FAX 770-396-3790
www.council.org

Faculty Responsibilities R/T Student supervision in clinical 4723-5-20 OAC

A faculty member of the nursing program is responsible for planning the student's clinical experience and for evaluating the student's performance. Clinical nursing experiences are assigned by the faculty based on the course objectives and student learning needs. It is the responsibility of the faculty to supervise student practice and provide guidance, direction, and appropriate support to the individual or group of individuals. All of a group or individuals experiences for a nursing student in a clinical setting involving the delivery of nursing care to an individual or group of individuals shall be performed under the direction of a faculty member who functions only as a faculty member during the nursing student's clinical experience.

The faculty providing direction shall:

1. Establish clinical objectives or outcomes within the framework of the course in which the student is enrolled.
2. Communicate clinical objectives or outcomes to: The student; The teaching assistant; and the staff at the clinical site.
3. Provide for orientation of each student to the clinical site, including introduction to staff.
4. Make assignments for the student experience, consistent with specific objectives or outcomes of the course in which the student is enrolled.
5. Provide for supervision of each student in accordance with this chapter.
6. Evaluate the student experiences, achievement, and progress in relation to the clinical objectives or outcomes. The instructor to student ratio in the clinical setting shall be no greater than 1 instructor to 10 students or less when necessary to ensure safe delivery of patient care.

When using a teaching assistant or preceptor to provide supervision of a nursing student they shall at least:

1. Have competence in the area of clinical practice where supervision is provided.
2. Design, with faculty member direction, the student experience to achieve stated objectives or outcomes of the nursing course in which the student is enrolled.
3. Clarify with the faculty member: the role of the teaching assistant or preceptor, the responsibilities of the faculty member, the course and clinical objectives, the clinical experience evaluation tool and contribute to the evaluation of the student's performance by providing information to the faculty member and the student regarding the student's achievement of established objectives or outcomes.

Students Evaluation of Faculty, Quarterly

The Faculty of the Toledo School of Practical Nursing utilizes three areas of evaluation throughout the nursing program. They are theory, clinical and laboratory experiences. Evaluation in these areas assist the student in applying knowledge and growth to specific outcomes.

Classroom and Program Evaluation

Students in the program must achieve a 79% or better in each class to move on to the next level. Grades are calculated based in percent.

Grading scale (Implemented March 27, 2017)

- The grading scale is as follows: **A** = 94%-100% **C** = 79-85.99%
B = 86%-93.99% **F** = 78.99 or below
- A progress report is available for the students at the end of every quarter. It shows grades for all classes completed.

Examinations

Quiz or test grades will be returned to the students within one week.

Students are responsible for recall of material learned in previous courses.

A student must be in the classroom to take a quiz or test before another student has finished and left the classroom.

Students are expected to take examinations on the day and time scheduled.

If a make-up exam is required the highest grade that can be achieved is a 79%.

The make-up exam is required to be made up within one week or a zero grade is given.

Only one test per quarter can be made up.

Quizzes may be unannounced and cannot be made up.

No extra credit will be added to quizzes, tests, or the final.

No leaving for the restroom during exam.

Final Class Grade

The final class grade will be determined as follows: (effective March 31, 2015)

- Tests 60%
- Final 30%
- Quizzes and Projects 10%

If a course contains ATI CAP Tests, the results will be as follows and will be considered a test.

- Below Level I = 72
- Level I = 79
- Level II = 86
- Level III = 94

To successfully pass a course, students must pass the theory and clinical component. If either is failed, both the theory and the clinical of the course must be repeated.

Incomplete Grades for Projects, Reports, or Other Assignments

The following are examples of legitimate reasons for giving a student an incomplete grade for projects, reports, or other assignments:

1. Personal illness - must be proven by a written statement from a medical doctor.
2. If the student shows physical evidence that the project, report, or other assignment is at least 50% complete then an incomplete grade may be given.
3. Other special circumstances are to be evaluated on an individual basis and approved by the coordinator of the nursing program.

Policies for Testing

1. The student will receive a syllabus and a class schedule the first day of class in each course.
2. The syllabus will contain the course requirements and the class schedule will indicate unit tests. If unable to determine test dates, students will receive at least 2 days' notice of testing.
3. Quizzes do not necessarily have to be included on the course schedule and may or may not be announced in advance.

4. Missed quizzes cannot be made up and a zero grade is given. Only one test can be made up per class per term and must occur within one week or a zero grade is given.
 - a. The highest grade a student can achieve on a make-up is a 79.
 - b. It is the student's responsibility to come prepared to take the quiz or test.
 - c. Only under extreme circumstances will a student be permitted to take a quiz, test, or exam early. The student must submit the reason in writing to the instructor and be approved by the program coordinator. If permitted, the quiz, test, or exam may be different than the one given at the scheduled time. The grade earned will be the one the student receives. NO Re-Takes
5. Quiz or test grades will be returned to the students within one week after taking the test.
6. Students are expected to keep a record of their quiz and test grades. Students are encouraged to calculate their academic standing.
7. Students must be present in the classroom to take a quiz or test before another student has finished and left the room. If a student does not arrive on time, he/she follows the make-up procedure.
8. No extra credit points will be added to quizzes, tests, or the final.
9. Students are responsible for recall of material earned in previous courses. This content may be re-tested on tests/quizzes at any time in the program.

Clinical Evaluation

Clinical evaluations are given at midterm and the end of clinical. Students must be present for all scheduled evaluations with a completed self-evaluation as assigned by the instructor. Failure of the student to attend scheduled clinical evaluations with the required completed self-evaluation will result in an unsatisfactory clinical grade and failure of the course. Clinical evaluations are graded as follows

- E = Excellent - Nursing care is independent, safe, and accurate, and complete Nursing Care is effective, individualized, and requires minimal assistance from the instructor.
- S = Satisfactory - Nursing care needs strengthening and reminder by the instructor, e.g; policies and procedures, A & P application, medication interaction. Care is provided safely with frequent reminders needed.p
- F = Failure - Nursing care consistently requires step-by-step assistance from the instructor to assure safe, accurate, and complete care. Fails to maintain OBN 4723-5-06 "Standards for Nursing Practice Promoting Client Safety".

Laboratory Evaluation

Students are required to view the ATI video of a skill before coming to the laboratory to practice and check off on the skill. ATI Skills Modules Checklists are used in the laboratory setting to demonstrate nursing skills. The Checklist is then used to check off student's ability to demonstrate the skills. Practice is essential before check off. Peer to peer practice is recommended to be prepared. If additional attempts to perform any procedure are required, a review of the skill and practice with instructor supervision is necessary. An additional instructor will be utilized for the check off. Students must pass lab skills before they will be allowed to perform these skills in the clinical setting. Students are allowed two opportunities to meet the check off criteria and pass the skill to advance in the Practical Nursing Program

Notification of Change in Policies

The student will be notified of any program policy changed or altered 30 days before the change is implemented, in writing. A written copy of the new policy will be given to the student and a paper signed that the information was received.

New policies will not be implemented related to progression, or requirements for completion for students in the program at the time the changes were adopted. Rule 4723-5-12(B), OAC.

Student Code of Conduct

The Toledo School of Practical Nursing is within the Adult Education Department of Toledo Public Schools and therefore, the Student Code of Behavior is in effect for all enrolled students. This can be found in Section A of the Handbook pages 13 to 15. This code includes an intolerance for violence, threat of violence, and bullying.

Students must follow the behavior guidelines outlined by the Ohio Board of Nursing as listed below:

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents, time records or reports, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each patient.
5. A student shall delineate, establish, and maintain professional boundaries with each patient.
6. At all times when a student is providing direct nursing care to a patient the student shall:
 - a. Provide privacy during examination or treatment and in the care of personal or bodily needs.
 - b. Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
7. A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse.0
8. A student shall not:
 - a. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to patient.
 - b. Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
9. A student shall not misappropriate a patient's property or:
 - a. Engage in behavior to seek or obtain personal gain at the patient's expense.
 - b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense.
 - c. Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships.
 - d. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

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

10. A student shall not:
 - a. Engage in sexual conduct with a patient.
 - b. Engage in conduct in the course of practice that may reasonably be interpreted as sexual.
 - c. Engage in any verbal behavior that is seductive or sexually demeaning to a patient.
 - d. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

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

11. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
 - a. Sexual contact, as defined in section 2907.01 of the Revised Code.
 - b. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
12. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.
13. A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
14. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.
15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
16. A student shall not assault or causes harm to a patient or deprive a patient of the means to summon assistance.
17. A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
18. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
19. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
20. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
21. A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
22. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
23. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than

patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

24. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
25. For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Confidentiality Agreement

All students must agree to sign the following statement:

As a student of nursing, I understand that certain information to which I have access contains confidential client and management information. With reference to this information, I agree to the following:

1. To abide by all laws, regulations, and agency policies and procedures relating to the confidentiality of client's business and management information.
2. To use client business and management information only as it relates to my nursing duties.
3. To continue to maintain the confidentiality of all client's business and management information after the termination of my student clinical placements and refrain from accessing the same records or computer system after termination of my education.
4. To permit this Confidentiality Agreement to be kept as part of my student file.

Student Responsibilities

Attendance

Instructors are not required to admit students to classroom after class has started. Students may be required to wait to enter the class until the next scheduled break. Time missed will be counted as absent.

Per federal guidelines, you must be in class 80% of the time or federal aid may be cut.

Theory (Lecture Days)

Students will notify the instructor and/or the school office concerning tardiness or absence. If the student is absent from class, it is the student's responsibility to obtain any missed notes or handouts from a class. The student is to be present for all scheduled examinations. Missed work will be made up as required by the faculty. Class hours are 8:00 am to 2:30 pm.

New rules from the Ohio Board of Nursing require that Laboratory and Clinical Experiences cannot be combined. Our current Student handbook states "lab misses are to be made up in the clinical setting." This is no longer possible.

The following is the new rule related to the laboratory setting.

Students are required to attend all laboratory experiences. Hours are 8:00 am to 2:30 pm. Students are expected to be on time and stay the entire day. All skills must be passed before student will be allowed to perform the skills in the clinical setting. Skills checks off lists are the students' responsibility and should be updated as skills are passed. Students are allowed one lab miss to be made up. Make ups will be scheduled by the classroom faculty. More than one lab miss will result failure of the nursing course.

Clinical – Hours: 6:30 – 2:30

Clinical experience is mandatory and is part of all four levels of the nursing program. The following applies:

1. Attending clinical orientation is mandatory. Missing clinical orientation will result in failure of the course.
2. No more than one day can be missed per quarter. A missed day requires make-up in the area of absence. More than one absence in the clinical area results in clinical absence and failure of the nursing course.
3. The students must arrive on time and stay for the entire clinical. Two times of tardiness or leaving early or a combination of one of each will be considered a missed clinical day and failure of the nursing course.
4. The following clinical: IV, Maternal and Pediatric may not be able to duplicate therefore it is imperative that the student attend these clinical experiences.
5. When clinical is failed, the student must then repeat the theory and clinical components of the course.
6. Absences for bereavement must be made-up. The student must meet the objectives of the course and pass the theory and clinical component to successfully pass the course.
7. If a student should experience an unavoidable medical emergency for himself/herself and provides medical documentation, it will be reviewed on a case by case basis to determine if it can be made up. A maximum of two clinical days can be made up.*
 - An additional fee will be charged if a clinical makeup is needed after the end of the term.
8. **Please note: Evening or weekend clinical may be necessary. Clinical sites may be up to 50 miles distance one way from the school. The faculty/Program Administrator will select the site. Student preference will not be granted.**

When reporting for a clinical, students are expected to come prepared with stethoscope, scissors, pen, and watch with a second hand. Students who report unprepared for clinical may be sent home this is an absence and will have to be made up.

Clinical assignments are important for administering safe nursing care to patients and are necessary to measure student's attainment of the course and clinical objectives. Failure to hand in these clinical assignments when due will result in unsatisfactory clinical grade and failure of the course.

Bereavement

Excused absences for bereavement are not considered missed class days. Clinical/Lab days must be made up. Three bereavement days are allowed for immediate family only (spouse, child, mother, father, grandmother, grandfather, sister, brother, or in-laws.) **Time absent for bereavement may not exceed three days.** Students must present a verification of a funeral so that a copy can be placed in the student's file as well as a copy to be given to the coordinator.

Students are responsible for making up material missed during their absence as they must meet the course and clinical objectives. Additional make-up in theory, lab, or clinical may be needed in order to meet the course objectives.

Court and/or Legal Appearance

When a student is subpoenaed to appear in court, the time missed from class/clinical will be counted as being absent. Any material including test/exams missed is the student's responsibility to make up.

Student Dress Code

Name tags - students are to wear identification tags at all time when in the school building or in lab/clinical setting. Students not wearing name tags in clinical will be sent home. This will be counted as a missed clinical day.

Classroom:

In order to promote a more professional appearance and atmosphere in the nursing program the following attire will be required to attend class:

1. Uniform scrub attire (top and pants) must be worn. It may be any color, style, print or design. Scrubs must be properly fitted so that the midriff and buttocks are no shown while engaging in normal activities. Bottoms should not touch the floor and tops should not expose cleavage.
2. Clogs, "crops" or athletic shoes must be worn. No open toed sandals, flip flops, high heels or boots.
3. Lab coats/jacket or cardigan/fleece jacket. **No hoodies.**
4. The school identification tag must be worn at all times.
5. Head coverings such as hats, caps, scarves, do-rags are unacceptable. Head coverings worn consistently for religious reasons are acceptable.
6. Failure to adhere to the stated dress code will result in the student not being admitted into the classroom.

Uniform/Lab/Clinical

Standard white uniforms are to be purchased by the student. Style and type (dress, scrubs, shirt and/or pants) may be selected according to the following criteria:

Female Uniform:

Skirt/dress - should not be above the knee nor should they be too long to impair mobility.

Tops - must be standard white uniform top and preferably the same material as the skirt or pants.

Slacks - should be long enough to reach the top of the shoe but not too long to be touching the floor. Slacks may have elastic cuff. Appropriate underwear either white or beige is to be worn under all styles of uniforms.

Shoes - White only, athletic shoes with leather tops.

Grooming - Reasonable conservative hair styles. Long hair must be pulled back and contained. No colored sprays, hair glitter or extreme hair permitted.

Male Uniform:

Tops - white uniform top with a white t-shirt underneath. A t-shirt alone is NOT allowed. No design on underneath shirt.

Slacks - white slacks long enough to reach the top of the shoe but not too long to be touching the floor. Slacks may have elastic cuff.

Shoes - White only oxfords athletic shoes with leather tops.

Shavings - Must be clean shaven on a daily basis. If a full beard or a mustache is worn, it must be well groomed and acceptable with the clinical facility and practical school of nursing.

Socks - must be all white no designs must be over the ankle.

Lab coat Jacket, Sweater - must be white or navy blue and may be worn in the lab/clinical area over a white uniform.

Emblems - The emblem representing the Toledo School of Practical Nursing must be worn on the upper left sleeve of the uniform top or on the upper left sleeve of the lab jacket/coat. The emblem is to be stitched onto the sleeve.

Jewelry - A watch with a second hand is required. Only engagement and wedding rings permitted. Earrings must be small studs only one per ear.

Nails - may not extend beyond the tips of the fingers. Only clear or pale nail polish allowed. No artificial acrylic or gel nails.

No visible body piercing or tattoos. Cologne, perfume or false eyelashes are not to be worn in clinical.

Students will be dismissed from the clinical area forfeiting clinical hours if he/she is inappropriately dressed or not in compliance with the dress code of the school or the clinical facility where he/she is assigned.

Addition Information: Smokers must abide by the rules of the facility. Chewing gum in the clinical area is not permitted

Probation Policy

A student may be placed on probation by a faculty member and the coordinator at any time during the program for the following reasons:

1. Failing grade in a theory class (grade average less than 79%)
2. Unsatisfactory clinical performance (measured by the clinical evaluation tool documented by the clinical instructor)
3. Unprofessional behavior in the classroom, school, or clinical site causing a disruption in the educational process. IF a student is deemed physically or mentally impaired due to alcohol, drugs, or some other reason, the instructor may exercise her judgment and dismiss the student from the classroom or clinical site.
4. The student must request a consultation with the Coordinator/Director before returning to the school.

Probation is defined as a "trial period". A student may be placed on probation by the faculty or the Program Coordinator. A student placed on probation will be notified by a conference with the instructor and the Program Coordinator. Expectations to terminate the probation will be reviewed in the conference.

Withdrawal

A student may withdraw from the school at any time by:

Speaking with the program coordinator prior to the withdrawal as well as providing in writing the reason for the withdrawal. The student must complete the withdrawal form as well as conference with the financial aid officer.

Dismissal

A student will be dismissed from the program for any of the following reasons:

1. Failure to provide patient safety (standards of safe nursing care)
2. Academic Dishonesty.

The following are considered Academic Dishonesty:

- a. Plagiarizing or representing the words, ideas, or information of another person as one's own and not offering paper documentation.
- b. Giving or receiving, prior to, during, or after, an examination any unauthorized information concerning the content of that examination.

- c. Referring to or displaying any unauthorized materials inside or outside the examination room during the course of the examination.
 - d. Communicating during an examination in any manner with any unauthorized person concerning the examination or any part of it. Communication would also include use of electronic devices to record, scan, or take pictures of an exam.
 - e. Giving or receiving aid during the course of an examination.
 - f. Beginning an examination before the start time or continuing to work on an examination after the allotted time.
 - g. Taking changing, concealing, damaging, or destroying any property related to the preparation or completion of assignments, research, or examination.
 - h. Submitting the same written work to fulfill the requirement for more than one course.
3. Alcohol and/or Drug abuse.
 4. Being absent more than two clinical/theory days without notifying the instructor and/or the clinical site (if applicable).
 5. Failure to maintain a 79% grade average in a theory class.
 6. Behavior which is threatening to patients, peers, or personnel in the form of physical or verbal abuse.
 7. Health problems which may seriously affect the safety and welfare of the student and/or others with whom the student may have contact.
 8. Failure to report a conviction or misdemeanor.
 9. Leaving the clinical area without properly reporting to the appropriate personnel.
 10. Unprofessional behavior or student misconduct at the clinical site/school classroom as determined by the instructor.
 11. Failure of the same course twice.

Smoking

The policy of Toledo Public Schools specifically states no smoking on school property. Smoking is not at allowed at any clinical site. Violation of this rule may result in probation and if repeated, dismissal from the program. The odor of tobacco on the student may result in the student being asked to leave clinical

Student Representatives

On a quarterly basis each level will elect a representative to meet monthly with the Coordinator/Director. The election will take place as follows:

1. Students will be nominated by class members or can nominate themselves.
2. Student will be chosen by secret ballot, counted by instructor, and another instructor, or the Coordinator /Director
3. Class representative will change on a quarterly basis. Student can serve as class representative only one quarter while in nursing program.

Cell Phones

No cell phones are permitted during all learning activities, including class and practice lab. No cell phones are permitted in any clinical. Failure to comply is considered breach of the Code of conduct and will result in an unsatisfactory for the clinical day. The use of a cell phone will be considered Academic Dishonesty.

Inclement Weather

1. In the event of a 2 hour delay related to weather, students will report to the SCHOOL at the 2 hour delay time.
2. A make-up clinical will then be scheduled to complete the needed clinical hours.

Incident Report

Student Incident Reports are to be reviewed with the student and forwarded to the Coordinator for further review. This is a tool used to assist the student in learning the expectations of nursing.

Administration

Evaluation of the Program

Students are asked to evaluate theory, clinical, and laboratory experiences at the end of each quarter. Faculty are asked to evaluate clinical sites. Fourth level students are asked to evaluate the entire program.

Student Records

An individual file containing information concerning each student will be maintained in the office of the Practical Nursing Program. These records are available for faculty and administrative personnel to monitor students.

Graduation

Students will receive a diploma upon satisfactory completion of all classes, clinical and laboratory experiences. They must have met all financial obligations as well. Students who have not completed the nursing course work but are within approximately two weeks of completing the required course work may participate in the graduation exercises with the Nursing Coordinator and Director approval.

The nursing pin worn by nurses identifies the nursing school from which they graduated. They are presented to graduating students by faculty as a symbolic welcome into the nursing profession.

Graduate Record

A complete transcript will be added to the student record upon graduation. This will indicate that a diploma was received from Toledo School of Practical Nursing with the completions date that the students completed the program. Transcripts will be available upon request. Currently there is no fee for a transcript.

Graduate Survey

An attempt will be made to contact each graduate after receiving information that they have passed boards to ask about employment and further education.

Student Guidelines for Testing and Grading

1. All quizzes, test, and exams must be in pen or only #2 pencil if using test scantron sheets.
2. The number of the test **MUST** be written on the student answer sheet. Nothing should be on the desk but pencils, answer sheet, test, and calculator. Cell phone visible during testing period will result in failure.
3. Quizzes, tests, or exams are to remain face down until all students have received one and the instructor informs students to begin.
4. Students may be requested by the instructor to move or be assigned to a particular seat for testing. During the exam, students will not be allowed to leave the room.
5. **The student must show all math calculations used on their answer sheet in order to receive full credit for the question.**
6. The student must individually hand to the instructor the test, answer sheet, and cover sheet if provided.
7. The instructor will provide an opportunity to review the test/quiz after all students have taken it.
8. During the test review, students **WILL NOT** be allowed to have out pens, pencils, paper, or other writing materials. Purses, book bags, and jackets will need to be either up front or under the table and closed. Cell phones are to be on vibrate and off the desk. Cell phone use during test review will be considered academic dishonesty.
9. If answer sheets are returned back to the instructor and it appears to have altered answers, answers crossed out, rewritten, and/or marked over, this will result in a zero for the test/quiz. It may also result in dismissal from the program for academic dishonesty.
10. If an incorrect answer is not completely erased and the scantron scores it incorrect, the answer will remain incorrect.
11. If a page of questions is omitted by the student, the questions will be incorrect.
12. The instructor will grade a quiz/test and give the grade back to the student no later than one week.
13. The student will be allowed **ONE WEEK** from the time the test/quiz was received from the instructor to dispute the grade. At this time period, the grade will stand as determined by the instructor.
14. The student must dispute scores for testing completed in the eleventh week of the course **PRIOR** To the final exam or the grades will stand as determined by the instructor.
15. Level IV courses, the student must dispute scores for testing completed in the fourth week of the course **PRIOR** to the final exam or the grades will stand as determined by the instructor.
16. Students have the opportunity to view a final exam using the above guidelines in #8, #9, and #10. The student has until Friday of the end of that quarter to view the final exam and answer sheet. After Friday at the end of the quarter the final exam or the course grade will stand as determined by the instructor.
17. Students are **RESPONSIBLE** for keeping a record of quizzes and tests along with seeking clarification from the instructor any time he/she feels there is an error in the recording of a grade.
18. At midterm, students who are not achieving a 79 will receive a probationary form completed by the instructor also with a plan for remediation. Students need to review grades with the instructor for correctness and completeness in recording.
19. Mid-term dates will be established by the instructor.
20. Please refer to the course syllabus and class schedule for dates of content/reading to be covered in class along with scheduled tests and exams. A copy of the course syllabus and class schedule is to be handed out the first day of class as well as being posted in the classroom.

Toledo School of Practical Nursing



Practical Nurse's Pledge

*Before God and those assembled here,
I solemnly pledge:*

To adhere to the code of ethics of the nursing profession;

*To cooperate loyally with the other members of the nursing
team; and to carry out my duties faithfully
and to the best of my ability*

*The instruction of the physician or the nurse
assigned to supervise my work.*

*I will not do anything evil or malicious
and I will not knowingly give any
harmful drug or assist in malpractice.*

*I will not reveal any confidential information
that may come to my knowledge
in the course of my work.*

*I pledge myself to do all in my power
to raise the standard and prestige
of Practical Nursing.*



**Toledo School of Practical Nursing
Toledo, Ohio**

STUDENT HANDBOOK AGREEMENT

I have received a copy of the revised/new **2018-2019** Student Handbook.

I also understand it is **my responsibility** to refer to the Student Handbook and seek clarification if I have any questions.

I agree to abide by the policies and procedures in the current Student Handbook.

Signed: _____ Date: _____

Print Name: _____