



Portage Lakes | Career Center

W. Howard Nicol School of Practical Nursing

Student Handbook - Class #70

Fall 2018

FY 2018-2019

**PORTAGE LAKES CAREER CENTER
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FOREWORD

The faculty and staff of Portage Lakes Career Center (PLCC) - W. Howard Nicol School of Practical Nursing welcome you on your new adventure! This will be a very exciting and challenging time in your life. Please remember that we are here to assist and guide you through your educational journey.

This handbook was created as a quick resource of the policies/procedures of the W. Howard Nicol School of Practical Nursing. It is an invaluable tool that you should reference often throughout your educational experience. You are responsible and accountable for the material presented within this handbook. As such, we recommend that you read the entire handbook, cover to cover, and revisit the handbook with any questions you encounter throughout your schooling. You will be required to sign a form stating that you have read and understand all the information in this handbook.

On behalf of the Superintendent, Board of Education, Director of Career Technical Education, and the rest of the staff at the school, we welcome you!

We are here to help make your nursing career a reality - guiding you to not just becoming a nurse, but to becoming an exceptional nurse.

MISSION STATEMENT

The mission of PLCC is to develop life-long learners with the skills, expertise and knowledge needed for career and college success.

BOARD OF EDUCATION PHILOSOPHY OF EDUCATION

The Portage Lakes Joint Vocational School District's Board of Education believes in maintaining a stimulating educational environment. This environment should be conducive to the highest quality of training in vocational skills and intellectual pursuits according to each individual's mental and physical capabilities. The objective of this education is to prepare each person to be a responsible and occupationally productive member of our democratic society.

In the application of this philosophy, the Board of Education believes the instructional program should be designed to provide the student every available opportunity to further develop the skills, interests, abilities and attitudes acquired by that person in earlier school years. It is the opinion of the Board that constant attention must be given to appropriately expanding vocational programs and academic subjects, updating classroom equipment and educational aids, and insuring the instructor's knowledge in academic and vocational trends.

The Board of Education adheres to the principle that what is considered valuable and appropriate learning is determined within the parameters of state laws and the prerogative of the citizens of the community working in conjunction with the members of the Board.

Instructional techniques will be employed which prepare a student to be gainfully employed in a business field or to gain entrance in an advanced technical school or higher educational institution. The student will be taught to have a respect for the discipline of work and to practice safety measures.

The effectiveness of academic and vocational instruction is measured by the preparedness of the individual to meet life's personal and occupational challenges in a satisfactory manner. The Board of Education believes that with this outlined philosophy the student will learn to take pride in personal achievement and proper conduct and be instilled with the idea that education is an ongoing process that continues throughout one's lifetime and not always in a classroom setting.

The philosophy of Portage Lakes Career Center (PLCC) is governed by a respect for the worth and dignity of every human being.

The basic purpose of vocational education is to assure the maximum intellectual, occupational skill, and total development of students consistent with their individual capacities.

We believe -

- That each person should be a craftsman in attitude and skill with sincere appreciation of the health, safety and welfare of others.
- That each individual should leave school with a marketable skill and the facility for proper employment.
- That each person, regardless of age, should have the opportunity to develop skills and attitudes involving self-realization, human relations, civic responsibilities and economic efficiency.
- That the educational demands of our society can be dealt with through flexible, enthusiastic, instructional leadership and in facilities which are constructed to meet the demands of our society.

CIVIL RIGHTS COMPLIANCE STATEMENT

The Portage Lakes Joint Vocational School District is an equal opportunity educational institution. Employment and educational programs are offered without regard to race, color, religion, national origin, gender, disability, military status, ancestry, age, genetic information or any other legally protected characteristic and provide equal access to the Boy Scouts and other designated youth groups. The district prohibits harassment of individuals in any form. Any alleged act of discrimination or harassment should be referred to Mr. Michael Kaschak, Compliance Coordinator, at 330-896-8200.

FAMILY EDUCATION RIGHTS PROTECTION ACT

Due to federal laws, the school is mandated to communicate directly with students who are 18 years old or older. Information about their enrollment, finances, attendance, and grades cannot be released to others without the signed consent of the student.

The school district follows the guidelines of the Family Educational Rights & Privacy Act.

PROGRAM HISTORY

The W. Howard Nicol School of Practical Nursing began in 1967 as a response to a community need for more nurses and additional nursing education programs. The program was originally the Cuyahoga Falls School of Practical Nursing and initial funding was provided by the Manpower Development and Training Act. In 1970-71, the program became a part of the Cuyahoga Falls City School District. The adoption of this program by the Cuyahoga Falls Board of Education occurred mainly due to the efforts of Mr. W. Howard Nicol for whom the school was named.

In 1987 the program was transferred to the Portage Lakes Joint Vocational School District. In 1989, the Joint Vocational School became Portage Lakes Career Center and the school became Portage Lakes Career Center – W. Howard Nicol School of Practical Nursing.

PROGRAM PHILOSOPHY

The faculty of Portage Lakes Career Center – W. Howard Nicol School of Practical Nursing believes that the central focus of nursing is the patient. We believe that the patient is a holistic being with physiological, psychosocial and spiritual dimensions. We believe that the patient is a unique and complex being who is constantly adapting, evolving and changing. We believe that the patient is in constant interaction with

environmental and societal elements. We further believe that the patient is continually striving to meet basic human needs and attain optimal health.

We understand health to be a dynamic process which includes physiological, psychological, sociocultural and spiritual components, as well as adaptive behavioral responses to internal and external environmental stimuli. We believe that health and the access to health care are fundamental rights of the patient.

The faculty believes that nursing is both an art and an applied science which is based in caring. We believe that nursing is an interpersonal process whereby the patient is assisted to perform those activities related to health which he/she would perform for him/herself if able. The goal of nursing is believed to be the fulfillment of the potential of which each patient is capable.

We believe that the Licensed Practical Nurse is a qualified and valuable member of the health care team who, at the direction of the Registered Nurse, physician, dentist, podiatrist, optometrist and/or chiropractor, participates in the nursing process in a variety of settings where nursing takes place. We believe that the Licensed Practical Nurse is responsible and accountable for his/her own practice.

The faculty believes that the educational experience is an ongoing process designed to permit the acquisition of a knowledge base, the understanding of concepts, the acceptance of standards and the development of skills for nursing practice and lifelong learning. We believe that the program must provide opportunities for the student to acquire the competencies necessary for the provision of safe and effective care and for entry into practice.

We are convinced that the faculty and student share the responsibility for meeting educational goals. The faculty believe that their responsibility is to provide the opportunities, direction and guidance which enables the student to gain and utilize the knowledge and skills which permit safe practice, positive adjustment to change and a proactive approach to life's transitions. Further, the faculty feels an obligation to provide an environment conducive to learning which addresses students' needs and promotes success. We believe that the student must actively pursue the course of study, exercising self-direction and self-discipline, in order to be successful in completing the program.

PROGRAM DESCRIPTION

The W. Howard Nicol School of Practical Nursing offers a full-time Practical Nursing program that is 36 weeks in length with classes and clinical experiences occurring during day shift hours, Monday through Friday. Since a new class begins each August and January, students do not need to wait long to join our program.

The course of study prepares selected adult students for practice in the field of practical/vocational nursing. As nursing is a combination of many fields, achieved by blending the physical, biological, social, psychological, technological, medical and nursing sciences with nursing skills, courses in the practical nursing curriculum include information from each of the disciplines.

The program is divided into four (4) terms. Each term includes courses which are designed to bring students from basic nursing principles, skills and knowledge to the integration of nursing sciences and arts in clinical practice. The legal and ethical components of nursing practice are emphasized throughout the program.

Clinical assignments are made in correlation with related academic material and are intended to provide meaningful hands on experience. During clinical experiences, the student has the opportunity to develop organization, planning and critical thinking skills. Assignments include the provision of nursing care and experiences in hospitals, clinics, long-term care facilities, schools, physician's offices and community health care

agencies. The use of the nursing process and critical thinking skills are a primary component of all clinical experiences. Clinical care conferences are held to provide information about patient's needs, nursing care and medical-surgical conditions. These conferences provide a forum for discussion about the utilization of the nursing process in meeting patients' needs.

All theory and laboratory experiences are held on campus within the Portage Lakes Career Center.

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The facilities at this site include:

- 1 Large Lecture Room
- 10 Bed Mock Healthcare Facility
- Library
- Lunchroom Facility
- Student Lounge
- Lockers
- Main Office
- Faculty Offices
- Conference Room

Clinical experiences are held off campus at many area nursing facilities. The most frequented clinical sites are as follows:

- Aultman Hospital
- AxessPointe Community Health Center
- Children's Hospital Medical Center of Akron
- Canal Pointe
- Chapel Hill
- Green Village
- Hattie Larlham Center
- Village at St. Edwards
- Hickory Ridge
- Louis Stokes VA Hospital
- My Community Health
- Ohio Living - Rockynol
- Pebble Creek
- St. Luke at Portage Lakes
- St. Luke in North Canton

APPROVAL/ACCREDITATION

The W. Howard Nicol School of Practical Nursing is approved by the Ohio Board of Nursing and the Ohio Department of Higher Education. The school is also accredited through the Council on Occupational Education <http://www.council.org/>. For more information about national and program accreditation, contact the school.

Upon successful completion of this program, a graduate is eligible to take the National Council Licensing Examination (NCLEX) to become a Licensed Practical Nurse (LPN).

PROGRAM OBJECTIVES

Act within the scope of practice of the Licensed Practical Nurse as identified in the Ohio Nurse Practice Act.

Employ the nursing process in meeting the basic human needs of patients through the life span in the promotion, maintenance and restoration of health in a variety of settings.

Provide safe and effective nursing care to patients of all ages experiencing difficulty meeting acute and long-term physical and/or mental (behavioral) health needs that have predictable outcomes.

Demonstrate caring in nursing practice.

Use therapeutic communication techniques in all verbal and written interactions with patients of all ages and their support systems.

Function as a responsible, effective member of the health care team.

CONCEPTUAL FRAMEWORK

The conceptual framework consists of major concepts derived from the program's philosophy and supported by the content and process organizers. The process and content organizers implement the philosophy and objectives of the program.

The program objectives and the major concepts, which are reflected in the conceptual framework's content and process organizers, provide direction for the development of course objectives.

Process organizers in the conceptual framework are continually and consistently utilized and reinforced in all nursing courses. Content organizers identified in the framework define classroom, lab and clinical learning experiences that progress from simple to complex.

PROCESS ORGANIZERS:

CARING

The major concepts of the conceptual framework are client, environment, society, health and nursing. These major concepts give rise to caring.

Caring is comprised of nurturing activities, processes and decisions which are desirable for all stages of growth and development, from birth through peaceful death. Caring encompasses concern for and vigilance on behalf of others. It is a universal, multifaceted, dynamic concept which is necessary for the preservation of human dignity. Caring is the foundation and guide of nursing.

Caring behaviors, such as compassion, conscience, commitment and competent practice, are modeled by faculty in academic and clinical settings. The value and understanding of caring increases as the student moves through the curriculum and has opportunity to implement caring behaviors.

This process organizer is directly reflected in the fourth program objective.

NURSING PROCESS

The major concept of nursing, in the conceptual framework, gives rise to the nursing process.

Nursing process is the primary method used by nursing to facilitate the promotion, maintenance and restoration of health. The nursing process, as practiced by the Licensed Practical Nurse, is composed of four steps: assessment, planning, implementation and evaluation. For the Licensed Practical Nurse, participation in the nursing process involves contributing to and assisting in these four steps.

- Assessment is the systematic collection of objective and subjective data. The Licensed Practical Nurse contributes information about the client to the database.
- Planning is the development of goals for prevention, reduction or elimination of the client's problems, and the identification of nursing interventions which will achieve these goals. The Licensed Practical Nurse contributes to the establishment of goals and the determination of nursing interventions. Interventions are compiled in a plan of care which is aimed at accomplishing the goals.
- Implementation is the carrying out of the nursing plan of care. The Licensed Practical Nurse carries out those interventions which are within the scope of practice in a safe and effective manner.
- Evaluation is the measurement of the effectiveness of nursing assessments, plans and interventions. The Licensed Practical Nurse assists in identifying factors that contribute to the success or failure of the nursing plan of care.

Courses are organized to permit development of an increasing understanding of the nursing process. Clinical experiences permit application of the nursing process in a variety of nursing care settings throughout the curriculum.

This process organizer is reflected in the second program objective.

BASIC HUMAN NEEDS

This organizer is derived from the major concepts of client, environment and society.

The development of the concept of basic human needs begins in the initial courses and advances through the curriculum. The focus on basic human needs in the clinical courses starts with assessment and satisfaction of basic physical needs and progresses through those of self-actualization.

The Licensed Practical Nurse functions as an integral part of the health care team. The delivery of care by the Licensed Practical Nurse consists of assisting in the appraisal, promotion, maintenance and restoration of health under the direction of the Registered Nurse, physician, podiatrist, dentist, optometrist and/or chiropractor.

- Appraisal is estimation of health for the purpose of collecting data to aid in client focused diagnosis.
- Promotion is activities aimed at reinforcing and maximizing health.
- Maintenance is actions which protect and preserve health.
- Restoration is interventions designed for returning to maximum health.

These four activities are emphasized throughout the curriculum from basic sciences through the highest level nursing courses.

This organizer is implemented throughout the curriculum with emphasis on the legal and ethical scope of practice, as well as the promotion of a caring environment for self and others.

This content organizer is reflected in the second and third program objectives.

HUMAN DEVELOPMENT THROUGH THE LIFE SPAN

This content organizer is derived from the major concepts of client, environment and society. The implications of the stages of human development are addressed throughout the curriculum. Clinical courses provide experience with clients at each age level in varying stages of health.

This content organizer is reflected in the second, third and fifth program objectives.

NURSING PRINCIPLES AND SKILLS

This content organizer is derived from the major concepts of nursing, environment and health. It encompasses intellectual, interpersonal and technical concepts, as well as performance ability. Courses are constructed to progress from the knowing and understanding of basic nursing care techniques through the integration and application of nursing procedures and their supporting rationales.

This content organizer is reflected in the first through fifth program objectives.

ROLE OF THE LICENSED PRACTICAL NURSE

This content organizer is derived from the major concepts of nursing, environment and health. The role of the Licensed Practical Nurse is a combination of caring, competent, accountable behaviors that expresses values and goals, which are consistent with the standards of nursing practice and the law governing nursing.

This organizer is implemented throughout the curriculum with emphasis on the legal and ethical scope of practice, as well as the promotion of a caring environment for self and others.

This content organizer is reflected in the first, fourth and sixth program objectives.

VARIETY OF SETTINGS

This content organizer is derived from the major concepts of nursing, environment, society and health.

The role of the Licensed Practical Nurse extends beyond the traditional acute care setting to the sub-acute, long-term and community based arenas.

Adaptations in the delivery of nursing care in a variety of settings are discussed throughout the curriculum. Application of these adaptations occurs in various clinical experiences.

This content organizer relates to all of the program objectives.

CONCEPTUAL FRAMEWORK MODEL

The conceptual framework represented in the model (Page 16) illustrates the major concepts, the content organizers, the process organizers and the relationships between them.

The top of the cube depicts the major philosophical concepts on which the program is based. These are:

- Client
- Environment
- Society
- Nursing
- Health

The front of the cube depicts the content organizers which are derived from the major concepts. They are placed vertically because they are presented and developed in progressive levels of complexity throughout the curriculum. The content organizers are:

- Basic Human Needs
- Human Development Through the Life Span
- Nursing Principles and Skills
- Role of the Licensed Practical Nurse
- Variety of Settings

The side of the cube depicts the process organizers. They are placed horizontally because they are part of all courses, expanding as the curriculum progresses. The process organizers are:

- Caring
- Nursing Process

Content and process organizers guide the structures and content of courses. They provide guidance for the sequencing of courses and the division of courses into four program sessions.

GLOSSARY OF TERMS

ACCOUNTABILITY

The state of being responsible and answerable for one's behaviors and their outcomes.

ACTIVITY AND REST

A basic human need in which the balance between the two components is necessary for optimal health. Exercise of some type is needed to enhance aeration and circulation, as well as to maintain the body's structural and functional ability. Rest is a respite from activity. It includes the state of sleep.

AERATION AND CIRCULATION

The most essential basic human need is the exchange of gases between the external environment and the body, and between the bloodstream and body cells. The movement of substances to and from cells is accomplished by the flow of blood throughout the body. An open airway is essential. Interruption in aeration or circulation causes life threatening disorders.

APPRAISAL

A valuation or estimation of a quality, e.g.: health.

ASSESSMENT

The systematic collection of data.

BASIC HUMAN NEEDS

Forces which motivate the client to act. Meeting these needs is influenced by knowledge, opportunity, ability and the environment.

CARING

Concern, regard for and vigilance on behalf of others. Caring is comprised of nurturing activities, processes and decisions which affect all stages of growth and development from birth through death. Caring is the foundation and guide of nursing.

CLIENT

The recipient of nursing care which may include an individual, a group or a community.

A unique, holistic, thinking, reasoning being with physiological, psychological, sociocultural and spiritual dimensions, and a natural inclination toward health. The client interacts with and is influenced by the environment.

CONCEPTUAL FRAMEWORK

A structure that represents the multiple beliefs derived from the program philosophy. It demonstrates the relationship between the content that is considered essential nursing knowledge and the processes which actualize that knowledge. This provides structure for the curriculum.

CONTENT ORGANIZERS

Concepts specified in the conceptual framework which are used to identify and plan progressive learning experiences throughout the courses in the curriculum.

DELIVERY OF CARE

Providing nursing care to clients within the scope of practice.

EDUCATION

A continual lifelong process. The acquisition of knowledge and skills facilitated by instruction, direction and guidance in an environment which provides opportunity and encourages growth.

ELIMINATION

One of the basic human needs. The excretion of wastes from the body. This body process is necessary to prevent the accumulation of toxic products and maintain life.

EVALUATION

The measurement of the effectiveness of an assessment, plan and/or intervention.

ENVIRONMENT

The physical, social and cultural factors that influence the life of a client.

FOOD AND FLUIDS

A basic human need necessary for homeostasis to occur. The balance of fluids, particularly water, is essential to maintain life. Nutrients obtained from food are required to carry out cellular and body processes.

HEALTH

A dynamic, ever-changing condition of mind, body and spirit, involving a range of degrees of wellness and illness from optimal health to death. It is a right of all clients, as is access to the means to attain it.

HEALTH MAINTENANCE

Activities directed toward the protection and preservation of health.

HEALTH PROMOTION

Activities directed toward reinforcing and maximizing health.

HEALTH RESTORATION

Activities directed toward returning the client to a state of maximal health.

IMPLEMENTATION

Carrying into effect; to fulfill; to accomplish.

LEARNING

A dynamic, lifelong endeavor which involves acquiring new information, skills, attitudes, understandings and values. It occurs in cognitive, affective and psychomotor domains.

NURSING

A discipline, based on theory, practice and research. An art and applied science concerned with assisting the client to maximize health potentials and meet basic human needs through the application of specific interventions. Nursing occurs in a variety of settings. It includes the responsibility to provide appropriate care and the accountability for actions.

NURSING PROCESS

The primary method used by nursing to facilitate the promotion, maintenance and restoration of health. The nursing process is composed of four steps: assessment, planning, implementation and evaluation.

ORGANIZER

A concept that guides the conceptual framework. It is either content or process oriented.

PLANNING

A detailed method, formulated beforehand, for accomplishing specific goals.

PROCESS

A series of actions or operations leading to a goal.

PROCESS ORGANIZERS

Process oriented concepts, identified in the conceptual framework, that are consistently used, expanded and reinforced throughout the curriculum.

PSYCHOSOCIAL INTEGRITY

A basic human need beyond physiological functioning, whose ultimate fulfillment is the client becoming a fully functioning person. A sense of personal worth; a feeling of acceptance by and belonging to family, friends, culture and community; the freedom from anxiety and fear; the experience of meaningful relationships; a balance of useful work with play; a sense of humor, self-control and self-direction; a spiritual relationship with a higher power; the ability to cope with life's situations; the capability of dealing with failures and a comfortable relationship with reality are necessary to the client being whole and complete.

ROLE OF THE LICENSED PRACTICAL NURSE

A group of behaviors expressing values and goals consistent with the practice, scope and function of nursing.

SAFE ENVIRONMENT

A basic human need necessary for fulfillment of higher needs. The freedom from harm and danger or the threat thereof. It includes the control of external factors (such as temperature, humidity, noise, odor, ventilation, privacy, microorganisms and other hazards) which contribute to creating a relatively familiar, predictable personal space, promoting health and preventing illness.

SELF-CARE

The client's assumption of the responsibility for and execution of health related activities.

SELF-DIRECTION

The ability to make independent choices about one's behavior and the course of one's life.

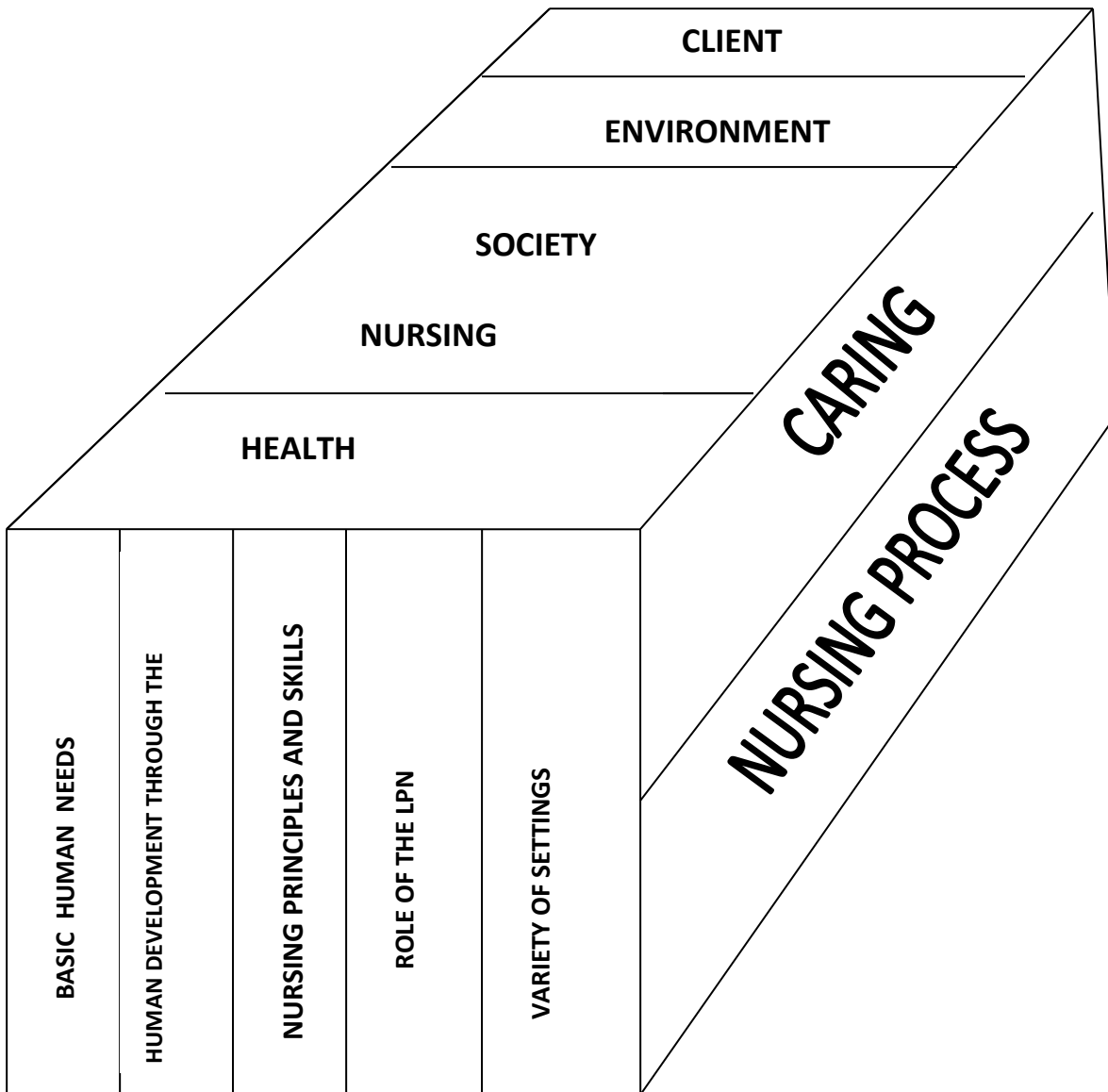
SELF-DISCIPLINE

Direction and regulation of one's own activities with the goal of personal improvement.

SOCIETY

The totality of relationships among human beings participating in characteristic relationships, shared institutions and a common culture.

CONCEPTUAL FRAMEWORK DIAGRAM



PLCC ADMINISTRATION

William Stauffer, Interim Superintendent
Christopher Wright, Treasurer
Lisa Tripney, Director of Career Technical Education
Lori Coates, Executive Assistant to Superintendent

Board of Education

David Andrews, President	Bob Campbell, Vice President
Mary Lou Dodson	Dave Hofer
Cindy McDonald	Mark Tallman
Vicki Tavenier	Robert Wohlgamuth

Staff

Karen Bailey, Adult Education Secretary
Kim Robinson, Adult Program Manager

W. HOWARD NICOL SCHOOL OF PRACTICAL NURSING

Barbara Dawson RN, MSN, Program Coordinator, Walden University
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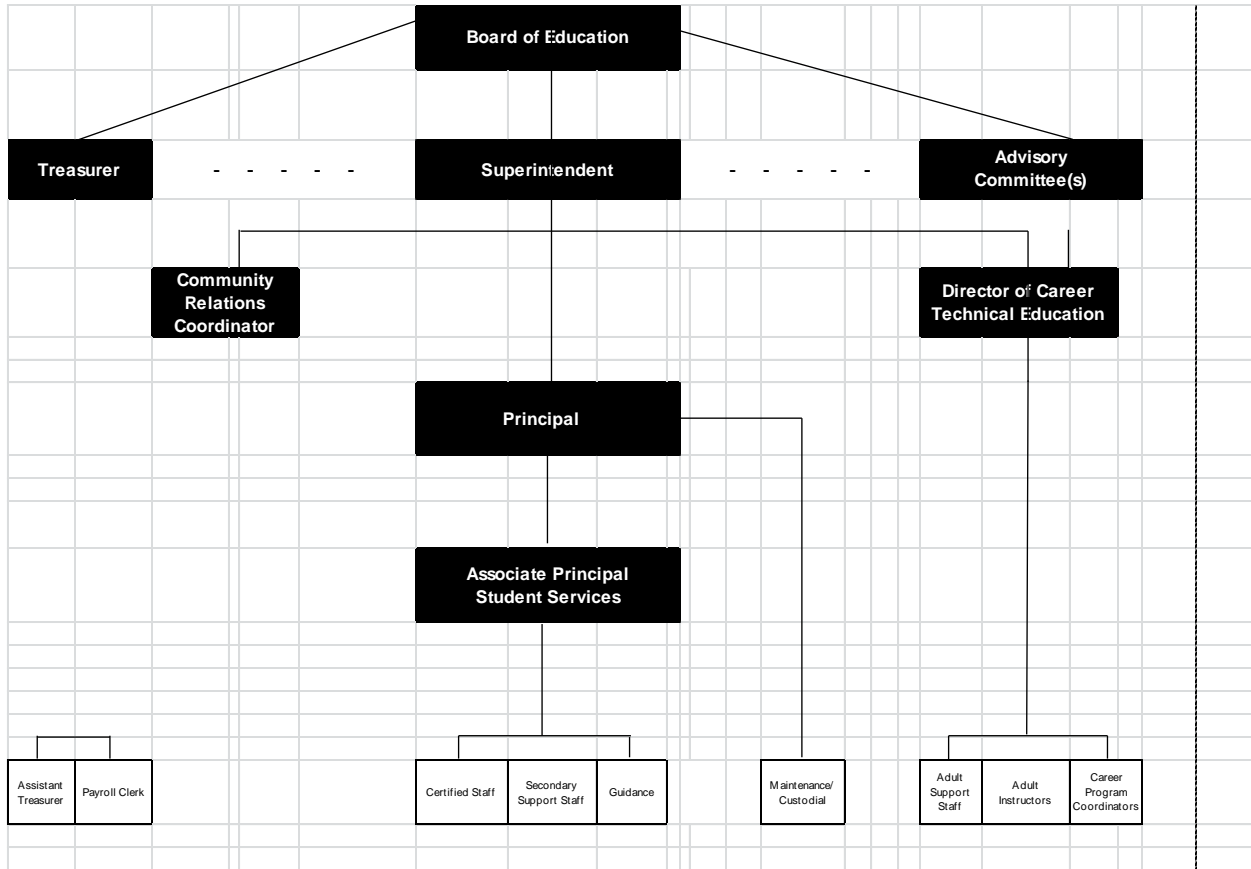
Full-Time Faculty

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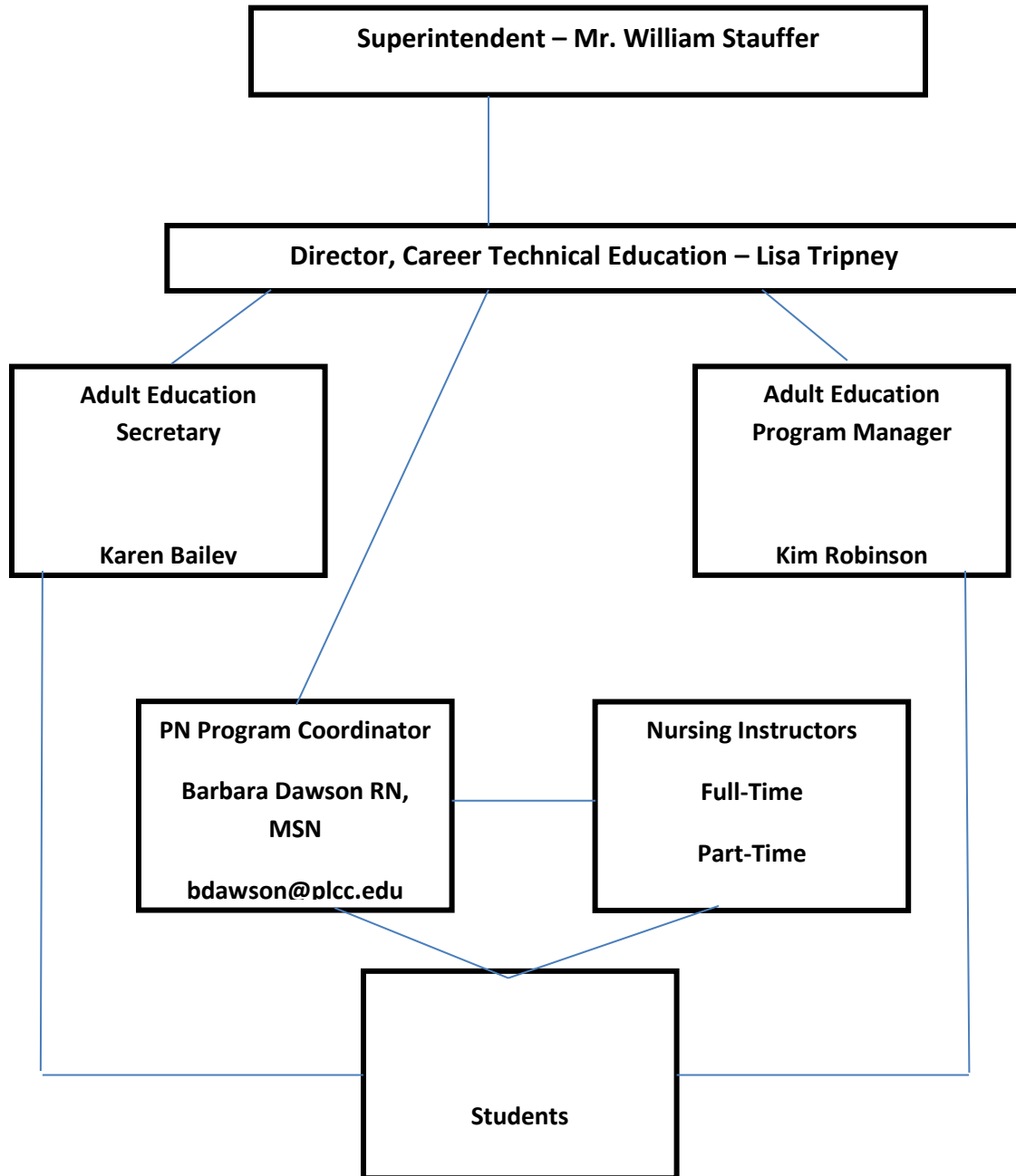
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Class Advisor – Barbara Dawson

PORTAGE LAKES CAREER CENTER ORGANIZATIONAL CHART



Portage Lakes Career Center – W. Howard Nicol
School of Practical Nursing
Organizational Chart



Current – through August 2018

APPLICATION/ADMISSION PROCESS/ REQUIREMENTS

Potential applicants must review Portage Lakes Career Center’s Application Process and Admission Requirements prior to starting their application process.

Applicants are encouraged to use this form as a checklist to ensure all steps in the process are completed. Applications are kept on file for one year from submission.

PHASE ONE – ALL APPLICANTS

_____ Complete the online application – available on the PLCC website, under Adult Education, “How to Apply”. Or pick up an application in the Main Office during school business hours.

_____ Complete the application in its entirety which consists of the following segments:

_____ Program of Interest

_____ Demographic Information

_____ Educational History

_____ Background Information

_____ Drug and Alcohol Policy

_____ Criminal Records Policy

_____ Certification of Validity

_____ Return the completed application to the school online, by mail, email or hand delivery.

_____ Contact the school office to schedule a date for the admission exam, referred to as the *WorkKeys* exam. **The school will not contact the applicant.** *Please refer to the school website for links to WorkKeys and Ohio Means Jobs for testing specifics and practice tests. This exam is given on the computer, **basic computer skills are necessary.** The cost of the **WorkKeys** exam is \$40.00, payable in cash, check, or credit card.*

_____ Take the *WorkKeys* exam as scheduled – the applicant is expected to notify the school if he/she is unable to make the scheduled appointment for testing. Failure to notify the school will result in his/her file being marked as a No Call/No Show for testing.

Applicant must obtain a minimum score of 5 in Math and Reading and a minimum score of 4 in Locating Information.

If the applicant does not receive the minimum score, he/she may schedule to take a retest in the required area(s). One retest may be taken without charge. If the applicant needs to take the test more than 2 times, the cost to retest is \$20.00 per examination.

PHASE TWO – APPLICANTS INVITED TO PROCEED BASED ON WORKKEYS RESULTS

_____ Arrange for official high school transcripts or official GED transcript to be sent directly to the school.

The documents must be mailed or faxed directly from the agency to our school. **The school will NOT accept unofficial, hand-delivered or unverifiable faxes of the documents.** It is the applicant's responsibility to call the school to verify that the school has received these transcripts.

_____ Arrange to have a background check completed at the school. Applicant must contact Lori Coates at 330 896-8226 to schedule an appointment. There will be no charge at that time.

_____ Pay a \$60 non-refundable deposit to hold a seat in the class. This deposit will be waived if the applicant Completed the application and scheduled the WorkKeys examination prior to May 31st of that school year. The deposit will be applied toward the applicant's Term 1 tuition and fees. If the applicant does not begin the class, the deposit will be held for one year and can be applied the following year. The deposit will not be refunded.

_____ Attend an admission interview/tour with the Program Coordinator.

After all applicants have been interviewed, the Admissions Committee will review all applicant files and make a decision concerning acceptance into the upcoming class. This decision will be based on the applicant's test scores, high school grade point average and attendance, interview and professionalism, etc. The applicant will be notified of the Admission Committee's decision by mail.

PHASE THREE – APPLICANTS ACCEPTED FOR A SEAT IN THE PROGRAM

_____ Notify the school of the applicant's financial source(s) for tuition and fees payment. Typical financial sources include: loans, grants, scholarships and private pay. If funding is being provided by an agency or institution, a letter from that agency will be needed to secure a place in class. *See the Financial Aid information on the school's website.*

_____ BCI/FBI background check results. This background check is mandatory in accordance to the policies established by PLCC, area clinical agencies and the Ohio Board of Nursing. You must inform the Program Coordinator of any results that will appear on the records/criminal background check. Each review will be handled on a case-by-case basis to determine ability to attend.

_____ Obtain and submit proof of a current CPR certification. The CPR certification must be from the **American Heart Association - Health Care Provider/HeartCode BLS. No other CPR training will be accepted as this the requirement of the clinical facilities.** The school will notify the applicant of instructions for completing the requirements, if needed. CPR certification must remain active throughout the applicant's entire training.

_____ Complete all health records and **submit to the school office**. This includes a History & Physical and Immunization Record (Varicella, MMR, Mantoux testing, Hepatitis B series, Flu shot and Tetanus). Please refer to the Health Record Requirements form for complete information. Students must have all health records submitted prior to the first clinical experience or the student will be unable to attend the clinical experience until the health records are complete. The student will be unable to meet the objectives of the term and will be dismissed.

_____ **Attend the mandatory orientation meeting** held at the school.

_____ Complete a urine drug screen with negative results. The drug screen will be completed during orientation. Positive drug screen results will result in the applicant's inability to continue in the program.

On behalf of the Faculty and Staff, we wish you the best as you begin the process of reaching your goal of becoming a Licensed Practical Nurse!

Beginning September 2018

APPLICATION/ADMISSION PROCESS/ REQUIREMENTS

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PHASE ONE – ALL APPLICANTS

_____ Complete the online application – available on the PLCC website, under Adult Education, "How to Apply". Or pick up an application in the Main Office during school business hours.

_____ Complete the application in its entirety, which consists of the following segments:

_____ Program of Interest

_____ Demographic Information

_____ Educational History

_____ Background Information

_____ Drug and Alcohol Policy

_____ Criminal Records Policy

_____ Certification of Validity

_____ Return the completed application to the school online, by mail, email or hand delivery.

_____ Contact the school office to schedule a date for the admission exam, referred to as the *WorkKeys* exam. **The school will not contact the applicant.** *Please refer to the school website for links to WorkKeys and Ohio Means Jobs for testing specifics and practice tests. This exam is given on the computer, **basic computer skills are necessary.** The cost of the **WorkKeys** exam is \$40.00, payable in cash, check, or credit card payable at time of scheduling.*

_____ Take the *WorkKeys* exam as scheduled – the applicant is expected to notify the school if he/she is unable to make the scheduled appointment for testing. Failure to notify the school will result in his/her file being marked as a No Call/No Show for testing and forfeiture of the \$40.00. Applicant must obtain a minimum score of 5 in Math and Reading and a minimum score of 4 in Locating Information. If the applicant does not receive the minimum score, he/she may schedule to take a retest in the required area(s). The cost to retest is \$20.00 per examination payable at the time of scheduling.

PHASE TWO – APPLICANTS INVITED TO PROCEED BASED ON WORKKEYS RESULTS

_____ Arrange for any official college transcripts (if applicable), official high school transcripts, or official GED transcript (showing scores) to be sent directly to the school. The documents must be mailed or faxed directly from the agency to our school. **The school will NOT accept unofficial, hand-delivered or unverifiable faxes of the documents.** It is the applicant’s responsibility to call PLCC to verify that the school has received these transcripts.

_____ Arrange to have a background check completed at the school. Applicant must contact Lori Coates at 330 896-8226 to schedule an appointment. There will be no charge at that time. This background check is mandatory in accordance with the policies established by PLCC, area clinical agencies and the Ohio Board of Nursing. You must inform the Program Coordinator of any results that will appear on the records/criminal background check. Each review will be handled on a case-by-case basis.

_____ Once all the applicant’s educational documents and background check results are received, the school will contact the applicant to schedule an admissions interview.

After all applicants have been interviewed, the Admissions Committee will review all applicant files and make a decision concerning acceptance into the upcoming class. This decision will be based on the applicant’s test scores, high school grade point average and attendance, interview, professionalism, etc. The applicant will be notified of the Admission Committee’s decision by mail.

PHASE THREE – APPLICANTS ACCEPTED FOR A SEAT IN THE PROGRAM

_____ Pay a \$60.00 **non-refundable** deposit to hold a seat. This fee will be applied toward the applicant’s Term 1 tuition and fees. If the applicant does not begin the class, the deposit will be held for one year and can be applied the following year. The deposit will not be refunded.

- _____ Notify the school of the applicant's financial source(s) for tuition and fees payment. Typical financial sources include: loans, grants, scholarships and private pay. If funding is being provided by an agency or institution, a letter from that agency will be needed to secure a place in class. *See the Financial Aid information on the school's website.*
- _____ Obtain and submit proof of a current CPR certification. The CPR certification must be from the **American Heart Association - Health Care Provider/HeartCode BLS. No other CPR training will be accepted as this the requirement of the clinical facilities.** The school will notify the applicant of instructions for completing the requirements, if needed. CPR certification must remain active throughout the applicant's entire training.
- _____ Complete all health records and **submit to the school office.** This includes a History & Physical and Immunization Record (Varicella, MMR, Mantoux testing, Hepatitis B series, Flu shot and Tetanus). Please refer to the Health Record Requirements form for complete information. Students must have all health records submitted prior to the first clinical experience or the student will be unable to attend the clinical experience until the health records are complete. The student will be unable to meet the objectives of the term and will be dismissed.
- _____ **Attend the mandatory orientation meeting** held at the school.
- _____ Complete a urine drug screen with negative results. The drug screen will be completed during orientation. Positive drug screen results will result in the applicant's inability to continue in the program.

On behalf of the Faculty and Staff, we wish you the best as you begin the process of reaching your goal of becoming a Licensed Practical Nurse!

ADVANCED STANDING POLICY

Advanced Standing is the process for determining the amount of credits to be granted to an applicant with previous coursework or nursing related military experience. Requests for Advanced Standing are considered on a course-by-course and an individual basis.

Applicants must submit:

1. An application with a written request for advanced standing
2. An official high school or GED transcript
3. An official transcript from the previous nursing education program
4. Copies of all evaluations for clinical courses from previous nursing education program
5. References as requested by the Admissions Committee
6. A passing score on WorkKeys test
7. Clinical requirements

To be transferred, previous course work must have been taken within the two (2) years prior to admission, and the grade average for the course must be comparable to that required by this program as a passing grade.

Applicants will be admitted on a space available basis. Advanced Standing students must meet the entire program's other requirements for admission. Advanced Standing students must meet all curriculum requirements, all school policies and other requirements for the class in which they enter.

AS THE SCHOOL ONLY OFFERS CERTIFICATE PROGRAMS, THERE IS NO TRANSFER OF COURSEWORK WITHIN THE INSTITUTION.

READMISSION POLICY

Students requesting readmission **must** submit a **Readmission Letter of Intent** at least **30 days prior** to their requested start date (considering school breaks, holidays and closures), indicating the following:

- What led to you being unsuccessful during this past term (i.e. what were your barriers to success)?
- What can you do to resolve the barriers mentioned above?
- What actions have you already taken to improve your performance?
- What actions will you take from this point forward, until school begins, to prepare you for success?
- What actions will you take, once you are back in school, to enhance your success?

The Readmission Letter of Intent may be mailed to the school or emailed to the Program Coordinator.

The Admission Committee will review a student's **Readmission Letter of Intent**. The decision to grant the request will be made after careful study and consideration of the student's previous record of grades, attendance, conduct, clinical evaluations, and reason for leaving the program. No request for readmission will be considered if the student has not fulfilled previous financial obligations to the school, is currently in default of repayment of financial aid or has been terminated for a positive drug or alcohol screen. The student will be required to attend the entire program if more than two (2) years has lapsed since the time of the student's original entry into the program.

Readmission may be denied. The decision of the Committee is final. **The Admission Committee will notify the student of their decision by mail.**

Readmission is dependent on space available and permission from all affiliating sites for the student's return. If the request for readmission is granted, the student will be readmitted for the courses he/she has not completed or has failed during his/her first admission. Students who are readmitted to the program must meet all curriculum requirements that are in effect at the time of readmission.

Readmission requires payment of tuition, fees, liability insurance premiums and the cost of new or additional books and/or uniform pieces at the rates set for the class in the year which the student is re-entering the program. Payment of these is expected on the set dates for that class or dates designated.

A student who has been granted readmission must submit the following prior to being readmitted:

1. A \$60 non-refundable deposit to hold his/her seat in the class. The deposit will be applied to his/her tuition and fees for his/her readmission.
2. Updated information with current name, address, phone, email, and demographic data.
3. Updated forms required for the class the student is joining.
4. Updated Handbook release form required for the class the student is joining.
5. An updated background check (less than one year), showing no criminal record for which licensure, the care of children or the care of the elderly is precluded by law or by clinical affiliation sites.
6. A physical exam form completed within the past year.
7. All health record requirements for the class the student is joining.

Students will only be granted two attempts to complete the program. If a student is unsuccessful after two (2) attempts, the student will be permanently withdrawn from the school. The student may consider that the curriculum and resources available at another school would be more conducive to the student's learning needs. The Admission Committee may consider exceptions to this policy on an individual basis for extreme circumstances only.

CRIMINAL RECORD POLICY

This policy serves to protect the patients, students and staff of Portage Lakes Career Center and clinical affiliation sites. The safety and well-being of the patients for whom care is provided is the primary consideration.

All students will have an Ohio and FBI criminal records check done prior to or at the start of the program. Fingerprinting for the criminal records check will be done at Portage Lakes Career Center. The Ohio Bureau of Criminal Identification and Investigation will conduct the criminal records check. The results of the records check will be sent to PLCC and become the property thereof.

Students are not permitted to participate in clinical experiences until their report is received. Students may be denied access to clinical sites due to criminal record(s).

Students who have failed to disclose any criminal records on their application will be immediately terminated from the program for falsification of the application. Students who have a criminal charge occurring between the time of application and graduation must disclose the charge immediately.

The Ohio Board of Nursing must, by law, refuse licensure to a person whose record indicates that the person has pled guilty to, been convicted of or has had a judicial finding of guilt for committing Aggravated Murder, Murder, Voluntary Manslaughter, Felonious Assault, Kidnapping, Rape, Sexual Battery, Gross Sexual Imposition, Aggravated Burglary, or a substantially similar law of another state or country. For this reason, a person who has such a criminal record will not be admitted to the program.

Conviction of any of the following charges will exclude students from enrolling at Portage Lakes Career Center:

Abduction	Improperly Discharging a Firearm at or Into a School
Aggravated Arson	Improperly Furnishing Firearms to a Minor
Aggravated Burglary	Intimidation of Public Servant or Witness
Aggravated Murder	Kidnapping
Child Enticement	Loitering to Engage in Prostitution
Child Stealing	Murder
Compelling Prostitution	Pandering Obscenity Involving a Minor
Corruption of a Minor	Permitting Child Abuse
Counterfeit Drug Offenses	Placing Harmful Objects in Food or Confection
Deception to Obtain Dangerous Drug	Possession of Hoax Weapon of Mass Destruction
Deception to Obtain Matter Harmful to Juveniles	Promoting Prostitution
Dissemination or Displaying Matter Harmful to Juveniles	Prostitution
Endangering Children	Rape
	Reckless Homicide

Felonious Assault
Felonious Sexual Penetration
Funding of Drug or Marijuana Trafficking
Gross Sexual Imposition
Illegal Conveyance or Possession of Deadly
Weapon or Counterfeit Firearm into
a School Safety Zone
Illegal Dispensing of Drug Samples
Illegal Manufacture of Drugs or Cultivation of
Marijuana
Illegal Use of Minor in Nudity-Oriented Material or
Performance

Retaliation Against Public Servant or Witness
Riot
Robbery
Sexual Battery
Sexual Imposition
Soliciting or Supporting Terrorism
Trafficking in Drugs
Trafficking in Harmful Intoxicants
Unlawful Possession of Explosives
Voluntary Manslaughter

Persons having other criminal records may be, by law, barred from employment in pediatric and adult care facilities. The clinical sites with whom the school is contracted require that the students meet the same criteria as employees.

The crimes included are:

Records with a pending disposition or outstanding warrant; two (2) or more misdemeanor convictions; two (2) or more DUI convictions or misdemeanor marijuana convictions; failure to appear in court; all convictions involving: violence; weapons; controlled substances; sexual activity; theft; dishonesty; burglary; and crimes against children. In addition, felony convictions for the following crimes: forgery; conspiracy to commit arson; aggravated assault; robbery; welfare or medical fraud; falsification to law enforcement; passing bad checks; possession of a concealed firearm; aiding a prisoner's escape; patient abuse or neglect; insurance fraud; receiving stolen property; drug abuse; vehicular homicide; misuse of credit cards; contributing to the delinquency of a minor; and extortion.

Criminal offenses in addition to those listed above that preclude admission to the Practical Nursing Program include Reckless Homicide; Abduction; Child Stealing; Child Enticement; Disseminating and Displaying Matter Harmful to Juveniles.

Applicants with any other criminal records are required to submit certified copies of the indictment, plea and journal entry for each offense with their application. The applicant will be counseled regarding admission, clinical site availability, potential for employment and licensure.

Dispositions of not guilty, waiver by clerk or magistrate, adjudication withheld, dismissed or expunged are permissible. Traffic violations are permissible.

Students will be fingerprinted a second time six to eight (6-8) weeks prior to graduation. The results of the BCI and FBI criminal background check will be sent to the Ohio Board of Nursing and the school. Students with criminal records will be subject to the above stated policy.

DRUG AND ALCOHOL POLICY

All students will undergo a urine drug screen prior to or at the time that the program begins. Students must submit a urine sample within two (2) hours of the time requested. This test will be conducted by an independent agency contracted with the school. All results will be confidentially reported to and become property of the school. Blood alcohol levels or breathalyzer tests may also be required. Results that show diluted urine will require a retest at a date and time scheduled by the school.

Portage Lakes Career Center – W. Howard Nicol School of Practical Nursing has a zero tolerance policy regarding the use of illegal drugs and the abuse of alcohol and/or prescription drugs. Students are required to be free from the use and appearance of use of alcohol and drugs while in class, lab and clinical experiences. The safety of any patient, student and staff require that anyone using illegal substances be removed from the program.

Random drug screens will be conducted with or without cause during the course of the program. The faculty has the right and responsibility to remove students from the classroom, lab and/or clinical site if the student's behavior presents a concern for patient safety. Students who have been removed from the educational setting will be required to have an immediate drug and alcohol screen done at the facility of the school's choice. Students will be advised against operating a motor vehicle. In the interest of safety, local authorities will be notified if students do so.

Students who have a positive drug screen for prescription drugs are required to submit the prescription bottle to the Practical Nursing Coordinator at the beginning of the next school day. Failure to submit the requested prescription will result in immediate dismissal from the program. Students with a positive drug screen, however, will not be permitted to continue at a clinical site if that site's prescription drug policy does not allow for said drug. To reiterate, all students must be in continuous compliance with all clinical site's individual drug and alcohol policies as well as the policies in the Portage Lakes Career Center Handbook.

Students who test positive for illegal substances or legal substances for which they have no prescription will be subject to immediate termination from the program. Students terminated for the reasons noted above forfeit re-admission to the program.

Possession, distribution or sale of alcohol or any illegal, illegally obtained or prescription drug at the school or at any affiliation, observation site or school function will result in immediate dismissal.

Students are required to disclose any history of alcohol and/or drug abuse/addiction to the Practical Nursing Coordinator prior to beginning the program.

The applicant/student who currently, or within the past two (2) years, is participating in a program monitoring for drug and/or alcohol use, is in rehabilitation, treatment or a professional assistance program must provide the Practical Nursing Coordinator with detailed information detailing participation and compliance with the program.

The cost of all drug and alcohol screenings, assessments and evaluations, counseling and/or treatment is the responsibility of the student.

The student will be advised to see a chemical assessment counselor, have an assessment done and follow the recommendations of the counselor.

DRUG/ALCOHOL ABUSE COUNSELING

Professional counseling is available to all students through the following agencies:

Summit County Public Health Department
Counseling Services and Alcoholism Division
(330) 375-2984

Edwin Shaw Hospital
Chemical Dependency Intake
(330) 436-0950

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

To be eligible to receive federal financial aid, such as the Pell Grant, Stafford Loan and PLUS Loan, the student must maintain the grade and attendance requirements outlined in this handbook.

Grades and attendance will be monitored weekly by the Practical Nursing Coordinator. A deficient grade average and/or unsatisfactory attendance for any grading period will result in student termination from the program.

Any student who applies for Federal Financial Aid after his/her course of study has begun must have maintained Satisfactory Academic Progress and attendance prior to his/her application for assistance.

APPEAL PROCESS

Any student with extenuating circumstances may appeal the determination of unsatisfactory progress and the termination of financial aid. **Please see the general Adult Education Student Handbook for the full policy regarding appeals.**

PAYMENT OF FEES

The total cost of the PN course is \$12,995 – see cost sheet for details. A \$60 deposit is due at the time of acceptance into the program. The deposit holds the student's place in the class and is applied to tuition and fees.

The financial aid staff will work with applicants to complete their FAFSA (Free Application for Federal Student Aid) if requested. Upon receipt of the ISIR (Institution Student Information Record) financial aid staff will notify the student of any additional documentation required to process their financial aid and to notify the student of their eligibility to receive Federal Student Aid. An award letter will be created outlining all eligible Title IV Funding amounts (including Pell Grant and Subsidized and Unsubsidized Student Loans) along with tuition scholarship funds available. Financial aid staff will also prepare documentation for any student that has applied for outside funding sources such as WIOA, TAA, OBR and VA funds.

If all sources of financial aid awarded amounts exceed the cost of tuition and fees the student will receive a refund of the overage. The financial aid disbursements are divided in to payment periods and are calculated based upon number of clock hours completed in each period. If all sources of financial aid awards do not cover the full cost of tuition of fees, the remaining balance is the responsibility of the student. The financial aid staff will work with the student to establish a payment plan. Payment plans are available with monthly, quarterly, or one-time payment options. A Payment Plan Agreement is signed by the student, one copy is given to the student, another remains in the student's financial aid file.

The first payment of all payment plans is due during the first week of class, for monthly payment plans one payment is due every month thereafter until the balance is paid in full. Payment plans must be submitted prior to the beginning of the course. Any student with outstanding payments due will receive an invoice 10 days after the due date. Students are required to meet with the financial aid staff if a hardship has occurred to determine either an extension or financial probation. Tuition and fees must be paid in full to complete the course, participate in Graduation, and receive the Career Passport.

Payments may be made using check, cash, debit or credit card, or money order made out to Portage Lakes Career Center.

REFUND POLICY

If a student withdraws from any program *before* classes have begun, we will refund the tuition paid, less the deposit which is non-refundable. If a student withdraws from any program *once classes have begun*, the percentage of hours attended by the student will be calculated based upon the total hours in the payment period. The withdrawing student will be billed for the percentage of hours completed (see below). The deposit is non-refundable. Refer to the information below for refund %. Official withdrawal is defined as the student's last day of attendance.

% COMPLETE, % REFUNDED

- 0-10% – 80%
- 11-20% – 70%
- 21-30% – 60%
- 31-40% – 50%
- 41-50% – 40%
- 51-100% – 0%

When a student is receiving Title IV funding and withdraws from the course prior to the completion of the payment period, the financial aid staff will complete a R2T4 form as required by the US Department of Education to calculate and determine any financial aid overpayment or payment due. The student will receive notification of any balance due to the school once the calculations have been completed, the student also receives notification if Title IV funds are required to be returned to the US Department of Education.

For more information concerning payment of fees or financial aid awards, please contact the Financial Aid Office for assistance at 330.896.8123 or krobinson@plcc.edu.

SEXUAL HARASSMENT

The Board of Education recognizes that a student's right to freedom from discrimination includes the opportunity to pursue his/her education in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious relationships necessary to the operation of the district and intolerable in an educational setting.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of or basis for achieving an education or when such conduct has the purpose or effect of unreasonably interfering with or creating an intimidating, hostile or offensive educational environment. The sexual harassment of a staff member, another adult student, a secondary student, a visitor or guest of the school, and/or an employee, visitor, or guest of an observation or training site is strictly forbidden.

Any student who has a complaint of sexual harassment at PLCC by anyone, including staff members, other students or visitors should bring the matter to the attention of his/her Coordinator/instructor immediately. If the complaint involves someone in the student's direct line of authority, then the student may go to the Director of Career Technical Education or Superintendent. The Board of Education encourages a victim of sexual harassment to come forward with appropriate allegations. The Superintendent, Director of Career Technical Education, Practical Nursing Coordinator and instructors shall make appropriate efforts to ensure that all

students understand this policy and recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

Any student who believes that he/she is the victim of any of the aforementioned actions or has observed such actions taken by a staff person, student or other person associated with PLCC such as a vendor, contractor or volunteer should promptly take the following steps:

If the alleged harasser is the student's Practical Nursing Coordinator/instructor, the affected student should, as soon as possible after the incident, contact the Director of Career Technical Education.

If the alleged harasser is not the student's Practical Nursing Coordinator/instructor, the student should, as soon as possible after the incident, contact his/her Practical Nursing Coordinator/instructor.

If the harasser is a student of the Career Center, the Practical Nursing Coordinator/instructor should immediately inform the Director of Career Technical Education of the alleged harassment.

The student may make contact either by written report or by telephone or personal visit. During this contact, the student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each report is to be prepared promptly by the staff member receiving the complaint and forwarded to the Director of Career Technical Education. Each report received by the Director of Career Technical Education as provided above shall be investigated in a timely and confidential manner. While a charge is under investigation, no further information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

Protect the confidentiality of the student who files a complaint.

Encourage the reporting of the incidents of harassment.

Protect the reputation of any party wrongfully charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved and any named witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation or discrimination for filing a complaint or assisting in an investigation. If the investigation reveals that the complaint is valid then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

Sexual harassment of persons under 18 years of age is a form of child abuse and the abuser will be reported immediately.

The District recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of a social relationship without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of this type of intimidation, the District recognizes that false accusation of harassment can have serious effects on innocent individuals. Accordingly, all students are expected to act responsibly, honestly and with the utmost candor whenever they present allegations or charges against staff members, other students or others associated with PLCC.

REPORTING SEXUAL AND OTHER FORMS OF HARASSMENT

Conduct constituting sexual harassment may take different forms, including but not limited to the following:

VERBAL:

The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats toward a staff member, fellow adult or secondary student or other person associated with the District.

NON-VERBAL:

Causing the placement of offensive sexually suggestive objects, pictures or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a staff member, fellow adult or secondary student or other person associated with the District.

PHYSICAL CONTACT:

Threatening or causing unwanted touching, contact or attempts at same including patting, pinching, pushing the body or coerced sexual intercourse with a staff member, fellow adult or secondary student or other person associated with the District.

GENDER/ETHNIC/RELIGIOUS/DISABILITY/HEIGHT/WEIGHT/SEXUAL PREFERENCE HARASSMENT

VERBAL:

Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. that are offensive to a staff member, fellow adult or secondary student or other person associated with the District.

NON-VERBAL:

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures that are offensive to a staff member, fellow adult or secondary student or other person(s) associated with the District.

EMERGENCY DRILLS

PLCC participates in three (3) types of emergency drills each school year: fire, tornado, and lockdown drills. Instructors will guide students through each drill. When a drill occurs, follow instructions posted inside the classroom.

At the affiliating clinical sites, the students will follow the fire procedure as outlined in clinical orientation, subject to the directions of the charge nurse on the unit to which they are assigned.

2018/19 ACADEMIC YEAR IMPORTANT DATES

August 27 – October 26, 2018

**Labor Day*

Term 1 (9 weeks)

September 3, 2018

October 29, 2018 – January 18, 2019

**Thanksgiving Break*

**Winter Break*

**Martin Luther King Day*

Term 2 (9 weeks)

November 22-26, 2018

December 22, 2018 – January 2, 2019

January 21, 2019

January 22 – March 22, 2019

Term 3 (9 weeks)

**Spring Break*

March 23 – March 29, 2019

April 1 – May 31, 2019

**Easter Break*

**Memorial Day*

Term 4 (9 Weeks)

April 19-22, 2019

May 27, 2019

Graduation

June 6, 2019

*** Classes Not in Session – all dates are subject to change**

**PORTAGE LAKES CAREER CENTER
W. Howard Nicol School of Practical Nursing**

CURRICULUM PLAN

COURSE NAME	THEORY CLOCK HOURS	LAB CLOCK HOURS	CLINICAL CLOCK HOURS	TOTAL COMBINED LAB/CLINICAL HOURS	TOTAL COURSE CLOCK HOURS
TERM 1					
Anatomy & Physiology 1	42	0	0		42
Nursing 1	87	35	36	71	158
Pharmacology 1	40	0	0		40
TERM 2					
Anatomy & Physiology 2	46	0	0		46
Nursing 2	54	24	48	72	126
Pharmacology 2	48	20	0	20	68
TERM 3					
Nursing 3	120	0	96	96	216
Pharmacology 3	0	0	24	24	24
TERM 4					
Nursing 4	144	0	72 Med-Surg		
			12 OB/Peds	84	228
Pharmacology 4	0	0	12	12	12
Total Program Clock Hours	581	79	300	379	960

COURSE DESCRIPTIONS – TERM 1

COURSE: ANATOMY AND PHYSIOLOGY 1

COURSE DESCRIPTION

This course provides the student with a basic understanding of the structure and functions of the body and their interactions. Medical terminology is emphasized. This course provides the foundation for nursing in the areas of Cell, Skin & Tissue, Cardiovascular, Circulation, Blood, Lymph and Skeletal Systems

COURSE: NURSING 1

COURSE DESCRIPTION

This course focuses on the beginning knowledge and skills that form the foundation of basic nursing care. Some of the topics included are: hygiene, vital signs, medical asepsis, health and wellness, assessment and nursing process, communications, the basic principles of nutrition as it relates to wellness and the promotion of health and developmental changes as they occur from young adulthood to senescence, including discussion on sexual identity and gender orientation. The student applies classroom theory of basic nursing skills to both the practice and clinical laboratory settings. This course also presents ethical, legal and social issues that will affect the practical nurse during his/her nursing career. A study of nursing history and current health care trends is presented to give a sense of heritage and future. School policies and procedures are presented as well as self-help techniques that can be used to adjust to the new student role. Emphasis is also placed on using a personal computer to enhance learning.

COURSE: PHARMACOLOGY 1

COURSE DESCRIPTION

This course is an introduction into pharmacology. It includes topics such as the history of drugs, the legal aspects of medication administration, pharmacodynamics, math calculations, including intravenous drip rates and the basic principles for preparing and administering medications.

COURSE DESCRIPTIONS – TERM 2

COURSE: ANATOMY AND PHYSIOLOGY 2

COURSE DESCRIPTION

This course continues to build on the basic understanding of the interactions of the structure and functions of the body. Medical terminology builds with an emphasis on Gastrointestinal, Urinary, Respiratory, Neurological, Senses, Endocrine, Reproductive and Muscular systems.

COURSE: NURSING 2

COURSE DESCRIPTION

This course is built on the course content presented in Nursing I. Topics such as Infection & Immunity, HIV, Surgical Patient, and Cancer Patient are discussed using the nursing process to identify appropriate nursing interventions. This course is intended to prepare the student to be certified in IV therapy covering topics such as understanding the rules and laws governing infusion practices for LPNs in Ohio, initiating and maintaining an IV infusion, and complications of IV infusions. Nursing skills necessary to implement identified nursing interventions will be taught in the practice laboratory. The student applies classroom theory of nursing skills to both the practice and clinical laboratory settings.

COURSE: PHARMACOLOGY 2

COURSE DESCRIPTION

This course focuses on the role of the practical nurse in the preparation and administration of medications. The classifications of medications will be taught focusing on the pathophysiology, nursing implications and patient/family teaching. Issues related to self-medication will also be discussed. During the practice laboratory, the student will have the opportunity to prepare and administer medications using the theory base that has been presented.

COURSE DESCRIPTIONS – TERM 3

COURSE: NURSING 3

COURSE DESCRIPTION

This course focuses on nursing care of patients with disorders of the gastrointestinal, cardiovascular, respiratory, neurologic, and musculoskeletal systems. Each unit uses the nursing process to assess, identify patient problems, plan patient care, identify nursing interventions and evaluate patient outcomes. The student applies classroom theory of nursing skills to the clinical laboratory settings.

COURSE: PHARMACOLOGY 3

COURSE DESCRIPTION

This is the clinical component to the pharmacology course. The student will have the opportunity to administer medications to patients in a clinical laboratory setting and provide nursing care to patients receiving medications.

COURSE DESCRIPTIONS – TERM 4

COURSE: NURSING 4

COURSE DESCRIPTION

This course focuses on the nursing care of patients with disorders of the senses, endocrine, genitourinary, reproductive systems and care of the geriatric patient. The student will acquire knowledge regarding nursing interventions necessary to provide competent nursing care. This course includes nursing care of the individuals during pregnancy, labor, delivery, and postpartum. Nursing care of the newborn and pediatric patients with a focus on growth and development from infancy through adolescence is discussed. Common pediatric diagnoses and the impact of change/crisis on the family's ability to adapt are included in the clinical component. This allows the student an opportunity to apply theory to practice. The student applies classroom theory of nursing skills to the clinical laboratory settings. Toward the end of the term, the course begins to prepare the student for graduation, NCLEX testing, and employment.

COURSE: PHARMACOLOGY 4

COURSE DESCRIPTION

This is the clinical component to the pharmacology course. The medication administration experience will be expanded to include administering medications to three or more residents in a clinical laboratory setting.

PARKING

All nursing students are to park in the north lot of the Career Center. Students are required to display valid PLCC parking permits at all times. A parking permit will be issued to each student at the beginning of the program.

BUILDING KEY CARD ENTRY

There is a keycard at the entrance. The students will be given an electronic key card for entrance into the health technology wing. The key card is **NOT** to be shared with anyone. Lost cards must be reported to the Practical Nursing Coordinator immediately. Cards MUST be returned immediately following interruption of any kind in the program and MUST be turned in before graduation to receive a passport.

Students may enter the school no earlier than 7:30 am and may not be in the school any later than 3:30 pm without permission. An instructor must be present in the building at all times that students are in the building. Please check with faculty to authorize use of the building outside these hours.

VISITORS

PLCC requires strict adherence to school security. Students are not to receive visitors at school or at the clinical sites at any time. Students should make arrangements as to where to meet someone who is providing transportation and/or joining them off campus. Students allowing unauthorized visitors into the building will receive disciplinary action. All visitors must sign in and out at the Main Office and receive a visitor badge.

SMOKING POLICY

Use of any tobacco products, including E-cigarettes, is not permitted anywhere on school property. Students must abstain from smoking while in uniform. Students may be sent home from a clinical experience if the smell of smoke is detected. Violation of this policy will result in disciplinary action.

STUDENT IDENTIFICATION TAG

For security reasons, all nursing students attending classes between 8am and 3:30pm are required to wear an Adult Education Department Student ID tag furnished by the Career Center.

An ID tag will be issued to each student at the beginning of the program. Lost ID tags must be reported immediately to the Practical Nursing Coordinator or to an instructor. A replacement will be issued. Students may not go further than the lecture hall without the ID tag.

Clinical site ID badges must be returned to the instructor at the end of the clinical rotation. Clinical sites do charge for replacing ID badges. The cost must be assumed by the student.

LIABILITY INSURANCE

PLCC provides all students with liability insurance. The cost is covered in the fees outlined in the cost sheet. This insurance provides the student with coverage in case of harm to a patient in a clinical setting.

MEDICAL INSURANCE

Neither the school nor the affiliating clinical agencies provide medical insurance. Students are responsible for their own medical and hospitalization coverage.

EMPLOYMENT DURING SCHOOL

The ideal situation for each student is to not work while in the program. However, as adults, each student is responsible for his/her decision regarding employment. Students may not wear school uniforms or other school identification while at their place of employment. Furthermore, students may not engage in nursing skills or action, or refer to self as a student nurse, at their place of employment.

COUNSELING

The Practical Nursing Coordinator and instructors have individual conferences with students throughout the program as warranted. Students may request a conference with the Practical Nursing Coordinator or instructors as the need arises. The Practical Nursing Coordinator may require the student to seek counseling.

Professional counseling is available to all students through the following organizations.

Portage Path Behavioral Health Center
330 972-6822

Suicide Prevention Support Hotline
330 434-9144

Emerge Ministries, Inc.
900 Mull Avenue
330 867-5603

InfoLine
330 376-6660
Clinic for Individual and Family Counseling
27 S. Forge Street
Akron, Ohio 44325

Catholic Social Services of Summit County
640 North Main Street
Akron, Ohio 44310
330 762-7481

211 Summit.org

COMMUNICATION POLICY BETWEEN FACULTY/STAFF AND STUDENTS

All students and faculty will be designated an individual mailbox in the faculty hallway. It is critical that students check their mailbox several times a day to assure that the student receives any information that the faculty/staff provides. Failure to check the student mailbox will not be an excuse for missed paperwork, assignments or other communication.

To protect the privacy rights of all students, it is prohibited for students to remove anything from another student's mailbox. Any student attempting to view documents in an instructor's mailbox or another student's mailbox without permission will receive disciplinary action.

Faculty members have an open door policy during scheduled breaks. To protect the confidentiality of all communication between faculty and students, the faculty may close the office door when meeting with a student. Students are to wait in the hallway until the instructor is available. Instructors will make every effort to address all student questions or concerns during scheduled breaks.

If a student would like a longer session with a faculty member, he/she must submit a written request in the faculty's mailbox to schedule a meeting time. These times may be before school, during lunch breaks or after school depending on the availability of both the student and instructor.

Suggestion forms are available in the classrooms and mailbox area to allow students to share ideas with the faculty and staff.

PERSONAL COMMUNICATION DEVICES POLICY

For the purposes of this policy, "personal communication device" includes computers, tablets, electronic readers, cell phones, electronic watches, telephone paging devices, and /or other web-enabled devices of any type that have the capability of connecting to the internet or taking pictures. Students may use personal communication devices (PCDs) before and after school and/or school related activities or during breaks and lunches.

The guidelines for usage during scheduled classroom, practice lab and clinical experiences is as follows: During classroom or practice lab, students may have PCDs with them but the device must be placed on vibrate or silent mode. The student is not permitted to be using the PCD for texting or internet access unless authorized by the instructor for purposes of education. If the student has the need to use his/her PCD for personal reasons, the student must leave the classroom/lab to take a call. If the student or PCD is creating a distraction, the student will be asked to leave as to not disrupt the learning environment.

During testing students **may NOT** have PCDs with them. At these times, PCDs must be stored in the student's locker, car, or other location away from the testing site.

During clinical experiences students may have PCDs with them but the device must be turned off. The student must never have the PCD visible or audible when out on the nursing unit or in the patient's room. They may not use the PCD during pre-conference or post-conference unless authorized by the instructor for purposes of education. PCDs may be used only before or after clinical hours and /or during breaks and lunches.

Except as authorized by an instructor, students are prohibited from using PCDs to capture, record, and/or transmit the words or sounds (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate the privacy rights of another person may have their PCD confiscated and held and/or they may be directed to delete the audio and/or picture/video file. If the violation involves potentially illegal activity, the student may be referred to law enforcement.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty.

A person who is aware that a student is using a PCD in violation of this policy is required to report the violation to the Program Administrator.

Loss of PCD is the responsibility of the student – the school holds no responsibility of lost or stolen PCDs.

Violations of this policy will result in disciplinary action.

Students may also inform day care centers, family members or any other interested parties that they can call the school office during school hours to reach a student at the school or in the clinical settings.

CHANGE OF PERSONAL INFORMATION

Students must notify the school office in writing of a change of address, name, email or phone number. Failure to notify the school may result in the student not receiving important communication from the school. ***Change of information forms*** are available in a mailbox slot in the faculty hallway.

PERSONAL PROPERTY

Portage Lakes Career Center assumes no responsibility for personal items that are lost or stolen on campus, including vehicles. Please note that these are shared classrooms/shared spaces and plan accordingly.

LOCKERS

Lockers are available to students in the Health Wing. Students must provide their own lock. Students are to keep books, papers and all valuables in their locker. Students are to keep their locker LOCKED at all times. While the items inside a locker are the property of the assigned student, the lockers themselves are the property of PLCC. In order to insure the safety of all students and staff of Portage Lakes Career Center, the school reserves the right to inspect lockers without previous notice to the student. Random locker searches may be conducted by school officials or law enforcement agencies.

UNSCHEDULED SCHOOL CLOSINGS

In the event of situations which require the closing of Portage Lakes Career Center, the Superintendent will advise Akron radio and TV stations and public announcements will be made. Students may also receive an automated phone message from the school informing them of the closing. The Practical Nursing program will not be listed separately. Students may also receive an automated call from the Practical Nursing Coordinator informing them of the schedule for the next day. Class or clinical time missed due to inclement weather or building closings will be made up as needed to meet program requirements.

FOOD SERVICES

Food and beverages are NOT permitted in the lecture hall, hallways or labs. Students are NOT permitted in the faculty work room or in any faculty lounge area. Students are required to keep all foods and beverages confined to the cafeteria, locker area or patio. In addition, no food or beverages are permitted in the units on the clinical sites. Vending machines with a wide variety menu and microwave ovens are available to students in the cafeteria. Cafeteria services may be available.

LIBRARY

All students are entitled to use the school of nursing library to check out books. No books may be taken from the library without being signed out. All library materials are to be returned to an instructor. Students who damage or lose library materials will be assessed the cost of replacement.

COMPUTERS

Students are permitted to bring personal laptops and devices for taking notes in class. Laptops may be signed out to the student to use at school if available. There is no student access to a copier at the school. There is no student access to printers or copier machines at Portage Lakes Career Center. See acceptable use policy for all rules and requirements for the PLCC equipment and technical items.

PERSONAL APPEARANCE POLICY FOR CLASS

Nursing students are expected to wear **scrubs (any color) on classroom days**. The scrubs are to be appropriate to present professional appearance. Any form of dress which is distracting or disruptive in appearance and detrimental to the process of education will not be permitted. If a student is dressed inappropriately and sent home to change, his/her absence will be counted toward their total absent hours.

PERSONAL APPEARANCE POLICY FOR PRACTICE LAB AND CLINICAL EXPERIENCES

1. Uniforms, selected by the faculty, are worn for all scheduled lab and clinical experiences.
2. Uniform for students is:
 - a. School specified uniform
 - b. School specified shoes – black, non-mesh, closed toed and closed heeled, with non-slip soles
 - c. Matching hose or socks – solid color
 - d. Watch with sweep second hand or digital second display, no watches that connect to internet
 - e. School specified ID badge and clinical site ID badge, if required.

- f. Jewelry is limited to: Watch; band ring; no more than one (1) small stud earring in each lower lobe (gold, silver, pearl balls no larger than 9mm); hair-colored barrettes, pins or clips are the only appropriate hair fasteners. No bracelets or necklaces are permitted.
 - g. No visible body piercing jewelry other than specified earrings is permitted in the lab or clinical setting. This includes tongue rings.
 - h. No visible tattoos. Any visible tattoos must be covered with a band aid, patch or some other appropriate covering.
3. Due to the active nature of nursing and the close proximity to patients, students must be aware of the need for appropriate choice of undergarments. Any undergarments that can be seen or pose a disruption/distraction will result in a student's dismissal that day and, subsequently, a counted absence day for the clinical experience.
 4. The uniform may be worn to and from clinicals. However, if the student has after-school commitments, the uniform must be changed.
 5. Personal hygiene for the student includes bathing and use of toiletries sufficient to prevent the transmission of offensive odors and/or microorganisms to patients.
 6. Nails must be short and kept at fingertip length and clean. Non-chipped, neutral nail polish may be worn. No acrylic nails, paste on or nail decals are permitted.
 7. Hair must be clean, neatly styled or trimmed so that it does not cause contamination of the environment nor require the student to frequently touch it. Long hair must be secured so it does not fall in front of the face, obstruct vision or interfere with professional patient care. Hair extensions, accessories and styles must be conservative. If men have beards or mustaches, they must be short, neat and well-trimmed. Otherwise, men are to be clean shaven. Hair colors must be natural colors – no pinks, blues, purples, greens, etc. **No hats, caps, wraps, or other nonreligious headwear may be worn. Headbands may be worn as long as they are natural colors and have no attachments.**
 8. Make-up should be worn in moderation. No heavily scented perfumes, colognes, mists or sprays are allowed as these scents can exacerbate respiratory disorders. Any open skin must be covered with a bandage.
 9. Chewing gum is NOT permitted in the lab or clinical area.
 10. Failure to maintain appropriate hygiene or appropriate lab/clinical dress code will be cause for the student to be sent off duty and marked as absent.

The final judgment for all matters pertaining to the school dress code rests with the Practical Nursing Coordinator, Director of Career Technical Education, and program instructors.

STUDENT EXPECTATIONS

Students are expected to:

- Exhibit professional behavior, language, non-verbal communication and attitude during all school related hours.
- Be prepared for all classroom, laboratory and clinical experiences by bringing the necessary textbooks, notebooks, lab supplies and clinical equipment.
- Pre-read assignments as listed in the course syllabi to be prepared to participate in classroom discussion.
- Be on time to all classroom, laboratory and clinical experiences.
- Optimize on all opportunities for learning in the classroom, practice lab and clinical settings.
- Maintain knowledge learned in the classroom, practice lab and clinical experiences throughout the terms to allow a progression of knowledge and skills from simple to complex.
- Complete all assignments and tests independently unless group work is assigned by the instructor.

CONDUCT POLICY

The faculty and staff of PLCC – W. Howard Nicol School of Practical Nursing take violations of the Conduct Policy seriously as the graduates of this program are expected to conduct themselves in a professional manner in the healthcare workplace.

Students are bound by the rules of conduct of Portage Lakes Career Center, the affiliating institutions, and the Ohio Board of Nursing Ohio Revised Code and the rules promulgated from the law.

Therefore, each violation of the conduct policy will be reviewed by the Program Coordinator prior to any disciplinary action. The resulting disciplinary action may be in the form of a verbal reminder, a professional written warning, probation or dismissal.

This list of offenses are some examples of behaviors that will result in a verbal reminder, profession written warning or probation – depending on the individual circumstances and the term in which they occur.

1. Disruptive behavior in the class or clinical
2. Suspicion of cheating of any kind
3. Insubordination or disrespect to any faculty or staff member of PLCC or at an affiliation site
4. SMOKING - THIS IS A SMOKE FREE CAMPUS BY LAW
5. Taking unauthorized pictures or videos of any faculty, student or staff of the Career Center or a patient or employee of a clinical site
6. Failure to follow the policies of the school
7. Failure to maintain safety to self and others
8. Any behaviors that are sub-par to the learning environment or the profession of nursing

If a student establishes a trend or pattern of unprofessional conduct, despite previous disciplinary actions, the student may be dismissed.

The following behaviors will result in immediate dismissal:

1. Violation of HIPAA Regulations
2. Actions with a potential for harm to classmates, staff or patients
3. Willful destruction of property
4. Falsifying reports (application and assignments, patient records)
5. Drinking of alcoholic beverages on school property or at affiliation sites or at school functions
6. Possessing, distributing or using illegal drugs on school property or at affiliation site property or at school functions
7. Theft of any kind
8. Confirmed cheating of any kind
9. Being under the influence of alcohol or drugs on school property or clinical affiliation sites
10. Having possession of a firearm or other weapon on school property or clinical affiliation sites

OHIO BOARD OF NURSING PROFESSIONAL CONDUCT POLICY

As practical nursing students are held by law to the same Standards of Patient Care as are licensed nurses, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723 of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

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

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

(11) A student shall not:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A

student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

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

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R.C. [119.032](#) review dates: 10/15/2016

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Rule Amplifies: [4723.06](#)

Prior Effective Dates: 02/01/1996, 04/01/1997, 02/01/2002, 02/01/2004, 02/01/2007, 02/01/2008, 02/01/2012

Violation of these rules shall result in disciplinary actions up to/and including Dismissal

STUDENT ILLNESS POLICY

Purpose

1. To prevent the spread of infectious diseases to students, staff, and/or patients.
2. To prevent injuries to students, staff, and /or patients.

Policy

1. The health problems of the student are his/her own financial responsibility. It is suggested that the student carry health insurance.
2. A student must report his/her illness to the office of the Practical Nursing Coordinator.
3. If a student has a change in health status after the admission physical exam, a statement of diagnosis, treatment and any limitations must be brought to the school to become part of the health record. These records will be retained for the length of attendance.
4. If it is necessary for a student to be seen in the emergency department or to be admitted to the hospital in which he/she is affiliating, the student will be admitted in the same manner as is any other person.
5. If illness or injury occurs at PLCC or any clinical site, Emergency Services will be called if necessary. The student will assume full financial responsibility for said services.
6. The student has the right to refuse any and all treatment and care. Not being diagnosed and/or treated may prohibit return to class and clinical areas until health status has been verified by a physician.
7. Students who have been exposed or believe that they have been exposed to an infectious illness are required to immediately report the exposure to the Practical Nursing Coordinator. Any unexplained rash or skin lesion must be reported.
8. The Practical Nursing Coordinator (with input from the infection control nurse and/or the personnel health services of the clinical site) will determine whether the student can attend class, lab and/or clinical experiences and what medical assessment and treatment are required.
9. Students who have an oral temperature of 101 degrees or higher are not permitted to attend class, lab, or clinical experiences. Students who are unable to contain their nasal secretions, sputum production and/or coughing are not permitted to attend class, lab, or clinical experiences. Students with minimal nasal secretions, sputum production and or coughing must wear a mask for lab and bring tissues and a disposable bag to class and lab.
10. Students who have sustained an injury or who have required an assessment and/or treatment in an Emergency Department or Urgent Care Center must bring a "may return to class, lab and/or clinical"

form signed by the physician. It must be given to the Practical Nursing Coordinator prior to being permitted to return to class, lab, and/or clinical experiences.

11. Students requiring the use of assistive mobility devices such as canes, crutches, walkers, walking casts, and wheelchairs following an acute injury are permitted to attend class and observe in lab (unless a reasonable, safe accommodation can be made), but cannot participate in lab or clinical experiences unless the specific affiliating agency authorizes them to do so.
12. Students with braces, dressing, bandages, casts and/or splints on their upper extremities are permitted to attend class and observe in lab (unless reasonable, safe accommodation can be made) but are not permitted to participate or attend clinical experiences unless the specific affiliating agency authorizes them to do so.
13. Students who are taking a controlled substance for pain relief are cautioned not to drive and should not attend class or lab if drowsy or dizzy while under the influence of these medications. Students are not permitted to attend clinical experiences while under the influence of controlled substances and must be in continuous compliance with all clinical site controlled substance policies.
14. In an effort to protect patient safety, failure to report the above mentioned illnesses or injuries may result in disciplinary action and termination from the program.
15. If illness or injuries prevent the student from attending classes, labs, and/or clinical experiences and/or prohibit the student from completing skill performance tests or meeting the clinical course objectives, the student must withdraw from the program and request readmission.

ATTENDANCE POLICY

Students are expected to be **present** and **on time** for all classes with the necessary books and supplies. This includes coming back from breaks and lunch. The classroom doors will be closed at the beginning of class. If a student is late, he/she must wait to enter the classroom until the door is opened at the next break time. The student will be marked absent for that block if he/she is not present when the door is closed or if he/she leaves the classroom and is not present the majority of the block. Being in the building does not constitute attendance in a class. Regular and frequent breaks will be provided and students will be permitted to re-enter at the start of the next lecture.

Attendance is monitored on a continuous basis as it has been shown to have a direct correlation to academic achievement and workplace success. As students are preparing to become a member of the healthcare profession, the school expects students to show the same responsibility to their school attendance as they will need to show to their future work attendance.

Attendance will be documented in the student's permanent record. Prospective employers will ask for the student's attendance when calling for references or transcripts.

Students must complete 90% of the total clock hours to receive their certificate of completion and at no time in the program can absence total over 10% of current clock hours. This attendance requirement permits absence of **no more than 96** hours in the program year. If a student misses over 10% of clock hours at any time per grading period, the student will be terminated. **Extended absences will be reviewed by the Faculty on an individual basis – the student must communicate with the instructor/program coordinator when extended absences occur.** Records of attendance are kept electronically and students have continuous access to their own attendance profile. Attendance records will be also submitted to the Financial Aid Office, and absence will affect a student's eligibility for receiving continued financial aid assistance.

REPORTING TARDINESS OR ABSENCES

Communication is important for demonstrating responsibility and professionalism.

Students **must** contact the school **prior to the start of class, lab or clinical experience** if they will be **absent or tardy**.

When notifying the school, if the phone is not answered by staff personnel, the student must leave a message on the attendance voice mailbox. **The student must speak clearly to state their name, the date, and the reason for their absence/tardiness.**

The voice mailbox is available 24 hours a day to allow students to call even when the school is not open.

Classroom/Practice Lab

Tardy – A student must notify the school whenever he/she will not be on time to class or practice lab, **prior to the start time.**

Absence - A student must report off every day absent to the school, **prior to the start time.**

Clinical experience

Tardy – Students are expected to be on the clinical unit and ready to begin their clinical experience by the start time. **If a student is going to be tardy by 5-10 minutes, the student must notify the clinical instructor.** Points will be deducted from the student’s clinical score according to the clinical grading rubric. **Only two tardies will be permitted in a term** – a third tardy will result in the student being sent home from the clinical experience – constituting an absence.

If a student is going to be late by 15 minutes or more, the student will not be permitted to participate in the clinical experience that day, constituting an absence. Arriving late after clinical assignments have been made and reported to the staff causes hardships for the clinical instructor, the clinical staff and the patients. Therefore, if a student’s estimated time of arrival is greater than 15 minutes past the start time of the clinical experience, there is no reason to arrive at the clinical site.

Absence - Clinical absences should only occur in case of emergencies. A student must report off every clinical day absent to the **school and clinical agency 30 minutes prior to the start time.**

TELEPHONE NUMBERS FOR REPORTING TARDY/ABSENCE

Portage Lakes Career Center – 330-896-8105

Clearly state name, date, and reason for absence/tardiness.

AND CLINICAL SITE - Student must call 30 minutes before clinical start time – the start times vary depending on the clinical site. Ask for the nursing unit assigned.

Children’s Hospital Medical Center of Akron	330-543-8810
Canal Pointe	330-762-0907
Hickory Ridge	330 762-6486
Rockynol Retirement Community	330-867-2150
Salem Community Hospital	330 332-1551
The Village at St. Edwards	330-666-1183
Veterans Administration	216-791-3800

Failure to follow the policy for reporting tardiness or absence will result in disciplinary action.

If a student does not attend school and/or does not contact the school for three (3) consecutive days, the student will be automatically terminated. Transcripts will be marked "Incomplete" for any unfinished course work, "F" for any failed courses, and "Terminated". The last day that the student attended a scheduled academic session will be the date used as the drop date.

MAKE-UP FOR CLASSROOM ABSENCES

It is the student's responsibility to contact the appropriate instructor(s) when he/she misses a class or practice lab to determine what was missed and to arrange make up of all work missed. Instructors will give the student any missed handouts. The student may request classroom notes from a classmate. The student may make an appointment with the instructor if he/she have any questions concerning the material covered. **Failure to contact the instructor may result in a student missing important information about material covered or assignments due.**

If the student is absent/tardy for a test, he/she will receive an alternate test. This test may contain multiple choice, fill-ins, diagrams or essays. **Make-up tests must be taken that day if the student was tardy, or the first day of return from an absence.**

*Example: If the student arrives at school on a test day after the door has been closed, he/she will need to take an alternate test at 12:00 **that day**. Failure to take the test at the appropriate time will result in a zero score for the test.*

*Example: If the student was absent the day of a test, he/she will need to take an alternate test at 12:00 **on the first day of return**. Failure to take the test at the appropriate time will result in a zero score for the test.*

Make-up tests will be given Monday-Friday from 12:00 – 1:00pm. Students are to check in with the instructor promptly at noon to allow time to take the test.

Example: If the student arrives to take the test at 12:15, he/she will only have 45 minutes complete the test.

If a final exam is missed, arrangements must be made with the Faculty overseeing the course for make -up times.

If a student has missed more than one day of school, he/she will be required to take a test that was given on the first day of their absence. It is the student's responsibility to meet with the Faculty overseeing the course or the Program Coordinator on the first day of return to discuss make-up of other tests and assignments.

Scheduled or in-class quizzes cannot be made-up. If a student is not in class when the quiz is given, the student will not be allowed to take the quiz and will receive a score of zero.

MAKE-UP FOR LABORATORY ABSENCES

EVERY laboratory absence must be made up. This make-up may be in the format of an assignment. **It is the student's responsibility to contact the Lab Instructor to arrange make up of all work missed.** See *Grading, Evaluation, and Progression*

The Lab Instructor will assign a due date for the make-up assignment. The same expectations apply to these assignments as all written assignments – please review the expectations for written assignments.

Students are responsible for proficiency in all skills presented during the term.

MAKE-UP FOR CLINICAL ABSENCES

The course syllabi state the number of clinical hours required for each term. The school is required to offer a minimum of that number of hours. **Therefore, if the school cancels any clinical hours, the school will notify the student of when those hours will be rescheduled.** Every attempt will be made to reschedule hours during normal school hours prior to the end of the term. Under extreme extenuating circumstances, these rescheduled hours may extend into evening or weekend hours.

The school is not required to offer additional clinical hours due to student absence. **If a student is absent more than 10% of the required clinical hours, the student must request in writing the opportunity to complete additional clinical hours at the end of the term.** The school will determine if there are available resources (time, clinical facilities, and clinical instructors) to accommodate the student. If the resources are available, the student will be given the details on when and where the clinical hours can be completed.

If there are no available hours, clinical facilities, and/or clinical instructors to accommodate the student's request – the student will receive an unsatisfactory clinical grade and be unable to progress to the next term.

Students with extended absence due to medical or personal situations, may qualify to request a Leave of Absence. *See Leave of Absence under Evaluation.*

NO STUDENT CAN ADVANCE TO THE NEXT TERM AND/OR GRADUATE WITHOUT COMPLETING ALL CLASSROOM, LABORATORY AND CLINICAL REQUIREMENTS.

LEAVE POLICY

Due to the length and nature of the Practical Nursing program, leave of absence is strongly discouraged but will be evaluated on an individual basis by the Program Coordinator and the Director of Career Technical Education.

Portage Lakes Career Center may grant a student a leave of absence of up to 180 days in any 12 month period if the student provides proof of hardship.* During the Leave of Absence the student is not considered to be withdrawn. Student must apply in writing and the Director of Career Technical Education must approve the leave. A copy will be sent to the Financial Aid Office at which time financial aid funds will be put on hold. No additional Portage Lakes Career Center charges will be generated during the leave. If the student fails to return from an approved leave of absence he/she will be considered officially withdrawn, and all refund and return of Title IV funds calculations will be based on the last date the student attended as defined in the Withdrawal Policy. If the student has a federal loan, the grace period begins retroactively to the student's last date of attendance.

*One additional approved leave (not to exceed 30 days) may be allowed for unforeseen circumstances such as jury duty, military reasons or circumstances covered under the Family Medical Leave Act (FMLA) of 1993.

GRADING

GRADE SCALE

At the end of each term, a minimum grade of 78% must be achieved in **every** academic course and Clinical Laboratory. A **satisfactory grade** must be achieved in the **Practice Lab** to remain in the program and progress to the next term.

A course syllabus is provided with the grading guidelines for each course.

95 -100% = A

93 – 94.9% = A-

90 – 92.9% = B+

88 – 89.9% = B

85 – 87.9% = B-

82 – 84.9% = C+

80 – 81.9% = C

77 – 79.9% = C -

74 – 76.9% = D+

72 – 73.9% = D

69 – 71.9% = D-

0 – 68.9% = F

NOTE – A “C” (80% or above) is required as a final grade in each course.

Any incomplete work will be converted to 0% if not completed within the time assigned by the instructor/coordinator.

GRADING - WRITTEN ASSIGNMENTS

All written assignments, including clinical assignments, must be turned in by **9:00 am on the due date**. The instructor will not ask for the assignment; it is the student’s responsibility to submit at the assigned time. If the assignment is submitted after 9:00am on the due date, it will receive a grade of “0”.

Example: If a written assignment is due on Monday morning at 9:00 am but is turned in after 9:00 am, the student will receive a score of zero for that assignment.

If the student was absent on the due date but turns in the assignment prior to 9:00 am on the date of return, the assignment will be graded as if turned in on time.

GRADING – TESTS/EXAMS

During testing, a student is to bring nothing into the classroom except #2 pencils, an eraser and a calculator, if needed. **No coats, wide-brimmed hats such as baseball caps, keys, cell phones, books, notebooks, flash cards, purses, etc. All items are to be left in the locker prior to entering the classroom.** If a student enters the classroom with these items, he/she will be asked to remove them. If the student returns after the door has been closed, he/she will be required to follow the policy on being tardy for a test.

Violations in testing policies will result in disciplinary action – the disciplinary action will be determined based on the violation, the term of the occurrence, and previous violations.

Multiple choice tests are taken on a scantron sheet. Pharmacology math tests, quizzes and alternate tests are paper and pencil.

- Place name, subject, date and test booklet number on the front of the scantron. Place name on all scrap paper and paper and pencil tests.
- Do not write in the margins of the scantron.
- Students are allowed to write on all test booklets
- Fill-in questions – follow instructions for where to put answers. If the instructions do not specifically state where to place answers, place answers in the green shaded area on the back of the scantron sheet. Failure to follow directions may result in points being deducted.
- Watch for erasures –DO NOT have extra pencil marks on the paper. Instructors will check for erasures but if one is missed, the grade will not be changed after scantrons returned to students.
- No talking at any time during testing – from the time the papers are being passed out to the time the student leaves the room.
- Students are to keep their eyes on their own paper. Cheating or the appearance of cheating will result in disciplinary action. Keep answer sheets covered to discourage cheating.
- Scrap paper will be given out for every test. Students are to put their name on the scrap paper and turn it in when they turn in their test. The scrap paper may be used to write down main points, cover answers while reading the stem of the questions or calculating math problems.
- A minimum of 1 minute will be given for each question.
- A basic calculator will be supplied in Pharmacology I. Bring the calculator during any tests when a calculator is needed. If a student does not bring a calculator to a test, he/she will be required to complete the test without a calculator. Students may not borrow another student’s calculator during a test or request to use the instructor’s calculator.
- Students are not permitted to ask questions about test items during the test. If a student has other concerns such as being ill, needing more scrap paper or a calculator is not working – they may raise their hand to signal the proctoring instructor. **The student must remain in his/her seat throughout the test – the proctor will come to them to address a concern.** If the student has brought his/her calculator to the test but the calculator is no longer working, a loaner calculator will be given to allow the student to complete the test. Loaner calculators must be turned back to the proctor at the end of the test.
- Check the board – **the proctoring instructor will write the # of questions, the time the test ends** and the time of the next class, if appropriate.
- Answered all the questions before getting up and leaving the room.
- When the test is completed – place the test booklet, scantron and scrap paper where instructed and leave the room quietly.
- Stay away from the door and out of the hallway outside the classroom so as not to distract students still testing.
- Once the student has left the room he/she may not re-enter until the test is complete and the proctoring instructor has opened the door.
- Tests will be graded as soon as possible, expect up to 3 days before receiving test scores.
- Student will be given an opportunity to review all tests except final exams. **Students are not permitted to copy test questions, take pictures of test questions or voice record test questions.**
- Students will be permitted **ONLY to highlight or underline the portions of their power point or notes** that are covered on a test question.
- Students are encouraged to use their answer sheet or test booklet to review the test. During this review, students should consider why they missed the question (did not study, misread the question, allowed the distractors to get in their way). Through this review the student may gain insight into how to better prepare for future tests.
- Tests must be reviewed at the time allotted. If a student has further questions about the test, the student must leave a note for the instructor to review a particular question. All questions concerning a test must be

addressed within one week of the date the test was given. **Individual tests will not be available for review after one week.**

- **All tests and quizzes must be returned to the instructor by the end of the day of review to the mailbox labeled “Returned Tests/Quizzes”.** Failure to return answer sheets/test may result in a 5-point deduction from the student’s test score.

Final exams will not be posted.

Disciplinary action will be given for failure to adhere to this policy.

At the end of each term, after every final is taken and grades have been calculated...students who did not meet the requirements for the term will receive an email notifying them that they did not successfully pass the term. Their final grades will be mailed to them. The student will be encouraged to contact the Program Coordinator to discuss their grades and the Readmission process, if applicable.

A congratulatory email will be sent out to all students who met the requirements.

Students are not to call the school to ask for grades. No grades will be given that week. Grade cards will be distributed the following week.

EVALUATION

Theory Courses: Students are responsible for keeping track of their own grades throughout each term. They are encouraged to calculate them regularly to know where they stand in each course. A “To Inform You” letter is given out at midterm with their theory average in each course. If the student has an 80% or less in any course, he/she is asked to make an appointment with his/her instructors and/or faculty advisor and write a plan for improvement. Then, the student will discuss the plan with the Program Coordinator. Final grades are calculated as documented in each course syllabi. Course evaluations will be based on unit tests and a comprehensive final exam. Some courses may have other assignment or quizzes. The final exam will constitute approximately 30% of the total grade for the course. Final exams are weighted as such to prepare the students for the NCLEX exam. The student must receive an 80% or greater in each course to progress to the next term.

Practice Laboratory: Students are evaluated every assigned Practice Lab. They are expected to use the Lab time to practice skills and get instruction/input from the Lab instructor. The student must satisfactorily demonstrate each skill presented during the term to progress to the next term. Refer to the course syllabi for the details of each course.

Clinical Laboratory: Each term a clinical evaluation is maintained for each student by the clinical faculty. The faculty documents anecdotal notes concerning the students’ progress each week. The student will review the weekly documentation and initial. If the student is unsatisfactory on a given week, the faculty may discuss a remediation plan for the student. The student must earn an 80% or greater to receive a satisfactory clinical grade and to progress to the next term. Refer to the course syllabi for the details of each course.

The *Clinical Supervision* guidelines are included in the Appendix.

GRADE CARDS ARE AVAILABLE ON ENGRADE AT THE COMPLETION OF EACH TERM. INCLUDED ON THE GRADES ARE THEORY GRADES, CLINICAL AND PRACTICE LABORATORY GRADES AND ABSENCES. The theory grades will be documented as a percentage and a letter grade; practice lab grades will be documented as a Satisfactory or

Unsatisfactory; clinical lab grades of 80% or greater will be documented as Satisfactory while clinical lab grades of below 80% will be documented as Unsatisfactory.

PROGRESSION

At the end of each term, a minimum grade of 80% must be achieved in **every** academic course. A **satisfactory grade** must be achieved in every **Practice Lab and Clinical Laboratory** to remain in the program and progress to the next term.

A course syllabus is provided with the grading guidelines for each course.

Incomplete (I)

The grade of I is assigned at the discretion of an instructor provided that:

1. There are extenuating circumstances, explained to the instructor before the assignment of the grade, which clearly justify an extension of time beyond the requirements established for other students in the class. It is the student's responsibility to notify the instructor of the circumstances preventing completion.
2. The student has been passing the course and only a small segment of the course remains to be completed for which the extenuating circumstances justify a special exception.

When the student completes the work, the Incomplete is changed to a letter grade, S or U. Failure to meet the assigned deadline for removing the Incomplete will result in a failing grade.

Withdrawal (WD)

If a student requests to voluntarily withdraw from the program prior to the completion of a term, the student must put in writing his/her intent to officially withdraw. This documentation must be submitted to the Program Coordinator. The student may also request a personal conference with the Program Coordinator. The student's final transcript will note the grade as WD and Withdrawn as of the official date which will be the last day the student attended a scheduled academic session.

Failure to attend class or provide written documentation of a withdrawal constitutes an unofficial withdrawal from a course. The student's final transcript will note the grade as WD and Dismissed as of the last date of attendance.

In addition, students planning to withdraw should also meet with the Adult Education Program Manager to officially withdraw. Students who are unable to physically meet with the Adult Education Program Manager must contact the school by telephone or other telecommunication system. In the case of an exit without notice, the last date of attendance is determined to be the last date of an academically related activity in which the student participated. Non-attendance does not constitute an official withdrawal.

If a student stops attending school or officially withdraws from his or her program of training for any reason, the Title IV Aid will be recalculated based on the total number of clock hours/percentage of time the student was scheduled to attend school. If after recalculation, the school finds that the student did not attend the required number of clock hours needed to cover the aid amount already disbursed to the student, the student is liable for the amount of money and the student must pay it back to the school. The school will then refund the money back to the aid program. The student will also be invoiced for any tuition and school related expenses not covered by the aid.

For students who withdraw without notifying the school, the school will use fourteen (14) calendar days of absences to determine that the student has unofficially withdrawn. The last day that the student ceased attending will then be used as the withdrawal date for calculating any return of federal funds to the U.S. Department of Education. Federal returns will be made within 45 days of the determination date. A borrower

must go through exit counseling on-line at www.studentloans.gov to review rules and regulations, policies and procedures of the Federal Direct and PLUS Loan Program. The school will be notified electronically that the student has completed exit counseling.

COMPLETION OF THE PROGRAM

The student must have successfully completed all of the following to qualify for a Certificate of Completion:

1. Complete the required clock hours according to the Attendance Policy.
2. Completion of every theory course with a final grade of an **80% or greater**.
3. Completion of every laboratory and clinical component of each course with a final grade of **Satisfactory**.
4. Payment of all fees and financial debts to the school.
5. Return of all parking permits, entry keys, PLCC ID badge and clinical agency ID badges.
6. Completion of FSA exit counseling if Federal Student Aid was disbursed.

DISMISSAL

A student will be dismissed from the program for the following:

Theory:

1. A theory grade of less than 80% in any course at the end of a term.
2. Excessive absences at any time during the term that result in the inability to meet the attendance policy requirements.
3. Any evidence of plagiarism or cheating – according to the Student Conduct Policy.

Practice Lab:

1. Unsatisfactory lab performance at the end of a term.
2. Excessive absences at any time during the term that result in the inability to meet the attendance policy requirements.

Clinical Lab:

1. Unsatisfactory clinical performance at the end of a term.
2. Excessive absences at any time during the term that result in the inability to meet the attendance policy requirements.
3. An affiliating agency may request the withdrawal of any student whose conduct may have detrimental effects on its patients or personnel and/or reserves the right not to accept any student who has previously been discharged by said agency or whose health and/or school records would make acceptance at an affiliate inexpedient.
4. Blatant disregard for the safety of any persons in the clinical setting.

Non-Academic

1. Inappropriate and/or unsafe conduct
2. Insubordination
3. Non-payment of fees
4. Violation of the Ohio Board of Nursing Code of Student Conduct
5. Violation of the PLCC Code of Student Behavior
6. Blatant disregard for policies and procedures of the school and/or school district
7. Blatant disregard for the safety of any persons

If the Program Coordinator and/or the instructors determine that a student should be dismissed from the program, the Program Coordinator and faculty will meet to make a final determination of the student's status.

The student will be notified by the Program Coordinator of the final determination within three (3) working days.

GRIEVANCE PROCEDURE

The student has the right to appeal the dismissal or any disciplinary action that he/she feels contradicts the policies and/or procedures of the school. A “grievance” is a claim by a student that the policies and/or procedures of the school have been allegedly misinterpreted or misapplied. The purpose of the grievance procedure is to secure, at the lowest level possible, solutions to the grievance.

Grievances shall be resolved as follows:

STEP I

The student must notify the Program Coordinator of his/her wish to appeal within three (3) school days after the incidence. The right to appeal will be waived if the student does not notify the Program Coordinator within this timeframe. The Coordinator will schedule a meeting with the student. The student must put his/her concern/grievance in writing to present at the meeting. The student may also present any other material in his/her defense. The Program Coordinator will reply to the student’s appeal meeting, in writing, within (3) school days.

STEP II

If the student does not feel the written response of the Program Coordinator resolves the grievance, the student may submit a written request of appeal to the Director of Career Technical Education within (3) school days. The Director of Career Technical Education will schedule a meeting with the student. The student will be given the opportunity to present his/her appeal to the Director of Career Technical Education. The Director of Career Technical Education will reply to the student’s appeal, in writing, with (3) school days.

The decision of the Director of Career Technical Education is final and binding for the School and for the student.

Students have the right to contact the Council on Occupational Education (COE), an independent accreditation agency responsible for the accreditation of Portage Lakes Career Center and its programs. When a complaint raises issues regarding an institution’s ability to meet accreditation criteria, COE will forward a copy of the complaint to the institution and request a formal response. Complaints may be filed with COE by mail, email or phone.

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
1-800-917-2081
www.council.org

PRE-EMPLOYMENT COUNSELING AND PLACEMENT ASSISTANCE

Extensive career counseling, assessment and placement assistance is available to all students. It is the responsibility of the student to ask for assistance with job finding, referral to employers, resume preparation and any relevant concerns that may present barriers to his/her subsequent employment or ability to benefit from training. **The Career Center does not guarantee employment.**

RESUME

Students will be assisted with the preparation of a resume prior to graduation.

CAREER PASSPORT

A "Career Passport" authorized by the State of Ohio Department of Education – Career & Technical Education Division will be provided to each graduate.

GRADUATION

The Faculty and Administration conduct a graduation and pinning ceremony at the end of Term 4. The date of commencement exercises for each class shall be set by the Practical Nursing Coordinator and the Adult Education Program Manager in conjunction with Portage Lakes Career Center calendar.

Students must have met all the Requirements for Completion to participate in the Graduation Ceremony. Graduates are presented with their diplomas, Career Passports and school pins and are recognized for their achievements. If a graduate has an immediate family member who is an alumnus of PLCC, he/she may request to have the family member come up on stage during the pinning to pin the graduate. Students will be expected to dress professionally for graduation with no undergarments, piercings, or tattoos visible.

The Honor Graduate is chosen by the Faculty and students. This award is based on a student's 1) contribution to the class, 2) quality of patient care and 3) devotion to nursing.

LICENSURE PROCEDURE

In order to take the national licensure examination to become a Licensed Practical Nurse in Ohio, the graduate must make application to the Ohio Board of Nursing and the National Council of State Boards of Nursing. The examination is given at selected computer centers located in this area and throughout the United States.

Graduates must also submit a FBI and BCI check to the Ohio Board of Nursing at least 2-4 months prior to the completion of the program. No applicants will be made eligible to test without the required criminal records check completed and in their file. The Ohio Board of Nursing may deny a convicted felon the privilege of sitting for the examination.

There are also questions concerning mental health issues that must be answered on the application.

You may contact the Ohio Board of Nursing for additional information about the law in Ohio concerning felonies and mental health issues at:

Ohio Board of Nursing
17 South High Street, Suite 400
Columbus, Ohio 43215-3413
www.state.oh.us/nur

During the final weeks of the program, students will be assisted in completing the applications for licensure with the Ohio Board of Nursing and Pearson Vue – NCLEX testing. The costs of these applications are included in the tuition and fees.

After all completion requirements have been met, the school will send the graduate's Certificate of Completion to the Ohio Board of Nursing. The graduates will receive the Authorization to Test (ATT) within 10-14 business days. At that time, they are able to schedule an appointment to test. Results are available within 24-48 hours.

PICTURES

Graduation pictures will be taken at the school near the end of the program. Students will be expected to wear a solid white shirt (preferably a scrub top or button-up shirt) for pictures – men will also need to wear a black or navy blue tie. No undergarments, piercings or tattoos can be visible. These pictures are necessary for school records and the class composite.

STUDENT RECORDS RETENTION POLICY

The Record Retention Plan for Portage Lakes Career Center – W. Howard Nicol School of Practical Nursing is based on the requirements of the PLCC Board of Education, the Ohio Department of Education, the Ohio Board of Nursing, the US Department of Education, and the Council on Occupational Education.

Applicants

Applications for incoming students are kept on file for one year. If the applicant has not proceeded in the application process within that time, the file is destroyed and the applicant must start the application process over.

Current Students

The following documents are kept for the length of enrollment. In some cases, the records will be kept until the student returns and completes the program:

- Application
- Nursing Entrance Test (WorkKeys) Results
- Interview Sheet
- Transcripts (High School/ GED)
- Acceptance Letter
- Student Information Packet
- Financial Aid Information (FAFSA and related documents)
- Grades
- Clinical Evaluations
- Health Records

Withdrawal student files will be maintained in their entirety for two (2) years. If after that time the student has not returned, the file will be destroyed except for the final grade transcript. The final grade transcript will be maintained permanently.

Graduates

The entire student financial aid file will be maintained for three (3) years after the award year attended.

Graduate files will include the final transcript including photo (if available), and all practice lab and clinical evaluation forms until the next survey visit by the Ohio Board of Nursing at which time the evaluation forms may be destroyed.

The following documents are kept on file permanently:

Final Grade Transcript, including photo (if available). Final transcript includes student name, address, SSN, birthdate, clinical facilities utilized during attendance, dates of admission and withdrawal/graduation, days absent, courses completed, clock hours for courses and grades for courses completed.

TRANSCRIPTS

Graduates and former students may request a copy of their transcript verbally or in writing from the Practical Nursing Coordinator. Official copies of transcripts are only released to other educational institutions and Boards of Nursing. Unofficial copies are provided to graduates and former students. There may be a fee for processing transcripts. Transcripts will not be released if the graduate or former student has financial obligations to the school.

ARTICULATION TO HIGHER EDUCATION NURSING PROGRAMS

Knowing that many of PLCC's graduates wish to advance their nursing education, the W. Howard Nicol School of Practical Nursing has participated in and continues to be a part of groups and programs that seek to provide articulation paths for Licensed Practical Nurses to the ADN and BSN levels.

The school was approved in 2008 by the Ohio Board of Regents in accordance with the Governor's education plan. This permits the graduates of this school to receive college credits for some of their LPN courses at state supported colleges and universities. Each institution of higher education has the right to require that LPNs meet all admission standards, general courses, the set GPA, and a Bridge program prior to being admitted to the nursing program.

Graduates are encouraged to explore the many nursing programs in the area and choose the one most suited to their needs.

A written articulation agreement does exist between Portage Lakes Career Center's W. Howard Nicol School of Practical Nursing and Stark State College of Technology's Associate Degree of Nursing program.

DISCLAIMER – notification of program policy changes

The policies stated in this handbook shall not limit the Portage Lakes Career Center – W. Howard Nicol School of Practical Nursing in the formation of corrections to or additions to, the policies as they are needed. The program will not implement changes to policies for student progression, or requirements for completion of the program, regarding students enrolled in the program at the time the changes are adopted. A student who has been granted readmission will be required to complete all curriculum requirements effective at the time of readmission. Any changes to the policies will be given to the students in writing and an acknowledgement signed by the students.

APPENDIX

Portage Lakes Career Center – W. Howard Nicol School of Practical Nursing
Daily tasks of a student practical nurse

1. Frequently work in a standing position and do frequent walking
2. Lift and transfer patient up to 6 inches from a stooped position, then push or pull the weight up to 3 feet
3. Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers
4. Physically apply up to 10 pounds of pressure to bleeding sites, or in performing CPR
5. Respond and react immediately to auditory instructions and requests. Monitor equipment, and perform auditory auscultation without auditory impediment
6. Physically perform up to a twelve-hour clinical laboratory experience
7. Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception
8. Discriminate between sharp/dull and hot/cold when using hands
9. Manual dexterity required for preparing and administering medications
10. Ability to read medication labels and patient records
11. Perform mathematical calculation for medication preparation and administration
12. Speak English clearly enough for most patients to understand, and understand the verbal communication of English speaking clients
13. Communicate effectively in writing, using appropriate grammar, vocabulary, and word usage
14. Make quick decisions under stressful situations
15. Carry out procedures that prevent the spread of infection, e.g. frequent hand washing, using mask and gloves, etc.

Applicants are responsible to determine their own eligibility in light of these qualifications and to identify to the school any particular accommodation they may need.

Students with a disability who enter the program do so with the understanding they will be expected to meet course requirements with any reasonable accommodation that may be provided by the school.

Requests for reasonable accommodation will be evaluated by the nursing faculty and the Coordinator of the program.

Each student must be medically cleared by a physician/nurse practitioner to participate in nursing clinical experiences. Any change in health status will require a physician/nurse practitioner to re-evaluate the student, and document that the student can perform up to 8 hours of the aforementioned tasks. The health care practitioner can provide recommendations for health promotion during the clinical experience.

Portage Lakes Career Center – W. Howard Nicol School of Practical Nursing
CLINICAL PERFORMANCE WITH SUPERVISION

Certain treatments and care require instructor supervision and guidance. The procedure being performed may result in varying degrees of assistance from the instructor. The instructor may perform the procedure so you may observe and be alert to communications, explanations, technique, etc., or the student may perform the procedure with little or no assistance from the instructor.

You should contact the instructor **each and every time a procedure or nursing skill is to be a part of your assignment** to clarify the need for supervision. After completion of the procedure of skill, the instructor will evaluate your performance and tell you if you may do the procedure the next time on your own, or if you are to repeat the procedure with further supervision. **Most procedures/skills will be supervised by your instructor throughout the entire school year.**

IF THERE IS ANY QUESTION IN YOUR MIND CONCERNING THIS, ASK YOUR INSTRUCTOR.

FAILURE TO NOTIFY YOUR INSTRUCTOR PRIOR TO PERFORMING A PROCEDURE/NURSING SKILL MAY RESULT IN DISCIPLINARY ACTION.

In preparing for a procedure or nursing skill, you will complete the following:

1. Check the doctor's order
2. Review the procedure in the Policy/Procedure manual
3. Notify your instructor for supervision
4. Accurately identify patient
5. Explain, drape, position, and provide privacy to the patient
6. Set up and prepare equipment
7. Carry out the procedure with the instructor present
8. Leave the patient comfortable
9. Clean up and replace equipment – throw away disposables
10. Document

Once your instructor has given you permission to perform a procedure on your own, if you should feel unsure, or a situation arises where you need help, do not hesitate to ask your instructor for guidance or assistance. **This is expected in using good nursing judgment to be a conscientious, competent nurse.**

NATIONAL COUNCIL OF STATE BOARDS OF NURSING COMPETENCIES

The NCLEX examination is designed to test knowledge, skills and abilities essential to the safe and effective practice of nursing at an entry level. The questions are written to address the levels of cognitive ability, client needs and integrated concepts and processes. Each category is broken down as follows:

Cognitive ability:

The NCLEX –PN examination consists of multiple choice questions, fill- in, and multiple multiple questions, written at the cognitive levels of knowledge, comprehension, application and analysis.

Client needs:

Safe, effective care environment

- Coordinated care

- Safety and infection control

Health promotion and maintenance

- Growth and development through the lifespan

- Prevention and early detection of disease

Psychosocial integrity

- Basic care and comfort

- Pharmacological therapies

- Reduction of risk potential

- Physiological adaptation

Integrated Concepts and Processes:

Caring

Clinical problem solving process (nursing process)

Communication and documentation

Cultural awareness

Self-care

Teaching/Learning

TEXTBOOKS (subject to change)

Course: Nursing

Cooper & Gosnell. Foundations and Adult Health Nursing, Mosby

Grodner, M. Nutritional Foundations and Clinical Applications, Mosby
--

Course: Pharmacology

Ogden, S. Calculations of Drug Dosages
--

Mosby Drug Guide for Nurses, Mosby

Course: Anatomy & Physiology

Thibodeau & Patton, Structure & Function of the Body. Mosby

Thibodeau & Patton, Structure & Function of the Body – Workbook. Mosby
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Online access to Evolve, SimChart, and Clinical Skills

**Portage Lakes Career Center – W. Howard Nicol School of Practical Nursing
Tuition and Fees
2018/2019**

Expenses	Total
Tuition and Fees	11,263.00
Books and Supplies	1,732.00
Transportation*	1,962.00
	14,957

*Transportation: 10 trips/week X 36 weeks in program at 10 miles per day X 54.5 cents per mile –
OR- the cost of public transportation.

Portage Lakes Career Center – W. Howard Nicol School of Practical Nursing
Program Costs Not Included in Tuition and Fees

Health Record Updates – cost may vary based on student health insurance coverage and which vaccinations/immunizations are current.

- History and Physical
- Immunizations requirements
 - ✓ Flu Shot
 - ✓ Measles, Mumps, Rubella
 - ✓ Tuberculosis Skin Test
 - ✓ Tetanus
 - ✓ Varicella
 - ✓ Hepatitis B series

CPR – American Heart Association, **HeartCode BLS**

- May obtain outside of the school – cost varies

Nursing shoes

- Must be black, non-mesh
- May be athletic shoes
- Must be closed-toed and closed-heeled
- Must be non-slip soles

Watch with a second-hand

- Must be brown, black, or white

Parking

- Clinical Facilities may require students to pay for parking – approximately \$10.00/year

Transportation

- Students are responsible for their own transportation to school and clinical facilities

Meals

- No meals are included at school or at clinical facilities

THE CLERY ACT

The safety of students, staff and visitors is an important concern of Portage Lakes Career Center. This report is intended to raise your awareness and provide you with information to protect your safety and well-being. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics (Clery Act), Portage Lakes Career Center prepares this Annual Security report. Institutions participating in federal student financial aid must present to current and future students and employees certain crime statistics and policies in accordance with the Clery Act.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formally known as the Crime Awareness and Campus Security Act, requires postsecondary institutions to disclose and publish an annual security report. The annual Security Report is published every year by October 1 and contains three years of campus crime statistics and campus security policy statements in accordance with the Clery Act. In addition, it includes reported crimes, arrests and referral statistics to local law enforcement agencies and designated campus officials.

Portage Lakes Career Center does not have on or off campus housing nor does it have student organizations. Therefore, no crime statistics or policies pertaining to such are included in this report. Please see the attached submission verification for the previous year.