

# INDIANA COUNTY TECHNOLOGY CENTER

## SCHOOL OF PRACTICAL NURSING

Indiana County Technology Center  
School of Practical Nursing  
441 Hamill Road  
Indiana, Pennsylvania 15701  
Telephone: (724) 349-6700 ext. 217  
Fax: (855) 428-2338 [www.ictc.edu](http://www.ictc.edu)

Steel Center Satellite  
Steel Center for Career and Technical Education  
565 Lewis Run Road  
Jefferson Hills, Pennsylvania 15025  
Telephone: (412) 469-3200 [www.steelcentertech.com](http://www.steelcentertech.com)

## **STUDENT HANDBOOK**

2018-2019

*“Educating for the Competitive Edge!”*

Information in this brochure is subject to change without notice.



## **Indiana County Technology Center**

### **Administration**

Mr. Eric D. Palmer, Administrative Director  
Mr. Michael McDermott, Principal

## **Indiana County Technology Center**

### **School Board Members**

Mr. Anthony Canzano  
Ms. Tommey Heming  
Ms. Vicki Smith  
Mr. Roy Markle  
Mr. Gregg Sacco  
Ms. Ute Lowery  
Mr. John Hardesty

## **Steel Center for Career and Technical Education**

### **Administration**

Mr. Kevin Rice, Director

## **Indiana County Technology Center School of Practical Nursing School Administrator**

Dr. Diana Rupert, PhD, RN, CNE  
University of Pennsylvania  
Certified Nurse Educator (CNE)  
Indiana University of Pennsylvania – (PhD)

## Table of Contents

Our Mission	1
Philosophy	1
Program Goals & Curriculum Objectives	2
Plan of Study	3
Cooperative Agencies	3
Entrance Requirements	3,4
Drop/Add Policy, Auditing Courses	5
Re-Admission	5
Curriculum Overview	6
Professional Development/Professionalism	6,7
Books, Homework, Test Taking Policy	7
Guidance and Counseling Program	7,8
48 Academic Weeks – Full time	9
64 Academic Weeks – Part time	10
Grading System, Grading Policy	11
Math Competency Policy	11
Academic Development	11
Clinical Development	12
Class and Clinical Make-up	12
Dress Code	13
Student Employment	13
Attendance Policies	13
Inclement Weather Policy	14
Referrals and Conditional Status	15
Program Progression	15
Violations of Rules of Conduct and Performance	16
Graduation and Licensure Criteria	17
Graduation Awards and Licensure	17
Nurse Aide Certification Eligibility	18
Student Bill of Rights and Responsibilities	19
Student Health Services	20
Student Organizations	21
Grievance Committee and Procedure	25
Library Services/Computer Learning Center	26
Tuition and Expenses Sheet	27
Tuition Plan – Full time	28
Tuition Plan – Part time	29
Administrative Policies for Student and Graduate Records	30,31

This handbook is an addendum to the ICTC Adult Education catalog of courses and general policies. This student handbook only applies to the School of Practical Nursing and its students.

## **ICTC MISSION**

**Our Mission is to educate all students for a competitive edge.**

The Indiana County Technology Center is an innovative regional career development and technology center working in partnership with the community to provide a safe, caring environment that includes the integration of challenging vocational/technical skills and academic education. Emphasis is placed on the development of skills which provide pathways to further education and employment in an ever-changing world.

## **STEEL CENTER MISSION**

Workforce Development at Steel Center for Career and Technical Education provides both short-term and full-time vocational training which gives adults the opportunity to learn new job skills or to supplement present job skills. We believe that “learning lasts a lifetime.” We feel it is our duty and responsibility to provide programs which enable adults to upgrade their skills when necessary. We believe that the dignity of each adult individual is enhanced in relation to his or her ability to perform a useful service to society, while at the same time keeping abreast of changes in technology which will permit that individual to remain competitive in a highly complex economy and work environment.

## **PHILOSOPHY**

The philosophy of the School of Practical Nursing of the Indiana County Technology Center is congruent with the values from which the School and nursing program purposes are derived. The combination of vocational skills training, with a strong academic foundation provides students with the knowledge, skills, and attitudes necessary to become self-sufficient, productive members of society. The opportunity to prepare for Practical Nursing is available to all individuals who meet the admission requirements, regardless of race, color, religion, ancestry, national origin, age, gender, sexual orientation, marital status, and disability. As education is a life-long process, students learn when interest, ability and motivation are present.

*We further believe:*

Man is a unique, changing individual possessing inherent dignity, value, self-knowledge, self-determination, self-healing, and intrinsic potentials toward finding the meaning of life through choices. Man and family have the right to autonomy and respect within a changing multicultural health environment. Health is a harmony of mind-body-spirit. Man engages in healthful behaviors through interaction with the internal and external environment.

Nursing, an art and a science, is concerned with the welfare of all people and health service to the community. Practical nursing, rooted in the natural and human sciences, is based on compassionate behaviors, clinical competencies, and ethical-legal principles. Nursing means to care for the needs of individuals holistically. Practical Nursing is an integral part of the nursing profession and multidisciplinary health care team. It is the faculty’s responsibility to facilitate a curriculum which prepares the students for entry-level employment as Practical Nurses, functioning as competent practitioners.

Nursing education is a process of transpersonal teaching-learning experiences which provide a knowledge base for competent nursing practice. Learning progresses in a simple to complex manner using a systems approach. The learner is an active participant in the interchange of knowledge, attitudes, behaviors, values, and ideas between the teacher and student. Practical Nursing education values the uniqueness of each student and promotes participatory learning. The student assumes the responsibility for learning through integration, inquiry, and competence. The faculty accepts its responsibility to the student by valuing their uniqueness and by providing a practical nursing program that fosters excellence in nursing, compassionate, competent nursing practice, and service to mankind through professional organizations and community service.

Students have the right to learn on an individual basis, to question, and have a voice through the faculty/student organization. Students have the right to evaluate curriculum and instruction in the process of their growth and self-actualization.

### **PURPOSE**

The purpose of the Indiana County Technology Center School of Practical Nursing is to prepare the nursing graduate to seek licensure as a Licensed Practical Nurse. It is the School's educational responsibility to prepare a competent, entry-level practitioner who can function in a variety of health care settings.

### **Program Goals and Curriculum Objectives**

The goals of the Indiana County Technology Center's Practical Nursing Program are to:

1. Provide a structured, educational process whereby the student achieves the knowledge, skill, and ability necessary to assume an entry-level position in practical nursing.
2. Emphasize and seek demonstration of professionalism in self and practice.
3. Promote self-direction and responsibility by fostering personal and professional development and participation in community service.
4. Incorporate scientific knowledge, clinical excellence and caring abilities in professional role development.
5. Utilize educational interventions in fostering critical thinking skills through the learning interaction between student and teacher.

The graduate of Indiana County Technology Center's Practical Nursing Program:

1. Assumes the role of a caring, competent, practical nurse in a variety of health care settings under the supervision of a registered nurse or licensed physician.
2. Utilizes scientific knowledge, nursing knowledge, the nursing process and critical thinking strategies as a basis for nursing practice.
3. Displays self-direction and responsibility by pursuing personal and professional development and participating in community service.
4. Communicates in an effective and therapeutic manner with patients and all members of the multidisciplinary health team.
5. Demonstrates accountability through practice that adheres to the ethical-legal standards of the profession.

## PLAN OF STUDY

The successful student completing the School of Practical Nursing curriculum earns a diploma. The nursing courses are arranged sequentially from basic to complex and span over 4 terms. The length of the program is designed so that students can achieve the program objectives and clinical competencies and earn college credits which, if desired, can be transferred into a registered nursing program. There is a minimum of 1550 hours in the nursing program with 700 hours of theory content and 850 hours of clinical activities. A variety of teaching strategies and learning activities are utilized including computer based instruction, ATI learning modules and standardized testing, online virtual clinical excursions, clinical laboratory simulations and clinical experiences to name a few. Students are eligible to take the NCLEX-PN after successful completion of the program.

## COOPERATING AGENCIES

The School of Practical Nursing is pleased to offer a selection of area clinical facilities. For the full-time program the for clinical experiences which include: Memorial Medical Center in Johnstown, PA; Latrobe Hospital in Latrobe, PA; Westmoreland Hospital in Greensburg, PA; St. Andrew's Village in Indiana, PA; Indian Haven in Indiana, PA; Indiana Regional Medical Center in Indiana, PA; Beacon Ridge in Indiana, PA.

For the Steel Center Satellite, clinical sites include Genesis Nursing & Rehabilitation Center, Bridgeville, PA; Head Start Locations, Pittsburgh, PA; Southwestern Nursing Care Center, Jefferson Hills, PA; Westmoreland Hospital in Greensburg, PA. The student is responsible for providing his/her own transportation to the cooperating agency experiences. The student assumes expenses to and from cooperating agencies and community activities. Students are expected to adhere to the rules and regulations of each cooperating agency. Out rotations are also scheduled at various agencies.

## ENTRANCE REQUIREMENTS

Detailed information regarding specific requirements will be given at a scheduled orientation. Please do not complete any requirements until after you have attended an orientation session. Orientations are typically scheduled in June/July at both program locations.

The following requirements are needed:

- In conjunction with all hospital & clinical sites students (with photo identification) are required to participate in Urine Drug Screening. This screening is mandatory and required on a specific date to be determined. **Positive test results will nullify admission to the school. A student may be required to submit to a urine drug test at any time. Refusal will result in immediate termination.**
- Students who are pursuing a nursing career must submit to a criminal background check. The purpose of performing a criminal background check is:
  1. To identify students who will not be allowed to practice in a clinical site due to a criminal background.
  2. To identify students who will not be allowed to handle medications and controlled substances in a clinical site.
  3. To identify students who are unable to drive self to field experiences required by the clinical rotations in the nursing program.

The above will prevent a student from remaining in the nursing program since the clinical objectives will be unable to be met.

- Students are required to provide a verification of residency form or Department of Aging clearance, Federal Cogent Criminal Clearance, A Criminal History and Record Information Check (Act 34 Clearance) and a Pennsylvania Child Abuse History Clearance (Act 33 Clearance) prior to enrollment. The applicant must disclose if ever convicted of, pled guilty or nolo contendere to or accepted ARD or probation without verdict in connection with any crime or unlawful act. Felonious acts prohibit licensure as a practical nurse by the State Board of Nursing at any time. Conviction of a felony includes judgment, and admission of guilt or a plea of nolo contendere. Ten (10) years must have elapsed from the date of conviction and/or an applicant for licensure satisfies the qualifications contained in the Act of the State Board of Nursing. (Refer to “The Controlled Substance Drug, Device and Cosmetic Act” Act of April 14, 1971, P.L. 233, No 64.) The offenses that will result in non-admission or program termination may be obtained upon request from the Administrator, School of Nursing. There may be other convictions that could lead to denial of licensure. Potential students should be aware that prohibitive offenses (as identified by the Department of Health, Act 169, or 1996, as amended by Act 13 of 1997) would prevent employers in many health care facilities from hiring them even though they obtained a license from the State Board of Nursing.

The following questions asked by the Pennsylvania State Board of Nursing should be answered as “No” (if the answer is “Yes”, the applicant should contact the Pennsylvania State Board of Nursing for guidance):

- “Have you ever been convicted, pleaded guilty or entered a plea of nolo-contendere, or received probation without verdict, accelerated rehabilitative disposition (ARD) as to any felony or misdemeanor including drug law violations, or do you have any criminal charges pending and unresolved in any state or jurisdiction? You are not required to disclose any ARD or other criminal matter that has been expunged by order of a court.”
- “Have you withdrawn an application for a license, certificate or registration, had an application denied or refused, or for disciplinary reasons agreed not to reapply for a license, certificate or registration in any profession in any state or jurisdiction?”
- “Have you had disciplinary action taken against your license, certificate or registration issued to you in any profession in any other state or jurisdiction?”

**A PERSON CONVICTED OF ANY FELONIOUS ACT  
MAY BE PROHIBITED FROM LICENSURE BY THE  
STATE BOARD OF NURSING AT ANY TIME**

- A cumulative health record is completed by the student and upload to the Castle Branch website. Before beginning the program, the student must have a pre-entrance health examination and complete required laboratory testing. Skin testing and verification of immunizations are required.
- All students must have a Social Security Number **prior** to entering the School of Practical Nursing.
- All students are required to carry health insurance or sign a waiver assuming responsibility for all health care costs they may occur. Fees for all health care costs are the responsibility of the student.
- All students are required to take The CPR For The Healthcare Provider Course during the Fundamentals of Nursing Course, unless they have a valid American Heart Association, CPR For The Healthcare Provider card, which expires **after graduation** of the program.



## **DROP/ADD POLICY**

Once the nursing program begins, students who are enrolled in the nursing program have seven (7) class days to make a permanent decision regarding their personal feasibility to study nursing. If the student determines that nursing is not a career choice for them, they must schedule an appointment with the Administrator, School of Practical Nursing and the Financial Aid Administrator/ Business Officer before leaving the program. Students leaving within seven (7) days are not counted in the attrition rate. **However, charges will still apply.** \*\*See ICTC institutional refund policy in the enrollment agreement or the ICTC Postsecondary Course Catalog for further detailed information on charges associated with withdrawal.

## **AUDITING COURSES**

Selected courses may be audited by previous students or advanced placement students upon recommendation of the Admission Committee or faculty. Auditing a course does not include the clinical component. There is no final grade or credit given for auditing a course. The purpose of auditing is to provide the student the opportunity to increase their knowledge base for particular nursing content. Taking examinations is highly recommended and may be required. The cost for auditing a course is 10% of the tuition cost for the course. As part of readmission to the practical nursing program, the faculty may require the student audit a course and obtain a minimum grade of 75% on the final exam.

## **RE-ADMISSION**

Students who withdraw from the nursing program for academic reasons and who have demonstrated an aptitude for nursing, may be considered for readmission. Students submit a written request including application and \$30 fee, to the School of Practical Nursing. The student's academic and performance records are reviewed prior to granting readmission. During the period of withdrawal, the applicant must demonstrate continued academic ability, be viewed by the faculty as possessing an aptitude for nursing and evidence of commitment to the learning process. One readmission to the program is permitted.

The Admissions Committee determines the placement and conditions under which the student may re-enter the program. If it is evident that there is a deficiency in the understanding of previous course content, the committee may require that content to be repeated. Clinical practicum must be repeated for nursing courses. In the case of a student who earns an "unsatisfactory" clinical grade in a nursing course, eligibility for readmission may be forfeited. Current tuition and fees are charged for repeating courses that are failed. **The student is able to re-enter the program at the level of separation (acceptance via the admission committee approval) for one year. Following that time, the student will be required to begin the nursing program in Term I.**

### **Health Requirements for Readmission:**

- Physical Exam
- Urine Drug Screen on date specified by the Program
- 1 Step PPD
- Pa State Criminal, Child Abuse and FBI Clearances

## **CURRICULUM OVERVIEW**

The curriculum of the ICTC School of Practical Nursing is a 48 week program covering a 52 week calendar year. There are 4 weeks of scheduled recess time throughout the program. The plan of study involves a twelve (12) month program comprising 48 academic weeks and four (4) recess weeks. It is divided into (4) terms comprising of 12 weeks per term. There are 1550 hours in total program with 700 theory hours and 850 clinical hours.

The part-time Steel Center Satellite program offers the same curriculum over a 16 month period.

Term I provides an introduction to nursing for the student as well as preparing the student in the humanities as they begin to encounter patients in the clinical setting. Structure and Function of the Human Body enable the student to understand how the body works.

Term II builds on the first nursing course as the students develop their skill base for nursing practice, care planning skills and medication administration. Nursing Pharmacology is presented to enable the student to begin to understand how the body works and how medications impact the body systems.

Term III provides students the opportunity to study man and the family throughout the life cycle. The nursing course focuses on changes and varying health needs of families and providing holistic and compassionate care.

In Term IV, the last clinical nursing course, students are provided the opportunity to explore more advanced concepts of medical/surgical nursing and leadership skills. A leadership class is also integrated. Experience is provided on a monitored unit and with unit managers. The transition from student to beginning practitioner is facilitated in the course Professionalism, Diet Therapy and Mental Health Concepts are integrated throughout the nursing courses.

Upon completion of the program, the graduate will receive a diploma and will be eligible to take the Practical Nurse Licensure Examination (NCLEX-PN).

Graduates earn a total of twelve (12) transferable college credits through Pennsylvania Highlands Community College. Every effort is made to allow the delivery of college classes as online courses.

College/University courses are threaded throughout the curriculum as follows:

- Diet Therapy for Nursing
- General Psychology
- Human Development Across the LifeSpan
- Intro to Sociology

## **PROFESSIONAL DEVELOPMENT /PROFESSIONALISM**

The Faculty of Indiana County Technology Center, School of Practical Nursing assumes the responsibility for contributing to and improving the profession of practical nursing and nursing practice. Commitment to practical nursing implies responsibility and service to others. Practical nurses are concerned about how they are perceived by others and are self-dedicated in the pursuit of personal and professional growth. Therefore, students are encouraged to:

- ❖ Become involved in and take responsibility for their own learning
- ❖ Assume personal responsibility for their behavior, appearance, verbal, nonverbal and written communications
- ❖ Participate in student, nursing organizations, activities, and community service projects.

## **BOOKS**

It is the student's responsibility to plan and budget for the necessary text books. A list of required text books and costs is distributed during the orientation program. For convenience, nursing text book orders may be placed with the Secretary, School of Practical Nursing. Text books needed for Pennsylvania Highlands Community College courses can be obtained at the Pennsylvania Highlands Community College.

## **HOMEWORK**

In addition to attendance for all scheduled classes, students will be required to devote additional time each week outside the classroom studying and working on assigned projects. The amount of time required for such activities will vary through the student's program. Completed homework may be the "ticket to enter" the classroom.

## **TEST TAKING POLICY**

Faculty members have the responsibility of encouraging learning for its own sake and of maintaining conditions conducive to honest work; but they are primarily educators, not proctors. Multiple versions of the exam are utilized during testing.

The following test taking procedures will be maintained. Exams are primarily scheduled at the beginning of class.

1. The student is permitted pencils at their desk during the exam. All other personal items should be stored in individual lockers or placed in a designated place in the room. NO food or beverages are to be on the desks during exams.
2. Once a student is finished with an exam, the late student will not be permitted to start the exam and will be required to follow the make-up exam policy.

## **GUIDANCE AND COUNSELING PROGRAM**

The guidance and counseling program is designed to assist students to understand their abilities, to self-direct and self-evaluate, to discuss preventative measures before critical problems arise, and for the enhancement of professional growth. Guidance is offered when the individual first contacts the school and continues throughout the educational process. An advisor is assigned at the beginning of the program.

### **Academic Counseling**

Initiation of academic counseling is the mutual responsibility of the student and the faculty member of each course. Students are informed by the faculty member of the course when academic difficulties will affect the status at school. Students will receive written verification from the Administrator to discuss the situation. The following are available: group reviews, individual plan for success, test taking strategy, and a one-on-one test review with the faculty.

### **Personal Counseling**

Limited personal counseling is offered at the Indiana County Technology Center by professional counselors. Guidance counselors are available at the Indiana County Technology Center, Steel Center for Career and Technical Education for outside referrals. A student is encouraged to select a personal counselor of their choice.

### **CHANGE OF NAME, ADDRESS, OR PHONE NUMBER**

You are REQUIRED to notify the School's Secretary and the Financial Aid Office, in writing, stating name change, new address or phone number, immediately upon change, to maintain accuracy of records and for emergency purposes.

**Indiana County Technology Center  
School of Practical Nursing Nursing  
Curriculum  
2017 – 2018**

**48 ACADEMIC WEEKS**

**Key: 15 hr. college theory = 1 college credit  
15 hr. nursing theory = 1 unit (u)  
45 hr. clinical practice = 1 unit (u)**

<b><u>Term I</u></b>			<b><u>Term II</u></b>			<b><u>Term III</u></b>			<b><u>Term IV</u></b>		
	<b>Theory</b>	<b>Clinical</b>		<b>Theory</b>	<b>Clinical</b>		<b>Theory</b>	<b>Clinical</b>		<b>Theory</b>	<b>Clinical</b>
Fundamentals of Nursing	75	160	Medical/Surgical Nursing	90	210	Family Centered Nursing	110	210	Advanced Medical Surgical Nursing	100	270
Diet Therapy For Nursing	45		Nursing Pharmacology	60		Human Development Across the LifeSpan	45		Leadership	25	
Anatomy & Physiology	60		General Psychology	45					Introduction to Sociology	45	
Average week: 28 hours Ratio:1:2.1			Average week: 34 hours Ratio:1:2.2			Average week: 34 hours Ratio:1:2.0			Average week: 32 hours Ratio:1:2.1		

**Indiana County Technology Center**  
**School of Practical Nursing**  
**Steel Center Satellite**  
**Nursing Curriculum – Part-time Program**  
**2017 – 2018**

**64 ACADEMIC WEEKS**

**Key: 15 hr. college theory = 1 college credit**  
**15 hr. nursing theory = 1 unit (u)**  
**45 hr. clinical practice = 1 unit (u)**

<b><u>Term I</u></b>			<b><u>Term II</u></b>			<b><u>Term III</u></b>			<b><u>Term IV</u></b>		
	<b>Theory</b>	<b>Clinical</b>		<b>Theory</b>	<b>Clinical</b>		<b>Theory</b>	<b>Clinical</b>		<b>Theory</b>	<b>Clinical</b>
Fundamentals of Nursing	75	160	Medical/Surgical Nursing	90	210	Family Centered Nursing	110	210	Advanced Medical Surgical Nursing	100	270
Diet Therapy For Nursing	45		Nursing Pharmacology	60		Human Development Across the LifeSpan	45		Leadership	25	
Anatomy & Physiology	60		General Psychology	45		Introduction to Sociology	45				
Average week: 20 hours Ratio:1:2.1			Average week: 20/29 hours Ratio: 1:2.3			Average week: 20/29 hours Ratio: 1:2.2			Average week: 20/29 hours Ratio: 1:2.7		

## GRADING SYSTEM

The Grading system for the college courses is determined by Pennsylvania Highlands Community College.

The grading system for the nursing courses is as follows:

PERCENTAGE	GRADE	QPA
100-93	A (OUTSTANDING)	4.0
92-89	B+	3.3
88-84	B	3.0
83-80	C+	2.3
79-75	C	2.0
74-70	D	1.0
69 and below	F	0.0

## GRADING POLICY

**NON-NURSING COURSES:** A final letter grade indicating the level of achievement is placed on the transcript.

**NURSING COURSES:** The student must achieve a minimum grade of 75% on the examination portion of the course and obtain satisfactory performance on the clinical component before progression to the next term. A final letter grade for theory is placed on the transcript using the above chart. A grade for clinical achievement is placed on the transcript as either “S” for satisfactory performance in meeting all of the learning objectives for the clinical component or “U” for unsatisfactory performance in not meeting one or more of the learning objectives for the clinical component of the course. **If a student fails either the theory or the clinical component of a nursing course, the student fails the entire course.** Students must also meet requirements in clinical paperwork, conduct, attendance, and obligations to the school to be promoted.

## MATH COMPETENCY POLICY

Proficiency in mathematics skill is necessary for safe medication calculation throughout the nursing program. To provide opportunities to develop and maintain mathematical skills, each nursing course will incorporate content to address medication calculation and dosage. In addition, examinations administered during each course will include medication calculations unique to the specialty content.

## ACADEMIC DEVELOPMENT

Students are expected to make a personal commitment to nursing. This commitment involves, not only attending scheduled classes and clinical practicums; but also taking **full advantage** of all learning experiences offered to them. Student generated study groups and/or peer tutoring is encouraged. Every effort will be made to provide a classroom to accommodate study groups. Study groups are not mandatory but are encouraged for any students who wish to enhance their learning.

Computer programs are available to assist students with remedial development and information enhancement.

## **CLINICAL DEVELOPMENT**

At the completion of each nursing course, students are scheduled for a clinical competency evaluation. The knowledge, skills and abilities tested in the Skills Laboratory reflect the content and learning objectives of the current nursing course. Students are provided ample opportunity for practice prior to the scheduled lab. Students who do not perform in a satisfactory manner are required to meet with the Administrator to discuss a **mandatory remedial plan**.

Students are also scheduled throughout the program to take **clinical achievement tests** (such as Assessment Technology Inc. (ATI) tests) to measure their knowledge related to specific areas of nursing practice. These achievement tests are **mandatory** and assist faculty in identifying student progress and areas for improvement. Clinical time is allotted for these examinations. Students scoring below the established norm are required to meet with the Administrator and assigned remedial assistance.

In order to assist the student in developing the necessary knowledge, skills and abilities for success in the clinical practicum, **students are required to meet with their clinical instructor each week**. This learning opportunity provides the student verbal and written feedback regarding their clinical performance. Student progress regarding planning nursing care is discussed, strengths and areas for improvement are presented, and plans are designed to assist the student in improving their clinical performance.

Instructors provide all students with a written progress report at midterm. **Students with deficiencies are expected to follow the improvement plan developed between student and faculty to promote clinical success.**

Poor grooming, inappropriate dress, vulgar and profane language are undesirable behaviors for professional people and will not be tolerated. A student who, after being cautioned about such behavior, does not adhere to the expected standards can be dismissed from the school.

## **CLASS AND CLINICAL MAKE-UP**

Students who miss theory or clinical experience are responsible for contacting each instructor on the day they return from absence. **Examinations may be made up, if needed, but the right to make up an examination will be forfeited if the instructor is not contacted on the day of return.** This contact may be in the form of a note or email to the instructor if the instructor is not available. **Make up examinations must be completed within 24 - 48 hours.**

A missed exam is counted as a "O" dropped. A second exam is not guaranteed. A doctor's excuse is required.

An alternate examination composed of short answer questions or new questions will be administered if a make-up exam is needed. See Course syllabus for details.

Students who miss the **clinical experience** must meet with the instructor to plan an alternate learning opportunity in order to achieve the learning objectives. This alternate learning assignment is not a substitution for clinical and will not be counted as clinical hours. Failure to do so may constitute an incomplete (I) for the course.

Students in good academic and/or clinical standing, who miss class or clinical for personal hospitalization, court appearances, or military responsibilities, may be provided the opportunity to achieve the learning objectives during the course of the program within reason. With appropriate documentation, the time is not counted as part of the attendance policy. However, extended absence from the program may result in termination from the program.

In the event of a labor dispute, it may be required that lost clinical time be made up.



## DRESS CODE

Appropriate dress and good grooming are essential characteristics for all who aspire to be professional people. When assigned to the **clinical area**, students will wear the complete, approved student uniform with appropriate undergarments. **The Indiana County Technology Center photo identification badge is also part of the complete uniform. White socks and white shoes are required.**

Good grooming includes hair that is neat and clean, daily bathing, frequent mouth care and use of deodorant. In accordance with principles of infection control:

1. Hair must be off the collar and away from the face. (Hair color of unnatural tone is NOT permitted, i.e. purple, green, blue, etc.)
2. Fingernails must be short and *free of colored nail polish*.
3. Jewelry is limited to a wedding band, one post earring per ear and watch *only*
4. Make-up and cologne should be kept to a minimum.
5. Uniform must be clean and neatly pressed.
6. All visible tattoos must be covered.
7. **Chewing gum is not permitted in the clinical area.**

**ANYONE WHO APPEARS IN UNIFORM THAT DOES NOT MEET THE ACCEPTABLE STATED STANDARDS WILL BE ASKED TO LEAVE THE CLINICAL UNIT UNTIL THE INADEQUACY IS CORRECTED OR THE REMAINDER OF THE CLINICAL DAY.**

Appropriate attire for class includes clothes that are neat, clean and professional in manner. Jeans may be worn but must not be torn or frayed. Tee-shirt logos cannot be offensive in nature. Miniskirts, shorts, and halter-tops are not considered appropriate attire.

## STUDENT EMPLOYMENT

To maintain good health and to be successful in the program, it is recommended that students not be employed. If part-time employment is necessary, it cannot interfere with the responsibilities of class and clinical laboratory attendance. It is required by Pennsylvania Licensure Law, when students are employed they may not be employed as practical nurses unless they are currently licensed as such. Students are not permitted to work 11pm – 7am prior to clinical days.

## ATTENDANCE POLICIES

Regular and prompt attendance in the classroom and for the clinical experience is necessary if students are to accomplish the learning objectives of the curriculum. Motivated students recognize that active participation in class and on the clinical unit is essential to their scholarly growth. **Students are required to sign an attendance sheet each classroom day. Daily signing is the responsibility of the student. Once the attendance sheet is submitted, it can not be changed.** Attendance is taken for each class and clinical experience. **The student is responsible in reporting an absence by phoning the School of Practical Nursing Secretary and (if applicable) the clinical site.** Notification is required for both class & clinical @ 724-349-6700 ext.217. Failure to call off will be considered a “no show” or “abandonment” of patient care.

Students must spend sufficient time in the classroom and in the clinical area to demonstrate their application of classroom theory, to develop their skills and judgment and to give faculty adequate opportunity to evaluate achievement in meeting the course objectives. **Students who are absent for the day will be assigned an alternative learning experience.**

Additionally, when students are scheduled for the clinical experience, **it is critical that the student arrives on time and is prepared for the days learning experience.** Failure to arrive within 15 minutes of the scheduled time will result in patient reassignment and the loss of the clinical learning opportunity.

**Students may be absent no more than 50 hours from either class or clinical time during the forty-eight/sixty-four (48/64) week academic year.** If a student has more than 40 hours absent, the student will be placed on conditional status. **The student can miss no more than one clinical day per term without being required to complete clinical make-up. Make-up time is required at the expense of the student at the current contracted instructor rate.** The maximum number of make-up time cannot exceed one day per term, and will be assigned according to availability of a clinical instructor.

In the event of an extreme circumstance the faculty organization may consider approval for the student to remain in the program. The following must be met in order to receive this consideration.

- a) **Medical absence** – The student must provide written verification from the student’s physician stating the reason for the absences and the expected date of return.
- b) **Bereavement days** –The student must provide written verification of the death of the immediate family member which includes the relationship to the deceased. Consideration will be given for excused absences for immediate family, which includes: parent, sibling, parent-in-law, grandparent, spouse/significant other or child.
- c) **Other documented emergency** – The student must provide written verification of the emergency. The sources of which will be determined by the faculty organization.
- d) **Court mandated hearing** – The student must provide documentation of mandated hearing.
- e) The student must be able to demonstrate to the clinical instructor that is made satisfactory progress toward the clinical objectives for that level.

**Alternate clinical assignments are required to meet clinical objectives for the clinical day. The alternate assignment does not negate clinical absence time.**

### **INCLEMENT WEATHER POLICY**

In an effort to clarify the school’s position regarding classes and normal business operations during periods of inclement weather, please refer to the following guidelines.

1. Reliability and professionalism as evidenced by good attendance are of paramount importance in the profession of nursing. The best nurse is no better than the worst when not at their appointed station. Therefore, excellent attendance habits must be maintained from the onset. Given the type of training provided and the necessity to instill reliability in students, the school generally will not close due to weather.
2. Given the range of locations from which our students attend, it is impossible for the school to determine the local conditions under which those students must travel to assigned duty station. Therefore, the school will remain open in all but the most extreme circumstances.
3. As adults in an educational situation, we expect students to use discretion in deciding whether they can commute to class or clinical in reasonable safety. If personal health or safety is at issue in that decision, students are implored to use responsible judgment.
4. Should a student deem it necessary to miss school due to weather conditions, they must follow the school’s stated call off procedure.
5. We would always prefer that students arrive late rather than be absent entirely in that they will have the opportunity to at least get some of the educational experiences that day. However, in no way want students to jeopardize personal safety.
6. In the event that school must be closed, a notice will be placed on a designated website.

## REFERRALS and CONDITIONAL STATUS

Referrals are sent for academic and/or non-academic matters by instructors. Students having difficulty meeting course and/or program requirements, who are in danger of failure, are referred to the Administrator, School of Practical Nursing or faculty in the simulation lab.

An individual conference will be scheduled to develop a student driven plan and offer any and all appropriate assistance that is available to the student. Students receiving a referral are strongly encouraged to meet with their instructor on a regular basis. The School wants to help you be successful!

Students who are not fulfilling course requirements may be placed on conditional status. The intent of this status is to help students improve on their limitations and to improve their standing in the School. Students on conditional status due to absenteeism will follow a strict attendance plan. Students on conditional status may progress to the next term. Should satisfactory progress not be met at any time, the student may be withdrawn from the program. The student remains on conditional status for the remainder of the program.

## PROGRAM PROGRESSION

Students progress through the program by meeting the standards of academic and clinical achievement and by meeting the professional program requirements. It is the responsibility of the faculty to evaluate whether students have satisfactorily achieved the course objectives and fulfilled all necessary requirements.

Satisfactory achievement means:

1. The student has fulfilled the learning objectives of the **nursing course** by minimally achieving a “C” (75%) in the theory component of the course and has passed the clinical component of the course.
2. The student has minimally achieved a “C” in a **non-nursing course**. (College class)
3. The student has adhered to the program requirements and policies stated in the School Catalog and Handbook.

Students wishing to **voluntarily withdraw** from the program must notify the Administrator of the School and submit a letter verifying the resignation. (See the course catalog and enrollment agreement for further information)

Students withdrawing from the program for any reason must meet with the Financial Aid Coordinator/Business Manager. **Transcripts will be held for failure to fulfill all financial obligations to the School.**

**A student will not be eligible to take the Comprehensive Exam for a given level if the financial aid verification process is not completed or if any bills owed the school are unpaid. A student can be withheld from theory class or clinical if they are not**

**Involuntary termination** may be required if the faculty finds that a student does not meet the standards considered necessary for successful performance as a practical nurse. The faculty reserves the right to terminate a student from the school if any of the following conditions exist:

- Unsafe nursing practice
- Unsatisfactory achievement in theory or clinical practice
- Failure to demonstrate improvement when placed on conditional status
- Behavioral problem that interfere with performance, such as abuse or possession of illegal drugs on school or hospital property.
- Failure to achieve the necessary quality point average

- Verbal, physical or emotional abuse of patients
- Divulging confidential information except to proper authorities
- Willful damage to hospital or school property
- Sale of services to patients
- Possession of firearms on hospital or school property
- Violence
- Sexual harassment
- Cheating, stealing or plagiarism
- Participation in a felonious act
- Failure to report a criminal act to the School at time of occurrence.

Also refer to the Violation of Rules of Conduct and Performance

### **VIOLATIONS OF RULES OF CONDUCT AND PERFORMANCE**

1. Neglect of, abuse of, or failure to properly care for any patient.
2. Insubordination: failure or refusal to comply with the instructions, assigned duties or directions of faculty or staff.
3. Neglect of or failure to properly perform assigned duties. Unauthorized absence from clinical assignment or unit, unauthorized tardiness, leaving work or workstation without authorization
5. Excessive absence or tardiness as outlined in Attendance Policy.
6. Failure to properly report any expected absence or tardiness.
7. Use of intemperate, foul, abusive or profane language, rude or discourteous behavior.
8. Disorderly conduct: fighting, causing or threatening to cause injury to any person or property, harrassing, intimidating, coercing or abusing any person or interfering with operations.
9. Possession or use of any weapon or concealed possession of any article which could serve as a weapon.
10. Possession or use of alcohol or any non-prescribed controlled substance (illicit drugs).
11. Destruction, damage, misuse or abuse of School or Hospital property or records, or the property of others.
12. Dishonest behaviors, including theft, misappropriation, attempted theft or misappropriation, or unauthorized possession of school/clinical facility/property of others.
13. Interfering with the work of others.
15. Failing to properly report any accident or injury which occurs on school or clinical facility or property or which is related to a student's work.
16. Concealing any act or conduct in violation of any school/clinical facility rule.
17. Inducing others to violate any school/clinical facility rule.
18. Reporting to school/clinical or engaging in school/clinical in a condition unfit for clinical work.
19. Engaging in any careless or reckless act.
20. Performing clinical work in an inefficient, ineffective or improper manner or causing any other to do so.
21. Falsifying records, reports or other information.
22. Engaging in any illegal, immoral or unethical act.
23. Violating or failing to observe safety rules, policies or practices.
24. Failure to give notice of any medical or physical condition which could interfere with work performance or create a risk of harm to yourself, any clinical facility/school property or records or the property of others.
25. Unprofessional or unbusiness-like appearance.
26. Divulging confidential information.
27. Smoking in unauthorized areas or at unauthorized times. All school property is a nonsmoking area.
28. Violation of or failure to observe or follow any other hospital departmental rule, policy, practice or requirement.

29. Any unauthorized act or statement, which might expose the school/clinical facility or any person, connected with it to loss or liability, or damage the school/clinical facility reputation.
30. Any form of dishonesty or cheating.

### **GRADUATION AND LICENSURE CRITERIA FOR GRADUATION**

For successful completion of the program, the student must have satisfactorily met all of the course and program requirements. The faculty evaluates the student's qualification for becoming an entry-level practical nurse.

A student will not be eligible to take the Comprehensive Exam for a given level if the financial aid verification process is not completed or if any bills owed the school are unpaid.

***Additionally, all tuition and fees must be paid before sitting for final comprehensive exam.***

Finally, all course materials and library books must be returned and all obligations met.

Upon graduation, the student receives the diploma and School pin. Those who graduate with a 3.0 quality point average or higher are graduated with academic honors. The graduate is eligible to take the National Council Licensure Exam for Practical Nurses (NCLEX- PN).

### **GRADUATION AWARDS**

Awards are conferred annually upon students who best demonstrate outstanding excellence and competence in nursing and commitment to professional organizations and community service.

- a) ***Class Valedictorian:*** This award is presented to the graduate with the highest quality point average.
- b) ***Student Scholar Certificates:*** Presented to graduates with a quality point average of 3.0 or higher.
- c) ***Bedside Nurse Award:*** This award is presented to the graduate who exemplifies care, compassion and excellent clinical skills at the bedside and is not necessarily awarded annually.
- d) ***Attendance Certificates:*** Presented to graduates who have missed less than 1% of the total program hours. Special recognition is given to graduates with perfect attendance.

### **LICENSURE**

Prior to taking the National Council Licensure Exam for Practical Nurses (NCLEX-PN), those graduates who elect to be employed must apply for a temporary practice permit. Students in the Advanced Medical-Surgical Nursing Course are given information to obtain a temporary practice permit. **Graduates may not practice nursing until they have obtained a temporary practice permit back from the State Board of Nursing in the state in which they intend to practice.** A temporary practice permit is awarded for a one year time period. The temporary permit expires immediately if the licensing examination is failed, or when a license number is awarded.

Indiana County Technology Center's School of Practical Nursing is approved by the Pennsylvania State Board of Nursing. Graduates are eligible to take the practical nurse licensing examination (NCLX- PN) by Computer Adaptive Testing (CAT), and may apply for licensure in any state in accordance with the requirements of the respective licensing authority.

All applicants for a nursing license must demonstrate to the Pennsylvania State Board of Nursing satisfaction that they are of good moral character. Good moral character is defined, in part, as an absence of proven conduct or acts which have been historically considered as manifestations of moral turpitude. Pennsylvania Courts have defined moral turpitude as “anything done knowingly contrary to justice, honesty or good morals.”

To determine whether an applicant with a criminal record will be permitted to take the examination, the board will review the facts of the applicant’s case including the type of conviction(s), the length of time that has elapsed since the conviction(s), whether or not drugs/alcohol were involved, and whether the crime could be classified as one involving moral turpitude, etc. Generally, the less egregious the crime, the greater amount of time that has elapsed since the offense, the more persuasive the evidence that an individual can practice nursing with reasonable skill and safety and that there is a low likelihood of recidivism, the greater the chance of receiving approval to take the licensure examination.

As of January 1, 1986, the State Board of Nursing will not issue a license to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P. L.233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act” or convicted of a felony related to a controlled substance, in a court of law of the United States or any state, territory or country unless:

1. At least ten (10) years have elapsed from date of conviction;
2. The applicant satisfactorily demonstrates to the Board significant progress in personal rehabilitation since the conviction such that licensure should not be expected to create a substantial risk or harm to the health and safety of patients or the public or a substantial risk of further violations; and
3. The applicant otherwise satisfies the qualifications contained in this act.

### **NURSE AIDE CERTIFICATION ELIGIBILITY**

Since many nursing students seek employment as nurses’ aides either during school or shortly after graduation, the student may be interested in applying to take the nurse aid competency examination. The Omnibus Budget Reconciliation Act of 1987 in sections 19/9 (f)(2)(A)(i) and (f)(2)(A)(i) and Amendments of 1989 and 1990 require that an individual employed as a nurse aid successfully complete a state-approved training and competency evaluation. The first level practical nursing curriculum includes the minimum areas to be covered in nurse aide training including basic nursing skills, personal care skills, recognition of mental health and social service needs, care of cognitively impaired, basic restorative services and resident rights.

After successfully completing the required curriculum, any student wishing to sit for the nurse aide competency evaluation must submit an application to determine eligibility to sit for the examination to the Pennsylvania Department of Education. The information is available in the Practical Nursing office. The following criteria must be met in order to register for the nurse aide competency examination.

- The student must successfully complete Term I courses and the nutrition course.

Effective May 21, 2018, RN/PN students who wish to submit an Application for Eligibility to Take the Nurse Aide Competency Examination (PDE-294) will be required to include a copy of their PA CHRI. Note that applications will be reviewed twice per year and must be received in PDE by May 20 and December 20. Applications that are not complete or not legible or not on the current form will **not** be accepted or processed.

To register for the nurse aide competency examination, contact the American Red Cross at 1-800-852-0518.

## **THE STUDENT BILL OF RIGHTS AND RESPONSIBILITIES**

The National Student Nurse Association (NSNA) Student Bill of Rights and Responsibilities was initially adopted in 1972. The following updated version was adopted by the NSNA House of Delegates in 1991:

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.
4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, creed, gender, color, national origin, handicap, or marital status.
5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.
8. The student should have the right to have a responsible voice in the determination of his/her curriculum.
9. Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
11. Students should be allowed to invite and to hear any person of their own choosing within the Institution's acceptable realm, thereby taking the responsibility of furthering their education.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, i.e., through a faculty-student council, student membership or representation on faculty committees.
13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.
15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.
16. Students have the right to belong or refuse to belong to any organization of their choice.
17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.
18. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.
19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.
20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.
21. Students should have a clear mechanism for input into the evaluation of nursing faculty.

All students are members of the Student Service Association that is governed by elected student officers. The Student Service Association plans educational programs, social activities and organizes community service projects. Student representatives, elected by their peers to serve on school committees, have full voting privileges and are presented with the opportunity to develop leadership skills.

### **STUDENT HEALTH SERVICES**

The student health services program provides the opportunity to promote and maintain student health. Each student is expected to assume the responsibility of maintaining high standards of physical, dental and mental health necessary to meet the demands of the program. Students are responsible for their own health insurance coverage and assume the cost for their own health care.

Following completion of the physical examination, lab testing, drug screen, etc. mandatory for entrance into the program, the records will be uploaded into the online data management system (Castle Branch) by the student. Should there be a medical emergency at the School; the completed student information card will be utilized. All health policies follow the policies of the Indiana County Technology Center.

#### **Responsibilities of the School:**

1. Send the health related form and medical questionnaire to the student for completion prior to the beginning of the program.
2. Maintain the student's cumulative Record via Castle Branch.
3. Verify health care insurance coverage or obtain signed waiver or have the student sign a health insurance waiver.
4. If the student becomes ill or injured, the student will be referred to their primary care physician or emergency department.
5. Valid absences due to illness occasionally occur. If the student is persistently absent due to illness, faculty may refer the student to their primary care physician.
6. Ill time is permitted according to the Attendance Policy.

#### **Responsibilities of the student include:**

Prior to the beginning of the program a health screening is required. It is to include:

1. Urine drug testing at a federally approved site (Specific details of date & time will be provided).
2. Titers for MMR and Varicella.
3. Evidence of a history of a Tdap immunization.
4. Required immunizations against:

Tetanus-Diphtheria (if none within 10 years), Measles, Mumps, Rubella/German Measles, (if titer does not show immunity), Poliomyelitis, Varicella (if titer does not show immunity), Hepatitis B Vaccines.

5. Two-step TB testing (Chest x-ray if skin is initially positive)

A student with positive skin tests must have evidence of adequate follow-up and treatment prior to clinical practice.

6. The student must have completed the necessary health information forms and emergency cards.
7. The student should have health insurance and submit documentation of coverage. If the student does not carry health insurance, a waiver must be signed by the student.

#### **During the program:**

1. Students who become ill or require medical care will do so at their own expense. When students become ill at the clinical site, emergency care is provided in the emergency room at the cost to the student.



2. Students are responsible for reporting illness/absenteeism at least one hour prior to the beginning of class or clinical (depending on the site). Information that is needed to be provided to the **clinical site & School secretary** includes:

- Name
- Identify clinical unit or class day
- Expected date of return

**Students who do not utilize proper clinical call-off procedure will receive an Unsatisfactory on their weekly clinical evaluation. Contact number will be provided on orientation day for clinical site.**

## **STUDENT ORGANIZATIONS**

### **STUDENT SERVICE ASSOCIATION OF INDIANA COUNTY TECHNOLOGY CENTER SCHOOL OF PRACTICAL NURSING RULES AND REGULATIONS**

#### **ARTICLE I – NAME OF GOVERNMENT**

The name of this organization shall be:

The Student Service Association of the **Indiana County Technology Center School of Practical Nursing, Steel Center.**

#### **ARTICLE II – PURPOSE**

Section 1 To provide the students with the opportunity to voice their opinions and to provide input into the program services and actions of the School and their respective class.

Section 2 To develop student/faculty relationships which foster cooperation in attaining the purpose of this organization.

Section 3 To provide an environment in which the student practices self- direction and democratic participation.

Section 4 To plan activities and/or programs which meet the professional, spiritual, social, recreational and cultural needs of the student body.

Section 5 To promote active participation in professional organizations & community service.

#### **ARTICLE III – MEMBERSHIP**

Section 1 Students currently enrolled in the School shall be a member of this association. The officers, members and advisors of the class are considered the Student Service Association.

#### **ARTICLE IV – OFFICERS**

Section 1 Officers shall include a class president, vice president, secretary and a treasurer.

Section 2 Officers will be elected by members of their respective class.

Section 3 The regular term of office shall be one academic year.

Section 4 Vacancies for elected offices:

a. In the event that an officer or faculty advisor is unable to fulfill his/her duties, a written letter of resignation shall be presented to the president and to the Administrator of the School.

b. After a second unexcused absence from a regular meeting, the officer forfeits the office.

c. In the event of a vacancy in any of the above offices, a special class meeting shall be called for the purpose of filling the vacancy by election.

#### **ARTICLE V – APPOINTMENT of CLASS ADVISORS**

Section 1 Each academic year, a faculty member or Administrator of the School will act as an advisor.

**ARTICLE VI – ELECTION of CLASS OFFICERS and FACULTY COMMITTEE REPRESENTATIVES**

Section 1 Election of the president, vice president, secretary, treasurer and committee representatives will take place at a class meeting.

- a. All nominations shall be made from the floor.
- b. All elections will be by secret ballot.

Section 2 An advisor and/or the Administrator will preside over the organizational meeting for the nominations of the class.

**ARTICLE VII – DUTIES of ELECTED OFFICERS**

Section 1 The officers shall follow Robert’s Rules of Order, revised\*

Section 2 President:

- a. Meet with class advisor in advance of the scheduled class meeting to plan the proposed agenda.
- b. Preside at all class meetings and conduct each meeting according to correct parliamentary procedure.
- c. Permitted to serve as an ex- officio member at all committee meetings.
- d. Delegate specific duties to the vice president
- e. In case of absence from duties, meeting or responsibilities, notify and brief the vice president concerning the fulfillment of responsibilities pertaining to the office

Section 3 Vice President

- a. Co-preside at all class meetings according to parliamentary procedure.
- b. Work closely with the president and assume the duties of this office in his/her absence.
- c. Organize all fundraising strategies for class.

Section 4 Secretary:

- a. Post notices reminding the class of regular meetings.
- b. Post notices of meetings at least two school days in advance.
- c. Keep minutes of all class meetings.
- d. Present minutes to the advisor for proof reading before typing
- e. Submit a copy of the minutes of each class meeting to the Administrator of the School and to the advisor for permanent filing.
- f. Surrender all minutes and correspondence to the advisor within one week after the class meeting.

Section 5 Treasurer:

- a. Work with advisor in collecting fundraising money & placing money in student service association account.
- b. Report financial status including any deductions or additions to account at class meeting.
- c. Assist in planning class financial expenditures.
- d. Ensure money remains in the account upon graduation.
- e. Reconcile account prior to graduation with class advisor & business office.

**ARTICLE VIII – COMMITTEES of THE STUDENT SERVICE ASSOCIATION**

Section 1 Ad Hoc Committees:

- a. The president of the class shall have the power to appoint special committees as deemed necessary to carry on the class functions.
- b. Special committees shall be in existence until their functions are fulfilled.

## **ARTICLE IX – STUDENT REPRESENTATIVES ON FACULTY COMMITTEES**

Student representatives are elected to serve on the following faculty committees.

Voting privileges are accorded to the student representatives with the exception of the student representative serving on the Admissions and Recruitment Committee whose voting privileges are restricted to policy making, orientation and/or recruitment issues.

### **Section 1 Faculty Organization**

- a. Student membership: One student from each class.
- b. Function: To provide student participation in the formulation of School policies and curriculum issues.

### **Section 2 Admissions and Recruitment**

- a. Student membership: Any student from each class.
- b. Function: To provide student participation in recruitment activities and orientation programs.

### **Section 3 Vacancies for Committees Filled by the Student**

- a. In the event of a vacancy, a new election will be held.

## **ARTICLE X-MEETINGS**

Section 1 At least five (5) regular meetings shall be held on a designated day during the course of the program.

All students and advisors are to attend the scheduled class meetings.

Section 2 Special meetings of the class shall be called at any time upon request of the president of the class.

Section 3 The order of business of the regular meeting may be:

- a. Call to order
- b. Roll call
- c. Reading of minutes
- d. Correspondence
- e. Report of president
- f. Report of standing committees (Faculty Organization and Admissions)
- g. Report of special committees
- h. Report of treasurer
- i. Report of the Administrator of the School and/or faculty advisor
- j. Old Business
- k. New Business
- l. Program
- m. Adjournment

## **ARTICLE XI – QUORUM**

To constitute a quorum at class meetings, at least one-third of the membership including the president and/or vice president, secretary and treasurer must be present and one advisor.

## **ARTICLE XII – PARLIAMENTARY AUTHORITY**

All meetings of this Student Association shall be governed by the Robert's Rules of order, revised.

## ARTICLE XIII – AMENDMENTS

The proposed amendments are to be submitted for review and approval by the Administrator of the School.

The rules and regulations may be adopted and amended or repealed at any regularly scheduled meeting of the student association by a two-thirds vote of the members present, providing these were presented to the membership and officers at least four (4) days before the meeting.

### CHANNELS FOR RESOLVING GENERAL ISSUES

**General Course Concerns:** If students have concerns related to a specific nursing course, the following communications network is to be utilized:

**Involved Faculty Member**

**Administrator**

**School Policies:** If students have concerns related to specific school and/or non- academic policies, the following communication network is to be utilized:

**Students discuss problem as a group during class meeting.  
Class Advisor Administrator**

Student representative on the Faculty Organization Committee is also responsible for presenting issues the class would like to address to faculty during monthly Faculty Organization meetings.

**Physical Facilities:** Issues concerning the physical facilities should be directed to the Class Advisor.

**Financial Aid:** Issues relevant to financial aid are handled through the following communication network:

**Financial Aid Coordinator/Business Manager**

**Administrator**

### Unresolved Non-Academic Issues/Concerns are referred to the Grievance Committee GRIEVANCE COMMITTEE AND PROCEDURE

**A. The purpose of the Grievance Committee is to:**

1. Provide for improved communication between faculty and students.
2. Promote individual freedom and responsibility.
3. Provide an opportunity to verbalize non-academic grievances.

**B. The functions of the Committee are to:**

1. Protect the individual rights of the students as outlined in the **NSNA Student Bill of Rights and Responsibilities**.
2. Provide an objective means of handling **non-academic** grievance.
3. Incorporate the Student Bill of Rights and Responsibilities into the educational system of the School of Practical Nursing.

**C. Membership:**

1. One faculty member is appointed as necessary.
2. One student is elected to serve when necessary.
3. Vacancies:

- a. An election will be held by the respective class to replace a student who is unable to fulfill the responsibilities due to:
  - i. Health
  - ii. personal reasons
  - iii. failure to attend scheduled meetings
  - iv. breach of confidentiality
  - v. resignation from student body
- b. A member unable to fulfill the responsibilities must immediately notify the Administrator in writing.
- c. If a grievance is filed against or by a member of the Grievance Committee, the member will be replaced for that specific proceeding. The temporary member will be appointed by the Administrator.

**D. Authority:**

1. To hear problems relating to:
  - a. Violation of the Student Bill of Rights and Responsibilities.
  - b. Violation of criteria as stated in the School Catalog and Student Handbook.
2. To make decisions based on:
  - a. Interpretations of:
    - i) Student Handbook
    - ii) Student Catalog
    - iii) Written program requirements
3. Decisions made by the Grievance Committee are final, that is immediately enforced by both faculty and students.

**E. Description and Procedure:**

1. A grievance is defined as any and all non-academic disputes or complaints arising within the student body or between student/students/student body and faculty.
2. Grievances shall be processed and disposed in the following manner:
  - a. Student attempts to resolve grievance with involved parties within three (3) days.
  - b. If unable to resolve the issue, student must notify the faculty member of the Grievance Committee in writing within three (3) days, indicating the grievance and the attempt to resolve it with involved parties.
  - c. Grievance Committee will convene within three (3) days of notification.
  - d. A decision will be rendered within twenty-four (24) hours.
  - e. An appeal can be filed with the Administrator of the School of Practical Nursing.
  - f. The decision of the Administrator is final step within the grievance policy. The student does have the opportunity to follow the ICTC student compliant procedure. See ICTC Adult Education Catalog for more information)

**ACADEMIC GRIEVANCE**

Faculty endeavor to evaluate all students in a fair and objective manner in accordance with the established evaluative criteria. However, if a subject believes he or she has not been evaluated as such, the following protocol is to be followed:

1. Schedule a meeting with the instructor to discuss the situation and attempt to resolve the grievance. A meeting is to be scheduled with the Administrator if the grievance is unresolved.
2. At the meeting with the Administrator, the student will present the facts of their grievance in an attempt to clarify the problem. At this time a student may request a second clinical opinion and evaluation.
3. The second opinion and evaluation is presented to the student in relation to the previous evaluation. Based on both evaluations, a decision is rendered by the Administrator. The decision of the Administrator is final.
4. As examinations are objective in nature and validated through item analysis, grades received as a result of poor academic performance are not subject to this process.

## **LIBRARY SERVICES PROGRAM**

A reference library is located at Indiana County Technology Center (ICTC) and Steel Center for CTE (SC-CTE) within the classroom/skills lab area. Care plan aids are also available. The Indiana County Technology Center School of Practical Nursing students who are enrolled in any PHCC class are also able to use the complete library resources of PHCC which include online nursing journals.

Furthermore, library resource utilization is also secured at each clinical agency, many of which have a medical librarian present. Basic library services at the clinical sites of Conemaugh Health Systems Memorial Medical Center's library, Excelsa Health System's library and Indiana Area Regional Medical Center's library include access to library selection and borrowing privileges, electronic database access, research assistance, and personalized training services. Any fees or fines are the responsibility of the student. Orientation to library services will be completed during clinical orientation to each clinical site. Library hours and services vary depending upon clinical site. Some off-hour access to the library is available via electronic photo-ID system.

## **COMPUTER LEARNING CENTER**

The Computer Learning Center is located Indiana County Technology Center and Steel Center for CTE campuses. Its purpose is to enhance and augment classroom and clinical instruction. Students use the resources for independent study, NCLEX-PN preparation, instructor assigned projects, academic and clinical enrichment, Internet access, Health Sciences online access and word processing.

### **GUIDELINES**

1. **No food or beverages are permitted in the computer learning center.**
2. **Student software may not be installed in any computer.**
3. **All student personal electronic devices must be virus scanned prior to each use or a portable access device utilized.**
4. **Students are not to use the computer lab for printing services.**

### **COMPUTER PROGRAM ASSIGNMENT**

Each of the nursing courses has computer assignments that are required or recommended. A student may be assigned to complete a computer program(s) at the instructor's discretion based on learning needs identified in the classroom or clinical area.

**\*Printing services are not included within fees.**

**Indiana County Technology Center  
School of Practical Nursing  
Tuition and Expenses Sheet  
\*\*All Prices Subject to Change\*\***

	<b>Books, Fees, and Other Costs</b>	<b>Tuition</b>	<b>Total</b>
<b>Pre-Entrance Expenses (Estimated):</b>			
Pre-Entrance Test	70.00		70.00
Registration Fee	150.00		150.00
Physical Examination	50.00		50.00
Medical Laboratory Test	200.00		200.00
Uniform, Shoes and Supplies	250.00		250.00
Castle Branch Check – (Pkg, Child Abuse, Criminal, FBI Fingerprint, 16 panel Drug Screen)	236.00		236.00
<b>Total</b>	<b>942.00</b>		<b>942.00</b>

**Note: All pre-entrance expenses must be paid prior to the start of classes.**

**Program Tuition and Expenses:**

Tuition – ICTC		12,610.00	12,610.00
Tuition – Pennsylvania Highlands Community College		3,252.00	3,252.00
CPR for the Healthcare Provider	40.00		40.00
Textbooks – (Excluding PHCC Textbooks)	877.00		877.00
Clinical Tote	97.00		97.00
Assessment Technologies and Review Program	684.00		684.00
Shadow Health Computerized Instruction	200.00		200.00
Instructional Fees	200.00		200.00
Stat Nursing Review/NCLEX Prep Instruction	200.00		200.00
Graduation Fees	340.00		340.00
<b>Total</b>	<b>2,638.00</b>	<b>15,862.00</b>	<b>18,500.00</b>
<b>Grand Totals of Program Tuition and Expenses and Pre-Entrance (estimated) Expenses</b>			<b>19,456.00</b>

Updated 6/18

**Indiana County Technology Center  
School of Practical Nursing  
Tuition Plan – Full-time Program  
(Tuition costs and fees are subject to change)**

**Community College - \$271.00 per credit  
Indiana County Technology Center - \$235.00 per unit**

<b>Term I</b>		<b>Term II</b>		<b>Term III</b>		<b>Term IV</b>	
Fundamentals of Nursing (8.6 u)	2,023	Medical/Surgical Nursing (10.7 u)	2,518	Family Centered Nursing (12 u)	2,820	Advanced Medical/Surgical Nursing/	3,360
Diet Therapy for Nursing (3 cr)	813	Nursing Pharmacology (4 u)	944	Human Development across the Lifespan (3 cr)	813	Leadership And Delegation in Practical Nursing (14.3 u)	
Anatomy & Physiology (4 u)	945	General Psychology (3 cr)	813			Introduction to Sociology (3 cr)	813
<b>TOTAL:</b>	<b>\$3,781</b>		<b>\$4,275</b>		<b>\$3,633</b>		<b>\$4,173</b>
<b>Total Tuition and Fees - \$15,862</b>							



**Indiana County Technology Center  
School of Practical Nursing  
Steel Center Satellite  
Tuition Plan – Part-time Program  
(Tuition costs and fees are subject to change)**

**Community College - \$271.00 per credit  
Indiana County Technology Center - \$235.00 per unit**

<b>Term I</b>		<b>Term II</b>		<b>Term III</b>		<b>Term IV</b>	
Fundamentals of Nursing (8.6 u)	2,023	Medical/Surgical Nursing (10.7 u)	2,518	Family Centered Nursing (12 u)	2,820	Advanced Medical/Surgical Nursing/	
Diet Therapy for Nursing (3 cr)	813	Nursing Pharmacology (4 u)	944	Human Development Across the Lifespan (3 cr)	813	Leadership (14.3 u) and Delegation in Practical Nursing	3,360
Anatomy & Physiology (4 u)	945	General Psychology (3 cr)	813	Introduction to Sociology (3 cr)	813		
<b>TOTAL:</b>	<b>\$3,781</b>		<b>\$4,275</b>		<b>\$4,446</b>		<b>\$3,360</b>
<b>Total Tuition and Fees - \$15,862</b>							

# **ADMINISTRATIVE POLICIES GOVERNING STUDENT AND GRADUATE RECORDS**

## **MAINTENANCE OF RECORDS**

All records are confidential and maintained in fireproof locked files and electronic forms under the supervision of the Administrator of the School of Practical Nursing. Maintenance and retention of student records are in accordance with the Family Educational Rights and Privacy Act of 1974, as amended, Pennsylvania Code of the Pennsylvania State Board of Nursing, federal and state financial aid regulations.

**FINANCIAL RECORDS** are confidential and are located in a locked file in the Financial Aid Office. The records are accessible to the Business Manager and to the Administrator of the School of Practical Nursing. After graduation or withdrawal, records are maintained by the financial aid office in a locked file for three (3) years.

**HEALTH RECORDS** are maintained via the online record management system (Certified Background) with access by the student and nursing program administration.

**STUDENT ACADEMIC RECORDS** are located in a locked file of the record room and are accessible to faculty, school secretary and the Administrator of the School of Practical Nursing.

1. Eliminated when student completes the program and passes licensure examination:
  - a. Application for admission
  - b. Reference letters
  - c. Interview with applicant
  - d. Acceptance letter
  - e. Communications with student
  - f. Pre-entrance Test results
2. Retained five (5) years:
  - a. Pre-entrance college transcripts, high school transcript or GED certificate
3. Retained ad infinitum:
  - a. Final official transcript

This school provides the student the right to inspect his/her own record and to challenge them. A student sends a written request to the Administrator of the School of Practical Nursing. A time is scheduled with the student to review the file. If the student believes the record contains inaccurate information, a meeting is conducted with the Administrator to evaluate the information. If the meeting does not resolve the issue, the student may attach a comment page to the record.

### **Final Student Academic Record**

1. Transcripts are compiled and signed by the Administrator and imprinted with the official seal. An electronic copy is maintained.
2. Academic transcripts for withdrawn students are also kept ad infinitum.

### **Release of Records**

1. An official transcript is one that is signed by the Administrator and imprinted with the official seal. An official transcript is issued only to the institution or agency named by the student or graduate.
2. An unofficial transcript is one that is not imprinted with the official seal of the school. An unofficial transcript may be released directly to the student or graduate.

3. Transcripts are requested from the Administrator by a written statement from the student or graduate. The cost of \$5.00 must accompany this request.
4. Transcripts will not be faxed due to the confidential nature of the information.

**\*NO RECORDS MAY BE REMOVED FROM THE INDIANA COUNTY TECHNOLOGY CENTER SCHOOL OF PRACTICAL NURSING\***

Revised 6/18