

The Indiana County Technology Center



School of Practical Nursing

Post-Secondary

Student Handbook

of Policy & Procedure

2023-2024



Indiana County Technology Center

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IMPORTANT INFORMATION

This Student Handbook is an addendum to the ICTC Adult Education catalog of courses and general policies, and only applies to the School of Practical Nursing and its students. This Student Handbook supplements the policies and procedures of the ICTC as outlined in the Post-Secondary Course Catalog and Enrollment Agreement. General ICTC policy sets forth minimum expectations, rules and procedures. This Handbook discloses program-specific information. The policies herein may impose greater obligations, expectations or responsibilities on students enrolled in the Practical Nursing Program, but do not override or supersede any policy of the ICTC.

Students are required to read the Practical Nursing Student Handbook in its entirety and familiarize themselves with the policies and procedures stated within it. Any questions regarding the contents of the handbook may be directed to the Practical Nursing Administrator within the first week of class. Students are required to sign an acknowledgement that they have read and understood, clarified any questions regarding, and agree to abide by all policies and procedures of the Indiana County Technology Center as outlined in this handbook and in the ICTC Post-Secondary Course Catalog.

This Student Handbook of Policy and Procedure is periodically reviewed and subject to change without prior notification at the discretion of the ICTC in order to meet program objectives, enhance operating procedures and/or comply with regulatory changes. Students will be provided with updated policies as they become effective throughout the course of their program.

The Indiana County Technology Center is an equal opportunity institution and will not discriminate on the basis of race, color, national origin, sex, handicap or age in its activities, programs or employment practices in accordance with federal and state statutes and regulations. For more information regarding civil rights, grievance procedures, services, activities and facilities that are accessible to and usable by handicapped persons, contact the Principal, who is the ICTC Title IX and Section 504 Coordinator, at 441 Hamill Road, Indiana, PA 15701, by phone 724-349-6700 or by email to titleIXcoordinator@ictc.edu.

Essential Qualifications for Practical Nursing

All individuals, including persons with disabilities, who apply for admission to the Nursing program must be able to perform specific essential functions with or without reasonable accommodations.

The following outlines the abilities and behavioral characteristics necessary for the student to be admitted to, continue to, and graduate from, the Nursing program. **These essential qualifications are standards of admission.**

The applicant should carefully review the essential qualifications for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these essential qualifications if accepted into the program.

The applicant should consult with the program director to discuss any individual situation if he or she may not be able to meet these essential qualifications. Requests for reasonable accommodations will be considered. Contact the program director if you have any questions about this matter.

COMMUNICATION

1. Communicate verbally using clear and effective English.
2. Write legibly in clear and effective English using correct grammar, punctuation, and spelling.
3. Quickly and accurately comprehend and follow verbal instructions in English.
4. Quickly and accurately read, comprehend and follow written instructions in English.
5. Actively participate in group discussions.
6. Use communication equipment – telephone, computer, and other device used for communication.

PHYSICAL SKILLS

Possess fine and gross skills sufficient to handle equipment and provide safe and effective patient care.

1. Exert maximum physical force to lift, push, pull or carry objects up to 35 pounds (oxygen cylinders, beds, patients, or any other type of equipment) as indicated by Occupational Safety and Health Administration (OSHA) and National Institute for Occupational Safety and Health (NIOSH) Guidelines (9/2021)
2. Move quickly, freely and safely around the assigned work area and patient care settings
3. Sustain professional activities for up to 8 or more hours
4. Reach above shoulder level (to manipulate equipment)
5. Reach below waist level (to manipulate equipment)
6. Move upper and lower extremities, back, hips, and knees without restriction – bend, stoop, and squat
7. Keep hand and arm steady while moving arm or while holding arm and hand in one position
8. Make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
9. Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or laying down.

OBSERVATION AND SENSORY SKILLS

1. Hear, comprehend and interpret conversation and sounds not solely based on visual cues (including alarms, monitors, faint sounds, such as heart and breath sounds, taking blood pressure)
2. Ability to see details at close range (within a few feet of the observer) and at a distance
 - a) Function efficiently in various degrees of light, from dark to bright lighting
 - b) Differentiate colors, varying shades of same color, and shades of black, white and gray
 - c) Read fine print and handwriting
3. Detect and distinguish odors from clients and environment
4. Distinguish textures, degrees of firmness, temperature differences, pulse rate and vibrations; feel anatomical landmarks and veins.

5. Distinguish and describe patient affect, body language and physical responses which the patient cannot verbally relay (i.e. facial expressions, sweating, trembling, color change, bleeding, etc.)

INTELLECTUAL, COGNITIVE, AND CRITICAL THINKING SKILLS

1. Concentrate on a task over a period of time without being distracted
2. Apply principles of critical, logical thinking to define problems, collect data, establish facts, and draw sensible and valid conclusions
3. Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
4. Perform multiple tasks simultaneously
5. Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (alphabetize)
6. Integrate information quickly, consistently, accurately, especially in an emergency situation

BEHAVIORAL/SOCIAL SKILLS/ETHICS

1. Display a high level of professionalism and discretion in all actions and communication (written, oral and electronic)
2. Function effectively and display integrity, poise and emotional stability under stress (emergency, critical, or dangerous situations) in actions with all (peers, patients, staff, and faculty)
3. Use team approach to carry out responsibilities
4. Respond to all persons sensitivity and with respect for cultural diversity
5. Maintain general good health and self-care
6. Display flexibility and adapt to changing environments
7. Manage time effectively
8. Accept responsibility for own behavior and be forthright about errors or uncertainty
9. Refuses to perform or participate in any illegal, unethical, or incompetent acts, to include but not limited to the following: falsifying or knowingly making incorrect entries into a patient's record or related document; copying other student's written assignments; cheating on a quiz or examination; making untrue statements to a faculty member or administrator
10. Monitor/assess performance of self, other individual, or organizations to make improvements or take corrective action
11. Capable of developing mature sensitive and effective relationships (with patients, staff, coworkers, etc.)

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 CTE 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.



Connellsville Area CTC Mission

The mission and vision of the Connellsville Area Career Technical Center is to prepare every student with the academic, technical and career skills needed to enter the workforce and to pursue continuing education.



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 the 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 at the end of each term 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 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 and clinical judgment 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 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 three (3) Levels. 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 1,550 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 clinical experiences include: Memorial Medical Center in Johnstown, PA; Excelsa Health Latrobe Hospital in Latrobe, PA; Excelsa Health Westmoreland Hospital in Greensburg, PA; St. Andrew's Village in Indiana, PA; Indian Haven in Indiana, PA; Indiana Regional Medical Center in Indiana, PA; and Beacon Ridge in Indiana, PA.

For the Steel Center Satellite, clinical sites include: Genesis Nursing & Rehabilitation Center, Bridgeville, PA; Friendship Village of the South Hills, Upper St. Clair, PA; Redstone Highlands, Greensburg, PA; Head Start Locations, Pittsburgh, PA; Excelsa Health Westmoreland Hospital in Greensburg, PA. and Excelsa Health Latrobe Hospital in Latrobe, PA.

For the Connellsville Satellite, clinical sites include: Redstone Highlands, Greensburg, PA; Excelsa Health Latrobe Hospital in Latrobe, PA; Excelsa Health Westmoreland Hospital in Greensburg, PA; and Harmon House Care Center in Mt. Pleasant, 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

Congratulations on being accepted as a Practical Nursing student! 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 4-6 weeks before the first day of class.

The following requirements are needed:

- **Urine Drug Screening-** In conjunction with all hospital and clinical sites, students (with photo identification) are required to participate in urine drug screening. The 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.
- **Criminal Background Checks-** Students who are pursuing a nursing career must submit to a criminal background check immediately prior to being in a secondary school (High School). 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 themselves to field experiences required by the clinical rotations in the nursing programs.
 4. To identify individuals who are unable to be present with secondary students.

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 application 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 judgement 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" 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 School of Nursing Administrator. 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 if many healthcare facilities from hiring them, even though they obtained a license from the State Board of Nursing.

- All students must have a Social Security Number **prior** to entering the School of Practical Nursing.

- **Health Screening-** A cumulative health record is completed by the student and sent to the School Nurse. 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. Annual vaccinations such as flu vaccination and COVID vaccinations may be required as directed by clinical facilities.
- **Health Insurance-**All students are required to carry health insurance or sign a waiver assuming responsibility for all healthcare costs they may incur. Fees for all healthcare costs are the responsibility of the student.
- **CPR-**All students are required to take the CPR for the Healthcare Provider Course during the Basic Concepts of Nursing Course, unless they have a valid American Heart Association CPR for the Healthcare Provider card, which expires **after graduation** from the program.



The following questions asked by the PA State Board of Nursing should be answered as “No” (if the answer is “Yes”, the applicant should contact the PA 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 apply 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.

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 School of Practical Nursing Administrator and the Financial Aid Coordinator/Fiscal Assistant before leaving the program. Students leaving with seven (7) days are not counted in the attrition rate. **However, charges will still apply.** **See the ICTC Institutional Refund Policy in the Enrollment Agreement or the ICTC Post-Secondary 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/science content. Taking examinations is highly recommended and may be required as part of admission. As part of readmission to the practical nursing program, the faculty may require the student to audit a course and obtain a minimum grade of 75% at the end of the course or on the final exam. The cost for auditing a course is 10% of the tuition cost for the course.

Re-Admission

Students who withdraw from the nursing program for academic reasons and who have demonstrated an aptitude for nursing may be considered for re-admission. Students wanting to re-enter the program must submit a written request, including application and \$40 fee, to the School of Practical Nursing. The student's academic and performance records are reviewed prior to granting re-admission. 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 re-admission to the program may be permitted unless extenuating circumstances occur.

The Admission 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 re-admission 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 if Level 1 or Level 2 (acceptance via the Admission Committee approval) for one year. Following that time, the student will be required to follow the advanced placement policy.**

Requirements for re-admission:

- Physical exam
- Urine drug screen
- I-Step PPD, Annual vaccination
- 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 four (4) weeks of scheduled recess time throughout the program. The plan of study involves a 12-month program comprising 48 academic weeks and four (4) recess weeks. It is divided into three (3) Levels comprising of 16 weeks per term. There are 1,550 clock hours in the program, with 700 theory hours and 850 clinical hours.

The part-time Steel Center and Connellsville satellite campus programs offer the same curriculum over a 16-month period. The part time program has 21 week terms.

Level I

Provides an introduction to nursing for the student as well as prepares the student in the humanities as students encounter patients in the clinical setting. Skills include basic personal care skills through medication administration and IV therapy. Anatomy and Physiology provides an understanding of how the body works.

Level II

Builds on the first nursing course expanding their skill base for nursing practice and planning care. Nursing Pharmacology is presented to enable the student how medications impact the body systems.

Level III

Provides students the opportunity to study the family throughout the human life cycle. Students are also provided the opportunity to explore more complex concepts of medical surgical nursing and leadership skills. Transition from student to beginning practitioner is facilitated.

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 12 transferrable 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 Life Span
- Intro to Sociology

Professional Development/Professionalism

The faculty of the Indiana County Technology Center's 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. 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.

Books

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



Homework

In addition to attendance for all scheduled classes, students will be required to devote additional time each week outside of the classroom studying and working on assigned projects. The amount of time required for such activities will vary throughout 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 spot in the room. NO food or beverages are to be on the desks during exams. All smart watches are to be removed and placed with personal items.
2. Once an exam is in progress and door is closed to classroom, 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 preventive measures before critical problems arise, and for the enhancements of professional growth. Guidance is offered when the individual first contacts the school and continues throughout the educational process. During orientation, the student is provided with an explanation of all aspects of the program.

Academic Counseling

Initiation of academic counseling is the mutual responsibility of the student, PN administrator, and the faculty member of each course. Students are encouraged to document their own grades on exams and refer to gradebook in Google classroom. Mid-term and final course grades are provided. 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 programs located in the computer center, and enrichment software or texts.

Personal Counseling

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

Change of Contact Information

Students are REQUIRED to notify the School of Practical Nursing Secretary and the Financial aid Office, in writing, stating changes in name, address or phone number, immediately upon change, to maintain accuracy of records and for emergency purposes. Failure to do so may result in delay of financial aid funds.

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 transcripts.

Nursing Courses: The student must achieve a minimum grade of 75% on the examination portion of the course and obtain a satisfactory performance on the clinical component before progression to the next term. A final percentage grade for theory is placed on the transcript using the above chart. A grade for clinical achievement is placed on the transcript as either an “S” for Satisfactory performance in meeting all of the learning objectives for the clinical component, or “U” for unsatisfactory performance, not meeting one or more of the learning objectives for the clinical component of the course.

If a student fails either the theory of 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.



**Indiana County Technology Center
School of Practical Nursing
2023-2024**

Level I		
	Theory	Clinical
Basic Concepts of Nursing	100 hours	255 hours
Anatomy and Physiology	75 hours	
Nutrition 3 College Credits	45 hours	
Total: 475 hours	220	255

Level II		
	Theory	Clinical
Medical Surgical Nursing I	115 hours	265 hours
Pharmacology	60 hours	
Intro to Psychology 3 College Credits	45 hours	
Human Growth and Development 3 College Credits	45 hours	
Total: 530 hours	265	265

Level III		
	Theory	Clinical
Family Centered Nursing	90 hours	180 hours
Medical Surgical Nursing II	80 hours	150 hours
Sociology 3 College Credits	45 hours	
Total: 545	215	330
Total Program 1550 Hours		

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 understanding of theory class. Online remediation sites may also be helpful.

Clinical Development

At the completion of each nursing course, students are scheduled for a clinical practicum, which is a 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, both scheduled and voluntary, prior to the scheduled practicum. Students who do not perform in a satisfactory manner are required to meet with the PN Administrator to discuss a **mandatory remedial plan**. Successful completion of practicum is required and skill evaluation can be scheduled at any campus with another faculty member at the direction of the PN Administrator.



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 PN Administrator/faculty members and are assigned remedial assistance. Completion of the assignments are mandatory.

Two comprehensive predictor exams are scheduled in the final level of the nursing program. **Depending upon scoring, a mandatory remediation plan will need to be followed for successful completion of the final nursing level. Students may walk in graduation as they are finishing the remediation plan. Students may be responsible for the cost of outside 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 regularly with their clinical instructor**. This learning opportunity provides the student with verbal and written feedback regarding their clinical performance and written assignments. Student progress regarding planning nursing 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 every 1-2 weeks and at mid-term. **Students with deficiencies are expected to follow the improvement plan developed between student and faculty to promote clinical success.**

Poor grooming, inappropriate dress, and vulgar and profane language in the classroom or clinical site 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.

Theory and Clinical Make-Up

Students must notify the Practical Nursing Instructor to report ALL class and clinical absences. Notification through the ICTC email is best.

Students who miss theory or clinical experience are responsible for contacting each instructor on the day they return from absence. **A make-up (alternate) exam is only given if the student has used the dropped test score due to previous 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 an email to the instructor, if the instructor is not available. **Make-up examinations must be completed within 24 – 48 hours.** 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. All clinical make-up policy applies.

Students in good academic and/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. The absence time will remain documented; however, if the student goes over the allotted program hours, those hours will be excused. However, extended absence from the program may result in withdrawal 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.** All black or all white shoes and socks are required.

Good grooming includes hair that is neat and clean, daily bathing/showering, frequent mouth care and use of deodorant. In accordance with the 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/perfume should be kept to a minimum.
5. Uniform must be clean and neatly pressed. A long-sleeved t-shirt that is a solid white or burgundy may be worn under the uniform shirt.
6. Visible tattoos must be covered, if able.

**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.**

7. Chewing gum is not permitted in the clinical area.

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. T-shirt graphics cannot be offensive in nature. Miniskirts, shorts and halter tops are not considered appropriate attire. Proper footwear should remain on feet at all times, no flip flops or slippers. Clinical attire is required for skills lab and possibly for class days when secondary students are also present.

Student Employment

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 a practical nurse unless they are currently licensed as such. Students are not permitted to work from 11 p.m. to 7 a.m. 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 cannot be changed.** Attendance is taken for each class and clinical experience. Students must meet the program's clock hour requirement as mandated by the State Board of Nursing and for eligibility for Title IV Direct Loan funds and Pell grants.

Absence is documented in the following manner:

Classroom absence/Theory hours	Documented in 15 minute increments. There is no make-up time for classroom absence
Clinical absence which includes time on the nursing units, scheduled outrotations and skills lab time	Documented in 15 minute increments; however, during time on the nursing unit, loss of patient assignment means loss of the entire clinical day unless other arrangements have been pre-arranged.

The student is responsible for reporting an absence via email to their clinical instructor one hour prior to the start of the clinical experience. Notification is required for both class and clinical by notifying the instructor. Failure to call off clinically 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 alternate clinical learning experience. Alternate clinical assignments are required to meet clinical objectives for the clinical day. The alternate assignment does not negate clinical absence time.** The date that the alternate learning experience is due is at the discretion of the faculty.

Clinical Make-up Policy

A student may miss **one** clinical day (8 or 10 hours) per Level without making up that clinical day. In addition, a floating missed clinical day is allotted **one** time during the program. One additional clinical day per level may be made up at the expense of the student. Each student will pay the hourly salary of the instructor for the experience. Payment is required to the school prior to the date of the make-up experience. Date, time and location of the clinical make-up

day is at the discretion of the School. Make-up hours will count clinical hours.

Students may be absent no more than 50 hours from either class or clinical time during the 48/64-week academic year. If a student has more than 40 hours absent, the student will be placed on a conditional status.

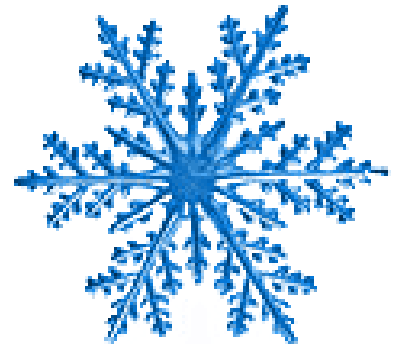
In the event of an extreme circumstance, the faculty organization may consider approval for the student to remain in the program. The following must be met in order to receive this consideration:

- 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 of 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. The student must be able to demonstrate to the clinical instructor that satisfactory progress toward the clinical objectives is made for that level.

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. 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. For classroom content, Zoom instruction may be an option.
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 stations. 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 judgement.
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, we in no way want students to jeopardize personal safety.
6. In the event that school must be closed, a notice will be communicated.



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 School of Practical Nursing Administrator 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 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.

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 achievements 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**.
3. The student has adhered to the program requirements and policies stated in the Post-Secondary Catalog and the Student 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 Post-Secondary Catalog and Enrollment Agreement for further information.)

Students withdrawing from the program for any reason must meet with the Financial Aid Coordinator/Fiscal Assistant. 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.

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 interferes 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 service 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 section of this Handbook.

Violations of Rules of Conduct and Performance

The following listing provides examples of violations of rules of conduct and performance of the ICTC School of Practical Nursing.

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.
4. Unauthorized absence from clinical assignment or unit, unauthorized tardiness, leaving work or work station without authorization.
5. Excessive absence or tardiness as outlined in the 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, harassing, 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 of 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.
14. 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.
15. Concealing any act or conduct in violation of any school/clinical facility rule.
16. Inducing others to violate any school/clinical facility rule.
17. Reporting to school/clinical or engaging in school/clinical in a condition unfit for clinical work.
18. Engaging in any careless or reckless act.



19. Performing clinical work in an inefficient, ineffective or improper manner, or causing any other to do so.
20. Falsifying records, reports or other information.
21. Engaging in any illegal, immoral or unethical act.
22. Violating or failing to observe safety rules, policies or practices.
23. 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.
24. Unprofessional or unbusiness-like appearance.
25. Divulging confidential information.
26. Smoking or vaping in unauthorized areas or at unauthorized times. All school property is a non-smoking area.
27. Violation of or failure to observe or follow any other hospital departmental rule, policy, practice or requirement.
28. 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.
29. 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 the 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.

- Class Valedictorian: This award is presented to the graduate with the highest quality point average.
- Student Scholar Certificates: These are presented to graduates with a quality point average of 3.0 or higher.
- 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.
- Attendance Certificates: These are 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 Term IV 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 and Maryland State Board of Nursing. Graduates are eligible to take the practical nurse licensing examination (NCLEX-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 time, 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 exam.

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 the 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.



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 judgement 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 judgement 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 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 organizations 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 healthcare.

Following completion of the physical examination, lab testing, drug screen, etc. mandatory for entrance into the program, the records will be provided to ICTC School Nurse. 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 the Skyward system.
3. Verify healthcare insurance coverage or obtain a 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:

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

1. Negative urine drug testing at a federally approved site (specific details of date and time will be provided)
2. Titers as listed on the clinical requirements form (IE: 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, annual influenza and COVID-19
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.

The student must have completed the necessary health information forms and emergency cards. 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 needs to be provided to the **clinical site and School Secretary** includes:
 - Name
 - Identify clinical unit or class day
 - Expected date of return

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

Student Organizations

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

ARTICLE 1 – NAME OF GOVERNMENT

The name of this organization shall be: The Student Service Association of the Indiana County Technology Center School of Practical Nursing.

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 and 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/or 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:

- Meet with the class advisor in advance of the scheduled class meeting to plan the proposed agenda.
- Preside at all class meetings and conduct each meeting according to correct parliamentary procedure.
- Permitted to serve as an ex-officio member at all committee meetings.
- Delegate specific duties to the vice president.
- 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:

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

Section 4 – Secretary:

- Post notices reminding the class of regular meetings.
- Post notices of meetings at least two school days in advance.
- Keep minutes of all class meetings.
- Present minutes to the advisor for proof reading before typing.
- Submit a copy of the minutes of each class meeting to the PN Secretary.
- Surrender all minutes and correspondence to the advisor within one week after the class meeting.

Section 5: Treasurer:

- Work with advisor in collecting fundraising money and placing money in Student Service Association account.
- Report financial status including any deductions or additions to account at class meeting.
- Assist in planning class financial expenditures.
- Ensure money remains in the account upon graduation.
- Reconcile account prior to graduation with class advisor and 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 six (6) 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, as well as one advisor.

ARTICLE XII – PARLIAMENTARY AUTHORITY

All meetings of this Student Service 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 for 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 of School**

The 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 Administrator.

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

**Financial Aid Coordinator/Fiscal Assistant
Administrator of School**

Unresolved non-academic issues/concerns are referred to the Grievance Committee (see next section).

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 student 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 of 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 Adult Education Post-Secondary Course Catalog and Student Handbook.
2. To make decisions based on:
 - c. Interpretations of:
 - i. Student Handbook
 - ii. Adult Education Post-Secondary Course 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/study 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 24 hours.
 - e. An appeal can be filed with the Administrator of the School of Practical Nursing.
 - f. The decision of the Administrator is the final step within the grievance policy. The student does have the opportunity to follow the ICTC student complaint procedure. (See the ICTC Adult Education Post-Secondary Course 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 student believes he/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), Connellsville Area Career and Technical Center (CA-CTE) 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 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

There are Computer Learning Centers located at the Indiana County Technology Center, Connellsville Area CTE and Steel Center 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, and 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 on any computer.
3. All student personal electronic devices must be scanned for viruses 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.**

