

*CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM*

*STUDENT HANDBOOK
Policies and Procedures
January 2019*

Continuous Notice of Nondiscrimination

The Central PA Institute of Science and Technology does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Section 504 Coordinator at the Central PA Institute of Science and Technology, 540 N. Harrison Road, Pleasant Gap, PA 16823 or 814-359-2793.

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CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
"formerly"
CENTRE COUNTY AREA VOCATIONAL-TECHNICAL SCHOOL

HISTORICAL DATA

The school opened July 14, 1958 under the jurisdiction of the Bellefonte Borough School District to train and educate qualified people in a well-integrated course of instruction and practical experience to become skilled practical nurses. The original school was on Willowbank Street in the previous nurses' residence of the Centre County Hospital which became a cooperating agency for clinical experience.

The first coordinator of the school was Mrs. Mary Collins assisted by three instructors and one secretary. The first class enrolled twenty women, ranging in ages from eighteen to fifty-five. Of the original twenty, twelve graduated in 1959 and 100% of them passed the practical nursing licensure examination.

The school passed its first state evaluation by the State Board of Nurse Examiners to become a "fully approved" program of practical nursing.

In 1963 the school relocated to the Bush Arcade Building in Bellefonte where classes were held until 1969 when the program transferred to the Centre County Area Vocational-Technical School in Pleasant Gap. The program was now utilizing an entirely new facility planned specifically for all aspects of the curriculum.

In 1966 Mrs. Josephine Yearick became the coordinator. Two classes were admitted every year - one in March and one in September.

In 1970 Mrs. Mary Ann George became the coordinator of the program. Shortly after her appointment, the curriculum was revised into four terms of three months each. The purpose of reorganization was to provide concurrent theory with clinical experience and to open the opportunity for permitting "advanced standing" to nurse aides, practical nurses licensed by waiver and drop-out students from professional nursing schools.

In September 1974 Mrs. Marian Weir accepted the position of coordinator of the program. Both the Centre Community Hospital and the Centre Crest Nursing Home serve as cooperating agencies for clinical experience, providing both acute and long term care.

In December of 1981 the program received National Accreditation from the National League for Nursing for a period of eight years. This accomplishment enabled students to receive Pell Grants as a form of financial aid in addition to Federal Direct Loans.

Mrs. Ellouise Garver became the coordinator in 1989 and retired in 1999 when Mrs. Sharon Bressler was appointed coordinator. At the request of the State Board of Nursing, the school implemented the only Reactivation Course to assist practical nurses with lapsed licenses regain licensure. Mrs. Bressler initiated a two-year, part-time, evening/weekend program which began January 2001.

After Mrs. Bressler's retirement in December 2007, Mrs. Jane Irwin took over the coordinator's position. The following year, January 2009, Mrs. Irwin started the first program at CPI to have the clinical rotations at Lock Haven Hospital. In January 2010, there were 6 full-time faculty and another part-time evening/weekend program began. There have been two full time classes which start in January and August each year, and a part-time evening/weekend program since 2010.

To assist students in becoming more learner-centered and enhancing their educational experience the faculty started teaching hybrid courses for Pharmacology in 2009 and then others followed which include Nutrition and some Medical-Surgical classes. These type of classes allow students to experience online learning while also having their instructors available in person. Many graduates from CPI Practical Nursing Program go onto become Registered Nurses which require online classes for continuing education.

Clinical sites include Centre Crest Nursing Home, Mount Nittany Medical Center, Geisinger outpatient offices, Mount Nittany Physician Group offices, and Clinton County Correctional Facility. Lock Haven Hospital was not used for a clinical site after December 2016.

In January 2018 Mrs. Jane Irwin retired and Mrs. Amy Johnson became coordinator of the Practical Nursing Program.

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

PHILOSOPHY

The philosophy of the practical nursing program is consistent with that of the Central Pennsylvania Institute of Science and Technology. The nursing faculty assumes responsibility for planning and implementing a program that includes nursing theory and practice. Emphasis is placed on the development of cognitive, effective and psychomotor skills.

The nursing faculty believes that: Man is a unique, biopsychosocial, spiritual being who influences and is influenced by the environment. Each person has personal dignity, worth, and basic needs. The fulfillment of these contributes to the level of wellness.

Society is the encompassing unit in which man, family and community exist and interface. It is comprised of diverse groups of people who function collaboratively toward mutual goals without the loss of personal or group identity.

Health is the state of optimal physical and psychosocial well-being and can be viewed on a health-illness continuum. Each person has the basic right to optimal health and quality health care.

Nursing is a dynamic process within the health care system that is directed toward health support and health restoration. The nurse as a member of the health team provides nurturing, teaching, advocating and leadership to meet the basic process to assess, plan, implement and evaluate. The nurse assists individuals meet their basic needs throughout the life cycle.

Practical nursing is an integral part of nursing and differs from professional nursing in the level of responsibility and judgment. Practical nurses function under the supervision of a licensed professional nurse, dentist or physician. The practical nurse, as a member of the health team, uses the nursing process to assist clients meet their biopsychosocial and spiritual needs.

Nursing education is a program of study involving theory and practice that prepares the student to function as a safe competent nurse. The learning activities are both faculty directed and self-directed. Nursing education encompasses the nursing process and proceeds from the simple to the complex. It should focus on the development of cognitive and affective learning plus the development of psychomotor skills.

Practical nursing education is also a program of study involving theory and practice that prepares the student to function safely and competently in the role of the practical nurse. The program incorporates the nursing process and physiological and psychosocial principles with selected nursing skills and clinical experiences to form a comprehensive, progressive pattern of learning from the simple to the complex. The faculty facilitates the learning process by providing guidance, encouragement and evaluation.

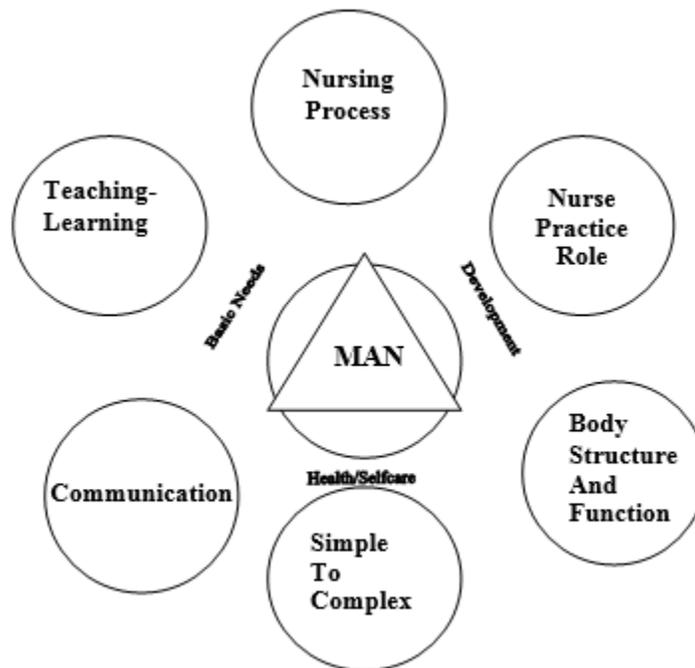
The opportunity to prepare for nursing should be available to any person, who is able to meet the objectives of the program regardless of creed, ethnic origin, race, sex, age or handicap. Students bring to the educational setting varied social, economic, cultural and educational backgrounds and abilities. The goal of the teacher-learning relationship is to foster self-actualization in each student of nursing.

Learning is the constant, life-long process of discovering and acquiring the knowledge that leads to a deeper understanding of self and others over the life span. Education stimulates satisfaction in learning, promotes clarification of values and encourages independent thinking. Learning is the acquiring of knowledge and skills by the internally motivated learner. The learner's behavior is continually modified through experiences guided by a well-prepared faculty who function cooperatively in the total program. The need for continued learning is emphasized throughout the curriculum.

In addition, we believe that the philosophy and the curriculum should be continually evaluated to determine relevancy regarding objectives, present day priorities and to make revisions as needed.

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

CONCEPTUAL FRAMEWORK



The practical nursing program's curriculum has as its conceptual framework the premise that man has physiological, psychosocial and spiritual needs. These needs are ever changing in priority as man grows and develops through the life process or deviates from the state of mental and or physical well-being necessitating nursing intervention when self-care is limited. The practical nurse is concerned with assisting the individual meet his/her physical, psychosocial and spiritual needs. To accomplish this, the practical nurse must have knowledge of the body in health and disease; knowledge of human growth development proficiency in nursing skill performance; and the ability to apply the nursing process. The practical nurse assists the client move toward health and self-care by teaching both client and family health care principles and practices. The effective use of communication skills facilitates learning for both the student and the client.

In educating the practical nurse the curriculum is designed to progress from the simple to the complex. The student moves from the acquisition of the simple to the more complex knowledge and from the performance of the simple to more complex nursing skills. The degree of internal motivation, coupled with intellectual attainment and implementation of guided learning experiences, will determine the graduate's ability to function in a safe, competent manner appropriate to the role of the practical nurse.

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

STUDENT APPEARANCE POLICY

1. *Students are to dress appropriately for the classroom setting. Uniforms are not worn in the classroom except on days of released time from clinical areas.*
2. *Students shall be required to maintain good body hygiene at all times. Perfume, cologne and other fragrances are not permitted to be worn as they may cause nausea to an ill client or to classmates in a confined space.*
3. *Uniforms must be neat, clean and pressed at all times. Uniforms must be washed after every wearing. The student shall be required to wear his/her name pin at all times when in clinical areas. unless advised by instructor.*
4. *The school discourages wearing uniform attire while shopping or other places when traveling to and from clinical.*
5. *When students are assigned in the PACU, Labor and Delivery, O.R., Nursery, or Mother Infant, uniforms must be worn to and from that area before changing into the special hospital Scrub attire required in these areas. Scrub attire is obtained by the instructor from the dispensing machine. Students are responsible for proper return of scrub attire each day.*
6. *In areas where standard uniforms are worn, a lab coat/jacket may be worn for warmth over the uniform. Nothing should be worn under the uniform that shows through.*
7. *Students must keep their white nurse's shoes clean and in good repair. Socks must be white and cover the ankles.*
8. *Jewelry of any kind may not be worn while in uniform except wedding rings, the nurse's watch, and one stud earring in each ear. Jewelry in any visible piercings is not permitted, including tongue rings. In certain nursing procedures, it may be advisable to remove rings. Religious symbols only may be worn on neck chains but must be secured inside the uniform top and not visible.*
9. *Hair must be neat, clean and above the collar at all times. Pony tails are permitted if they are restrained and only if they do not fall below the top of the collar. The use of hair accessories, such as white, brown or black headbands, are permitted.*
10. *Visible tattoos must be covered when in uniform. If a tattoo is present on an area that, when covered, renders the student unable to comply with clinical requirements it must be removed (example: covering a tattoo on the hand or wrist would impede proper hand washing).*
11. *Students must have bandage scissors, two non-gel black ink pens, stethoscope, sphygmomanometer and their portfolio with them at all times when in uniform.*
12. *Chewing of gum is not permitted when in uniform.*
13. *Nail polish may not be used. Fingernails must be natural, not artificial, and must be kept clean, short and not visible from the backs of the fingertips.*

THE FACULTY RESERVES THE RIGHT TO DETERMINE APPROPRIATE APPEARANCE

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM
ATTENDANCE POLICY

1. *Students are to be present and on time for scheduled class and clinical days in order to meet all course objectives and correlate theory with clinical practice. Students arriving after 8:00 am on an 8 hour clinical day will not be allowed to complete the day, and will be charged for 8 hours of clinical absence. Additionally, after 8:00 am on a 12 hour clinical day the student will be charged for 12 hours of clinical absence. The one exception for both programs for class days only would be for a scheduled appointment and documentation for that appointment must be submitted in advance to the coordinator.*

2. *Full time students leaving the clinical site prior to post conference will be charged for 8 hours of clinical absence. Subsequently, part time students leaving prior to completing 8 hours of clinical (before 2:30 pm) will be charged for 12 hours of clinical. After eight hours, the part time student will be charged for only the time missed. The one exception for both programs would be for a scheduled appointment and documentation for that appointment must be submitted in advance to the coordinator.*

3. *Students leaving class early will be charged for the time they have missed. Class Day absences may not exceed 10% of the total class time scheduled per level. Absenteeism can impact financial aid. Additionally, checks will not be disbursed if the student is absent on the day of disbursement. Make-up for class time exceeding 10% will be determined by the faculty and must be completed before the beginning of the next Level. Students exceeding the 10% class time absences for more than one level will be subject to dismissal.*
 - a. *If the student will be absent on a class day, a call must be made to the school before 8:00 AM for the Full-time Class or 5:30 PM for the Part-Time Class at (814) 359-2582.*
 - b. *When returning to class, it is the students' responsibility to contact the instructor to determine what was missed during the absence.*
 - c. *Class work missed, due to absenteeism, is to be made up within one week unless specifically permitted by the instructor.*
 - d. *It is the students' responsibility to schedule make up work with the instructor.*
 - e. *Work not made up within the allotted time will be averaged as a zero.*
 - f. *If any absence occurs on a day when an examination is scheduled; the examination must be made up within one week. Students must contact instructor to set up a time for the examination to be taken.*
 - g. *After 7 days, there will be 5 points subtracted from the exam score per day until the exam is made up.*
 - i. *Example: Exam missed on Tuesday will have to be made up by the end of the day the following Tuesday. The 5 points would be subtracted each day beginning on Wednesday.*
 - h. *If the student is late on a class day when an exam is scheduled, the exam must be made up that same day during lunch break.*

4. *Excessive absenteeism contributes to a student's poor performance in both theory and clinical components of the program. Student attendance will be reviewed at monthly faculty meetings. Students who do not*

maintain satisfactory attendance and fail to meet objectives, will be placed on probation or terminated depending on the situation. When requesting references from faculty, it is important to remember that employers always ask if the applicant has good attendance, as this is often the deciding factor when seeking employment.

5. *Adequate preparation for clinical practice is essential. Students not adequately prepared for Pre-conference will be recorded as absent and will not be permitted on the clinical floor until they are able to demonstrate adequate preparation to the instructor. Adequate preparation is defined as having:

 - a. *Name badge and pin appropriate for clinical site*
 - b. *Blood pressure cuff and stethoscope*
 - c. *Watch with second hand, scissors, black pen*
 - d. *Dressed in appropriate uniform (includes shoes, undergarments, piercings, etc.)**

6. *Clinical experiences include labs, all clinical sites, clinical orientation, computer orientation, clinical evaluations, and any other specified clinical hours. Faculty may need to change clinical schedules to accommodate clinical instruction.*

The following table outlines the hours missed and what the required make up will be. Students must complete the required make up for hours missed prior to the start of the next level.

<i>0-16 hours/ first & second day</i>	<i>No make up</i>
<i>16-24 hours/ third day</i>	<i>Attend a support group and complete 2 HESI case studies</i> <ul style="list-style-type: none"> • <i>Research the group</i> • <i>Attend the group</i> • <i>Complete assignment</i>
<i>24-32 hours/ fourth day</i>	<i>Attend a support group and complete 2 HESI case studies</i> <ul style="list-style-type: none"> • <i>Research the group</i> • <i>Attend the group</i> • <i>Complete assignment</i>
<i>32-40 hours/ fifth day</i>	<i>Attend clinical with another group</i>
<i>40-48 hours/ sixth day</i>	<i>Attend clinical with another group</i>
<i>After 48 hours</i>	<i>Fee to make up clinical with an instructor</i>

7. *If the student must be late or absent for ANY part of a scheduled clinical day you must follow the directions below. The numbers listed are to be called before 6:00 AM for day clinical and 5:00 PM for evening clinical of the day scheduled for the clinical experience. The student is also to call the school to report a clinical absence (814-359-2582).*
 - a. *Mount Nittany Medical Center, State College (814-234-6702): leave a voicemail message*
 - b. *Centre Crest Nursing Home, Bellefonte: text your instructor or leave a message on cell phone.*

8. *Students who are absent without calling two times may be dismissed from the program. One warning letter will be given to the student after the first “no call/no show”. This rule may also apply to any student tardy without prior call according to the attendance policy.*

9. *Attendance records are kept at the clinical site and in the office. Students’ should track their hours missed but may confirm absences with the office.*

*CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM*

STATE BOARD OF NURSING

Please note: The State Board of Nursing may refuse, suspend or revoke any license in any case where the Board shall find that the applicant

- *Has been convicted or has pleaded guilty or entered a plea of nolo contendere or has been found guilty by a judge or jury of a felony or a crime of moral turpitude in the courts of this Commonwealth, the United States, or any other state, territory or country, or has received probation without verdict, disposition in lieu of trial or an Accelerated Rehabilitative Disposition in the disposition of felony charges, or has been dishonorably discharged or has been discharged under circumstances amounting to dishonorable discharge from the military forces of the United States or of any other country;*

- *Has committed fraud or deceit in securing his or her admission to the practice of practical nursing or to practical nursing school;*

- *Is addicted to alcohol or is addicted to hallucinogenic or narcotic drugs or other drugs which tend to impair judgment or coordination, so long as such dependency shall continue, or if he or she has become mentally incompetent.*

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

CRIMINAL CHARGES/CONVICTIONS

By law, the State Board of Nursing cannot issue a license to a person convicted of a felony under the "Controlled Substance, Drug, Device and Cosmetic Act" unless ten years have elapsed from the date of conviction.

As of July 1, 1998, any person who is convicted of a felony or two (2) or more misdemeanors, may not be employed in a home healthcare agency, a home healthcare organization which provides care to a care-dependent individual in the client's place of residence, a long term nursing facility, older adult living center or personal care home. (PA code Chapter 21)

Any student who is convicted of a felony, pleads nolo contendere to a felony charge, or is convicted of a second misdemeanor or pleads nolo contendere to a second misdemeanor charge, will be unable to continue in the program.

If a student is charged with any criminal offenses during their enrollment at CPI, the student must disclose this information to the Coordinator of the program. Based on the type of charge, the decision will be made as to whether the student may continue in the program. If it is discovered that a student has failed to disclose a criminal charge, the student will automatically be dismissed.

The State Board of Nursing will require a PA background check within 90 days of the application for licensure.

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

PROFESSIONAL BEHAVIOR (CLASSROOM/CLINICAL) CHECKLIST

Student Name _____ Date _____

<i>Behaviors</i>	<i>Comments</i>
<i>Tardiness/No call, no show</i>	
<i>Late return from breaks/lunch</i>	
<i>Cell Phone Usage/talking on cell phone in the halls of CPI/Text Messaging/carrying in pocket on clinical</i>	
<i>Sleeping during class/putting head down on desk</i>	
<i>Inappropriate classroom/clinical (HIPAA) conversations</i>	
<i>Disrespect for peers or instructors</i>	
<i>Repeatedly leaving class early</i>	
<i>Inappropriate behaviors during tests</i>	

<i>Eating during class/gum chewing on clinical</i>	
<i>Non-professional behavior and dress</i>	
<i>Other behaviors:</i>	

Student behaviors in the classroom/clinical that are not congruent with professional development will be evaluated and documented by faculty. Documented incidents of unprofessional behavior will be reviewed with the student. A similar repeated incident of unprofessional behavior in the classroom or on the clinical site will result in academic probation or dismissal from program.

Student Signature

Date

Instructor Signature

Date

Coordinator Signature

Date

**CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
ACADEMIC HONESTY AND INTEGRITY POLICY**

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student's own understanding and effort.

A. Introduction

At Central Pennsylvania Institute of Science and Technology (CPI), we are committed to the academic, civic and ethical development of our community. We strive to create a learning environment that is both challenging and supportive. We are committed to upholding the fundamental values of honesty, respect and individual responsibility. Only through a genuine partnership among students, faculty, staff and administrators can we maintain the commitment necessary to ensure that the highest standards of academic honesty and integrity are upheld.

Administration and faculty will support students to understand the standards of academic honesty and integrity that govern conduct at CPI. Each student will abide by the following principles:

- Submit work that is his/her own*
- Identify appropriately the work of others when incorporated into his/her own work, including direct quotations, summaries and paraphrases*
- Follow the directions of the instructor with regard to permissible materials in the learning environment at the time of examinations/quizzes or with take-home exams*

- *Proceed during examinations/quizzes without any assistance and without communicating in any way with others while the examinations/quizzes are being conducted, unless permitted by the instructor*
- *Refrain from obtaining or distributing the content of any examination/quiz, without the permission of the instructor*
- *Complete all laboratory observations and reports based solely on his/her own processing of the experiment or demonstration, unless otherwise directed by the instructor*
- *Submit work, either whole or in part, only once*
- *Represent data and sources appropriately and honestly*
- *Online assignments are subject to exactly the same standards of integrity that apply to regular classroom assignments.*

Students are responsible for adhering to these standards outlined in the Academic Honesty and Integrity Policy Agreement, which the student will sign. Not being familiar with these standards does not mean that students are not accountable for adherence to them. Furthermore, students are encouraged to report suspected or known violations of the Academic Honesty and integrity Policy to appropriate faculty, staff or administration.

B. Violations

Violations of academic honesty and integrity include, but are not limited to, the following:

Plagiarism: The intentional or unintentional representation of another person's work as one's own. Examples include, but are not limited to, the following:

- Quoting, paraphrasing or summarizing another's work without appropriately acknowledging the source*
- Using another's content without acknowledging the source*
- Submitting another's work, purchased or otherwise obtained, as one's own*

Cheating on Examinations/Quizzes: Looking at another's work, using or bringing to the learning environment materials that are not permitted by the instructor, communicating with another student, receiving any kind of assistance including, but not limited to, assistance from electronic devices and obtaining or distributing the content of an examination/quiz without the permission of the instructor.

- *Multiple Submission: Submitting any work of one's own, either whole or in substantial part, to more than one instructor without the permission of the instructor(s) receiving the work*
- *Facilitating Academic Dishonesty: Knowingly allowing another student to use one's work or cheat from one's examination/quiz*
- *Fabrication: Falsifying or fabricating information in any situation, including but not limited to data for a lab or research project*

C. Consequences of Violating Academic Integrity:

Consequences at the course level will be at the discretion of the instructor and may include, but are not limited to, one or a combination of the following:

- *Verbal or written warning to the student*
- *A letter, detailing the violation, to be kept on record*

- *Deduction of points, a grade of “F” or zero for the assignment, project or examination/quiz*
- *Lowering of the course grade or failure of the course*
- *Suspension or expulsion from CPI*

Faculty, staff and administration are encouraged to report instances of academic integrity violations to the Vice President, Post-Secondary Education, to facilitate the collection of data that would be proof of repeated violations.

The Vice President, Post-Secondary Education is responsible for keeping documentation on reported academic integrity violations. Reported violations will be made part of the student’s permanent record. Notification of a reported violation will be forwarded to the student and the reporting faculty member. The Vice President, Post-Secondary Education will determine the consequences, listed above, based on the severity of the violation.

D. Grievance Procedure

If the student wishes to challenge the decision, she/he may initiate the Grievance Process.

During the Grievance Procedure, the student should continue to participate and abide by the course requirements until a final decision has been made.

**CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM**

CONFIDENTIALITY AGREEMENT

I, _____, affirm/reaffirm my commitment to protect the confidentiality of health information which I have access to by virtue of my nursing education. I have received education related to the Health Insurance Portability and Accountability Act and its associated regulations related to the confidentiality of Protected Health Information (PHI).

I understand that, throughout the course of my nursing education, I will have access to health information regarding patients under my care. I will consider this information confidential and handle all written, oral, and electronic communication of said information securely and privately.

I agree to seek assistance from the nursing faculty, if at any time, I am unsure of the proper way to handle communication related to health information. I understand that breeches of confidential health information, via written, oral or electronic means, are unlawful and my result in civil/criminal penalties and disciplinary action up to and including dismissal from the nursing program.

My signature below indicates that I understand the conditions of this agreement and my responsibility related to protection of confidential health information.

Signature _____

Print Name _____

Date _____

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) PROVISIONS

Right to Access

With a few exceptions as provided by law, you may see any of your educational records upon request. Access will be granted upon written request to the program office. In some cases, you are also entitled to copies (at your expense) of all records to which you have rightful access. You have the right, under established procedures, to challenge the factual accuracy of the records and to enter your viewpoints in the records.

You may waive your right of access to recommendations and evaluations in the case of applications for employment and applications to other schools and universities which have been placed in your educational records.

Listing of Educational Records

At the Central Pennsylvania Institute of Science and Technology (CPI), the permanent record and official file for each student is maintained by the specific program area and/or the Adult Education Office. The file contains copies of documents relating to the student. It may also include information supplied to the school, copies of transcripts for academic work completed, and copies of letter related to academic or disciplinary action taken against the student.

Other offices may hold such information as is necessary to provide services or assistance to students or information necessary for the administration of various programs. Incidental and/or official files may also be kept by academic instructors or other staff members.

Disclosure of Student Records

With several exceptions, identified in the following paragraph, CPI cannot release information concerning students to prospective employers, government agencies, credit bureaus, or other third parties without the written consent of the eligible student. Students and alumni applying for jobs, credit, graduate school, etc., must provide CPI with signed and dated written consents to release their records, specifying the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom disclosure may be made.

CPI has designated the following categories of information as "directory information" which, at CPI's discretion, may be released without consent of the student: student's name, degree program and major area of study, dates of attendance, and degrees and awards received.

You may request that directory information not be released without your written consent. Such requests must be submitted in writing to the program Coordinator and must include your name, address, student identification number, date, and signature.

CPI accords to its students all rights under this law. No one outside the institution shall have access to students' educational records, nor will CPI disclose any information from these records without the written consent of students except, in accordance with the Act:

- (1) to personnel within the institution or appropriate officials of the school in which the student seeks to enroll*
- (2) to persons or organizations providing student financial aid*
- (3) to accrediting agencies carrying out their accreditation function,*
- (4) to persons in compliance with a judicial order or a lawfully issued subpoena (provided that CPI will first make a reasonable attempt to notify the student)*
- (5) to organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction*
- (6) to authorized representatives of federal or state government agencies for the purpose of audit and evaluation of government programs*
- (7) to persons in an emergency in order to protect the health or safety of students or other persons.*

All of these exceptions are permitted under the Act. Information will be released only on the condition that the party to whom the information is released will not disclose it to subsequent parties without the written consent of the student. Furthermore, CPI will maintain records of any access provided without the express consent of the student, and these records will be made available to the student on request.

Further Notice

This notice is not intended to be fully explanatory of students' rights under the Family Educational Rights and Privacy Act (FERPA). Copies of CPI's Compliance Policy and Family Educational Rights and Privacy Act are available from the Adult Education Office of CPI.

Right to File a Complaint

Inquiries and complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

GRIEVANCE PROCEDURE

The purpose of the procedure is to assist with equitable solutions to a claim of the aggrieved party.

Any student(s) having a grievance against the Central Pennsylvania Institute of Science and Technology or its employees, should follow the procedures listed:

Step I. Arrange to speak with the coordinator of the program, if in place, to resolve the problem within five (5) calendar days of the occurrence of the alleged grievance. If the program does not have a coordinator, proceed to Step II.

Step II. Any student initiating an alleged grievance shall present the grievance in writing to the Vice President, Post-Secondary Education within five (5) days after the occurrence of the alleged violation of the program policies and/or procedures. The Vice President, Post-Secondary Education shall reply in writing to the aggrieved party within five (5) days after the initial presentation of the grievance or immediately following the decision of the coordinator.

Step III. The next step, should the above action be unsatisfactory, the student initiating an alleged grievance shall present the grievance in writing to the President of CPI within five (5) days after the decision of the Vice President. The President shall reply in writing to the aggrieved party within five (5) days.

Step IV. If the action in Step III fails to resolve the grievance to the satisfaction of the aggrieved party, the grievance shall be referred in writing to CPI's Joint Operating Committee at the next regularly scheduled meeting. The Committee will meet to discuss the matter with the aggrieved party and shall officially notify the aggrieved party, in writing, of the final decision on the grievance within five (5) days.

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

HEALTH INFORMATION

Students must have the following health information before participating in patient care or other activities at clinical facilities:

1. Tuberculin skin test - individuals with positive Tuberculin skin tests must have a chest x-ray within 12 months or physician certification that active Tuberculosis is not present. Students must have a tuberculin skin test each year. If the one year period expires during the school term, the TB skin test must be repeated. A two-step PPD is required at admission.
2. Documentation of Rubella, Rubeola, and Mumps immunity - either laboratory evidence of immunity or proof of vaccination (Rubeola --two doses on or after age one)
3. Documentation of Varicella (chickenpox) immunity - either laboratory evidence of immunity or proof of vaccination with one/two doses varicella zoster vaccine (two doses required if age 13 or older when vaccinated).
4. Documentation of Hepatitis B immunity-either laboratory evidence of immunity or proof of vaccination (series of three vaccines).
5. Other laboratory testing –drug screen
6. The influenza vaccine is required yearly by 11/10.
7. One dose of Tdap (Tetanus, diphtheria and pertussis) is required. One dose after age 7.
8. Complete Physical Exam utilizing program form

Any unprotected exposure to communicable diseases or moist body fluids/substances while on duty must be reported to the clinical instructor supervising the student's activities. The exposed student shall report to the Emergency Department for evaluation. The responsibility for evaluating exposures to moist body substances or communicable diseases, including payment for services and follow up care is the responsibility of the student.

Students with known or suspected infectious diseases that may be transmitted to patients, healthcare workers or classmates, in the clinical setting, are excluded from direct patient care until medically evaluated for suitability as a caregiver. Such medical examinations are at the expense of the student. Please be aware that the hospital reserves the right to require a medical evaluation in the Emergency Department. Students diagnosed with an infectious disease, (i.e. strep throat, pink eye, etc) shall return to class or clinical only after twenty-four (24) hours of antibiotic therapy. Students with residual coughs, or coughing due to allergies, must wear masks during patient care.

Students with walking casts or braces must have medical clearance to participate in clinical. Toes must be covered at all times. No student on crutches will be allowed in the clinical area. Students with hand bandages which prevent hand washing will be evaluated individually by the clinical instructor for appropriate action.

Students with prescribed activity limitations, due to temporary medical conditions, must provide a copy of the documentation with a clearly stated duration period. Return to duty clearance or activity changes must be documented by follow up medical evaluations. All provisions of the Attendance Policy remain in force.

Clinical students who become pregnant should notify the coordinator as soon as they become aware of their pregnancy. The faculty will collaborate in planning the clinical experience, using the Institution's Employee Health and Safety of the Pregnant Worker Policy, as a guideline for clinical experience. Specific limitations ordered by the student's physician will be addressed on a case-by-case basis.

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

PRIVACY RIGHTS

Privacy rights under a federal law that protect the students' health information. These rights are important to know. An individual's health information may not be disclosed to any person or entity without obtaining permission. The student can ask to see and get a copy of his or her medical record and other health information. There may be a fee for the cost of copying and mailing if requesting copies to be mailed. The student can ask to change any wrong information in the file or add information to the file if it is incomplete.

Students enrolling after June 2018 will be using Castlebranch, which is a background screening and compliance management company to assist students with meeting healthcare requirements. All information is uploaded by the student, reviewed by the Castlebranch staff, and can only be accessed by the Coordinator and the Administrative Assistant. The Castlebranch account is paid for and maintained by the student.

By enrolling in the Practical Nursing Program, the student grants CPI the right to disclose to affiliating agencies that the student has completed all required examinations, tests and immunizations.

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

INCLEMENT WEATHER/DISASTER SITUATION

The Practical Nursing program, considered an adult education program, does not follow the public school schedule. If Centre County Schools are closed due to snow or other disaster, the coordinator of the Practical Nursing program decides whether or not to cancel classes or clinical experience. Students will be notified by telephone/text regarding cancellations as soon as possible. Students are instructed not to leave home before 6:00 AM when a possibility for cancellation exists.

If Centre County Schools are open but a "Snow Emergency" exists where a student is currently residing, the student will not be expected to attend. Any time missed in this situation will not be counted against the student's attendance record. To be given credit for an absence due to an emergency situation in your area, you must inform the instructor in writing. Students should call the clinical facility to which they are assigned and the PN office to let them know they will not be present.

If CPI's morning starting time is delayed due to inclement weather and the students are scheduled to attend class that day, the practical nursing program will honor that delay. Students will be notified by telephone of the time to arrive for class. If students are scheduled to have a clinical experience that day, the students are to attend clinical at the usual time. If Centre County Schools are open but schools in other counties are closed due to "cold weather only," our program will be in session.

School closings due to weather will be announced over radio and TV stations: WBLF, WBPZ, WCHX, WCPA, WFBG, WGMR, WJAC, WKVA, WKYE, WMAJ, WNEP, WPHB, WRSC, WTAJ, WTLR, WYOU, WZWW

SEVERE WEATHER ALERT

The Severe Weather Alert Alarm will be used to warn occupants of CPI of approaching tornadoes, hurricanes or high winds.

When the buzzer sounds for one continuous minute, students and their instructors should immediately go to the designated "safe" area. The safe area for Nursing is the Practical Nursing Library. Students are asked to walk to these areas in an orderly manner and remain alert for P.A. announcements to update them on the emergency situation. When the emergency has passed, an all clear announcement will be made or four short blasts of the audio buzzer will be sounded.

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

NURSING SUITE POLICIES

1. *Students in the Practical Nursing Program at Central Pennsylvania Institute of Science and Technology are adult students. All students must set an example of good behavior and dress while attending the school.*
2. *Office phones and copy machines are for faculty use only. Black and white copies may be made for students at 10 cents per page.*
3. *The doors nearest the Practical Nursing classroom are to be used when entering or leaving the building and for fire drills.*
4. *Students must stay within the Practical Nursing suite and not wander throughout the building.*
5. *Students ARE NOT permitted to smoke or use tobacco products in the building or on the grounds of CPI (see Tobacco Use Policy).*
6. *There should be no unnecessary noise. Cell Phones use is prohibited within the halls of CPI.*
7. *Lockers are provided for students to hang coats, books, lab bags, and personal items.*
8. *Textbooks are not to be on the floor at anytime. Keep them in the locker provided when not in use. Handbags should never be left unattended.*
9. *Full-Time Classes begin at 8:00 AM. and Part-Time Class begins at 5:30 p.m. Students are to be in the classroom at this time.*
10. *Each student has one assigned housekeeping responsibility. Assignments will be rotated each level.*
11. *The library is for student use. Books can be taken out of the library, but they must be returned the next class day. Book cards MUST be used to sign out books. All library books must be returned by the end of each level. Lost books must be paid for prior to completion of the program.*
12. *The primary use of the student center is for breaks or eating lunch. The stove and microwaves must be thoroughly cleaned after each use. The refrigerator will be cleaned at the end of every week.*
13. *Each student must rinse his/her dishes and put them in the dishwasher. Garbage/soda cans must be placed in the appropriate can. REMEMBER, the use of the student center is a privilege which should not be abused.*

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

RE-ADMISSION POLICY

Students who withdraw voluntarily or due to academic failure may seek readmission within one year of leaving the program.

- a. The decision to readmit any student rests with the faculty and the coordinator of the program. The student may submit a written appeal to the faculty and coordinator for re-consideration if decision was made to deny readmission.*
- b. Before any decision is made for readmission, the former student may be required to take the comprehensive Fundamentals exam relating to Level I instruction. A passing grade of 80% must be made in order for the student to reenter the program at Level II.*
- c. Students applying for re-admission will only be admitted into Level II after successfully passing the Fundamentals comprehensive exam.*
- d. A student who withdraws from the program and seeks re-admission must do so within one year from date of withdrawal. Beyond one year, the student will need to start with Level I. Only one readmission will be permitted.*
- e. Students dismissed for failure to meet clinical objectives will not be re-admitted to the program.*

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

Tobacco Use Policy

The Central Pennsylvania Institute of Science and Technology, as of July 1, 1988, will be complying with Senate Bill #26 which was signed into law by the Governor on December 21, 1988. Section 3.5, "School Tobacco control" defines tobacco smoking and states "tobacco use by pupils is prohibited in school buildings, school buses and on school property owned by, leased by, or under the control of a school district." The term "school"... includes area vocational-technical schools." "Smoking" includes possession of a lighted cigarette, cigar, pipe or other lighted smoking equipment. "Smoking" also includes the use of any electronic smoking device that creates an aerosol or vapor, in any manner or in any form, of the use of any form, or the use of any oral smoking look-alike device for the purpose of circumventing the prohibition of smoking. "Tobacco use" consists of smoking and the use of smokeless tobacco in any form, including flavored substitutes that have the same appearance and are packaged like tobacco products.

Section 10.1 "Clean Indoor Air Act" prohibits smoking in an enclosed indoor area which means "a meeting place for a public body including an educational facility, auditorium and arena."

Therefore, smoking or the use of tobacco WILL NOT be permitted in the school or on the premises of the Central Pennsylvania Institute of Science and Technology. Additionally, the use of lookalike substances, including electronic cigarettes is also prohibited. Students attending the Practical Nursing Program at CPI must adhere to the policy.

The same "Tobacco Use Policy" will be in effect at all clinical facilities. Students who smoke in the school or in a "no smoking" clinical area will be advised that they are violating state law and/or institutional policy. The student smoking in the school will be verbally advised to stop smoking. If the student continues to smoke, the student will receive a written warning and be referred to the school official for further action according to school policy. A \$50.00 fine may be imposed for the first violation. A student violating a "No Smoking Policy" of an affiliating agency, where clinically assigned, will be warned verbally and also in writing, of unsatisfactory clinical behavior. For the second offense, the student will receive a letter placing him/her on probation. For any continued violation the student will be dismissed from the program for unsatisfactory clinical performance.

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

STUDENT EMPLOYMENT POLICIES

Due to the physical, mental, and emotional demands upon the practical nursing student, the faculty discourages all employment. However, should a student find a financial need to work, it is suggested that only limited part-time employment be considered.

Consideration of current Federal and State Laws affecting employment should be given.

Some suggestions for types of positions would be - nursing assistant, orderly and hospital unit clerk.

Students who seek employment must be aware that academic progress must be maintained and thus should give full consideration to allowing for rest and study.

Students who find it necessary to be employed while enrolled in a practical nursing program must adhere to the following regulations:

- 1. If employed in any health care facility, the student shall not represent themselves as a practical nurse.*
- 2. Shall not identify themselves as a student of the Central Pennsylvania Institute of Science and Technology practical nursing program by wearing the school uniform or name pin.*
- 3. Shall not accept those responsibilities normally assigned to a professional or practical nurse, nor assume the duties of a charge nurse.*

The faculty recommends that a student have eight (8) hours of continuous rest within a twenty-four (24) hour period.

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

STUDENT DRUG POLICY

The Practical Nursing program of the Central Pennsylvania Institute of Science and Technology recognizes that the misuse of drugs is a serious problem with legal, physical and social implications. The manufacturing, distribution, dispensing, possession or use of a controlled substance by any student or staff member is prohibited on the school premises or in any of the affiliating institutions utilized for the education of practical nursing students or any program activities. The prohibition covers any drug listed in federal law, "The Controlled Substances Act," Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970 and in Act 64 (1972), The Pennsylvania Controlled Substance, Drug Device and Cosmetic Act. (See Exhibit A) Included in the prohibition are drugs that alter mood and alcohol. The use of non-prescribed or abused substances including alcohol is harmful to the body and definitely impairs the function of the student or nurse. Pertinent aspects of violation and penalties under Federal and Pennsylvania Act 64 are listed in Exhibit A.

Random and Pre-admission URINE DRUG SCREENS: Students will be required to have a urine screen prior to formal acceptance into the Practical Nursing Program. Expenses incurred secondary to the drug testing will be the student's responsibility. Students who demonstrate signs and behaviors that appear to indicate chemical impairment/use will require additional testing. Expenses of any additional testing will be the responsibility of the student.

If the urine drug screen is positive the student will not be permitted to continue in the course. Failure to comply with the drug screen or refusal to follow defined guidelines in the chemical impairment policy will result in immediate dismissal from the program.

Any student who violates this condition of the program shall be subject to disciplinary action including dismissal. Any student whose behavior mimics the influence of drugs, mood altering substance or alcohol and/or whose behavior demonstrates incompetency in the class or clinical area shall be dismissed from the class or clinical area. The student will be instructed to arrange for transportation home. If the student refuses to arrange alternate transportation home, the instructor will follow the school's/clinical site's policy, which may include notification of the school's/clinical site's security. The instructor will then begin the dismissal process of the student, based on unprofessional and/or unsafe behavior. The student will be counseled by staff and placed on probation. Written notice of probation will be given to the student and a copy will be placed in the student's file. A second offense will result in immediate dismissal from the program. The program coordinator will refer the problem to the director of the Central Pennsylvania Institute of Science and Technology. The student will also be referred for drug and/or alcohol counseling and rehabilitation. Students will be encouraged to seek help and support of family members. (See Exhibit C). Law enforcement agents will be notified if behavior warrants it or if a drug or drug paraphernalia is present. Exhibit A lists the categories of drugs, examples of each and the untoward effects of the drugs on the body.

CONTENDING EVALUATIONS: If the student disagrees with the evaluation of the instructor/clinical supervisor, it is the responsibility of the student to prove they are not chemically impaired by seeking immediate drug/alcohol testing. Failure to obtain this testing will result in the assumption of validated impairment is validated, the student may be permitted to continue in the program if he/she enters into an agreement for the purpose of professional evaluation of chemical dependency status and determination of a treatment plan. Continuation in the program will be conditional upon following recommendations of the treatment plan.

A student who completes drug rehabilitation will be considered for readmission only if satisfactory completion of a rehabilitation program can be verified. The State Board of Nursing will be notified of the student's drug problem and the student will be made aware of the regulations regarding licensure.

The drug policy is part of every student and faculty handbook. The policy will be reviewed every two years under the program evaluation plan.

Exhibit A

Excerpts from federal law "The Controlled Substances Act (CSA) and The Pennsylvania Controlled Substance Drug, Device and Cosmetic Act" Number 64 and Act. No. 1985-110 (an act to regulate licensing and practice of Practical Nursing).

The acts will control all substances listed in schedules I through V

- I. Opiates, etc. (narcotic drugs with high potential of abuse)*
- II. Opiates, cocoa derivatives & some barbiturates, etc. (narcotic drugs with high potential of abuse)*
- III. Narcotics & barbiturates and etc. (potential for abuse)*
- IV. Barbiturates & tranquilizers etc. (low potential of abuse)*
- V. Low doses of other controlled drugs (low potential of abuse)*

Both these acts prohibit the manufacture, sale, dispensing, possession, obtaining, or use of a controlled substance except by a registered practitioner under prescribed circumstances. A person who violates these prohibitions with a controlled substance is liable to large fines and/or imprisonment. 21 U.S.C. 853a states that federal benefits, such as student loans, grants, contracts, professional and commercial licenses (up to one year for first offense and up to five years for second and subsequent offenses) will be denied to drug violators. Act No. 1985-110 which covers licensure for practical nursing states that the board may refuse, suspend or revoke any licensure in any case where the board shall find that the licensee.

(2) Is unfit or incompetent by reason or negligence, habits or other cause;

(5) Has been convicted or has pleaded guilty or entered plea or nolo turpitude or has been found guilty by a judge or jury of a felony or a crime of moral turpitude in the Courts of the Commonwealth, the U.S. or any other states or territories or country.

(6) Is addicted to alcohol or is addicted to hallucinogenic or narcotic drugs or other drugs which tend to impair judgment or coordination, so long as such dependence shall continue...Section 16.2 describes the impaired nurse program that is applicable to all licensed practical nurses. In 1986, the Professional and Practical Nursing Laws were enacted with provisions for the Impaired Nurse Program. The purpose of the Impaired Nurse Program is to ensure that RN's and LPN's, who have the disease of chemical dependence, receive appropriate drug and alcohol treatment and monitoring so that they can return to nursing as safe practitioners. The Impaired Nurse Program is an alternative to formal disciplinary action. Please see Exhibit D for Impaired Nurse Program information.

*Exhibit B
Examples of Controlled Substances and Drug Effect*

<u>Drug</u>	<u>Effects</u>	<u>Overdose</u>
<u>Narcotic</u> Opium Codeine Heroin Synthetic narcotics Methadone	Euphoria, Nausea, Drowsiness, Respiratory depression, Constricted pupils	Slow breathing, Clammy skin, Convulsions, Coma, Death
<u>Depressants</u> Barbiturates Methaqualona Benzodiazepines Anti-anxiety drugs	Slurred speech, Drunken behavior without odor of alcohol, Disorientation	Shallow respiration, Clammy skin, Dilated pupils, Weak, Rapid pulse, Coma, Death
<u>Stimulants</u> Cocaine Amphetamines Weight control drugs	Excitement, Euphoria, Increased pulse rate and blood pressure, Loss of appetite	Agitation, Increase in body temperature, Convulsions, Death
<u>Hallucinogens</u> LSD Mescaline amphetamines PCP PCE Angel dust	Illusions, Hallucinations, Poor perception of time and distance	Intense episodes Psychosis Death
<u>Cannabis</u> Marijuana THC Hashish Hashish Oil	Euphoria, Relaxed inhibitions, Increased appetite, Disoriented behavior	Fatigue Paranoid behavior Psychosis
<u>Alcohol</u>	Reduces inhibition, Depressant, Loss of mental activity and judgment Impaired physical function	Disorientation, Coma, Psychosis Liver Damage, Death

*Exhibit C
Source of Help or Counseling*

Each student will be advised to seek counseling from local available sources. The following agencies and professional services are available in Centre County Area:

<i>The Centre County Drug & Alcohol Program - Base Service Unit (serves as diagnostic and referral service)</i>	<i>(814) 355-6787</i>
<i>Centre County Can Help, Drug and Alcohol Program</i>	<i>(814) 355-6744 Toll Free 1-800-643-5432</i>
<i>Drug Counseling Service Incorporated</i>	<i>(814) 355-5541</i>
<i>Governor's Council on Drug and Alcohol Abuse (Encore)</i>	<i>Toll Free 1-800-932-0912</i>
<i>The Meadows Psychiatric Center</i>	<i>(814) 364-2161</i>
<i>MADD (Mothers Against Drunk Driving) Centre County</i>	<i>(814) 355-1701</i>
<i>Community Help Center</i>	<i>State College (814) 237-5855 Bellefonte (814) 355-4831 Millheim (814) 349-8715</i>

These agencies generally have sliding scale payment programs based on income and need.

Exhibit D

*Impaired Professional Program
Major Components (NURSES, NURSING STUDENTS)*

- Sign the Impaired Professional Program Request Form*
- Sign the Impaired Professional Program Agreement*
- Complete Drug and Alcohol Treatment*
- Follow through with the aftercare/continuing care program outlined by the treatment program*
- May not practice until treatment program approves it*
- Abstain from ALL mood altering chemicals*
- Random body fluid testing (own expense)*
- Notify employer of participation in Impaired Professional Program*
- No controlled substances for six months*
- Not function as a supervisor*
- Must have supervision/no private practice setting*
- Quarterly evaluations;*
 - Work*
 - Aftercare counselor*
- Monthly report of AA/NA Professional Support Group attendance*

*Professional Health Monitoring Program
Toll-Free Phone (PA only): 800-554-3428
Phone: 717-783-4857*

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

ADVANCED PLACEMENT POLICY

Qualified applicants may be permitted to challenge Level I for the purpose of advanced placement. As a clock hour program, transfer credits for partial completion of other nursing programs or of other academic courses cannot be accepted.

A qualified individual is one who has completed a Fundamentals of Nursing course as well as the courses of study covered in Anatomy and Physiology I and Psycho-Social and Mental Health Nursing. Documentation must be verified that the applicant has satisfactorily completed 160 hours of clinical experience.

Applications must be considered on a case by case basis. An applicant for advanced placement who has satisfactorily completed at least 9 months of another full time LPN program, 18 months of an ADN or 3 years of a BSN program within the last calendar year. The applicant must also have verifiable documentation of satisfactory completion of at least 400 hours of clinical experience to challenge Level I and II for the purpose of advanced placement.

All applications for advanced placement must be approved by the faculty.

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

ACADEMIC POLICIES

THEORY GRADING

1. *To assure objectivity and reduce effort in filing, students will use their assigned mail box numbers for grading identification.*
2. *The passing theory grade for the Central Pennsylvania Institute of Science and Technology Practical Nursing Program for Level I is 80%. Any final course grade below 80% during the level is failing and results in dismissal from the program.
The passing theory grade for Levels II, III and IV increases to 85%. Any course grade below 85% during these levels is failing and results in dismissal from the program.*
 - *Final course grades are a composite of quizzes/case study assignments and exam grades (90% of the course grade is the exam average, 10% of the course grade is the quiz/case study assignment average, scores are NOT rounded). Students are informed of cumulative theory progress midway through a course if the student's grade average is below 85%. Students are expected to review any exam in which they score lower than 80% or 85% depending on the Level and complete the "remediation form". After exam grades are posted, the student must set up a time to meet with the instructor to review the exam and complete the form prior to taking any subsequent exam (Part time class may have to wait to meet with the appropriate instructor, so could take a scheduled exam before). It is expected that students maintain a record of their grades in order to document their own progress.*
 - *If a student is absent for an exam, the make-up exam must be taken within one week following the absence. Should the student not take the missed exam within this time period, five (5) points will be deducted for each day of delay in taking the missed exam. It is the responsibility of the student to get notes or other information needed to be prepared for the missed exam and for seeing the instructor regarding exams and assignments given while the student was absent.*
 - *Students must achieve a minimum average of 80% in Level I and 85% in Levels II, III and IV in each theory course and satisfactory clinical performance to advance to the next level of study.*
3. *The math exam in Level II (MSN I) must be passed with a grade of 85% or higher. Any student failing this exam will be required to retake the test once. If the math exam is not successfully completed by the beginning of Level III, the student will not be permitted to begin Level III. After passing the math re-take exam, the student will only be awarded an 85% for the exam despite the grade earned on the re-take.*
4. *Class work, including portfolio assignments, is to be turned in on time. Any class work missed is to be made up within the time allowed by the instructor. Class work not submitted on time will be penalized two (2) points per day until submitted.*
5. *Students must meet both theory and clinical objectives of each level in order to progress through the Practical Nursing Program.*
6. *Grade point averages will not be "rounded." This means that if the exam, quiz or final grade average equals any decimal, that decimal point after the number will be dropped. For example, a 95.9 will be counted as 95. Additionally, a 95.2 will be noted as a 95. This policy is based on the following recommendations from the PA State Board of Nursing:*

“At a SBON information session, although it will not be issued as a regulation, they STRONGLY encouraged faculty not to round grades nor to write “bonus points” items that do little to assess learning but are a way to inflate a grade. The rationale presented was this: What is your passing standard? It should be publicly available information (online/published in Student Nurse Handbook/etc.) and consistent throughout your program.

You need to adhere to the standard. For example: If your stated passing grade is C=75, then you may not pass a student who earns a 74.6. If you do, then you haven’t adhered to your own standard and your true standard is 74.5. Not only have there been court challenges, but the SBON has found a correlation between under-performing programs and lack of adherence to stated standards.

CLINICAL GRADING

1. Students must satisfactorily meet stated clinical objectives. Ratings given for clinical performance are:

Satisfactory - consistently meeting level objectives

Unsatisfactory - not meeting level objectives

Needs Improvement - not consistently meeting level objectives

Students must meet attendance requirements to receive a performance rating. Written comprehensive anecdotal notes and portfolio comments supply the explanation of specific criteria used for the measurement of clinical performance. The student must write self-evaluation statements related to the clinical objectives on the Daily Clinical Notes where the instructor will comment indicating any need for improvement in any clinical objective. This process allows for continual feedback for improvement of the student’s clinical performance. Students also receive verbal feedback on attainment of the clinical objectives from the instructor on an ongoing basis.

2. Portfolio assignments are a mandatory part of clinical performance and are to be completed at the clinical site and submitted when requested by the instructor.

3. At the end of each level, students receive written comprehensive evaluations based on clinical objectives and final theory grades. A student who is not meeting clinical objectives at the end of any level, as noted on the end of level evaluation, will be placed on probation based on the criteria below (also see Probation Policy).

a) Any student receiving three (3) or more “N” or needs improvement on the end of level clinical evaluation shall be placed on clinical probation.

b) Any student receiving one (1) “U” or unsatisfactory on the end of level clinical evaluation will be placed on probation.

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

TEST TAKING PROCEDURES & POLICY

This policy applies to all proctored examinations given over the duration of this program.

The following items may not be accessed at all during the examination time period:

- 1. Any educational, test preparation or study materials*
- 2. Cell/mobile/smart phones, tablets, smart watches, MP3 players, fitness bands, jump drives, cameras or any other electronic devices*

Prior to the start of the exam, you are required to store the following items in your lockers provided by the PN Program:

- 1. Electronic devices (cell/mobile/smart phones, tablets, smart watches, or other electronic devices)*
- 2. Bags/purses/wallets/non-smart watches*
- 3. Coats/hats/scarves/gloves*
- 4. Medical aids/devices*
- 5. Food or drink, gum/candy*
- 6. Lip balm*

CONFIDENTIALITY

You may only discuss information about items or answers seen on your exam during the examination review period in the classroom setting.

You may not reconstruct exam items using your memory of your exam or the memory of others.

You may not remove examination items and/or responses or notes about the examination from the testing setting.

TEST ADMINISTRATION

You are not permitted to leave the testing setting once the examination has begun.

You will be provided with one (1) blank piece of scrap paper for your use during the examination. This scrap paper must be submitted to the proctoring instructor along with your Scantron and exam before leaving the testing setting.

Writing on any materials other than the provided scrap paper or Scantron are strictly prohibited.

Earplugs are available from the proctoring instructor upon request.

ACADEMIC HONESTY AND INTEGRITY

A student who violates any test taking procedure, or engages in irregular behavior, misconduct and/or does not follow the proctor's warning to discontinue inappropriate behavior may be dismissed from the testing setting and receive a 0% on the examination.

Please see the Student Handbook "Academic Honesty and Integrity Policy" (pages 8-9) for further details.

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

COURSES BY LEVEL

<i>Course Name</i>		
<i>Level One</i>	<i>Class hours</i>	<i>Clinical hours</i>
• <i>Nursing Anatomy and Physiology I</i>	50	0
• <i>Psycho-Social-Mental Health Nursing</i>	48	0
• <i>Fundamentals of Nursing</i>	105	144
• <i>Nutrition</i>	35	0
<i>Level Two</i>		
• <i>Nursing Anatomy and Physiology II</i>	40	0
• <i>Medical-Surgical Nursing I</i>	89	216
• <i>Pharmacology</i>	46	0
<i>Level Three</i>		
• <i>Maternal-Child Nursing</i>	73	0
• <i>Medical-Surgical Nursing</i>	60	232
• <i>Pharmacology II</i>	35	
<i>Level Four</i>		
• <i>Medical-Surgical Nursing</i>	80	168
• <i>Transition to Nursing Practice</i>	39	0
• <i>Maternal-Child Nursing</i>	0	96
• <i>Community Project</i>	0	8
<i>Total</i>	700	864

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

COUNSELING AND GUIDANCE FOR STUDENTS

Counseling is an integral part of the practical nursing program and is necessary in order to assist the students to understand themselves, their interests and their problems in relation to their performance in the program. Guidance should have a longitudinal approach and is given when needed to students throughout the length of the program.

The coordinator and instructors are available to each student in a counseling capacity at all times. Should a student feel he/she has a problem which may be affecting their academic or clinical performance, they are encouraged to discuss it with one of the faculty. If necessary, referral is made to appropriate community or area counseling services of the student's choice.

Informal conferences are frequent and are primarily concerned with personal, theory, or clinical situations which require immediate discussion and assistance. Conferences can be initiated by either the student or the instructor.

Formal conferences are conducted with each student by the instructor at the end of each level. These will center on evaluations of student theory, clinical performance and progress. Conferences with the coordinator are held whenever there is a need.

All student conferences, both of formal and informal nature, are confidential in accordance with the institution's policies.

Objectives of counseling:

- 1. To keep students informed of their individual progress.*
- 2. To help the student to become self-directive.*
- 3. To provide an opportunity for professional growth.*
- 4. To provide assistance to students with personal problems.*
- 5. To encourage student self-evaluations.*

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

PROBATION

Probation is an official warning that recognizable improvement must be shown in order to remain in the program. Only by consistent evaluation can the faculty determine if a student is meeting objectives.

The length of probation will be a faculty decision. Probation for theory grades or clinical performance can last until the end of the level in which it is imposed. If the student has not demonstrated satisfactory improvement in identified areas, the student will be withdrawn (dismissed) from the program.

Probation may be imposed if:

- 1. A student has a failing course average.*
- 1. A student is not meeting clinical objectives.*
 - a) Any student receiving three (3) or more "N" or needs improvement on the clinical evaluation shall be placed on clinical probation.*
 - b) Any student receiving one (1) "U" or unsatisfactory on any clinical evaluation will be placed on probation.*
- 3. A student is absent from the clinical and/or classroom area and the instructor is unable to evaluate performance.*
- 4. Absenteeism exceeds the limits set forth in the Attendance Policy.*
- 5. A student receiving more than one (1) negative comment documented on the Professional Behavior Checklist may be placed on probation by the discretion of the faculty.*

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

STUDENT RECORDS POLICY

Student records shall be maintained in accordance with Title 49 of the Pennsylvania Code, Section 21.231. Records shall be kept in locked fire-proof cabinets located in secured areas. When the secretary and/or coordinator are not present in the office the files shall be kept locked. The secretary and coordinator only shall have keys to the student record cabinets. Release of any information contained in the Student Record to any third party not affiliated with the Central Pennsylvania Institute of Science and Technology must be authorized by the student in writing.

Student record shall contain the following documents: the application, entrance test results, official transcripts of high school and post secondary education, reference forms, acceptance notice and health record. Student clinical evaluations shall be put into the student record each level with the portfolio contents. Any documentation reflecting student progress, to include but not limited to, warning letters, Deficiency Reports, or commendations shall be filed in the student record. Upon graduation the Attendance Record and transcript shall be placed in the student record. Any request for a transcript or reference shall be placed in the student file.

The files of graduates shall have all portfolio contents, evaluations and admission criteria maintained for a period of one (1) year. All health records must be kept for a minimum of 5 years. Transcripts showing theory and clinical grades must be kept ad infinitum. Requests for copies of transcripts shall also be maintained with the transcript.

Student Financial Records shall be maintained separately in the Financial Aid Office in locked file cabinets. Financial Aid Records shall be maintained for a period of seven (7) years. Disposition of financial documents shall be by shredding.

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

TRANSCRIPT AND REFERENCE POLICY

Request for transcripts must be in writing and contain the signature of the graduate. Include name used when in the program, year of enrollment, month and year of graduation and social security number. A form can be provided that can be completed and mailed.

According to Federal Regulations, the written request should also include a statement of purpose for the transcript.

The first transcript is free. Additional transcripts will cost five dollars (\$5.00) per transcript.

Requests for references must be preceded or accompanied by an authorization for release of information which is signed by the former student. A list must accompany the release of information naming the agencies/facilities to which information may be disclosed.

DISSEMINATION OF PUPIL RECORDS

Records of a student at the Central Pennsylvania Institute of Science and Technology Practical Nursing Program shall not be disclosed to any individual or institution without the written consent of the student. This is regardless of the status of the student as a dependent of his/her parents.

A copy of the school's record policy is on file in the office of the practical nursing coordinator.

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

HEALTH SERVICE PROGRAM TO STUDENTS

1. *All students are encouraged to have a family physician and dentist who may be called in case of emergency or illness. If the physician lives a distance away, it is preferred that the student also know a local physician who may be called.*
2. *Students who have special health problems should be under the care of a physician while enrolled in the program.*
3. *If an illness or emergency occurs when the student is at school, only first aid may be rendered. Treatment beyond this extent is the student's responsibility.*
4. *If an illness or emergency occurs when the student is having clinical experience, the student may be seen in the Emergency Department. Costs incurred from ED visitation are the responsibility of the student. Follow up care in either case, job related or non-job related, will be the financial responsibility of the student.*
5. *Term breaks and vacations are provided to allow the student to maintain optimal health while meeting educational requirements of the program.*
6. *Centre County residents who do not have medical insurance and cannot afford medical care will be referred to Centre Volunteers in Medicine Clinic.*

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

COMPLETION INFORMATION

Upon completion of the program, the graduate, based on preparation, knowledge, skills and understanding and as a member of the health team functioning under the supervision of a licensed professional nurse, licensed physician or licensed dentist shall consistently use sound nursing judgment to:

- ... assess the client's biopsychosocial and spiritual needs in order to coordinate nursing care in all settings where nursing takes place.*
- ... analyze collaboratively with the professional nurse to develop the nursing diagnosis.*
- ... contribute to the development of nursing care plans to facilitate expected client outcomes.*
- ... assist the client of any age in meeting his/her biopsychosocial and spiritual needs.*
 - employ effective communication skills*
 - demonstrate a mastery of selected nursing skills*
 - organize comprehensive nursing care*
 - provide safe nursing care*
 - utilize the client's family as a support system*
 - participate in health teaching of client and family*
- ... participate in evaluating achievement of expected outcomes*
 - participate in modification of plans for nursing care*
 - participate in evaluations of the teaching-learning process*
- ... demonstrate accountability for personal, vocational and professional behavior*
 - independently seek new learning experiences*
 - identify own strengths and weaknesses for improvement of the practice of nursing*

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

WITHDRAWAL/DISMISSAL POLICY

WITHDRAWAL

A student planning to withdraw voluntarily from the program shall meet with the coordinator and submit a letter of resignation. All financial obligations must be met and all property belonging to Central Pennsylvania Institute of Science and Technology must be returned, along with ID badges and parking passes from all affiliated institutions.

DISMISSAL

A student may be dismissed (involuntary withdrawal) from the program for the following reasons:

Final theory course grade below 80% Level I and 85% in Levels II, III and IV

Unsatisfactory clinical performance (failure to meet clinical objectives)

Failure to meet attendance requirements

Failure to meet financial commitments to the school

Failure to adhere to behavioral requirements

Violation of clinical agency policies

Violation of school-wide policies (drug, alcohol, smoking policies)

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

Full-Time Class

DUE TO CPI FOR TUITION AND FEES- \$15,340

<i>GRADE I</i>	<i>GRADE I</i>	<i>GRADE II</i>	<i>GRADE II</i>
<i>1st payment</i>	<i>2nd payment</i>	<i>1st payment</i>	<i>2nd payment</i>
<i>\$4,425.00</i>	<i>\$4,425.00</i>	<i>\$3,245.00</i>	<i>\$3,245.00</i>

TUITION POLICY

Tuition for enrollment in the Practical Nursing Program is to be paid in four increments, as shown above, for self-paying students, unless otherwise arranged with coordinator. Financial assistance from various government agencies, local service clubs/organizations and scholarships/loans will be accepted for tuition and/or other costs. This will be accepted for initial enrollment, provided written verification is submitted to the school. If financial assistance is not obtained, the student will be held personally responsible for all tuition and fees.

Students who enroll under the advanced placement policy will be charged tuition on a per hour attended basis.

Student tuition for the Central Pennsylvania Institute of Science and Technology Practical Nursing Program has been calculated on a student per hourly rate for the fiscal year (July 1 through June 30) and dependent upon current reimbursement and guidelines from the Commonwealth. In the event of an unforeseen budget increase tuition would need to be adjusted upward.

The final grades and diploma will be withheld if there are unpaid charges at the end of the program.

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PRACTICAL NURSING PROGRAM

Part-Time Class: January 2018-2019

DUE TO CPI FOR TUITION AND FEES- \$15,340

<i>GRADE I</i>	<i>GRADE I</i>	<i>GRADE II</i>	<i>GRADE II</i>
<i>1st payment</i>	<i>2nd payment</i>	<i>1st payment</i>	<i>2nd payment</i>
<i>\$4,425.00</i>	<i>\$4,425.00</i>	<i>\$3,245.00</i>	<i>\$3,245.00</i>
<i>*February 15, 2019</i>	<i>*August 15, 2019</i>	<i>* March 15, 2019</i>	<i>*August 15, 2019</i>

TUITION POLICY

Tuition for enrollment in the Practical Nursing Program is to be paid in four increments, as shown above, for self-paying students, unless otherwise arranged with coordinator. Financial assistance from various government agencies, local service clubs/organizations and scholarships/loans will be accepted for tuition and/or other costs. This will be accepted for initial enrollment, provided written verification is submitted to the school. If financial assistance is not obtained, the student will be held personally responsible for all tuition and fees.

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The final grades and diploma will be withheld if there are unpaid charges at the end of the program.

**Self Pay Schedule*

Central Pennsylvania Institute of Science and Technology
Practical Nursing Program

Functional Ability Categories & Example Activities/Attributes

<i>Gross Motor Skills:</i>	<i>Move within confined spaces Maintain balance in multiple positions Reach above shoulders, below the waist</i>
<i>Fine Motor Skills:</i>	<i>Pick up objects with hands Write with pen or pencil Pinch/pick/twist/squeeze or otherwise work with fingers, hands</i>
<i>Physical Endurance:</i>	<i>Sustain repetitive movements (CPR) Maintain physical tolerance (work on your feet a minimum of 8 hours)</i>
<i>Physical Strength:</i>	<i>Push/pull/lift and support 50 pounds</i>
<i>Mobility:</i>	<i>Twist/ Bend /Stoop/squat Move quickly (response to an emergency) Walk/climb stairs (walk with patient or client)</i>
<i>Hearing:</i>	<i>Hear normal speaking-level sounds (person-to-person report, telephone, intercom) Hear faint voices, faint body sounds (blood pressure sounds, assess placement of tubes) Hear in situations when not able to see Hear auditory alarms</i>
<i>Visual:</i>	<i>See objects up to 20 inches away (information on computer screen, skin conditions) Use depth perception and peripheral vision Distinguish color and color intensity (color codes on supplies, flushed skin/paleness)</i>
<i>Tactile:</i>	<i>Feel vibrations (palpate pulses) Detect temperature (skin, liquids, environment, equipment) Feel differences in surface characteristics, sizes skin turgor, rashes, palpate vein)</i>
<i>Smell:</i>	<i>Detect odors (foul smelling drainage, alcohol breath, smoke, gasses or noxious smells)</i>
<i>Environment:</i>	<i>Tolerate exposure to allergens (latex gloves, chemical substances)</i>
<i>Reading:</i>	<i>Read and understand written documents (flow sheets, charts, graphs)</i>

<i>Math:</i>	<ul style="list-style-type: none"> <i>Comprehend/ interpret graphic trends (vital signs)</i> <i>Calibrate equipment</i> <i>Convert numbers to and from metric, apothecaries', and American systems (medication dosages)</i> <i>Tell time with an analog (face) clock</i> <i>Count rates (drips/minute, pulse)</i> <i>Read and interpret measurement marks (measurement tapes and scales and thermometers)</i> <i>Add, subtract, multiply, and/or divide whole numbers, fractions and decimals</i>
<i>Emotional Stability:</i>	<ul style="list-style-type: none"> <i>Establish professional relationships (professional and therapeutic boundaries)</i> <i>Provide client with emotional support</i> <i>Adapt to changing environment/stress</i> <i>Focus attention on task</i> <i>Cope with own emotions</i> <i>Perform multiple responsibilities concurrently</i>
<i>Analytical Thinking:</i>	<ul style="list-style-type: none"> <i>Transfer knowledge from one situation to another Process and interpret information from multiple sources</i> <i>Analyze and interpret abstract and concrete data Evaluate outcomes</i> <i>Problem solve</i> <i>Prioritize tasks</i> <i>Use long-term memory and short-term memory</i>
<i>Critical Thinking:</i>	<ul style="list-style-type: none"> <i>Identify cause-effect relationships</i> <i>Plan/control activities for others</i> <i>Apply/synthesize knowledge and skills</i> <i>Sequence information</i> <i>Make decisions independently/collaborate</i> <i>Adapt decisions based on new information</i>
<i>Interpersonal Skills:</i>	<ul style="list-style-type: none"> <i>Establish rapport with individuals, families, and groups</i> <i>Respect/value cultural differences in others</i> <i>Negotiate interpersonal conflict</i>
<i>Communication Skills:</i>	<ul style="list-style-type: none"> <i>Teach (client/family about health care)</i> <i>Direct/manage/delegate/collaborate</i> <i>Speak and write English</i> <i>Listen/comprehend spoken/written word</i> <i>Manage information (process and convey information verbally and in writing)</i>

**Data adapted from A Validation Study: Functional Abilities Essential for Nursing Practice by Carolyn Yocom, National Council of State Boards of Nursing, Inc., 1996.*