

WILLOUGHBY-EASTLAKE CAREER ACADEMY



Career Academy

Success Starts Here!

AND
SCHOOL OF PRACTICAL NURSING



STUDENT HANDBOOK

ADULT DIVISION

May 2015

**Willoughby-Eastlake
Career Academy
and
School of Practical Nursing**

The purpose of Willoughby-Eastlake School of Practical Nursing is to prepare licensed practical nursing students to practice nursing to meet the dynamic health care needs of individuals and families within our community. Faculty facilitate the education of students in the art and science of nursing to provide ethical, holistic, and cultural competence in nursing in collaboration with a variety of health care systems. Nursing competencies such as safe skill and practice, clinical judgment, critical thinking, advocacy, and response to diversity are core components in the preparation of the nurse.

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OUR MISSION

Mission.....

The Willoughby-Eastlake Career Academy offers students the opportunity to acquire new skills, to apply new knowledge, to advance their future, and to achieve their dream.

Our Nursing Mission.....

We strive to prepare nursing students for a career in healthcare where the focus of learning is compassionate, quality care that meets the needs of clients and their families.

FORWARD

Dear Student:

We are very happy that you have decided to pursue a nursing career at the Willoughby-Eastlake School of Practical Nursing. We hope that the time spent with us will be an exciting and challenging learning experience.

Please take a few moments to read through this handbook, so that you are aware of procedures, policies, and responsibilities specific for nursing students. We would appreciate your signing and returning the last page of this handbook to your instructor.

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WILLOUGHBY-EASTLAKE CAREER ACADEMY and SCHOOL OF PRACTICAL NURSING

ADULT DIVISION

HISTORY

The Willoughby-Eastlake School of Practical Nursing adult program opened its doors September 1962; to educate those interested in becoming practical nurses, and to help relieve the nurse shortage.

The program has grown and developed to accommodate society growth and advancement of technology. Since then, there have been 80 graduating classes.

In 1962, the Willoughby-Eastlake School City School District started an adult practical nursing program at the request of the Board of Education. This assisted the growing community meet the need for health care providers.

Both the high school and adult programs are nine (9) months in length. The first semester is mainly basic nursing theory and the introduction to patient care with hands-on experience. The second semester is devoted to hospital and patient experience, the instruction in medical-surgical nursing and advanced specialty areas. The students, in both semesters usually attend English and/or Social Studies classes daily.

Upon graduation from the high school and the adult program, the graduate is eligible to take the NCLEX Examination to be licensed as a Practical Nurse.

Willoughby-Eastlake has been dedicated throughout the years to educate nurses and to provide excellence in nursing at both the bedside and in the preventative health care settings under the auspices of a registered nurse, doctor, dentist or podiatrist. Our graduates have been successfully employed in hospitals, home health care, clinics, doctors' offices, private duty, nursing homes, prisons, and military. Many continue their education and become a registered nurse.

WILLOUGHBY-EASTLAKE SCHOOL OF PRACTICAL NURSING

PHILOSOPHY

The faculty believes that nursing education is a deliberate process of learning by the student interested in providing nursing care to others. In order to facilitate this learning process, we build our curriculum on these concepts:

WE BELIEVE.....

- **the person** is a holistic being who is an individual, a member of a family, a member of a local, regional, and world community. Each person possesses individual, physical, emotional, social, economic, and spiritual self-care requisites. Either self-care agency, dependent-care agency, or nursing-care agency can meet these self-care requisites.
- **health** exists when the person has the ability to meet self-care requisites that contribute to the maintenance and promotion of structural and/or emotional integrity, functioning, and development. **Illness** occurs when an individual is incapable of maintaining self-care as a result of health-related limitations.
- **society/environment** includes all internal and external factors which effect the person's ability to adjust or maintain self-care agency or meet self-care needs.
- **nursing** is a service of deliberately selected and performed actions to assist individuals to maintain self-care, including structural integrity, functioning, and development. These actions should be based on the organized approach of nursing process which includes the following:
 - collect and record objective and subjective data to facilitate the assessment of
 - the individual/patient in terms of self-care, development and health deviation requisities
 - identifying problems specific to the individual/patient and their unmet health care requisites
 - using a cooperative effort with the individual/patient to establish goals
 - establish a plan of care using appropriate members of the health care team and the individual/patient
 - implement the plan
 - evaluate and revise the plan of care as necessary
- **nursing education** is the process by which the nursing instructor facilitates the student's psychomotor, cognitive, and affective skills to attain an entry level of nursing knowledge and competency. Entry level practical nursing skills are learned through the use of integrated Technical and Academic Competencies.

Program Curriculum - The core of knowledge obtained in this curriculum is viewed as a basis for beginning practice in the nursing field. It is stressed to the student that as a member of a very dynamic profession, accountability for current knowledge is ever present. A continuous process of learning is emphasized because of constant changes within the study of the science of nursing.

LEGAL NAME OF SCHOOL, ADDRESS AND PHONE NUMBER

Willoughby-Eastlake Career Academy
34050 Glen Drive, Suite 2
Eastlake, Ohio 44095

440-602-5094

440-942-6983 FAX

1-800-750-0750 - Ohio Relay Service (TTY/Voice)

APPROVAL AND ACCREDITATION

The school is approved by the...

Ohio Board of Nursing
Ohio Department of Education,
Career and Technical Education
The Ohio Board of Regents

The school is accredited by the...

Council on Occupational Education (COE)
(Accredited Institution)
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350

CONTROLLING AGENCY

Willoughby-Eastlake Board of Education
Superintendent of Schools: Steve Thompson

ADMINSTRATOR OF SCHOOL OF PRACTICAL NURSING

Lori Klonowski, M. Ed., BSN, RN

AFFILIATING AGENCIES

Lake Health -- West - Willoughby, Ohio - Acute Care	440-953-9600
LakeMed Nursing & Rehabilitation Center	440-357-1311
Gateway Health Center	216-486-4949
Golden Living – Western Reserve	440-256-8100
Waterford at Richmond Heights	216-289-9800
Lake County MRDD – Broadmoor School	440-602-1000

LIABILITY INSURANCE

Student Malpractice Blanket Liability provided by:

Marsh Affinity Group Services
1440 Renaissance Drive
Park Ridge, IL 60068
a service of SEABERY & SMITH

ADMISSION REQUIREMENTS

1. All candidates for admission to the Willoughby-Eastlake School of Practical Nursing are considered on individual merits, without discrimination on the basis of age, creed, national or ethnic origin, race, color, sex, marital status, handicap, political affiliations or beliefs.
2. **Education**
 - a. Candidate must have a high school diploma or passing G.E.D. scores for Ohio.
3. **Pre-entrance Tests**
 - a. Passage of the ACT Work Keys Test with a score of Level 5 or above on *Applied Mathematics – Healthcare* and a score of Level 4 or above on *Locating Information – Healthcare*.
4. **Personal Qualifications**
 - a. References from two persons, preferably from an employer, guidance counselor or teacher.
 - b. Integrity, responsibility, honesty, emotional stability, and a commitment to the well being of others are personal qualities that, to a great extent, determine the ability of a student to succeed in nursing.
 - c. Evidence of such characteristics is drawn from information provided in the application form, high school record, and from the personal interview or orientation.

American Disability ACT (ADA)

The Willoughby-Eastlake School of Practical Nursing supports the concepts embraced in the American Disability Act of 1990, Section 503 and 504 of the Rehabilitation Act of 1973. Enrollees must be able to successfully complete the academic and clinical objectives of the program in a timely manner, implementing the essential functions integral to the program. Individual, personal, and reasonable accommodations will be instituted to facilitate opportunities for the enrollee.

ADMISSION REQUIREMENTS (Continued)

American Disability ACT (ADA) (Continued)

The following are the minimal physical and mental qualifications necessary to function as a practical nursing student within this vocational educational program.

- The ability to lift, move, or assist in moving clients of all age groups and weights up in the bed, into wheelchair, into bathroom and elsewhere within the healthcare organization.
- The ability to move around the client's room and in work areas efficiently, accurately, safely and in a timely manner.
- Visual acuity sufficient to observe and assess client's behavior, prepare and administer medications, and accurately read monitors.
- Auditory acuity sufficient to hear instructions, requests and monitoring alarms and to auscultate heart sounds, breathe sounds, and bowel sounds.
- Gross and fine motor abilities sufficient to provide safe and effective nursing care.
- Tactile ability sufficient for physical assessment, safe medication administration, and implementation of client care.
- The ability to provide effective written, oral and nonverbal communication with clients and their families, colleagues, health care providers and the public.
- The ability to speak, write and comprehend the English language proficiently.
- The ability to communicate via computer in the classroom and at clinical sites.
- Critical thinking ability sufficient in clinical environment for safe, prudent judgments.
- Interpersonal abilities sufficient to interact with individuals, families, groups, staff, faculty, and peers from a variety of social, emotional, cultural and intellectual backgrounds.
- Compassion, integrity, interest and motivation expected of a developing health care worker.
- The ability to adhere to ethical standards of conduct as well as applicable state and federal laws.
- Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner

The enrollee must be able to perform these essential functions with efficiency, accuracy, safely, and in a timely manner to successfully complete the program outcomes.

Physical and mental expectations are provided as a sampling and in no way is meant to be limited to or an inclusive listing of expectations.

PHYSICAL REQUIREMENTS

Performance	Standard	Examples of Necessary Activities (Not all inclusive)
Physical Strength	The ability to assist in lifting or moving clients of all age groups and weights	Lift up to 35% of recommended body weight, lifting up to 20# equipment and supplies, lift up to 50# position client, over 50# when transferring client
Mobility	The ability to move around the client's room and in work areas	Stand and/or walk 6-8 hours a day; walk rapidly for a period from one area to another; bend or squat frequently; provide care for a client in an elevated hospital bed or stretcher; provide nursing care for client in a variety of positions requiring standing, stooping, bending, reaching and handling; perform one-man
Visual Acuity	The visual acuity sufficient to observe and assess client behavior, prepare and administer medications and read monitors	Observe client responses at a distance and close at hand; visually perceive three dimensional relationships and spatial relationships or objects; able to differentiate to color spectrum for color coding of charts and monitoring equipment.
Auditory Acuity	Auditory acuity sufficient to hear instructions, requests and monitoring alarms, breath sounds and bowel sounds	Hear sufficiently to detect subtle changes in client's conditions; hear sufficiently to interpret various equipment signals
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	Perform physical assessment techniques including: inspection auscultation, palpation and percussion. Safely implement nursing procedures/skills in a timely and efficient manner. Calibrate and use equipment. Position and turn clients including pinch, grip, pushing and/or pulling carts/wheelchairs. Assisting in movement of clients, medical files and moving equipment. Preparation and administration of medications.

Performance	Standard	Examples of Necessary Activities (Not all inclusive)
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, auscultation, percussion and functions of physical examination.
Touch	Ability to handle and manipulate; offer client care.	Those related to therapeutic interventions to and when offering standard nursing care measures.
Communication	The ability to provide effective written, oral and nonverbal communication with clients and their families, colleagues, health care providers and the public; the ability to speak, write and comprehend English proficiently.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and client responses. Give oral and written reports to other members of the health care team charting client data. Operate communication methods at the clinical site. Includes finger presses when keyboarding.
Critical Thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause and effect relationships in situations; develop nursing care plan for assigned client(s)
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, groups, faculty, staff and peers from a variety of social, emotional, cultural and intellectual backgrounds.	Establish effective rapport with clients, team members, peers and faculty.
Social Behavior	Compassion, integrity, interpersonal skills, interest and motivation.	Develop a mature, sensitive and effective relationships with clients, peers, faculty and staff
Ethical Behavior	The ability to adhere to ethical standards of conduct as well as applicable state and federal laws.	Demonstrate behavior consistent with the practical nurse code of ethics
Stress Management	Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner	Effectively practice personal and professional behaviors in a therapeutic and constructive manner.

ACCEPTANCE OF STUDENTS

The Director of Nursing bases acceptance on:

- a) Completed application form
- b) High School Transcripts or G.E.D. equivalency
- c) Meeting Pre-Entrance Test Requirements
- d) Attending Student Orientation or Interview
- e) Two letters of reference
- f) Payment or securing of tuition prior to entry into the program
- g) Meeting health screening requirements
- h) BCI & I background check

STUDENT HEALTH PROGRAM

The student health program is operated for the purpose of promoting and maintaining the health of the students. In order to better serve the health needs of the students, the following policies are in effect:

1. Health Screening Requirements to Attend the Clinical Portion of the Nursing Course

MMR	Immunization records for measles (Rubeola), German measles (Rubella), mumps vaccinations OR titers indicating immunity to Rubeola, Rubella, and Mumps
Varicella (Chicken Pox)	Immunization records for Varicella vaccinations OR a positive titer ***Please note: having chicken pox does not provide evidence of immunity. A blood titer is required
Hepatitis B	Appropriate immunization records for the 3 dose series OR a positive titer OR a Hepatitis refusal form
Tdap	Appropriate immunization records for (Tetanus, Diptheria, acellular Pertussis) is required and must be within the past 7 years
Negative TB Skin Test	A negative TB skin test using the standard two-step Tuberculosis test OR IGRA Blood Assay in the previous 12 months. If there is a Positive TB Skin Test, a chest x-ray is required to show evidence that there is no active disease
Annual Influenza Vaccine	Influenza season is October through March
Physical Examination	A physical examination is required within the past 12 months.

2. General Health Policies

Students will assume the financial responsibility for their own medical and dental care during the nine-month period.

It is advisable that students are covered by individual hospital health insurance.

STUDENT HEALTH PROGRAM (continued)

In the event you have an accident or injury at home, on duty, at school, or while traveling to or from school, and are sent to the Emergency Room, you are to report this to the school in writing, giving a detailed explanation of the incident. Injuries incurred on duty are to be reported to the instructor who will insure that a written report is sent to the school and the nursing supervisor. The student will be responsible for all liabilities. Both the school and affiliating agency are free of all liabilities.

Illnesses, injuries, and pregnancies are to be reported to the school immediately in writing. A physician's written statement is required to return/remain in school.

Emergency health care is available at the hospital, if necessary. However, this emergency cost and subsequent follow-up care through a private physician is at the student's expense.

When a student is treated by any physician, the student is to bring a statement from that physician as to the, limitation, and/or permission to return to duty.

Pregnant women must have written medical permission to remain in the program.

Any health situation which could influence the effectiveness of the student must be brought to the attention of the faculty, i.e., diabetes, resistant infections, use of tranquilizers, sedation, etc. for the continuing welfare of the student, patient, and the school.

3. Liability Insurance--Students are required to have liability insurance of no less than \$300,000/\$1,000,000. The liability insurance is covered in the cost of the tuition/High School fees.

ADVANCED PLACEMENT

Individuals who have previously obtained education and/or experience in nursing care may be eligible for advanced placement. The purpose of granting advanced placement is to prevent repetition of, and grant credit for, subjects in which the student is already proficient.

A. REQUIREMENTS

The Director of Nursing reserves the right to evaluate past education and/or experience of the applicant(s) on an individual basis. The applicant(s) must meet the same requirements as all other students being admitted to the program.

The requirements include:

1. Completed application form
2. High school transcripts or G.E.D. equivalency
3. Transcript(s) of any additional education as related to nursing
4. Attending Student Orientation or Interview
5. Two (2) letters of reference
6. Meeting health screening requirements
7. BCI & I background check

ADVANCED PLACEMENT (continued)

Prerequisites for *eligibility and consideration* for advanced placement may include any one of the following:

1. Previous nursing education in an approved school of nursing
2. Previous satisfactorily completed coursework in the health care field
3. Science credit must be 5 years or less
4. Payment or securing of tuition prior to entry into the program

The student who is interested in requesting advanced placement must be at a "Satisfactory" level clinically.

B. GENERAL POLICIES

1. Credit by Examination and evaluation of Clinical Skills/Procedures must be completed to instructors' satisfaction.
2. Tuition must be paid in full prior to admission.
3. A transcript of nursing courses completed must be on file in the student's record prior to the course starting to receive transfer credit.

C. MILITARY EXPERIENCE

Any person with experience in the Armed Forces of the United States, or in the National Guard or in a reserve component that is seeking admission into the Willoughby-Eastlake Practical Nursing Program with advanced standing must notify the school as soon as possible with this intent. The applicant must:

- A. Complete an application and submit 3 references
- B. Provide the Administrator with documentation of military education and/or skill training. This documentation will be used to determine whether any of the military education or skills training is substantially equivalent to the course offered at Willoughby-Eastlake.

PROGRAM DESCRIPTION

Length is 36 weeks, exclusive of three (3) weeks vacation and holidays for the full-time day program and 72 weeks for the part-time evening program. For the full-time day program, school hours are 7:30 a.m. to 3:30 p.m., Monday through Friday. Clinical hours may be 5:45 a.m. to 3:30 p.m. or as clinical facilities are available. For the part-time evening program, school hours are 5:00 p.m. to 8:30 p.m., Monday through Thursday. Clinical hours will be as assigned and based upon clinical facility availability.

PROGRAM DESCRIPTION (continued)

The First Semester is the first 18 weeks for the full-time day program and the first 36 weeks for the part-time evening program at the School of Practical Nursing at the Willoughby-Eastlake Career Academy.

Curriculum includes:

- Basic Nursing Theory & Skills
- Body Structure and Function
- Nutrition
- Medical Math
- Professional Vocational Relations
- Growth and Development
- Pre-Clinical Experience
- Introduction to Pharmacology

The Second Semester is 18 weeks in length for the full-time day program and 36 weeks in length for the part-time evening program.

During the second semester, the students have theory and clinical experience in the nursing care of Medical and Surgical patients, integrated Diet Therapy, Pediatrics, Obstetrics, Geriatrics, IV Therapy and observational experiences in a variety of health care settings. Students are rotated between the affiliating hospitals and clinical facilities.

Calamity Days – In the event Willoughby-Eastlake City Schools should close the nursing program due to an unexpected calamity, hours missed from the practical nursing program will be made up within a reasonable time period. These make-up hours will be determined by the individual instructor or as clinical sites are available. The addition of hours may be added before or after class/clinical or Saturday hours if necessary. In the event the school building is closed, the student may be required to attend scheduled clinical time, at the instructors' discretion.

CLASS REQUIREMENTS

- Students are responsible for obtaining assignments and classroom notes following an absence.
- Students will take the initiative in consulting their instructor regarding makeup work, tests, and/or any assistance needed with classroom work at any time during the program.
- **All tests are to be made up on the day returning to school after absence or otherwise arranged with an instructor. It is the STUDENT'S responsibility to schedule their make up test/tests.**
- Each student is expected to be punctual, attentive, and respectful in the assigned classroom and clinical areas. Maintaining a professional demeanor is essential. Students are to be suitably prepared with a working knowledge of material covered to date and equipped with textbooks and materials necessary for that class.
- It is the prerogative of the teacher to test and quiz, as they considers necessary. Dates will be announced for comprehensive tests and finals.

PARKING PERMITS

Due to the limited number of parking spaces it is necessary to regulate who is allowed to park on campus. Parking permits will be issued to all students who apply. The cost of the permit is \$1.00.

YOU MUST HAVE A PERMIT TO PARK ON THE WILLOUGHBY-EASTLAKE CAREER ACADEMY CAMPUS.

Rules and Regulations

1. Parking permit applications are available at the main office.
2. Parking at the Kennedy Academy is a privilege, not a right. Students must follow all traffic ordinances and drive their cars in a safe, mature manner.
3. Parking spaces are filled on a first-come, first-parked basis every day.

VACATIONS & HOLIDAYS

Students follow the Willoughby-Eastlake Nursing Calendar. Holidays will be noted on the calendar. Please consult with the instructor should there be a question regarding classroom or clinical time.

TUITION POLICY

If a student is not accepted in the nursing program, no monies will be collected from the student with the exception of a \$25.00 *non-refundable* application fee.

A *non-refundable* deposit of one hundred dollars (\$100) is required for enrollment into the program and will be applied towards tuition.

Tuition is charged on a semester basis.

Students will not be permitted to repeat a semester unless all prior financial obligations have been met.

If payment is not received in accordance with the established deadline date, you will be removed from the class enrollment.

Prior to Enrollment - If you feel that you might qualify for public funding for your education, you should visit your local employment office in your county of residence to obtain information regarding available programs for assistance.

REFUND POLICY

Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code 3332-1-10: (1) A student who withdraws before the first class and after the five (5) day cancellation period shall be obligated for the registrations fee. (2) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee. (3) A student who starts class and withdraws after the academic term is 15% completed but before the academic term is 25% completed will be obligated for 50% of the tuition and

refundable fees plus the registration fee. (4) A student who starts class and withdraws after the academic term is 25% completed but before the academic term is 40% completed, will be obligated to pay 75% of the tuition and refundable fees, plus the registration fee. (5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of tuition. The school shall make the appropriate refund within thirty (30) days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of the student's attendance or participation in an academic school activity. Refunds for books, supplies, and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10-1.

Return of Title IV and financial aid funds meets the following criteria: If a student withdraws or stops all of their classes within a semester, federal financial aid regulations require that a recalculation be done on financial aid funds received for that quarter. The financial aid is recalculated based on the student's last day of attendance and any unearned aid must be returned to the federal government. Federal financial aid is not 100% earned until the attendance has exceeded 60% of the quarter. As a result of a financial aid recalculation, a student may be responsible to pay tuition charges that were originally covered by financial aid funds that the school was required to return, and they could also owe money directly to a grant program. Willoughby-Eastlake School of Practical Nursing does not begin to collect grant or student loan monies for students until the student has been enrolled for 60% of the semester.

Direct Loans & Pell Grants

Direct Loan and Pell Grants - the Treasurer at the Board of Education office receives Pell Grant money.

The School does not receive the **Pell Grant** or **Loan** payment until 60% of the semester is completed. **Loan** money is received electronically by the Willoughby-Eastlake City School Treasurer Department. Surplus loan money is ***not refunded to the student until all tuition, fees, and charges are paid in full.*** The Willoughby-Eastlake City Schools' Treasurer Office will issue any refund due to the student. Refunds are sent to students by U.S. mail.

UNIFORM POLICY

Students in nursing should dress and maintain favorable personal appearance so that it will reflect in a positive manner upon themselves and the school. Students are to wear a royal blue scrub uniform, clean and in good repair, to the nursing program daily. This includes white closed shoes. A long sleeve T-shirt or turtleneck may be worn under uniform or a solid color scrub jacket or solid color cardigan sweater may be worn over the scrub uniform. The program clinical uniform must be worn during clinical experiences.

UNIFORM REGULATIONS FOR THE CLINICAL AREAS

- Clean, in good condition, wrinkle, tear and stain free, and zipper entirely closed.
- If uniform becomes too tight, it must be replaced at the student's expense.
- Emblem patch of nursing school visible on uniform shirt. Emblem patch needs to be sewn on left chest of uniform shirt. Two badges will be given to students at orientation. Replacement badges can be purchased for \$1.00
- ID badge on lanyard or clip. Replacement of ID badge is responsibility of the student at a cost of \$10.00.
- Plain white T-shirt or royal blue long sleeve T-shirt under uniform tunic.
- Uniform pants, length must reach top of shoes.
- White shoes – vinyl or leather (no colors on either side) that are closed toe shoes. No crocks, sandals, canvas sneakers or clogs. Clean laces in good repair are required.

Hose/Socks

White or royal blue socks that are clean and free from runs or holes.

Hair

- Worn off the collar
- Long styles, ponytails, and braids must be secured up on head and remain up while in uniform. Hair must be under control at all times.
- No extreme hairdos. Hair should be of natural color with no extreme hair colors
- **Males** - Beards and mustaches must be neat and well trimmed.
- No hats.

Cosmetics

- Deodorants are essential
- Perfumes, colognes and body powder are not permitted.
- Makeup in moderation and with discretion, regardless of current styles.

Jewelry - The following is permitted:

- Wedding ring
- Watch with sweep hand
- One pair of post earrings--gold, silver, pearl, white, or blue, **are the only allowed visible body piercing. All other piercings must be removed, not covered, this includes tongue piercing.**
- Medalert bracelet or Medalert necklace
- *No neck chain may be worn.*

Tattoos – **Must** be covered.

Fingernails

- Nails are to be short, well groomed, and clean.
- Clear polish may be worn. **No artificial nails are permitted.**

Students that are in non-compliance with uniform regulations will not be permitted to remain on duty, and that day will be considered on the unexcused absence list. Also, they will receive a score of "0" for the clinical experience for that day.

MISCELLANEOUS

Supplies that will be needed include:

- Watch with second sweep hand
- Scissors
- Pen, black and red, pencil, and assignment sheet
- ID badge on chest
- In class, students must have textbooks, notepaper, pen or pencil, assignments, etc.
- In lab they must have Nurse Packs (provided to each student by school), stethoscope and blood pressure cuff.

Telephone Messages

The school secretary or the instructor at the hospital will receive and forward important messages to each student. Cell phones are not permitted in the classroom or clinical areas at all. Please do not have family or friends call, unless it is an emergency.

Cell Phone Policy

Cell phones should be silenced during classroom instruction. Students should refrain from personal use of their cell phone during classroom instruction. No cell phones are permitted in the clinical setting.

Media Center

The students may use the resources at the nursing program and hospital libraries. Reference books are available on the division. Books are not to be removed from the hospital libraries. The media center is available to students before school and after school hours.

Meals and Breaks

Only one student at a time may be excused from the classroom with permission of their nursing instructor. A forty-five minute lunch break will be assigned to students in the nursing program. No food or drink is permitted in the skills lab, media center or in the clinical area.

Study Hours

All students are expected to arrange a study schedule at home which will fit their individual needs and which will insure maximum scholastic achievement.

Testing Policy

Each instructor will advise the student on test taking procedures. Cheating is a dismissible offense.

Change of Legal Name, Address, and/or Phone Number

It is the student's responsibility to notify the school secretary and clinical instructor of any change in the student's legal name, address, and/or phone number.

CONDUCT – STUDENT

It is expected that all practical nursing students interact with each other, faculty, clients, staff and community-based preceptors in a professional manner. Students are expected to demonstrate professional values such as:

Assuming personal responsibility and being a conscientious student
Interacting with peers, faculty, clients, staff and community based preceptors with courtesy and respect
Work with peers and faculty in providing safe effective care
Exhibiting a high standard of moral and ethical behavior

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

CONDUCT – STUDENT (continued)

- (10) A student shall not misappropriate a client's property or:
- (a) Engage in behavior to seek or obtain personal gain at the client's expense;
 - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
 - (c) Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
 - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships.

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

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

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

- (12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
- (a) Sexual contact, as defined in section [2907.01](#) of the Revised Code;
 - (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
- (13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section [4729.01](#) of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student.
- (14) A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
- (15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
- (16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;
- (17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;
- (18) A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice;
- (19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- (20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
- (21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;

CONDUCT – STUDENT (continued)

- (22) A student shall not assist suicide as defined in section [3795.01](#) of the Revised Code.
- (23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.

DISMISSAL

Willoughby-Eastlake reserves the right to require, at any time, the dismissal of a student whose health, conduct, or level of achievement makes it inadvisable for the student to remain in the school.

Willoughby-Eastlake reserves the right to summarily terminate any student's participation in any and all activities at any facility as a result of lack of competence or for any conduct or behavior which is considered by Willoughby-Eastlake School of Practical Nursing to be detrimental or hazardous to patients or staff or a violation of the facility's standards and policies. In the event of such termination, Willoughby-Eastlake will give notice to the student as soon as reasonably possible. Any further disciplinary action or appeal by the student will be limited to any applicable policies or procedures as set forth by the School.

Cheating will be reason for immediate dismissal. No student will be readmitted once dismissed for cheating.

Students must achieve 84% or above in all academic and clinical courses to progress through the program. Students may repeat only one of the two semesters making a student's maximum length of program 1½ times the program's length (or a total of three semesters). Repeating a semester is contingent upon space availability and if all prior tuition obligations have been met. Students *may not* repeat clinicals if below 84% or found to be unsafe in clinicals, and therefore, are dismissed from the nursing program without ability to return to the nursing program.

An affiliating facility may request dismissal of any student whose conduct may have detrimental effects on its patients, personnel or visitors. No readmission to this nursing program will be possible once dismissed for the above reason.

CHEMICAL ABUSE

Chemical/alcohol use and/or abuse, and/or a drug conviction are grounds for dismissal from the Practical Nurse Program.

A student shall not possess, use, transmit, sell, conceal or be under the influence of any alcoholic beverage or intoxicant, any of the drugs of abuse defined by Ohio Revised Code Section 3719.011 or any controlled substance defined by Ohio Revised Code Section 3719.41, or counterfeit controlled substance (as described in H.B. 535) on school grounds, at school sponsored or related functions or activities off school grounds or at any other time the student is subject to school authority. Examples of drugs of abuse and controlled substances include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, or other substances that could modify behavior.

Use of drugs authorized by medical prescription from a licensed physician shall not be considered a violation of this rule.

CHEMICAL ABUSE (continued)

A student shall not possess, use, transmit, sell or conceal any drug of abuse on school grounds, at school sponsored or related functions or activities off school grounds or at any other time the student is subject to school authority.

In conjunction with Willoughby-Eastlake City Schools and Willoughby Police Department, drug dogs may be used to search any and all cars parked in the schools parking lots.

SMOKING

Smoking is **not** permitted at the clinical sites or the Willoughby-Eastlake Career Academy.

ANTI-HARASSMENT, INTIMIDATION, AND BULLYING

This Board of Education believes that all employees and students are entitled to work and study in an environment that is free from harassment. Therefore, harassment based on sex, color, race, national origin, religion, age or handicap, or other types of harassment, intimidation, or bullying, as herein defined, is prohibited. Employees and students who engage in such conduct are subject to disciplinary actions.

Harassment under this policy includes, but is not limited to, slurs, jokes, intimidation, or persistent abuse of another, whether physically, verbally, or in writing, which is directed at an individual's sex, color, race, national origin, religion, age, or handicap.

I. Sexual harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic progress, or completion of a school related activity; or
- B. Submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the individual's performance within a course of study or other school-related activity; or
- C. Such conduct has the purpose or effect of interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile, or offensive work or school environment.
- D. Examples of sexual harassment include, but are not limited to, continued or repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal remarks about an individual's body; unwanted body contact; sexually degrading words used toward an individual or to describe an individual; and the display in the work place of sexually suggestive objects, pictures, or literature. Sexual harassment does not include personal compliments welcomed by the recipient, or social interactions or relations freely entered into by employees or prospective employees.

ANTI-HARASSMENT, INTIMIDATION, AND BULLYING (continued)

II. Racial/ethnic harassment

Racial harassment includes, but is not limited to, racially/ethnically oriented verbal or written graffiti, “kidding” or demeaning racial/ethnic innuendoes or threats, teasing, jokes, or remarks of a racial/ethnic nature.

District employees have a positive duty to recognize and be alert to incidents of harassment of all kinds, including racial/ethnic harassment, particularly among students, and to intervene appropriately to prevent recurrence of such incidents. All incidences of harassment should be reported at once to the building principal or supervisor or the assistant superintendent, rather than presume the incidents to be unworthy of attention. Any report or complaint by a parent of a student that harassment is occurring shall be regarded as equivalent to a student complaint, and should be handled in the same manner as any other harassment complaint.

III. Other forms of harassment, intimidation, or bullying

Harassment, intimidation, or bullying, as defined in Ohio revised code, means any intentional and multiple written, verbal, graphic, or physical acts, including electronically transmitted acts, such as, by use of internet, cell phone, personal digital assistant, or wireless hand-held device, either overt or covert, by a student or group of students toward other students or school personnel, including volunteers, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate them. Such conduct, on or immediately adjacent to school grounds, at any school-sponsored activity, on school transportation, or at any official school bus stop, which can reasonably be considered to have the effect of causing mental or physical harm to the other student(s) or school personnel, including placing an individual in reasonable fear of physical harm and/or damaging of personal property, and which is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s) or school personnel, is strictly prohibited, and may result in disciplinary action, including suspension and/or expulsion/dismissal from school.

Beyond addressing complaints, staff are encouraged to be alert to such behavior by students, and help eliminate such through appropriate discussions, counseling, and reinforcement of desirable behavior, as well as prompt interventions in observed incidences of bullying. To the extent funds may be available, the district should conduct training for staff in anti-bullying programs.

IV. Procedures for investigation of complaints under policy Sections I and II

In the event any employee or student believes he/she has been subjected to harassment as described in this policy, the offended party should bring the matter to the attention of the building principal or the offender’s supervisor, who should in turn inform the Assistant Superintendent of the allegations. The building administration should keep a log of all such reported incidents, and send a report to the assistant superintendent at the end of each school year. An initial investigation should be conducted by the building principal or appropriate supervisor for the purpose of establishing the facts of the situation and presenting a recommendation for any needed action to the Assistant Superintendent. Upon a review of the facts and allegations, the Assistant Superintendent will conduct such further investigation as he/she may consider warranted, and advise the person bringing the complaint on how to attempt to resolve the matter directly and informally, or to present the complaint in writing with such supporting details as may be necessary for an investigation of the charges to be made. The Assistant Superintendent shall investigate the claims and pass his/her findings on to the Superintendent, who shall complete such further investigation as is deemed necessary, and take such final action as is deemed appropriate. If the Assistant Superintendent is the alleged harasser or a witness to the incident(s), the Superintendent shall conduct the investigation. If the complaint is filed against the Superintendent, an outside party selected by the President of the Board

ANTI-HARASSMENT, INTIMIDATION, AND BULLYING (continued)

shall be secured to conduct the investigation. At any stage of the investigation or resolution process, the complainant may appeal the decision of an administrator to that administrator's immediate superior. If the decision is made by the superintendent, the complainant may appeal to the board of education.

Information regarding an investigation of harassment of any kind shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

In cases of allegations of harassment by one student against another, the charging student should report the situation to the building principal, who will investigate the allegations and report his/her findings and any recommendations to the appropriate Director of Instruction, who will in turn order such remedies as may be needed to resolve or control the issue.

Any individual who reports harassment in bad faith or participates in any harassment investigation in bad faith will be subject to disciplinary action, up to and including discharge consistent with the applicable collective bargaining agreement and law.

V. Procedures for other forms of harassment, intimidation, or bullying

A. Complaint process:

Informal: Students, parents/guardians, or staff may present an informal, oral complaint or report to a building administrator of behavior they regard to be harassment, intimidation, or bullying. When a staff member observes such behavior, he/she should intervene to stop it, and should also report the incident(s) to the building administrator. Such a report, regardless of its origin, needs to be sufficiently specific about the nature of the behavior, the persons involved, the place(s) and time(s) of the alleged behavior, the target(s) of the behavior, the names of possible witnesses, and such other information as to reasonably allow the person receiving the report to investigate it. The person who receives such a report should record the specifics in writing and send it to the building administrator within one school day. In the event the complaint is against an administrator, the report should be sent to the administrator's immediate supervisor.

Formal: Instead of, or in addition to, an oral complaint, a written report may be submitted, and should contain the same specifics as described in the informal procedure, above. If the written complaint is filed with any person other than the building administrator, it should be forwarded to him/her within one school day. As necessary, staff should assist a complainant in preparing the written complaint. Refusal by a party to file a written complaint should not be taken as evidence the complaint is groundless.

B. Confidentiality

As with any form of harassment, one who reports a violation of section v may request confidentiality, and, to the extent that action may be taken that does not reveal the identity of the student or other source of the complaint, and is consistent with the due process rights of the alleged violator, such request is to be observed. When a complainant requests confidentiality, an investigator should not provide obvious clues to the identity of the complainant, especially to the alleged perpetrator, during the verification process.

ANTI-HARASSMENT, INTIMIDATION, AND BULLYING (continued)

C. Investigation and reporting

Complaints under section iii of this policy should be investigated promptly, particularly when they are seen by the complainant and/or staff member to constitute a danger to any of the student(s) involved, including the alleged offenders and, when concluded, a written report shall be prepared by the investigator, including findings of fact, witness statements as appropriate, actions taken to address the complaint, and recommendations for further action that should be taken. The report shall be delivered to the building administrator's immediate supervisor, who shall, at the conclusion of each semester, forward a summary report of all such cases to the superintendent, who shall forward the report to the board of education, and the summary shall be published on the district's web site.

D. Corrective actions

Disciplinary action may not be taken when a charge is unverified. Upon corroboration of a charge, the building administrator may suspend the offender(s) from school for a period of one to ten days, and may recommend expulsion, observing normal due process rights. The same penalties may be imposed when a person is shown to have retaliated against another for having filed a complaint, or against a person who knowingly files a false complaint. The administrator may also confer with the Director of Pupil Services and such other members of the district's staff as deemed appropriate, or with community police departments or other agencies external to the district as may be useful. In addition to or in lieu of disciplinary procedures, intervention programs may be instituted to resolve and prevent future problems.

VI. Proscribed behaviors as defined in this policy are prohibited while on school property, while in transit to or from school or school activities, or while at school activities.

VII. Publication

The Superintendent shall issue such Regulations pursuant to this policy as may be needed for execution of its intent. This policy and pursuant regulations shall be posted in all district buildings, placed in student and staff handbooks, incorporated in whole or in part or by reference in the student code of conduct (with reasonable penalties), and be the subject of at least one faculty, administrator, and support staff meeting annually in each building. At minimum, such meeting shall include a discussion of staff duties to report incidents of harassment and explain the procedures for reporting such incidents. Students shall be advised, as a part of the normal procedures for informing them of the contents of their handbooks, to become familiar with the anti-harassment policy and procedures.

Practical Nursing Program

Bullying, harassment, intimidation, disruption of classes and violations will result in dismissal from the practical nursing program.

HARASSMENT COMPLAINT FORM

Name of Complainant: _____

Date of Complaint: _____

Name of alleged harasser: _____

Date, place, and description of incident(s):

Name(s) of any witness(es) to incident(s):

Description of other evidence of harassment:

I agree that the information provided above is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

ATTENDANCE

Punctuality to class is a must. Tardy is defined as one (1) hour or less. Three tardies constitute an absence. Over one (1) hour is counted as a full day absence.

During clinicals, report absence to the nursing instructor at least **ONE** hour before assigned starting time. Each nursing instructor will provide you the phone number to contact in the event you will miss a clinical experience. If a phone number is not provided, please leave a phone message in the practical nursing office at (440) 602-5094. A student must make up all clinical and skills lab time missed. More than two clinical absences may be grounds for dismissal.

Daily attendance during both semesters is encouraged for maximum student achievement. Absences can lead to deficiencies in satisfying minimum requirements of the course. Failure to meet these requirements will prevent a student from progression into the next level. Participation in the classroom and the hospital experience is incorporated in the grades. More than 5% of absenteeism is unacceptable; being absent more than four days of school per semester may be grounds for dismissal.

ATTENDANCE PROCEDURE

Each student in the practical nurse program should miss no more than a total of 4 days per semester. Regardless of grade point average a student will be dismissed from the practical nursing program if they miss more than four days per semester. Regardless of grade point average, a student absent from a clinical day without proper notification (no call/no show) will meet with the director of nursing and the clinical instructor. Two no call/no shows will result in automatic dismissal from the program. A student is required to make up all clinical time missed. The student will be charged a \$100 clinical make up fee per clinical day missed.

GRADING AND EVALUATION POLICIES

1. A satisfactory level of achievement (84% minimum) is expected of all students in each course, including clinicals. Students receiving less than satisfactory grades will be considered for dismissal.
2. Grading includes:
 - a. Compliance with the standards of the school and meeting the course objectives.
 - b. The attainment of skills in the performance of nursing care, and meeting the acceptable standards for safe patient care.
 - c. Meeting the acceptable standards of nursing ethics in regards to general conduct, attitude, and adjustment to the program.
 - d. Each course is graded independently and students must obtain a minimum of 84% in each course to progress through the program.

3. Grading System:

90% - 100% = A
80% - 89% = B (Unsatisfactory if below 84%)
70% - 79% = C
60% - 69% = D
Below 59% = E

GUIDANCE AND COUNSELING

Conferences are held between the instructor and student as soon as the student's grade average falls below **84%** in any subject. These conferences are to help the student examine various study strategies to improve grades.

Conferences are held among the director of nursing, the instructor, and the student if grades fall below **84%** six-weeks or if grades fall below **84%** in two or more subjects at any time. If a clinical grade falls below **84%** at any time, a conference should be held between the nursing instructor and the student to place the student on clinical probation. A student must maintain an 84% in each clinical rotation to continue in the practical nursing program.

The student may request a conference with the director of nursing or instructor as the need arises. The director of nursing will see any student at any time.

Special problems can be referred to the Practical Nursing Advisory Group, which is a panel of nurses within the community. Appointments are required for these special meetings.

PROGRESSION & PERIODIC EVALUATION

First Semester

A **grade of 84%** in all subjects is to be maintained. Grades below **84%** are considered unsatisfactory.

In the event a grade is lower than **84%** the student has the remaining semester time to bring that grade up to a **minimum of 84%**. Grades are accumulative. In the event the final grade is below **84%** in any subject, or clinical, the student will be dismissed from the practical nursing program.

Second Semester

Grades are accumulative for each semester. A grade of **84%** is to be maintained in each subject.

Clinical evaluations will be received at the end of each rotation or unit of study or change of instructor. The clinical evaluation will reflect individual strengths and weaknesses. Less than **84%** in clinical will necessitate dismissal from the practical nursing program. A student is not eligible to repeat the second semester if they fall below **84%** in clinical for the second semester.

The main consideration is safe nursing practice.

Carelessness or unsafe nursing practice will constitute a grade of less than an **84%** and necessitate dismissal from the nursing program.

Upon request, the director and instructors are available for discussion of student's progress.

PROBATION

A probation period is any number of weeks in length as agreed upon by student and instructor. A student must attain an **84%** in both theory and clinical experience during this time.

If not, the student cannot progress into the next semester of nursing. A student is limited to two probation periods throughout the program.

Probationary status means that the student may be recommended for dismissal.

A student has the right to appeal (to be heard) before a disciplinary board that is comprised of members of the advisory committee whom are licensed nurses.

The records of students on probation will be reviewed at each faculty meeting. The faculty may recommend the removal of a student from probationary status when the deficient criteria have been met.

WITHDRAWAL

Voluntary withdrawal from the program must be stated in writing and presented to the director of nursing. Withdrawing from the Nursing Program prior to reaching 60% completion of the semester will eliminate the payment of Title IV money to the student and/or school. The student will be responsible for payment of all unpaid institutional charges due to the school at the time of the withdrawal. Students are eligible to apply for Title IV funds no more than three semesters to the practical nursing program.

GRIEVANCE AND APPEAL

Purpose:

The grievance procedure provides nursing students with a process to:

1. Resolve concerns or disagreements arising from their interactions with nursing faculty or staff: or
2. Appeal the interpretation or application of a policy or procedure affecting the student.

Operating Principles:

1. A dispute or grievance is best resolved informally with an effort by each party involved to listen carefully and respectfully to the others.
2. If the student wishes to appeal the matter after discussion with the person(s) involved in the incident, or with the person who made the decision that caused concern, he/she is entitled to do so.
3. All appeals will be handled in a confidential manner, with efforts made to ensure objectivity and fairness.
4. No student who appeals a decision will be subject to any reprisals as a result of such appeal.
5. If the appeal results from a dispute regarding a grade issued by an instructor, the burden will be on the student to prove that the instructor has made an error, or that the instructor has applied non-uniform standards in assigning the grade.

GRIEVANCE AND APPEAL *(continued)*

Procedure:

1. If a student has been unable to resolve a concern or disagreement with a nursing faculty member, the student may appeal the matter in writing within five (5) school days from the date of the incident to the faculty member's immediate supervisor (Director of Nursing).
2. When writing the concern to the supervisor, the student should describe:
 - a. The problem: who, what, where, when, and to whom.
 - b. Evidence or facts available to support the student's concern.
 - c. Resolution or remedy that would satisfy the student.
3. The supervisor will gather both written and verbal information from all involved parties.
4. The supervisor will act as a mediator at a scheduled meeting of all involved persons not more than ten days from the date of the incident.
5. The supervisor will issue a decision in writing to all parties involved.
6. If the student is dissatisfied with the supervisor's decision, within five (5) days of the supervisor's decision, the student may submit a written appeal requesting to meet with a disciplinary board of nurses from the community to hear their appeal. This panel will consist of current advisory members who hold a current Ohio nursing license.
7. The decision of the disciplinary board of nurses will be considered final and will terminate the process within the school.
8. After a student has completed the internal grievance and appeal procedure, the student may continue their appeal by contacting:

COUNCIL ON OCCUPATIONAL EDUCATION
7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350
(770)396-3898 or (800) 917-2081
Facsimile (770)396-3790
www.council.org

GRADUATION/COMPLETION

Students may repeat only one of the two semesters for a maximum of three semesters. Students who have satisfactorily completed the requirements of the course and met the school's objectives are recommended for graduation from the Willoughby-Eastlake School of Practical Nursing. Diplomas will be presented at Commencement Exercises.

All tuition fees and school expenses must be paid in full before a graduate receives a diploma and authorization to take the NCLEX-PN.

FINGERPRINTING & BACKGROUND CHECKS

Entrance to the Practical Nursing Program: An electronic fingerprint for Criminal BCI &I must be received by the school of practical nursing one month prior to enrollment. The results will be reviewed. Results may also be shared with our clinical partners. Should a background check be unacceptable to a clinical partner, the student will not be permitted to continue in the practical nursing program.

FINGERPRINTING & BACKGROUND CHECKS (continued)

Ohio Board of Nursing Licensure Application:

It is mandatory by the Ohio Board of Nursing, as outlined by Rule 4723-7-07 of the Ohio Administrative Code. And accordance with section 4723.09 of the Revised Code, submit to a criminal records check completed by the bureau of criminal identification and investigation, in the form specified by the board.

The results of the criminal records check shall:

- a. Be received by the Ohio Board of Nursing before a permanent license may be issued; and
- b. Indicate that the individual has not been convicted of, pleaded guilty, or had a judicial finding of guilt for any violation set forth in section 4723.08 of the Revised Code.

Students must be fingerprinted electronically for *both the **Criminal BCI & I and the FBI background checks** before submitting their application to the Ohio Board of Nursing.* The student is responsible for payment of all fees.

For questions regarding the types of offenses that may prevent clinical placement, consult section 4723.08 of the Ohio revised Code.

NCLEX-PN

Graduates are required to schedule themselves for the NCLEX-PN examination for licensure. The student follows protocols submitted by the State of Ohio Board of Nursing.

TRANSCRIPT SERVICE

Transcripts will be released from the School of Nursing office when authorized in writing by a student or graduate. Consult the school office for processing costs. Please note that transcripts are **NOT ISSUED** for students with outstanding financial balances to the School of Nursing or delinquent on student loan payments.

FOLLOW-UP AND PLACEMENT

Graduates shall keep the school advised of any changes in name, address, and employment.

RE-ADMISSION

Former students who wish to apply for re-admission to the school must submit, in writing, their request to the director or complete the re-admission application. The letter should include a summary of work and/or educational activities undertaken since the last date of enrollment. The Director of Nursing will consider each request on an individual basis. The school reserves the right to require repetition of courses regardless of the student's previous level of achievement.

Re-admission is dependent upon available space. Tuition will be adjusted according to rate of re-entry year. Tuition will be payable in full upon readmission.

DISCLAIMER STATEMENT

This school of practical nursing abides by all federal, state, and local laws and regulations including Title IX and nondiscrimination against any student because of race, color, creed, sex, religion, citizenship, economic status, married status, pregnancy, handicap, physical characteristics, age, national origin, political affiliations or beliefs. This policy will prevail in all matters concerning staff, student, educational programs and services, the public and individuals with who this organization does business.

Auxiliary aids and services are available upon the request of individuals with disabilities.
Equal Opportunity Employer.

WILLOUGHBY-EASTLAKE SCHOOL OF PRACTICAL NURSING

CONCEPTUAL FRAMEWORK

The conceptual framework consists of three areas of focus based on Orem's Self-Care Theory. These areas will progressively provide knowledge beginning with the overall needs of all persons at various stages of development followed by the needs of those persons with health deviations.

Included throughout the course will be the concepts of nursing process, health concepts, communications, ethics, nursing skills, and safety.

Universal Self Care: Introduces the beginning student to the basic function and needs of the individual

Requisites: During this phase of the course, the student will acquire the foundation skills to permit them to deliver appropriate care.

Developmental Self: Focus upon human developmental processes and conditions and events that occur during various stages of the life cycle, as well as with events that may adversely affect development.

Care Requisites: This phase of the course will enable the student to identify developmental deficits of a person and incorporate the skills and knowledge learned in the previous phase in order to provide nursing care agency.

Health Deviation Self Care Requisites: During this final phase of curriculum, the student will identify basic universal, developmental, and health deviation, self-care deficits and apply the nursing process to provide nursing care agency.

CONCEPTUAL FRAMEWORK										
	Universal Self-Care Requisites				Developmental Self-Care Requisites		Health Deviation Self-Care Requisites			
	Nursing Fundamentals and Skills	Body Structure	Nutrition	PVR	Growth Development	Maternal Health	Medical Surgical	Pharm	Intro Pharm	Math
Nursing Process	X	X	X	X	X	X	X	X	X	
Health Concepts	X	X	X	X	X	X	X	X	X	
Communication	X	X	X	X	X	X	X	X	X	
Ethics	X			X	X	X	X	X	X	
Nursing Skills	X		X	X		X	X	X	X	X
Safety	X			X	X	X	X	X	X	X

WILLOUGHBY-EASTLAKE SCHOOL OF PRACTICAL NURSING

OBJECTIVES

The Willoughby-Eastlake School of Practical Nursing graduate under the supervision of the registered nurse, licensed physician, licensed dentist or podiatrist, will be prepared to:

1. Deliver nursing care through application of health concepts derived from the biological, physical, psychosocial, and nursing science to assist client to attain optimal level of self-care agency.
2. Implements the nursing process from a holistic point of view to attain, maintain, or regain optimal level of self-care agency.
3. Contribute to the development and evaluation of health care plans utilizing the nursing process.
4. Apply knowledge, judgment, and skill to safely and accurately administer medications.
5. Safely perform nursing skills within established legal and ethical perimeters.
6. Use various teaching methods in collaboration with the client, family, and health care team to provide information and instruction to exercise and enhance self-care agency.
7. Employ verbal and written communication to convey pertinent information about the client's self-care requisites to the health care team.

WILLOUGHBY-EASTLAKE SCHOOL OF PRACTICAL NURSING

COURSE DESCRIPTIONS

BODY STRUCTURE

90 Theory Hours

This is an elementary study of human anatomy and physiology, tracing the organization of the body from the single cell to the coordinated whole. The main theme is the interaction of all body systems for the maintenance of homeostasis. A prime concern is the ability to describe, and to explain the fundamental facts and principles of anatomy and function. Examples of body structure and its relationship to universal self-care requisites and deficits are presented so as to provide a scientific basis for nursing practice and theory.

GROWTH AND DEVELOPMENT

45 Theory Hours

Developmental self-care requisites throughout the life span are presented with each major stage of life examined in terms of universal self-care requisites and developmental self-care requisites. Lecture, audiovisual, and discussion strategies are used to relate personal and family dynamics to society.

NUTRITION

45 Theory Hours

This course introduces nutrition theory, modified and therapeutic diets as required to meet universal self-care requisites.

MATH

20 Theory Hours

A variety of teaching strategies will enhance the student's ability to successfully solve math problems in the classroom and in the clinical setting. Successful completion of this course will ensure that student's ability to safely administer medications as defined in their scope of practice as Licensed Practical Nurses. This further enhances the safety and accountability towards the clients that they are for during their employment by a healthcare agency.

PERSONAL VOCATIONAL RELATIONS

25 Theory Hours

A variety of teaching strategies will enhance the student's verbal and written communication so as to convey pertinent information about the client's self-care requisites to the client, family, and health care team. Employability issues such as goal setting, communication skills, maintaining currency of practice, networking, continuing education, professional organizations, career opportunities, steps and procedures involved in securing the right job, preparation for the NCLEX-PN, help the student prepare for the entry level position in the health care field.

INTRODUCTION OF PHARMACOLOGY

**25 Theory Hours
10 Lab Hours**

This course introduces the beginning student to the calculation of drug dosages, methods of safe medication administration, and usage of pharmaceutical symbols, abbreviations and terminology. The laboratory and clinical components provide the student an opportunity to develop safe skills in medication administration.

NURSING FUNDAMENTALS

**125 Theory Hours
20 Clinical Hours
50 Nursing Skills Lab**

This course provides the beginning student with the fundamental concepts and skills of nursing to meet universal self-care requisites of the client throughout the life span. Laboratory and clinical experience correlates these concepts to the care of the client. Evaluation of the student is based upon the nursing process, health concepts, communications, ethics, nursing skills, and safety.

PHARMACOLOGY**70 Theory Hours**
40 Clinical Hours

This course is integrated within the study of med-surgical, pediatrics, maternity, and geriatric nursing. Common drugs are studied with an emphasis on classification, action, side effects, and patient education for self-care administration. To correlate learning, practical experience in medication administration is provided in the clinical setting.

MEDICAL-SURGICAL NURSING**185 Theory Hours**
134 Clinical Hours

This course presents the theory, health concepts, and clinical experiences in medical/surgical nursing across the life span. The learner develops nursing care agency while promoting client self-care agency to meet the client's self-care requisites.

OBSTETRICAL NURSING**80 Theory Hours**
Integrated within clinical

This course includes the study of basic information related to the developmental requisites related to pregnancy, labor, delivery, and the newborn. Diet and drug therapy is integrated into all areas of maternity nursing. Theory and skills are presented by the use of lecture, discussion, case study, demonstrations, and videotapes. Clinical experience is provided at Lake East Hospital to correlate with the theoretical component.

GERIATRIC NURSING**Integrated into Medical-Surgical Nursing**

This course is a study of maturity and the special needs of the aging adult population. The services and care provided in long-term care facilities, assisted living, adult day care, and community are examined. Normal psychological adaptations, physical changes, and developmental self-care requisites are identified. The effects and interventions for self-care health deviations are studied.

INTRAVENOUS THERAPY**25 Theory Hours**
20 Skills Lab

This course provides the beginning student with the fundamental concepts and skills needed to prepare, initiate, and maintain intravenous therapy for the adult client. Laboratory and clinical experience correlates these concepts to the care of the client. Evaluation of the student is based upon the nursing process, health concepts, communications, ethics, nursing skills, and safety.

TECHNOLOGY WORKSHOP**6 Theory Hours**

Advances in technology are impacting the way that nurses do their job. With innovations in medical devices and software, technological improvements are changing the way that nurses practice, including everything from how they deliver care to patients to how they manage clinical workflows. This workshop insures that students have essential understanding of technology to be productive in this rapidly evolving environment. Topics covered include network concepts, device capabilities and differences, best practices to keep patient data secure, and online productivity resources.

WILLOUGHBY-EASTLAKE CAREER ACADEMY and SCHOOL OF PRACTICAL NURSING

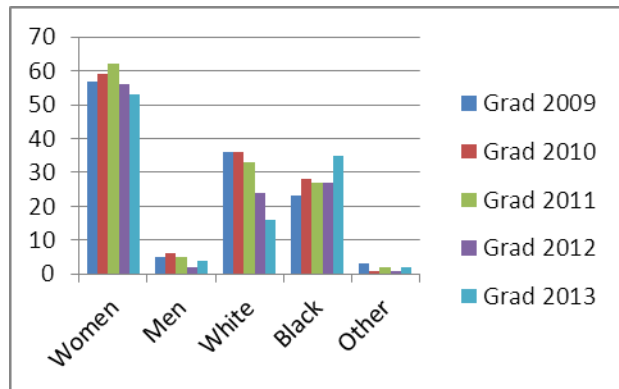
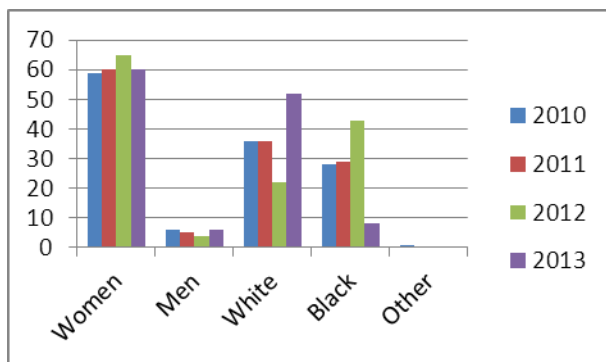
**DISCLOSURE STATEMENT FOR
STUDENT RIGHT TO KNOW ACT AND
CAMPUS SECURITY ACT**

The information in the following Disclosure Statement is required by Federal Law to be provided, specifically by the Student Right To Know Act and the Campus Security Act (P.L. 101-542, amended by P.L. 102-26 & 102-325).

I. COMPLETION OR GRADUATION RATE

Section 668.41 requires an institution to disclose its completion or graduation rate of full-time certificate-seeking or degree-seeking undergraduate students who are enrolling for the first time at that institution, and have not previously enrolled at any other institution of higher education. The statute requires an institution to disclose this information to prospective students before they enroll or enter into any financial obligation at the institution related to the student's program of study, whichever occurs first. Students are considered to have completed or graduated from their respective programs if they completed or graduated from the programs they entered within 150 percent of normal time for completion or graduation or, within that time frame, enrolled in a higher level program for which the prior program provided substantial preparation. For the purposes of this disclosure statement, the time frame used is 18 months.

As a commuter institution, the majority of Willoughby-Eastlake Career Academy students work full or part time while attending courses. This substantially affects the amount of time in which students choose to complete their goals. Of the new diploma-seeking students entering Willoughby-Eastlake Career Academy full-time in 2010, 94% graduated from Willoughby-Eastlake or transferred to another program by the fall of 2011.



II. STUDENT DISCLOSURE

Section 668.47 requires an institution to disclose the following to the potential student and his or her parents, and guidance counselor: (a) The number of full-time, regular undergraduate students enrolled in that institution categorized by race and sex; and (b) the completion or graduation rates (including a four year average) for each of these various student populations. This information is available at Willoughby-Eastlake's Financial Aid Office.

III. INSTITUTIONAL SECURITY POLICIES AND CRIME STATISTICS

Section 668.48 requires institutions to publish and distribute an annual security report containing campus security policies and procedures as well as campus crime statistics. The major components of the annual report mandated by the statute are: (a) A statement of current campus policies regarding procedures and to facilities for students and others to report criminal actions on campus and policies concerning the institution's response to the reports; (b) a statement of current policies concerning security of and access to campus facilities, including residences; (c) a statement of current policies concerning campus law enforcement, including enforcement authority of institutional security personnel and policies that encourage prompt reporting of all campus crime to the campus police and local police; (d) a description of the type and frequency of programs designed to inform students and employees about campus security procedures and to encourage them to be responsible for their own security and the security of others; (e) a description of the programs designed to inform students and employees about the prevention of crime; (f) a statement of policy regarding the possession, use, or sale of alcoholic beverages and illegal drugs; (g) a description of any drug and alcohol abuse education programs required by Section 1213 of the HEA (20 U.S.C. 1145g). This information is available at the Financial Aid Office

WILLOUGHBY-EASTLAKE CAREER ACADEMY CRIME STATISTICS FOR THE SCHOOL CALENDAR YEARS

2009 THROUGH 2014

REPORTED CRIME	2009	2010	2011	2012	2013	2014
Murder	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Rape *	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
ARRESTS						
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0

*The Category "rape" was divided into "forcible" and "non-forcible" sex offenses beginning January 1, 1992.

WILLOUGHBY-EASTLAKE CITY SCHOOL DISTRICT

SCHOOL CALENDAR

2015

Monday, January 19, 2015	Martin Luther King Day (No School)
Monday, February 16, 2015	Presidents' Day (No School)
Thursday, April 2 - Friday, April 10, 2015	Spring Break (No School)
Monday, April 13, 2015	Classes Resume
Monday, May 25, 2015	Memorial Day (No School)
Thursday, June 4, 2015	Last Day for Students
Friday, June 5, 2015 – Monday, August 17, 2015	Summer Break (No School)
Tuesday, August 18, 2015	Classes Begin
Monday, September 7, 2015	Labor Day (No School)
Friday, October 16, 2015	NEOEA Day (No School)
Thursday, Nov. 26, 2015 – Friday, Nov. 27, 2015	Thanksgiving Break (No School)
Monday, November 30, 2015	Classes Resume
Friday, December 18, 2015	Last Day for Students
TBA	Graduation

Financial Aid Policies and Procedures

The Federal financial aid programs are to assist students in overcoming economic barriers to attendance at postsecondary institutions. To accomplish this, the Federal government offers financial aid based solely on the student's financial condition. Below are the Satisfactory Academic Progress Policy and Withdrawal Policy as it pertains to a student's financial aid. For additional financial aid policies and procedures, please refer to the Financial Aid Policies and Procedures.

Satisfactory Academic Progress as it Pertains to Title IV Funding

Students must maintain Satisfactory Academic Progress (84% or above) and a minimum of 90% attendance throughout the length of the program to remain eligible to receive Title IV funding. Students are eligible to receive Title IV funding if they complete the 912 clock hours within 150% (1371 clock hours) of the clock hours attempted. Willoughby-Eastlake Career Academy monitors student attendance monthly. Students who do not meet the 90% attendance policy will be counseled and those who fall below the accumulative academic standard of 84% will be placed on probation for the remainder of the semester. Failure to improve attendance or academic standing at the end of the probationary period will result in dismissal from the program.

Warning: A written warning will be issued to a student who has unsatisfactory academic progress and/or is below the 90% attendance standard. In addition, the Director of Nursing will meet with the student to discuss the warning. If the student has not improved academically, or met the attendance requirement after the warning has been issued, the student may be placed on probation.

Probation: A student will be placed on probation for the remainder of the semester or until the grade and/or attendance requirements are met. A student is limited to two probationary periods throughout the program. A student on probation may be recommended for dismissal from the practical nursing program.

Appeal: A student has the right to grievance and appeal per policy.

Federal Financial Aid will be withheld during the probation period until the student meets the attendance and grade criteria.

Withdrawal Policy as it Pertains to Title IV Funding

Withdrawal from the program must be stated in writing and presented to the Director of Nursing.

Title IV refunds will comply with current Federal regulations. A calculation will be done to determine the amount of Title IV funds a student is eligible to receive based on the number of program clock hours completed at the time of withdrawal. Up through the 60% point in each payment period or period of enrollment, a prorated schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. The number of completed hours divided by the total number of program hours determines the amount of Title IV funds that can be applied to tuition costs. For example, a student who completes 225 hours of a 900 hour program will have 25% of total Title IV funds applied toward the tuition balance. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds scheduled to be received. A student who is withdrawing will be responsible to pay the difference owed on tuition that will not be covered by Title IV funds. Any over-awards will be returned to the U.S. Department of Education.

ACKNOWLEDGEMENT

I have received and read this handbook and understand the policies and procedures. I will abide by these policies, rules, and regulations as set forth by the Willoughby-Eastlake Career Academy. I am aware that the Willoughby-Eastlake School of Practical Nursing Curriculum is available online at www.weschools.org/nursing.

Print Name: _____

Student signature

Date