

# PENNSYLVANIA INSTITUTE OF TECHNOLOGY

## ADDENDUM: PRACTICAL NURSING PROGRAM STUDENT HANDBOOK



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This handbook is an addendum to Pennsylvania Institute of Technology (P.I.T.) *Catalog of Courses* and P.I.T. *Student Handbook* and applies only to the Practical Nursing Program and its students. Policies that are not addressed in the *Addendum: Practical Nursing Student Handbook*, such as non-discrimination policy, can be found in the P.I.T. *Catalog of Courses* and the *Student Handbook*; those policies apply to the Practical Nursing Program and its students.

The Practical Nursing Program reserves the right to make program changes as needed and to change without previous notice any information requirements and regulations published in this document.

**PENNSYLVANIA INSTITUTE OF TECHNOLOGY**  
**PRACTICAL NURSING PROGRAM MISSION STATEMENT**

The mission of the practical nursing program is to prepare practical nurses for successful employment in the healthcare field, to facilitate a personal growth experience, and to provide Registered Nurse program transfer opportunities. The mission of the nursing program dovetails that of the College.

The Mission of Pennsylvania Institute of Technology is student success. The College is committed to providing committed learners with a quality, collegiate and career-enhancing education in a supportive environment that promotes personal growth and prepares graduates for successful careers and/or college transfer opportunities.

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**PRACTICAL NURSING PROGRAM PHILOSOPHY**

The philosophy of the practical nursing program serves as the foundation for the development of the curriculum. The faculty of the nursing program believes that:

1. Nursing is an art and a science based upon the biological, behavioral and nursing sciences.
2. The nursing process is an essential skill of nursing practice, incorporating cognitive, technical, interpersonal and ethical/legal skills in the delivery of patient care. The nursing process is the foundation of nursing practice and nursing actions and provides the framework to direct the nurse in the planning, implementing and evaluating of client care.
3. Nursing practice requires skill, judgment, and knowledge to provide safe therapeutic nursing care. Practical nursing is an integral part of nursing and provides a foundation for further career development in the nursing field.
4. The human being is a unique individual possessing dignity and individual worth. Professional caring involves learning about and understanding human needs and responses, and valuing human individuality, diversity, spirituality and self-esteem.
5. Health is a process by which the individual adapts to alterations in internal and external environments to maintain a state of well-being.
6. Education is the continuous process of cognitive, emotional, social, and spiritual development. Through instruction in the content and application of scientific principles, nursing process, ethical/legal standards, teaching/learning principles, and communication skills the student learns to utilize clinical problem-solving skills in caring for individuals and families.
7. Learning is confirmed when a change in behavior results from exposure to an educational program, and is accomplished in an environment which permits free exchange of ideas among faculty and students.
8. Practical nursing education is designed to prepare an individual to function as a member of the health care team by exercising sound judgment based on knowledge, skills and understanding of the nursing situation. Practical nurses function under the direction of the licensed registered nurse, physician, or dentist, and are educated to meet the basic human

needs of clients of all ages. The program of study is developed to proceed from simple to complex and provides close correlation between theory and practice.

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### **OBJECTIVES OF THE PRACTICAL NURSING PROGRAM**

Nursing students receiving a Practical Nursing Certificate will be able to:

1. Utilize knowledge, skills and abilities to provide nursing care for individuals and families under the supervision of a registered nurse, physician, or dentist.
2. Use the nursing process as a framework to assist in identifying and meeting the needs of individuals across the lifespan and families with diverse needs.
3. Function within the ethical, legal, and professional standards of nursing practice for the practical nurse as developed by the state and by organizations for practical nursing.
4. Use effective therapeutic communication, interpersonal and technological skills with the client, families and members of the health care team.
5. Utilize nursing judgment to provide safe competent therapeutic nursing care to clients.
6. Utilize various resources (traditional and electronic) to access information to plan and provide quality care to client.
7. Collaborate with other members of the health care team to meet the health care needs of clients and their families and the community.
8. Assist in utilization of the teaching/learning process to promote, maintain, and restore health to individuals, families and the community.
9. Demonstrate leadership abilities in the long-term care setting by organizing and delegating client care under the supervision of the RN.
10. Function as a client advocate.
11. Establish a pattern of personal responsibility, self-development and life-long learning.
12. Pass the NCLEX-PN (Practical Nurse licensure examination).

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### **PLAN OF STUDY**

The Program is a Practical Nursing Certificate Program. The nursing courses are arranged sequentially over the span of three Semesters (one calendar year). The length of the program is designed so that the students can achieve the program objectives and competencies. The curriculum is comprised of 46 nursing credits and 4 general education credits which provide the minimum of 1500 clock hours with approximately 50% clinical and 50% didactic. A variety of teaching strategies & learning activities are utilized, computer-assisted instruction, *Pearson Learning Solutions*, NCLEX®-PN achievement and assessment testing, online learning activities, quizzes, exams, clinical laboratory simulations, and clinical experiences. Students are eligible to take the NCLEX-PN (after successful completion of the program.)

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## ORGANIZING FRAMEWORK

Based on the philosophy of the Practical Nursing Program the organizing framework for the curriculum was developed. The framework is the nursing process and Maslow's hierarchy of needs interwoven into the four categories of client needs (as per the National Council of State Boards of Nursing, Inc.): safe and effective care environment, physiological integrity, psychosocial integrity, and health promotion and maintenance.

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## TUITION AND FEES

The total cost of the Practical Nursing Program which begins January 2016 is \$21,500. The total cost the Practical Nursing Program will increase to \$23,000 after January 2016 start. Note: total cost is subject to change. A breakdown of costs and the Tuition Refund Policy can be obtained from the Business Office.

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## TRANSFER CREDITS

**College Transfer Credits from Other Colleges and Universities** policy can be found in Course Catalog. Requirements for a student who requests transfer of credits into the Practical Nursing program include:

- earned grade point average in the course of 2.0 or higher.
  - nursing courses must have been completed within 2 (two) years of entry into the Practical Nursing Program.
  - completed form requesting transfer of credit(s).
  - official transcripts.
  - providing a course description and course syllabus if requested.
  - passing a written test with a grade of 77% or higher and achieving "satisfactory" on a clinical skills test if required.
    - cost of testing is \$100 whether or not skills component is included.
  - passing a dosage calculation test with a grade of 90% or higher may be required.
  - evaluation by the Director to determine if transfer credits will be granted.
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**PENNSYLVANIA INSTITUTE OF TECHNOLOGY  
PRACTICAL NURSING PROGRAM  
Plan of Study\* January 7, 2016 to December 16, 2016 Class**

Course Code	Course Title	Lecture Hours/Week	Lab Hours/Week	Clinical Hours/Week	Credits	Hours
	<b>Starts January 7, 2016 ends April 22, 2016</b> <b>First Semester : Classroom hrs =216; Clinical hrs = 120; Lab hrs = 112; Total hours =448; Total weeks = 15</b>					
NUR 105	Introduction to Nursing Practice	6.4	4.25	8	8	280
NUR 111	Role Development of the Practical Nurse I	1.6	0	0	1	24
NUR 115	Pharmacology for Practical Nurses	3.2	1.1	0	3	64
BIO 133	Human Anatomy and Physiology for Practical Nurses	3.2	2.1	0	4	80
	Semester total credits and hours				16	<b>448</b>
	<b>Starts May 2, 2016 ends August 26, 2016</b> <b>Second Semester: Classroom hrs = 136; Clinical hrs = 264; Lab hrs = 144 Total hours = 544; Total weeks = 17</b>					
NUR 102	Nursing Practice I	7.1	7.5	15.5	16	512
NUR 113	Intravenous Therapy	0.95	0.95	0	2	32
	Semester total credits and hours				18	<b>544</b>
	<b>Starts August 29, 2016 ends December 16, 2016</b> <b>Third Semester: Classroom hrs = 124; Clinical hrs = 384; Total hours = 508; Total weeks = 16</b>					
NUR 103	Nursing Practice II	6	0	24	14	480
NUR 116	Role Development of the Practical Nurse II	1.75	0	0	2	28
	Semester total credits and hours				16	<b>508</b>
	<b>Total Program Credits = 50</b>					
	<b>Total Program Hours = 1500</b>					
	<b>Total Program Months = 12</b>					
	<b>Total Program Weeks = 48</b>					

Official start date: Thursday, January 7, 2016  
Holidays\*: Friday, March 25, 2016 half day  
Monday, May 30, 2016  
Monday July 4, 2016  
Monday, September 5, 2016  
Thursday, November 24 & Friday, November 25, 2016  
Semester break\*: Monday, April 25 to April 29, 2016  
Graduation date\*: December 16, 2016  
Pinning and Commencement Ceremony date: To be decided

**\*SUBJECT TO CHANGE**

**PENNSYLVANIA INSTITUTE OF TECHNOLOGY  
PRACTICAL NURSING PROGRAM5  
Plan of Study\* June 2016 to June 2017 Class**

Course Code	Course Title	Lecture Hours/Week	Lab	Clinical Hours/Week	Credits	Hours
			Hours/Week			
	<b>Starts June 30, 2016 ends October 14, 2016</b> <b>First Semester : Classroom hrs =216; Clinical hrs = 120; Lab hrs = 112; Total hours =448;</b> <b>Total weeks = 15</b>					
NUR 105	Introduction to Nursing Practice	6.4	4.25	8	8	280
NUR 111	Role Development of the Practical Nurse I	1.6	0	0	1	24
NUR 115	Pharmacology for Practical Nurses	3.2	1.1	0	3	64
BIO 133	Human Anatomy and Physiology for Practical Nurses	3.2	2.1	0	4	80
	Semester total credits and hours				16	<b>448</b>
	<b>Starts October 24, 2016 ends March 3, 2017</b> <b>Second Semester: Classroom hrs = 136; Clinical hrs = 264; Lab hrs = 144 Total hours = 544;</b> <b>Total weeks = 17</b>					
NUR 102	Nursing Practice I	7.1	7.5	15.5	16	512
NUR 113	Intravenous Therapy	0.95	0.95	0	2	32
	Semester total credits and hours				18	<b>544</b>
	<b>Starts March 13, 2017 ends June 30, 2017</b> <b>Third Semester: Classroom hrs = 124; Clinical hrs = 384; Total hours = 508;</b> <b>Total weeks = 16</b>					
NUR 103	Nursing Practice II	6	0	24	14	480
NUR 116	Role Development of the Practical Nurse II	1.75	0	0	2	28
	Semester total credits and hours				16	<b>508</b>
	<b>Total Program Credits = 50</b>					
	<b>Total Program Hours = 1500</b>					
	<b>Total Program Months = 12</b>					
	<b>Total Program Weeks = 48</b>					

No classes: July 4-8, 2016  
Semester Break\*: October 17 to October 22, 2016  
Holidays\*: Monday, September 5, 2016  
Thursday, November 24 & Friday, November 25, 2016  
Vacation\*: Monday, December 19, 2016 to January 2, 2017  
Holiday\*: Monday, January 16, 2017  
Semester Break\*: March 6 to March 10, 2017  
Holidays\*: Friday, April 14, 2017 classes end @ 1pm  
Monday, May 29, 2017  
Graduation date: June 30, 2017  
Pinning and Commencement Ceremony date: To be decided  
\* **Subject to change**



**PENNSYLVANIA INSTITUTE OF TECHNOLOGY  
PRACTICAL NURSING PROGRAM**

**Plan of Study\***

**January 9, 2017 to December 15, 2017 Class**

Course Code	Course Title	Lecture Hours/Week	Lab Hours/Week	Clinical Hours/Week	Credits	Hours
	<b>Starts January 9, 2017 ends April 21, 2017</b> <b>First Semester : Classroom hrs =216; Clinical hrs = 120;</b> <b>Lab hrs = 112; Total hours =448; Total weeks = 15</b>					
NUR 105	Introduction to Nursing Practice	6.4	4.25	8	8	280
NUR 111	Role Development of the Practical Nurse I	1.6	0	0	1	24
NUR 115	Pharmacology for Practical Nurses	3.2	1.1	0	3	64
BIO 133	Human Anatomy and Physiology for Practical Nurses	3.2	2.1	0	4	80
	Semester total credits and hours				16	<b>448</b>
	<b>Starts May 1, 2017 ends August 26, 2017</b> <b>Second Semester: Classroom hrs = 136; Clinical hrs = 264;</b> <b>Lab hrs = 144 Total hours = 544; Total weeks = 17</b>					
NUR 102	Nursing Practice I	7.1	7.5	15.5	16	512
NUR 113	Intravenous Therapy	0.95	0.95	0	2	32
	Semester total credits and hours				18	<b>544</b>
	<b>Starts August 28, 2017 ends December 15, 2017</b> <b>Third Semester: Classroom hrs = 124; Clinical hrs = 384;</b> <b>Total hours = 508; Total weeks = 16</b>					
NUR 103	Nursing Practice II	6	0	24	14	480
NUR 116	Role Development of the Practical Nurse II	1.75	0	0	2	28
	Semester total credits and hours				16	<b>508</b>
	<b>Total Program Credits = 50</b>					
	<b>Total Program Hours = 1500</b>					
	<b>Total Program Months = 12</b>					
	<b>Total Program Weeks = 48</b>					

**Mandatory orientation\*:** **Thursday, January 5, 2017**  
Holidays\*:  
Monday January 16, 2017  
Friday April 14, 2017 classes end @ 1pm  
Monday May 29, 2017  
Tuesday July 4, 2017  
Monday September 4, 2017  
Thursday, November 23 & Friday, November 24, 2017

Semester break\*:  
April 24 to April 28, 2017

Graduation date\*:  
December 15, 2017

Pinning and Commencement Ceremony date: To be decided

**\*SUBJECT TO CHANGE**

## PRACTICAL NURSING PROGRAM ADMISSION POLICY AND PROCEDURE

1. Admission into the Practical Nursing Program is highly competitive.
2. Pre-screening to determine eligibility includes establishing that candidate is:
  - At least 17 years of age
  - A U. S. high school graduate or has a diploma or equivalent issued by Pennsylvania (PA) Department of Education (DOE) based on passing the General Education Development (GED) test\*.
    - \*A GED from a state or jurisdiction other than PA or a high school diploma from a jurisdiction other than the U. S. requires a Certificate of Preliminary Education (CPE) from PA DOE.
  - A U. S. citizen, permanent resident, or eligible non-citizen
3. If the candidate is determined to be eligible for admission, the candidate receives the Practical Nursing Program Admission Requirements to review, sign and return to the Practical Nursing Program.
4. The candidate provides an official copy of his/her high school transcript, GED or CPE and if applicable, an official copy of college or post-secondary education transcripts.
5. After the above is completed, the candidate will be scheduled for the pre-admission test (ATI™ TEAS is currently used).
6. The Practical Nursing Program will administer the entrance test. The Director and Faculty of the Practical Nursing Program determine the benchmark score required for continued candidacy. Current benchmark is *Adjusted Individual Total Score of 55%* on ATI™ TEAS.
7. The eligible candidate will receive specific instructions, including deadlines, detailing the acceptance process including background check for criminal record\* and history of child abuse\*\*, drug screening\*\*\*,
  - \*A history of criminal record may preclude acceptance into the program.
  - \*\* A record of child abuse **will** preclude acceptance into the program.
  - \*\*\*A positive drug screen may preclude acceptance into the program.
8. The Practical Nursing Program Director or his/her designee will send a letter notifying the candidate of the acceptance decision.
9. The candidate accepted for admission into the program will receive specific instructions, including deadlines, detailing the continuing admission process: completion of health history, physical examination, and immunization screening, seasonal flu vaccine, hepatitis B vaccination\*, etc. In addition, the candidate will receive instructions about contacting a financial aid advisor to arrange for payment of tuition and fees and how to register for the program.
  - \*A candidate who refuses Hepatitis B vaccination must complete and sign the *Hepatitis B Vaccine Declination Form*.
  - \*A candidate who has an untreated communicable disease may not be eligible for admission.
10. The Director or his/her designee will review and determine acceptability of candidate's completed *Personal Health History Form* and *Physical Examination & Immunizations Record*.
11. A candidate not accepted for admission into the program will receive guidance on how to improve his/her chance of being accepted into a future class.
12. Enrollment in other programs or courses at Pennsylvania Institute of Technology does not guarantee admission into the Practical Nursing program.

13. A candidate who meets requirements but is not selected for admission will be notified of how to place his/her name on the *Consideration List* for a future class. Placement on the list does not guarantee admission into the Practical Nursing Program.

### LICENSURE IN PENNSYLVANIA

The Pennsylvania State Board of Nursing requires that the program inform applicants that the State Board of Nursing:

- **may deny a license or the privilege of sitting for licensing examination** to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L.233, No.64) known as “The Controlled Substance, Drug, Device and Cosmetic Act,” or convicted of a felony related to controlled substance in a court of law of the United States or any other state, territory or country unless:
  - (1) at least ten (10) years have elapsed from the date of conviction;
  - (2) the applicant satisfactorily demonstrates to the board that he or she has made significant progress in personal rehabilitation since the conviction such that licensure should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violations; and
  - (3) The applicant otherwise satisfies the qualifications contained or authorized by this act.

As used in this section the term “convicted” shall include a judgment, an admission of guilt, a plea of nolo contendere or Accelerated Rehabilitative Disposition. Refer to Section 5. Fee; Qualification of Applications in the Commonwealth of Pennsylvania *Practical Nurse Law*

- **may refuse, suspend or revoke any license in any case where the board shall find, that the licensee:\***
  - (1) Is guilty of gross immorality;
  - (2) Is unfit or incompetent by reason of negligence, habits or other causes;
  - (3) 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, or has received probation without verdict, disposition in lieu of trial or an Accelerated Rehabilitative Disposition of felony charges, or been dishonorably discharged or discharged under circumstances amounting to dishonorable discharge from the military;
  - (4) Is addicted to alcohol or is addicted to hallucinogenic or narcotic drugs or other drugs which tend to impair judgment or coordination, or if he or she is judged to be mentally incompetent

\*For complete list refer to Section 16. Refusal, Suspension or Revocation of License; Grounds in the Commonwealth of Pennsylvania *Practical Nurse Law*

**PENNSYLVANIA INSTITUTE OF TECHNOLOGY  
PRACTICAL NURSING PROGRAM  
ADMISSION REQUIREMENTS DECLARATION**

	<b>Responsible person</b>	<b>Responsible for cost</b>
<b>Eligibility Requirement:</b>		
• <b>Official</b> high school transcript or GED with scores	Candidate	Candidate
• * <b>A GED from a state or jurisdiction other than PA</b> or a high school diploma from a jurisdiction other than the U. S. requires a Certificate of Preliminary Education (CPE) from PA DOE.	Candidate	Candidate
• At least 17 years of age – provide documentation	Candidate	Candidate
• U. S. citizen, permanent resident, or eligible non-citizen – provide documentation	Candidate	Candidate
<b>Admission requirements:</b>		
• Pennsylvania Institute of Technology College Enrollment Application * (NOTE: Application fee is subject to change)	Candidate	Candidate \$25 nonrefundable *
• Official high school transcript, GED transcript, or PA DOE CPE	Candidate	Candidate
• Official college transcripts, if applicable	Candidate	Candidate
• Achieve satisfactory scores on pre-admission tests. ➤ ACCUPLACER Arithmetic, Reading Comprehension and sentence Skills ➤ ATI™ TEAS NOTE: Test vendor and testing fee are subject to change.	Admissions PN program director & faculty	No charge Candidate \$80 non-refundable *
• Completion of a PA Criminal & PA Child Abuse background check ➤ Non-resident of Pennsylvania must <u>also</u> submit a Criminal Record check from the state in which he/she resides	Candidate	Candidate
• FBI Background Check is required ➤ Depending on results additional background checks maybe required	Candidate	Candidate
• Completion of satisfactory drug screening	Candidate	Candidate
• Licensure in Pennsylvania (see enclosed statement)	Candidate	None
• Ability to carry out <i>Core Performance Standards</i>	Candidate	None
• Personal Health History	Candidate	None
• Physical exam by health care provider	Candidate	Candidate
• Mumps, rubella, rubeola, and varicella titers	Candidate	Candidate
• Booster vaccination(s) of mumps, rubella, rubeola, and/or varicella if titer non-reactive/non-immune with a repeat titer to verify immunity	Candidate	Candidate
• Tetanus-diphtheria booster vaccination with the last 10 years	Candidate	Candidate
• Tuberculosis screening	Candidate	Candidate
• Hepatitis B vaccination series of three (3) doses completed or in progress	Candidate	Candidate
• Seasonal influenza vaccine is required	Candidate	Candidate
• Health insurance strongly recommended	Candidate	Candidate
• Current Certification in Adult, Infant and Child Healthcare Provider Cardiopulmonary Resuscitation (CPR) (American Heart Association recommended)	Candidate	Candidate
• Liability insurance and injury insurance	P.I.T.	P.I.T.

**Continued on next page**

**PENNSYLVANIA INSTITUTE OF TECHNOLOGY  
PRACTICAL NURSING PROGRAM  
ADMISSION REQUIREMENTS DECLARATION**

- I understand all submitted documents and completed forms become the property of the College and are non-returnable.
- I understand deceit in the application procedure is cause for dismissal from the program.
- I understand I must provide **official** high school transcript, GED transcript, or PA Department of Education (DOE) Certificate of Preliminary Education (CPE).
- I understand a student will not be admitted in the program with a disqualifying criminal history or child abuse clearance.
- I understand a student will not be admitted with a disqualifying result in the drug screening.
- I understand a student accepted into the program must submit a health examination form completed by a healthcare provider with immunization history including verification through blood work. I understand a student will not be admitted with a disqualifying result.
  - I understand in circumstances of student illness, injury or other health limitations, if the clinical agency does not accept me it may result in my not be accepted into the program.
  - I understand that I should give careful consideration to the mental and physical demands of the program prior to beginning the program.
- I understand I must provide documentation of current Adult, Child and Infant CPR (Healthcare Provider) certification.
- **I understand failure to provide documents or failure to meet deadlines is ground for rescinding of admission or dismissal from the program.**
- I, the undersigned:
  - Have read and understand the Practical Nursing Program **Admission Requirements**.
  - I understand that I am responsible for doing or obtaining and paying for the cost of requirements' designated to the candidate.
  - I understand that meeting the requirements is not a guarantee of admission into the program.

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Signature of candidate

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Date

## ESSENTIAL SKILLS AND FUNCTIONAL ABILITIES FOR NURSING STUDENTS

Individuals enrolled in PN Program must be able to perform essential skills. If a student believes that he/she cannot meet the standards without accommodations, the nursing program must determine, on an individual basis, whether reasonable accommodation can be made. The ultimate determination regarding reasonable accommodations will be based upon the preservation of patient safety.

<b>Functional Ability</b>	<b>Standard</b>	<b>Examples Of Required Activities</b>
Motor Abilities	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care.	Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating suite.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment such as insulin syringe and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter.
Perceptual/ Sensory Ability	Sensory/perceptual ability to monitor and assess clients.	Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc.  Visual acuity to read calibrations on syringe, assess color (cyanosis, pallor)  Tactile ability to feel pulses, temperature, palpate veins, etc.  Olfactory ability to detect smoke, odor.
Behavioral/ Interpersonal/ Emotional	Ability to relate to colleagues, staff and patients with honesty, civility, integrity and nondiscrimination. Capacity for development of mature, sensitive and effective therapeutic relationships.  Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds.  Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.  Negotiate interpersonal conflict.  Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.	Establish rapport with patients/clients and colleagues. Work with teams and workgroups. Emotional skills sufficient to remain calm in an emergency situation.  Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of patients.  Adapt rapidly to environmental changes and multiple task demands.  Maintain behavioral decorum in stressful situations.

<b>Functional Ability</b>	<b>Standard</b>	<b>Examples Of Required Activities</b>
Safe environment for patients, families and co-workers	<p>Ability to accurately identify patients.</p> <p>Ability to effectively communicate with other caregivers.</p> <p>Ability to administer medications safely and accurately.</p> <p>Ability to operate equipment safely in the clinical area.</p> <p>Ability to recognize and minimize hazards that could increase healthcare associated infections.</p> <p>Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family and co-worker falls.</p>	<p>Prioritizes tasks to ensure patient safety and standard of care.</p> <p>Maintains adequate concentration and attention in patient care settings.</p> <p>Seeks assistance when clinical situation requires a higher level or expertise/experience.</p> <p>Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.</p>
Communication	<p>Ability to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language).</p> <p>Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy</p> <p>Communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors.</p>	<p>Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in health care team discussions of patient care.</p> <p>Elicits and records information about health history, current health state and responses to treatment from patients or family members.</p> <p>Conveys information to clients and others to teach, direct and counsel individuals in an accurate, effective and timely manner.</p> <p>Establishes and maintain effective working relations with patients and co-workers.</p> <p>Recognizes and reports critical patient information to other caregivers.</p>

<b>Functional Ability</b>	<b>Standard</b>	<b>Examples Of Required Activities</b>
Cognitive/ Conceptual/ Quantitative Abilities	<p>Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis.</p> <p>Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities.</p> <p>Ability to comprehend three-dimensional and spatial relationships.</p> <p>Ability to react effectively in an emergency situation.</p>	<p>Calculates appropriate medication dosage given specific patient parameters.</p> <p>Analyze and synthesize data and develop an appropriate plan of care.</p> <p>Collects data, prioritize needs and anticipate reactions.</p> <p>Comprehend spatial relationships adequate to properly administer injections, start intravenous lines or assess wounds of varying depths.</p> <p>Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers.</p> <p>Transfers knowledge from one situation to another.</p> <p>Accurately processes information on medication container, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.</p>
Punctuality/ work habits	<p>Ability to adhere to Pennsylvania Institute of Technology policies, procedures and requirements as described in the Student Nurse Handbook, college catalog and Student Handbook and course syllabus.</p> <p>Ability to complete classroom and clinical assignments and submit assignments at the required time.</p> <p>Ability to adhere to classroom and clinical schedules.</p>	<p>Attends class and clinical punctually.</p> <p>Reads, understands and adheres to all policies related to classroom and clinical experiences.</p> <p>Contacts instructor in advance of any absence or late arrival.</p> <p>Understands and completes classroom and clinical assignments by due date and time.</p>
Environment	<p>Recognize the personal risk for exposure to health hazards.</p> <p>Use equipment in laboratory or clinical settings needed to provide patient care.</p> <p>Tolerate exposure to allergens (latex, chemical, etc.)</p> <p>Tolerate wearing protective equipment (e.g. mask, gown, gloves).</p>	<p>Takes appropriate precautions for possible exposures such as communicable disease, blood borne pathogens, and latex.</p> <p>Uses person protective equipment (PPE) appropriately.</p>



## **STANDARDS FOR PROGRESSION AND GRADUATION**

### **Progression**

At the conclusion of each semester in order to progress to the next semester, a student must:

- Achieve a grade of 77% or higher in every course.
- Pass the clinical portion of the nursing course.
  - A student who fails the clinical portion of a nursing course but passes the theory portion will fail the course and receive a grade of “F” for the course.
- Meet the program’s clock hours as mandated by the Pennsylvania State Board of Nursing.
- Have a minimum cumulative grade point average of 2.0.

It is the policy of the Practical Nursing program that final examinations cannot be retaken for the purpose of improving final grades in the course.

### **Graduation**

A student who is a candidate for graduation must meet all the requirements of every course in the program or the equivalent thereof and successfully complete the program in which he/she is enrolled. A student must meet all academic and financial obligations before a practical nursing program certificate is awarded.

#### **To graduate with a Practical Nursing certificate, a student must:**

1. Earn the required number of credits in a specific program (of the number of credits required for completion of the specific certificate program, as per the College catalog).
2. Have a cumulative grade point average of 2.0 or higher.
3. Complete the approved curriculum satisfactorily i. e. pass every course with a grade of 77% or higher.
4. Pass the clinical portion of each nursing course i. e. achieve a “PASS” grade on the Clinical Evaluation Records for NUR 105: Introduction to Nursing Practice, NUR 102: Nursing Practice I and NUR 103: Nursing Practice II.
5. Meet the program’s clock hours as mandated by the Pennsylvania State Board of Nursing.

## **STUDENT RESPONSIBILITIES**

1. Students are expected to follow the policies of the College and the Practical Nursing (PN) program.
2. Students need to meet all financial obligations to the college and be officially registered in order to sit in class.

3. Students are to activate their P.I.T. email accounts and check it on a regular basis. In addition students must ensure that their username and password for the network is current and working.
  4. As a portion of the curriculum and instruction is online, students are expected to be able to access and utilize these resources.
  5. Students are responsible for downloading and/or printing documents that are available online.
  6. Students must obtain permission from the instructor prior to any audio or video recording.
  7. Students are to use computers and tablets for only PN program related activities during class, clinical and laboratory time.
  8. Students are to update the PN program with any changes in personal contact information.
  9. Students are expected to be prepared for all classes with the appropriate tools, notebooks, writing utensils, theme paper, calculators, clinical/laboratory equipment, etc.
  10. Students are expected to bring fully charged iPads/tablets to class each day.
  11. Students are expected to attend all classes, arrive on time, and remain in their scheduled class for the duration of the class period.
  12. Students are expected to be present and on time for all exams.
  13. Students are expected to complete all assignments and homework.
  14. All assignments are due at the start of class on the due date unless otherwise specified. *Students who plan to print assignments, etc. on campus should allow reasonable amount of time so as not to be late to class or have to leave class to do so. It is possible that College computer or printer may not be functioning or there may be a long wait to use them; this is not a valid excuse for not handing in work.*
  15. If a student is issued a Warning or placed on Probation the student should meet with PN program Director or his/her designee.
  16. Students should keep track of their attendance and are responsible for obtaining any needed attendance verification (see policy).
  17. Any requests for paperwork from the program require at least three (3) business days' notice and are to be submitted in writing.
  18. Students are expected to behave in a professional manner in all settings with those he/she comes in to contact with (such as instructors, patients, patients' family, other students, and clinical agency staff). Professional behavior includes but is not limited to treating others with dignity and respect, demonstrating sensitivity to the feelings of others, maintaining a professional demeanor, and interacting with others in a positive manner.
  19. No photos may be taken at the clinical site. No information regarding clinical sites, patients, or staff should be shared or posted including pictures.
  20. The PN program does not handle routine calls and messages for students. Please direct family members, etc., not to call the College or Program except for a true emergency.
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## INFORMATION TECHNOLOGY

**Courses within the nursing program of study use online resources as a learning and communication tool between instructors and students. Students will need access to a computer and network connection.**

### **Criteria for Use of Electronic Devices in Clinical and Classroom Settings:**

Mobile devices can be a valuable tool for healthcare education when used appropriately. The following guidelines apply:

- Professional behavior and proper technology etiquette should be observed at all times when using cell phones, iPads, iPods, mobile devices, laptops or other electronic devices.
- Cell phones and all mobile devices must be on “silent” mode or turned off during class, lab, and clinical experiences.
- No photos may be taken by students in the clinical agency or lab environments. The exception to taking photos or videos in the laboratory environment is when it is a course assignment.
- No personal phone conversations or texting allowed at any time while in lab, class, or clinical.
- A clinical probation will be given for the first violation of using the mobile device for socializing during clinical time. A second violation may result in course failure.
- For combined cell phone/mobile devices, students are expected to have the equipment turned off if agency policy requires it and go to an area designated for cell phone use when accessing information on their mobile device.
- Students must protect the confidentiality of patient information at all times in accordance with HIPAA. Students may not take any photographs of clients or client records, nor make copies of client records.
- **Students who fail to comply with Health Insurance Privacy and Portability Act (HIPAA) may be subject to clinical agency, civil, and criminal penalties and may be subject to disciplinary action by the college.**
- Just as other medical equipment may act as a reservoir for microorganisms and contribute to the transfer of pathogens, so may mobile devices. Be sure to disinfect/decontaminate them as needed.
- Social networking sites: When contributing to a social networking site, it is important to remember that everyone can see and read what is placed on the site even if “privacy” options are selected. Keep your interactions professional and err on the conservative side when placing written communication or posting pictures. Always remember that your online presence reflects you as a professional. Be aware that your actions captured via images, posts, or comments can reflect on you and many recruiters now routinely search the social networking venues when considering persons for employment. **It is never appropriate to post patient photos or information.** Social network postings can be subject to disciplinary action from the nursing program.
- Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any other form of user-generated media.
- Students who use their P.I.T. email or identify themselves as P.I.T. students should note that they do not speak for the College or the PN program.
- Pictures of P.I.T. students, faculty or staff cannot be posted without written consent.

For additional information on the prudent use of social media to prevent professional or personal repercussions, see NCSBN Social Media Guidelines <https://www.ncsbn.org/347.htm>

## **GUIDELINES FOR STUDENT CONDUCT**

### **Standards of Professional Conduct**

The nursing faculty believes that standards of professional conduct are an inherent part of professional socialization and expects students enrolled in the nursing program to adhere to the standards. Students practice within the boundaries of the Pennsylvania State Board Nurse Practice Act, the guidelines of the Pennsylvania Institute of Technology Student Handbooks, and the policies and regulations of the healthcare agency where they are assigned for clinical learning.

The use of abusive language or disruptive behavior directed toward peers, staff, faculty, or clinical agency personnel will not be tolerated and may result in disciplinary action up to and including dismissal from the program. Such behavior is inconsistent with professional standards and inappropriate for students aspiring to a career in nursing. The Director and/or instructor will complete a Student Performance Improvement Plan (SPIP) or Practical Nursing Incident Report form describing behavior and documenting the planned corrective actions to be taken.

Nursing students engaging in this misconduct are subject to immediate removal from setting and further disciplinary action.

### **Standards of Professional Conduct include:**

- Confidentiality: Respects the privacy of clients and respects privileged information.
- Accountability: Is answerable for one's action; answers to self, the client, the profession and the institution.
- Responsibility: Executes duties associated with the nurse's particular role.
- Agency's Policies and Procedures: Reads and adheres to the agency policies and procedures.
- Veracity: Truthfulness; adherence to honesty.
- Punctuality and Promptness: Is on time for all classroom, laboratory and clinical assignments.
- Dependability: Is trustworthy and reliable.
- Respect: Treats others with consideration and courtesy.
- Professional Appearance: Adheres to established dress code in clinical and professional activities.
- Ethical: Adheres to codes of ethics for nurses (American Nurses Association, National Federation of Licensed Practical Nurses, Pennsylvania Practical Nurse Law, etc.) which establish the ethical standard for the nursing profession.
- Legal: Operates within the scope of practice and standards of care related to the student nurse role.
- Safety: Prevents or minimizes risks for physical, psychological, or emotional jeopardy, injury, or damage.

- **Civility:** All students in the nursing program are expected to contribute to a positive learning environment. Nursing students are expected to be reflective, courteous, respectful, and empathetic to classmates, instructors, and college and clinical staff.

### **Professional Boundaries**

Nursing students must learn to establish and maintain professional boundaries. Professional boundaries exist between the student and the instructor and between the student and the patient. Boundary violations occur when professional lines of behavior are crossed. Violations may be inadvertent, purposeful, or thoughtless, and may occur when there is misunderstanding of the needs of the nurse and student and/or the patient. Professional boundary violations occur when there is role reversal, secrecy, or excessive disclosure of personal information. Students who have questions regarding professional boundaries should consult the instructor for guidance.

### **Student/Faculty Boundaries**

- Faculty and students will maintain a professional relationship.
- Students should not expect an instructor to act as personal counselor or therapist. Students should seek assistance from professional and/or college counselors as needed.
- Students should not ask or expect the instructor to join an individual, group, or class in any social situations while the course is in progress.
- Students should not offer the instructor gifts or money as gratitude for instruction. Instructors may accept cards or notes when students wish to thank the instructor.

### **Student/Patient Boundaries**

- Students should maintain a professional nurse-patient relationship.
- Students must treat all patients, as well as other health care providers, professionally and should work within the zone of patient-centered care.
- Students should abstain from obtaining personal gain at the patient's expense and refrain from inappropriate involvement in the patient's personal relationships.

### **Academic Misconduct**

- **Cheating** on an examination, laboratory work, written work (plagiarism); falsifying, forging or altering college records. Cheating includes, but is not limited to:
- Copying from others during an examination.
- Communicating exam answers with another student during or after the completion of an examination.
- Offering another person's work as one's own (plagiarism). Taking an examination for another student or having someone take an examination for you.
- Sharing answers for a take-home examination or assignment unless specifically authorized by the instructor.
- Tampering with an examination after it has been corrected, then returning it for more credit.
- Using unauthorized materials, prepared answers, written notes or information

concealed in an exam or blue book or elsewhere during an examination.

- Acquiring, without permission, tests or other academic material belonging to a member of the college faculty or staff.
- Removing tests from the classroom or duplicating, writing down, or copying questions or answers on any copying, photography or recording device during testing or test review.
- Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is subject to discipline for academic dishonesty.
- Plagiarism - includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- Any preparation of written material that is fraudulent and/or untruthful.

#### **Clinical Misconduct:**

- Refer to STUDENT PRACTICE REGULATIONS

### **ATTENDANCE POLICY**

The Practical Nursing Program knows that attendance and punctuality are essential for optimal learning and are important aspects of professional and personal accountability.

- A pattern of chronic tardiness, leaving early and absence is subject to review by the Director.
  - If student does not return from lunch or break or leaves early a half day absence will be recorded.
- **While there may be explanations for missed time, there are no excused absences.**
- Whether a student who arrives late to class or lab is permitted to enter the classroom is at the **sole discretion of the instructor**.
- Students, who arrive late to class and are permitted to enter, must enter quietly and wait until break to ask for handouts.
- A student who is absent for 5 (five) or more consecutive days will be withdrawn (dismissed) from the program.
- Students will initial and note the time they arrived on the attendance sheet that will be in the classroom and/or Nursing Laboratory.
- The student is responsible for obtaining any missed information including assignments, homework, clinical skills, etc.
- The student is responsible for “handing in” paperwork, assignments, etc. that were due the day of his/her absence in a timely manner.

#### **Clinical Attendance and Punctuality**

Regular attendance in clinical is essential to achieving clinical objectives, for transferring of theoretical knowledge to clinical practice and for assimilation into the nursing profession. A student’s progress towards meeting clinical objectives is evaluated during each clinical learning experience.

**A clinical day spent on campus whether for clinical, skills, presentation, lecture, etc. is considered a clinical day, therefore, clinical attendance policy applies.**

- **Procedure for Notification of Clinical Absence or Lateness**
  - If a student is going to be absent/late to clinical the student must inform his/her clinical instructor 30 (thirty) minutes prior to scheduled start of clinical.
  - Depending upon the time of arrival to the clinical site and the nature of the experience, the student who arrives late may or may not be permitted to participate in the clinical experience. The student not permitted to stay will be marked absent.
  - The student must make the call whenever possible; if this is not possible a family member or significant other may make the call. A message relayed by another student is not acceptable except in extreme circumstances
  - Failure to notify (aka No call/No show) and/or failure to notify in a timely manner of absence or lateness will be documented on a student’s clinical evaluation record and will impact clinical grade earned.
    - One No Call/No Show will result in probation and a second may result in dismissal from the program whether or not it occurs in the same clinical rotation or semester.
- The student is responsible for obtaining any missed information including assignments.
- The student is responsible for “handing in” paperwork, assignments, etc. that were due the day of his/her absence in a timely manner.
- If a student arrives at clinical or calls the instructor to say he/she cannot stay for the entire clinical day, the student will not be allowed to take part in the clinical experience.
- If during the clinical experience a student states that he/she has to leave early for any reason the student will incur a half day or full day absence depending on time the student leaves.

<b>Course</b>	<b>Number of clinical absent days permitted without make-up</b>	<b>Clinical absent day(s) requiring clinical make-up - failure to make up day results in course failure</b>	<b>Clinical absence resulting in course failure*</b>
NUR 105	1	2 <sup>nd</sup> absent day requires make-up	3 <sup>rd</sup> absent day results in course failure
NUR 102	2	3 <sup>rd</sup> absent day requires make-up	4 <sup>th</sup> absent day results in course failure
NUR 103	2	3 <sup>rd</sup> absent day requires make-up	4 <sup>th</sup> absent day results in course failure

\*If a student believes this (and only this) clinical absence was due to “extenuating circumstances” the student may invoke *Extenuating Circumstances Policy*.

## EXTENUATING CIRCUMSTANCES POLICY

- Extenuating circumstances will be granted only one time per semester for clinical absence.
- Extenuating circumstances will be granted only one time per semester to make-up an exam.
- Extenuating Circumstances refers to something unforeseeable or unavoidable.
- **Examples of extenuating circumstances** that would be considered with supporting documentation include but are not limited to: illness (with dated and signed statement from health care provider on letterhead), death in the immediate family (with death notice or funeral home document), court appearance (with copy of court summons), unforeseen emergency such as vehicle collision, house fire (with signed statement from appropriate agency).
- **Examples of non-extenuating circumstances** that will not be taken into account include but are not limited to: weddings, vacations, child's school events, missing a bus, moving, routine visit to health care provider, pregnancy.
- If a student feels that his/her absence is due to extenuating circumstance and he/she in good standing in the program he/she must submit a written request for consideration with supporting documentation to the Director within three (3) business days of the missed clinical day or missed exam. Good standing includes, but is not limited to, satisfactory attendance, satisfactory academic progress, satisfactory clinical performance and absence of disciplinary warning or action.
  - **Deadline for submitting request is within three (3) days of the clinical absence or missed exam.**
- Requests submitted after the deadline will not be considered.
- Date and time as well as nature of the clinical make up are at the discretion of the faculty. Make-up dates are usually published at the start of each semester but are subject to change. Please be aware that make up **will most likely be on Saturdays or Sundays and may be in the evening.**
- Students who do not complete the assigned clinical make up will receive a failing grade for the course.

### Attendance Verification

The Practical Nursing Program Department Coordinator will complete attendance verification forms. Written permission from the student is required to provide/release information about a student.

The student must provide the form to the Department Coordinator at the start of the time period covered by the form. The Department Coordinator should not be expected to post-date forms.

The student must retrieve the form from the Department Coordinator two (2) days after the end date of the form. If not picked up within seven (7) days, the document will be shredded and will not be recreated.



## **PREGNANCY POLICY**

- A pregnant student must inform the Director and clinical instructor of the pregnancy.
  - A pregnant student must provide medical clearance from her licensed obstetrical provider indicating that she may remain in the clinical nursing program no later than her 13<sup>th</sup> week of pregnancy.
  - It is the responsibility of the student to inform faculty of any change(s) during her pregnancy. Clearance to remain in clinical following such change(s) must be documented by a licensed obstetrical provider and submitted to the Director immediately.
  - The licensed obstetrical provider must clear the pregnant student to continue to participate in clinical nursing experiences. It is the student's responsibility to be aware of the recommended Center for Disease Control (CDC) guidelines related to avoidance of exposure to infectious diseases by pregnant women.
  - After birth, written clearance from the licensed obstetrical provider approving the student's return to clinical must be submitted to the Director.
  - Recommendations or restrictions submitted by the licensed obstetrical provider may result in the student's inability to complete the course and may result in withdrawal (dismissal) from the program.
  - Pregnancy is not considered an extenuating circumstance and while childbirth will be considered an extenuating circumstance it applies only to the day of delivery with documentation.
-

## GRADING POLICY

Student learning will be evaluated using multiple assessment measures: exams and quizzes, individual and group projects, class participation, assignments, clinical evaluations, etc. Refer to course syllabus for further explanation of assessment measures for individual courses.

**Practical Nursing Program Grading System differs from the College's.**

### Grading System

Letter Grade	Percentage (%)	Quality Points
A	92-100	4.0
A-	90-91	3.67
B+	88-89	3.33
B	82-87	3.0
B-	80-81	2.67
C+	78-79	2.33
<b>C</b>	<b>77</b>	<b>2.0</b>
F	below 77	0.0
FA	Insufficient achievement due to excessive absenteeism	
I	0.0 Incomplete	
W	0.0 Withdrawals	

Refer to College Catalog for meaning of "FA," "I," and "W."

## GRADE APPEALS

Students who have questions about grades must first contact their faculty member. If the student is not satisfied with the resolution of the issue after such discussion, they may appeal to the appropriate Program Manager. If students desire, the decision by the faculty member and Program Manager may be appealed to the Dean of Academic Affairs. The decision by the Dean of Academic Affairs is final.

## CLINICAL POLICIES

Clinical experiences are designed to assist the student to meet the course and clinical objectives, and include sites such as a hospital, long-term care facility, community-based healthcare practices, conferences, simulated clinical laboratory practice, and other health care experiences. Policies specific to a clinical site will be provided to the student during orientation to the clinical agency.

Clinical times vary throughout the program. The clinical learning experience is usually from 6:45am to 2:45pm or 7am to 3pm. **It is possible clinical agencies may change the times to evening hours or weekend hours, if this should happen students are expected to comply with the changed clinical hours.**

Usually the first clinical lateness will result in Student Performance Improvement Plan (SPIP); the second will result in not being allowed to stay and being marked absent. Students are expected to remain at the clinical site during clinical hours this includes breaks and meal time.

Requests for clinical placement with peers or at specific clinical agencies or on specific days will not be honored.

A student who has been absent due to illness or injury may be required to provide a written signed statement from his/her healthcare provider clearing the student to resume all classroom, laboratory and clinical activities. Or a clear explanation of any physical restrictions or limitations must be provided. Reasonable accommodations will be made when possible. If reasonable accommodations cannot be made, the student's continued participation and achievement of objectives may be in jeopardy.

A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility for reasons such as criminal background check, health status, prior clinical conduct.

Due to the unique nature of the clinical learning experience, the instructor has the authority to remove a student from the clinical setting whenever the instructor makes a professional judgment that a student's psychological or physical condition or the student's behavior is indicative of an inability to perform safely. Unsafe clinical practice is defined as behavior observed by or reported to faculty that is actually or potentially detrimental to the client, the client's family, or to the clinical (health care) agency or learning environment.

## **STUDENT PRACTICE REGULATIONS**

Students practice within the boundaries of the guidelines of the Pennsylvania State Board Nurse Practice Act, the guidelines of the Pennsylvania Institute of Technology Student Handbooks, and the policies and regulations of the healthcare agency where they are assigned for clinical learning. Examples of unsafe practice include, but are not limited to:

- Refuses an assignment based on client's race, culture, religious preference or medical diagnoses.
- Denies, conceals, covers-up or does not report own errors in clinical practice.
- Ignores and fails to report dishonest or unethical behavior in others.
- Practices skills that have not yet been assigned/taught, or are intended to be checked off prior to independent performance.
- Lacks information processing ability necessary for making appropriate clinical judgments or decisions.
- Interacts inappropriately with agency staff, co-workers, peers, patients/clients, families, and/or faculty resulting in miscommunication, disruption of the learning and/or patient care environment.
- Violates principles of confidentiality (HIPAA).
- Lack of adequate preparation for clinical practice.
- Fails to respect client rights and dignity.
- Solicits, borrows, or removes property or money from a client or client's family.
- Assumes client care tasks for which the student lacks the education or competence to perform.

- Removes drugs, supplies, equipment, or medical records from the clinical setting.
- Leaves clinical agency or patient assignment without permission of clinical instructor or without notification.
- Demonstrates extreme fatigue and/or falling asleep.
- Personal conduct that adversely effects the learning environment and/or the instructor's ability to perform his/her responsibilities such as deliberate failure to carry out instructions.
- Fails to adhere to principles of safe nursing practice (e.g. administering medications without instructor approval, medication errors, and failure to operate equipment correctly).
- Fails to recognize limitations and/or failure to seek appropriate help in time-sensitive situations.
- Denies responsibility and/or refuses to accept accountability for one's actions. This is assumed by refusal to sign *Student Performance Improvement Plan*.

If a student is removed from the classroom, laboratory or clinical setting, the instructor will notify the Director. The instructor will document the incident. After review the Director will determine if further action is warranted.

### **Clinical Guidelines**

- Students are permitted in the clinical area only at assigned times and for preparation for clinical with clinical instructor's permission
- Students are not permitted to contact or visit clinical agency identifying self as a P.I.T. student nurse to discuss anything related to the program or clinical without the permission of the clinical instructor or Director.
- Healthcare Provider Cardiopulmonary Resuscitation (CPR) Certification is required for all students for the length of the program. The student is responsible for knowing if his/her certification expires during time in the PN program and for renewing it before it expires.
- A copy of the student's health history and physical examination and immunizations records as well as background check may be required by the clinical agency as a condition of a student being permitted to use the clinical agency.
- Students are to comply with the clinical agency's policies.
- Students are responsible for arranging their own transportation to and from the clinical facility. In addition, any cost for parking is solely the responsibility of the student.
- Length and number of breaks or meal time are decided by clinical circumstances, the clinical instructor is the sole person for making the decision.
  - Students are not permitted to leave the clinical agency for breaks or meal time.
- Students who drive must present proof of car registration, insurance and driver's license.
- Students are to notify friends and relatives that no calls are to be made to the clinical agency. If an urgent situation arises during day (7am to 4pm), the call shall be made to the Department Coordinator office at 610-892-1568. The message will be forwarded to the clinical instructor to deliver.
  - For clinical that occurs in the evenings or weekends, students will be informed of the notification method.

- Smoking is not permitted at the clinical agencies, this includes parking lots. Most clinical agencies prohibit smoking anywhere on their ground. Even if the clinical agency has a designated “smoking area”, students are not permitted to use it.
  - Noncompliance may result in a student being removed from that clinical agency and marked absent for the day.
- Interactions with clinical agency staff are to be professional and appropriate. Seeking guidance from staff is acceptable. It is not acceptable to request staff to intervene in instructor/student interactions.
- Students are to follow clinical preparation guidelines.

### LATE OR MISSED EXAM

- A student who arrives late to an exam will only have the remaining allotted time to complete the exam.
- If a student is absent when an exam is administered, the weight of the missed exam will be added to the final exam weight for that course.
  - If a course does not have a final exam, the weight of the missed exam will be added to the last exam in the course.
- If a student is absent for a final exam or last exam in a course, the highest grade a student can earn for this exam is a 77%.
- Occasionally extenuating circumstances (refer to *Extenuating Circumstances Policy*) may cause a student to be absent on a scheduled exam day.
  - If there was more than one exam on the day of absence, the student will be permitted to make up each exam.
  - If the request is granted, the make-up exam may be of any type and may differ from that of the original exam.
- Should a student miss a quiz, there will not be an opportunity to make up the quiz; the student will receive a grade of zero for the quiz. **Extenuating circumstances will not be considered for a missed quiz.**

### COLLEGE CLOSING INFORMATION

The announcement of a College closing, a delayed opening, or an early closing may be heard on radio station KYW, 1060 AM. The day emergency number for P.I.T. is **504**. This information will also be posted at. Students must sign up for the Emergency Message System through the College website.

The Practical Nursing Program will create a phone chain for faculty/staff dissemination of information about closings, delays, or changes in class or clinical schedules. The phone chain may also be used to convey other essential information.

Each student should keep his/her contact information current.

## DRESS CODE

- Students are expected to wear the Practical Nursing Program uniform to all classes, clinical, and nursing laboratory sessions, unless advised otherwise by an instructor.
- The uniform is to be neat, clean, wrinkle-free, and odor free. Pants must be hemmed, not rolled up and should not be frayed. The length should be short enough as to not drag on the floor.
- **Plain** white or black shirts are permissible underneath the uniform.
- Plain solid colored sweaters or knit jackets without any graphics or words may be worn over the uniform while in class or the nursing laboratory but only the lab coat may be worn in clinical setting. Lab coats are to be removed while providing direct patient care.
- Clean, white or black shoes that are nursing shoes or athletic shoes (no open back clogs, slides, sandals, or shoes with netting/mesh) may be worn.
- Students are to wear plain black or white hose or black or white socks with no designs in the clinical area or nursing laboratory.
- The Pennsylvania Institute of Technology student identification (ID) badge and a clinical agency ID, if required by the facility, must be visible when in the clinical setting. A student who does not have his/her ID will be sent home and marked absent for the day.
- Professional attire may be acceptable in certain clinical agencies, but only as directed by an instructor.
- In the clinical area or nursing laboratory the only jewelry permissible is a plain wedding band and a wristwatch with a sweep second hand (i. e. no earrings of any type permitted) and no raised rings of any kind.
- Visible body-piercing including tongue studs are not permitted in clinical and nursing lab.
- Some clinical agencies require tattoos to be covered, students must comply.
- Fingernails are not to extend beyond the fingertip and must be clean. No artificial nails or nail polish is allowed in the clinical area or nursing laboratory.
- In the clinical area or nursing laboratory: hair must be clean, styled, and kept off the shoulders, no large fancy barrettes or hair ornaments permitted and all head bands must be **plain white**.
- Head coverings worn for religious reasons are permitted; they should be plain in color unless religion reasons dictate otherwise.
- Beards and mustaches must be clean and closely trimmed.

- No perfume or perfumed body lotions are to be worn.
- Make-up must be subtle.
- Careful attention to personal hygiene is expected.
- Chewing gum while in clinical or nursing laboratory is not permitted.
- The instructor has the authority to remove a student from the clinical area and agency, nursing laboratory, or the classroom if the student is non-compliant with the dress code. The student will be marked absent for the day.

### CELL PHONE POLICY

Use of cell phones, etc. is not permitted and they are to be turned off or placed on vibrate in the classroom. Answering calls, texting, or checking messages during class is not permitted. Students are to use breaks for this. If a student needs to answer a call during class, he/she should inform the instructor prior to the start of class or on break and quietly leave the classroom to do so.

Permission to turn a cell phone on in the clinical agency will not be granted. If clinical agency permits and instructor gives permission, a student may then use his/her cell phones on breaks or meal time but only in the designated manner and designated area allowed. This is not permission to have a cell phone on silent or vibrate modes while in clinical. Cell phone use is forbidden in client rooms or in the presence of clients outside designated areas.

Cell phones must be turned off and secured away during exams. A student using a cell phone or other electronic device during an exam will be considered to be engaging in academic dishonesty. Appropriate actions will be taken which may include the student earning a grade of zero for the exam.

If a student's cell phone goes off during an exam/quiz/clinical skills testing, the student may not be allowed to finish the activity and may be instructed to leave the room resulting in a grade of zero.

Cell phones and tablets are not to be charged in the classroom or nursing lab unless **permission is granted by the instructor** conducting the class, laboratory or clinical experience. Charging cell phones or tablets in the clinical agency is forbidden.

### SMOKE-FREE ENVIRONMENT

The College has adopted a policy prohibiting smoking throughout all campus buildings and anywhere along the front of the building including the main entrance to the College.

Smoking at clinical agency is strictly prohibited. This includes parking lot, grounds, buildings and even if the agency has a designated smoking area.

## DRUG AND ALCOHOL SCREENING

All students participating in the PN Program will be required to complete a urine drug screen at the student's expense.

**“For Cause” Drug Screening policy** refers to the use/misuse of, or being under the influence of: alcoholic beverages, illegal drugs or drugs which impair judgment while in the classroom, laboratory, clinical agency, or other location in the role of a student of the PN program.

When a faculty/clinical instructor perceives the odor of alcohol or observes behaviors such as, but not limited to, slurred speech, unsteady gait, or confusion, and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by alcohol or drugs, the following steps are taken:

1. The faculty/clinical instructor will remove the student from the area
2. The faculty/clinical instructor will notify the Director
3. Upon the student's oral consent, arrangements will be made to transport the student to a facility selected by the PN Program for drug screening
4. If the results of the test(s) are positive for alcohol, illegal substances, or for non-prescribed legal substances, the student will be withdrawn from the PN program.
5. If the results of the test(s) are negative for alcohol, illegal substances, or non-prescribed legal substances, the student shall meet with the Director or his/her designee within 48 hours of the test results to discuss the circumstances surrounding the impaired clinical behavior.
6. If the student refuses “for cause” testing the student will be withdrawn from the PN program.

## FOOD AND BEVERAGE POLICY

Food and drinks are not allowed in classrooms or laboratories except for beverages with a lid. When computers are in use, **no** drinks are allowed on the desk/table where the computers are located.

## EMPLOYMENT POLICY

While the faculty realizes that employment is necessary for some students, the practice of employment while attending a full-time program may prove harmful to the student's performance and is discouraged. Working prior to clinical may hinder alertness and ability to provide safe care.

If employed, students may not identify themselves as a representative of Pennsylvania Institute of Technology Practical Nursing Program by wearing the program uniform or ID badge. Students may not perform the functions normally assigned to a licensed practical nurse.

P.I.T. employees or work study students enrolled in the PN program are not to utilize codes, keys, etc. to benefit self or peers, for example using copier code to make copies of handouts.



## FACULTY ADVISING

Faculty advisor(s) will be assigned to each class. The role of the faculty advisor is to facilitate success in the PN Program and help the student accept responsibility and assume accountability.

Assistance such as tutoring, remediation, etc. is available to students. Students should first seek assistance from the instructor who is teaching the course or conducting the clinical learning experience.

Faculty members are available to a student during specified office hours and by appointment. Faculty offices are located in the Faculty Tower. Faculty office hours are posted outside the individual faculty office.

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## DISCIPLINE POLICY

Student conduct at P.I.T. should reflect favorably on the student and on the College. Regulations concerning appropriate conduct on the part of students are published in the College *Student Handbook* and include the **Disruptive and Abusive Student Behavior Policy**.

The policies require that student behavior contribute positively to student welfare and safety in order to enhance the quality of the campus environment and to develop respect for the rights of others. These principles and regulations are designed to advance the goals and objectives of the individual and of P.I.T.

When a student is in violation of any requirement contained in the College or PN Program Student Handbook, he/she is subject to disciplinary action including but not limited to warning, probation, removal from setting or immediate dismissal.

The College reserves the right to deny admission or the continued enrollment of any student. Additional information and a description of due process procedures can be found in the College's *Student Handbook*.

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## STUDENT REPRESENTATIVES

### Guidelines:

The role of the student representatives is to facilitate communication between fellow students and the Program faculty and staff. The role requires attendance at the faculty meetings and meeting with the class. The student representative will bring concerns, comments, etc. to the attention of the Director and to faculty meetings and take information from the Director and faculty meetings back to his/her classmates.

The student representative role is not to serve as an intermediary for a student who has or may be at risk for a warning or discipline action for academic, clinical, attendance or behavioral reasons. The student representative must be a practical nursing student in good standing.

The student representatives will be selected by the class and will serve for a limited time period of no longer than one semester.

It may be decided by the faculty or the students that a class will not have student representatives.

### **CRITERIA FOR WITHDRAWAL (DISMISSAL)**

1. Academic failure
2. Clinical failure
3. Failure to pass Math for Medication Administration (Dosage Calculations) exam in semesters I, II and III.
4. Unsafe clinical nursing practice
5. Failure to meet the attendance requirements
6. Violation of the College or PN Program policies

A student choosing to voluntarily withdraw from the program should meet with the Director, prior to withdrawal.

### **GRIEVANCE PROCEDURE**

Students in the Program are to first discuss grievances within the Program. Refer to *College Student Handbook* for **Student Grievance Policy and Procedures**.

### **PENNSYLVANIA STATE BOARD OF NURSING**

Address: P. O. Box 2649, Harrisburg, PA 17105-2649  
 Phone number: (717) 783-1404 Fax number: (717) 783-0822  
 Email address: [ST-NURSE@state.pa.us](mailto:ST-NURSE@state.pa.us)  
 Website: [www.state.pa.us/nurse](http://www.state.pa.us/nurse)

The Practical Nursing Program's was placed on provisional approval status by Pennsylvania State Board of Nursing for first-time NCLEX® Pass Rate below the required minimum pass rate of 80%.

The Practical Nursing Program has performed an evaluation of the program and developed a performance improvement plan. We feel confident that the plan will improve our first-time NCLEX® Pass Rate.

The Practical Nursing Program approval status does not affect the ability of qualified students to receive financial aid. It will also not prevent students from earning their practical nursing certificates and graduates from taking the practical nurse licensure examination or obtaining employment as licensed practical nurses.

## READMISSION INTO THE PRACTICAL NURSING PROGRAM

Readmission shall be at the sole discretion of the College and the Practical Nursing Program. Readmission to the nursing program:

- is dependent upon Financial Aid and Student Accounts clearance
- may require drug screening, health screening, criminal background checks, CPR certification, etc.
- may be required to demonstrate proficiency in theory and/or clinical skills in courses previously passed
- is based on space availability and
- will be allowed one time only

If the student **voluntarily withdrew** from the program or if the student has not academically progressed he/she may seek readmission to the program at the appropriate level within one (1) year of the withdrawal date in writing via letter or email to Director.

If the student was **dismissed** from the program for disruptive and/or abusive behavior or unsafe clinical nursing practice, the student may petition for reinstatement within one (1) year of the dismissal and at least two (2) months before the start of the semester in which he/she is seeking reinstatement. The student shall submit a written petition to the Director that includes:

- acknowledgement of behavior that resulted in dismissal and
- includes a detailed plan of action that identifies strategies for success.

The student may be required to meet with Director or appear before the Practical Nursing Program Admission, Selection and Progression Committee prior to a decision on petition for reinstatement.

## STUDENT HEALTH AND SAFETY REQUIREMENTS AND GUIDELINES

In addition to the Practical Nursing Program requirements related to health screening and immunizations, an eye exam is suggested prior to the start of the program. Immunization against bacterial meningitis is strongly recommended.

A confidential health record is maintained by the Program for each student, and includes the history and physical form, immunization record, and laboratory results. The record is kept for five years after graduation or withdrawal.

It is strongly recommended that a student have medical health insurance. The student is responsible for the cost of health care while enrolled in the Program.

The College does provide accident insurance for the student for injuries that occur in class or clinical setting. **If a student is injured, he/she must report this to the instructor promptly.** The student should seek medical assessment and treatment, if needed; with his/her healthcare provider, clinic, hospital, etc. While the College may have agreements with health

care agencies to facilitate treatment, the *Student Accident Insurance* policy permits a student to obtain care wherever he/she desires.

A report must be filed with the College insurance provider using their claim form. Claim forms are available from Program or Business Office. **Failure to provide information about the incident or treatment received will adversely affect coverage.**

*Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions.*

### **Blood and Body Fluid Exposure Guidelines**

Nursing students may be exposed to blood and other body fluids of patients/clients during clinical experiences. In an effort to avoid transmission of infectious diseases, the Program requires that all students receive instruction in the use of universal precautions before the first clinical experience requiring direct patient/client contact and annually thereafter. Universal precautions must be followed at all times and failure to adhere to this policy may result in failure of the course and dismissal from the Program.

If you experience a needlestick or sharps injury or are exposed to the blood or other body fluid of a patient, **immediately follow these steps:**

- Wash needlesticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigants
- Report the incident to your supervisor (instructor)
- Immediately seek medical treatment

<http://www.cdc.gov/niosh/topics/bbp/emergnedl.html>

### **GUIDELINES ON STUDENTS INFECTED WITH HIV, HEPATITIS, TUBERCULOSIS**

A student infected with Human Immune Deficiency Virus (HIV), Hepatitis B, or Hepatitis C will be afforded the opportunity to apply, enroll, and participate in the Practical Nursing Program.

Any student infected with HIV, Hepatitis B, or Hepatitis C or tuberculosis is required to notify the Director of his/her status so the Practical Nursing Program may help to define any limitations necessary on clinical learning experiences and make such accommodations as may be reasonable to permit the student's completion of the Program.

Students infected with HIV, Hepatitis B, or Hepatitis C will be counseled concerning their potential risk to clients and their risk to themselves. They will be instructed that universal precautions should be rigorously adhered to in all health-care settings as well as infection control techniques.

Recommended practices for students with HIV, Hepatitis B, or Hepatitis C include appropriate use of hand washing, protective barrier including double gloving, and care in the use and disposal of needles and other sharp instruments and not performing “high risk” exposure-prone invasive procedures.

A student with tuberculosis or latent tuberculosis infection needs to provide evidence of treatment.

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### **RELEASE OF STUDENT HEALTH INFORMATION**

Student health records are protected under the HIPPA. The clinical agencies may request student health records prior to a student attending clinical learning experiences. The student must provide permission to the program to allow release of the records. Denial of permission to release the records may impact clinical placement and the achievement of program objectives.

A student may request to receive a copy of his/her record. The student must fill out a *Request for Copy of Health Documents* form and submit it to the Department Coordinator who has three (3) business days to process the request.

**The request will be granted one time only. At no time will records be directly released to any third party other than the aforementioned clinical agencies.**

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**PENNSYLVANIA INSTITUTE OF TECHNOLOGY**  
**Practical Nursing Program**

**Consent for Disclosure of Health Information to Clinical Agencies**

I consent to the following disclosures of information to clinical sites to which I am placed

- Student Name
- Basic demographic information such as birthdate, college email address.
- CPR Status
- Immunization Status
- Tuberculosis Status
- Results of Criminal Background Check
- Academic Status in the Practical Nursing Program
- Drug Screening

I hereby agree to this authorization and understand that it must contain Personally Identifiable Information and information covered under the HIPAA Act to ensure accuracy. I understand I have the right to limit the information released and to revoke this consent. The consent will EXPIRE one year from the date of the signing of this authorization. If I choose to limit the information released by Pennsylvania Institute of Technology (P.I.T.), P.I.T. may inform the requestor that portions of the record have been withheld.

This consent may be withdrawn in writing by me at any time.

**Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

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**Pennsylvania Institute of Technology  
Practical Nursing Program**

**Request for Copy of Health Documents**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Documents Requested:

	CPR		Physical Form
	FBI Background Check		Titers
	Child Abuse Clearance		Hepatitis B
	PA Criminal Record Check		Flu Shot
	Out of State Criminal Record		TB Test/Chest X-ray
	TEAS Results		Tetanus Vaccine
	Acceptance Letter		Drug Screen
	Minimal Admission Requirement		

I authorize the Practical Nursing Program to copy and release to me the above items. I understand that it will take three (3) business days to process this request and that I must personally pick up the documents from the Department Coordinator. If I fail to pick the documents up within one week after they are ready, the documents will be destroyed and no further requests will be granted.

\_\_\_\_\_  
Signature Date

.....  
I have picked up my requested records and understand that additional copies will not be released.

\_\_\_\_\_  
Signature Date

.....  
Date Request Received by Program \_\_\_\_\_ Date Documents Ready \_\_\_\_\_

Date Picked Up \_\_\_\_\_ or Date Destroyed \_\_\_\_\_

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**PENNSYLVANIA INSTITUTE OF TECHNOLOGY**  
**Practical Nursing Program**  
**DECLARATION OF INTENT TO COMPLY with**  
**PRACTICAL NURSING PROGRAM STUDENT HANDBOOK**

**My signature below confirms that I:**

- Did receive a copy of the Pennsylvania Institute of Technology, *Addendum: Practical Nursing Program Student Handbook*
- Understand that I am expected to know and comply with the policies and regulations in the *Addendum: Practical Nursing Program Student Handbook*.
- Understand that I am expected to know and comply with policies and regulations in Pennsylvania Institute of Technology *Catalog of Courses* and *Student Handbook*
- Understand that if I fail to comply with the policies and regulations the result could be my withdrawal from the PN program
- Understand that if I have questions about PN program policies or regulations I should seek advice from the Practical Nursing Program Faculty and Staff.
- Understand that I may be asked to submit to drug and alcohol testing and that refusal to do so will result in dismissal from the PN program.
- Understand that I may be required to attend clinical learning experiences in the evening or weekend.
- Understand that if a clinical agency does not permit me do a clinical rotation at its facility based on my background check or health status it may result in my inability to complete the PN program. I acknowledge that my inability to complete the clinical requirements will result in my withdrawal from the PN Program.
- Understand that the faculty reserves the right to amend or add policies at any time during the program, I will be informed in writing about any changes, I will be required to sign an acknowledgement document and that refusal to sign will not negate the policy change.

**Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Witness:** \_\_\_\_\_