



T: 610.892.1500
800 MANCHESTER AVENUE
MEDIA, PA 19063-4089
WWW.PIT.EDU

Dear Interested Candidate,

Thank you for your interest in the Practical Nursing program. The program is a twelve (12) month, day program. Two (2) cohorts will be admitted each year (one in January and one in July). Attached is the *Recommended Course Sequence* which details the terms and courses. Admission to the Practical Nursing Program is highly competitive. We anticipate that the number of interested candidates will exceed the number of seats available.

The pre-screening process establishes eligibility for admission into the Practical Nursing Program. You must:

- have an official high school transcript or GED diploma with scores.
- if you are a high school graduate from a foreign country or have an out-of-state GED, obtain a Certificate of Preliminary (CPE) Education from the Pennsylvania Department of Education.
- be at least 18 years old.
- be a U. S. citizen, permanent resident, or eligible non-citizen.

Applicants who meet the following requirements are considered for admission (meeting the requirements is not a guarantee of admission into the program):

1. Meet the pre-screening requirements listed above.
2. Complete an application.
3. To qualify for admission into the Practical Nursing program, students must complete BIO 120 Human Body Systems for Health Sciences (6) credits (or the equivalent of Anatomy & Physiology I and Anatomy & Physiology II) and achieve a grade of C or higher, which can be completed at P.I.T. or transferred from a Middle States Accredited institution.
4. Complete AHT 105 Healthcare Foundations course with a grade of C or higher.
5. Submit official college or post-secondary education transcripts, if applicable.
6. Satisfactory background check, including a criminal record check and child abuse clearance for every state lived in within past 10 years. An FBI background check is required.
7. Completion of satisfactory drug screening.
8. Satisfactory physical examination including immunizations, titers, Tdap, and tuberculosis screening.
9. IF tuberculosis screening is positive, Chest X-ray with a doctor's note within last 5 years is required.
10. CPR- Adult, Infant, child (AHA BLS Provider is required)
11. Flu vaccine
12. COVID-19 vaccine and recommended boosters

Enclosed are the *MINIMUM ADMISSION REQUIREMENTS DECLARATION* and *FREQUENTLY ASKED QUESTIONS* which provide further information about the Practical Nursing program.

If you do not meet the requirements, Pennsylvania Institute of Technology has other programs for people interested in a health care career. I encourage you to call (610) 892-1500 or (800) 422-0025 and ask to speak with an Enrollment/Admissions Specialist about these programs.

Sincerely,

Corey M. Dennis, MSN, BA, RN, CNE
Director, Practical Nursing Program

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

Eligibility Requirement:
<ul style="list-style-type: none"> • Official high school transcript or GED with scores.* <ul style="list-style-type: none"> * Please note: GED from a state or jurisdiction other than PA requires a Certificate of Preliminary Education (CPE) from PA DOE. *Foreign high school records also require a Certificate of Preliminary Education (CPE) from PA DOE.
<ul style="list-style-type: none"> • At least 18 years of age - provide documentation
<ul style="list-style-type: none"> • U. S. citizen, permanent resident, or eligible non-citizen - provide documentation
Pre-requisite Requirements
<ul style="list-style-type: none"> • Must complete BIO 120 Human Body Systems for Health Sciences (or the equivalent of Anatomy & Physiology I and Anatomy & Physiology II) with a ‘C’ grade or higher from a Middle States Accredited institution
<ul style="list-style-type: none"> • AHT105 Healthcare Foundations course (or the equivalent of College Math and Medical Terminology) with a ‘C’ grade or higher from a Middle States Accredited institution.
Admission requirements:
<ul style="list-style-type: none"> • Pennsylvania Institute of Technology College Enrollment Application
<ul style="list-style-type: none"> • Official high school transcript, GED transcript, or PA DOE CPE
<ul style="list-style-type: none"> • Official college transcripts, if applicable
<ul style="list-style-type: none"> • Completion of a PA Criminal background check within 12 months (Completed through ADP)
<ul style="list-style-type: none"> • Completion of a PA Child Abuse background check within 12 months (Completed through ADP)
<ul style="list-style-type: none"> • FBI Background Check is required within 12 months (Completed through ADP) <ul style="list-style-type: none"> <input type="checkbox"/> Depending on results additional background checks maybe required
<ul style="list-style-type: none"> • Completion of satisfactory drug screening within 12 months; IF positive drug screening result, test may be redone <u>onetime AFTER 60 days</u>. (Completed through ADP)
<ul style="list-style-type: none"> • Physical exam by health care provider within 12 months <ul style="list-style-type: none"> <input type="checkbox"/> Please note form MUST be signed and dated by provider
<ul style="list-style-type: none"> • Proof of immunization vaccination record OR Mumps, rubella, rubeola, and varicella titers showing immunity. (uploaded and approved through ADP)
<ul style="list-style-type: none"> • Booster vaccination(s) of mumps, rubella, rubeola, and/or varicella if titer non-reactive/non-immune with a repeat titer to verify immunity. (uploaded and approved through ADP)
<ul style="list-style-type: none"> • Tetanus-diphtheria (Tdap) booster vaccination within the last 10 years (uploaded and approved through ADP)
<ul style="list-style-type: none"> • Tuberculosis screening one step OR QuantiFERON blood test: negative results within 12 months <ul style="list-style-type: none"> <input type="checkbox"/> Please note: if positive results must provide Chest X-ray result done within last 5 years showing no active TB with an annual doctors note. (uploaded and approved through ADP)
<ul style="list-style-type: none"> • Hepatitis B vaccination series of three (3) doses completed OR in progress (uploaded and approved through ADP)
<ul style="list-style-type: none"> • Seasonal Flu vaccine is required
<ul style="list-style-type: none"> • COVID-19 vaccine is required per CDC guidelines to be considered “fully vaccinated”
<ul style="list-style-type: none"> • Current American Heart Association (AHA) BLS Provider certification for adult infant and child CPR and AED.
<ul style="list-style-type: none"> • Health insurance strongly recommended
<ul style="list-style-type: none"> • No outstanding fees owed to college
<ul style="list-style-type: none"> • Reliable transportation to clinical sites

PLEASE NOTE:

While PIT and the Practical Nursing Program recognize certain exemption status, current clinical partners **do not accept medical or religious exemptions** currently. All background and health clearances must be obtained to attend clinical and satisfy the clinical requirement of the program.

There are no medical or religious exemptions accepted at this time.



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Clinical Health Programs Medical Marijuana Procedure and Acknowledgement

The Pennsylvania Department of Health has implemented the Pennsylvania Medical Marijuana Program, a component of the Medical Marijuana Act (MMA) that was signed as law on April 17, 2016. This program provides access to medical marijuana for patients with serious medical conditions as defined by the Pennsylvania Department of Health.

Currently, the federal government regulates drugs through the Controlled Substances Act, which does not recognize the difference between medical and recreational use of marijuana. Under federal law, marijuana is a Schedule 1 controlled substance, which means that it is considered to have no medical value. Practitioners may not prescribe marijuana for medical use under federal law.

Students entering any Clinical Health Programs are required to have laboratory screenings for drugs and alcohol upon admission to the clinical phase of the program and on a yearly basis while participating in the clinical experiences. As per current policy, if the results are positive, the student will be dismissed from the program.

Students using medical marijuana will not be eligible for clinical placement in any P.I.T. clinical program, due to the current discrepancy between state and federal law regarding Drug Free Work Place Act and the MMA. Businesses who are not in compliance with federal law are at risk for criminal or civil charges; and additionally may find issue with eligibility for federal contracts and grants.

Additionally, Pennsylvania's Medical Marijuana statute specifically provides that an employer does not have to accommodate an individual in a safety sensitive position if that person is under the influence of medical marijuana. Most positions involving direct patient care will be considered safety sensitive positions.

Students should also understand that under current Pennsylvania State Board law, many health career licensing boards require drug screening at the time of application for licensure. Similarly, most health care employers will perform routine drug screening as a condition for employment, as these positions involve direct patient care, and are considered safety sensitive positions. This discrepancy between federal and state law allows our clinical partners to deny student placement for clinical experiences and the State of Pennsylvania to deny licensure.

In order to be transparent with this entire process, we recognize our responsibility to fully inform students of P.I.T.'s procedure regarding the use of medical marijuana. Due to current laws we cannot provide admission to the clinical phase in any of our Clinical Health Programs and students who have been admitted and are later to be found positive for medical marijuana will be removed.

By signing below, you are indicating that you have read and understand the aforementioned statute. Further, you accept the potential ramifications of a positive medical (or non-medical) marijuana test.

Student Name (Print): _____

Sign: _____ Date: _____

**Pennsylvania Institute of Technology
Practical Nursing Program
FREQUENTLY ASKED QUESTIONS**

1. What is the Practical Nursing (PN) Program?

The PN Program is a Certificate Program and is designed to prepare the student for a successful nursing career and employment in the healthcare field, to facilitate personal growth experience, and to provide Registered Nurse program transfer opportunities.

2. What are the requirements for admission into the PN Program and who is responsible for paying for the cost, if any?

See attached MINIMUM ADMISSION REQUIREMENTS DECLARATION document.

3. Is the PN Program approved?

Yes. The program is approved by the Pennsylvania State Board of Nursing and Effective June 6, 2024, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on June 6, 2026. Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326 (404) 975-5000 <http://www.acenursing.com/candidates/candidacy.asp>

4. Will criminal history prevent acceptance into the program?

It depends on the specific details of the criminal history. One misdemeanor may not preclude acceptance into the program while more than one and/or a felony conviction usually does. To participate in clinical experiences a “no record” status must be reported on child abuse background checks, therefore, a history of child abuse precludes acceptance into the program.

If there is an “arrest” or “charge” listed on your criminal background check that does not have the “disposition” you will be required to provide official documents such as criminal background check from that state.

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:
- may refuse a license in any case where the board finds the applicant:
 - (1) Is guilty of gross immorality.
 - (2) Is unfit or incompetent by reason of negligence, habits, or other causes.
 - (3) Has been convicted of a felony or a crime of moral turpitude, 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.

You will be asked these following questions upon acceptance and on the state licensure application:

- (1) Have you ever been convicted* of any crime, felony, or misdemeanor, and/or do you currently have any criminal charges pending and unresolved, in any court?

_____ Yes

_____ No

- (2) Have you ever been convicted* of any crime associated with alcohol or drugs in any court?

_____ Yes

_____ No

*The term “convicted” includes a judgment, found guilty by a judge or jury, pleaded guilty or nolo contendere, received probation without verdict, disposition in lieu of trial or Accelerated Rehabilitative Disposition.

If the answer is yes to either one of the above questions you may have difficulty obtaining a license in Pennsylvania.

Deceit in the admission process is cause for dismissal from the program.

5. Are there any Pre-requisites?

Yes, to qualify for admission into the Practical Nursing program, students must complete and achieve a grade of C or higher for BIO 120 Human Body Systems (or the equivalent of Anatomy & Physiology I and Anatomy & Physiology II), which can be completed at P.I.T. or transferred from a Middle States Accredited Institution. Students must also complete AHT105 Healthcare Foundations course (or equivalent College Math and Medical Terminology) with a C or higher which is completed at P.I.T.

6. How many credit hours is the program and how long will it take to complete the program? Are the credits transferable to another school or college?

The curriculum is comprised of 50 nursing credits. The curriculum is divided into 4 terms of instruction for a total of 1500 hours. The full-time day program is a twelve (12) month program; the possibility of evening/weekend clinical rotations exists. Credits earned are not necessarily transferable to another school or college.

There are many opportunities for Licensed Practical Nurses to move up the educational ladder to obtain further specialty certifications or become a Registered Nurse. Both associate degree and bachelor’s degree programs are available. Many even offer credit for your practical nursing education.

7. What are the roles and responsibilities of a licensed practical nurse?

Nursing is an art and science dedicated to meeting the healthcare needs of individuals of all ages and communities. Licensed practical nurses (LPNs) provide healthcare in a variety of settings such as long-term care facilities, hospitals, physician's offices, homes, rehabilitation facilities, and clinics. LPNs work under the supervision of a licensed professional (registered) nurse, a licensed physician, or a licensed dentist.

The nursing actions performed by LPNs are extensive. The list includes, but is not limited to, provide fundamental care, collect client information and data, perform routine monitoring, administer medications, enteral feedings, and intravenous therapy, and perform wound care, dressing changes, and respiratory treatments. LPNs provide health teaching, monitor effectiveness of treatments, and document data, actions, and responses. LPNs are integral members of the healthcare team working together to assist the individual or family in the prevention of illness, restoration of health or adaptation to illness, and achievement of comfort.

8. Is there tutoring available?

P.I.T. is organized for student success. There are opportunities for peer, group, and private tutoring in our Student Resource Center, Student Innovation Center, Nursing instructors will be available for academic advising, tutoring, guidance, and support of nursing students.

9. What types of student services are available on campus?

Student Services provides academic support and career and transfer counseling as well as referral to social and community services. Other student services available include: student cafe, student lounge, and student lockers.

10. Will I receive a license immediately upon completion of the PN program?

No. Graduation from the PN program qualifies you to apply for a license and apply to take the NCLEX-PN® (National Council of Licensure Examination-Practical Nursing). You must apply to the State Board of Nursing and register for the examination. The State Board of Nursing determines if you are eligible to take the examination. When you pass NCLEX-PN® you will be issued a license.

11. What sites are used for clinical learning experience? Is transportation provided to and from the clinical sites?

Clinical environments are hospitals, nursing homes, assisted living, acute care facilities, community centers, pediatric facilities, correctional facilities, and elementary schools. Clinical also occurs on campus in the Simulation lab and may also occur online with a Virtual client and assignments. Negotiations for additional clinical environments for clinical learning experiences are ongoing. The possibility of evening/weekend clinical rotations exists. Clinical sites are not limited to Delaware County, and maybe out of state. Students are responsible for their own transportation. Clinical site placement is decided by nursing faculty. Requests for clinical site placement with peers or at specific agency will not be honored.

12. What type of patient/patients do student nurses care for during clinical learning experiences?

The Pennsylvania State Board of Nursing requires that clinical learning experiences provide opportunities for students to care for men, women, and children in a variety of age groups. Therefore, each student will be assigned to (and expected to) care for men, women, and children with a variety of health problems. Students are not permitted to refuse a patient care assignment.

13. What resources are available to help fund my nursing education?

Financial aid is available for those students who qualify, through federal, state, institutional, and special programs. Student loans are available. Some employers offer tuition forgiveness (repay outstanding loans for education) programs in exchange for employment. There are also professional and community organizations that offer scholarships to nursing students. For further information on federal, state or college aid go to www.fasfa.gov. P. I. T. Student Financial Aid Office is available to assist students in applying for financial aid.

14. Are there computer requirements for the nursing program?

Yes. All exams that are given online are recorded and monitored live via a Webcam. In addition, virtual patients can only be accessed through a laptop or desktop. iPads and smart phones can be used for lecture but are not compatible with other products, learning platforms, and software.

15. Is my acceptance into the program guaranteed?

Acceptance into the Practical nursing program is a highly competitive process with limited seating available. All perspective students must ensure that they have all minimum admission requirements met by the deadline prior to beginning the program.

16. Can I really lose my spot in the program before being accepted?

Since the practical nursing program is so competitive, we rely on indicators that demonstrate a student the exhibits the types of behaviors necessary to be a safe and competent nurse. This means we are in constant communication with P.I.T. faculty and staff across different areas of the college and receive reports of positive and negative interactions. Students who exhibit behaviors against our standards of professional conduct and treat members of the college community with aggressive, abusive, or disruptive behavior can be removed from consideration from the nursing program before acceptances has been extended. This includes interactions with admissions, academic support, faculty outside of the nursing program and staff members of the college. Additionally, students found to be breaking campus policies and rules, such as ignoring parking lot signage, or using profane language can be removed consideration at the discretion of the program director.



Hepatitis B Declination Form

I understand that I may be at risk of acquiring Hepatitis B Virus infection during my clinical experiences, as a result of working with blood or other potentially infectious body fluids. I have read the attached statement about Hepatitis B and the Recombivax vaccine and understand the benefits and risks of Hepatitis B vaccination. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. I also understand that placement in a clinical facility may be denied. If in the future I continue to have occupational exposure to blood or other potentially infectious body fluids and I want to be vaccinated with Hepatitis B vaccine, I may do so.

Signature_____

Date_____

**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 nonreturnable. Additionally, I agree and approve the sharing of any healthcare documents with clinical site affiliates so that I may attend clinical rotations as a P.I.T. student.
- 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 I may forfeit my seat in the program at any time prior to acceptance if I exhibit behaviors that are not in alignment with the standards of professional conduct established by the program.
- I understand a student must have reliable transportation to clinical sites and that lack of transportation can contribute to program dismissal.
- 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 which can include 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 being accepted into the program or will result in failure of the course.
- I understand that I should give careful consideration to the mental and physical demands of the program prior to beginning the program.
- I understand that I must provide proof of documentation of a COVID vaccination, or I cannot attend clinical which will result in failure of the course.
- I understand that I must provide proof of documentation of a seasonal flu vaccine, or I cannot attend clinical which will result in failure of the course.
- I understand I must provide documentation of current AHA BLS Provider CPR and AED certification for Adult, Child, and Infant.
- I have read and understand the Clinical Health Program Medical Marijuana Procedure at Pennsylvania Institute of Technology.
- I understand the Practical Nursing program is an accelerated 1500 clock hour, 12-month, day program.
- I understand failure to provide documents or failure to meet deadlines is grounds for rescinding of admission or dismissal from the program.
- **I understand that the Practical Nursing program at Pennsylvania Institute of Technology has a limited number of spaces and admission to the program is a competitive process.**
- **I understand that there are no medical, religious or exemptions of any kind granted.**
- I, the undersigned:
 - Have read and understand the Practical Nursing Program Admission Requirements.
 - Understand that I am responsible for doing or obtaining and paying for the cost of requirements designated to the candidate.
 - Understand that meeting the requirements is not a guarantee of admission into the program.
 - Understand that the program has a limited number of spaces and admission is not guaranteed.
 - Understand and confer that I have read the essential qualifications and can perform the required tasks as required.

Pennsylvania Institute of Technology Practical Nursing Program Health and Immunization Record

Name (PRINT) _____ Date of Birth _____

Part A. Must have titers (within last 5 years) for the following OR an immunization record showing vaccinations:	If titer result is non-immune/non-reactive, need to receive a vaccine AND FOLLOW UP RESULTS. Document below administration of vaccine AND FOLLOW UP RESULTS
<ul style="list-style-type: none"> • Rubeola immunization <input type="checkbox"/> (attach a copy of record) Rubeola titer results (attach a copy of titer results) Results <input type="checkbox"/> immune <input type="checkbox"/> non-immune/non-reactive 	Date of rubeola vaccine, if necessary: Results <input type="checkbox"/> immune <input type="checkbox"/> non-immune/non-reactive Date:
<ul style="list-style-type: none"> • Rubella immunization <input type="checkbox"/> (attach a copy of record) Rubella titer results (attach a copy of titer results) Results <input type="checkbox"/> immune <input type="checkbox"/> non-immune/non-reactive 	Date of rubella vaccine, if necessary: Results <input type="checkbox"/> immune <input type="checkbox"/> non-immune/non-reactive Date:
<ul style="list-style-type: none"> • Varicella immunization <input type="checkbox"/> (attach a copy of record) Varicella titer results (attach a copy of titer results) Results <input type="checkbox"/> immune <input type="checkbox"/> non-immune/non-reactive 	Date of varicella vaccine, if necessary: Results <input type="checkbox"/> immune <input type="checkbox"/> non-immune/non-reactive Date:
<ul style="list-style-type: none"> • Mump immunization <input type="checkbox"/> (attach a copy of record) Mump titer results (attach a copy of titer results) Results <input type="checkbox"/> immune <input type="checkbox"/> non-immune/non-reactive 	Date of mump vaccine, if necessary: Results <input type="checkbox"/> immune <input type="checkbox"/> non-immune/non-reactive Date:

Part B. Vaccinations
Tetanus/Diphtheria vaccine within the last 10 years?

If yes, date: _____ If no, needs booster, date administered: _____

Hepatitis B vaccine* (must begin vaccination series prior to start of program)

Dates received	First dose _____	Administered by _____
	Second dose _____	Administered by _____
	Third dose _____	Administered by _____

*If had the series but does not have documentation, needs Hepatitis B titer Results immune non-immune/non-reactive
Attach a copy of result and if non-immune/non-reactive, date of Hepatitis B vaccine booster.
**Please note: If declining Hepatitis B vaccine series please sign and upload Hepatitis B waiver

Part C. Tuberculosis screening -
Tuberculin skin test (Mantoux), 1-step PPD administered within 12 months:

1. Administered on _____ Date read _____ Results negative positive

OR if not a candidate for tuberculin skin test provide date of QuantiFERON administered within 12 months:

QuantiFERON Date _____ Results negative positive (if positive must have chest x-ray) Attach a copy of result WITH a PCP note.

Chest x-ray Date _____ Results normal abnormal Attach a copy of chest x-ray report WITH a PCP note

Part D. Results of physical exam. Health Care Provider please check one of the following statements. Thank you.

_____ There were no findings or health conditions indicative of limitations in physical activity, or cognitive function or ability to perform the functions required of a student in a Practical Nursing program.

_____ There are findings or health conditions* that require special accommodations or may indicate limitations in physical activities, cognitive function, and/or ability to perform the functions required of a student in a Practical Nursing Program. *Attach a list of those findings or health conditions.*

PRINT Name of Health Care Provider _____ Phone number _____

SIGNATURE of Health Care Provider _____

DATE: _____

Instructions for this form:

*UPLOAD THE COMPLETED, SIGNED, AND DATED FORM TO YOUR CLEARANCES ACCOUNT

* UPLOAD THE COMPLETED, SIGNED AND DATED HEPATITIS B WAIVER FORM TO YOUR CLEARANCES ACCOUNT IF APPLICABLE.

ESSENTIAL QUALIFICATIONS

All individuals, including persons with disabilities, who apply for admission to the Nursing program must be able to perform specific essential functions with or without reasonable accommodation. The following outlines the abilities and behavioral characteristics necessary for the student to be admitted to, continue in, and graduate from, the Nursing program at PIT (Pennsylvania Institute of Technology). These essential qualifications are standards of admission. The applicant should carefully review the essential qualifications for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with the satisfactory performance of any of the requirements. It is the applicant's responsibility to meet these essential qualifications if accepted into the program. The applicant should consult with the program director to discuss any individual situation if he or she may not be able to meet these essential qualifications. Requests for reasonable accommodation will be considered. Contact the program director if you have any questions about this matter.

Communication

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

Physical Skills

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

Observation and Sensory Skills

1. Hear, comprehend, and interpret conversation and sounds not solely based on visual cues (including alarms, monitors, faint sounds, such as heart and breath sounds, taking blood pressure)
2. Ability to see details at close range (within a few feet of the observer) and at a distance.
 - a. Function efficiently in various degrees of light, from dark to bright lighting
 - b. Differentiate colors, varying shades of same color, and shades of black, white, and gray.
 - c. Read fine print and handwriting.
3. Detect and distinguish odors from clients and environment.
4. Distinguish textures, degrees of firmness, temperature differences, pulse rate and vibrations; feel anatomical landmarks and veins.
5. Distinguish and describe the patient's affect, body language, and physical responses that the patient cannot verbally relay (i.e., facial expressions, sweating, trembling, color change, bleeding, etc.)

Intellectual, Cognitive, and Critical Thinking Skills

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

Behavioral / Social Skills / Ethics

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

LEGAL QUALIFICATIONS

Legal Qualifications for Nursing Programs – Students entering nursing programs will be required to undergo an annual Pennsylvania Child Abuse History Clearance, FBI Check, and State Police Criminal Record Check. These clearances will be due yearly, and due dates will vary by campus, and program of admission. No student will be admitted or retained in the program with a disqualifying criminal history or child abuse clearance.

Legal Limitation on Qualification for Licensure - The Professional Nursing Law of the Commonwealth of Pennsylvania states that the Board of Nursing may refuse to license a person who has been found guilty or pleaded guilty to felony charges. The application for licensure asks, “Have you been convicted * of a misdemeanor, felony; felonious act; an illegal act associated with alcohol, an illegal act associated with substance abuse(s)?”

**Convicted includes judgment; admission of guilt; pleas of nolo contendere; probation without verdict; incomplete ARD.*

Applicants should be aware of these limitations prior to entering the nursing programs. Practice of deceit in the application procedure is cause for dismissal from the program.

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. Adheres to HIPAA.
- 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. Recognizes own limitations and need for appropriate assistance from others.
- Agency's Policies and Procedures: Is familiar with and adheres to the agency policies and procedures.
- Veracity: is honest and truthful.
- 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. Utilizes assertive (not-aggressive) communication skills. Refrains from obscene language and uses a respectful tone with faculty, staff, peers, and community members.
- Professional Appearance: Adheres to established dress code in clinical and maintains professional appearance if non-clinical dress permitted.
- Ethical: Adheres to codes of ethics for nurses (National Association 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. Students are expected to be respectful and empathetic to classmates, instructors, and college and clinical staff. If overwhelmed or stressed, the student takes time out to put things in perspective.

**PENNSYLVANIA INSTITUTE OF
TECHNOLOGY
PRACTICAL NURSING PROGRAM**

Plan of Study*

<i>Pre- reqs: BIO 120 A&P and AHT105 or equivalent</i>						
Course Code	Course Title	Lecture Hours/Week	Lab Hours/Week	Clinical Hours/Week	Credits	Total Hours
Term 1						
NUR 140	Nursing Fundamentals	6.81 5 credits	10.9 4 credits	10.9 2 credits	11	315
NUR 145	Role Development of the Practical Nurse	1.36 1 Credit	0	0	1	15
Term Totals		90	120	120	12	330
Term 2						
NUR 152	Nursing Care of Adults	8.18 6 credits	0	21.8 4 credits	10	330
NUR 155	Principles of Pharmacology	1.36 1 credit	2.72 1 credit	0	2	45
Term Totals		105	30	240	12	375
Term 3						
NUR 162	Intravenous Therapy	1.36 1 Credit	1.36 0.5 Credit	0	1.5	30
NUR 165	Nursing Practice Specialties	4.09 3 credits	4.09 1.5 credits	21.8 4 credits	8.5	330
NUR 167	Clinical Concepts of Pharmacology	1.36 1 credit	2.72 1 credit	0	2	45
Term Totals		75	90	240	12	405
Term 4						
NUR 170	Acute and Complex Care of Adults	9.54 7 Credits	0	21.8 4 Credits	11	345
NUR 175	Practical Nursing Capstone	4.09 3 Credits	0	0	3	45
Term Totals		150	0	240	14	390
Program totals		Total Lecture	Total Lab	Total Clinical	Total Credits	Total Hours
		420	240	840	50	1500
Total Program Months =12			Total Program Weeks = 44			