



**WALTER R. GARRISON
COLLEGE OF NURSING**

PENNSYLVANIA INSTITUTE OF TECHNOLOGY

ADDENDUM: PRACTICAL NURSING PROGRAM STUDENT HANDBOOK

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<http://www.pit.edu>

Letter from the Assistant Dean of Nursing

Dear Nursing Student,

Welcome to the Walter R. Garrison College of Nursing, whether you have been recently accepted or are starting your journey towards application. Your selection for the program is based on the merits of your past work and testing abilities. When you are successful, you will have been chosen among your peers to become a part of this program, and as such, you are beginning your journey in the most trusted profession in the world. Your primary responsibility will, above all things, be providing safe, competent care. Your faculty and I will be here to guide you through the academically, emotionally, and technically challenging process of becoming a nurse. I hope that as you move through this program, you keep in mind that with dedication and setting priorities, you can be successful in the program and your nursing career.

Our first piece of advice would be to sit back and read this student handbook carefully. Ensure you understand all of it and can comply with the policies.

On behalf of the faculty and staff of the Pennsylvania Institute of Technology's Walter R. Garrison College of Nursing, best wishes as you begin your nursing journey.

Prof. Corey M. Glavin-Dennis, MSN, BA, RN, CNE
Assistant Dean of Nursing
Walter R. Garrison College of Nursing
Pennsylvania Institute of Technology
800 Manchester Ave.
Media, PA 19603

International Council of Nurses Pledge

In full knowledge of the obligations I am undertaking,

I promise to care for the sick with all the skills.

and understanding I possess,

without regard to race, creed, politics or

social status, sparing no effort to conserve life,

to alleviate suffering and to promote health.

I will respect, at all times, the dignity and religious beliefs

of the patients under my care, holding in confidence all

personal information entrusted to me,

And refraining from any action that might

Endanger life or health.

I will endeavor to keep my professional knowledge and skill
at the highest level, and to give loyal support and cooperation,

to all members of the health team.

I will do my utmost to honor the International Code of Nursing Ethics

and to uphold the integrity of the professional nurse.

Administration and Staff

Assistant Dean of Nursing

Prof. Corey M. Glavin-Dennis, MSN, BA, RN, CNE

Assistant Director of Medical Sciences

Prof. Robyn Tarpley,

Assistant Director of Nursing for Collaborative Partnerships

Prof. Deb Portone, MSN, BA, BSN, RN

Assistant Director of Nursing for Clinical and Laboratory Experiences

Prof. Kathleen Prendergast, MSN, RN

Compliance Coordinators

Ms. Kara Somers

Ms. Katie Torpey

Faculty

Fulltime Faculty

Prof. Megan Jones, MSN, RN

Prof. Donna Rust, MSN, CNS, CRNP, NPD-BC

Prof. Geri Swindell, BSN, RN

Prof. Joanna Hughes, BSN, RN

Prof. Shirley Wolhar, BSN RN

Simulation Operations Coordinator

Simulation Faculty

Prof. Christine Bagley, BSN, RN

Prof. Jennifer Casey, MSN, RN

Adjunct Faculty

Prof. Roe Castillo, BSN, RN

Prof. Shirley Kelly, BSN, RN

Prof. Nancy Morgan, MSN, RN

Prof. Marianne Schwalbe, MSN, RN

Prof. JoEllen Seufert, BSN, RN

Prof. Maggie Strang MSN, RN

Prof. Tayla Stakeman, MSN, RN

Prof. Anne Marie Sullivan, MSN, BSN, RN

Prof. Jena Thompson, BSN, RN

Prof. Jane Whitney, BSN, RN

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This handbook is an addendum to the Pennsylvania Institute of Technology (P.I.T.) *Catalog of Courses* and P.I.T. *Student Handbook* 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 prior notice any information requirements and regulations published in this document.

PRACTICAL NURSING (PN) 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 provides a supportive environment to enable committed students to succeed by offering the best collegiate education for career advancement, transfer opportunities, and personal growth.

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 patient care delivery. 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 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 that permits free exchange of ideas among faculty and students.
8. Practical nursing education is designed to prepare an individual to function as a healthcare team member by exercising critical thinking and clinical

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 a close correlation between theory and practice.

END-OF-PROGRAM STUDENT LEARNING OUTCOMES

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

1. Develop clinical judgment through the use of physiological and psychosocial concepts to provide quality, safe, client-centered care.
2. Demonstrate the knowledge, skills, and professional identity required of the professional nurse by modeling ethical, moral, and legal standards.
3. Practice therapeutic communication and collaboration with culturally diverse client families and the interprofessional healthcare team, while assessing their needs through a lens of diversity, equity, and inclusion to ensure client-centered care.
4. Utilize evidence-based practice, information literacy, and skill competency to facilitate the delivery of quality healthcare by ensuring the promotion and maintenance of a safe environment.
5. Demonstrate leadership principles in clinical practice by effectively organizing client care and demonstrating the skill to delegate tasks appropriately to the healthcare team based on individual client needs and scope of practice.

ORGANIZING FRAMEWORK

The program curriculum is designed and organized based on the End-of-Program Student Learning Outcomes (EPSLOs). The faculty established the program's value system in the philosophy and mission statement and identified the EPSLOs based on QSEN competencies and the National League of Nursing PN outcomes. The competencies included the knowledge, skills, and attitudes that the student needs to achieve. These competencies are reflected in clinical semester outcomes that support the achievement of the EPSLOs and overall program outcomes.

The Pennsylvania Institute of Technology PN Program curriculum plan follows an outline from simple concepts to increasingly complex ones, from normal function to abnormal disease processes. The framework of the NCSBN Clinical Judgment Model, QSEN competencies, and National League of Nursing PN outcomes serve as the basis for each course objective and the overall end-of-program student learning outcomes. The program's student learning outcomes also emphasize increasingly complex critical thinking and priority setting. The curriculum incorporates concepts of ethics and nursing values as a common thread in addition to thinking and communication skills. The

curriculum provides the attainment of knowledge and skills of the current practice of the practical nurse within the legal scope as defined in Pennsylvania.

PLAN OF STUDY

The Program is a Practical Nursing Certificate Program. The nursing courses are arranged sequentially over the span of four terms (one calendar year). The program's length is designed to enable students to achieve the program's objectives and competencies. The curriculum comprises 50 nursing credits, providing 1,500 clock hours, with approximately 60% clinical and 40% didactic (theory) components. A variety of teaching strategies & learning activities are utilized, computer- assisted instruction, ATI Content Mastery Series Assessments, 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.)

ACEN Candidacy

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

<https://www.acenursing.org/acen-programs-05202024/pennsylvania-institute-of-technology-p>

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.

PRACTICAL NURSING PROGRAM

Plan of Study*

Pre- req: A&P and AHT180 or equivalent

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			

TUITION AND FEES

Pre-Nursing Course Total Cost Academic Year 25/26		
Course	Tuition and Fees	Total
AHT105	3 credits x \$505 per credit + \$50 tech fee per credit =	\$1,665.00
BIO120	6 credits x \$505 per credit + \$50 tech fee per credit =	\$3,330.00
Health Science Academic Program	Academic Program Fee \$150=	\$150
	Total for Pre-nursing =	\$5,145.00

Practical Nursing Program Total Cost Academic Year 25/26			
Program Level	Course/Fee	Cost	Total
Level 1	Program Equipment Fee	\$1,500 with level 1 entry =	\$1,500.00
	NUR140	11 credits x \$505 per credit =	\$5,555.00
	NUR145	1 credit x \$505 per credit =	\$505.00
Level 2	NUR152	10 credits x \$505 per credit =	\$5,050.00
	NUR155	2 credits x \$505 per credit =	\$1,010.00
Level 3	NUR162	1.5 credits x \$505 per credit =	\$757.50
	NUR165	8.5 credits x \$505 per credit =	\$4,292.50
	NUR167	2 credits x \$505 per credit =	\$1,010.00
Level 4	NUR170	11 credits x \$505 per credit =	\$5,555.00
	NUR175	3 credits x \$505 per credit =	\$1,515.00
	Grad Fee	\$100 In last term =	\$100.00
		Total for practical nursing =	\$26,850.00

*Students should also plan to purchase three sets of Navy Blue Scrubs (Approx \$100).

Other Potential Out of Pocket Expense: Estimated Cost:

Watch with second hand	\$20
Scrubs (x3)	\$100

ADMISSION TO PROGRAM

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 (for financial aid eligibility).

Applicants who meet the requirements outlined in the Minimum Admission Requirements Declaration are considered for admission, although meeting the requirements does not guarantee admission into the program.

PRACTICAL NURSING PROGRAM MINIMUM ADMISSION REQUIREMENTS DECLARATION

Eligibility Requirement:
Official high school transcript or GED with scores.* base note: GED from a state or jurisdiction other than PA and Foreign high school records requires a Certificate of Preliminary Education (CPE) from PA DOE.
At least 18 years of age - provide documentation
U. S. citizen, permanent resident, or eligible non-citizen – (For financial aid eligibility)
Pre-requisite Requirements
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
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:
Pennsylvania Institute of Technology College Enrollment Application
Official high school transcript, GED transcript, or PA DOE CPE
Official college transcripts, if applicable
Completion of a PA Criminal background check within 12 months (Completed through ADB)
Completion of a PA Child Abuse background check within 12 months (Completed through ADB)
FBI Background Check is required within 12 months (Completed through ADB) <i>Depending on results additional background checks maybe required</i>
Completion of satisfactory drug screening within 12 months; IF positive drug screening result, test may be repeated <u>onetime AFTER 60 days</u> . (Completed through ADP)

Physical exam by health care provider within 12 months <i>Please note form MUST be signed and dated by provider</i>
Proof of immunization vaccination record OR Mumps, rubella, rubeola, and varicella titers showing immunity. (uploaded and approved through ADB)
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 ADB)
Tetanus-diphtheria (Tdap) booster vaccination within the last 10 years (uploaded and approved through ADP)
Tuberculosis screening one step OR QuantiFERON blood test: negative results within 12 months <i>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 ADB)</i>
Hepatitis B vaccination series of three (3) doses completed OR in progress (uploaded and approved through ADB)
Seasonal Flu vaccine is required
COVID-19 vaccine is required per CDC guidelines to be considered “fully vaccinated”
Current American Heart Association (AHA) BLS Provider certification (Adult, child, infant, & AED)
Health insurance
No outstanding fees owed to college
Reliable transportation to clinical sites
Meet essential qualifications

NOTICE OF SELECTION PROCESS CHANGES:

The Walter R. Garrison College of Nursing is committed to ensuring a fair, transparent, and equitable selection process for our competitive Practical Nursing program. Beginning with the **July 2026 cohort**, the selection process will be updated to include:

- **A formal application window**
- **A rubric-based evaluation of applicants**

The application window for the July 2026 cohort will open on **March 1, 2026**. A detailed rubric outlining the evaluation criteria will be published in advance of this date to allow applicants ample time to prepare. These changes are designed to further align our selection process with best practices in nursing education and to provide all applicants with clear expectations and evaluation standards. Continue to monitor official College communications for the release of the rubric and further application instructions.

NOTICE OF IMMUNIZATION REQUIREMENTS:

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

NOTICE OF RELIABLE TRANSPORTATION:

Students in the program are required to have reliable transportation for all program activities, which includes clinical site attendance. Clinical sites are selected based on their ability to contribute to the learning requirements of students in the program and, as such, may not always be easily accessible via public transportation.

NOTICE OF CLINICAL SITE REFUSAL:

Clinical placements are secured through affiliate healthcare partners, and acceptance at these sites is a condition of successful program progression. Any refusal by an affiliate clinical site to accept or continue a student's placement—whether due to conduct, background checks, health requirements, professional behavior, or other circumstances occurring outside of, prior to, or during program participation—may result in **program dismissal** or inability to progress in the program.

NOTICE OF LIVE-PATIENT CLINICALS:

Please be aware that clinical training requires students to perform patient assessments and deliver care to individuals across a wide range of health conditions and states. By nature, this training carries an **inherent risk of exposure to illnesses, infections, and other health-related hazards**. The College of Nursing and its clinical affiliates maintain policies and procedures to minimize these risks, and students are expected to strictly adhere to all safety protocols, infection control practices, and professional standards. Compliance with these measures is essential to protecting both yourself and the patients under your care.

PLEASE NOTE:

While the Pennsylvania Institute of Technology (P.I.T.) and the Practical Nursing Program recognize certain exemption status, current clinical partners do not accept medical or religious exemptions. All background and health clearances must be obtained to attend clinical and satisfy the clinical requirements of the program.

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

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 P.I.T.

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 hours or more.
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 your hand and arm steady while moving your arm or while holding your 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, and 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 the same color, and shades of black, white, and gray.
 - c. Read fine print and handwriting.
3. Detect and distinguish odors from clients and the 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, and 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 a 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, including but not limited to the following: falsifying or knowingly making incorrect entries into a patient's record or related document; copying another 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

Students entering the nursing program will be required to **undergo an annual Pennsylvania Child Abuse History Clearance, FBI Check, and State Police Criminal Record Check**. No student will be admitted or retained in the program with a disqualifying criminal history or child abuse clearance. Any student with a finding on the Pennsylvania Child Abuse History Clearance and/or FBI Clearance indicating they may not work with children will be ineligible for the clinical programs. Changes in legal status, including charges and convictions, are to be reported to the director of the program within

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.

Other Offenses Not On The Prohibitive List Which Will Be Considered In Admission Decisions (Note: Any felony or misdemeanor conviction or equivalent from another jurisdiction will be considered. This is not an inclusive list.)

Shoplifting	Fraud	Bribery
Harassment	Stalking	Extortion
Abuse or neglect in any form	Simple Assault	Prostitution
Weapons	Violation of protection from abuse order	2 or more Driving Under the Influence of drugs or alcohol or driving while intoxicated convictions. This includes ARD
Terrorism/terroristic threats	Hate Crimes	Possession of Paraphernalia
Falsification of any legal document/record	Possession and/or distribution of a controlled drug (to include ARD)	Any other felony drug conviction

**The decisions of PIT are based on the Protection of Older Adults Act, the Child Protection Laws, the Pennsylvania Department of Education, and the standards of the clinical sites for the programs.*

HEALTH AND SAFETY

Student Health Requirements and Guidelines

In addition to the PN 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 PN 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.

Release Of Student Health Information

Student health records are protected under HIPAA. 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 the release of the records. Denial of permission to release the records may impact clinical placement and the achievement of program objectives.

Change in Health Status

Following initial acceptance into the Practical Nursing Program, students must satisfactorily meet the health requirements of the program (**See: Minimum Admissions Requirements Declaration**) for a student to continue in class/clinical/lab. When a student's health has changed, the student must provide documentation from a healthcare provider that clearly states the student's ability to **fully** participate in classroom, clinical, and lab activities. Health status changes include, but are **not limited to**:

- Pregnancy/Delivery/Postpartum
- Accident/Visit to the emergency department or urgent care center
- Injury
- Hospitalization
- Major illness
- Splint/brace/cast/sling
- Surgery
- Infectious exposure (i.e., Coronavirus)

The student must present the documentation to the Director or their designee prior to returning.

Students who have a chronic illness or condition should be maintained on current treatment and be able to implement direct patient care. The practical nursing program, including clinical nursing experiences, places students under considerable mental and emotional stress. Students must demonstrate rational and appropriate behavior under stressful conditions.

The PN Program reserves the right to require, at any time, proof of a student's physical, mental, and/or emotional health at the student's expense.

Students are required to maintain all medical and legal clearances during the program. Failure to maintain clearances can result in program dismissal, as the student cannot meet program objectives without clinical participation.

Acute Illness Policy

The Practical Nursing Program recognizes that students may experience changes in health status during their course of study. To ensure the safety of patients, students, and faculty, and to maintain compliance with program requirements, the following policy applies when a student experiences a chronic or acute medical change in condition.

Definition of a Medical Change in Condition

A medical change in condition includes, but is not limited to:

- Hospitalization for any reason
- Initiation of or ongoing medical treatment that impacts participation in required program activities
- The use of a medically required support device (e.g., crutches, brace, oxygen, mobility aid, etc.)
- Any illness, injury, or condition that limits the student's ability to safely perform in the classroom, lab, or clinical setting

Reporting Requirement

Students must notify the Program Director or designee immediately upon a change in medical status. Documentation from a licensed healthcare provider may be required to verify the student's ability to continue participation with or without reasonable accommodation.

Temporary Return-to-Program Period

- Students experiencing a medical change in condition requiring ongoing hospitalization or rehabilitative treatment will be granted a period of **seven (7) calendar days** from the date of the event (hospitalization, initiation of treatment, or onset of device use) to return to the program.
- Return may be **with or without reasonable accommodation**, provided the student is able to safely and successfully complete all clinical and classroom requirements.
- During this period, the student must provide all required medical documentation and coordinate with program leadership regarding accommodations, if applicable. (This includes pregnancy and delivery)
- An official request must be made via official P.I.T. email to the pn attendance email pnattendance@pit.edu

Failure to Return

If the student is unable to return within the **seven (7) calendar day period**, the student will be required to:

1. **Seek a medical withdrawal** from the program.
2. **Apply for re-entry** at a future date in accordance with the program's re-entry policy and seat availability. Students must return within one year.

Clinical Participation

Students must be fully cleared to engage in clinical coursework before resuming participation. The program reserves the right to require medical clearance documentation to protect patient safety and comply with clinical site requirements.

Non-Compliance

Failure to notify the Program Director of a medical change in condition, failure to provide required documentation, or failure to adhere to this policy may result in dismissal from the program.

P.I.T. PN Student Pregnancy Policy

Purpose:

To provide guidelines for practical nursing students who become pregnant, ensuring their health, safety, and academic success while maintaining the integrity of the nursing program.

Scope

This policy applies to all candidates and students enrolled in the Practical Nursing Program.

Policy Statement

This policy aims to support pregnant nursing students in providing a pathway to minimize academic disruption and prevent stalls to progression through the program. By providing clear guidelines, the program ensures that students can continue their education with minimal disruption while maintaining the standards required for nursing practice.

Notification of Pregnancy:

1. Notification Requirement:

Students are required to notify the nursing program administration as soon as they are aware of their pregnancy. This ensures that program faculty are appropriately notified to provide a protective clinical assignment.

All information regarding the student's pregnancy will be kept confidential and shared only with relevant faculty and staff as necessary to provide the appropriate assignments.

Clinical Protective Assignment:

1. Process:

Once a student notifies the practical nursing administration of their pregnancy status, the student will be provided with the protective assignment acknowledgment form. This assignment does not exempt the student from direct patient care, participation in medication administration, ambulation, or other clinical activities, but does provide guidance on which patient care assignments the student may take based on patient diagnosis or medication administration. Students disclosing pregnancy are still required to meet the clinical requirements and always follow the clinical faculty instructions.

2. Notification:

Once the student has reviewed, signed, and returned the Protective Assignment Acknowledgement Form, the clinical faculty will be notified of the status, allowing for the appropriate clinical assignments to be made.

Absences Due to Delivery:

1. Hospitalization for Delivery:

To maintain on-target progression in the program, students who are hospitalized for delivery are allowed to miss seven consecutive calendar days per the acute illness policy, as part of their recovery period beginning immediately postpartum.

2. Absence Period:

Students are permitted to miss up to seven consecutive calendar days following hospitalization for delivery without program dismissal; however, all

time in the program must be made up before progressing to the next term, and before the end of the term.

3. **Provider Recommendations:**

The practical nursing program cannot permit a student to participate in classroom or clinical activities outside the parameters of a provider's recommendations, even if these recommendations prevent the student from performing necessary skills to meet the clinical objectives successfully.

Make-Up Work:

1. **Virtual Completion of Missed Work:**

During the 7-day absence period, students will have the opportunity to participate in lecture course work via virtual presence or by watching recorded lectures. Students will also be provided with an equivalent alternative clinical assignment.

Extended Absences:

1. **Absence Exceeding 7 Days:**

If a student is unable to return to the program within 7 days following delivery, they must seek a medical re-entry to complete their studies in a future term.

2. **Medical Withdrawal:**

Students who are approved for a medical re-entry pathway must return to the program within 1 year to continue their nursing education.

3. **Program Re-Entry:**

As with all changes in health status students opting to return within 1 year must provide medical clearance from their healthcare provider indicating their ability to resume work in the clinical setting with no restrictions.

Clinical Expectations:

1. **Impact on Clinical Requirements:**

Absences exceeding 7 days will place the student too far behind to meet the program's clinical expectations. Students will be advised of the significant impact such absences may have on their ability to successfully complete the term.

2. **Clinical Make-Up Policy:**

If a student returns within 7 calendar days, arrangements will be made for them to make up missed clinical hours.

3. **Make-up prior to absence time:**

Students may work with the program to be assigned make-up time prior to absence for delivery and hospitalization.

Accident Insurance

It is strongly recommended that a student have 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 a clinical setting. If a student is injured, they must report this to the instructor promptly. The student should seek medical assessment and treatment, if needed, from their healthcare provider, clinic, or hospital. 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 they desire.

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

Smoke-Free Environment

The College is committed to providing a safe, healthy, and productive learning environment for all students, faculty, and staff. In support of this commitment, the following policy is in place:

1. Smoke-Free Campus Buildings and Entrances

- Smoking, vaping, or the use of any tobacco or nicotine products is strictly prohibited in all campus buildings.
- Smoking and vaping are not permitted along the front of the building, including at or near the main entrance.

2. Designated Smoking Area

- The only permitted location for smoking or vaping is the designated smoking area near the upper parking lot.
- Smoking or vaping outside of this designated area is not allowed.

3. Impact on the Learning Environment

- The smell of smoke or vapor is considered a distraction to the learning environment and poses a potential health risk to fellow students, faculty, and staff.
- Students who arrive on campus with a strong odor of smoke or vapor may be asked to leave the classroom or campus until the issue is resolved

4. Responsibility

- It is the responsibility of all students, faculty, staff, and visitors to comply with this policy.
- Violations of this policy may result in disciplinary action in accordance with the College's Code of Conduct.

5. Support for Students and Employees

- The College encourages individuals who wish to quit smoking or vaping to seek available cessation resources. Information about support programs may be obtained through Student Services or Human Resources.

Blood And Body Fluid Exposure Guidelines

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

In Case of Exposure

If a student experiences a needle stick or sharps injury or is exposed to blood or other body fluid of a patient, the student is to follow these steps.

1. Wash needle sticks and cuts with soap and water
2. Flush splashes to the nose, mouth, or skin with water
3. Irrigate eyes with clean water, saline, or sterile irrigant
4. Report the incident to the instructor
5. Immediately seek medical treatment

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

Students With Positive Tuberculin Skin Testing

For students attending the nursing program, it is important to ensure that appropriate screening for tuberculosis takes place. For students with a documented positive skin test or for students with allergies to tuberculin testing, the following process is required.

New students entering the program with a positive skin test for tuberculosis must have a follow-up two- view chest X-ray within 5 years with a doctor's note.

- If that X-ray is positive, the student must follow their primary care provider's recommendations and can participate in clinical only with documentation from their primary care provider stating the student is not contagious for tuberculosis.

Guidelines For Students Infected With HIV, Hepatitis, Tuberculosis

A student infected with human immunodeficiency 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 their 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.

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

Recommended practices for students with HIV, hepatitis B, or hepatitis C include appropriate use of hand washing, protective barriers 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.

COVID-19 Policy For PN Students In Clinical/Simulation/Lab

Students in the Practical Nursing Program at Pennsylvania Institute of Technology are required to have a COVID-19 vaccination. Validation of completion is provided in each student’s American Data Bank account or designated repository account.

Students performing direct care roles with instructors in clinical settings, onsite simulation or lab are required to review and adhere to the following COVID-19 information in the following specific areas: State-specific Department of Health guidelines related to COVID-19; and National resources of the CDC for guiding self-protection practices for students at:

<https://www.cdc.gov/covid/prevention/index.html>

As a student at Pennsylvania Institute of Technology, you are required to maintain the following protocols, ideally at all times to avoid risk of exposure and lost time in clinical/lab, but especially while a student representing Pennsylvania Institute of Technology, where you are a guest in a clinical/practicum or lab setting:

- Wear a mask if required in the health care facility and follow their protocols for personal protective equipment.
- Exercise excellent personal hygiene, which includes the following:
 - Wash your hands. Wash your hands often with soap and water for at least 20 seconds, especially after you have coughed, sneezed, or blew your nose.
 - Don’t touch your face. Avoid touching your eyes, nose, and mouth with unwashed hands. If you do touch your face, wash, or sanitize your hand immediately after.
 - Sneeze into a tissue or your elbow. Cover your mouth and nose with your elbow or a tissue when coughing or sneezing. Toss your tissues in the trash and wash or sanitize your hands immediately after.
 - Use hand sanitizer. If soap and water are not readily available, use a hand sanitizer with at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Carefully monitor and assess your own health. Students are expected to monitor their symptoms daily for COVID-19. If you are sick, you should stay home from clinical/lab and notify your instructor.

Influenza Vaccine- Seasonal

Practical nursing students in health care settings for clinical/simulation/lab are required to receive a seasonal influenza vaccine. This is a uniform requirement of health care

agencies each flu season. Validation of completion is provided in each student's American Data Bank® account.

Compliance for all health clearances including COVID-19 and Influenza vaccine is monitored by the Clearance Coordinator and overseen by the Director.

Drug And Alcohol Screening

Drug Screening

Many clinical agencies require urine drug testing for all individuals engaged in client care; therefore, all students must complete a urine drug screening before entering the PN program at the student's expense. Some clinical agencies require that urine drug screening be no more than 6 (six) months old from the student's first date at the clinical agency. This means students will undergo urine drug screening during their enrollment in the program. The program pays for this screening.

Candidates for admission into the PN Program are required to complete a urine drug screen prior to starting the program at the student's expense.

"For Cause" Alcohol/Drug Screening Policy

Any student who demonstrates behavioral changes reasonably suspected to be related to substance abuse as defined herein may be subjected to testing. A decision to drug test based on reasonable suspicion of alcohol/substance abuse may be made by a faculty/nursing instructor.

Reasonable suspicion is defined as, but not limited to, the following behaviors:

- Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; such as, but not limited to, unusual, slurred or rapid speech; noticeable change in appearance and hygiene, impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent diarrhea, flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
- Abnormal conduct or erratic behavior on the clinical unit, absenteeism, tardiness or deterioration in performance.
- Information that the individual has caused or contributed to an incident in the clinical agency or contributed to harm of self, visitors, faculty, staff, or patients as a result of being under the influence of drugs.
- Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while enrolled in the nursing program.

- Odor of alcohol.
- A report of drug use.
- “For cause” alcohol/drug screening steps:
- The faculty/nursing instructor will remove the student from the area
- The faculty/nursing instructor will notify the Director (or their designee)
- 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. Screening will be paid for by the college.
- The faculty/nursing instructor will complete a report and submit that day to the Director.
- 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.
- 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 their designee within 48 hours of the test results to discuss the circumstances surrounding the impaired behavior.
- If the student refuses “for cause” testing the student will be withdrawn from the PN program.

***Transportation of Students under the influence of drug or alcohol:**

If onsite testing is unavailable, the instructor should notify the individual the student has identified as an emergency contact and ask him/her to transport the student. (Programs should maintain a record of contacts. Permission from the student to contact the individual in the case of an emergency should be obtained at the start of the program. An Emergency Contact Form may be used for this purpose.

If the student does not identify an emergency contact, the program director or designee should be notified to facilitate safe transportation options for the student.

Pennsylvania Institute of Technology Clinical Health Programs Medical Marijuana Procedure

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 Workplace 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 positions 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 found to be

ACADEMICS

General Student Expectations

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 daily 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 are to update the PN program with any changes in personal information including name changes or contact information.
7. Students are expected to be prepared for all classes with the appropriate tools, notebooks, writing utensils, calculators, clinical/laboratory equipment, etc.
8. Students are expected to attend all classes, arrive on time, and remain in their scheduled class for the duration of the class period.
9. Students are expected to behave in a professional manner in all settings with those they come into contact with (such as College faculty and staff, clients, client's 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.
10. Disruptive talking: Questions are expected and welcomed. However, please do not hold side conversations while the instructor or classmates are speaking. Please ask the instructor first, not a neighbor, if you have any questions. If side conversations become a problem, then the seating arrangement of students may be changed at any time during the term.
11. Language/respect: Appropriate language demonstrating tolerance and respect are expected.
12. Dominating the class conversation: Many subjects in the class will be open to group discussion. If the instructor feels anyone is dominating the conversation, he or she may ask that individual to allow others to voice their opinions so the class can address more perspectives. The best way to understand new concepts is to talk about them from different points of view and allowing everyone the chance to participate is the best way to accomplish this.
13. Students are expected to be present and on time for all exams, classes, and clinical experiences. Being present means engaging in constructive classroom discussions, active participation in learning activities and contributing meaningfully to the learning environment. Students in class or clinical sitting with heads down or eyes closed will not be considered to be actively engaged and will be asked to leave.
14. Students are expected to complete all assignments and homework.
15. All assignments are due on the designated date and time to be considered for attendance.

16. If a student is issued a Warning or placed on Academic, Attendance or Conduct Probation, the student will receive notification by email from the PN Program Director or their designee.
17. Students should keep track of their attendance and are responsible for obtaining any needed attendance verification (**see Attendance Verification**).
18. Any requests for paperwork from the program require at least three (3) business days' notice and are to be submitted in writing.
19. Friends and family members should be discouraged from interrupting students in class and clinical.

Standards For Progression and Graduation

Progression

At the conclusion of each term in order to progress to the next term, 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.
 - A student who fails the theory portion of a nursing course but passes the clinical portion will receive a grade of "F" for the course.
 - If a student is readmitted after failing a course, both the theory and clinical portions must be repeated.
 - A student must make up all outstanding clinical absences before progression to graduation or the next term.
- Meet the program's attendance requirements
- Successfully pass skill competencies in each level of the program.
- Pass the Med Calculations Exam for each of the 4 levels of the program with the required scores.

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 the student is enrolled. **A student must meet all academic and financial obligations before a practical nursing program certificate is awarded.**

To participate in commencement, students must not be on a Financial Aid or Student Accounts "hold." Issues related to "hold" must be addressed with the department that placed the student on "hold."

Recognition of students for academic and clinical excellence will be made during the commencement ceremony.

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. Complete the approved curriculum satisfactorily and meet all course requirements.
3. Pass the clinical portion of each nursing course, i.e., achieve a "PASS" grade on the Clinical Evaluation Records for NUR 140 Nursing Fundamentals, NUR152 Nursing Care of Adults, NUR165 Nursing Specialties, and NUR 170 Acute and Complex Care of Adults.
4. Meet the program's attendance requirements.
5. Obtain a final grade of 77% or higher in every course throughout the program.
6. Successfully pass skill competencies in each level of the program.
7. Pass the Med Calculations Exam for each of the 4 levels of the program with the required scores.

Graduation Awards and Honors

Commencement Awards The following awards for Associate Degree and Bachelor's Degree graduates, which recognize student achievement, are presented at commencement. P.I.T. officials select the awardees:

- Valedictorian: The Valedictorian Award is presented to the graduate with the highest cumulative GPA.
- Salutatorian: The Salutatorian Award is presented to the graduate with the second-highest cumulative GPA.
- Founder's Award: The Founder's Award is presented to the graduate who exemplifies the College's Mission to help deserving students help themselves through a technical education as selected by the staff and faculty of P.I.T.
- President's Award: The President's Award is presented to the graduate chosen by the President for meritorious service to the College and academic excellence.
- Distinguished Alumnus Award: The Distinguished Alumnus Award recognizes the alumnus who is an accomplished professional and humanitarian.
- PENNSYLVANIA Dean's Award for Outstanding Service to P.I.T.: Presented to the graduate who has demonstrated academic excellence and has significantly contributed time, energy, ideas, service, and support functions, activities, organizations, groups, faculty, and staff (presented at the discretion of the Vice President of Academic Affairs).

Academic Honors

The practical nursing program follows the Pennsylvania Institute of Technology's designations for academic honors. Students with outstanding academic records receive graduation honors. Students with the following cumulative GPAs, calculated on all coursework completed at P.I.T., graduate with distinction:

- Summa cum laude (with the highest honor): 3.90-4.0 cumulative GPA.
- Magna cum laude (with high honor): 3.70-3.89 cumulative GPA.
- Cum laude (with honor): 3.50-3.69 cumulative GPA

The practical nursing program provides honor cords for any student with a 3.0 Cumulative GPA or higher and a White Honor Stole for anyone with a 3.5 or higher.

Practical Nursing Program Award

This award is presented to the graduate who exemplifies the standards of the P.I.T. practical nursing program in all areas of nursing knowledge and exhibits excellent accomplishment in both academic and clinical performance throughout the program.

Hazel Johnson-Brown Award

This award is presented to the graduate who has most exemplified perseverance and clinical, intellectual, and nursing leadership throughout their academic career at the college.



Hazel Johnson-Brown broke racial barriers in the armed services, serving as the first black chief of the U.S. Army Nurse Corps and the first black, female Brigadier General.

Hazel Johnson-Brown enlisted in the military in 1955, just seven years after President Harry S. Truman moved to integrate the United States Armed Forces and abolished discrimination. As she continued to advance her education, she was named Director of the Walter Reed Army Institute of Nursing and was named Army Nurse of the Year twice. In 1979, she was nominated as the 16th Chief of the Army Nurse Corps and promoted to Brigadier General, becoming the first African American woman to earn this rank. Following her retirement, she entered academia, serving as a professor of nursing at Georgetown University and George Mason University.

Practical Nursing Clinical Award

This award is presented to the graduate whose nursing practice, in any clinical setting, reflected the highest clinical standards and sensitivity to the needs of the patients and their families.

National Adult Education Honor Society

Students pay no dues and do not have required meetings or faculty sponsors. NAEHS by-laws prohibit NAEHS from offering anything for sale to student members. Their only obligation is to share with others what adult education has meant to them and encourage family members to take advantage of their local adult education program.

To qualify for NAEHS membership adult education students must demonstrate the following attributes:

1. Dependable attendance
2. Cooperative attitude
3. Work ethic

Retention

Academic Coaches in the Student Services Department are available for students who need assistance overcoming academic and personal barriers to success in college. Students are encouraged to seek out their academic coaches on campus or via email.

Nursing students are encouraged to seek assistance from the appropriate course instructor or faculty member as soon as academic or clinical issues arise. Students may schedule an appointment with the faculty member or the nursing tutor for their Cohort in addition to attending scheduled tutoring sessions.

Grading Policy

Student learning will be evaluated using multiple assessment measures, including exams and quizzes, projects, class participation, assignments, and clinical evaluations. Refer to the course syllabus for individual courses' specific assessment measures. Refer to the College Catalog for the meaning of "I" and "W." The Practical Nursing (PN) Program Grading System differs from the College's as to what constitutes a failing grade. All courses must achieve a "77" or higher.

Number Range	Letter Grade
93–100	A
90–92	A-
87–89	B+
83–86	B

80–82	B-
77–79	C+
Below 77	F
Failed to Attend	FA
Incomplete	I
Withdrawal	W

The faculty reserves the right to adjust the student's classroom grade based upon classroom attendance/performance/behavior/civility.

Grade Appeal

If a student has reason to believe that a grade they received is incorrect, the student will first try to resolve the issue with the faculty member in writing through email. This request must be initiated within five business days.

If a satisfactory resolution is not reached, the student should attempt to resolve the matter by consultation with the appropriate program manager and the faculty member. If a satisfactory resolution has not been reached through this consultation and the student still believes that they have a basis for an appeal, the student shall then initiate the formal grade appeal procedure, as described in the Procedures for Student Grade Appeal Process.

The only permitted grounds for a student grade appeal are:

1. The grade is allegedly based on an error in calculation.
2. The grade assigned allegedly did not follow the grading criteria as stated in the course syllabus.
3. The grade assigned is based on academic dishonesty, which the student denies.

It shall be the responsibility of the student to prove that the grade is incorrect or unjustified.

Program Evaluation

Students will be given an opportunity to evaluate the Practical Nursing program through end-of-term and end-of-program surveys administered through the learning management system.

Student Assessment

Didactic

Evaluation of a student's ability to master content is measured using a variety of instruments. Assessments may take different forms: Computer-based unit quizzes/exams, computer-based standardized quizzes/exams, written assignments, direct observation, discussions, simulations, etc.

Assessment is necessary to know if a student is ready to move on to the next stage of learning as well as identifying areas that need improvement. It is particularly important to identify these areas, remediate and, most importantly, fill gaps in learning. Gaps in learning can impede progress. It is important to reach out early to your faculty.

Clinical

In the clinical setting, assessments are essential in evaluating students' progress in the spectrum that extends from observation to supervised practice to independent practice. It is natural for students to feel frustrated at times when desired progress and actual progress are not aligning. It is important to recognize that receiving a "Not Met" evaluation in clinical performance is not a personal judgment. "Not Met" in learning are opportunities for improvement. These evaluations serve as a useful tool to identify areas of growth.

When receiving a "Not Met" evaluation, the student will be expected to remediate the clinical behavior. Behaviors evaluated as not meeting standards on the last clinical day will require remediation. This remediation will be assigned based on the complexity of "Not Met" behavior. Students who are not showing growth, in which behavioral evaluations continue to identify gaps despite remediation, will receive a grade of "F" in the course. The student will meet with the Director of the Program to determine the ability to progress.

- Clinical evaluations are performed throughout various clinical settings to evaluate clinical skills, judgment, identify clinical progress, and areas of improvement. All students will be evaluated in the clinical setting by an instructor/s throughout the term.
- All portions of the clinical evaluation must be successful to PASS the course's clinical portion.
- Clinical evaluations are PASS/FAIL.

Students will be evaluated using the Clinical Performance Evaluation Tool for the course. The clinical component of the nursing course is graded as PASS/FAIL. Students unable to demonstrate consistent clinical progress or competence throughout the semester or students demonstrating clinically unsafe behaviors will be withdrawn from the nursing course, and a grade of "F" will be assigned.

Skills Test Out

All students will be tested out on nursing skills in the clinical lab. Three attempts are provided to perform the skill safely and competently.

- If unsuccessful on the 1st attempt, the student will be required to attend remediation and practice during scheduled open labs.
 - a. Once the student has remediated and practiced, the student will test out on the skill with the open lab faculty.
 - b. If unsuccessful on the third attempt, the student will fail the skills lab portion of the course and fail the course that the skills lab is attached to.

Courses attached to Skills lab:
NUR 140 Nursing Fundamentals
NUR 155 Principles of Pharmacology
NUR 162 Intravenous Therapy
NUR 167 Clinical Concepts of Pharmacology

Academic Misconduct

- Includes cheating, falsifying, forging, or altering college records, laboratory work, written assignments, or examinations (tests).
- 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.
- Accessing testing materials outside of designated proctored spaces or outside the presence of an approved test proctor.
- 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, 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.
- Taking or sharing images of test questions
- Talking to anyone except an approved testing proctor during an exam.
- Discussing or disclosing, directly or indirectly, the content of test questions with any student who has not taken the exam.
- Students who use open-book resources during an examination without instruction
- No student shall sell, give away, or furnish in any form any questions or answers to any exam scheduled to be given to any nursing course.
- Students are not to post on social media any information related to exams.
- 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.

Academic misconduct is grounds for dismissal from the nursing program, and students dismissed for academic misconduct may be denied re-entry to the practical nursing program.

Testing Protocol – On Campus

- Synchronous testing will be scheduled. Please check with your course for specific times.
- On test days, students may be asked to change seats to maintain testing security. Any student who refuses to move at the instruction of a faculty or staff member will be asked to leave the testing area and receive a zero for the exam grade.
- At the beginning of every exam, students will have a 10-minute login window. Any students not logged in within the 10-minute window due to lateness or forgetting their login credentials will not be permitted to take the exam that day and will need to schedule a make-up exam.
- Testing will be timed to 1.5 minutes per question.
- Students with approved accommodations should contact their faculty member to determine if an adapted testing schedule is necessary.

- Students are to take care of bathroom needs before the start of the exam.
- Students are not permitted to speak to another student once the exam has begun. Any students attempting to speak with another student during the exam will be asked to leave the testing area and receive a zero for their grade. Students are to raise their hands for any concern regarding a question, and the instructor will clarify with the class.
- Everything must be removed from the desk during the exam.
 - All other items, other than pencils and a calculator when required, are to be stored in the designated area.
- A student is responsible for maintaining a testing environment that is free of items intended to be used as an “open book” resource of knowledge.
 - Papers, except for one blank page provided by the testing proctor, will be shown to the proctor before testing begins and upon completion.
 - Papers should be returned to the testing proctors once the test is complete. Students found writing information from the test to the paper will be in violation of the Academic Conduct policy and could be subject to disciplinary action.
 - No ear buds, headphones, caps with brims, sunglasses, hoodies, or puffy coats are permitted to be worn in the classroom.
 - Cell phones are to be turned off and put away during exams.
 - Smart watches or Smart glasses are not permitted to be worn during testing.
 - Textbooks, handouts, and other course materials.
 - Electronic resources, other than the computer upon which testing is being administered.
 - Testing proctors reserve the right to request the student scan the testing area at any time before, during or after the testing period.
 - All items must be placed in the student’s closed bag/backpack.
 - Bag/backpacks must be placed away from the testing environment as directed by faculty and staff.
- Once a student completes a question on the exam, they cannot return to review/revise the question.
- Once a student has completed their exam, they should leave the testing area and return at the report time. If testing is occurring in the theater, students must exit the theater, lobby, and stairwells adjacent to theater upon finishing the exam.

- Review of individual examinations should not be expected; however, faculty will review the specific concepts identified as knowledge deficiencies. Test review may be scheduled outside of class time during remote office hours.
- Please work with your individual instructors to schedule review times.

Testing Protocol- Off-Campus

At the direction of the course instructor, online testing will be utilized. Proctoring will occur through the use of Zoom technology. **Additional proctoring tools may also be utilized.**

ATI testing will utilize Proctorio for all proctored assessments.

Late Or Missed Exam

To assure quality testing that meets NCLEX standards, the Nursing Department follows a policy that allows for one missed scheduled/unscheduled test. Students may not miss exams due to the need for more preparation. The student will be required to do the following:

- Notify the faculty member administering the test **BEFORE** the time of the examination by email. Failure to communicate the need to miss an examination and or failure to confirm an appointment for a makeup examination will result in a grade of zero for that examination.
- Arrange a time to complete the test with the instructor.
- Make-up exams will be given on specific days according to the course syllabus. All exams should be completed prior to course completion and within the guidelines outlined in the course syllabus.
- The make-up exam will be of shortened length and time. For example, a missed exam of 50 questions worth 2 points each given over one hour may be made up with a 25-question exam worth 4 points each over 30 minutes.
- All make-up exams will be alternative format exams.
- Any subsequent exam absence will result in a zero.
- Quiz make-up policies may be found in course syllabi.
- Students arriving late for an exam or those who are not able to log in within the 10-minute start window will need to take an alternative format exam if eligible as this counts as a missed exam.

Dosage Calculation Exam Policy

The faculty is committed to excellence in nursing education. The faculty believes that critical thinking skills are an integral part of nursing education and practice. Critical

thinking in nursing is a purposeful outcome and complex developmental process. It includes safely implementing a plan of care and evaluating the effectiveness of that action. The nursing faculty believes that safe and effective care, clinical competence, and ethical practice are expected as part of the ideals of the nursing profession.

Dosage calculation is a critical skill in nursing that requires 100% accuracy to ensure client safety.

This skill must be mastered, which requires continued vigilance in professional nursing practice. To promote life-long accuracy and safety in dosage calculation, nursing students at P.I.T. must demonstrate mastery of mathematics and dosage calculation upon entry and throughout the duration of the nursing programs.

Testing Preparation

Utilize the formula method. Formula Method: D (Desired) $\div$ H (Have on hand) $\times Q$ (Quantity)

1. Topics that may be included on the test are basic math, which includes multiplication and division of decimals, rounding, conversions, oral dosages, IM/subcut dosages, reconstitution, I & O, IV (drops/min and mL/hour), weight-based dosages as well as all previously tested material
2. Consider supplemental resources such as ATI: Dosage Calculation 2.0
Desired Over Have
3. Seek help from nursing faculty for any questions as soon as possible.
4. The dosage calculation test will be given in each term and is outlined in the syllabus for that course

Testing Procedure

1. Calculators are permitted, but **ALL set-ups** of formulas must be shown for the test to be graded.
2. Students will be required to achieve a minimum of 85% in Level 1, 90% in Levels 2 & 3, and 95% in Level 4.
3. If the student does not achieve the minimum score for each level, a remediation packet will be provided.
4. The remediation packet must be completed and submitted to a course faculty member before a test retake can be scheduled.
5. After submission of the remediation packet, the student can retest twice to obtain the required competency on the dosage test.
6. If the student does not obtain the required competency by the end of the course (third test), this will be considered a clinical failure and will be noted as a "not met" in the Clinical Performance Evaluation. The student will be withdrawn from any course(s) and will be required to seek re-entry.

7. Any returning students, regardless of their registered courses, must participate in the appropriate math exam for that level.

ATI Policy

Pennsylvania Institute of Technology Practical Nursing Program believes ATI products help to prepare the student for professional practice and for the licensing exam. ATI testing products represent content that will be tested on the professional NCLEX-PN licensing exam. Results of these tests indicate content you have mastered and content that could use further review.

ATI Content Mastery Series provides Non-proctored and Proctored Assessments in the following content areas:

- Critical Thinking Entrance/Exit
- Self-Assessment Inventory Web
- Adult Medical Surgical
- Pediatric Nursing
- Maternal Newborn
- Fundamentals
- Anatomy and Physiology
- Mental Health Nursing
- Pharmacology
- Management
- Capstone and Virtual Coaching
- Comprehensive Predictor

All ATI products are computerized. All resources are available to students through single sign on to ATI Account once a CDN Product ID number has been entered.

ATI Assignments/Homework Guidelines:

- All assignments/homework must be completed on the assigned date to receive credit.
- Any ATI assignments/homework that are not completed and turned in on time will earn a maximum of 77% if turned in within 24 hours of the due date and 0% if turned in after 24 hrs.

ATI Exams and Quizzes

- Unit or Chapter exams and quizzes will be given using the ATI testing platform or the LMS platform.
- In applicable courses, focused reviews are required after assessments and must be completed as follows:
 - All focused reviews must be handwritten.
 - All focused reviews should consist of at least three critical points per topic to review
 - The body of work created will provide evidence of student engagement in the remediation process and be reviewed by the faculty.
- Focused reviews are graded as complete or incomplete.

ATI Non-Proctored Practice Assessments

ATI Practice Assessments are assigned after 70% and 90% of the content has been provided in class. Practice assessments must be completed prior to taking any proctored assessment.

- Practice A assessments will have the rationales closed, and the students are required to complete the ATI Focused Review® on the FIRST attempt for the assessment, or no grade will be assigned. Rationales will be opened after first attempt has been made.
- Practice B assessments will have rationales closed, and students are required to complete the ATI Focused review on the FIRST attempt for the assessment, or no grade will be assigned. Rationales will be opened after first attempt has been made.
- Completion of Focused Review includes, for each topic missed, at least three critical points to remember. The body of work created will provide evidence of student engagement in the remediation process and will be reviewed by the faculty. Focused Reviews are to be handwritten.
- Practice A and Practice B assessments can be taken multiple times by the student.

ATI Proctored Assessments

ATI Proctored Assessments are taken after completion of ALL assigned non-proctored practice assessments and focused reviews.

Students are required to complete the ATI Focused Review® on each proctored assessment.

- For each topic missed, three critical points to remember should be identified. The body of work created will provide evidence of student engagement in the remediation process and will be reviewed by the faculty.

- All students must complete a focused review to receive their score and/or be eligible to sit for the required retake. Failure to sit for the required retake will result in a zero for the exam grade. Failure to complete the focused review will result in a zero for the exam grade.
- ATI Proctored Assessment Goal or “benchmark” for P.I.T. Practical Nursing Program is “**Level 2 Proficiency**.”
- Grades will be awarded for level of achievement on Proctored assessments in all terms as noted below:
 - Below level 1= 60 Level 1= 70 Level 2=90 Level 3=100
- Students who do not achieve a Level 2 must sit for the exam retake.
- Students improving their level of achievement on the retake assessment will have the grade awarded as follows:
 - Level 1= 70 Level 2=80 Level 3=95
- Students will receive the highest score of the two attempts.
- Students who miss the proctored exam on their first attempt will only be permitted to take the second attempt of the proctored assessment.

ATI Capstone

There are weekly assessments that follow a strict schedule during the Capstone phase of the final term. The Capstone course is approximately 6 weeks. All components of the Capstone must be met on a weekly basis per the ATI schedule. The grade for the ATI Capstone is a minimum of 150 points, with all assignments completed, to be successful in the following phase of ATI Virtual Coaching. The ATI Capstone falls under NUR175 Practical Nursing Capstone. Students who fail NUR 175 will be required to repeat NUR 170 and NUR 175 if they choose to return. Students who do not receive their minimum 150 points will not be eligible to sit for the comprehensive predictor.

ATI Comprehensive Predictor

The comprehensive Predictor exam is a 3-hour exam and mirrors the NCLEX examination. This exam is mandatory, and the grade earned will be the Predicted Probability of Passing NCLEX as noted on the Individual Performance Profile. The expected score is 90% probability. Remediation is mandatory for all students, regardless of their scores. Failure to complete remediation will result in a score of zero. The ATI Comprehensive Predictor falls under the NUR175 Practical Nursing Capstone course grade. All students who do not receive the required 90% probability of passing are required to sit for the Comprehensive Predictor retake. Students who fail NUR 170 will be required to repeat the NUR 175 course and meet the required benchmark score on the ATI comprehensive Predictor. Students who miss the first attempt will only be eligible to sit for the second attempt of the comprehensive predictor.

ATI Virtual Coaching

Once ATI Capstone is completed, the student will enter the ATI Virtual Coaching phase. The student will be assigned their own Virtual Coach, which will help to strengthen weak areas of content for the student. Virtual Coaching is a resource to assist in the preparation for the NCLEX-PN. All students will enter the ATI virtual phase and continue through the end of the term. Virtual coaching is mandated to be 20% completed for all students who do not achieve the benchmark score by the second attempt of their comprehensive predictor exam. Students who do not obtain their benchmark score on the comprehensive predictor and who do not complete a minimum of 20% of the ATI Virtual Coaching content prior to the course end will receive a 0% for their graded component. Students who obtain the benchmark score prior to graduation are STRONGLY encouraged to continue while waiting to take the NCLEX exam. After the initial Virtual ATI Coaching ends, the student is responsible for any extensions of Virtual ATI and any associated costs.

3-Day Live Review

ATI provides the review and summarizes content learned throughout the program, in addition to helpful hints and test-taking strategies for taking the NCLEX exam. Attendance is mandatory for the 3-day Live Review and is tracked by the college and ATI. Any day missed will result in an automatic 10% deduction of the course grade. Students who do not participate in all three days of the ATI live review will not be eligible to receive additional testing prep resources from ATI. Additionally, any student not successful in NUR 170 or NUR 175 will be required to attend the three-day live review when they return to the program.

ATTENDANCE

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.

The Practical Nursing Program at Pennsylvania Institute of Technology is a 1,500 clock-hour program, as per the Pennsylvania State Board of Nursing regulations. **All time is accounted for, and any missed time must be made up.**

Time will be tracked by the half-class period or clinical day. Any student missing **more** than 20% of the total time for a lecture course in the 11-week term will receive a probational notice. Any student who misses 30% or more of lecture time will be up for program dismissal. All missed time will be made up-- this includes classroom, clinical, skills lab, and simulation lab. Clinical, skills lab, and simulation lab will be made up during the program or after graduation if warranted. If ANY missed time is not made up during the date/time assigned by the program, the student will not progress forward and/or graduate. There are no extenuating circumstances or exceptions.

- While there may be explanations for missed time, there are no excused absences.

- Students are encouraged to retain documentation for all missed time. For example, court documents that clearly contain the date and time the court was attended.
- Counseling, verbally and/or in writing, will be implemented if there is poor performance by a student in the classroom in correlation with excessive class absence.
- A student who is absent for 5 (five) or more consecutive days, either virtually or in person, and does not have an acute illness plan in place will be withdrawn (dismissed) from the program.
- The student is responsible for obtaining any missed information, including assignments and homework.
- The student is responsible for "handing in" paperwork, assignments, etc. that were due the day of their absence in a timely manner in accordance with their course policies.

Leave of Absence

While a leave of absence during a term is not possible, if a student voluntarily withdraws the student is welcome to apply for readmission to the program.

*Please note: readmission to the nursing program can only occur one time. Refer to READMISSION INTO THE PRACTICAL NURSING PROGRAM policy.

Attendance Verification

A student who requires attendance verification must present the form to academic support coaches, faculty, or nursing staff for completion. Written permission from the student is required to provide/release information about the student.

Late Arrival To Lecture Class

As this is a 1500 clock-hour program, student attendance is strictly enforced. Students arriving more than 15 minutes late to the lecture or arriving from the break more than 15 minutes late will not be permitted to enter the classroom until the next break.

- Students must sign in upon entering the class, including the time of arrival
- Students may not sign in another student
- Students with more than two late arrivals per course per term will be placed on conduct probation and required to meet with their Academic Support Coach to create a plan for success.
- Students with more than five late arrivals per course per term may be considered for program dismissal.
- Attendance will be taken daily.
- Students who arrive late will be noted as late, and time will be deducted from their day. The option to dispute this is not available.
- Students who leave early will be noted as leaving early and time will be deducted from the remainder of their day. The option to dispute this is not available.

- If a student does not return from lunch or break or leaves early a half-day absence will be recorded.
- 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 their absence in a timely manner.

Entering and Exiting the School Building and Classroom

- Students are required to enter the school through the main entrance. Any student found to be holding side doors open for peers or other personnel or entering through any other entrance/exits will be placed on conduct probation and could face disciplinary action up to and including the loss of financial aid and/or program dismissal.
- Students should enter the auditorium through the back doors only and are not permitted to use the stage doors to enter or exit the auditorium. Students may use all auditorium doors to exit except on test days when the back doors should be used.
- Students are not permitted to congregate in stairwells or hallways before, during or after classes or test. Student loitering in hallways or stairwells will face disciplinary action up to and including program dismissal for disruptive behavior.

Off-Campus Classroom Guidelines

- Students will use Zoom links to enter the meeting at least 5 minutes before the beginning of class.
- Students must be sure to follow Zoom expectations.
- Students must sign in with their Last name, First Name
- Students who will be entering late, leaving early or absent must contact the instructor via email.
- Students who are absent will have an assignment to complete at the discretion of the instructor.
- Students should not be attending class while at work, on errands or in doctors’ offices, etc.
- If a student does not return from lunch or break or leaves early a half-day absence will be recorded.
- A zoom report will be utilized to track attendance to the zoom class

Clinical Attendance Guidelines

Regular attendance in Clinical/Simulation/Skill Lab is essential to providing the foundation necessary to practice safely and competently in the clinical setting. A

student's progress towards meeting clinical objectives and nursing skills is evaluated during each clinical experience. Students have 3 clinical days and 2 lecture days in each Program Level. Clinical attendance guidelines apply whether the **clinical is assigned to take place on campus, off campus, relocated to campus, or an alternative virtual assignment on any of the 3 clinical days.**

Procedure For Notification of Clinical Absence or Lateness

- If a student is going to be absent/late to clinical, the student must inform their clinical instructor 30 (thirty) minutes prior to the scheduled start of clinical. The student is required to email the assigned instructor and the pnattendance@pit.edu at the assigned time.
- Any student who arrives > 15 minutes late (ex, start time is 6:45 am and the student arrives at 7:01 am) will be sent home, and the missed day will be considered an absence and needs to be made up.
- **If a student is unable to stay for the entire clinical day, it is considered an absence,** and the student will be required to make up the clinical day at the end of the term during the break weeks in between terms.
- The student must communicate with the assigned instructor whenever possible; if this is not possible, a family member or significant other may reach out. A message relayed by another student is not acceptable.
- Absences in clinical courses may result in possible course failure.

Clinical Absence

- Students can only miss a total of 3 clinical/simulation/skills lab days during a term.
 - a. After the third clinical absence of the term, the student will be placed on attendance probation for the remainder of the term.
 - b. A fourth clinical absence during the same term will result in clinical failure, and the student will be dismissed from the program.
 - c. Students missing more than three clinical days due to hospitalization, being called to military service, or required court appearance for the entirety of the absent period will be required to request a program reinstatement in a later term and return within 1 year to complete the program from the point they withdrew.

<u>Course</u>	<u>Clinical absence resulting in course failure*</u>
<u>NUR 140 Nursing Fundamentals</u>	<u>4th absent day results in course failure</u>
<u>NUR 152 Nursing Care of Adults</u>	<u>4th absent day results in course failure</u>

<u>NUR 165 Nursing Practice Specialties</u>	<u>4th absent day results in course failure</u>
<u>NUR 170 Acute and Complex Care of Adults</u>	<u>4th absent day results in course failure</u>

No Call/No Show (NCNS)

- 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 for the remainder of the program and a second No Call/No Show will result in dismissal from the program whether or not it occurs in the same clinical rotation or term.

Clinical Make-Up Fee

- ALL missed clinical days will need to be made up. Date and time, as well as the nature of the clinical makeup, are at the discretion of the faculty. Clinical make-up days occur after the term during the break weeks.
- Failure to make up missed clinical time at the end of the term, during which the absences occurred, will result in clinical failure.
- A \$50.00 Rescheduling Fee must be paid to the business office for each clinical day missed per term.
- A clinical day that is made up will fulfill content missed of the 1500 clock-hours required by the state. The make-up day **DOES NOT ABSOLVE THE ABSENCE** for the program record.

CONDUCT

Guidelines For Student 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.

Professional Boundaries

There are professional boundaries in the nurse-patient, nursing instructor-nursing student, and nurse-healthcare team member relationships. It is a professional relationship, not a personal relationship. These boundaries control the power differential, allow for safe connection with patients based on their needs, and provide space between power and vulnerability.

Boundary violations occur when professional lines of behavior are crossed. Violations may be inadvertent, purposeful, or thoughtless, and may occur when there is a misunderstanding of the needs of the nurse, nursing student, and patient.

Some examples of boundary crossings may be but not limited to: disclosing personal stories, giving/receiving a gift, keeping secrets with a patient or for a client or between a student and instructor, and meeting a patient in settings besides those used to provide direct patient care or when you are not at work or meeting of an instructor-student outside program or college responsibilities.

Students who have questions regarding professional boundaries should consult the Director of Nursing or Instructors for guidance. *A Nurse's Guide to Professional Boundaries* published by the National Council of State Boards of Nursing (NCSBN) is an excellent resource. Web link

https://www.ncsbn.org/ProfessionalBoundaries_Complete.pdf .

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 healthcare 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 7:00am to 3:00pm. **It is possible clinical agencies may change the times to evening hours or (on the rare occasion) weekend hours, if this should happen students are expected to comply with the changed clinical hours.**

A student who has been ill or sustained an injury, whether the student has been absent or not, may be required to provide a written signed statement from their healthcare provider clearing the student to resume all classroom, laboratory, and clinical activities (**See: Change in Health Status**) or a clear explanation of any physical restrictions or limitations must be provided. Reasonable accommodations will be made if/when possible. If reasonable accommodations cannot be made, the student's continued participation and achievement of objectives may be in jeopardy. Please note that clinical affiliates may request additional medical information regarding a student's safe ability to participate in patient care from either the PN program or the student. Any student opting for enrollment in the practical nursing program implicitly agrees to grant permission for the program to furnish any required medical or supplemental documentation to affiliated parties upon request.

Returning students to the program may be required to review concepts or skills from prior terms and submit for official test out or examination to demonstrate proficiency to move forward.

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, or prior clinical conduct.

Healthcare Provider Cardiopulmonary Resuscitation (CPR) Certification is required for all students for the length of the program. The student is responsible for knowing if their 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.

Clinical facilities may require additional testing or vaccines according to CDC requirements

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

Unsafe Practice

Students practice within the boundaries of the guidelines of the Pennsylvania State Board of Nursing Practical Nurse Law, the guidelines of the Pennsylvania Institute of Technology student handbooks, and the policies and regulations of the clinical agency where they are assigned for clinical learning.

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 or is disruptive to the client, the client's family, or to the clinical (health care) agency or learning environment.

Examples of unsafe practice include, but are not limited to:

- Refuses an assignment based on client's race, gender, biological sex, 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, clients, families, and/or faculty.
- Violates principles of confidentiality, privacy, or 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.
- Fails to recognize limitations and/or failure to seek appropriate help in time-sensitive situations.
- Removes drugs, supplies, equipment, or medical records from the clinical setting.
- Leaves clinical agency or patient assignment without notification or permission of clinical instructor.
- Demonstrates extreme fatigue and/or falling asleep.
- Displays personal conduct that adversely affects the learning environment and/or the instructor's ability to perform their 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, failure to follow universal precautions, and failure to operate equipment correctly).
- Denies responsibility and/or refuses to accept accountability for one's actions. This is assumed by refusal to sign the *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, which may include meeting with or speaking with involved persons, the Director will determine if further action is warranted.

Clinical Expectations

Expectations include but are not limited to the following:

1. Students must protect the confidentiality of patient information at all times in accordance with the Health Insurance Portability and Accountability Act (HIPAA).
 - Students who fail to comply with HIPAA may result in clinical agency, civil, and criminal penalties and disciplinary action by the PN program and College.

2. Faculty, staff and clients are to be addressed as "Dr.," "Professor," "Mr.," "Mrs.," or "Miss," along with their surname unless otherwise requested by the individual.
3. Students should always confine conversation to a therapeutic nature as much as possible when in the presence of patients or staff at the participating hospitals or facilities. Discussions of a personal nature should be limited to areas of the hospital or facility where the student can be sure that staff or patients cannot be annoyed by the conversation.
4. Appropriate and professional language is respectful and must be used at all times. Appropriate language does not include profanity, slang terminology or expletives.
5. 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.
6. Student uniforms and accessories must be clean, neat, and free of offensive odors. A professional appearance must be maintained at all times. **See: Dress Code and Uniform Requirements**
7. Post-Conference is a part of the clinical day, and a professional appearance is expected.
8. Cell phone/smart watch may only be used when explicitly permitted by faculty. Personal use of cell phone/smart watch is prohibited during the clinical experience. **See: Cell Phone Policy**
9. Charging cell phones, laptop or tablets in the clinical agency is prohibited
10. Students are to comply with the clinical agency's policies including those regarding ID, parking, smoking.
11. All students must maintain all clinical ID's during the nursing program. Clinical ID's must be returned to the nursing program Director or designee at the time of withdrawal or graduation.
12. Students must notify the instructor and primary nurse when leaving the clinical unit. Professional nursing behavior includes finding coverage for one's assigned clients while off the unit.
13. Students are expected to remain at the clinical site during clinical hours this includes breaks and mealtime.
14. Length and number of breaks or mealtime are decided by clinical circumstances; the clinical instructor is the sole person for making the decision.

15. Students are permitted in the clinical area only at assigned times and for preparation for clinical with clinical instructor's permission. Students may not begin clinical participation (client care) until the instructor is present on the unit.
16. Students are not permitted to contact, call or visit a 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
17. All medication administration and any procedures on the clinical unit must be done in the presence of the clinical instructor regardless of the level of the student.
18. Students may not take pictures of any kind while in the clinical setting. Students may not be in any pictures taken by other students, staff, patients, or family members while in the clinical setting.
19. Students will be directed how to submit clinical paperwork for grading utilizing the electronic clinical tool for evaluation.
20. Students must report clinical absences or tardiness by emailing their assigned clinical instructor and pnattendance@pit.edu at least one hour prior to missing the clinical experience.
21. Smoking including e-cigarettes by students is not permitted at the clinical agencies, this includes parking lots. Most clinical agencies prohibit smoking anywhere on their grounds. 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.
22. Students should not arrive at the clinical agency smelling of smoke as residual smoke can be detrimental to the health of clients.
23. 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.
24. Students who drive must attest to having current and valid car registration, insurance, and driver's license.
25. If someone provides transportation to or from a clinical agency for a student, that person is not permitted to wait for the student in the clinical agency. Nor can that person wait on the clinical agency grounds or parking lot for an extended period of time.
26. Students are to not bring children with them to the clinical sites.
27. Students should discourage friends, family, etc. from interrupting students at the clinical site.

28. Students are to notify friends and relatives that no calls are to be made to the clinical agency.
29. Emergency notifications to the student can be relayed through the school's main line 610-892-1500 or the PN attendance email (pnattendance@pit.edu.) Once notification is received, the director or the program staff will locate the student's clinical assignment and reach out to the assigned clinical faculty to notify the student.

Dress Code and Uniform Requirements

Students assigned to the clinical experience must be in complete uniform. Students are expected to be meticulous about personal hygiene. Uniforms must be clean and pressed, and shoes and laces must be clean. The PIT nursing uniform may only be worn when engaged in the role of a PIT nursing student.

1. Complete Uniform
 - a. The navy-blue uniform must be worn with appropriate undergarments.
 - b. Clean, neat, non-permeable, predominantly white, navy, or black shoes with an enclosed heel.
 - c. Students may wear a shirt under their uniform. Acceptable colors are white, gray, gold, navy, or black.
 - d. The P.I.T. student identification (ID) badge, uniform, and uniform school patch must be visible when in the clinical setting.
2. Uniform additions
 - a. Students must wear Navy Blue uniforms for clinical, simulation, or lab, which include the school's uniform patch.
 - b. During lecture, students can wear their Navy-Blue uniform or an approved P.I.T. T-shirt with Navy Blue Scrub bottoms.
 - c. Students are responsible for purchasing navy blue scrub tops and bottoms, which must be worn on clinical and simulation lab days in addition to the other Clinical Dress Code components.
 - d. The uniform is to be neat, clean, wrinkle-free, and odor-free. Pants must be hemmed, not rolled up, and should not be frayed. They should also be short enough not to drag on the floor.
 - e. Plain, solid-colored navy-blue sweaters or knit jackets without graphics or words may be worn over the uniform while in class or the nursing laboratory, but they may not be worn in a clinical setting.
3. Shoes
 - a. Clean, white, or black shoes that are nursing shoes or athletic shoes (no open back clogs, Crocs, boots of any kind, slides, sandals, sneakers with mesh, or flip-flops) may be worn.
 - b. A student who does not have their ID, uniform, or uniform school patch will be sent home and marked absent for the day.
4. Required Accessory Items
 - a. Bandage scissors
 - b. Black ballpoint pen

- c. A watch capable of counting seconds
- d. Stethoscope
- e. Pen Light approved by the facility
- f. PIT badge photo ID
- 5. Hair and Head Coverings
 - a. Hair must be clean, neat, and tied away from the face and off the collar. Hair style and color need to be conservative in nature. Facial hair must be clean and well-groomed.
 - b. Only Headbands or scrub caps are permitted and must be **plain white, grey, or navy blue.**
 - c. Head coverings worn for religious reasons are permitted; they should be plain in color.
 - d. Beards and mustaches must be clean and closely trimmed.
- 6. Jewelry
 - a. Jewelry is limited to wedding ring(s), and a single stud-like earring per earlobe. Gauged earrings must be flesh colored. Facial and tongue jewelry are **NOT PERMITTED.**
- 7. Tattoos
 - a. Some clinical agencies require tattoos to be covered; if so, students must comply.
- 8. Nails
 - a. Fingernails are to be short, well-trimmed, and clean. No polish or ***artificial nails*** permitted.
- 9. Make-up
 - a. Excessive makeup is to be avoided.
- 10. Fragrance
- 11. The student will be free of fragrances and offensive odors, such as perfume, cologne, cigarette smoke, and body odor. No perfume or perfumed body lotions are to be worn.

****The instructor has the authority to remove a student from the clinical area, agency, nursing laboratory, or classroom if the student is non-compliant with the dress code. The student will be marked absent for the day. ****

INFORMATION TECHNOLOGY

Courses within the nursing program of study use online resources as a learning tool and for communication between instructors and students. Students need access to a computer and a network connection. Students are **required** to have access to a desktop or laptop computer with a webcam. Tablets are not sufficient to complete many of the activities of the PN Program.

The program uses an online learning management system that students will use as they navigate through the PN Program. E-Books, class information, such as syllabus, schedules, files, assignments, grade books, and discussion boards are part of the learning management system (LMS).

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

1. No photos or videos may be taken by students in the classroom including online class, clinical agency or lab environments. The exception to taking photos or videos in the classroom or laboratory environment is when it is a course assignment, and verbal or written permission is granted from the instructor. Instructors have the right to refuse any recording in any environment.
 - **Students may NOT take photographs, video recordings, or audio recordings of clients or client records, nor make copies of client records.**
2. Students are to use computers and tablets for only PN program-related activities during class, clinical, and laboratory time.
3. Professional behavior and proper technology etiquette should be observed at all times when using cell phones, iPads/tablets, iPods, mobile devices, laptops, or other electronic devices.
4. Charging cell phones, laptops or tablets in the clinical agency is prohibited
5. **No personal phone conversations or texting allowed while in lab, class, or clinical.**
6. Digital watches (aka smart watches), smart glasses, and earphones are not permitted to be worn during test-taking.
7. 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.
8. **Social networking sites:** When contributing to a social networking site, it is essential 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 remain cautious 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 social networking venues when considering persons for employment. Additionally, any posts or images that depict you in a college uniform or during activities can be reviewed for appropriate use, and students may be subject to dismissal for posts that bring negative attention to the program, clinical partners, or the community in general.
 - **It is never appropriate to post patient photos or information.**
 - Social network postings can be subject to disciplinary action from the PN program and the College, up to and including dismissal.

9. Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any other form of user-generated media.
10. Students who use their P.I.T. email or identify themselves as P.I.T. should note that they do not speak for the PN program or the College.
11. Pictures or recordings of P.I.T. students, faculty, or staff cannot be posted without written consent.
12. 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>

Cell Phone Policy

As previously stated, cell phones and electronic devices should be on “silent” mode or turned off during class and lab experiences. *Students may use smartphones and electronic devices for classwork as appropriate. The instructor has the authority to allow or deny this use.*

Answering calls, texting, or checking messages during class or lab is prohibited. Students are to use breaks for this. If a student feels he/she need to answer a call during class or clinical, they need to discuss this with the instructor prior to doing so. If permission is granted, the student is to quietly leave the classroom/nursing lab **before** answering the call.

Permission to turn a cell phone on in the clinical agency will not be granted.

If a clinical agency permits and the instructor gives permission, students may use their cell phones on breaks or mealtime, but only in the designated manner and area allowed.

It is not permitted to have a cell phone in silent or vibrate mode while in clinical. Cell phone use is forbidden in client rooms or the presence of clients outside designated areas.

If the clinical instructor assigns a student to “look up” or “research” a topic and gives permission to use a smartphone or electronic device, the student may do so according to the clinical agency’s policy for using such devices.

Cell phones must be turned off and secured during exams. A student using a cell phone or other electronic device during an exam will be considered engaging in academic dishonesty. **Appropriate actions will be taken, including the student earning a grade of zero for the exam and being placed on academic probation.**

If a student’s cell phone goes off during an exam/quiz/clinical skills testing, the student may have points deducted and, in some circumstances, may not be allowed to finish the activity, resulting in a grade of zero.

College Closing Information

The announcement of a College closing, a delayed opening, or an early closing may be heard on local television and radio stations. This information will also be posted on the website.

Students should sign up for the **Emergency Message System** through the College website. Each student should keep their contact information current with the program and on the *Emergency Message System*.

College Campus Parking

PN Students are not permitted to park in any parking spots assigned to visitors, handicapped, or designated staff parking spots. Any student observed parking in an unauthorized location will be subject to disciplinary action, and possible towing.

PN students should display a P.I.T. parking ID tag on their rear-view mirror. Parking ID tags are obtained from the business office and require a fee.

FOOD AND BEVERAGE POLICY

Food items, particularly hot food items, are not allowed in classrooms or laboratories. Bottled water is the only beverage permitted on the 2nd floor of the school (labs and classrooms) The cafeteria and/or tables and chairs in hallways, student lounge, front porch, and other designated areas throughout the campus are examples of acceptable places to eat food items.

STUDENT 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.

DISCIPLINE POLICY

Student conduct at P.I.T. should reflect favorably on the student, the PN Program, 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, enhancing the quality of the campus environment and developing respect for the

rights of others. These principles and regulations are designed to advance the goals and objectives of the individual and P.I.T.

When a student violates any requirement in the College or PN Program Student Handbook, they are subject to disciplinary action, including, but not limited to, warning, probation, removal from the setting, or immediate dismissal.

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

CHILDREN ON CAMPUS

No children are allowed on campus, in the classroom, or in the clinical/simulation/skills lab for any reason. Any violation of this policy will result in disciplinary action.

STUDENT NURSE AMBASSADOR COMMITTEE

The role of the Student Nurse Ambassador is to facilitate communication between fellow students and the Program faculty and staff. The role requires attendance at the faculty meetings and meetings with the class. The student representative will bring concerns, comments, and other relevant information to the attention of the Director and faculty meetings, and then convey the information gathered from these meetings back to their 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 class will select the student representatives and will serve for a limited time period of no longer than one term.

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

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

Website: www.state.pa.us/nurse

CRITERIA FOR WITHDRAWAL (DISMISSAL)

1. Academic failure
2. Clinical failure
3. Failure to pass the Math for Medication Administration (Dosage Calculations) exam in any term.
4. Unsafe clinical nursing practice
5. Failure to meet the attendance requirements.
6. Violation of the Institutional or PN Program policies

It is recommended that students choosing to voluntarily withdraw from the program meet with the Director prior to withdrawal.

READMISSION INTO THE PRACTICAL NURSING PROGRAM

Readmission shall be at the sole discretion of the Director of the Practical Nursing Program, which may consider, but is not limited to: prior academic record, current or prior disciplinary standing, clinical performance, attendance, and safety concerns.

Readmission is not guaranteed and is contingent on space available.

If the student **voluntarily withdrew** from the program or has not academically progressed, they may seek readmission to the program at the appropriate level within one (1) year of the withdrawal date and at least one (1) month before the start of the term in which they are seeking reinstatement.

Readmission to the nursing program for a student who withdrew or did not academically progress will be allowed **one time only** and requires:

- Completion of the digital form to officially request re-entry to the program. This form can be provided by the student's Academic Support coach. Forms that are completed incorrectly may be denied.
- Written plan of academic readiness that addresses in detail, why the student was not successful the previous attempt and a plan for achieving successful completion of the nursing program.
- **Both the clinical and theory portion of a course must be completed when repeating a course with a clinical component.**
- Achieve a grade of 77% or higher in every course in addition to passing the clinical portion.
- Clearance (approval) from the Financial Aid Department and Student Accounts.
- Completion of drug screening, health screening, criminal background checks, CPR certification, etc. as directed.
- Demonstration of proficiency in theory and/or clinical skills in courses previously passed. A fee of \$375 may be charged for proficiency testing. The

student must sit for the proficiency re-entry exam prior to the term they wish to return and must make at least a 77% on the exam.

- Students re-entering the program at levels 1, 2, or 3 are required to repeat any courses in which they were not successful, including any associated clinical, lab, or sim components.
- Students attempting to re-enter level 4 must repeat both courses in that term, including NUR 170 and NUR 175, and any associated clinical, lab, or sim components.

If the student was **dismissed** from the program for disruptive and/or abusive behavior or unsafe clinical nursing practice, the student may not petition for reinstatement. Failure to apply for program re-entry within one year will result in a three-year waiting period. Students who exited the program on probationary status for attendance or conduct will not be considered for re-entry

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
- Supporting medical documentation requested by the site.

I hereby agree to this authorization and understand that it must contain personally identifiable information. Furthermore, I understand that any documents I provide become the property of the college and may not be returned. I also acknowledge that I must provide this information to maintain good standing within the practical nursing program, fulfill program objectives, and participate in clinical activities.

Name (print): _____

Signature: _____

Date Signed: _____

Cohort: _____

DECLARATION OF INTENT TO COMPLY
Practical Nursing Program Student Handbook

By signing below, I acknowledge that I:

- Received the *Pennsylvania Institute of Technology Practical Nursing Program Student Handbook Addendum*.
- Understand I must comply with all program policies and guidelines, and failure to do so may result in dismissal.
- Will seek clarification from the PN Program Director, faculty, or staff if I have questions.
- May be required to submit to drug/alcohol testing, attend evening/weekend clinicals, or be denied clinical placement based on background/health status; I understand these may affect my ability to complete the program.
- Understand that missed clinical make-ups or lack of lab participation may result in dismissal.
- Acknowledge that faculty may amend/add policies, and I will be bound by such changes, whether or not I sign an acknowledgment form.
- Understand that a laptop/desktop with a webcam is required for program participation (iPads/Android tablets are not sufficient).

Name (print):_____

Signature: _____

Date Signed:_____

Cohort:_____

ESSENTIAL QUALIFICATIONS ACKNOWLEDGEMENT FORM

By signing below, I confirm that I have read and understand the essential qualifications and that I can perform the required abilities and skills with or without reasonable accommodation. I understand that continued enrollment depends on my ability to meet these standards.

- I will notify the Program Director immediately if I am unable to meet essential qualifications.
- I understand I must complete an **annual physical** and **drug/alcohol screening** at the program-designated lab and at my own expense. Failure to comply or a disqualifying result will prevent admission or continuation.
- I understand some clinical sites prohibit tobacco use and may require testing at my expense.
- I understand I must complete **annual clearances** (Child Abuse, FBI, State Police) at my expense. Disqualifying results will prevent admission or continuation.
- I acknowledge I may be exposed to pathogens, radiation, or hazardous materials in clinical settings.
- I understand I must maintain required **immunizations** (MMR, DPT, Varicella, annual TB, annual influenza, COVID-19) at my own expense.
- I accept responsibility for all medical expenses from incidents not covered by student liability insurance.
- I must disclose if I was ever admitted to another clinical health career program (including P.I.T.) from which I did not graduate.
- I must disclose any past or future release from employment at a healthcare facility resulting in ineligibility for rehire, as this may affect my eligibility in the program.

Name (print):_____

Signature: _____

Date Signed:_____

Cohort:_____

Legal Qualifications Acknowledgement Form

I understand that all students accepted into the clinical component of the program must undergo an ANNUAL Pennsylvania Child Abuse History Clearance, FBI Check, and State Police Criminal Record Check at the student's expense. No student will be admitted or retained in the program with a disqualifying criminal history or child abuse clearance.

_____(Initial)

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.

I have read and understand the program admission criteria as presented in the PIT nursing program admissions packet. _____(Initial)

MEDICAL MARIJUANA POLICY ACKNOWLEDGEMENT FORM

I understand that due to current laws we cannot provide admission to the clinical phase in any of our Health Career Programs and students who have been admitted and are later to be found positive for medical marijuana will be removed. _____(initial)

I understand that intentional deceit, falsification, or failure to disclose any information on this document will disqualify me from admission and/or continuation in any health career program at PIT. _____(initial)

Print Name _____

Date _____

Signature _____