



2019-2020

**Diploma RN Program
Addendum**

Mid-East Means Jobs!

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WELCOME

Welcome to the 2019-20 academic school year at Mid-East Career and Technology Centers Diploma RN Program. We hope you will find this year to be a challenging, stimulating and rewarding experience on your journey forward in nursing. We wish you much success along the way.

PROGRAM PHILOSOPHY

The philosophy of the Diploma RN Program is consistent with the school district's mission to develop occupational, academic, and employability skills. The faculty of the RN Program emphasizes the values of respect for all persons, dignity and worth of the individual, social justice, community responsibility and academic excellence. The Mid-East Career and Technology Centers Diploma RN Program will prepare registered nurses for the communities of central and southeastern Ohio.

We believe the paradigm of nursing includes the individual, society, health and nursing. The individual is a unique bio-psycho-social and spiritual being characterized by inherent similarities and individual differences. Human behavior is motivated toward human needs fulfillment. The individual is a dynamic being capable of changing and shaping the world to meet these needs. Individuals have both the ability and the right to make choices which are affected by beliefs, values, and culture. The choices affect one's life, health, and future.

Society is a multi-cultural pluralistic, open system. It is composed of individuals, families, and communities possessing rights and responsibilities. Society influences the life and health of human systems, and individuals have the potential to influence the environment. Society has a responsibility to provide health care to individuals in a manner that is accessible, feasible, high quality, and cost effective.

Health is a state of human functioning whereby continual adaptation occurs in a dynamic continuum composed of wellness and illness potentials. It is influenced by heredity, environment, and lifestyle. Individual and societal choices influence health and wellness potentials and as such can be maximized, impaired or depleted at any time throughout the lifespan.

Nursing is a dynamic process that promotes assists and supports individuals in their efforts to achieve maximum health and wellness potentials. It links biological, psychological, and social functioning along with physical, emotional, and spiritual comfort. It utilizes the nursing process as a scientific, interactive approach aimed at promoting, maintaining, and restoring health. Nursing practice is a goal-directed and action-oriented process which assists human beings to maximize their health potential.

Learning is a dynamic, life-long process characterized by individual initiative to acquire the necessary knowledge and skill to function in the environment. Individuals use prior education and experience as a foundation for learning new knowledge and skills. The process of education provides for reinforcement of past learning and attainment of new knowledge which encourages individuals to reach their potential.

The nursing education program is responsible to the individual student and to the community of interest to conduct a program of learning based on an organized curricular hierarchy. Implementation of the curriculum will develop skillful nurses that practice their vocation consistently within the Registered Nurse Scope of Practice as defined by the rules and laws of The Ohio Board of Nursing.

PROGRAM DESCRIPTION

The platform of learning developed for the Diploma RN Program is designed to enable the student to provide safe, direct care for patients of all ages in various structured health care settings. Supervision by qualified faculty, as required by Ohio Administrative Code 4723-5-10, is provided.

This program is competency-based and consists of three components:

1. Theoretical or classroom experience with a mixed delivery method that includes onsite and online expectations.
2. Practice laboratory experience.
3. Clinical skill.

This program is designed to progress the licensed practical nurse from a general nursing education to the more advanced role as a registered nurse. The Program's philosophy and organizing theme guides the curriculum. There is emphasis for each student to function in a mature, consistent manner that reflects an understanding of professional and ethical conduct, personal responsibility, and accountability for behaviors and actions. Course content includes all areas of study, as mandated by Ohio Administrative Code 4723-5-13.

PROGRAM OBJECTIVES

Upon successful completion of the Diploma RN program, the graduate will be able to:

1. Apply scientific evidence-based principles to provide safe care for patients across the lifespan in various health care settings.
2. Perform assessments, data collection, planning, implementation, and evaluation of nursing care, using the nursing process, within the legal scope of practice for a registered nurse.
3. Develop effective nursing care plans with input from patients and other healthcare providers.
4. Communicate effectively with patients, families, peers and those from other healthcare professionals to assure that effective, seamless care is provided.
5. Identify learning needs of patients and present necessary information through teaching strategies through oneself and in collaboration with other healthcare experts.
6. Identify the need for professional growth and learning, as mandated by Ohio Nursing Law and to insure that the nurse's practice reflects the most recent concepts of health care.
7. Prepare for and apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

**Mid-East Career & Technology Centers Diploma RN Program's
Organizing Theme According to Gordon's 11 Functional Health Patterns**

Functional Health Pattern	Pattern Describes	Examples
Health Perception/ Health Management	Client's perceived pattern of health and well-being and how health is managed.	Compliance with medication regimen, use of health-promotion activities such as regular exercise, annual check-ups.
Nutritional-Metabolic	Pattern of food and fluid consumption relative to metabolic need and pattern; indicators of local nutrient supply.	Condition of skin, teeth, hair, nails, mucous membranes; height and weight.
Elimination	Patterns of excretory function (bowel, bladder, and skin). Includes client's perception of "normal" function.	Frequency of bowel movements, voiding pattern, pain on urination, appearance of urine and stool.
Activity - Exercise	Patterns of exercise, activity, leisure, and recreation.	Exercise, hobbies. May include cardiovascular and respiratory status, mobility, and activities of daily living.
Cognitive-Perceptual	Sensory-perceptual and cognitive patterns.	Vision, hearing, taste, touch, smell, pain perception and management; cognitive functions such as language, memory, and decision making.
Sleep-Rest	Patterns of sleep, rest, and relaxation.	Client's perception of quality and quantity of sleep and energy, sleep aids, routines client uses.
Self-Perception/ Self Concept	Client's self-concept pattern and perceptions of self.	Body comfort, body image, feeling state, attitudes about self, perception of abilities, objective data such as body posture, eye contact, voice tone.
Role-Relationship	Client's pattern of role engagements and relationships.	Perception of current major roles and responsibilities (e.g., father, husband, salesman); satisfaction with family, work, or social relationships.
Sexuality-Reproductive	Patterns of satisfaction and dissatisfaction with sexuality pattern; reproductive pattern.	Number and histories of pregnancy and childbirth; difficulties with sexual functioning; satisfaction with sexual relationship.
Coping / Stress Tolerance	General coping pattern and effective of the pattern in terms of stress tolerance.	Client's usual manner of handling stress, available support systems, perceived ability to control or manage situations.
Value - Belief	Patterns of values, beliefs (including spiritual), and goals that guide client's choices or decisions.	Religious affiliation, what client perceives as important in life, value-belief conflicts related to health, special religious practices.

Curriculum Plan

Mid-East Career and Technology Centers Diploma RN Program

<u>COURSE TITLE</u>	<u>Theory Hours</u>	<u>Laboratory Hours</u>	<u>Clinical Hours</u>
<u>Term I</u>			
LPN to RN Transition	50	0	0
Nursing Fundamentals	109	48	18
Total Hours	159	48	18
<u>Term II</u>			
Adult Nursing I	91	6	36
Psychiatric Nursing	40	0	6
Science/Pharmacology I	40	6	0
Total Hours	171	12	42
<u>Term III</u>			
Adult Nursing II	83	6	24
Maternal/Child Nursing	48	6	12
Science/Pharmacology II	40	6	0
Total Hours	171	18	36
<u>Term IV</u>			
Geriatric Nursing	40	24	18
Science/Pharmacology III	40	6	6
Nursing Review	91	0	0
Total Hours	171	30	24
Total Hours	672	108	120
<u>**900 Total Program Hours</u>			

Rule 4723-5-12 OAC, Program Policies

STUDENT ADMISSION

Pre-Admission

1. A Mid-East Career and Technology application
2. A practical nurse transcript from an approved school of nursing.
3. Licensure as a licensed practical nurse in Ohio verified via the Ohio Board of Nursing website.
4. Pre-Entrance Examination with a basic level test score or higher as determined by the testing company/Program Administrator.

After Acceptance and before the first clinical experience

1. A mandatory orientation to the program must be attended. Each student will receive written notification of the date and time of this meeting.
2. Current Cardio Pulmonary Resuscitation (cannot be an online course).
3. BCI/FBI background (Reports that contain “excluding documentation” will result in the student not being able to attend clinical rotations)
4. Health Examination that confirms ability to participate in program without limitations (good for 12 months from date of examination)
5. Immunizations that include:
 - a. 2 Step Mantoux Tuberculin Skin Test or as necessary a chest x-ray
 - b. Hepatitis B series or a signed waiver declining immunization
 - c. History of 2 MMR/Varicella vaccinations or titer showing immunity
 - d. DTaP vaccine

**Annual flu vaccine when it becomes available (usually in the fall of each year) (can attend clinical until availability)

Internet Access: Some classes will require use of the internet. Students should to make arrangements for: Internet access

(There are computer labs at the school if there is a need but will require scheduling)

READMISSION POLICY

Each applicant desiring readmission to the Diploma RN program will be considered on an individual basis. Program Administrator/Faculty will consider the following criteria:

1. The applicant must notify the Administrator of the Nursing Education Program of a desire to return to the program.
2. Once readmission is determined to be a possibility, the former student may need to test out of previous skills and demonstrate competencies as determined by faculty and Administrator.
3. The applicant must meet all curriculum requirements effective at the time of readmission.

4. Each applicant must demonstrate financial responsibility by having his/her account paid-in-full prior to readmission.
5. Tuition and fees will be payable in accordance with those in effect at the date of readmission.
6. The applicant will meet all admission criteria regarding the physical examination, CPR, vaccinations, BCI/FBI checks.
7. An applicant will be considered for readmission depending on availability of an opening in the program.
8. There will be a time limit of one calendar year from one admission to readmission unless there are extenuating circumstances .
9. Specific requirements for readmission may be required for any individual as deemed necessary by the Program Administrator and or faculty.

ADVANCED STANDING POLICY

Each applicant will be considered on an individual basis. Applicants who desire to transfer from another nursing education program will be considered for admission based on the following criteria:

1. An official nursing transcript must be received and reviewed by the Program Administrator and or faculty.
2. The applicant must supply all information necessary for application as determined by the Program Administrator and or faculty.
3. The applicant must have achieved a theory grade of a “C” or higher and a satisfactory grade in all clinical work that will be awarded advanced standing.
4. The applicant will meet all admission criteria regarding the physical examination, CPR, vaccinations, BCI/FBI checks.
5. If requested a demonstration of selected laboratory skills such as catheterization or IV’s



For Individuals with experience in the armed forces of the United States, or in the National Guard or in a reserve component, the Program Administrator will review the military education and skills training that may be applicable to the nursing program. If the military education and or skills are substantially equivalent to content required in the nursing curriculum transfer credit will be awarded and noted on the transcript as Military Credit.

STUDENT PROGRESSION

Requirements for each course must be completed with a grade of 80.0% or better, and each clinical experience must be completed satisfactorily before progressing to the next term or clinical experience.

1. Students in the program are expected to show consistent progress in their ability to utilize learning opportunities effectively, acquire and retain essential content with pertinent application in clinical practice, evaluate their own strengths and needs with respect to their educational goals, and seek appropriate assistance when indicated.
2. Each course must be completed with a grade of 80.0% (grades are not rounded up) or better and each laboratory and clinical experience completed satisfactorily before progressing to the next term.

3. In the event that safety for the assigned client is an area of concern, the focus for IMMEDIATE improvement is imperative. Each incident of a safety violation will be reviewed by the faculty.
4. Any student found to be cheating on an assignment, quiz, or test will be disciplined immediately. Repeated concerns in this area may result in dismissal from the program.

COMPLETION POLICY

The RN Nursing student must:

- Have successfully completed (grade of 80.0% or better) in all nursing related courses
- Satisfactorily completed all laboratory and clinical experiences including IV therapy content
- Must achieve a passing score on an exit assessment exam determined by the provider of the examination. Three (3) attempts to pass the examination are permitted. After three attempts a structured review must occur prior to subsequent attempts.
- All financial obligations must be met, as verified by the Financial Aid Coordinator prior to receiving the Certificate of Completion.

PROGRAM FEES/EXPENSES/REFUNDS

Fees/Tuition

Please refer to Tuition/Fee Sheet from Admissions and Financial Aid (a copy was provided with the acceptance letter and a copy will also be provided upon request)

Additional Supplies/Fees

STUDENT IS RESPONSIBLE FOR (NOT INCLUDED IN STUDENT FEES)

- | | |
|---|-------------------------------|
| Physical Examination | Immunizations/Titers: |
| Hepatitis B vaccinations or signed waiver | Watch |
| 2 MMR vaccinations if not immune | Leather duty shoes |
| Varicella vaccination if not immune | DTaP vaccine if not on record |
| Seasonal flu vaccine (when available) | |
| Two-step TB Mantoux (or chest x-ray if necessary) | |

Refunds

Refunds are made per the schedule from Admissions and Financial Aid. Please see your financial aid packet. Further, a copy will also be provided upon request.

STUDENT ILLNESS CLASSROOM/LAB/CLINICAL

Prior to admission to the Diploma RN Program, it is recommended the student obtain health insurance. This assures that all obligations will be met should an instance arise that requires medical attention.

A student who becomes ill during the school day, whether on school premises or off site at a clinical, the student should advise the instructor of his/her decision to leave. A determination will be made by the instructor, to the best of their ability and in collaboration with the student, if

applicable, if the student needs immediate attention (i.e. EMS). Students with a potentially communicable disease should not participate in clinical activities. Students exhibiting symptoms of communicable diseases in the clinical setting may, at the discretion of the instructor, be removed from the clinical site.

Emergency care only will be rendered at the school (classroom/lab) and health care facility (clinical site) in the event of illness or accident. Any illness or injury during class/lab/clinical time, regardless of degree, must be reported to the instructor at the time of the illness or accident occurs. An Incident Report Form for an accident must be completed and placed in the student file.

If an illness or injury requires the use of an ambulance for transportation to a hospital or medical center, the cost for such transportation and follow up care shall be the responsibility of the injured/ill student.

GUIDANCE AND COUNSELING

Individual

The faculty and Program Administrator are available for academic advising. Any problem affecting the student's performance in the program may be identified and discussed. However, students with social, emotional and psychological problems of an ongoing nature will be referred to community resources.

GRIEVANCE AND APPEALS

The nursing program adopts the School District Policy 5710- To resolve complaints of alleged discrimination on the basis of religion, creed, age, sex, race, color, national origin, physical disability, ancestry, or place of birth, the following procedural outline is to be used to file a complaint. Such complaints will be received and dealt with in a confidential manner. It is important that the aggrieved comply with the time limitations. The aggrieved student shall immediately inform the teacher most directly concerned with all the circumstances as they relate to any action which would be prohibited by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. If a mutually satisfactory solution is not agreed upon, the student shall arrange for a conference with the compliance officer, at which time s/he will again relate all details as it pertains to the complaint. If no teaching staff member is involved, the student shall inform the compliance officer.

The compliance officer's responsibility is to:

- A. investigate (within one (1) week) the circumstances of the complaint;
- B. render a decision within two (2) weeks after receipt of the complaint and notify the complainant of that decision in writing;
- C. provide the complainant one (1) week to react to the decision before it becomes final.

The complainant's responsibilities are to:

- A. Accept the decision in writing, addressed to the compliance officer, within one (1) week of receiving the written decision;
- B. Disagree with the decision in writing, addressed to the compliance officer, within one (1) week of receiving the written decision. In this case, the Level Two procedure will be initiated.

Level Two - The compliance officer requests the Superintendent to review the complaint. A meeting will be scheduled within one (1) week of the receipt of request for review. The participants shall be the complainant, the compliance officer, and the Superintendent. The Superintendent will make a decision within one (1) week, which shall be final. The complainant and the compliance officer will receive copies of the decision.

FACULTY RESPONSIBILITY RELATED TO SUPERVISION OF STUDENTS

A faculty member of the nursing program will be responsible for planning the student's clinical experience and for evaluating the student's performance based upon objectives and student learning needs. Faculty and teaching assistants shall supervise student practice by providing guidance, direction, and support appropriate to the clinical situation. Supervision of the student shall be provided for each clinical experience involving the delivery of nursing care to an individual or group of individuals. All experiences for a nursing student in a clinical setting involving the delivery of nursing care to an individual or group of individuals shall be performed under the direction of a faculty member who functions only as a faculty member during the nursing student's clinical experience. The faculty member providing direction shall: Establish clinical objectives or outcomes within the framework of the course in which the student is enrolled; Communicate clinical objectives or outcomes to: The student; The teaching assistant and the staff at the clinical site; Provide for orientation of each student to the clinical site, including introduction to staff; Make assignments, in conjunction with the teaching assistant for the student's experience, consistent with the specific objectives or outcomes of the course in which the student is enrolled; Provide for supervision of each student and evaluate the student's experience, achievement, and progress in relation to the clinical objectives or outcomes, with input from the teaching assistant if utilized. The ratio shall be no greater than 1 instructor to 10 students in the clinical setting (or less as appropriate for safe delivery of nursing care).

The teaching assistant providing supervision to the student shall at least: Have competence in the area of clinical practice in which the teaching assistant is providing supervision to a student; Design, at the direction of a faculty member, the student's clinical experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled; Clarify with the faculty member: The role of the teaching assistant; The responsibilities of the faculty member; The course and clinical objectives or outcomes; The clinical experience evaluation tool; and contribute to the evaluation of the student's performance by providing information to the faculty member and the student regarding the student's achievement of established objectives or outcomes.

EVALUATION BY FACULTY OF EACH STUDENTS PROGRESS IN EACH COURSE AND PROGRAM

The faculty and Program Administrator of the Diploma RN Program believe that evaluation is a means of determining the performance of the student at a given point in time in relation to a predetermined standard. Evaluation is meant to be a tool to assist the student in development and growth toward specific objectives.

Course and Program Evaluation

- ❖ In course work, a student must maintain an **80.0 percent (C)** average in each course to remain in the program, progress to the next term and complete the curriculum. The student must also achieve a satisfactory in the laboratory and clinical areas as required by individual courses.

Grading Scale

- The grading scale is as follows:
 - A = 94-100**
 - B = 87-93**
 - C = 80-86**
 - F = 79.99 or below**

(Scores are not rounded up)
- ❖ Upon request a progress report will be given to the student at the completion of each term. This includes the letter grades and percentages the student has achieved for the term in the course work.

Examinations

It is expected that students will complete examinations on the scheduled day. In case of an extreme emergency, arrangements may be made with the faculty member teaching the class. If a Mid-Term or Final Exam is missed, it will be made up at the discretion of the faculty which may include a 5% penalty and an alternate examination may be required.

Clinical Evaluation

Clinical evaluation is carried out through the use of a clinical performance evaluation tool that also contains the clinical objectives. At the end of term, the student and faculty evaluate the student's performance using the tool. Feedback will be provided to the student at any time the clinical performance requires improvement. A conference may be scheduled for sharing the evaluation. All evaluations will be placed in the student's file and remain in the file while the student is current/active in the program.

The clinical experience is graded in the following manner:

- S - Satisfactory-consistently performs objectives competently.**
- N- Needs improvement**
- U - Unsatisfactory-consistently needs supervision to perform objectives competently or**

performs objectives incompetently. More than two unsatisfactory clinical evaluations in a term may result in an unsatisfactory for the course associated with the clinical and may result in failure of the course.

N/A- Depending upon the clinical experience there may be a section (example med pass that is Not Applicable and will be marked as such)

Laboratory Evaluation

Students are expected to be present for all skills demonstration and to practice skills prior to presenting for check-offs with instructors. The skills laboratory can be scheduled for practice. Each student must practice prior to presenting for check-off. It is recommended peers practice and critique each other in order to be prepared. Each student is permitted three attempts to demonstrate proficiency in the required skill. In the event that the student requires an additional attempt to perform any procedure, a written learning contract will be developed with specific dates for the procedure to be satisfactorily completed. It will also require documentation of a peer evaluation to prepare for the fourth attempt. All procedures must be satisfactorily performed by the student to progress in the Diploma RN Program. The faculty will determine if a student is unsuccessful after the fourth attempt.

NOTIFICATION OF CHANGES TO POLICIES

The student will be notified if any program policy is changed or altered, in writing 30 days prior to the expected change.

Further, the program, will not implement changes to policies for student progression, or requirements for completion of the program, for students enrolled in the program at the time the changes are adopted, to comply with Rule 4723-5-12 (B), OAC.

CODE OF CONDUCT

Policy for Diploma RN Students

The student is expected to abide by the appropriate attitude and behavioral patterns expected of all nursing students in the program and which have implications for retention in the program over and above the meeting of individual course requirements.

The faculty of the Nursing Program believes that there are certain attitudes and patterns of behavior that students of nursing must demonstrate for the competent and ethical practice of nursing. These attitudes and behaviors are expected of all students as they progress through the program; they are not germane to any one particular course in the curriculum. They are described below in order that students understand that failure to meet the requirements - even though all curricular objectives are met - may be grounds for dismissal anytime during the program. Students must acknowledge the validity of these requirements from the time of entry into the program and give evidence of fulfilling them from the beginning.

Students will be accountable for:

1. Assuming responsibility for own learning as evidenced by:
 - a. Participating in theoretical, laboratory and clinical assignments.
 - b. Initializing questions and discussions with the instructors for clarification and validation of the results of their independent study.
 - c. Seeking new learning experiences in the classroom, laboratory and clinical settings.
 - d. Accepting and implementing constructive criticism and suggestions.
 - e. Integrating the objectives of each term and continually applying previously learned concepts in each new situation.
 - f. Maintaining own grade points for each learning activity in each course.
 - g. Arriving at class/clinical on time, and returning from breaks at designated time.

2. Displaying integrity in personal, educational and professional activities as evidenced by:
 - a. Honesty - including, but not limited to, following the program policy on cheating and plagiarism.
 - b. Adherence to both community laws, rules and regulations and of the program and policies and procedures of all clinical sites.
 - c. Respect for the dignity and rights of all persons - peers, patients, personnel and faculty.
 - d. Assume responsibility to provide only that nursing care for which the student is adequately prepared and seek supervision for those activities in which he/she lacks experience.

3. Demonstrating responsibility for own behavior as evidenced by:
 - a. Consistent and prompt attendance at all scheduled learning experiences.
 - b. Consistent and prompt completion of all assignments.
 - c. Following the dress code
 - d. Maintaining good health habits.
 - e. Consistently displaying respect and a collegial attitude toward all students and staff.

In the event that a student displays inappropriate conduct or unprofessional behavior, including sexual harassment, that is disruptive to the educational process or if he/she performs potentially unsafe practices, the faculty and Program Administrator may deem probation to be necessary for the involved student(s).

Some violations may be severe enough for the student to be on probation for the remainder of the program. In the event there is any display of misconduct during this period of probation this may result in termination from the Diploma RN Program.

The student will maintain confidentiality as directed on the Confidentiality Form. Students will be required to sign documents regarding confidentiality and HIPPA regulations. These documents are extremely important and, in part, define the legal boundaries of nursing practice. If at any time it is determined that confidentiality has been breached the student may be dismissed from the program without a probationary period.

Further, a student of the Mid-East Diploma RN Program must adhere to the following standards and rules of safe nursing practice, set forth by the Ohio Board of Nursing in Chapter 4723-5-12 (C) of the Ohio Administrative Code available at www.nursing.ohio.gov

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.

(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each patient.

(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

(6) At all times when a student is providing direct nursing care to a patient the student shall:

(a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and

(b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section [4723.01](#) and division (B)(20) of section [4723.28](#) of the Revised Code for a registered nurse, and division (F) of section [4723.01](#) and division (B)(21) of section [4723.28](#) of the Revised Code for a practical nurse;

(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:

(a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

(b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:

(a) Engage in behavior to seek or obtain personal gain at the patient's expense;

(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

(c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or

(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

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

(11) A student shall not:

(a) Engage in sexual conduct with a patient;

(b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;

(c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;

(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

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

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

(a) Sexual contact, as defined in section [2907.01](#) of the Revised Code;

(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section [4729.01](#) of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section [3795.01](#) of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

STUDENT RESPONSIBILITIES

Attendance

The student's presence in all classes, labs and clinical is important. Therefore, the following rules shall be applied: The student cannot miss more than 22 hours of course work each Term. Classroom and Laboratory days are scheduled from 8-10AM, 10-12AM and 1-3PM. Being absent, arriving late or leaving early results in a deduction of 2 hours for each time period. Clinical attendance is mandatory. Absence of more than one clinical day will result in dismissal as the student cannot fulfill the course requirements. On-Line hours will be monitored via Moodle. Assignments that are late or not recorded will results in hours deducted.

Theory (Lecture) Days

The student is to be present for all scheduled examinations and projects. The student will notify the instructor if an absence will occur during scheduled examination or projects. It is expected the missed work will be made up the next theory day or as required by the faculty, also a 5% penalty and a different examination may be given at the discretion of the faculty.

Practice Lab

The student is to be present for all scheduled practice lab. All procedures and assignments are required to be made up as determined by the lab faculty. The make-up lab will be done after class time. Missing more than one scheduled laboratory skill check-off, may result in an unsatisfactory which may lead to failure of the course.

Clinical

Clinical experiences are a part of several courses. The following will apply:

1. In the event of an extreme emergency and the student will be absent, it is required that the student call the nursing office at 740-455-3111 to report the absence or contact the instructor as directed
2. **No more than one clinical day per term can be missed.** If more than one clinical day is missed the student will be **unsatisfactory** for the term and **will not pass** the course associated with the clinical. Additionally Jail Clinic, Hospital, Maternal and Pediatric experiences may not be possible to duplicate; therefore, it is imperative the student attend these clinical practices.
3. The student must arrive on time and stay for the entire clinical. If the student is tardy or leaves early it will result in clinical probation with a plan for correction. Repeated tardiness or leaving early will be considered a missed clinical day.
4. Additionally, the faculty responsible for the course associated with a missed clinical may require the student to do a written assignment related to the course topic. The assignment must be completed by the timeframe established by the faculty.
5. **PLEASE NOTE: Evening and/or weekend clinical may be necessary. Clinical sites may be up to 50 miles distance one way from the school location. The faculty/Program Administrator will select the clinical site. Student preference to sites will not be granted.**

Probation

In the event that a student displays inappropriate conduct or unprofessional behavior that is disruptive to the educational process, or performs potentially unsafe practice the faculty or Program Administrator may deem a probation or dismissal from the program will occur.

Probation is a measure utilized to encourage realistic self-evaluation of progress in the program and to adjust behavior accordingly. Reasons for probation include but are not limited to:

1. Unsatisfactory performance in the clinical area as measured by the clinical performance evaluation tool and documented by the clinical instructor.

2. Unsatisfactory performance in course work as measured by a grade point average below 80.0% (C) at mid-point of any course.
3. Non-compliance with regulations of the school.

Probation is defined as a “trial period”. A student may be placed on probation by the faculty or Program Administrator. A student placed on probation will be notified in a conference with a faculty member and or Program Administrator in writing. At this conference the student will be informed of the behaviors expected for satisfactory termination of the probationary period.

Dismissal

Dismissal from the program may occur for any of the following reasons:

1. Unsafe performance in the clinical area, exhibited by behavior that could prove injurious to self, patient, co-worker and/or others.
2. “Unsatisfactory” performances of practice lab skills.
3. A grade average below 80.0 percent in any one course at the completion of the course.
4. Failure to meet the objectives of the program.
5. Proof of chemical substance abuse.
6. Cheating or falsification of assignments.
7. Falsification of application materials.
8. Falsification of Financial Aid application materials.
9. Unreported absences and or excessive absences
10. Violation of rules and regulations including Codes of Conduct
11. Unprofessional behavior/attitude or disruptive conduct which also includes profanity

Students, who are dismissed for any reason, will be informed of the dismissal in writing. The student will be scheduled to have a conference with the faculty member(s) and Program Administrator to discuss the dismissal. The student may choose to have a representative present for the conference or not to attend the conference.

Dress Code

The student dress code is enforced with the goal to assure a high standard in professional self-presentation. It is important for nursing students to recognize their role as representatives of the profession of nursing in all settings. Appearance and self-presentation must correspond with professional expectations.

Adherence to this dress code will be monitored by the faculty. Failure to comply with the dress code may result in disciplinary actions including, but not limited to, dismissal from the classroom or clinical site. Students who are not in compliance will be sent home and will be considered absent.

Any adaptations to this policy due to cultural or health reasons are to be approved by the Program Administrator in advance.

1. Mid-East Adult Education ID Badge:

The Mid-East Adult Education photo ID must be worn at all times and be clearly displayed, above the waist, with a retractable clip. Lanyards and name badge jewelry/trinkets are not permitted. *There will be a \$10 fee for a replacement badge, if lost.*

2. Classroom Dress:

- a. Dress for class and lab will be scrub type uniforms. Appropriate sweaters, jackets, sweatshirts may be worn over the scrub top when needed for warmth.
- b. Sandals or shoes must be worn. No slippers, flip-flops or bare feet are permitted.
- c. Clothing that displays objectionable symbols or lettering will not be permitted.
- d. Undergarments must be worn and must not be visible at any time.

3. Uniforms/Clinical Site Dress

- a. Uniform
 - i. Regulation school uniforms must be worn in the clinical area. A regulation uniform for female students includes white hose and/or above the ankle socks, and white shoes. Uniform for male students is above the ankle socks and white shoes.
 - ii. Each student shall wear the designated school uniform with the Diploma RN Program identifier attached to the upper left sleeve. If clinical sites require a uniform different than the school uniform (surgery, OB, psychiatric units) the student will conform to their expectations.
- b. Other requirements to be part of the uniform:
 - i. Mid-East photo ID badge, watch that constantly displays seconds
Pen with black ink, Bandage scissors, Pen light, Stethoscope

4. Footwear/clinical site

A plain leather or simulated leather duty-type shoe in good repair, clean and polished with **closed toe and heel** shall be worn. White hose shall be worn with a skirt/dress or white socks for students wearing slacks. Socks must cover the ankle. Shoestrings are to be clean.

5. Non-Uniform Clinical Site Dress

Students who will be entering clinical areas to work with patients or to obtain clinical information, where uniforms are not required, will abide by the following guidelines:

- a. Mid-East Adult Student photo ID will be visible at all times.
- b. No denim jeans or sweats are to be worn.
- c. Dress slacks or skirts are permissible attire.
- d. School lab jacket, with the Diploma RN Program badge on left sleeve, may be worn

6. Personal Grooming for classroom/lab/clinical

Students are expected to practice good personal hygiene habits. Clean clothing, regular bathing, and use of deodorant are expected. Tobacco odor on the student is unacceptable. Colognes, perfumes, and body sprays can also be offensive and should be avoided.

7. Make-Up lab/clinical

When wearing make-up, the following guidelines are to be followed:

- a. A harsh or artificial look must be avoided.
- b. Finger nails must be natural, well-manicured, clean and kept at a short length to insure the safety of the patient. Artificial nails of any type are **not** permitted at clinical at any time. Polish is discouraged but natural/clear shades may be used.

8. Jewelry lab/clinical

Excessive jewelry is unprofessional and unsafe. The only jewelry permissible while in uniform and applies to all students is:

- a. Small stud earrings without design, one per ear, are permitted. No other body piercing jewelry is permitted, Necklaces may be worn on the inside of the uniform, as long as they do **not** show, A watch which constantly displays seconds is a standard part of the uniform and should be worn at all times, The only ring permitted will be plain bands, Medic-alert necklaces and/or bracelets may be worn, Some clinical rotations may have more restrictive jewelry guidelines, per facility rules. Students are expected to adhere to these guidelines.

9. **Tattoos lab/clinical:** Tattoos must be covered if the subject matter is offensive in nature including language. Coverage of all other tattoos will follow clinical agency policies.

10. Hair lab/clinical

Hair should be clean and neatly arranged, at the discretion of the student, within the following limitations:

- a. Hair must be cut, fastened or arranged in such a manner that it does not hang below the eyebrows, fall in the face of the student, interfere with work or touch the patient.
- b. Hair that is shoulder length or longer should be restrained so that it is above shoulder level whenever in uniform.
- c. Ponytail styles must be confined. Hair fasteners must be plain.
- d. Wigs and hairpieces may be worn as long as they conform to the hair regulations.
- e. Male students may wear neatly trimmed beards and/or mustaches or are to be clean-shaven. Long hair will conform to the above regulations.
- f. Unnatural hair dye or coloring is not permitted (example; pink, blue, purple etc).

Classroom and Lab Management

All classrooms and learning labs are to be cleaned at the end of each day; this means putting away all equipment, making all beds etc. A student will be assigned to accomplish this task. All items are to be returned to the supply room and the room is to be left in order each day. A student may be assigned to assist.

Each member of the class is expected to help keep our school neat and clean.

Tobacco Use

Smoking or the use of any tobacco or vaping product is not permitted on any of Mid-East CTC campuses or at any clinical site. Violation of this rule may result in probation and if repeated, dismissal from the program. The odor of tobacco on the student may result in the student being asked to leave clinical.

Student Representative

The Student Representative(s) will attend faculty/advisory meetings at a designated time if they desire to do so. The purpose of this is to share concerns of the student body with the faculty. The Student Representative acts as a liaison between the class and faculty and to facilitate the social and problem-solving functions of the class. The Student Representative(s) must be in good standing in all aspects of the program. In the event that the Student Representative(s) is on probation for any reason, the position will be reevaluated.

Functions of a Student Representative include:

1. Serve as liaison for communication between faculty and student body.
2. Facilitate identification of problems and suggest constructive alternatives to them.
3. Assist with the systematic evaluation of the program with input from classmates

Faculty is available to advise the Student Representative on leadership and problem solving skills.

Cell Phones

Students need to be involved in classroom/laboratory activities and to assist in their success therefore: All cell phones must be turned off during all learning activities, including class and practice lab.

NO cell phones are permitted at any clinical site. Failure to comply is considered breach of the Code of Conduct and will result in an Unsatisfactory for the clinical day.

INCLEMENT WEATHER

Delays/Cancellations

Students should listen to their local media and/or check the school website, www.mideastctc.org, for information on delays and cancellations.

It is possible that high school classes are cancelled and/or delayed and adult classes are unaffected.

The announcement must indicate that Mid-East Adult Education classes have been delayed or cancelled; otherwise the nursing program will be in session.

- ❖ If a 2 hour delay is determined, students are expected to arrive to the classroom by 10 AM. If the delay occurs on a clinical day, DO **NOT** GO TO YOUR CLINICAL SITE. Come to the school; class will be held in place of clinical and clinical will be rescheduled. If a delay/cancellation is determined the Program will make up the time.
- ❖ A 2 hour delay/cancellation would be a rare occurrence.

It is the responsibility of the student to listen to their local media or school website www.mideastctc.org regarding delays or cancellations.

BACKGROUND CHECK LAW

The law (SB 160) requiring certain employer/providers to obtain a criminal record check through the Bureau of Criminal Identification and Investigation persons under final consideration for

employment became effective January 27, 1997. The provisions apply only to individuals who seek employment on or after the effective date of the law.

The providers covered under the new law include: nursing homes, hospital units certified as a skilled nursing facility or a nursing facility, county or district homes, home health and any other provider that participates in PASSPORT. Any potential employee that will be providing direct care to a person age 60 or older must have the background check. Each facility will evaluate which positions are considered “direct care.” The law applies to part-time and temporary employees but not volunteers. In addition, it does not appear that students who are providing direct care as part of their nursing education program fall within the law’s reach.

When the background check reveals that the potential employee has been convicted of certain specific offenses or when the information needed to perform the background check is not provided the individual cannot be hired or must be terminated if conditionally employee pending the results of the check. Conditional employment may not exceed 60 days.

The law does not contain a provision allowing individuals with an unacceptable background check to be employed under certain circumstances. The Ohio Department of Health and the Ohio Department of Aging have been directed to develop rules that identify “character standards” an individual must meet to become employable. Those standards have not as yet been finalized.

INCIDENT REPORTS

Incident reports involving students are not to be taken from the agency. Those involving patients will be sent to the nursing office. Those involving personal injury to the student will be sent to the Employee Health Office. The following will be implemented at the clinical site.

1. Nursing Service will notify the school when an incident report involving a student is available for review.
2. The instructor and/or the Program Administrator will review the incident.
3. The instructor will write up a summary of the incident.
4. The Program Administrator will review the summary.
5. The summary will be signed by the instructor and the Program Administrator
6. A conference will be held with the student if necessary.
7. These reports will be filed in the student’s folder.

The report(s) will be utilized for clinical evaluation purposes and may be used to support a decision that a student is unsafe in clinical practice.

ADMINISTRATION

Evaluation of Program

Ongoing evaluation of the program is essential. Student representation from the class will participate in faculty/advisory meetings as appropriate for class input. Periodically, students will be asked to complete an evaluation of the courses. At the end of each term students will be expected to evaluate the theory, laboratory and clinical experience. Students also evaluate the total program prior to graduation. This data is analyzed and utilized in the planning of future courses and learning experiences.

Student Records Policy

An individual file containing information concerning each student will be maintained in the office of the Nursing Education Program. The records will be available to the faculty and authorized persons for use in selection, evaluation, and guidance throughout the program.

The following items are included in each file:

- Application for admission, physical examination and immunization records, transcripts, entrance exam results, evaluation of clinical experiences and other records as necessary such as probation records.

The Mid-East Career and Technology Centers Diploma RN Program is responsible to the Mid-East Career and Technology Centers Board of Education and the Superintendent to follow policy and procedures as applicable to the “Family Educational Rights and Privacy Act of 1974”. Students and applicants may request a review of their record by submitting a written request to the Program Administrator of the Health Care Education Programs. An appointment shall occur within ten (10) working days after the written request is received.

Graduation

Upon satisfactory completion of the curriculum, and meeting all financial obligations, the student will receive a Diploma in Registered Nursing.

Graduate Record

The graduate record will include a complete transcript which indicates that a Diploma in Registered Nursing was granted and the date that the student completed the program. Other records are shredded after the student completes the program. Transcripts will be available to the graduate upon written request. The fee for transcripts will be based upon the current fee schedule.

Graduate Survey

Each graduate will be contacted approximately six months after graduation to complete a graduate survey. The information obtained from this survey is invaluable to the nursing program and provides a venue for systematically evaluating and planning for program improvement.

The Mid-East Career and Technology Centers Health Programs hold no liability to financially refund tuition or other related school expenses in the event that the student completes the program of learning and is denied employment.

Page 25 will require your signature stating that you have reviewed this handbook and will abide by the conditions set forth in the handbook.

ACKNOWLEDGEMENT

I HAVE READ AND UNDERSTAND THE REQUIREMENTS AS OUTLINED IN THE
2018-19 DIPLOMA RN PROGRAM STUDENT HANDBOOK AND AGREE TO
ABIDE BY THEM.

Student Name _____ Date _____

Witness Name _____ Date _____