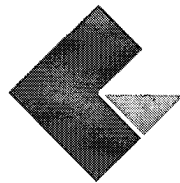


THE SCHOOL OF NURSING

AT
CUYAHOGA VALLEY CAREER CENTER
PRACTICAL NURSING PROGRAM



STUDENT HANDBOOK
POLICY/PROCEDURE GUIDELINES

2011/2012/2013

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FOREWORD

The faculty of The School of Nursing at Cuyahoga Valley Career Center (CVCC) welcome you to your school and to one of the most exciting years of your life. You will discover new dimensions in yourself and in those you will serve. The experience you will gain this enrollment period will make your life fuller and more meaningful.

A warm welcome is extended to you by the Superintendent and members of the Board of Education, the Adult Education Director, and the staff of The School of Nursing at CVCC who are looking forward, with you, to a pleasant and successful experience within this educational program on the beautiful campus of the Cuyahoga Valley Career Center.

Welcome to the 49TH year of The School of Nursing at Cuyahoga Valley Career Center (formerly the Parma School of Practical Nursing).

This handbook is dedicated to Roscoe Schlachter, CVCC Superintendent, whose vision and foresight facilitated the school's move to its current site and allowed the growth and development we've enjoyed. "Thank you," Mr. Schlachter.

To acquaint and guide you with the policies/procedures of The School of Nursing at CVCC this handbook has been prepared for you. It is your reference and a guideline established to assist you throughout this exciting experience, however, is inclusive of all the policies guidelines and regulations of the Cuyahoga Valley Career Center which may be found in other CVCC policies and on our website.

This year's theme will be:

"WORDS CREATE YOUR WORLD"

Myrna George, RN, MSN, MaEd, BSN
Supervisor
School of Nursing at CVCC

HISTORY OF THE SCHOOL OF NURSING AT CVCC

The School of Nursing at CVCC (formerly the Parma School of Practical Nursing) was created as a result of the joint venture between the Parma City School District and Parma Community General Hospital to help meet the educational and vocational needs of individual citizens, the community, and local business.

The School of Nursing opened in 1963 and has enjoyed a long history of producing a high quality marketable product in the form of a practical nurse. This educational program continues to experience success because of a myriad of interrelated community resources.

The school serves communities in Cuyahoga, Medina and surrounding counties that are served by Parma Community General Hospital, MetroHealth Medical Center, Medina General Community Hospital, Southwest General Health Center, the Cleveland Clinic, and University Hospital Health Systems. This certificated post-secondary education clock hour program was initially a part of the Parma Community Education program operated under the Parma School District.

Historically the School of Nursing has offered a full-time program beginning in late summer. The curriculum is organized into two segments: Basic Nursing and Advanced Nursing and explores concepts utilizing Maslow as a frame of reference with the nursing process. Each segment has specific course content and supervised clinical experience. The "hands-on" clinical experience accounts for approximately 50-53% of the total clock hours within this certificated program.

The didactic curricular offerings include anatomy and physiology, fundamental theory and skills, concepts of microbiology, medical language, altered health status of people of varying ages, nutrition and diet therapy, concepts of sociology, psychology, mental health, personal, professional, ethical and vocational issues encountered throughout man's life span in contemporary society.

In July 2002, the School of Nursing was officially transferred from its parent organization, Parma City School District to Cuyahoga Valley Career Center. The actual move occurred in August 2002 with the 40th class opening on August 20, 2002 under a new parent organization...Cuyahoga Valley Career Center located on 8001 Brecksville Rd. on a beautiful campus nestled in the arms of the Cuyahoga Valley.

In November 2004 a part-time evening/weekend program was initiated. This continuous 18 month program, a mirror image of the full-time 9 month program, is stretched over an extended period to facilitate those who need to work while attending nursing school. The part-time program was initially developed in partnership with UHHS of Cleveland.

Classroom instruction takes place at the school site with clinical instruction in a variety of acute care hospitals, skilled nursing facilities, and other contracted organizations. Students work under the direct supervision of a certified R.N. instructor and are offered a wide variety of experiences in caring for individuals within the health care system. Additional enrichment and observation experiences are planned to include exposure to numerous community-based services such as home care services, emergency department, special education programs, adult training center program, child and adult day care, as well as visits to numerous specialty departments and units within the major hospital complex. In the final term of the program, with availability of nursing

service staff from contracted health care organizations, an internship is offered. Under the guidance and direction of faculty and nursing service preceptors, the enrollee is offered an opportunity to experience the real world of work.

Upon successful completion of the program the student receives a certificate in practical nursing, and is eligible to sit for the state examination for practical nursing. Upon successful completion of the NCLEX-PN State Board Examination the Board of Nursing issues a license to practice as a practical nurse, and grants the successful individual the privilege to sign L.P.N. (Licensed Practical Nurse) after his/her name. Each successful candidate is IV and medication certified.

APPROVAL/ACCREDITATION

This educational program is approved by the Ohio Board of Nursing, Ohio Board of Regents, and accredited by North Central Association of Colleges and Schools/AdvancED.

NON-DISCRIMINATORY POLICY

The Cuyahoga Valley Career Center affirms that no person shall, on the basis of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinator. This policy shall prevail in all Board policies concerning school employees and students.

The Board of Education has designated an administrator to carry out these policy statements and shall be responsible for compliance within these designated areas. Complaints, questions or requests for information regarding Title VI (race, color and national origin), Title IX (sex), Section 504 (disability) should be directed to:

Mr. Paul M. Smith
Title VI Coordinator
Title IX Coordinator
Section 504 Coordinator

Complaints may also be sent to the U.S. Department of Education, Team Leader, Office for Civil Rights, 600 Superior Avenue East, Suite 750 Bank One Centre, Cleveland, Ohio 44104-2611.

Legal References:

Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII
Executive Order 11246, 1965, as amended by Executive Order 11375
Equal Employment Opportunity Act of 1972, Title VII
Education Amendments of 1972, Title IX (P.L. 92-318)
45 CFR, Parts 81, 86 (Federal Register June 4, 1985, August 11, 1975)
Public Law 93-162 (Section 504)

MISSION STATEMENT

Cuyahoga Valley Career Center prepares youth and adults to enter, compete and advance in an ever-changing work world. Adult Education's mission statement is to advance individuals to the next level of success.

The mission of the career center, the driving force for education in the communities we serve, is to develop confident students with skills necessary to actively compete in a technological world by stimulating critical thinking, sound decision making, effective communication, cultural appreciation and the joy of life-long learning. This Mission Statement has provided the underpinning of the operational philosophy of the School of Nursing at CVCC.

CVCC VISION STATEMENT

The No. 1 Responsive Leader in Career and Technical Education.

SCHOOL PHILOSOPHY

We believe . . .

society is composed of individuals with a variety of needs, values, and abilities from a myriad of cultural and socioeconomic backgrounds

that each individual has a right to be treated in a non-judgmental manner

that the appreciation of trans-cultural and socio-economic diversity is imperative

that the growth and development of contemporary society depends on its human resources

that the individual is a holistic being who influences and is influenced by society

in the dignity of each person regardless of race, creed or color

that each person is different and individual

that each person has physical, mental and social needs

that health is dynamic and consists of various levels of physical, mental and social well-being

that health status shifts back and forth during a lifetime

in health maintenance and health promotion measures

that teaching the client is an integral part of the role of a nurse

nursing is a complex art and science which utilizes the nursing process and a caring manner to meet the health needs of society

a scientific process is necessary to assess, plan, implement and evaluate care

compassion, critical thinking, sound judgment and therapeutic communication are an integral part of nursing

the nurse is an advocate of society's health needs

that within the broad scope of nursing, there are needs which can be met by the practical nurse

learning is the process of acquiring knowledge, attitudes and skills demonstrated by positive changes in behavior

learning is a dynamic process of instructor/student interaction

the adult learner has unique needs and offers a wealth of experience and resources

learning is a life long process and is an individual responsibility

the practical nursing program emphasizes clinical experience supported by theory and results in a competent, skillful caregiver who safely practices in a competitive health care environment

that practical nurse education should follow standards and principles of sound educational practices

that practical nursing education incorporates both cognitive and technical skills with emphasis on safety and competence

that practical nursing is an integral part of all nursing

all individuals have a right to pursue a level of education that will help them develop a marketable skill

in a dynamic, planned program with instruction closely correlated with practice and emphasis on direct client care

PROGRAM OUTCOMES

The graduate of The School of Nursing at CVCC will:

Utilize the nursing process in meeting the physical and psychosocial needs of the client.

Practice in diverse care settings in a non-judgmental and caring manner.

Work under the direction of a licensed registered nurse, physician, dentist, podiatrist, optometrist or as defined by the State Board of Nursing.

Recognize various levels of well-being in the client as well as in oneself and intervene appropriately.

Demonstrate critical thinking, sound decision making and effective communication skills.

Be a patient/client advocate.

Be committed to life long learning in an ever-changing society.

Deliver skillful, safe, competent, knowledgeable care consistent with legal and philosophical standards of nursing practice.

Refine leadership qualities and use in appropriate situations.

Demonstrate effective health teaching.

Practices traits and attributes conducive to desirable employability behaviors.

CURRICULUM DESIGN

The curriculum is based on the premise that man has physiological and psychosocial needs. These needs always exist and may shift in importance depending on the state of health during the life span. Maslow's basic and secondary needs are incorporated throughout the program and are used to explore the curriculum content.

The nursing process is a tool and the systematic method of meeting health care needs. Skills of critical thinking, clinical judgment, sound decision-making, priority setting, time management, and effective communications are integral to implementation of the curriculum plan. Sensitivity to the individual and their differences are incorporated into the program. Related theory and clinical practice progress from the simple to complex as much as is possible with the acuity seen in the institutionalized client. Practice is correlated with theory and closely supervised by RN faculty, teaching assistants and preceptors.

INSTRUCTIONAL STRATEGIES

Teaching strategies include cooperative learning, lecture, conferences, demonstration, return demonstration, PowerPoint presentations, utilization of the nursing process, visual and auditory aids, exploration of didactic information via computer, and clinical practice. Clinical practice is carried out in a variety of institutional and community-based settings.

INSTRUCTIONAL STAFF

The faculty and teaching assistants of the school are registered professional nurses employed by the Board of Education with necessary qualifications to be certified as teachers by the State Department of Education and meet or exceed the guidelines of the Ohio Board of Nursing. The adult enrollees of this program are at all times responsible to the instructors, faculty and teaching assistants and supervisor of the school. In the clinical area, students practice under the supervision of the licensed RN instructor, teaching assistants, and preceptors following guidelines established by the Ohio Board of Nursing and this educational program in the clinical organizations.

FIELD TRIPS

The adult enrollees will be notified two weeks in advance of any field trips. Personal expense for field trips is a student responsibility. Field trips, although infrequent, are planned by the faculty to enhance the learning experience of the student. Each adult is to assume self-responsibility to, from, and during field trips, as is true of all time spent in conjunction with the practical nursing program.

NON-SCHOOL DATES

The School of Nursing observes the following holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr. Observance, President's Day, Good Friday, Memorial Day and Independence Day.

VACATION PERIOD

CHRISTMAS RECESS - Provided, however may vary from year to year
SPRING RECESS - Provided, however may vary from year to year
HOLIDAYS - Will be indicated on our own school calendar

Full time/Part time programs recess periods may vary.

PARKING

Park in designated areas for all classes, clinical, and planned associated experiences. The school parking pass must be displayed at all times on the rear-view mirror when parking on the school premises. Parking violation may engender a fine and towing. The initial parking passes (2) are free. If a replacement is necessary, there is a \$5.00 cost payable to The School of Nursing at CVCC.

Any parking fees levied by the clinical affiliating agency or school security department are the direct responsibility of each enrollee. Enrollees are encouraged to car pool whenever feasible.

CLASS SCHEDULE

Most classes will be conducted on the premises of The School of Nursing at CVCC. Fifty minutes constitutes a class (clock) hour. Laboratory hours may be three class hours in length.

In the full time program, Basic Nursing classes will be initiated in late summer. Class hours will be Monday-Friday 7:30 a.m. to 3:30 p.m. The part time program will be day hours, 2-3 days a week, Monday, Wednesday and Thursday (10:00 a.m. to 3:30 pm). Clinical rotations are on Saturday and Sunday, daytime hours (6:45 a.m. – 3:00 p.m.) extending over an 18 month period **including** summer. The Program offerings are planned to be identical, however, will be experienced in a slower paced manner. For full-time enrollees planned clinical experience will be initiated about the fifth or sixth week of the program wherein the day begins at 6:45 a.m. In the part-time program, the clinical experience will be initiated after successful completion of Anatomy & Physiology, approximately early February.

Classes will be ongoing and concurrent with clinical experience. A typical week in the full time program is 35 hours of class and clinical. Exact times vary with academic and clinical component. Clinical days typically begin at 6:45 a.m. in the full time program. **Clinical experiences, with the final term of the program, will include 2-3 weekends when enrolled in the full time program.** The part time program is scheduled for five (5) hours, Monday, Wednesday and

Thursday, with alternate weekends (Saturday and Sunday) 6:45 a.m. – 3:00 p.m. Part-time enrollees should typically plan on 15-22 hrs/week between class and clinical experiences.

Courses include theory content, clinical conferences, laboratory and clinical practice, class meetings and special activities. **Admirable** attendance in **class** and **clinicals** is imperative for success. There are two strictly theory courses in the first term of Basic Nursing – Anatomy & Physiology and Life Science. All remaining courses have an integrated clinical component.

Each enrollee is expected to read assignments and prepare him/herself for clinical/class content **before** attending the class presentation. If the enrollee is not prepared for the clinical assignment, not dressed appropriately, or demonstrating inappropriate behavior for a developing health care worker, the instructional staff may dismiss you and enrollee will be recorded as absent for the day.

Studying every evening and weekends is imperative for success! Time management skills are crucial. Solid time management begins by recognizing how much time school occupies. A **minimum of 2-5 hours of class preparation is expected for each hour of lecture/class content presented.** What will you “give up” to accommodate your school schedule? You and your family will need to make numerous sacrifices. **Focusing your energies and priority of commitment in this educational program is integral to successful achievement.**

Class schedules may be changed at the discretion of the faculty and/or clinical agencies.

All contracted clinical facilities require fingerprint checks and drug screening, each enrollee is responsible for this cost. Outcomes of these findings will be treated as The School of Nursing at CVCC and clinical agency mandates and may necessitate withdrawal from the program with no return of monies paid and documentation of such findings will be in your permanent file. There is a zero tolerance of drugs in the health care field.

RELEASE POLICY

The adult enrollee voluntarily desires to participate in this curriculum experience which includes classroom, laboratory and clinical experiences in the health care community. The enrollee is duly aware of risks and hazards, which may arise through participation in activities/experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each enrollee hereby voluntarily assumes all risks of illness/accident or personal damage to his person or property. Any costs pursuant to potential injury, or injury are the responsibility of the adult enrollee. While at the facility and/or in the school environment, the adult enrollees will not be considered as employees or agents of the facility nor the school district. Therefore, they will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits. The adult enrollee will indemnify and hold harmless the facility, and the school district, school board members, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the enrollee's actions or activities. This release shall be binding with the signing of the contract on the enrollee, any heirs, administrators or executors. This contract is a permanent part of your file at CVCC. See appendix.

CURRICULUM

BASIC NURSING

This initial educational phase consists of formal didactic instruction with laboratory and clinical practice. Clinical and classroom experiences are of equal importance as is a desirable attendance record. Content integrated into these courses include: anatomy and physiology, concepts of microbiology, medical language, drugs and solutions, introduction to pharmacology, nursing process, nursing theory, growth and development concepts, mental health principles, communication skills, normal nutrition, personal and vocational relationships along with social and psychological aspects of nursing are incorporated utilizing Maslow's frame of reference.

Courses offered are:

Anatomy & Physiology
Life Sciences
Nursing Fundamentals/Clinical Course

Successful completion of Basic Nursing is imperative for retention and promotion within the program. Overall average of Anatomy and Physiology, Nursing Fundamentals, and Life Science must be at least 79.5% with Anatomy and Physiology achievement of at least 77.0% and Nursing Fundamentals achievement of at least 80.0% coupled with a satisfactory progress report in clinical and a desirable attendance record. (An enrollee who has not earned a minimum of 77.0% as a final achievement in Anatomy and Physiology, and/or an earned minimum of 80.0% in Nursing Fundamentals is dismissed from the program at that point.)

COURSE #101 – ANATOMY & PHYSIOLOGY

Anatomy and Physiology is a didactic core course which consists of classroom instruction in which basic anatomical structure and function is explored. More complex concepts are added as body systems are introduced. Basic concepts of patho-physiological changes in these body systems may be added. Content is explored to assist in establishing a foundation of understanding of the human body. Every opportunity is utilized to tie this course content to other concurrent courses offered throughout Basic Nursing.

Medical terms are defined, pronounced and analyzed throughout the course so the enrollee becomes increasingly proficient with medical language. Maslow's theory is integrated into the appropriate areas and is applied as the learner begins to formulate nursing strategies.

COURSE #102 – LIFE SCIENCE

The Life Science course explores principles of normal nutrition, growth and development, communication, personal and professional growth, legal, ethical and moral issues. The adult learner will be introduced to a holistic approach, and promotion of health care. The role of the practical nurse in organized health care is identified and expanded upon throughout the course. Using the nursing process, Maslow's hierarchy of needs is interwoven throughout the course.

COURSE #103 –NURSING FUNDAMENTALS

Nursing Fundamentals is a clinical course designed to help the beginning practical nursing student form a sound nursing foundation by acquiring skills within the scope of practical nursing that meet the needs of the client. Nursing Fundamentals includes course work in mathematics, beginning intravenous concepts, and nursing implications related to pharmacology.

The course employs the Maslow model and incorporates concepts of basic physiological needs, safety and security needs, as well as the needs of love, self-esteem, self-actualization and a sense of belonging. Clinical assignments may take place in acute care and/or long-term facilities.

ADVANCED NURSING

The courses offered in Advanced Nursing will include theory, concurrent supervised clinical experience, observational/enrichment opportunities and clinical conferences. Each adult enrollee is expected to come prepared to the clinical site according to the directions given by faculty and teaching assistants, bringing all cumulative clinical/classroom experience of increasing depth of content to be implemented in the clinical aspects of each course. The content of the Advanced Nursing courses will be explored with themes of life span, altered states of health, contemporary society and vocational growth integrated throughout curricular content utilizing Maslow's frame of reference and the nursing process.

The clinical courses offered in Advanced Nursing include:

- Care of the Client Throughout the Lifespan Part I
- Care of the Client Throughout the Lifespan Part II

Successful completion of each successive course in Advanced Nursing is imperative for retention and promotion within the program. This translates into an achievement of at least minimum of 79.5% in theory, achievement of satisfactory in clinical performance and a desirable attendance record in each successive term of the program.

Special enrichment/observation experiences within Advanced Nursing may include, if permitted by clinical organizations:

Ambulatory Surgery	Emergency Dept	Physician's Office
Assisted Living	Endoscopy	Recovery Room
Behavioral Health	Home Care	Rehabilitation
Coronary Unit	Hospice	Residential/Day Camp
Dietary	Internship	School Health Clinic
	Operating Room	Senior Programs
	Oncology Services	

COURSE #201 – CARE OF THE CLIENT THROUGHOUT THE LIFESPAN PART I

Enrollment in Care of the Client Throughout the Lifespan Part I is initiated after successful completion of Basic Nursing. Care of the Client Throughout the Lifespan Part I is a clinical course with concurrent academic content. In this course, the practical nurse student will utilize the nursing process and Maslow's hierarchical concepts to meet the needs of the maternal, child and adult client with health deviations experiencing a variety of increasingly complex medical surgical disorders. Nursing care occurs in an acute care setting and additional community environments. Critical thinking skills/critical judgments are strengthened while facilitating sound decision-making to meet client's needs. Leadership, pharmacology, and intravenous therapy concepts are integrated throughout the didactic portion of this course. The practical nurse student is expected to correlate the theory explored in the classroom with the safe delivery of care to the client, always building on previous didactic and clinical experiences.

COURSE #202 – CARE OF THE CLIENT THROUGHOUT THE LIFESPAN PART II

Enrollment in Care of the Client Throughout the Lifespan Part II is initiated after successful completion of Basic Nursing and Care of the Client Throughout the Lifespan Part I. Care of the client Throughout the Lifespan Part II is a clinical course with concurrent academic content. In this course, the practical nurse student will utilize the nursing process and Maslow's hierarchical concepts to meet the needs of the maternal, child and adult client experiencing health deviations with a variety of increasingly complex medical surgical disorders. Nursing care occurs in an acute care setting, long term care setting, and other community environments. Critical thinking skills are strengthened while facilitating sound decision-making to meet client's needs. The adult learner is expected to correlate the theory explored in the classroom with the safe delivery of care to the client, always building on previous didactic and clinical experiences. Medication administration, leadership, and intravenous therapy are integral to the clinical and classroom components of this course.

PHARMACOLOGY

Pharmacology is an integrated curricular thread spread throughout Basic and Advanced Nursing. Planned medication administration experience is incorporated into Care of the Client Throughout the Lifespan Part II. Each enrollee shall perform satisfactorily in the administration of medications by the closure of this experience to be eligible for retention and successful completion of this certificated practical nursing program.

INTRAVENOUS THERAPY

Principles and practices of intravenous therapy as related to the practical nurse's Scope of Practice in Ohio will be explored in the classroom and implemented in the clinical environment. This content thread is intertwined throughout Basic and Advanced Nursing. Each enrollee shall satisfactorily complete this unit to be eligible for retention and successful completion of this practical nursing program.

EVALUATION

The Admissions and Promotions Committee evaluate each enrollee's attendance, academic and clinical record on a monthly basis and, if needed, more frequently.

Periodic Clinical Experience - Progress reports will be completed by faculty and teaching assistants during Basic and Advanced Nursing. Each enrollee shall meet with clinical faculty and teaching assistants (or designee) in conference to discuss, review and sign the Clinical Progress Report, indicating he/she has had the opportunity to read the documentation. Each enrollee is urged to respond in writing to the summative and evaluative statements. Progress reports include a checklist format and narrative anecdotal with an evaluation of "Satisfactory," "Needs Improvement," or "Unsatisfactory."

If the enrollee attends less than 85% of the planned clinical experience including internal rotations, an NI (Needs Improvement) is earned. If this situation occurs at the close of the course, not permitting retention and promotion, the situation is automatically referred to the Admissions and Promotions Committee for a decision of **promotion versus dismissal**. Each circumstance is considered on an individual basis and will be handled on a case by case situation. "Make-up" time may be allowed or required in Care of the Client Throughout the Lifespan Part 2 at alternate hours within the program for retention and promotion of any days in excess of (six) 6 clinical days, (or at an earlier time in the program if faculty available). Current clinical practice must be at least satisfactory for this level in the program. Each situation is evaluated on an individual basis and considers heavily the attendance history established by the enrollee along with concurrent circumstances. Make up hours do not alter the number of missed days recorded on final transcript.

Anecdotal notes may be issued at any time during clinical/classroom experience by the faculty, teaching assistants, or supervisor of the program, identifying both positive and/or negative behaviors exhibited by the enrollee. **Anecdotal, related to the situation described, are to be read and discussed with each enrollee as soon as possible. Within 24 hours, enrollee is to sign and return to appropriate staff initiating same.** A midway evaluation of "Needs Improvement" may place the enrollee on "Warning" or "Probation" and additional conferencing may be warranted. Any enrollee earning an "NI" (Needs Improvement) is expected to meet with the Supervisor ASAP to develop a plan and implement same to cause a positive change in behavior. **An "Unsatisfactory" evaluation** at any time may facilitate immediate dismissal without forewarning.

Progress Reports and anecdotal notes are maintained in the file of currently enrolled students and are the property of the nursing school. Enrollees may at any time review these documents; however, copies are not provided to enrollees or any agencies. When enrollees successfully exit the program and graduate, an "S" is recorded on the official grade transcript for clinical achievements, along with letter grades earned. Progress reports and all anecdotal notations are destroyed twelve (12) months after graduation. If an enrollee exits the program after having completed a minimum of one course, an official grade transcript is generated.

If the Admissions & Promotions Committee determines an enrollee has not demonstrated the ability to give safe care to patients, violates school policy, or hospital organizational policy, establishes an undesirable attendance or tardiness record, utilizes foul/inappropriate language in the clinical or classroom environment, behaves in an unprofessional manner or fails to meet the standards for theory and/or clinical practice, the enrollee will receive a warning, be placed on probation or immediately dismissed. The enrollee will have a personal

conference with the supervisor (or a designee) and be notified in writing of the terms of any disciplinary measures. The written disciplinary measure shall be signed by the enrollee and placed in the academic file. A copy of this action will be given to the individual. **CRITICAL INCIDENTS** may be recommended by faculty, teaching assistants, and/or administrative staff and processed through the Admissions and Promotions Committee. Examples of a “critical incident” is a “no show no call” when assigned to the clinical environment, demonstrating practice(s) inconsistent with the expectations of the program and/or the level of the student in the program. Critical incidents are related to, but not limited to, behaviors unacceptable of a developing health care worker. A maximum of two (2) critical incidents is permitted. Earning a third critical incident means immediate dismissal.

At the close of each course the adult enrollee completes a course evaluation and site evaluation. These instruments are studied and reviewed by the teaching staff to identify areas in need of change, updating, and integrated into the curriculum as deemed appropriate by the faculty body. These documents are shared with the appropriate clinical sites hopefully within 4-6 weeks of closure of the term.

Anecdotal notations, formative and summative evaluations, academic, clinical, and attendance are to be held in private and confidential with each enrollee. These documents are maintained in active students’ records; however, no copies are to be made. The exception to this policy is when enrollee has a governmental sponsor wherein this information is contractually required to be shared with the supporting agency or remanded by the court.

Clinical progress report located in Appendix.

ALERT

An alert is a documented “verbal” warning, typically written for your receipt and is “earned” when you have missed an accumulation of 3 days absent for full time enrollee and 2 ½ days for part time enrollee – includes tardiness, leave early, etc. (See Attendance & Tardy section). A documented “verbal” warning is issued by the Administrative Assistants or designee. Note: Three (3) tardies are equivalent to ½ day absence for disciplinary purposes.

WARNING

A warning (written) is notification of unsatisfactory progress or performance in clinical or classroom areas. Regarding attendance when accumulations of (5) five days absent for full time enrollees and 3 ½ days for the part time enrollee wherein a written warning is earned. A personal conference with the supervisor (or designee) with guidelines for improvement will be discussed.

PROBATION

A probation may be issued for a more serious or recurring violation of established policies and procedures or other expected behaviors. A personal conference and written notification of action and expectations are forthcoming; may include midpoint clinical evaluation of “Needs Improvement,” “Unsatisfactory,” academic accumulative grade near or below 80% or recurrent tardiness or absence and/or behaviors undesirable of a developing health career member. Probation

is a “trial period” wherein the enrollee is expected to “improve” within a stipulated period of time or dismissal is eminent. Probationary period will continue until it is determined by the faculty that required improvement has been demonstrated but may remain in place throughout the remainder of the program.

DISMISSAL/TERMINATION

Behavior of an extremely serious nature, academic performance below 80%, continued undesirable attendance, violation of hospital/organization policies/procedures, violation of confidentiality oath, unsafe nursing practice or careless performance, foul/inappropriate language, failure to meet clinical objectives in any aspect of the enrollee's program, in the contracting cooperating agencies or school of nursing is unacceptable for a developing health care worker. Immediate dismissal may occur without prior warning or from recurrent uncorrected, undesirable behaviors.

ASSIGNMENTS

All work is to be neat, legible and written on **regulation-size notebook paper**. Adherence to faculty member's directions in completing and submitting is imperative. Assignments are to be submitted on date specified. At the discretion of the individual faculty member, the late work may be refused; or if accepted, the grade may be lowered one letter grade for each day late. Assignments are due at the beginning of each day or immediately upon return to the school. Individual faculty discretion may allow exceptions to this policy.

All class/clinical assignments are due on the day stipulated by the faculty member. At times, this may be the next morning, before clinical experience is initiated. Special circumstances are to be discussed with the faculty, supervisor or designee.

All assignments connected to planned clinical experiences of individual faculty are to be submitted timely and be of acceptable quality. Missing or tardy written clinical assignments and care plans may earn an NI. Evaluations of these assignments are integral to success in each course with the clinical component and are incorporated into the Clinical Experience Progress Report (see Appendix).

Faculty will read, correct and grade work before returning. Enrollees are urged to retain all assignments as these are an excellent means of refreshing and reviewing for quizzes, mid-term and final examinations.

MAKE-UP WORK

All assignments, quizzes, tests, reports, etc. must be handed into the appropriate staff member. In the full-time program, it is the **enrollee's responsibility** to meet with a full time faculty member concerning these matters **on the day following** the absence. If enrolled in the part-time program address the faculty/teaching assistant to identify your responsibility. The enrollee is to complete all missed work within the same number of days missed. Each situation is considered on an individual basis. It is strongly urged that you utilize your faculty advocate to assist you with issues that impact your success in the program. If you have “missed” the regularly scheduled quiz, at faculty discretion, an alternative quiz may be administered. *If the enrollee has not completed missed quizzes, etc. within the stipulated days, the faculty may deduct 3% from the unit/grade for each day*

*late when it is completed or a zero may be awarded. If you missed one day, the enrollee has one day to make up the quiz, if 2 days are missed, then you have 2 days to make up, etc. This policy is valid for Basic Nursing. When enrolled in Advanced Nursing, the adult learner is to return **after** clinical to take quizzes in a timely manner. If the quiz/assignment is not made up within one week, a zero is earned.*

Any planned absences must be discussed with the supervisor (or designee) and instructor before occurrence. (See Absence/Tardiness Policy) Mechanisms for “making up” the clinical component have been developed wherein missed clinical days in excess of two (2) days missed may be allowed to make up for retention, promotion, and successful completion of each segment of the program **if** the enrollee’s current clinical performance is satisfactory for his/her level in the program. Make up times will be alternate hours to the enrollees current program days and hours and implemented in Care of the Client Throughout the Lifespan Part 2 (or at an earlier time in the program if faculty available.) Missing an accumulation of 6 or more days of **clinical** will be individually evaluated and may mean termination.

If the planned clinical experience is cancelled for any reason by the individual faculty member “make up time” in the form of a case study may be required within 7-10 days of the cancellation. This document will be evaluated by clinical faculty and integrated into the progress report. Enrollees will be awarded the scheduled clinical hours in these circumstances.

TESTS AND EXAMINATIONS

Short quizzes (15-25 questions) will be given throughout each course. Unannounced quizzes may be given at the discretion of the faculty member. “Pop” quizzes, given throughout a course, added together may or may not be utilized with the same weight as a scheduled quiz dependent on faculty affirmation and collective effect on enrollees.

Other tests and examinations will be scheduled by the faculty member as needed. Testing will cover content areas of reading assignments as well as class presentations of faculty, guests, and peers. All quizzes will be posted and/or discussed in classroom environment to facilitate learning from quizzes or examinations. Class time is designated for a collective review and discussion of mid terms and final examinations. **Enrollees are urged to actively participate in this opportunity allowing for development and refinement of reading and discerning skills.** The practical nursing curriculum progresses from simple to complex with each enrollee being responsible for previous learning and, as such, tests and examinations may require active utilization of any/all previously covered content areas including content mastered in previous courses and terms.

PERFORMANCE COMPONENT

- S - Satisfactory – consistently accurate or correct, punctual in personal and vocational issues relating to health, safety, knowledge base, delivery of care, affect and habits and competently meets objectives of course with minimal or no guidance. Satisfactory performance is defined as requiring no/or occasional supportive or direction cues to accomplish the activity.

NI - Needs Improvement - inconsistent performance, incorrect, inaccurate, not punctual, undesirable behavior or work habits, application of knowledge base, delivery of care and issues relating to health, safety, or affect of a personal and vocational nature, needs considerable guidance, requires continuous/frequent directives or supportive cues to meet objectives of the course clinical and/or classroom.

U - Unsatisfactory - unsafe practices, lack of application or transfer of knowledge, carelessness, undesirable practices in delivery care and issues relating to health, safety, affect, habits or skills of a personal vocational nature and violation of confidentiality statement **may** necessitate immediate dismissal from program without previous warning. Unsatisfactory/unsafe clinical or classroom performance when enrollee's activity, or lack of activity/behavior jeopardizes the clients' physiological or psychosocial integrity, violates principles of or disrupts the classroom/clinical facility/unit environment.

THEORY COMPONENT

94 - 100 - A
87 - 93 - B
80 - 86 - C

The final progress report of "Satisfactory" in the clinical component must be achieved at the conclusion of each clinical course along with a minimum of 79.5%, rounded off to 80% in the concurrent classroom content and an acceptable attendance record for retention and promotion within the program. Attendance is evaluated concurrently and cumulatively throughout the program. Grade point average in Basic Nursing (average of Anatomy & Physiology, Nursing Fundamentals, and Life Science) must be 79.5% with achievement in Anatomy & Physiology of an earned minimum of 77.0%, and Nursing Fundamentals of an earned minimum of 80.0%. Success in Throughout the Lifespan Part 1 and 2 achieved by earning a minimum of 79.5%.

GRIEVANCE POLICY

The purpose of this procedure is to secure at the lowest possible administrative level equitable solutions and "due process" to stated grievance as perceived by an enrollee of this program. A grievance is an alleged violation of a previously adopted agreement or policy affecting the day-to-day operation of the educational program.

Grievance Procedure:

Step 1. Within three (3) days of alleged occurrence, discuss with the classroom/clinical instructor or Supervisor of Practical Nursing (if situation does not involve class/clinical concerns) in an effort to arrive at a solution to the situation.

Step 2. If situation is unresolved, the grievant is to communicate in writing to immediate instructor/supervisor (5 days from the initial occurrence) and meet again with immediate instructor to resolve situation. (1st Level - complete the form available)

Step 3. If situation is not resolved at this level, the grievant is to submit a written statement of grievance to the Supervisor of Practical Nursing within ten (10) days of initial occurrence. (2nd Level - complete the form available). This step in the procedure is omitted if situation does not involve class/clinical components of the program, move to Step 5.

Step 4. Within two (2) days of receiving written grievance, Supervisor (or designee) and grievant will meet to resolve situation.

Step 5. If grievant is not satisfied, he/she may appeal grievance in writing to the faculty body (majority of at least 75% of practical nursing professional staff) and supervisor within five (5) days of meeting with supervisor. A meeting will be held with the grievant, supervisor and faculty within two (2) days of receipt of written grievance at this level. (3rd Level - complete the form available)

Step 6. In the event the grievant is not satisfied with the resolution at this level, a written grievance is to be submitted to the Adult Education Director (or designee) of CVCC and a meeting arranged with the grievant within three (3) days of the meeting with the supervisor and faculty body (4th Level - complete form available). The previous three (3) written grievance statements may be submitted at this level if requested. The findings and opinion of the arbitration shall be final and binding upon the grievant, administration and faculty of The School of Nursing. The final decision shall be implemented by the supervisor of The School of Nursing AT CVCC.

ABSENCES-TARDINESS

An admirable attendance record both in the clinical and classroom aspects of this educational program cannot be over-emphasized. Nursing Fundamentals, Care of the Client Throughout the Life Span Part I and II, are clinical courses. Enrollees have a personal and professional responsibility to pursue their education by taking advantage of all scheduled learning experiences. Absence from planned clinical experience is “just as important” as absence in classroom environment. In fact, clinical experiences cannot be reconstructed and is tailored to your personal learning needs. Regular attendance and punctuality is expected of each enrollee. Each enrollee must attend at least 85% of assigned clinical experience when enrolled in a clinical course to earn a satisfactory inclusive of internal and enrichment/observation opportunities. If less than 85% attendance is recorded an “NI” is earned. If this occurs at the close of a clinical course/or term, the individual’s current term and cumulative attendance record are reviewed by the Admissions and Promotions Committee regarding a decision to allow **make-up time, retention, or dismissal**. **Concurrent** clinical performance must be satisfactory for his/her level in the program to be allowed retention and opportunity of “make-up”. Missed clinical time may be required to be “made up” (weekends, evenings or days), alternative to enrollees “regular scheduled hours” during advanced nursing and conducive to faculty and facility assignment to allow for retention and promotion. The enrollee’s overall absence and tardy record from opening day through present day will be examined along with academic standing and individual circumstances. Contingency plans for family illness and child care are to be formulated prior to entering the program.

There are no excused absences—just provisions to deal with time away from the program.

Absence from the school and/or clinical area for a whole or portion of the day will be recorded by the timekeeper (school administrative assistant). Missing in excess of 105 minutes is

equivalent to ½ or 1 full day of absence. A class day is 7.5 hours for full time enrollees, and 5.0 hours for part time. *For documentation purposes*, on the grade transcript, all recorded absence will be noted as converted, based on a 7.5 hour day. Tardiness will be noted in your personal file. Tardiness is missing from 1-105 minutes in the morning, at mid day or the end of the day or when returning from class breaks in a tardy manner. Three tardiness notations will be converted to 1/2 day of recorded absence for disciplinary purposes of warnings/probation or dismissal. Persistent tardiness after reprimand from supervisor or faculty may result in dismissal regardless of level of academic, clinical performance and/or point in the program. Requests to “leave early” must be pre-arranged with the appropriate faculty and supervisor and evaluated individually by the supervisor (or designee). “Leave early” requests are treated as “tardies.” If repeatedly requested, conferencing with the supervisor is required.

If you are tardy to class, report to the administrative assistant before entering the classroom and secure an admission pass to enter the classroom. **Always sign in or out at the desk indicating coming or going when you have been tardy, missed half of a day, or have gone home early. If you are more than ten minutes tardy, you may be expected to wait until the next break.**

Any enrollee who is absent for five (5) days consecutively or longer must be seen by a physician and have a written physician's statement allowing unrestricted permission to return to school and the clinical area without restrictions. Extended illnesses and special circumstances/situations will be taken under advisement by the faculty with specific attention to the enrollee's past attendance and tardiness record, other illnesses, point in the program, along with enrollee's clinical and classroom achievements.

Regarding absences from classes the enrollee is responsible to seek out a faculty member regarding lost time. It is the enrollee's responsibility to meet with each instructor **before** the next class session to make arrangements to make up work missed during absence. Extenuating circumstances to be taken under consideration. If extensive make up work is needed, a paid tutorial situation may be arranged via the supervisor at not less than \$35.00 per hour. Each enrollee is expected to self monitor their clinical attendance and at all times remain aware of their absence and tardiness record.

Documentation of absence consisting of 10% or more of the clinical and classroom experience per term and/or cumulatively will be reviewed by the Admission & Promotions Committee and may subject enrollee to dismissal. In vocational/technical programs such as this practical nursing program, wherein 50-53% of planned time is clinical/laboratory, a desirable attendance record can not be over emphasized. Your attendance record may jeopardize remaining enrolled and/or participating in Federal Financial Aid programs regardless of your academic standing.

Armed Forces enrollees, if activated by state or governmental action, will be treated on a case-by-case basis with strong compliance to Title IV recommendations regarding attendance, re-enrollment, and funding issues.

Each enrollee is expected to remain cognizant of their own absences, tardiness and personal leave days. Periodically you will be provided with a printout of personal leave day(s), attendance and tardiness record and academic performance. Your attendance record becomes a

permanent part of your file. This record includes absences, tardiness, and personal leave days and is **cumulative**.

Each enrollee is permitted three (3) sick leave days (22.5 hours) while enrolled in the program. Acceptable reasons for use of sick leave are personal illness, exposure to contagious disease, personal injury, illness, child's illness, injury/death of immediate family. Unacceptable absences are "too tired, had to work, or no call in," which may necessitate dismissal regardless of concurrent academic and clinical standing. All absent times (illness, personal leave and tardies utilized) will be recorded on your personal file/transcript.

Two (2) days (15 clock hours) of cumulative personal leave may be granted for the entire enrollment period. Personal leave day(s) **must** be prearranged with the supervisor or designee and the faculty and constitute a good and sufficient cause of absence from the educational program. These days may **not** be utilized on the day of or before a final examination, before or after a holiday or recess, and not the final week of the program. Very special situations will be considered on an individual basis. A minimum of half a day may be requested at a given time. Personal leave is granted to transact necessary personal business, observe religious holidays, court appearance, or attend affairs of a personal or legal nature which are not covered by sick leave. Careful planning of appointments, meetings, etc., scheduled after school hours is strongly advised. Personal leave days are still considered as time away from the program and will be recorded as absent time.

Attendance is calculated on a monthly basis or more frequently, if needed. When the full time enrollee has accumulated absence and tardies of three (3) days, a "documented verbal alert" is issued by the Administrative Assistant. For the part time enrollee, this occurs when 2 ½ days of absence has accumulated. If two (2) additional days are missed by the full-time enrollee, he/she is expected to meet with the supervisor (designee), if enrolled in the part-time program, one (1) additional missed day necessitates a meeting with the supervisor or designee. The Admissions and Promotions Committee will review attendance records when the enrollee has missed five (5) or more cumulative days. The student may be required to present him/herself to the Admissions and Promotions Committee for explanation and plan to improve attendance, be placed on probation, be required to make-up time, and possibly dismissed. Non improvement in this behavior leads to a warning, probation, and/or dismissal.

The pre-planned or spontaneous need to have surgery, extensive medical treatment, or pregnancy, is dealt with individually (see student health segment).

During the Basic Nursing term and **before** clinical experiences have begun, the full time and part time enrollee **must** notify the school office each day of absence at least one half hour before school opens stating the reason.

When on clinical assignment, it is your responsibility to notify **both** the school and clinical area. If on clinical assignment, the clinical facility **must be notified** at least one (1) hour before assigned time of arrival, along with notification of the school. During the Advanced Nursing segment, the student must notify **both** the school and clinical facility one (1) hour before you were expected to arrive by calling the Time Office, designated floor, or the Nursing Office at health care facilities **and** the School of Nursing. The school telephone number is 440/746-8148 for all enrollees. All clinical agency telephone numbers are provided to you during the opening of each course. Keep a record of the name of the person to whom you spoke with when reporting your absence to the agency. **Failure to initiate both calls as expected may lead to earning a critical incident.** A

maximum of two (2) critical incidents is allowed per enrollment with the third causing dismissal. The critical incidents need not be of the same nature. If the student is in an internal enrichment experience with an agency, the agency must be notified at least 30 minutes before expected arrival time along with notification to the School of Nursing.

CRIME AWARENESS AND CAMPUS SECURITY

Federally Mandated Public Information

Each adult enrollee is expected to report the occurrence of any destructive actions or other emergencies to the faculty, teaching assistant, supervisor, or administrative assistants of this program and administration of school site and clinical agencies. It is the responsibility of each person to keep the school safe by monitoring one's own behavior and reporting incidents involving other individuals that have the potential of violence or threatening behavior. Violent behavior, direct or indirect threats, harassment, or intimidation will not be tolerated. **(This includes violent abusive/harassing behaviors an enrollee may be experiencing or who are the generator of such undesirable behavior.)** Liaison relationships are operational with safety and security services and local law enforcement, facilitating reporting of offenses occurring on school campus. Authorities will be immediately notified. Community based treatment and counseling programs are available, if needed.

Security report through March 2011. Incidents reported at Cuyahoga Valley Career Center campus site of nursing program includes:

Homicides	- 0
Rapes	- 0
Firearms	- 0
Other Weapons	- 0
Assaults	- 0
Auto Thefts	- 0

Integral to the total safety initiative is that each enrollee is required to wear personal identification tag while on school premises and at all clinical sites.

WEAPONS, HANDGUNS, OR KNIVES IN EXCESS OF 3-1/2" ARE NOT TO BE ON YOUR PERSON, IN THE SCHOOL BUILDING, ON THE PROPERTY, ANY OF THE CLINICAL SITES, AND ENRICHMENT/OBSERVATION SITES.

ELECTRONIC DEVICES, PERSONAL AND BUSINESS BEEPERS, AND CELLULAR PHONES ARE NOT TO BE UTILIZED, REMAIN IN SILENT MODE DURING CLASS PERIODS. TEXTING, ELECTRONIC UTILIZATION DURING CLASSROOM TIME WILL CAUSE IMMEDIATE DISMISSAL FROM THE CLASSROOM AND BE RECORDED AS ABSENCE. FURTHER REPETITION OF CELL PHONE USAGE MAY CAUSE DISMISSAL FROM THE PROGRAM.

ENROLLEES ARE EXPECTED TO ABIDE BY CLINICAL SITE REGULATIONS REGARDING CELLULAR PHONES & OTHER ELECTRONIC DEVICES. CELL PHONES ARE TO BE UTILIZED ON YOUR BREAK IN DESIGNATED AREAS AND NEVER IN THE CLIENTS ROOM AND NURSING SERVICE WORK AREAS. VIOLATION OF THIS

ESTABLISHED POLICY MAY FACILITATE DISMISSAL FOR THE CLINICAL DAY AND DISCIPLINARY ACTION.

SNOW DAYS/SCHOOL CLOSINGS

The School of Nursing will observe the same "snow days" as CVCC. Note announcements on radio and TV of closings. When a snow day has been declared for CVCC, there is no need to notify the clinical agency or school of nursing. CVCC does not declare a "snow day" until a five of the associate schools have closed – listen to radio/TV. CVCC will be listed on TV if we are closed. It is the responsibility of each enrollee to become self-informed of a "snow day" announcement via the news media. Use your very best judgment as your home territory may be a very different snow issue than the clinical and classroom sites. However, an absence is an absence. Always remember where you currently stand with you're absent and tardy record. If daytime classes at Cuyahoga Valley Career Center are canceled due to inclement weather, or for other reasons, all day and evening adult classes will be canceled. During inclement weather please consult the local radio and/or television stations for a list of school closing. Enrollees with weekend clinical may experience different "snow" issues as local communities and state plowing is not performed on as vigorous a basis on Saturday and Sunday. Enrollees are urged to establish a telephone tree within the class members to facilitate communications regarding official closings. Provisions to meet specific academic unit and clinical objectives may need to be implemented if excessive "snow days" occur, jeopardizing program requirements, objectives, class/clinical hours may need to be "made up" utilizing recess periods, planned days off or an extended school year.

**REQUIREMENTS FOR
APPLICATION FOR LICENSURE AS A NURSE**

Each applicant for licensure will be required to answer questions on the application related to certain past behaviors or legal history. Applicants must report to the Board if they have been convicted of, found guilty of, pled guilty to, or pled no contest to any of the following crimes. This includes crimes that have been expunged if the crime has a direct or substantial relationship to nursing practice.

The applicant may view the complete application for licensure in Ohio at www.nursing.ohio.gov. Each enrollee is urged to carefully read the compliance page from the Ohio Board of Nursing Application for Licensure by Examination to Practice Nursing in Ohio.

G. COMPLIANCE

Please circle "Yes" or "No" to each question. Your application **is not** complete until the Board has received **ALL** required documents.

CAUTION: False, and/or misleading information provided by an applicant may result in the denial/permanent denial of a license/certificate.

1.	Have you EVER been convicted of, found guilty of, pled guilty to, pled no contest to, pled not guilty by reason of insanity to, entered an Alford plea, received treatment or intervention in lieu of conviction, or received diversion for any of the following crimes (this includes crimes that have been expunged IF there is a direct and substantial relationship to nursing practice)? Please answer BOTH questions a and b.		
a.	A felony in Ohio, another state, commonwealth, territory, province, or country?	Yes	No
b.	A misdemeanor in Ohio, another state, commonwealth, territory, province, or country? (This does not include traffic violations unless they are DUI/OVI)	Yes	No
2.	Have you ever been found to be mentally ill or mentally incompetent by a probate court?	Yes	No
	If you answered "Yes" to a box above, you are required to provide the Board with a written explanation of the events including the date, county and state in which the events occurred (attach a separate sheet to this application), and a certified copy of the indictment(s) or criminal complaint(s), plea(s), journal entry(s) from the appropriate court. A copy of the court docket or case summary does not meet this requirement.		
3.	Has any board, bureau, department, agency or other public body, including those in Ohio, other than this Board, in any way limited, restricted, suspended, or revoked any professional license or certificate granted to you; placed you on probation; imposed a fine, censure or reprimand against you? Have you ever voluntarily surrendered, resigned, or otherwise forfeited any professional license, certificate or registration?	Yes	No
4.	Have you ever, for any reason, been denied an application, issuance or renewal for licensure/certification, or the privilege of taking an examination, in any state (including Ohio), commonwealth, territory, province, or country?	Yes	No
5.	Have you ever entered into an agreement of any kind, whether oral or written, with respect to a professional license or certification in lieu of or in order to avoid formal disciplinary action with any board, bureau, department, agency, or other public body, including those in Ohio, other than this Board?	Yes	No
6.	Have you been notified of any current investigation of you, or have you ever been notified of any formal charges, allegations, or complaints filed against you by any board, bureau, department, agency, or other public body, including those in Ohio, other than this Board, with respect to a professional license or certification?	Yes	No
	If you answered "Yes" to questions 3-6, you are required to provide the Board with a written explanation and certified copies of any documents.		
7.	Have you ever been diagnosed as having, or have you been treated for, pedophilia, exhibitionism, or voyeurism?	Yes	No
8.	Within the last five years, have you been diagnosed with or have you been treated for bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder?	Yes	No
9.	Have you, since attaining the age of eighteen or within the last five years, whichever period is shorter, been admitted to a hospital or other facility for the treatment of bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder?	Yes	No
	If you answered "Yes" to question 7, 8, or 9 you are required to provide a written explanation, including date(s) of diagnosis or treatment, and a description of your present condition. Include the name, current mailing address, and telephone number of each person who treated you, as well as each facility where you received treatment, and the reason for treatment. Have each treating physician submit a letter detailing the dates of treatment, diagnosis and prognosis.		
10.	Are you currently engaged in the illegal use of chemical substances or controlled substances? For this question "Currently" does not mean on the day of, or even weeks or months preceding the completion of this application. Rather, it means recently enough so that the use of drugs may have an ongoing impact on one's functioning as a certificate holder or licensee, or within the past two years. "Illegal use of chemical substances or controlled substance" means the use of chemical substances or controlled substances obtained illegally (e.g. heroin, cocaine, or methamphetamine) as well as the use of controlled substances, which are not obtained pursuant to a valid prescription, or not taken in accordance with the direction of a licensed healthcare practitioner.	Yes	No
a.	If you answered "Yes" to question 10, are you currently participating in a supervised rehabilitation program or professional assistance program which monitors you in order to assure that you are not illegally using chemical substances or controlled substances? If you answered "Yes", you are required to provide a written explanation. If you are participating in a monitoring program, you are required to cause the respective program to provide information detailing your participation in and compliance with the program.	Yes	No
11.	Have you been notified of any proceeding to determine whether you may be subject to listing on the Sexual Civil Child Abuse Registry established by the Ohio attorney general pursuant to section 3797.08 of the Revised Code, and/or are you listed on that registry?	Yes	No

IF ANY QUESTION IS LEFT UNANSWERED. APPLICATION WILL BE RETURNED.

It is critical that all questions on the application for licensure be answered honestly, since misrepresentation may constitute fraud or deception. Enrollees are urged to seek official legal counsel if applicable to the situation. Enrollees needing more information are encouraged to download a copy of Chapter 4723 of the Ohio Revised Code, contact the Board of Nursing directly, or consult with the Administrator of their nursing education program.

OHIO BOARD OF NURSING **CRIMINAL RECORDS CHECK/FELONY CONVICTIONS**

According to the Law Regulating Nursing Practice, Section 4723.09(b), an applicant who entered a pre-licensure nursing education program on after June 1, 2003 must complete a criminal records check by the bureau of criminal identification and investigation (BCI) and a check of the federal bureau of investigation (FBI) before applying for licensure in Ohio. The applicant will not be granted licensure to practice nursing in Ohio if the applicant has been convicted of, plead guilty to, or had a judicial finding of guilt for violating the following sections of the Ohio Revised Code or a substantially similar law of another state, the United States, or another country:

- 2903.01 (aggravated murder)
- 2903.02 (murder)
- 2903.03 (voluntary manslaughter)
- 2903.11 (felonious assault)
- 2905.01 (kidnapping)
- 2907.02 (rape)
- 2907.03 (sexual battery)
- 2907.05 (gross sexual imposition)
- 2909.02 (aggravated arson)
- 2911.01 (aggravated robbery)
- 2911.11 (aggravated burglary)

If an applicant has been convicted of, pleaded guilty to, or had a judicial finding of guilt for violating the above sections of the Ohio Revised Code, the applicant will not be able to complete the clinical requirements, long term care facilities with the aged and with pediatric clients, and as such will not be licensed. Therefore, the applicant will not be admitted to the program.

The Ohio Board of Nursing (OBN) cannot advise a individual before entry into a nursing program concerning ability to take the licensure exam at the completion of the program.

MARRIAGE/PREGNANCY

The school discourages marrying while enrolled in this intensive fast paced demanding program.

Pregnancy is to be reported immediately to the supervisor and faculty and confirmed by enrollee's physician. The enrollee must meet with her OB/GYN as soon as possible to procure a medical release if she is to remain in the program. The physical responsibilities and hazards the enrollee might encounter while performing duties as a student practical nurse should be shared with your physician. The physician must endorse the enrollee's state of health to remain in the program

without restrictions. The adult assumes all personal responsibility in continuing the program. If the physician does not give unqualified permission to return to active status, a leave of absence may be requested by the enrollee (see policy). If, at the discretion of the faculty or policy of the clinical agency, health, safety or performance become an issue, the enrollee is subject to immediate dismissal. A leave of absence may be implemented. See Leave of Absence and Re-Entry Policy.

The student practical nurse, when obviously pregnant, must wear the maternity uniform of The School of Nursing at CVCC.

TELEPHONE CALLS

Personal telephone calls and texting are not permitted in the classroom and clinical environments. Enrollees are never to utilize client phones nor business phones for your personal concerns. Messages of an emergency nature will be taken by the school administrative assistants and presented to the enrollee at the earliest convenience. **Cell phones are not to be utilized during class or lab sessions, nor in the clinical environment.** Cell phones are to be deposited in the designated area while in class sessions. There are to be no phones, texting, or personal electronic equipment utilized during class, lab, clinical, quiz and testing periods. Utilization of personal electronic equipment during class sessions may be cause for dismissal for the day, recorded as absence, and/or surrender of device while in class/clinical sessions and probationary action. Clinical sites may vary concerning cell/portable phone use within the facility, however, are to be used on break, in break areas or designated sites within the health care environment

LEAVE OF ABSENCE / RE-ENTRY POLICY / TRANSFER OUT

Provisions for Leave of Absence (LOA) and re-entry policies have been established to accommodate extended personal illness, family illness, pregnancy, extenuating family and social circumstances and academic failure. A maximum of two (2) attempts to complete a nursing curriculum are permitted (either twice at The School of Nursing at CVCC or once in another program and once at The School of Nursing at CVCC) within a five (5) year period. Remediation in area(s) wherein you were not successful maybe required. In situations where accident/illness have been experienced or other disrupting occurrences have impacted successful completion of the program, a potential “third” time enrollment will be critically considered. Individual situations and circumstances will be dealt with by the Admissions and Promotions Committee with careful consideration and deliberation. The Admissions and Promotions committee will exercise professional judgment in the final decision.

Supervisor and faculty discretion are integral to an enrollee leaving the program with the option of reentry possibilities. A LOA is granted by the Admissions and Promotion Committee. Each situation will be taken under advisement and treated individually. Enrollee will be granted only one LOA during the educational program. The maximum length of time an LOA is granted is for 12-18 months. There are no “out of pocket” expenses for an LOA. However, the granting of an LOA forfeits tuition, non-refundable administrative seat fee and all monies paid to CVCC. An approved LOA does not automatically mean re-entry into the program.

Criteria for requesting a leave of absence is the enrollee must have:

- 1) At least completed Basic Nursing successfully.
- 2) Achieved satisfactory clinical performance.
- 3) Exited from the educational program in relatively good standing.
- 4) Paid all fees and tuition to date.
- 5) Maintained an acceptable attendance record, extenuating circumstances considered.

Requests for a LOA may be considered upon successful completion of Basic Nursing and at anytime thereafter. Individuals requesting a LOA for required military activation are treated on a separate and individual basis, in compliance with Title IV regulations, refunding and LOA extensions.

The enrollee may apply to re-enter the program at the point wherein the last course successfully completed and the next course begins **or** at the beginning of Advanced Nursing. Each enrollee's total record will be reviewed, history within the school, classroom and clinical evaluations to determine the most appropriate "re-entry" point to facilitate successful completion as determined by the Admissions and Promotions Committee. Special considerations for re-enrollment later in the same year when catastrophic illness, injury, etc. have intervened, will be taken under advisement by the Committee. Re-entry is dependent on a multitude of factors, including resolution of issues underlying the need for a leave of absence, available space in classroom and clinical environments. Re-entry may allow an enrollee to move from the full-time to the part-time program or visa versa depending on situation and timing. Movement from full-time to part-time enrollment or the opposite may only occur **once** before successful completion of this certificated practical nursing program. All re-enrollees must meet the program's curriculum requirements and costs of education for currently enrolled adults.

Re-entry requests must be initiated by the individual via written intent and personal interview with the supervisor at least six (6) weeks before re-admittance into the program.

Application requesting re-entry subsequent to the LOA granted from The School of Nursing at CVCC must be initiated within the next time (or times) the course is offered, and/or under special circumstances and atypical situations.

The Admissions and Promotions Committee will take the re-entry request under advisement, make a decision and state conditions of reentry which will be binding on the requesting individual. The enrollee may be required to take all examinations of last course(s) successfully completed if determined by the committee and will be required to meet with designated faculty to review and update Basic Nursing skills. **All tuition, books, and fees will be payable in advance of re-entry and in accordance with those in effect at the date of re-admission.** Tuition is based on the current cost of education.

Transfer out requests must begin with a verbal conference with the supervisor. A formal written request is to be initiated by the enrollee with a clear identification of underlying rationale. Official transcripts will be forwarded to the school directly providing all tuition, fees, etc. have been paid timely by or on behalf of the requesting individual. Unofficial copies will be given to the enrollee to be hand carried. Transcripts and administrative fee for transfer out is \$50.00 or may be waived depending on circumstances.

ADVANCED PLACEMENT

NURSING PROGRAMS

Advanced placement from another nursing program will be evaluated on an individual basis. Time lapse between exodus from initial nursing program and advanced placement must be in keeping with current policy of the school (typically within one (1) to one and a half (1 ½) year). An individual who was a clinical dismissal, has demonstrated an undesirable attendance record, has earned course grades below which we would have retained our own enrollees, has been enrolled two or more times at The School of Nursing at CVCC or other nursing programs, or has not successfully completed Basic Nursing at The School of Nursing at CVCC with a minimum of 79.5 is ineligible for Advanced Placement and may not be eligible for initial enrollment or re-enrollment in this program. A preliminary "unofficial interview" is suggested to explore the feasibility of advanced placement. A transfer-in fee of \$50.00 is non-refundable and must be accompanied by official grade transcripts with course hours and content, clinical hours, satisfactory clinical achievement, acceptable academic achievement, and personal interview with supervisor. The School of Nursing at CVCC admission requirements and curriculum requirements shall be met by each transferee.

All requests for transfer are considered by the Admissions and Promotion Committee. The decision of this Committee is binding on all parties. Transfer students shall be required to have a personal interview with the supervisor or designee and may be required to take written and clinical laboratory skills evaluations as determined by the Admissions and Promotions Committee and Supervisor. Transfers shall be admitted providing there is available space in both classroom and clinical component of the program and a plan is implemented to assure curriculum outcomes will be met.

When accepted as an advanced placement enrollee, all tuition and fees must be paid in advance of enrollment. The transfer enrollee must spend sufficient time to accomplish the outcome of this certificated practical nursing program, at least 12 weeks of full-time, 24 weeks for part-time attendance beginning at the initiation of the term.

AUDITING CLASSES

ANATOMY AND PHYSIOLOGY

Incoming enrollees who have successfully completed an all-systems Anatomy & Physiology course may request to "audit" the School of Nursing at CVCC course. Enrollee must have successfully completed credit bearing courses with a "C" grade of at least 80% within the last three (3) years, with number of clock hours being at least as many hours as current A&P course offered. Enrollee must provide the course description to Admissions and Promotions Committee from the college/university wherein course work was taken. The course description provided must be for the year the course was taken. This request must be made within three (3) days of the opening day of the course (see Appendix). Request is to be made through the supervisor/designee and the Admissions & Promotions Committee. Cost of education is not impacted by an affirmative response. The grade achievement of course(s) taken "outside" the program will not be entered into the establishment of the final GPA achieved in this program at CVCC. If audit request is granted, the enrollee is urged to "sit in" on class presentations to enrich their own knowledge base. Any

change in the published class schedule of Basic Nursing hours is the responsibility of the enrollee to update her/himself.

STNA – ARTICULATION AGREEMENT/REQUEST

As a State Tested Nursing Assistant, who is current, active and in “good standing”, you may request to “opt out” of specifically identified hours in Nursing Fundamentals (as determined by faculty of The School of Nursing at CVCC). This request must be made within three (3) days of the opening day of the Nursing Fundamentals course (see Appendix).

In addition to the STNA Audit Request Form, a letter (on company letterhead) is to be submitted from the Director of Nursing of your current employer. The letter is to include your name, date of employment, history of your attendance (absence/tardies), statement of performance as an STNA, typical shift and number of hours you work each pay period and must be received by the school within three (3) days of initial enrollment of Nursing Fundamentals.

The eligible enrollee will be excused from 25 hours of Nursing Fundamentals, however, will be expected to take all quizzes, mid terms and finals of Nursing Fundamentals passing this course with a minimum of 80.0% as is the requirement of their colleagues. An affirmative response by the Admissions and Promotions Committee does not alter the cost of education.

COUNSELING-GUIDANCE/ADVOCATE

Any faculty member or supervisor may serve as counselors for the enrollee. Each enrollee will have his/her **own** faculty advocate. Your advocate has a vested interest in your success. The enrollee is urged to select an alternative individual as their advocate if they are more comfortable with another full time faculty member. The supervisor will hold conferences with enrollees when indicated regarding personal and family situations, academic achievement, clinical proficiency and a myriad of situations that potentially impact the enrollee's over-all performance and success in this program. In specific situations the supervisor and Admissions and Promotions Committee will meet to make recommendations as to the action which should be taken. Enrollees may be required to seek professional counseling and document same to remain enrolled or to re-enroll in the program. Individuals in some specific/special needs situations may be referred to an Adult Education counselor at CVCC to address academic, career, and/or personal counseling services.

RESOURCES

You may find the “E” Library at CVCC a real asset to supplement your readings. The faculty resource center on the CVCC intranet may be utilized to access your own “e-mail” account from your home computer, computer in the classroom, CVCC E-Library, and/or public libraries.

Each enrollee will be given an “e-mail” account while enrolled in the program. This account is to be utilized in a educational professional manner and will be monitored (note contract). Students should be prepared to receive announcements, assignments, directions, updates, changes, etc. via their e-mail account. Each enrollee is to consistently utilize his/her e-mail account on their computer, at the e-library, public library, etc. If the enrollee has difficulty with e-mail communications, he/she is to contact CVCC faculty.

The library will be open during school hours. Most publications may be signed out for one week. Faculty may also reserve specific references as “overnight” only. ***Library materials are for your convenience and are loaned out strictly on an honor system - each person is expected to support the "honesty" premise. If you borrow books, it is your responsibility to return these books and replacing same on the appropriate shelf of the same content. Please help us maintain a well-stocked library by returning all you've borrowed.***

Library materials are available at various clinical sites for the student as well as community resources.

ENROLLEE DATA

Any enrollee, who has a change of name, residence and/or phone number, must notify the administrative assistant ASAP to update your file. In the event of an emergency during the school year, it may be necessary to contact you. This data will become a part of your permanent record.

Each enrollee is to provide complete and accurate information. If an individual knowingly offers false or misleading information, they may be subject to dismissal from the School of Nursing at CVCC without regard as to where they are in this program. This includes any documents submitted to the School of Nursing.

ENROLLEE RECORDS

The school maintains a file of each enrollee in accordance with rules of Ohio Board of Nursing. Written release of information from this file must be forthcoming from the individual named in the record before data is released. Official grade transcripts are available for a fee. Only official grade transcripts are released, all other documents are the property of the school and will not be copied unless remanded by court. An individual file containing information concerning each enrollee will be maintained in a secured area. The records will be available to the faculty and authorized persons. The following items are included in each permanent file:

Audit Request Forms	Interview Information Form
College/Vocational, Other Transcripts	The School of Nursing at CVCC Transcript
Computer Network/Internet User Agreement	Photo Permission
Confidentiality Statement	Pre-Entrance Test Results
Contract	Physical Exam & Supporting Medical Information
Written requests releasing transcripts	Reference Forms
Graduation Photo	Release Policy
High School/GED Transcript	STNA Articulation Request

Financial Aid file is maintained for five (5) years from date of completion of program and then is shredded in December of the designated year. If you are in a default status with the Federal Financial Aid Program Title IV, grade transcripts and references will be withheld until you've taken corrective actions.

MAILBOXES

A mailbox is provided at the School of Nursing for each enrollee. Enrollees should check their mailbox **upon entering and during their time at school and before leaving each school day**. You are expected to read only mail from your own mailbox.

DRESS CODE/STUDENT BEHAVIORS

Your general appearance (dress, hair, jewelry, and state of health) communicate your image and that of a practical nurse. **You are a role model of a nurse and expected to take pride in your developing “new” self and new image.**

Uniform: Enrollees must appear in complete uniform when in uniform. This includes a clean, wrinkle-free student uniform, white run-free hose in a dress uniform. If wearing a tunic pant uniform, white cuffed bobby socks and white polished nurses' shoes or approved white athletic shoes with clean shoe strings, closed in heels and toes, white or skin-tone underclothes (including a brassiere) with a full slip for women in a dress uniform or a camisole/T-shirt with the tunic-pant uniform. Enrollees wearing a pant uniform may wear plain white socks. Pant cuffs are to be worn at a length breaking on the shoe. Cuffs are not to drag on the floor. All pant garments are to be worn as designed at waist level. When in the classroom, students may elect to wear the complete uniform, or street clothes; however, no combinations thereof. Uniform is to be completely buttoned up when worn. The male student shall wear a tee shirt, white or skin tone undergarment and white socks. Enrollees may choose to wear a white, mauve, or silver-gray colored short sleeve or long sleeve snugly fitted to the forearm with or without a cuff, cotton or cotton/poly knit shirt with a turtle neck, mock turtle, crew, V-neck or regular neck for warmth and to cover up tattoos. Complete uniform includes a watch with a second hand, bandage scissors, black/blue pens, picture identification tag, and small pocket pad. Students not dressed according to dress code with necessary equipment, i.e.: watch with second hand, scissors, stethoscope, black ball point pen, name, etc. may be dismissed as absent from the clinical site. Uniform dress length must reveal good personal judgment and should never be shorter than the middle of the knee. The acceptable white school sweatshirt - cardigan with school logo, school warm-up jacket or a full-length white lab coat or white sweater may be worn to and from the clinical area, however not while in client service areas. Gum chewing is never appropriate while in uniform in the clinical site.

Hair: Hair is to be clean, away from the face, cut or arranged and fastened with non-ornamental hair accessories and worn in a manner so it does not fall in the face of the enrollee, interfere with work, or touch the client in clinical and laboratory environments. Long hair is to be pulled back at the nape of neck (not in a ponytail). Style, arrangement of hair, and coloring must appear professional and natural at all times. Ringlets, tendrils and other small strands of hair are unacceptable. Male students are to be clean-shaven daily unless a trimmed mustache/beard is sported. No hats or head coverings are to be worn in the classroom or clinical areas, unless dictated by religious practice.

Jewelry: Permissible jewelry while in uniform includes: small, gold, silver or white stud earrings (**less than 1/4"**) without design (if earrings are worn, a maximum of two (2) are permitted (one per each ear), plain necklace on the inside of the uniform as long as it is **not** visible (neck bands and wrist bands, scrungies of any type, are unacceptable in class and clinical environment); engagement and wedding rings may be worn. If an engagement and/or wedding ring are worn, the enrollee must assume all responsibility for loss of the stone, ring, loss of finger or injury of the hand or injury to the

client. Basically, only plain gold or silver band rings are safe. No other rings are to be worn. Medical alert bracelets, anklets, and/or necklaces must be worn at all times. **If a history of severe allergic reaction is documented, a prescription “epi pen” is to be on your person at all times. No other jewelry (nasal, facial, oral or tongue jewelry, etc.) is appropriate while in uniform, in street clothes in class or clinical sites. This jewelry is not to be seen by others.**

Make-up: Clear or light pink, unchipped nail polish may be worn on well-manicured, clean, short nails. Fingernails must not be seen when looking at the extended fingers from the palm of the hand. **All forms of artificial nails are prohibited.** Heavy and gaudy make-up, perfume, sprays are not to be worn in the clinical area nor classroom environment.

Classroom Dress: Street clothes may be worn the first month of school before clinical/laboratory experience begins. If a uniform is worn for class, a complete uniform is to be utilized with hair arranged neatly. Caps, hats and other head gear are not to be worn in the classroom or clinical areas. Halter tops, tanks, tubes, halter dresses, open backs, bare shoulders and sleeveless garments or pajamas are not permitted. Unclothed or exposed breasts, midriffs and midsections are unacceptable. No garments/clothing are permitted supporting drugs, alcohol, foul language, weapons, etc. Tights, spandex, and biker pants are permitted only when the upper body's clothing extends well past the hips to mid-thigh area. Properly fitted culotte skirts or skorts may be worn no shorter than fingertip length when the forearm is fully extended. Shoes or sandals must be worn. Jeans may be worn as long as they are **not frayed, cut-off, faded, have rips or holes, or in need of repair**. Each enrollee is expected to dress in appropriate attire for their body build, chronological age and role model as a health care worker and a proud practical nurse. If enrollee's dress is not in keeping with the established dress code, the enrollee may be sent off and recorded as absent.

Enrichment, Observations, Internal Rotations, Preceptor Experiences, and Internship Experiences: Complete student uniform is to be worn, unless otherwise directed by school administration. Each enrollee is expected to regulate himself/herself and comply with the dress code. Enrollees who are not dressed properly will be warned and sent home by a faculty member, supervisor or a clinical representative and be recorded as absent. This action may be followed by dismissal for repeated violation.

Interactive/Communication Behaviors: Communication manner with clients, faculty, staff and peers is expected to be positive and of a professional nature. Theft, cheating, insubordination or disrespectful behavior with staff of the nursing school, CVCC staff, or cooperating clinical sites staff is unacceptable and may jeopardize your remaining in the program. Inappropriate, foul language or profanity in classroom or clinical area may facilitate immediate dismissal from the program. Inability to work with co-workers, continual antagonism with instructors or classmates, harassing behaviors, and/or repeated cause of dissension among classmates, co-workers, or authority figures is unacceptable behavior, considered unprofessional, insubordinate, unethical and may be grounds for dismissal. CVCC School District endorses an anti-harassment policy; “Sexual Harassments” has the same definition as set forth in the policy of the Board, as reflective of the definition set forth in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Ohio Revised Code 4112.02. Sexual or gender based behavior that is unwelcome, unwanted and/or uninvited by the recipient can be verbal, non-verbal and/or physical and/or an issue of power or control is unacceptable. Faculty and supervisor guidance, along with academic content will assist you in developing positive and professional level of communication and interactive skills expected of the practical nursing entering the profession of nursing. Any act that violates or compromises

client safety, legal or the ethical standards may be grounds for immediate course failure and/or dismissal from The School of Nursing.

Student Conduct Policy: Direct adoption from 4723-5-12 Section B 1-23 of the Ohio Administrative Code (OAC). These behaviors are expected of all enrollees of the nursing program.

In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

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

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

(11) A student shall not:

- (a) Engage in sexual conduct with a client;
- (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
- (c) Engage in any verbal behavior that is seductive or sexually demeaning to a client;
- (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client.

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

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

- (a) Sexual contact, as defined in section 2907.01 of the Revised Code;
- (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

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

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

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

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

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

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

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

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

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

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

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

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Downloaded directly from 4723-5-12B, 1-23, this day, May 18, 2011, for inclusion in the 2011/2012/2013 Student Handbook.

Electronic Communicating Devices: Personal pagers, beepers, cellular phones, and other electronic communicating devices are not permitted in school classrooms and clinical sites. Enrollees are to use phones in your vehicle, in designated areas, in common areas, and outside of the building. There are to be **no phones** (including texting) or personal electronic devices in view nor in use in the classroom areas, during lectures, lab, discussions, presentations, test, quiz and examination periods. Exceptional usage situations will be dealt with on an individual basis with faculty and director. Utilization during class sessions and client care may facilitate dismissal from the area, absence will be recorded and disciplinary action may ensue. All enrollees are to be in compliance with clinical site's regulations regarding the use of electronic devices, if allowed in the health care environment, only in designated areas, not in client service areas, never in the client room and only while enrollee is on break and away from client area.

LOCKERS

Each enrollee may be assigned locker(s) in the school, and may be available in hospitals and other clinical facilities. The school and clinical facilities do not assume responsibility for lost articles. No articles of value or money shall be kept in lockers. Please keep valuable articles and money at home or secured in your vehicle. Lockers remain the property of the Board of Education/Agency. Lockers and the contents thereof are subject to random search at any time without regard to any reasonable suspicion (Sec. 3313.20). Such a search must take place in the presence of two (2) employees of the school district or clinical agency employees. When in the clinical environment, enrollees are urged to carry small change on their person.

Sec. 2923.122 makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous objects onto or on any property owned by or controlled by any or any activity held under the auspices of a school.

HEALTH

Each enrollee is responsible for his/her own health care and is required to have the physical examination and drug screen completed and submitted at the opening of school specifically prior to clinical experiences. In case of sudden illness or accident while in the clinical facilities, the adult is to contact the instructor and may be seen in the Emergency Room and not in employees health clinic and then referred to their own physician. Cost of treatment will be assumed by the enrollee. In case of an accident during clinical experiences, an incident report must be completed to

comply with the facility's regulations. The enrollees are required to provide a copy of the report to the school/faculty before returning to clinical. A copy is filed in the enrollee's folder. If injury/accident occurs in the school environment, the CVCC incident report is to be completed. A CVCC incident report may be obtained from the Administrative Assistants at the School of Nursing Office/CVCC Business Manager/or evening Adult Education coordinator on duty.

The enrollee is expected to communicate any personal medical or surgical situations requiring care or treatment or having received recent treatment to the supervisor and appropriate faculty as soon as it occurs. A medical release without restrictions is required to return to active enrollment in the program.

If a surgical intervention is necessary while enrolled in the program, the adult must meet with the supervisor at the earliest possible time to facilitate arrangements. Each situation is considered individually and all efforts will be expended to continue enrollment. The attending surgeon/MD must complete a release allowing the adult to return without restrictions. Cooperating agency clinical requirements must be consistently met by all enrollees. Dishonesty regarding one's own health makes one suspect in caring for the health of others and subject to dismissal.

If the enrollee has been exposed to chickenpox (varicella), and has a documented personal history of chicken pox, a varicella screening antibody (IGG) test is not required. If it is determined the individual has had no exposure or disease, he/she is required to have a series of two vaccinations before entry into the program.

A series of three Hepatitis B injections is required by our clinical sites, or a positive titer.

Criminal background check and fingerprinting have become mandatory for participation with cooperating clinical agencies. **Fingerprinting costs are included in supplies/fees charge.** Clinical sites have the right to refuse the opportunity to "learn with their clients" which may subject the enrollee to immediate dismissal with **no** return of funds paid to CVCC as 50-53% of this program takes place in the clinical site with clients/patients.

A drug screen is required along with a physical examination and immunizations for admission to the program (see appendix). There is zero tolerance for drug/alcohol utilization in this program. In addition, a random and spontaneous screen may be mandated at the discretion of the faculty/supervisor, clinical staff, and/or the Admissions and Promotions Committee **any time throughout the program**, paid for by the enrollee, and submitted to the school. Results of these screenings will be reviewed by the Admissions and Promotions Committee. The Admissions and Promotions Committee has final determination if the enrollee is to remain active in the program.

Individuals with known serious allergies, diabetes, epilepsy, etc. must wear med-alert bracelet, anklet or necklace at all times while carrying on their person prescription drugs for emergency use. Failure to carry/use these protective devices may be cause for dismissal. If an enrollee has a known documented latex allergy he/she are discouraged from enrollment and if enrolled, is referred to this publication's Release Policy, documentation of such allergy is required in enrollee's file. If suspected latex allergy develops during enrollment, a latex sensitivity test (at enrollee's expense) may be required to document need for latex-free glove usage.

All enrollees are responsible for their own health insurance coverage. Each enrollee is urged to have personal health coverage plan so an illness may be treated quickly and effectively and not impact their level of functioning and enrollment status.

Potential American's Disability Act (ADA) enrollees must be "self revealed" and "self advocates" and provide current (within two (2) years), sound prescription documentation, to be eligible for special circumstances/handling regarding test taking, testing alone, etc. A high school IEP is not acceptable to meet post secondary educational experiences.

Enrollees are not considered employees of any of the health care organizations nor any community agencies wherein planned clinical and observational experiences are scheduled and do not qualify under their Workman's Compensation Policy. See Release Policy in text.

AMERICAN DISABILITY ACT (ADA)

The School of Nursing at CVCC supports the concepts embraced in the American Disability Act of 1990, Section 503 and 504 of the Rehabilitation Act of 1973. *Enrollees must be able to successfully complete the academic and clinical objectives/outcome of the program in a timely manner, implementing the essential functions integral to the program.* See Non-Discriminatory Policy and Mission Statement in text. Individual, personal, and reasonable accommodations will be instituted to facilitate opportunities for the enrollee upon proper supporting documentation of eligibility. Enrollee is urged to "self reveal" early on with the supervisor of this program.

The following are the minimal physical and mental qualifications necessary to function as a nursing student within this adult vocational educational practical program wherein 50-53% of the total program is clinical.

- The ability to lift, move, or assist in moving clients of all age groups and weights up in the bed, into wheelchair, into the bathroom and into a shower/tub, onto the toilet elsewhere within the health care organization.
- The ability to move around the client's room and in work areas efficiently, accurately, safely and in a timely manner.
- Visual acuity sufficient to observe and assess client's behavior, prepare and administer medications, and accurately read monitors, printouts, dials, gauges and record effectively.
- Auditory acuity sufficient to hear instructions, requests and monitoring alarms and to auscultate heart sounds, breath sounds, and bowel sounds.
- Gross and fine motor abilities sufficient to provide safe and effective nursing care. Tactile ability sufficient for physical assessment, safe medication administration, initiation and continuation of intravenous infusions and implementation of client care.
- The ability to provide effective written, oral and nonverbal communication with clients and their families, colleagues, health care providers and the public. The ability to speak,

write and comprehend the English language proficiently. The ability to communicate via computer in the classroom and at clinical sites.

- Critical thinking/clinical judgment ability sufficient in clinical environment for safe, prudent judgments.
- Interpersonal abilities sufficient to interact with individuals, families, groups, staff, faculty, and peers from a variety of social, emotional, cultural, and intellectual backgrounds.
- Compassion, integrity, interest and motivation expected of a developing health care worker.
- The ability to adhere to ethical standards of conduct as well as applicable Ohio Administrative Code (OAC) 4723-5-12 Section B, 1-23 and other state and federal laws.
- Demonstrate behaviors consistent with the code of ethics of NAPNES, NFLPN, and ANA.
- Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner.

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

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

<u>Performance</u>	<u>Standard</u>	<u>Examples of Necessary Activities</u> (Not all inclusive)
Physical Strength	The ability to assist in lifting or moving clients of all age groups and weights.	Lift up to 35% of recommended body weight; lifting up to 20# equipment and supplies, lift up to 50# positioning client, over 50# when transferring client.
Mobility	The ability to move around the client's room and in work areas.	Stand and/or walk six to eight hours a day, walk rapidly for a period from one area to another, bend or squat frequently, provide care for a client in an elevated hospital bed or stretcher, provide nursing care for client in a variety of positions requiring standing, stooping, bending, reaching and handling, perform one-man CPR when necessary. Stair climbing occasionally be required as an essential function in emergency situations or without elevator usage.

Visual Acuity	The visual acuity sufficient to observe and assess client behavior, prepare and administer medications, and read monitors.	Observe client responses at a distance and close at hand, visually perceive three dimensional relationships and spatial relationships of objects, able to differentiate the color spectrum for any color coding, read/access client files, and monitoring equipment.
Auditory Acuity	Auditory acuity sufficient to hear instructions, requests and monitoring alarms, breath sounds, and bowel sounds.	Hear sufficiently to detect subtle changes in client's condition, hear sufficiently to interpret various equipment signals.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Perform physical assessment techniques including: inspection auscultation, palpation Safely implement nursing procedures/skills in a timely and efficient manner. Calibrate and use equipment. Position and turn clients. Includes pinch, grip, pushing and/or pulling carts/wheelchairs. Assisting in movement of clients, accessing medical files and moving equipment. Preparation and administration of medications, initiation and continuation of intravenous infusions.
Tactile	Tactile ability sufficient for physical assessment.	Perform palpation, auscultation, and functions of physical examination.
Touch	Ability to handle and manipulate to offer client care.	Those related to therapeutic interventions and when offering standard nursing care measures.
Communication	The ability to provide effective written, oral and nonverbal communication with clients and their families, colleagues, health care providers and the public, the ability to speak, write and comprehend the English proficiently.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and client responses. Give oral and written reports to other members of the health care team, charting or recording client data Operates communication methods at the clinical site. Includes finger presses when keyboarding.

Critical Thinking/ Clinical Judgment	Critical thinking ability sufficient for safe, effective clinical judgment	Identify cause and effect relationships in situations, develops a nursing care plan for assigned client(s), or group of clients in an accurate, efficient and timely manner.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, groups, faculty, staff and peers from a variety of, social, emotional, cultural and intellectual backgrounds.	Establish effective rapport with clients, family, team members, peer, faculty and staff.
Social Behavior	Compassion, integrity, interpersonal skills, interest and motivation.	Develop a mature, sensitive and effective relationship with clients, family, team members, peers, faculty and staff.
Ethical Behavior	The ability to adhere to ethical standards of conduct as well as applicable state and federal laws.	Demonstrate behavior consistent with the practical nurse code of ethics and be in compliance with OAC 4723 5-12, Sections B 1-23.
Stress Management	Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner.	Effectively practice personal and professional behaviors in therapeutic and constructive manner consistent with OAC 4723 5-12, Sections B1-23 and the practical nurse code of ethics.

SOLICITING

No soliciting of any kind is permitted on school property or clinical area without prior authorization of the supervisor and approved by the administration of the facility.

JURY DUTY

The enrollee will immediately notify the supervisor of jury summons. Although serving is a basic civic responsibility, requests to postpone service should be initiated so as not to jeopardize academic and clinical standing. The adult should not be penalized if jury service is mandatory; however, at faculty discretion, the enrollee may be required to repeat an entire curriculum segment, supporting costs picked up by enrollee, and dependent on individual's current academic and clinical grades and number of days absent/tardy during the current enrollment period. Educational standards and program outcomes are to be maintained at all times.

DAMAGES AND LOSSES

Enrollees using equipment belonging to the school and clinical facility assume responsibility for its proper care. When damage or loss of equipment or books is due to the enrollee's carelessness or neglect, the adult must assume the cost of repair or replacement of the equipment/books. Any destruction of property in the school or clinical site may result in permanent dismissal from The School of Nursing

There will be a \$35.00 charge on any insufficient check submitted by enrollee or on their behalf.

The diploma and letter to Ohio Board of Nursing regarding final completion of program will be delayed until any/all payments to the school (and/or clinical site/agency) are satisfied.

WITHDRAWAL

An enrollee may withdraw from the school voluntarily at any point in the program. It is our sincere wish that all those enrolled successfully complete the program. The adult is urged to meet with the faculty advocate and supervisor/designee to explore available options if withdrawal is being considered. The enrollee is expected to meet privately with the supervisor to share, explore situations, and develop viable options with a plan if continuation of education is a viable plan (see Leave of Absence policy). Written notification of withdrawal, stating reason for same and effective date of withdrawal will become part of permanent record. Withdrawing from a program during the term of the payment plan does not void the responsibility to pay the full tuition amount.

ALCOHOL AND DRUGS

The possession, use and sale of alcoholic beverages or illegal chemical substances on school property, clinical sites, or during related curricular experiences is prohibited and will result in immediate dismissal. There is zero tolerance of alcohol and drug use while in this program. Refer to Section 1213 of the Higher Education Act of 1965 as amended and added to, Section 22 of the Drug Free Schools and Communities Amendment of 1989 (public law 101-226). Evidence of illegal use of drugs or intoxicating beverages will be sufficient grounds for termination from the nursing programs without prospects of re-enrollment, loss of all funds paid to CVCC, and with a notation of same in your permanent file.

Adult enrollees are expected to report physically and mentally fit for class, clinical and all curricular experiences. If at any time a faculty member, CVCC staff, nursing service personnel, client, or administrative staff observes signs and/or symptoms of the effects of mood-altering drugs in a practical nursing student in the classroom, lab, or clinical setting, a drug screen may be required of the enrollee at that time. These signs and symptoms include, but are not limited to the following: euphoria, altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation, profuse diaphoresis, convulsions, slurred speech, emotional instability, delirium, hallucinations, depression, paranoia, hostility, hyper-reflexia, and lethargy. If an enrollee is suspect as being "under the influence," at the discretion of the faculty, CVCC staff, or clinical service staff, the enrollee will be dismissed, sent out of the class or clinical areas, and subject to immediate alcohol or drug screening, assessment, and follow-up counseling. The enrollee is responsible for all screening exam costs and related issues.

Documentation of all findings of screening examination(s) is to be released by enrollee to the school wherein a contingency plan may be constructed.

CHEMICAL DEPENDENCY

The School of Nursing at CVCC has a zero tolerance policy regarding the use and distribution of illegal drugs and the abuse of alcoholic and/or prescription drugs. Possession, distribution or sale of alcohol or any illegal or illegally obtained drug at school, clinical site, or school function will result in recommendation for immediate dismissal. Self-referrals, family referrals and other concerned persons may assist the chemically dependent individual to participate in the drug education program. An enrollee may be permitted to continue or re-enter the educational process at CVCC with full Admissions and Promotion Committee sanction. Extra-mural agency follow up is integral to appropriate treatment of the individual. The individual must be concurrently enrolled in a bona fide chemical dependency program, provide verification of active participation by reports every 2-3 weeks, submit to random urinalysis, breath analysis, or blood testing at their own expenses, release findings of same to the school, while meeting all other expectations of desirable student performance.

Information regarding the impaired enrollee's treatment program will be shared with State Board of Nursing as legislatively mandated. See Drug-Free Schools & Campuses Regulations (EDGAR, first printed March 1997, reprinted July 2006.)

CONFIDENTIALITY COMMITMENT

You are entering a field wherein your honesty, integrity and trustworthiness is integral to your role as a health care giver. You are expected to hold the knowledge of your clients, patients/residents in confidence. Confidentiality statements signed by each enrollee become a permanent part of enrollee's file and is integral to ALL clinical/classroom aspects of this program. **Violation of confidentiality is a tort in Ohio and may constitute a federal issue.** Violation of this policy may result in immediate dismissal from the program without forewarning, denial for re-enrollment and no refund of any funds paid to the school. See code for LPN/VN, NAPNES, NFLPN standards and OAC 4723-5-12 B 1-23, guidelines and HIPAA content. The enrollee's signed Confidentiality Statement is a permanent part of your file. Each clinical site may have its own confidentiality paperwork for the enrollee to read and sign when working with and caring for clients/patient residents.

EMERGENCIES

FIRE, TORNADO, LOCK-DOWN AND EVACUATION PLAN

Each enrollee is expected to comply with the plan of action of the facility they are in when emergency action is necessary.

Basic fire evacuation is to close all doors and windows, exit nearest door, not using elevators. Movement is to occur quickly and quietly in a calm manner without running and talking. Quiet Buddy system is encouraged so all persons are evacuated safely. When the adult is in the classroom area, faculty are responsible to implement the evacuation plan. See posted signage.

CONTRACT WITH SCHOOL AND SIGNATURE

When you pick up textbooks, your student handbook will be given to you to **read before** the first day of class. School policies will be briefly reviewed during the first week of the program after each enrollee has had the opportunity to read further and pose any questions from the Student Handbook. By signing this document, the adult enrollee is creating an agreement between yourself and The School of Nursing at CVCC. This is a binding contract of responsibility and accountability, which is then integrated into your permanent file. Read your handbook completely paying attention to the entire document and understanding the regulations and rules and guidelines expected of a developing health care worker (see Appendix).

FINANCIAL POLICIES – GENERAL GUIDELINES

FINANCIAL AID

Financial Aid may vary from year to year. Pell, Subsidized and Unsubsidized Stafford Loans, Parent Plus Loans, WIA, OLN (Ohio League for Nursing), NEALP (Nursing Education Assistance Loan Program) are presently offered. A variety of smaller tuition assistances are available from time to time. Recipients of federal/state financial aid monies must comply with mandated provisions, which require "satisfactory progress" or funds will be withheld/withdrawn. *If you do not complete the portion of the program for which you were credited a Pell grant, you will be billed for the difference.* The School of Nursing at CVCC will process one Pell and federal loan application per award year. A sub/unsubsidized loan may be processed 30 days prior to successful completion of the program. Title IV monies shall not be utilized for non-refundable administrative seat fee and other non-tuition fees. A Student Financial Aid Handbook is available from the financial aid staff.

An individual in default on any Title IV programs will have the current year financial aid information on hold until corrective action is documented.

An individual in default on any Title IV programs will not be provided with an official grade transcript until corrective action is documented. No information will be sent out (grade transcripts, references, confirmation of enrollment, etc.), and the requesting individual/organization will be notified, "all records held until default is corrected." Recipients of financial aid must become actively involved in resolving default status and have documentation submitted to the financial aid staff member at CVCC. Default by successful completers or non-completers **hurt your credit rating** and create a heavy impact on your school's continuation of PELL and loan programs. There is a possibility that the Ohio Board of Nursing may not renew your L.P.N. license if you are in default.

Title IV Regulations

Title IV participants' refunds will comply with current Federal regulations. Enrollees must complete at least 60% of the program to be eligible for a full Pell grant and/or loan. If enrollee was given PELL "credit" and now has not earned it, **he/she will be billed for the difference** by the School of Nursing and may owe the federal government, Department of Education a return of money.

NON-REFUNDABLE ADMINISTRATIVE SEAT FEE

A \$500.00 non-refundable administrative seat fee is required when accepted for active enrollment to secure a “seat” in the class. These monies will be applied to cover graduation costs, providing the graduation occurs within the initial year of enrollment year for which the fee was submitted. Title IV monies shall not be utilized for non-refundable administrative seat fee, and other non-tuition fees. The non-refundable administrative seat fee is **not** a part of the tuition.

ADDITIONAL FINANCIAL INFORMATION

- After the start of the program, there is no refund on any tuition. Book, supply or fee monies paid to Cuyahoga Valley Career Center are non-refundable.
- Pell grant monies and loans are to be utilized to pay tuition and personal expenses included in the programs Cost of Attendance.
- Students with prior student loans may be eligible for an in-school deferment. Please contact your loan servicer or issuer if you are interested in this program.
- If the enrollee is in **default on any** portion of the Title IV financial aid programs from previous enrollment(s), all current year financial aid will be held until corrective action is documented. The Department of Education will not allow any additional Pell grant or Stafford student loans to be disbursed to a student in default. You can check your student loan balances and status at www.nslds.ed.gov.
- At any time throughout the school year, the enrollee may exercise the right to cancel or change Title IV loan monies.
- All loan monies are to be paid back to the federal government on a repayment schedule established with your Direct Loan Servicer after a “grace” period of six (6) months upon successful completion of the program or withdrawal.
- Those individuals experiencing involuntary activation for military service will be handled on a case-by-case basis regarding return of funds, length of leave of absence, re-entry and in compliance with Title IV regulations.

FEES/TEXTBOOKS/SUPPLIES – FULL TIME ENROLLEES

No refund is given for fees, uniforms, textbooks, and supplies. Prior to entering the program, full time enrollees will pay a books/supply/fees of \$1,050.00 about mid-June. These costs cover:

Lab Fees/Supplies	Portfolio
Liability/Malpractice Insurance	Student Identification tags
Library/Computer Fees	Parking passes
Fingerprinting	Standardized testing
	Textbooks/Journal Subscription

TUITION – FULL TIME ENROLLEES \$9,900 2011-2012 year

There are two (2) tuition plans:

- 1) **Primary Plan**- 100% of tuition is due the first day of class, or
- 2) **Secondary Plan** - \$4,800 is due the first day of class on or before August 16, 2011 and \$3,400 is due December 13, 2011. The final payment of \$1,700 is due February 22, 2012.

Enrollee is to select a plan. The first enrollment period begins with the first day of the program and closes with the completion of Basic Nursing. Payments for tuition are due on the dates stipulated.

If financial aid eligible, a PELL grant, has been completely verified, one half (50%) of the PELL grant will be credited to your account and deducted from the tuition due on the first day of class. The second portion of the PELL (one half 50%) is “credited” to your account in February after successful completion of Basic Nursing, and continuation in Advanced Nursing. Establishment of a desirable attendance record coupled with a satisfactory clinical and academic performance is imperative for Title IV money to be disbursed.

The first disbursement of **unsubsidized Stafford student loan** monies will be awarded upon initiation of Basic Nursing. The second disbursement is "earned" with the successful completion of Basic Nursing, and continuation in Advanced Nursing in December. Disbursements of **subsidized Stafford loan monies** will occur at successful completion of Basic Nursing in December and enrollment in Advanced Nursing with the second disbursement scheduled for Payment 3 in late February. The establishment of a desirable attendance record and satisfactory clinical and academic progress is imperative to continue to be eligible for the benefits of the Title IV financial aid program. **All loan monies are required to be paid back.**

If an enrollee does not complete that portion of the program for which a PELL grant or Stafford Loan were credited and awarded, he/she is responsible to repay the money to The School of Nursing at CVCC and also possibly to the United States of America Department of Education.

If enrollee is on any type of probation--attendance, academic or clinical (the initial time), she/he will continue to be eligible for Title IV monies-Pell, Stafford subsidized/unsubsidized loans. Improvement must be demonstrated by the next evaluative period or funds will be withdrawn.

Each enrollee is responsible for all tuition and fees on or before the due date. Any student in arrears with tuition is considered automatically withdrawn. Special circumstances concerning tuition must be addressed with the supervisor and F.A. Officer before the due date.

FINANCIAL AID DISBURSEMENTS – FULL TIME ENROLLEES

Financial aid disbursements will be in two (2) payments for PELL grants and educational loans. If enrollee does not complete/attend the program and “earn” the money disbursed, he/she will be billed for any differences. Until all tuition and fees due The School of Nursing at CVCC is paid in full, no transcripts of any type or recommendations will be released, nor will completion data be forwarded to the Ohio Board of Nursing for licensure.

TITLE IV (PELL) – FULL TIME ENROLLEES

- The program payments will be disbursed as follows: One half (50%) of the PELL grant will be applied to first tuition payment as a credit (August 2011) if eligibility has been confirmed **before** the first day of school. If you do not attend/complete the first enrollment period/payment period (Basic Nursing) and, therefore, not “fully” earn the PELL grant, **THE SCHOOL OF NURSING AT CVCC WILL BILL YOU FOR THE DIFFERENCE BETWEEN THE EARNED AMOUNT AND CREDITED AMOUNT**. Students may also end up owing money to the United States Department of Education if grant money is not earned.
- A second disbursement, one-half (50%) of the PELL grant will be credited to your third payment in February if eligibility is confirmed and enrollee has successfully completed Basic Nursing in the full-time program, with continuation in Advanced Nursing. However, if the PELL grant is not “fully” earned by your attendance and achievement in Advanced Nursing, **THE SCHOOL OF NURSING AT CVCC WILL BILL YOU FOR THE DIFFERENCE BETWEEN THE EARNED AMOUNT AND CREDITED AMOUNT**. There is no PELL Grant money awarded for your December tuition payment.

TITLE IV – STUDENT LOANS – FULL TIME ENROLLEES

- If enrollee has finalized a Title IV loan, half of the unsubsidized loan monies will be applied to the initial tuition payment due on the first day of Basic Nursing, August 2011. If no monies are due the school, loan monies can be utilized for personal expenses.
- The second portion of the unsubsidized loan will be awarded (if earned) with successful completion of Basic Nursing, continuation in Advanced Nursing in December 2011.
- If enrollee has applied & is eligible for a subsidized loan, there will be two disbursements of 50% each. The first disbursement will be awarded upon the successful completion of Basic Nursing with enrollment in Advanced Nursing; the second disbursement will be awarded late February.
- Recipients of Title IV loan monies may cancel, change, or refuse to accept loan monies at any time during their enrollment period.
- Assistance from the financial aid staff may be offered to process personal/private loans of your own decision.
- All loan monies are to be paid back to the federal government on a repayment schedule, after a “grace” period of 6 months, upon successful completion of the program or withdrawal.

FEES/TEXTBOOKS/SUPPLIES – PART TIME CLASS 2011-2013

Fees for uniforms, textbooks, and supplies total \$1,112 for the part-time enrollees. Payment is made in 3 installments. These costs cover:

Lab Fees/Supplies	Portfolio
Liability/Malpractice Insurance	Student Identification tags
Library/Computer Fees	Parking passes
Fingerprinting	Standardized testing
	Textbooks/Journal Subscription

There is no refund on textbooks, supplies/fees or uniforms.

TUITION – PART TIME ENROLLEES \$9,900 2011-2013*

*Tuition may be changed at any time during the year.

The payment plan is set up for five (5) payments:

First payment - \$2,800 is due on October 3, 2011 – the first day of class

Second payment – \$2,300 – February 9, 2012

Third payment – \$2,000 – June 18, 2012

Fourth – \$1,800 – November 14, 2012

Fifth – \$1,000 – February 4, 2013

The first enrollment period begins with the first day of the program and closes with the completion of Basic Nursing. Payments for tuition are due on the dates stipulated.

If financial aid eligible, a PELL grant, has been completely verified, one half (50%) of the PELL grant will be credited to your account and deducted from the tuition due on the first day of class. The second portion of the PELL (one half 50%), is “credited” to your account in June with concurrent progression into Advanced Nursing. Establishment of a desirable attendance record coupled with a satisfactory clinical and academic performance is required for Title IV money to be disbursed.

The first disbursement of 50% of the subsidized student loan monies will be awarded upon initiation of Basic Nursing. The second disbursement will be awarded to assist enrollee with the second tuition payment. Disbursement of unsubsidized loan monies will occur at successful completion of Anatomy & Physiology & continued enrollment in Basic Nursing and the second disbursement scheduled for mid June. The establishment of a desirable attendance record and satisfactory clinical and academic performance is imperative to continue to be eligible for the benefits of the Title IV financial aid program. **All loan monies are required to be paid back.**

If an enrollee does not complete that portion of the program for which a PELL grant was credited and awarded he/she is responsible to repay the money to The School of Nursing at CVCC & also possibly to the United States Department of Education.

If enrollee is on any type of probation--attendance, academic or clinical (the initial time), she/he will continue to be eligible for Title IV monies-Pell, subsidized/ unsubsidized loans. Improvement must be demonstrated by the next evaluative period or funds will be withdrawn.

Each enrollee is responsible for all tuition and fees on or before the due date. Any student in arrears with tuition is considered automatically withdrawn. Special circumstances concerning tuition must be addressed with the supervisor and F.A. Officer before the due date.

FINANCIAL AID DISBURSEMENTS – PART TIME PROGRAM

Financial aid disbursements will be in two (2) payments for PELL grants and educational loans. If enrollee does not complete/attend the program and “earn” the money disbursed, he/she will be billed for any differences. Until all “money” due The School of Nursing at CVCC is paid in full, no transcripts of any type or recommendations will be released, nor will completion data be forwarded to the Ohio Board of Nursing for licensure.

TITLE IV (PELL) – PART TIME ENROLLEES

- The program payments will be disbursed as follows: One half (50%) of the PELL grant will be applied to first tuition payment as a credit (Oct 2011) if eligibility has been confirmed **before** the first day of school. If you do not attend/complete the first enrollment period/payment period (Basic Nursing) and, therefore, not “fully” earn the PELL grant, **THE SCHOOL OF NURSING AT CVCC WILL BILL YOU FOR THE DIFFERENCE BETWEEN THE EARNED AMOUNT AND CREDITED AMOUNT.**
- A second disbursement, one-half (50%) of the PELL grant will be credited to your third payment in early June. However, if the PELL grant is not “fully” earned by your attendance and achievement, **THE SCHOOL OF NURSING AT CVCC WILL BILL YOU FOR THE DIFFERENCE BETWEEN THE EARNED AMOUNT AND CREDITED AMOUNT.** There is no PELL Grant money awarded for the February tuition payment.

TITLE IV – STUDENT LOANS – PART- TIME ENROLLEES

- If enrollee has finalized a Title IV loan, 1/2 of the subsidized loan monies will be applied to the initial tuition payment due on the first day of Basic Nursing, October 3, 2011. If no monies are due the school, loan monies can be utilized for personal expenses.
- The second portion of the subsidized loan will be awarded in March to assist the enrollee with the second tuition payment while continuing in the nursing program.
- If enrollee is **only** eligible for an unsubsidized loan, 50% of the loan disbursement will be made to assist with the initial tuition payment in October and the remaining 50% in February.
- If enrollee has applied & is eligible for an unsubsidized loan, there will be two disbursements of 50% each. The first unsubsidized disbursement will be awarded upon the successful completion of Anatomy & Physiology with continued enrollment in Basic Nursing; the second disbursement of 50% will be awarded in mid June.
- Recipients of Title IV loan monies may cancel, change, or refuse to accept loan monies at any time during their enrollment period.

- Eligible part time enrollees will need to reapply for financial aid early in 2012 for continuance of financial aid for Advanced Nursing.
- Assistance from the financial aid staff may be offered to process personal/private loans of your own decision.

GRADUATION FEES FOR 2012/2013 YEARS

The \$500.00 non-refundable administrative seat fee will pay your graduation costs providing there are no increased costs from 3rd parties, NCLEX, Ohio Board of Nursing, etc. **and** you are graduated “on time”, as scheduled from your initial enrollment and includes the following:

Certificate of Completion	Graduation Photos (Passport Size & Composite of Class)
Official School Pin	NCLEX-PN Test Application
Graduation Fees	State Board Application Fee

UNIFORMS AND EQUIPMENT

The enrollee is responsible to order the official The School of Nursing at CVCC uniforms directly from the contracted uniform company. Each enrollee must have a minimum of three (3) uniforms, bandage scissors, and stethoscope. The enrollee will make uniform/etc. payment directly to the uniform company. Enrollees must have uniforms by the third week of school for full-time enrollees before clinicals are initiated and about mid January for part-time enrollees. The complete school uniform includes white nursing oxfords, enclosed heels, tie shoes, or snugly fitted footwear, or an approved white athletic shoe with white hose/white socks for enrollee, watch with a second hand, ID name tag, bandage scissors, black pen and a small note pad. Additional required equipment may also be purchased from our uniform company. (See dress code.)

There is no refund on uniforms. If an exchange is necessary, do so within twenty (20) days of receiving merchandise before laundering and wearing occur. Enrollees negotiate directly with uniform company regarding changes after orders have been placed, however, let your school staff (supervisor or administrative assistants) know if you are experiencing any difficulties.

TRADITIONS

OPEN HOUSE: An Open House is held consistent with the building open house. Enrollees and families are invited to an Open House. A class may request a “special open house” during the program year.

CANDLELIGHTING: Upon successful completion of Basic Nursing, the enrollees will participate in a "Candlelighting" Service. This ceremony is a milestone, symbolizing your successful completion of the program’s expectations to this point and is a most inspirational evening. Each participant will receive the Florence Nightingale Lamp—the lamp of learning--a memento of your success to date. Attendance at this event is required of all students enrolled in the nursing program.

FOOD AND BEVERAGES

Meals may be purchased for a nominal price at Parma Community General Hospital, Southwest General Health Center, at UHHS facilities, school cafeteria, restaurants, or some of the clinical agencies or carried from home. Beverages and snacks are available for purchase. All clinical sites are considered closed campuses. When assigned to all day clinicals, enrollees are **not** to leave the site for lunch.

Lunch, snacks and beverages are to be consumed in the designated areas. **No food, snacks, drinks/soda/coffee, liquids, “nibbles” are permitted** in the classroom/laboratory areas. Classes are typical 50 minutes in length with a 10 minute break allowing for quick refreshment.

SMOKING

The public school building is a non-smoking environment. Smoking is prohibited on the CVCC campus, including the parking lots. If you need to “smoke”, drive off campus to do so on scheduled lunch breaks. **If adults attending CVCC schooling do not follow these guidelines, you may be dismissed from the program with no refund of monies paid to CVCC.** Clinical sites have become non-smoking facilities. Not following expected policy regarding “no smoking” may jeopardize your continued enrollment in the program, clinical sites have the legal authority to ban you from their premises. As a developing healthcare worker, a nurse who is smoking does not project a model of good health practices.

HOUSEKEEPING

Each member of the class is expected to help keep the school neat and clean. When leaving classroom for the day, push chairs in close to the desk/table for safety and neatness. A casual internal peer pressure model is urged to maintain a neat and clean environment in the student classroom and other designated school areas within the complex. Leave your classroom neat and clean. Food and beverages are not permitted in any classroom or lab. Restrict your snacks to commons area. Enrollees may be assigned to teacher assistant responsibilities within the confines of The School of Nursing at CVCC throughout the program year.

GRADUATION

To be eligible for graduation each adult must have successfully completed Basic Nursing and Advanced Nursing with successful completion of units on medication administration and intravenous therapy with a 79.5% or above. All clinical outcomes must have been met satisfactorily. Achievement of an acceptable attendance record of 85% must be in evidence and has completed “make up time” if required. All fees and tuition must be paid. All current enrollees are expected to attend the graduation ceremony.

Upon satisfactory completion of the program and fulfillment of all financial obligations, the adult will receive a certificate in practical nursing, a school pin, a cap, career passport, application to sit for computerized NCLEX-PN, and application for licensure in the state of Ohio, passport photo and class composite. The career passport (a personal professional portfolio) will contain documents helpful to job seeking activities, your resume, skill checklist, etc.

GRADUATION RESULTS

Students	2008	2009	2010
Enrolled	98*	100**	93***
Withdrawn	13	12	11^
Non-success - Academic/Clinical	18	26	19
Graduated	74	68	74
Passed State Board Test on First Attempt	95%	94%	92%
Employed	94%	73%	91%

2008 Survey returned by 16% of the graduates, 94% reported employment, with 1 seeking additional education at this time.

2009 Survey returned by 22% of the graduates, 73% reported employment with 1 seeking licensure in another state.

2010 Survey returned by 16% of the graduates, 91% reported employment with 1 person not working in the health care field.

*Includes 7 re-enrollees in the program.

**Includes 6 re-enrollees in the program

***Includes 8 re-enrollees in the program

^Includes 6 LOA (Leave of Absence)

PRACTICAL NURSING ORGANIZATIONS

Each class will organize, elect officers, and liaison representative(s), and establish functional committees to facilitate a beginning experience as a group of practical nurses under the direction of a class advisors (two of the full time faculty members who will see the class through to graduation). Committees will plan graduation/candlelighting activities, fundraisers, parties, facilitate communications, meet with faculty, and other group functions.

The philosophy of the School of Practical Nursing supports involvement in vocational organizations. Each licensed practical nurse is urged to establish their membership in her/his professional organization which “speaks” for the field of practical nursing.

National Federation of LPN
605 Poole Drive
Garner, North Carolina 27529

LPNAO - Ohio Branch of NAPNES
1310 Saint Paris Road
Springfield, Ohio 45504

American Licensed Practical Nurses Assoc.
1090 Vermont Avenue, NW, Suite 1200
Washington, D.C. 20005

National Assoc. for Practical Nurses
Education and Service (NAPNES)
1940 Duke Street, Suite 200
Alexandria, VA 22314

NFLPN Nursing Practice Standards for the Licensed Practical/Vocational Nurse can be obtained from the National Federation of Licensed Practical Nurses, Inc. 1991. NAPNES Standards of Practice for Licensed Practical/Vocational Nurses can be obtained from the National Association for Practical Nurse Education and Service, 1992.

BOARD OF NURSING

Ohio Board of Nursing
17 South High Street, Suite 400
Columbus, Ohio 43215-3413
(614) 252-3468
www.nursing.oh.gov

An individual practicing nursing in Ohio must be currently licensed in the state and continue to meet all legislated update renewal requirements. Licensees are mandated to provide change of name/address to the Board of Nursing within thirty (30) days of such changes.

If practicing nursing in any capacity including voluntary service as a nurse, the practical nurse must maintain an active license in the State of Ohio. Renewal is every two years (the even years) and requires 24 hours of educational content (CE's) to update your nursing license. Licensure fees to be paid and updated on-line.

LIABILITY INSURANCE

Enrollees are required to carry \$2,000,000/\$5,000,000 minimum liability insurance as a student practical nurse. Enrollees are not permitted to go into clinical area unless covered by liability insurance. The cost of liability insurance is built into the required fees and costs. Graduates are strongly encouraged to secure malpractice liability insurance as a protection of yourself, family, and assets.

THE SCHOOL OF NURSING

The School of Nursing at CVCC is very proud of its graduates and appreciates your on-going contact. We are interested to know how you have "fared" in the work world. Please keep your "alma mater" updated of name or address change and job experiences. Come back and visit us. Keep your faculty informed. Share your world with us. Visit the classroom – current students love to hear "your story", achievements, etc.

As a graduate of this nursing program, you will receive a survey to be completed by yourself and returned in a timely manner to your school. These surveys are very significant to the ongoing functioning of your school, our state and federal requirements and on-going funding--**we want and need your input.** We would like you to complete the survey through the internet or mail your response. Take a few minutes, we value your feedback.

If you need another cap, school pin, allow us to order for you.

The School of Nursing at CVCC continues to work diligently to facilitate articulation plans in nursing for its graduates and is most supportive of the ACCESS model of articulation which will soon become state wide in Ohio through the efforts of OLN. We have a history of 19-20 years of success with ACCESS where upon the practical nursing graduate has completed an R.N. program in an accelerated manner. There is also a state wide initiative articulation model LPN-RN being implemented through the University System of Ohio's 2 and 4 year public institutions.

ADMINISTRATION/INSTITUTIONAL POLICY

This student handbook in no way covers all situations, policies, and guidelines of The School of Nursing at CVCC, some of which are found within administrative and institutional publications of the career center and contracted cooperating agencies.

THE SCHOOL OF NURSING AT CVCC
 CLINICAL EXPERIENCE – PROGRESS REPORT

ENROLLEE'S NAME _____	CLINICAL			
DATE & CLINICAL AREA _____	TARDY			
DATE & CLINICAL AREA _____	ABSENT			
DATE & CLINICAL AREA _____				

BASIC ____ ADVANCED ____ FULL-TIME ____ PART-TIME ____

TERMS -Related to Level Objectives:

Basic Nursing Clients - Adult, non-critically ill client requiring basic nursing skills.

Advanced Nursing Clients - Clients of all ages critically and acutely ill requiring basic and advanced nursing skills.

Minimal Supervision -The SPN will be held responsible for independent performance of basic nursing skills after demonstrating competence under supervision.

KEY:

S - Satisfactory – Consistently accurate or correct in relating to health, safety, knowledge base, and delivery of care. Punctual, displays a positive affect of a personal and vocational nature, desirable behavior and work habits. Meets objectives of the course with minimal or no guidance.

NI - Needs Improvement – Inconsistent performance, incorrect, inaccurate, not punctual, undesirable behavior or work habits, application of knowledge base, delivery of care and issues relating to health, safety, or affect of a personal and vocational nature, needs considerable guidance to meet objectives of course.

U - Unsatisfactory - unsafe practices, lack of application or transfer of knowledge, carelessness, undesirable practices in delivery care and issues relating to health, safety, affect, habits or skills of a personal and vocational nature - may necessitate immediate dismissal from program.

NOTE: Your signature indicates that you have met with the clinical faculty (or designee) and read the clinical progress report. You may elect to write a response to the Progress Report.

ATTITUDE - PROFESSIONAL BEHAVIOR

1. Practices expected standards of personal appearance, health habits and hygiene				
2. Demonstrates desirable professional and ethical behaviors				
3. Responds to opportunities for individual learning				
4. Develops and continues to demonstrate positive relationships				
5. Benefits from constructive criticism by a positive change in behavior				

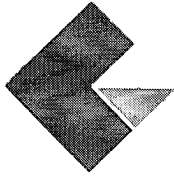
PHYSICAL AND PSYCHO-SOCIAL NEEDS OF THE CLIENT

6. <u>Correlates theory with practice</u>			
7. <u>Demonstrates effective organization</u>			
8. <u>Provides for client's needs related to:</u>			
a. <u>Communication</u>			
b. <u>Elimination</u>			
c. <u>Emotions</u>			
d. <u>Mobility</u>			
e. <u>Nutrition</u>			
f. <u>Personal Hygiene</u>			
g. <u>Safety</u>			
h. <u>Teaching</u>			
9. <u>Implements principles of asepsis</u>			
10. <u>Utilizes appropriate body mechanics</u>			
11. <u>Assesses and recognizes client's physical & emotional condition</u>			
12. <u>Modifies basic nursing care to meet client's physical and psychosocial state and cultural preferences</u>			
13. <u>Utilizes the process of critical thinking / clinical judgment</u>			
14. <u>Utilizes available resources before proceeding with client care</u>			

UTILIZATION OF THE NURSING PROCESS

15. <u>Incorporates medical terminology appropriately</u>			
16. <u>Demonstrates accurate data collection skills</u>			
17. <u>Reports significant changes immediately to appropriate person(s)</u>			
18. <u>Maintains documentation in a timely manner</u>			
19. <u>Spells correctly, documents legibly</u>			
20. <u>Demonstrates progression in refinement of patient care worksheets</u>			

Narrative summative evaluation attached – see next page.



CONFIDENTIALITY STATEMENT*

FOR STUDENT CLINICAL EXPERIENCE

I, _____, understand that in the performance of my duties during my clinical experience at **all** clinical sites, Parma Community General Hospital, Southwest General Health Center, University Hospitals Health System, The Cleveland Clinic, any and all acute care sites, long term care facilities and all facilities wherein I have clinical observational enrichment experiences and opportunities, I have access to and/or am involved in the processing of information and data, I understand that:

- I have a legal obligation to hold confidential all information including computerized data information from charts and records to which I may have access, and will only discuss this information with those individuals who require this information in order to carry out their job responsibilities and facilitate the educational process.
- I will not intentionally attempt to gain access to areas that are not needed for the performance of my clinical experience.
- Password if assigned is unique to me and is not transferable.
- I am solely and fully accountable for any information entered into the system under my password. I will notify my clinical instructor/supervisor and/or the system manager (or designee) immediately if I suspect that someone has gained unauthorized access to my password or documentation.

I understand that I am required to maintain the confidentiality of this data at all times during, after, and following my clinical experience and remains a legal compliance expectation without ending. I understand that I do not have any right to take photos, videos, or recording of clients/residents/or children in the clinical environments. I understand that a violation of these confidentiality considerations will result in termination of clinical experience, possible legal action, and dismissal from the program.

Dated this ____ day of _____, 20____.

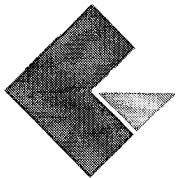
Name (please print)

Signature

***This Confidentiality Statement is applicable to ALL clinical sites connected to the School of Nursing Program at Cuyahoga Valley Career Center and becomes part of the individuals personal file.**

06/09, 06/10, 05/11

nursingshare/forms/confidentialitystatement



CONTRACT WITH
THE SCHOOL OF NURSING AT CVCC

I, _____, do
hereby enroll in The School of Nursing at Cuyahoga Valley Career Center (CVCC) this
_____ day of _____, 20__.

I have read and fully understand the policies, rules and regulations set forth in the
Student Handbook for the entry into The School of Nursing at CVCC.

I will abide by these policies, rules and regulations and understand that the School
will also abide by this contract. This document becomes a permanent part of my file.

Signature

Date

06/10, 09/10, 05/11

nursingshar/forms/studentcontract

Photo/Image Release Permission
(Adults and Adult Ed. Students)
CUYAHOGA VALLEY CAREER CENTER

Adult's Name: _____

Address: _____

Telephone Number: _____

CVCC Course(s) enrolled in (if applicable): School of Nursing @ CVCC

Relationship to CVCC: _____

FOR PUBLICATION, WEB SITE POSTING, ELECTRONIC
TRANSMISSION & DIGITAL IMAGE

I authorize Cuyahoga Valley Career Center (CVCC) Board of Education, its officials, employees, agents, etc., to utilize, release, and/or publish a picture of myself in school publications and to utilize, release images/photos of me to other publications. Use of published photo will be limited to school-related purposes.

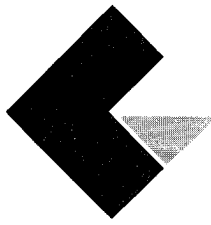
Furthermore, I grant permission for CVCC to electronically transmit my picture/class work to be used in any or all of the following methods: CVCC Web site, video-conferencing sessions, CVCC intranet, digital videography projects and/or school-related web cams. Use of posting on the Internet will be limited to school-related purposes. Typical uses include awards and recognition and participation in school activities.

Print Name

Signature

Date

(Images may be used on a perpetual basis.)



**CUYAHOGA VALLEY
CAREER CENTER**

Serving the school districts of: Brecksville-Broadview Heights • Cuyahoga Heights • Garfield Heights • Independence • Nardon Hills • North Royalton • Revere • Twinsburg

RELEASE POLICY

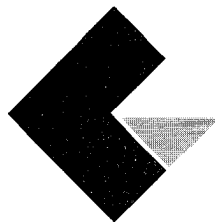
The adult enrollee voluntarily desires to participate in this curriculum experience which includes classroom, laboratory and clinical experiences in the health care community. The enrollee is duly aware of risks and hazards, which may arise through participation in activities/ experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each enrollee hereby voluntarily assumes all risks of illness/accident or personal damage to his person or property. Any costs pursuant to potential injury, or injury are the responsibility of the adult enrollee. While at the facility and/or in the school environment, the adult enrollees will not be considered as employees or agents of the facility nor the school district. Therefore, they will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits. The adult enrollee will indemnify and hold harmless the facility, and the school district, school board members, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the enrollee's actions or activities. This release shall be binding with the signing of the contract on the enrollee, any heirs, administrators or executors. This contract is a permanent part of your file at CVCC.

Print Name

Date

Signature

nursshar/classof1112/releasePolicyform11-12



CUYAHOGA VALLEY CAREER CENTER

Serving the school districts of: Brecksville-Broadview Heights • Cuyahoga Heights • Garfield Heights • Independence • Nardon Hills • North Royalton • Revere • Twinsburg

AUDIT TRANSFER CREDIT REQUEST

SCHOOL YEAR: _____

LAST NAME FIRST NAME SOC. SEC. NO.

ADDRESS CITY STATE ZIP

REQUEST FOR: 1. _____

COLLEGE/UNIVERSITY(S): _____

Transcripts received: YES _____ NO _____ Course Description received: YES _____ NO _____

COURSES: _____ DATE: _____ GRADE: _____
_____ DATE: _____ GRADE: _____
_____ DATE: _____ GRADE: _____

The Admissions and Promotions Committee of The School of Nursing @ CVCC will review the grade transcript along with the course description(s) for Anatomy & Physiology.

Qualifications include:

- successful completion of course with a "C" or better
- completed within the last three (3) years from an accredited college or university
- a total number of contact hours equal to or greater than offered at The School of Nursing @ CVCC.

The decision to audit The School of Nursing @ CVCC course must be made within five (5) days after the course begins. If the audit request is granted, the student may be excused from class attendance or sit in on class and may choose to take tests without a grade. However, we invite you to "sit in" on Anatomy & Physiology content to reinforce your knowledge base. This decision remains for the term of Basic Nursing.

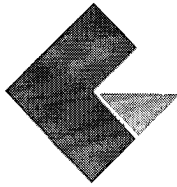
Only the courses taken at The School of Nursing @ CVCC will be incorporated into the grade point average (GPA) compiled at the close of the term. If an enrollee's GPA for Basic Nursing is not sufficient for retention and promotion to the next level of education, the audited course grade(s) may be utilized when computing the grade point average.

STUDENT'S SIGNATURE _____

DATE _____

SUPERVISOR'S SIGNATURE _____

DATE APPROVED _____



**THE SCHOOL OF NURSING @ CVCC
STNA ARTICULATION AGREEMENT REQUEST FORM**

SCHOOL YEAR: _____
FT _____ PT _____

LAST NAME (print) FIRST NAME SOC. SEC. NO.

ADDRESS CITY STATE ZIP

PLACE OF EMPLOYMENT: _____
NAME OF ORGANIZATION/DIRECTOR OF NURSING

ADDRESS CITY STATE ZIP

DATE OF EMPLOYMENT _____
Date of employment by current organization

*Verification of STNA Registration by Nursing Program: YES _____ NO _____

*STNA Currently Active and in Good Standing: YES _____ NO _____

A letter (on company letterhead) is to be submitted from the Director of Nursing of your current employer. The letter is to include your name, date of employment, history of your attendance (absence/tardies), statement of performance as an STNA, typical shift and number of hours you work each pay period and must be received by the school within three (3) days if initial enrollment.

The eligible enrollee will be excused from 26 hours of Nursing Fundamentals, however, will be expected to take all quizzes, mid terms and finals of Nursing Fundamentals passing this course with a minimum of 80.0%. An affirmative response by the Admissions and Promotions Committee does not alter the cost of education.

ENROLLEES SIGNATURE

DATE

SUBMITTED TO ADMISSIONS AND PROMOTIONS
COMMITTEE:

DATE

_____ Accepted _____ Denied

M. George, Supervisor (or designee)

*** Verified by staff NAR @ odh.ohio.gov or 1-800-582-5908 In State Registry.**

copy to enrollee

**THE SCHOOL OF NURSING AT
CUYAHOGA VALLEY CAREER CENTER
FULL TIME CLASS OF 2011-2012
TENTATIVE COURSE DATES**

BASIC AND ADVANCED NURSING COURSES

SCHOOL YEAR – August 16, 2011 – June 14, 2012

OPENING DAY – August 16, 2011

BASIC NURSING – August 16, 2011 – December 8, 2011

ADVANCED NURSING – December 8, 2011 – June 14, 2012

Care of the Client Throughout the Lifespan – Part I
December 12, 2011 – April 5, 2012

Care of the Client Throughout the Lifespan – Part II
April 16, 2012 – June 14, 2012

IMPORTANT DATES/HOLIDAYS/RECESSES

September 5, 2011 – Labor Day – No Class

November 23-27, 2011 – Thanksgiving Recess – No Class

December 15, 2011 – Candlelighting, Class of 2012 (attendance required)

December 21, 2011 – January 2, 2012 – Winter Break – No Classes

January 16, 2012 – Martin Luther King, Jr. Day

February 20, 2012 - President's Day – No Class

April 6 – April 15, 2012 – Spring Break – No Classes

May 28, 2012 – Memorial Day – No Classes

June 7, 2012 – Candlelighting, Part Time Class of 2013 (attendance required)

June 14, 2012 – Graduation – Class of 2012 (attendance required)



**THE SCHOOL OF NURSING AT CUYAHOGA VALLEY CAREER CENTER
2011/2012 - SCHOOL YEAR - COST OF EDUCATION**

<u>Tuition</u>	<u>Program Cost</u>	<u>Amount Due</u>	<u>Date Due</u>
	\$ 9,900 -a	\$4,800	August 16, 2011
		\$3,400	December 13, 2011
		\$1,700	February 22, 2012

<u>Pre-Entrance Test</u>	50 -b
<u>Interview Fee</u>	50 -c
<u>Non-Refundable Administrative Seat Fee</u>	\$500 -d

Textbooks

A & P	\$ 50	
A & P Study Guide	\$ 30	
Dictionary	\$ 40	
Drug Guide	\$ 40	
Personal & Vocational	\$ 35	
Pharmacology	\$ 55	
Nursing LPN Magazine	\$ 35	
Laboratory Test Book	\$ 45	
Foundations of Nursing Textbook	\$ 55	
Foundations of Nursing Textbook Study Guide	\$ 25	
Adult Health Nursing Textbook	\$ 55	
Adult Health Nursing Textbook Study Guide	\$ 25	
NCLEX-PN	\$ 38	
		Subtotal \$ 528 -b

Required Fees and Costs

Lab Fees/Supplies	\$163 -b	
Library/Computer Fees	140	
Malpractice Insurance	27 -b	
Testing	26 -b	
Portfolio	16 -b	
Fingerprinting x 2	150 -b	
		Subtotal \$ 522 -b

Uniforms

3 Uniforms (Varies with sizing)		
Stethoscope		
Bandage Scissors (approved)		
White Shoes or Nurse's Oxfords		
Watch with Second Hand		\$ 350 -b (avg.)
	TOTAL	\$11,900

Miscellaneous Other Fees (self pay)

Physical exam and drug screen	\$ 250-b (estimate)
CPR Card (Health Care Provider) AHA	\$ 65 (estimate)

- a may be adjusted upward if additional supporting funds are withdrawn
- b required fees and costs going to third party - may be adjusted if third party costs increase
- c interview fee \$40.00 if residing in associate school districts when interview form is submitted
- d The non-refundable \$500.00 administrative fee will be utilized to pay your graduation costs, Ohio state board application fee, NCLEX-PN test, school pin, diploma, and graduation photo **providing you are graduated within your initial scheduled enrollment year.**

Financial aid processed for eligible candidates.

Myrna George, Supervisor
The School of Nursing at CVCC

**The School of Nursing At
Cuyahoga Valley Career Center
School Calendar – FULL TIME CLASS OF 2012
(Tentative Calendar)**

2011-2012

July 2011							Aug 2011							Sept 2011							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
					1	2		1	2	3	4	5	6					1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30		
31																					
Oct 2011							Nov 2011							Dec 2011							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
						1			1	2	3	4	5					1	2	3	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
30	31																				
Jan 2012							Feb 2012							March 2012							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
										1	2	3	4					1	2	3	
	2	3	4	5	6	7	5	6	7	8	9	10	11	4	5	6	7	8	9	10	
8	9	10	11	12	13	14	12	13	14	15	16	17	18	11	12	13	14	15	16	17	
15	16	17	18	19	20	21	19	20	21	22	23	24	25	18	19	20	21	22	23	24	
22	23	24	25	26	27	28	26	27	28	29				25	26	27	28	29	30	31	
29	30	31																			
April 2012							May 2012							June 2012							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
29	30						27	28	29	30	31			24	25	26	27	28	29	30	

Course Schedule:

Basic Nursing

- August 16 - December 8

Advanced Nursing

- December 12 - June 14

Care of the Client Throughout The Lifespan - Part I

- December 12 - April 5

Care of the Client Throughout The Lifespan - Part II

- April 16 - June 14

August 16, 2011

Opening Day – Full Class of 2012

December 15, 2011

Candlelighting Full Time Class of 2012

June 7, 2012

Candlelighting Part Time Class of 2013

June 14, 2012

Graduation Class of 2011

Class Hours/Days – 7:30 a.m.- 3:30 p.m. Monday through Friday
Clinical Hours – 6:45 a.m – 12:00 or 3:00 p.m., (days vary with term)

No School = ☒

September 5, 2011 – Labor Day
 November 23-27, 2011 – Thanksgiving Break
 December 21, 2011 – January 2, 2012 – Winter Break

January 16, 2012 – Martin Luther King, Jr. Day
 February 20, 2012 – President's Day
 April 6 – April 15, 2012 – Spring Recess
 May 28, 2012 – Memorial Day

Candlelighting Full Time Class of 2012 – December 15, 2011
Candlelighting – Part Time Class of 2013 – June 7, 2012
Graduation – Class of 2011 – June 14, 2012

**THE SCHOOL OF NURSING AT
CUYAHOGA VALLEY CAREER CENTER
PART TIME CLASS OF 2011-2013
TENTATIVE COURSE DATES**

BASIC AND ADVANCED NURSING COURSES

SCHOOL YEAR – October 3, 2011 – June 13, 2013

OPENING DAY – October 3, 2011

BASIC NURSING – October 3, 2011 – June 13, 2012

ADVANCED NURSING – June 18, 2012 – June 13, 2013

Care of the Client Throughout the Lifespan – Part I
June 18, 2012 – February 20, 2013

Care of the Client Throughout the Lifespan – Part II
February 21, 2013 – June 13, 2013

IMPORTANT DATES/HOLIDAYS/RECESSES

November 22-27, 2011 – Thanksgiving Recess – No Class
December 15, 2011 – Candlelighting, Class of 2012 (attendance required)
December 21, 2011 – January 2, 2012 – Winter Break – No Classes
January 16, 2012 - Martin Luther King, Jr. Day
February 20, 2012 - President's Day – No Class
April 6-15, 2012 – Spring Break – No Classes
May 28, 2012 – Memorial Day – No Classes
June 14, 2012 – Graduation – Class of 2012 (attendance required)
June 21, 2012 – Candlelighting, Part Time Class of 2013 (attendance required)
July 4, 2012 – Independence Day – No Classes
July 30, 2012 – August 12, 2012 - Summer Recess
September 3, 2012 – Labor Day – No Classes
November 21-25, 2012 – Thanksgiving Break – No Classes
December 20, 2012 – January 1, 2013 - Winter Break – No Classes
January 21, 2013 – Martin Luther King – No Classes
February 18, 2013 – Presidents Day – No Classes
March 29, 2013 – April 7, 2013 – Spring Break – No Classes
May 27, 2013 – Memorial Day – No Classes
June 13, 2013 - Graduation – Class of 2013



**THE SCHOOL OF NURSING AT CUYAHOGA VALLEY CAREER CENTER
COST OF EDUCATION – PART TIME EVENING AND WEEKEND PROGRAM
2011/2013 SCHOOL YEAR**

	<u>Program Cost</u>	<u>Amount Due</u>	<u>Date Due</u>
<u>Tuition</u>	\$ 9,900-a	\$2,800	October 3, 2011
		\$2,300	February 9, 2012
		\$2,000	June 18, 2012
		\$1,800	November 14, 2012
		\$1,000	February 4, 2013
<u>Pre-Entrance Test</u>	\$50 -b		
<u>Application Fee</u>	\$50 -c		
<u>Non-Refundable Administrative Seat Fee</u>	\$500 -d		
<u>Textbooks</u>			
A & P	\$ 50	\$50	August 10, 2011
A & P Study Guide	\$ 30	\$30	August 10, 2011
Dictionary	\$ 40	\$40	August 10, 2011
Drug Guide	\$ 40	\$40	February 9, 2012
Personal & Vocational	\$ 35	\$35	August 10, 2011
Pharmacology	\$ 55	\$55	February 9, 2012
Nursing Magazine	\$ 70-b*	\$35	February 9, 2012
		\$35*	November 14, 2012
Laboratory Test Book	\$ 45	\$45	February 9, 2012
Foundations of Nursing Textbook	\$ 55	\$55	August 10, 2011
Foundations of Nursing Study Guide	\$ 25	\$25	August 10, 2011
Adult Health Nursing Textbook	\$ 55	\$55	August 10, 2011
Adult Health Nursing Study Guide	\$ 25	\$25	August 10, 2011
NCLEX-PN	\$ 38	\$38	February 9, 2012
	Subtotal	\$ 563 -b	
<u>Required Fees and Costs</u>			
Lab Fees/Supplies	\$ 163	\$137	August 10, 2011
		\$26	February 9, 2012
Library/Computer Fees	140	\$80	August 10, 2011
		\$60	February 9, 2012
Malpractice Insurance	54 -b*	\$27	February 9, 2012
		\$27*	November 14, 2012
Standardized Testing	26 -b	\$26	February 9, 2012
Portfolio	16 -b	\$16	February 9, 2012
Fingerprinting	150-b*	\$75	August 10, 2011
		\$75	November 14, 2012
	Subtotal	\$ 549 -b	
	1st Installment Book/Fee/Supply Cost	\$607 – Due August 10, 2011	
	2nd Installment Book/Fee/Supply Cost	\$368 – February 9, 2012	
	3rd Installment Fees/Renewal Costs	\$137 – November 14, 2012	
<u>Uniforms</u>			
3 Uniforms (Varies with sizing)			
Stethoscope			
Bandage Scissors (approved)			
White Shoes or Nurse's Oxfords			
Watch with Second Hand			
		<u>\$ 350 -b (avg.)</u>	December, 2011
	TOTAL	\$11,962	
<u>Miscellaneous Other Fees (self pay)</u>			
Physical exam estimated cost/drug screen	\$ 150-b (estimate)		October 1, 2011
CPR Card (Health Care Provider) AHA	\$ 50 (estimate)		October 1, 2011

- a may be adjusted upward if additional supporting vocational education funds are withdrawn
- b required fees and costs going to third party - may be adjusted if third party costs increase
- c interview fee \$40.00 if residing in associate school districts when interview form is submitted
- d The non-refundable \$500.00 administrative fee will be utilized to pay your graduation costs, state board application fee, NCLEX-PN test, school pin, diploma, and graduation photo providing graduate within your scheduled year.

*Required renewal fees

Financial aid processed for eligible candidates.

Myrna George, Supervisor and Financial Aid Staff

Word/form/FA-2-1113-parttime, Rev. 05/09. 03/10, 04/11

The School of Nursing at CVCC

**The School of Nursing At
Cuyahoga Valley Career Center
School Calendar – PART TIME CLASS OF 2013
(Tentative Calendar)**

2011-2012

July 2011							Aug 2011							Sept 2011							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
					1	2		1	2	3	4	5	6					1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	28	29	30					25	26	27	28	29	30		
31																					
Oct 2011							Nov 2011							Dec 2011							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
						1			1	2	3	4	5						1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
30	31																				
Jan 2012							Feb 2012							March 2012							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
										1	2	3	4					1	2	3	
1	2	3	4	5	6	7	5	6	7	8	9	10	11	4	5	6	7	8	9	10	
8	9	10	11	12	13	14	12	13	14	15	16	17	18	11	12	13	14	15	16	17	
15	16	17	18	19	20	21	19	20	21	22	23	24	25	18	19	20	21	22	23	24	
22	23	24	25	26	27	28	26	27	28	29				25	26	27	28	29	30	31	
29	30	31																			
April 2012							May 2012							June 2012							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
										1	2	3	4	5						1	2
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30	
29	30																				

Course Schedule:

Basic Nursing

- October 3, 2011-June 13, 2012

Advanced Nursing

- June 18, 2012 - June 13, 2013

Care of the Client Throughout The Lifespan - Part I

- June 18, 2012 - Feb. 20, 2013

Care of the Client Throughout The Lifespan - Part II

- Feb. 21, 2013-June 13, 2013

October 3, 2011

**Opening Day –
Part Time Class of 2013**

December 15, 2011

**Candlelighting
Full Time Class of 2012**

June 21, 2012

**Candlelighting
Part Time Class of 2013**

June 14, 2012

**Graduation
Class of 2012**

Class Hours/Days – 10:00 a.m. – 3:30 p.m., Monday, Wednesday, and Thursday
Clinical Hours – 6:45 a.m – 3:00 p.m., Saturday and Sunday (typically every other weekend)

No School ☒

November 22-27, 2011 – Thanksgiving Break
 December 21, 2011 – January 2, 2012 – Winter Break

January 16, 2012 – Martin Luther King, Jr. Day
 February 20, 2012 – President's Day
 April 6-15, 2012 – Spring Recess
 May 28, 2012 – Memorial Day

Candlelighting Full Time Class of 2012 – December 15, 2011
Candlelighting – Part Time Class of 2013 – June 21, 2012
Graduation – Class of 2012 – June 14, 2012

**The School of Nursing At
Cuyahoga Valley Career Center
School Calendar – PART TIME CLASS OF 2013
(Tentative Calendar)**

2012-2013

July 2012							Aug 2012							Sept 2012							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
1	2	3	4	5	6	7				1	2	3	4							1	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29	
														30							
Oct 2012							Nov 2012							Dec 2012							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6					1	2	3							1	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	
														30	31						
Jan 2013							Feb 2013							March 2013							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
		1	2	3	4	5					1	2							1	2	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30	
April 2013							May 2013							June 2013							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
		1	2	3	4	5					1	2	3	4							1
6	7	8	9	10	11	12	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
13	14	15	16	17	18	19	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
20	21	22	23	24	25	26	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
27	28	29	30				26	27	28	29	30	31		23	24	25	26	27	28	29	
														30							

Course Schedule:

Basic Nursing

- October 3, 2011-June 13, 2012

Advanced Nursing

- June 18, 2012 - June 13, 2013

Care of the Client Throughout

The Lifespan - Part I

- June 18, 2012 - Feb. 20, 2013

Care of the Client Throughout

The Lifespan - Part II

- Feb. 21, 2013-June 13, 2013

December 13, 2012

Candlelighting

Full Time Class of 2013

June 20, 2013

Candlelighting

Part Time Class of 2014

June 13, 2013

Graduation

Class of 2013

Class Hours/Days – 10:00 a.m. – 3:30 p.m., Monday, Wednesday, and Thursday

Clinical Hours – 6:45 a.m – 3:00 p.m., Saturday and Sunday (typically every other weekend)

July 2012 Clinicals – 6:45 a.m. – 3:00 p.m., Monday, Wednesday, Thursday, every other Saturday and Sunday

No School = ☒

July 4, 2012 – Independence Day

July 30, 2012-August 12, 2012 – Summer Break

September 3, 2012 – Labor Day

November 21-25, 2012 – Thanksgiving Break

December 20, 2012 - January 1, 2013 – Winter Break

January 21, 2013 – Martin Luther King, Jr. Day

February 18, 2013 – President's Day

March 29, 2013 -April 7, 2013 – Spring Recess

May 27, 2013 – Memorial Day

Candlelighting Full Time Class of 2013 – December 6, 2012

Candlelighting – Part Time Class of 2014 – June 20, 2013

Graduation – Class of 2013 – June 13, 2013