VALLEY COLLEGE

Practical Nursing

Diploma Program

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Student Handbook

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Valley College Practical Nursing Diploma Program Branch Campus

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Practical Nursing Diploma Program: Program Administrator

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The handbook is distributed electronically.

A paper copy is available upon request from the Program Administrator.

This handbook is a supplement to the Valley College Student Catalog.

This edition of the Practical Nursing Student Handbook supersedes and replaces any previous editions of the handbook. The revised edition may supersede, modify, or eliminate previously existing policies. Students will be required to follow the policies that are posted in the most current version of the handbook regardless of when they enrolled in the program.

Contents

Valley College Mission Statement:

Our mission is to meet the educational and professional needs of the community by delivering quality degree and certificate programs, which are flexible and career oriented.

Valley College Philosophy:

Valley College believes that its educational programs must be diverse and challenging enough to maintain the interest of all students, yet flexible enough to account for individual learning differences.

Practical Nursing Program Mission Statement:

Valley College Practical Nursing Diploma Program's mission is to develop capable, ethical, and patient-centric Practical Nurses that deliver Caring Practices to all patients through each stage of the Human Life Cycle.

Practical Nursing Program Philosophy:

The Valley College Practical Nursing (PN) Program is grounded in the driving force of the biological, physical, and social sciences. Building on these scientific foundational elements of the program, the Valley College PN program is based on the notion that our students will need to be prepared to work in a variety of patient based medical settings with a diverse range of health care teams committed to providing patient- centric, personalized, family-based, ethical, and safe medical care to their patients through each stage of the life cycle. As the basis of this approach, Valley's PN philosophical approach is to ensure that a proper balance of practical skills and emotional intelligence is present to ensure patient-centered care.

In order to achieve this philosophical approach, Valley recognizes the need for their PN's to develop several sets of skills and capabilities that are predicated on Concept Based education. First, Valley PN's must be prepared to operate in a team-based environment where they have the essential interpersonal, organizational, coordination, communication, and teamwork-based skills to work with a host of medical professionals. To complement this approach, Valley believes that PN's must also develop the ability to collaborate, problem- solve, and think critically to continually meet the needs of the team and ultimately, the patient.

Building on a philosophy predicated on these interpersonal and professional skills, Valley's PN is program is predicated on the notion of evidence-based practices, processes, and procedures to drive their personalized care approach. As an element of this approach, Valley's PN's are expected to provide quality care within the scope of their practice, make sound judgment, be promoters and communicators of continued health wellness and education, identify and support patient needs and problems, and emerge as an advocate for the ongoing medical and emotional care of their patients. Finally, the Valley College PN program feels that their nurses must be prepared to be adaptive, accountable, and flexible enough to function in an increasingly dynamic medical marketplace and as such, should be committed to a continual and unending quest for continued education.

As a result of these guiding philosophical principles, the primary learning objectives that Valley College has produced for their PN program will enable their graduates to become well-rounded nursing professionals capable of consistently meeting the needs of their patients. The primary learning objectives include a balance of practical-competency based skills built on evidence-based practices for patients at various stages or the life cycle, professional and emotional skill development and patient services that revolves around each of the key life stages of a patient. Specific skill focus areas will also include but are not limited to technology, communication, intravenous therapy, compliance, clinical judgment, decision-making, ethics, the human life cycle, and mental health.

Valley College's PN Diploma Program Learning Objectives:

1. Incorporate Maslow's Hierarchy of Needs Theory to patients/families across the Lifespan in the various health care settings.

2. Demonstrate the ability to execute the nursing process, to attain, maintain, or reestablish an optimal level of health for patients at various stages of their life span.

3. Demonstrate professional behavior based on ethical principles and the legal scope of practice for the license practical nurse.

4. Accurately document observations involving patients as it relates to data collection and patient care, while maintaining HIPAA standards.

5. Apply therapeutic communication skills to relate effectively with all patients/families, including culturally diverse patients/families, and other members of the health care team.

6. Apply principles and concepts from natural, behavioral, social, and nursing sciences in order to deliver safe and quality nursing care to patients and families.

7. Demonstrate clinical judgement, problem-solving skills, critical thinking and demonstrate professional behavior based on ethical principles when providing patient/client/family care in the clinical setting.

8. Utilize a combination of both laboratory and clinical experiences, in conjunction with related classroom theory instruction, in order to build confidence, skill, knowledge, and abilities, as the students work with diverse patient/families' populations in various healthcare settings.

9. Demonstrate and apply appropriate and approved level of medication, including IV therapy, in a safe manner that is consistent with the eight (8) rights of the administration of medication.

10. Learn how to effectively communicate, contribute to, and work as a viable member of a healthcare team.

11. Demonstrate competency in performing basic nursing skills, such as taking vital signs, dressing and wound care, inserting and monitoring urinary catheters, and collecting sputum, urine, and other specimens.

Conceptual Framework:

The Valley College Practical Nursing (PN) diploma program has been built using multiple theories to shape the conceptual framework and organizing theme of the program. The theories that make-up this framework focus on the sequence of our classes, the core content used to deliver the PN program to ensure an appropriate medical education program, and the educational theories that will drive our instructional strategies.

Course Sequence:

First, Valley has organized its courses into a sensible sequence of classes that will enable its faculty to establish key foundational skills that begin with Communication, Medical Terminology, Technology, and Mathematical concepts. Building on these key foundational medical professional competency areas, Valley's PN program takes a step forward into our key core Nursing courses that take the student through the patient life cycle and further, provide them with essential pharmacology and intravenous therapy concepts and competencies that they can then apply through each stage of the patient life cycle. Once the student has been exposed to the patient life cycle, the PN program continues with a focus on decision-making, clinical judgment, and the mental health issues surrounding patients that they will encounter in their scope of practice. Finally, Valley's PN program will culminate with a focus on a full transition to the nursing field.

Valley feels that this approach for course sequence leads to a sensible, logical, and organized delivery of content where students can build on key concepts in a progressive manner. Each level of courses are meant to complement one another and place the student in a position where they can apply skills gained in one section of courses immediately to the next level so as to ensure that they are working at a level commensurate with their location of the program and further, to ensure that the student can develop the self- confidence in their knowledge level, effectively communicate with a wide range of patients and co-workers, and develop the clinical judgement and decision-making to effectively work within their scope of practice as a Practical Nurse. In order to successfully complete these requirements and gain the skills to function as a competent Practical Nurse, our students will be focused on Evidence-Based Practice using a well-rounded and student- centric curriculum that incorporates conceptual principles, technology, role-play, and practical based competencies.

Rotation Schedules (Class Progression):

The program is divided in "Tiers." The tiers are built to consider any pre-requisites. Most students will complete or have received credit transfers/advanced standing in one tier before they are scheduled for a course in the subsequent tier of classes. If a student must have a modified rotation schedule, the Valley College Registrar determines the best schedule after considering all pre-requisites and course availability. A modified schedule may alter the number of weeks/months a student attends school. The Registrar may also change a student's schedule for optimization due to class size. For blended (hybrid) programs, even though the College has identified specific courses, to be taught online, it reserves the right to be modify the list of courses that will be taught either online/blended or at the campus on a temporary or permanent basis.

Practical Nursing Schedule and Course Rotation:

The following table represents the Practical Nursing Program Outline. This document illustrates a list of each of each course in the Practical Nursing program along with a breakdown of all instructional hours and credits. HW is out of class assignments (or homework).

Course Number	Course Name	Lecture	Lab	Clinical	HW	Total	Credits
NUR100	Introduction to Practical Nursing/ Medical Terminology	30	30	0	15.0	75.0	2.5
MAT125	College Math (On Campus)	30	30	0	15.0	75.0	2.5
NUR119	Nursing Anatomy & Physiology (Lecture & Lab)	30	30	0	15.0	75.0	2.5
ENG116	College Writing (Online)	60	0	0	15.0	75.0	2.5
NUR115	Nursing Fundamentals - Adult Health & Patient Care I	35	28	21	21.0	105.0	3
NUR105	Pharmacology/IV Therapy	30	30	0	15.0	75.0	2.5
NUR125	Nursing Leadership, Clinical Judgement & Decision Making	30	30	0	15.0	75.0	2.5
NUR130	Medical-Surgical Nursing	28	28	28	21.0	105.0	3
ISD205	Ethics (Online)	60	0	0	15.0	75.0	2.5
NUR110	Maternity and Child Nursing	42	21	21	21.0	105.0	3.5
NUR120	Geriatric Nursing	28	28	28	21.0	105.0	3
NUR135	Mental Health/Geriatric Psychiatric Nursing	35	28	21	21.0	105.0	3
NUR140	Transition to Practical Nursing	84	0	0	21.0	105.0	3
	Diploma Totals	**522**	**283**	**119**	**231**	**1155**	**36**
		Total Inst. Hr.		**924**			

Clinical hours may be completed at a clinical site or through simulations at the campus. Simulations at the campus follow the same rules and expectations as if the students were at an off site clinical experience.

Practical Nursing Program Clinical Requirements:

In addition to the admissions requirements for all students, the Practical Nursing students must also meet the following requirements (at a minimum) to participate clinical experiences in actual medical settings before they start their clinical experiences. Valley College strives to provide students with the most up-to-date requirements for clinical sites at Orientation and at different checkpoints during the students' program.

1. Valid photo identification demonstrating United States citizenship or permanent residency status of the United States.
2. Age Requirement: A student must be 18 years old or older to participate in the program.
3. Current AHA BLS Provider CPR Certificate. If yours expires before you complete the program, you must show
4. proof that you renewed your certificate.
5. Criminal Background Check: Students in the Practical Nursing (PN) program are required to submit to an
6. Ohio Bureau of Criminal Investigation (BCI)) and FBI national criminal background check. Since some sites may require both the BCI and FBI background checks. On a best-effort basis, Valley College will have a designated time the student can complete the required initial paperwork and be fingerprinted for the BCI/FBI background check that must be submitted. If the school does not provide a designated time or the student be on campus at that time, the student is responsible for completing the initial BCI/FBI background checks through an

approved third-party company by the 12th calendar day following the student's first day of class. Failure to do so could result in the student not being able to continue in the program. The results of the BCI/FBI checks must be sent directly to the school. If the background comes back with a record that will disqualify the enrollee from participating in the clinical portion of the program, the enrollee will not be able to continue in the program. The student must be aware that even if the initial paperwork has been submitted to an approved third-party background company, the student cannot be placed in a clinical course until the school has received an acceptable background report for the student. This most likely will result the student's graduation date being extended. The estimated cost of the criminal background checks is noted on the Enrollment Agreement.

7. Observed drug screen: All enrollees in the Practical Nursing program are required to submit to an Observed rapid 10-panel drug screen. Valley College will have a designated time for students to complete the drug screen during Orientation. The results are returned to the school. Valley College must receive an acceptable report prior to the enrollee to continue in the program.

8. Valley College may refer to the Observed 10-panel rapid drug screen ^{as} drug screen or urinalysis in the Student Catalog and other documents. The estimated cost of the criminal background checks and drug screen is noted on the Enrollment Agreement.   Physical and Common Communicable Disease Immunization Record: All students in the Practical Nursing program are required to provide documentation that they have had a recent physical and met the requirements for common communicable disease immunizations. The physical may be performed by the students' healthcare provider. Information about the physical will be given to the student during the enrollment process or at orientation. Students must be able to demonstrate they have initiated the process for obtaining the physical and immunizations, titers, and/or boosters before the end of the first class. If the student fails to provide the necessary documentation, the student might not be able to continue in the program. The student must provide written documentation from their healthcare provider that all requirements are met prior to start of the first clinical course that the student is scheduled to take. The student is responsible for all necessary fees associated with the physical and any immunization and other health related requirements.

The student is responsible for all necessary fees associated with the physical and any immunization and other health related requirements.

- TB (PPD): Two step Mantoux TB Test/Negative TB blood test. TB tests are good for one year. If a student's TB test results expire before he or she finishes the program, the student must repeat the test. If tests results are positive, a clear chest X-ray must be submitted.
- Proof of (a) a complete (3 injection series) Hepatitis B Vaccination/Booster or (b) a serum titer confirming immunity (positive antibody levels). Hepatitis B series: **Dose 1:** The student is strongly advised to start the series by the program's start date. The student is to show proof that he/she has initiated the series. **Dose 2:** The second injection is given one month after the first dose. **Dose 3:** The third injection is completed six months after the first **dose.** If negative antibody levels, student must show documentation of one revaccination (Booster) The student must sign a **waiver** acknowledging he/she may not be fully immunized if the Hepatitis B series is not complete.
- Proof of two (1) Measles, Mumps and Rubella Vaccination (MMR) or (b) a serum titer confirming immunity to each disease (and/or) Proof of boosters if no immunity is shown or (c) proof of one adult MMR revaccination.
- Proof of (a) a second Measles Vaccination (may be a part of a second MMR) or (b) a serum titer confirming immunity or (c) proof that the student was born prior to January 1, 1957, (and/or) Proof of boosters if no immunity is shown.
- Proof of Tetanus vaccination within the last 10 years.
- Proof of Varicella (Chicken Pox) immunity as shown by (a) physician documented history of the disease or (b) documentation of one immunization, (c) a serum titer confirming immunity and proof of Booster if there is no immunity shown; or one Varicella revaccination,
- Proof of Influenza immunization - This may be a seasonal requirement and is good for one year.
- Covid 19 Vaccination – Proof of vaccination or documentation or documentation of an exemption.

Furthermore, students who do not provide proof that they have the recommended vaccinations, titers and/or boosters may be required to follow different protocols or procedures while performing certain medical proficiency checkpoints in the classroom or at a clinical site. For example, if you can't get the flu vaccine due to allergic reactions, you may be required to wear a mask and or other PPE deemed necessary by the clinical site throughout your rotation.

If a clinical site establishes additional specific requirements to participate at the site, including all requirements associated with the **COVID-19 virus**, failure to adhere to requirements may prevent the student from participating at the clinical site and thus the student may be withdrawn from the program.

The student is reminded that the physical and any vaccinations and/or immunizations or additional clinical specific requirements are not included in the Laboratory Fees or tuition on the Enrollment Agreement and must be covered by each student. Graduates from other Valley College programs will be required to complete the programmatic requirements listed above to be considered for entry into the PN program.

Failure to show Proof of Criminal Background Check (BCI/FBI), Drug Screening Results, Physical and/or Immunizations/Titers/Boosters

If a student's Criminal Background Check/Federal Background Check, Drug Screening, Physical, Immunization, Titers, or Boosters results disqualify a student from continuing in the program, the student will either be reclassified as a No-Start status or terminated from the program. Please see the Refund Policy.

Valley College must receive all required documents before the student can start their first clinical course. Delays in receiving the results of the background check, drug screening, physical and/or documentation for immunization, tilters, or boosters will require Valley College to potentially change the student's rotation schedule. If no classes are available for the student to take, the student will have to sit out of rotation. This action will result in the student not completing their program by the scheduled contracted date. Valley College does reserve the right to terminate the enrollment of any student who is non-responsive to the request of Valley College to submit the required health-related documentation at any time.

Valley College may share the results of the background check, drug screening and immunization/vaccination records with the designated contact person at the clinical site. Based on the guidelines of the site, a student may or may not be accepted at their site. If, the student is not accepted by the site or if while the student is participating in clinicals, the assigned site denies the student's participation for any reason, the student will be removed from the site at least temporarily until the situation has been investigated by the College and the issue has been resolved. If the student cannot return to a clinical site and be allowed to make up missed time, the College has no other choice but to terminate the student. The student would have the opportunity to appeal the decision in writing to the campus' Practical Nursing Program Administrator.

Applicants should make an informed decision about whether to participate in a program that requires state criminal background check (BCI) or an FBI national criminal background check, an Observed 10-panel rapid drug screen(s) or urinalysis, and immunizations/tilters/boosters records. In addition, due to the physical requirements (able to lift and/or carry over 50 pounds frequently), attendance and academic standards, Valley College strongly recommends that applicants who have physical limitations (including but not limited to physical disabilities, pregnancy in cases where physical limitations may be advised or prescribed, or other physical constraints), learning disabilities, or any other restrictions that would prevent the student from participating fully and successfully completing the program, not enroll in the program unless they provide documentation from their healthcare provider that states that the individual can complete all of the required class procedures without restrictions.

General Break Schedule:

During a typical five-hour day (8:00 am to 2:00 pm):
- 8:00 – 9:30: Class
- 9:30 to 9:45: First Break
- 9:45 to 11:15: Class
- 11:15 to 11:30: Second Break
- 11:30 to 12:30: Class
- 12:30 to 1:00: Lunch Break
- 1:00 to 2:00: Class

During a typical seven-hour day: (8:00 am to 4:00 pm):
- 8:00 to 10:00: Class
- 10:00 to 10:15: First Break
- 10:15 to 11:45: Class
- 11:45 to 12:15: Lunch Break
- 12:15 to 1:45: Class
- 1:45 to 2:00: Break
- 2:00 to 4:00: Class

Valley College reserves the right to change this schedule. Should a change be made to the schedule, students will be notified prior to the upcoming change. A typical day does not include days when students are at a clinical site or completing simulations at the campus. Clinical sites may vary their hours. Students may be required to report to a clinical site before 8am or leave after 4:00pm. This same expectation applies to when the students are assigned simulations held on campus.

Attendance and Make Up Class Assignments and Consequences of Missing Class:

Regular and timely attendance in class/clinical/lab is essential to complete the required course objectives and requirements to achieve success in the Practical Nursing Program. Therefore, students are encouraged to meet with their instructor or (her designee) immediately regarding any concerns that may hinder their attendance and thus their potential for academic success. Taking responsibility for attendance is one of the first steps and student can take to develop professional accountability.

Excused Absence (Planned or Emergency)
On occasion, a student may miss a class/clinical/lab because of unavoidable or extenuating circumstances such as personal injury or illness, death in the immediate family, court appointed dates, and military service. These types of genuine circumstances are considered an excused absence.

- **Bereavement**: If a student must miss class to attend a funeral, the student must bring in a document of verification of funeral. Time absent for bereavement may not exceed three days.

- **Court and or Legal Appearance**: When a student is subpoenaed to appear in court, the time missed from class/clinical/lab will be counted as being absent. The documentation may be any paper form of documentation there is/was a court order requirement for that may include, but not limit to, Jury Duty, Order to Appear, Subpoena,

- **Medical Emergencies**: A doctor note demonstrating that the student had to personally see a healthcare provider, or, if a parent, spouse, child, or other dependent required medical care that also required the

student's attendance and/or transportation to the medical facility.

- ☐ **Work Related Mandatory Training**: If a student is required to attend a work-related mandatory training or event, they will be required to provide documentation from their direct supervisor explaining the reason and date for the mandatory attendance.

- ☐ **Military Related Training**: If a student is either in an active or inactive military status and are required to a mandatory military training activity and can provide written documentation attesting to the start and end dates of the training.

- ☐ **NUR140 Attendance Requirement**: Students are required to have 840 total attended hours, equally distributed to represent 100% attendance based on scheduled hours in all previous coursework to enter NUR140. If students do not meet these hour requirements, they will be placed on Retake status until hour requirements are met. Hours must be made up in a designated timeframe to ensure that the student is able to complete their program within the required 150% timeframe of SAP. (See Satisfactory Academic Progress.)

- ☐ **Other:** If the student missed class hours for any other reason, a written explanation may be submitted to the instructor. (Reminder, faculty may exercise their right to deduct points for assignments, quizzes, or tests.)

Importance of submission of written (paper format) documentation: This applies to classroom, lab and clinical portions of the program.
Supporting documentation is due the day that the student returns to school. If the student does not have the paper formatted documentation that day, they may submit an electronic copy of the documentation until the next school day.

Submitting documentation does not automatically guarantee that instructor (or designee) will determine that the absence will be classified as an excused absence. However, failing to provide the documentation will most likely result that the attendance will be classified as an unexcused absence.

PROCESS
- ☐ When a student realizes that they will be tardy or absent from class, the student must notify the Instructor or Front Desk as soon as it safe/feasible to do so. (School opens at 7am. Do not use the cell phone to call if you are driving to contact the school.)

- ☐ Attendance is recorded at the beginning of each class/clinical/lab as directed by the instructor. The instructors have the right to update the attendance if a student leaves class early (or does not return from a break/lunch)

- ☐ When a student is tardy or absent from class, it is the student's responsibility to obtain any missed notes or handouts from a missed class.

- ☐ The student is to meet with the classroom (lecture/lab), course instructor (or designee) to discuss the absence, hours, and present supporting documentation with the instructor. The instructor and the student will come together on an agreed upon plan to for the student to make-up the hours and missed class work while the course is actively running.

- ☐ The student will attend the scheduled make-up hours. It is required that all hours are made up before the student can enter their final course (NUR140). And any missed hours during NUR140 must be made up before the student can qualify for completion for the program. All hours must be made up within designated Satisfactory Academic Progress (SAP) timeframe.

☐ The student will submit the designated make-up assignments, tests, and/or quizzes.as required by the instructor. Valley College may use simulations as part of the student's (make up work) academic plan.

Consequences for Absences

☐ Instructors are not required to admit students into the classroom after class has started. Students will be considered late if they arrive more than seven (7) minutes after the start time. For example, if class starts at 9:00 am, at 9:08 the student is considered late.

☐ Instructors will not admit late students into class during an exam/quiz even if it is within the seven minutes. Students will be required to wait to enter the class until the next break. Time missed will be counted as absent and will be required to be made up. Depending on documentation submitted, the time missed may be counted as unexcused.

☐ Participation points will be deducted which will likely affect the student's overall grade.

☐ There may be stricter requirements for missed tests than assignments or quizzes.

☐ The instructor will consider if the student has an excused or unexcused absence when making the decision to accept missed class work, quizzes, tests, or skill competencies that were assigned/due on the dates the student was absent for class. The instructor has the right to impose point deductions for any work submitted after the original submission date regardless of an excused or unexcused absence classification. If the student is provided with a new submission date and fails to turn the work in by that date, the instructor may award a zero for the work. Two consequences for an unexcused absence is that students may not make up (submit) homework for the missed day and the student will lose participation points.

Attendance Clinical:

(In this section, the general term absences or missed time is used. The instructor or designee will verbally or electronically notify the student if the time off was classified as an unexcused absence.)

☐ Simulations hold the same weight as clinicals regarding attendance, tardiness, dress code, and attitude. Simulations are considered clinicals and follow the same rules below and schedules including lunch schedule as clinicals even when though they are held at the school.

☐ Attending clinical orientation is mandatory. Missing clinical orientation will result in failure of the course. Patient safety is a high priority and a student who misses orientation to the facility misses valuable information needed to provide safe and effective care to their patients and therefore, will not be able to attend clinical.

☐ When reporting for a clinical, students are expected to come prepared: name badge, proper clean uniform/scrubs, stethoscope, pen, watch with second hand (and/or other items the clinical instructor deems necessary for that clinical site) and any homework that might be due. Students who show up unprepared or late will be sent home and this will count as an unexcused absence. Students will have to make up the missed hours and assignments.

☐ Student must arrive to clinical on time and stay the duration of the entire clinical. Students will sign in and out of the clinical just like they do in the classroom. Being late or leaving a clinical early will be considered a missed clinical hours/day and the student may fail the course. Clinicals are set up well in advance and Valley cannot guarantee clinical make-up time. The student must follow the same protocols for contacting the instructor and/or school if he/or she knows they will be tardy or absence from the clinical experience.

□ Excused absence from a clinical must have proper documentation or it will be considered unexcused. Even with excused documentation students must make-up clinical time for successful completion of the class/program.

□ Clinical assignments are important for administering safe nursing care to the assigned patients and are necessary to measure student's attainment of the course and clinical objectives. Failure to hand in these clinical assignments when due may result in an unsatisfactory clinical grade and potential failure of the course.

□ If the student fails the clinical aspect of a course, for any reason, the student must repeat the theory and clinical component to successfully pass the course. After two failures of any of the nursing courses, the student will have failed the Practical Nursing Program. There are NO REFUNDS for completed course work.

□ **Bereavement**: If a student must miss class to attend a funeral, the student must bring in a document of verification of funeral. Time absent for bereavement may not exceed three days.

□ **Court and or Legal Appearance**: When a student is subpoenaed to appear in court, the time missed from class/clinical/lab will be counted as being absent. The documentation may be any paper form of documentation there is/was a court order requirement for that may include, but not limit to, Jury Duty, Order to Appear, Subpoena,

□ **Medical Emergencies**: A doctor note demonstrating that the student had to personally see a healthcare provider, or, if a parent, spouse, child, or other dependent required medical care that also required the student's attendance and/or transportation to the medical facility.

□ **Work Related Mandatory Training**: If a student is required to attend a work-related mandatory training or event, they will be required to provide documentation from their direct supervisor explaining the reason and date for the mandatory attendance.

□ **Military Related Training**: If a student is either in an active or inactive military status and are required to a mandatory military training activity and can provide written documentation attesting to the start and end dates of the training.

□ **NUR140 Attendance Requirement**: Students are required to have 840 total attended hours, equally distributed to represent 100% attendance based on scheduled hours in all previous coursework to enter NUR140. If students do not meet these hour requirements, they will be placed on Retake status until hour requirements are met. Hours must be made up in a designated timeframe to ensure that the student is able to complete their program within the required 150% timeframe of SAP. (See Satisfactory Academic Progress.)

□ **Other:** If the student misses hours for any other reason, a written explanation may be submitted to the instructor. (Reminder, faculty may exercise their right to deduct points for assignments, quizzes, or tests.)

Consequences of Absence

Core Nursing Classes – with the NUR prefix and have Clinical hours have strict attendance policies and make-up time may be restricted or not available. A student must contact their clinical site and their instructor prior to their expected absence including if they will be late arriving to work. A written excuse is generally required. The Clinical sites dictate when (if any) clinical hours can be made up at their sites. Even though
make-up hours may be made up at the campus by using simulations, the student loses the value working in the clinical setting. Points may be deducted from the student final course grade for missed time at the Clinical site.

Attendance Check Points: 95% Attendance Policy went in effect for students starting in the program on November 8, 2021. Student who were enrolled in the program prior to this date will still adhere to the

The Practical Nursing students' attendance is closely monitored by the PN staff. Check points have been established to review each student's attendance percentage throughout their program. If a student's attendance drops below a 95% cumulative rate, the instructor or designated staff member will meet with the student to determine an attendance make-up plan. If a student is chronically absent from classes or does not adhere to the agreed upon attendance plan, the student may be withdrawn from the Practical Nursing program.

Students are required to have 840 total hours of attended hours, equally distributed to represent 100% attendance based on scheduled hours in all previous coursework to enter NUR140. If students do not meet these hour requirements, they will be placed on Retake status until hour requirements are met. The students will be provided with more information regarding the requirements on making up hours during a student academic coaching session prior to when they are placed in the Retake status. If the student does not make up the missing hours within the designated make-up time, the student may be withdrawn from the Practical Nursing program. Failing to start the NUR140 class as scheduled will result in the student not completing their program by their contracted date.

Grading System:

Generally, all tests and assignments are graded against a 100% score. Sixty percent (60%) is the minimum passing grade. The instructor does have the option of offering the student who fails to obtain 60% score on a test or a major graded assignment the opportunity to complete extra credit work to show that he or she has a better understanding of the course material. All extra credit work must be submitted within two days after it is assigned. Students who fail to achieve a passing grade for the course will be required to repeat the entire course and will incur a Course Retake fee. (See Tuition) The Practical Nursing has a stricter grading scale for certain courses.

For a student to successfully complete a nursing course and progress to the next course, the student will need to achieve an average of 78% on all assessments (tests, quizzes) and homework. Each student will be provided with a syllabus that illustrates the different types of assessments for each course and they will include a series of activities that could include tests/quizzes, in-class assignments, out-of-class assignments, class participation, lab competencies, and clinical competencies.

In addition, students must pass all skills test-outs with a satisfactory rating within 3 attempts and must pass all Clinicals. **To successfully pass a class with a NUR prefix, the students will need to achieve a 78% or better.**

Grade	Pts.	Description	Counts in Calculation for GPA
A	4.0	93 to 100%	Yes
B	3.0	85 to 92%	Yes
C	2.0	78 to 84%	Yes
F*	0.0	Less than 78%	Yes

All other courses follow the traditional grading scale (These courses do not have the NUR prefix)

Grade	Pts.	Description	Counts in Calculation for GPA
A	4.0	90 to 100%	Yes
B	3.0	80 to 89%	Yes
C	2.0	70 to 79%	Yes
D	1.0	60 to 69%	Yes
F*	0.0	59% or less	Yes

Clinical Evaluations:

Students will be evaluated at each clinical. Clinical evaluations are graded as follows:

P + Pass Plus	The student performance exceeds expectations for passing the clinical based nursing procedure, which could include patient care, fundamental, base, and specialized nursing skills. Student teamwork, professionalism, patient and nursing team communication, patient education, and empathy exceeds expectations. Finally, student growth and the ability to execute nursing processes, procedures, and activities associated within the scope of practice of an PN exceeds expectations.
P Passing Performance	The student performance demonstrates capable, safe, sanitary, empathetic, and patient-centric care based on previously learned skills. Student also demonstrates capable and effective levels of fundamental, base, and specialized nursing skills. Student demonstrates effective and capable levels of teamwork, professionalism, patient and nursing team communication, patient education, and empathy. Finally, student demonstrates growth and an increasing ability to execute the process, procedures, and activities that are within the scope of practice of an PN.
I Improvement Required	The student performance is below satisfactory levels of capable, safe, sanitary, empathetic, and patient-centric care based on previously learned skills. Student demonstrates below satisfactory levels of fundamental, base, and specialized nursing skills. Student demonstrates below satisfactory levels of effective and capable levels of teamwork, professionalism, patient and nursing team communication, patient education, and empathy. Finally, student demonstrates minimal to below satisfactory levels of growth and an increasing ability to execute the process, procedures, and activities that are within the scope of practice of an PN.
F Failing	The student does not perform any level of capable, safe, sanitary, empathetic, and patient-centric care based on previously learned skills. Student does not demonstrate any level of fundamental, base, and specialized nursing skills. Student does not demonstrate effective and capable levels of teamwork, professionalism, patient and nursing team communication, patient education, and empathy. Finally, student does not demonstrate growth or an ability to execute the process, procedures, and activities that are within the scope of practice of an PN.

Laboratory Evaluations:

All Lab Skills Test Outs are graded on a pass/fail basis. Students will be given 3 attempts to pass. If student does not pass by the 3rd attempt, student will fail the course. Practice is essential before testing out and peer to peer practice is highly recommended. Students must pass the lab skill test out prior to performing the skill at clinical.

Policy for Testing (Exams):

- Students need to follow the syllabus and class schedule for each course
- Once an exam has begun students will not be allowed in the room and must wait until the exam is over or the next break, at which point student must follow the make-up procedure
- Quizzes may not be a part of the syllabus and may or may not be announced in advanced
- It is the student's responsibility to come prepared to take exams and quizzes
- If an exam is missed due to an absence the student must be prepared to take the exam on the first day of return to school unless alternative arrangements have been made with the instructor. Students may be required to provide documentation regarding absence: failure to do so may result in a zero for the exam
- Students are expected to keep record of their exams, quizzes, and homework grades to calculate their academic standing

- There will be no extra credit points on exams, quizzes or final exams awarded in NUR classes
- Students must study material in a way conducive to retaining learned knowledge as content may be retested on at any time during the program
- Students may be requested by the instructor to move or be reassigned to a particular/different seat for testing
- During the exam/quiz's students will not be allowed to leave the room
- For MATH exams/quiz's students must show their work or no credit will be given
- Instructors will not review exams/quizzes until all students have taken the exam/quiz
- Cell phone use during any exam/quiz or review of exam/quiz will be considered academic dishonestly and student will receive a zero for that exam/quiz.
- Students are required to score a minimum score **900**[1] on the HESI-LPN Exit Exam to successfully pass the NUR140 course.

Student Code of Conduct:

Valley College's Code of Conduct can be viewed in its entirety in the Catalog (Valley College website at https://www.valley.edu).

The College expects mature behavior. Regulations governing student conduct and activities are based on the premise that attending class in an environment conducive to learning is the right of each student. A student is subject to suspension or termination for conduct that disrupts the teaching or administrative activities of the College or interferes with the rights of the campus community. Examples of conduct considered unsatisfactory under these standards include but not limited to dishonesty, failure to comply with college policies, procedures and regulations, or with the directions of college officials acting in performance of their duties, harassment, physical or verbal abuse of any person on campus or at college functions, and theft of or damage to college property or to property on campus belonging to any member of the campus community.

Valley College aims to provide students with comprehensive training and education necessary for entry into professional employment. In accordance with the Valley College Values of Integrity, Effectiveness, Leadership, Teamwork, and Growth, students are expected to adhere to the following code of conduct to ensure a professional atmosphere and positive learning experience.

Rules and regulations governing student conduct are based on the premise that attending class in an environment conducive to learning is the right of each student. The Student Code of Conduct is the set expectations regarding professionalism, attitude, appearance, academic integrity, attendance, classroom conduct, and course expectations. Students have the right to a professional, non-discriminatory, non-violent, harassment free, and drug, alcohol, and tobacco free environment. Adherence to the Student Code of Conduct is expected of all students, and any violation will be subject to disciplinary action.

Students are expected to interact with colleagues and peers in a polite and respectful manner. Students are expected to display characteristics such as respect, organization, prioritization, efficiency, and positivity. Students are also required to follow classroom rules established by their instructor. These rules could address but may not be limited to communication, format and structure of assignments, formal assessments, remote learning guidelines, and conduct. Abiding by the following rules and meeting the required expectations will result in the professional appearance and conduct required at Valley College.

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[1] Effective with the November 29, 2021 start. Students who started prior to November 29, 2021 must earn at least a 850 score on the HESI-PN Exit Exam.

Classroom Rules:

In addition to the statements above, each instructor will distribute or post specific class rules and expectations for their class. For courses with require more specific lab-based activities and assignments (skill-based procedures), the instructor will distribute or post more specific standard operation procedures or safety procedures that must be followed. In remote learning settings, the instructor may distribute or post rules specific on any live sessions, Programs that have clinicals or externships have more specific student handbooks that discuss the Code of Conduct expectations that must be followed when the student is off campus and at those sites.

Classroom Rules and Expectations that are commonly observed in all Valley College campus' programs include:

Students are expected to:

- Be present for the entire class.
- Keep cell phones off or on vibrate.
- Beverages and food are not permitted in any lab classes.
- Beverages may be allowed in lecture rooms if they are in a container with a lid.
- Tobacco usage is restricted in the classrooms and at all school events except for in designated smoking areas at each campus.
- Take all personal, valuable items when leaving the room.
- Refrain from profane or obscene language and any unprofessional verbiage in the classroom, lab or clinical setting.
- Follow verbal and written instructions in the classroom, lab and clinical settings.
- Communicate and exhibit a positive attitude, good judgment, and respect for faculty, staff, and peers.
- Display professional behavior and demeanor when offsite on school sponsored functions such as field trips, community service activities or other school functions.
- If in a remote learning setting and participating in a live session, the student must be in an environment conducive to learning. The student cannot be at work, driving a car, or otherwise not fully participating in class.

Clinical Rules:

In addition to the statements above, students participating in off-site clinicals are expected to:

- Follow requirements of each clinical site regarding parking, storing of belongings, utilizing designated rooms for pre- and post-conference, usage of staff break rooms, cafeterias, microwaves, and refrigerators.
- Students are not permitted to leave the premises until the clinical has been concluded. Lunch is to be eaten on premises in approved locations only. Food is not permitted to be delivered to the site or dropped off by an outside visitor.
- Students are not permitted to leave the floor without getting prior approval from the instructor.
- Smoking is prohibited while on the grounds of a clinical site.
- Cell phone use is prohibited on the floor and can only be used with instructor approval in designated locations. If the student is *caught* using a cell phone without approval/permission, at clinicals, the student may be asked to leave the site for that day. This will be marked as an unexcused absence.
- Refusal to perform any type of patient care as directed by the instructor will result in dismissal from the clinical site and count as an unexcused absence. This refusal will reflect in the student's clinical grade and may result in further disciplinary action at the discretion of the Practical Nursing Administrator.
- If students exhibit any behaviors of speech that jeopardizes the relationship that Valley College has with the clinical site, the student may be removed from the program.

Student Dress Code:

Valley College students are preparing for various careers in a workforce. Students are encouraged to reflect the proper image of their future careers by dressing appropriately and should also be aware that excessive visible body piercing, and extreme hairstyles may inhibit their career opportunities. Valley College also considered student and patient safety when establishing their dress code standards. Students are expected to wear the appropriate Valley College Uniforms during normal class times. **The Valley College uniform (scrub top and bottom) is light blue in color with a white lab coat. The uniform is purchased through the College during the first weeks of classes[2].** Failure to adhere to the Dress Code upon warning may be grounds for termination. Questions pertaining to the Dress Code should be addressed to the Campus Director and or the Practical Nursing Program Administrator.

Classroom: Students will promote a professional atmosphere in the nursing program and will be required to follow the rules:

- Uniform scrub attire must fit properly so the midriff and buttocks are not shown while engaging in normal activities and exercises. Bottoms should not excessively touch the floor and tops should not expose cleavage.
- Students are to always wear school identification badges when in the school, lab/classroom and at the clinical setting.
- Faculty members may provide more specific standards for shoes. Students should wear either black, brown, blue, or white (Solid Color) leather covered shoes (nursing shoes), tennis shoes, or solid "Croc" style shoes (no holes). Shoes must be closed heel and closed toed. Shoes need to be waterproof/water-resistant. No slide-in shoes, no mesh shoes, no crocs with holes.
- Lab coats is the acceptable article of clothing that is worn over the uniform. If the student wants to wear an additional layer of clothing with long sleeves. such as a sweater or sweatshirt, it must be worn under the lab coat. NO HOODIES are permitted. Students must follow the dress code policy at their clinical sites.
- Hair: Hair color must be of naturally occurring color tones with no extreme color of dye-effects. Hair must be worn up and off the shoulder and contained (secured). It may not fall below the shoulder.
- The only permitted head-coverings are surgical caps and hair-wraps that in no way resemble a bonnet, du-rag or outside hat. The color must be limited to white, blue, or black. The head-coverings must be a solid color. Head-coverings may not be printed or striped. Head coverings worn consistently for religious reasons are acceptable. Faculty have the final decision of the appropriateness of head-coverings.
- In accordance with professional workplace expectations, tattoos not covered by appropriate clothing will need to be covered with either a sleeve, band aid or bandage material so they are not visible in the classroom, lab, clinical setting, or any other function organized by Valley College.
- Any facial piercings must be removed and/or plugged while in the classroom, lab, clinical setting, and any other function organized through Valley College. The plugs must be removed from gauged ears while in the classroom, lab, clinical setting, and any other function organized through Valley College.
- The CDC (Center for Disease Control) recommends NO artificial nails or extensions. Valley College Practical Nursing Diploma Program will also adhere to this recommendation. Furthermore, nails must be kept short and not extend beyond the tips of the fingers. Only clear or pale nail polish is allowed with no visible chips.
- Please be respectful of perfume, oils and or cologne in the classroom regarding other students with allergies.

Lab: Follow the above dress code.

- Only an engagement/wedding band is permitted in labs. Earrings: only 1 per ear and studs only in labs.

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[2] In rare circumstances, the instructors may approve a student to wear a uniform other than a Valley College's at the campus, but the student must have notified the instructor first.

- Please be respectful of perfume, oils and or cologne in the lab regarding other students with allergies.
- Students must show up to test outs prepared for the test out: proper uniform scrub, watch with a second hand, stethoscope (when appropriate) or they may not be tested out and this will be considered a failure for that test out.

Clinical: Follow the above dress code.

- Students not wearing a Valley College school identification badge at clinical sites, unless specifically directed otherwise by the clinical site, will be sent home and this will be counted as a missed day.
- Only an engagement/wedding band is permitted in clinical and lab. Earrings: only 1 per ear and studs only for clinical.
- No false eyelashes are to be worn at clinical.
- No perfume or cologne or oils are to be worn at clinical.
- When reporting for a clinical, students are expected to come prepared: name badge, proper clean uniform/scrubs, stethoscope, pen, watch with second hand (and/or other items the clinical instructor deems necessary for that clinical site) and any homework that might be due. Students who show up unprepared or late will be sent home and this will count as an unexcused absence. Students will have to make up the missed hours.

Casual Days:

The Campus Director may allow students to have casual or theme dress days. Safety and professionalism are always a consideration. The wearing of torn or badly frayed jeans, shorts, t-shirts (or other shirts/sweatshirts) with messages, tank tops, and open-toed shoes, open-heel shoes or shoes with holes are never permitted.

Code of Conduct:

Students must also follow the behavior guidelines outlined by the Ohio Board of Nursing as listed below:

The following information represents an excerpt on student behavior guideline. This information can be found on the OBN website at www.nursing.ohio.gov.
OBN rule 4723-5-12 OAC Program Policies:

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

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

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

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

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

(6) At all times when a student is providing direct nursing care to a patient the student shall:
    (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
    (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

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

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

(9) A student shall not:
> (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
> (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:
> (a) Engage in behavior to seek or obtain personal gain at the patient's expense;
> (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
> (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
> (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

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

(11) A student shall not:
> (a) Engage in sexual conduct with a patient;
> (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
> (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
> (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

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

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
> (a) Sexual contact, as defined in section 2907.01 of the Revised Code;
> (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Disciplinary Measures for Conduct Violations

The Practical Nursing Administrator makes all final decisions regarding what constitutes a Code of Conduct violation. If a student violates a code conduct rule, the results of that infraction may include but isn't limited to:

- The student will have points deducted from their participation grade and/or be sent home. (Student will have to make up any miss time.)
- The student will receive a verbal counselling/coaching.
- The student will receive a written warning/coaching which may include an action plan.
- The student may be subject to suspension or dismissal from the program.

The Practical Nursing Administrator can administer any of these consequences depending on the seriousness of the conduct violation. Any student behavior that has directly resulted in the loss of a clinical site for the Valley College will face immediate dismissal from the program.

General Information

Non-Discrimination, ADA and Equal Opportunity:

Students at Valley College can expect a campus free of discrimination based on race, color, religion, national origin, sex, sexual orientation, age, political affiliation or belief, veteran status, marital status, ethnic background, or disability. Valley College does not tolerate discrimination towards faculty, staff, students, or any other individuals associated with the company. Students are required to adhere to the campus nondiscrimination policy.

Valley College is committed to upholding the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 (together, the "Disability Laws"), and similar state laws, which are designed to eliminate discrimination against qualified individuals with disabilities. Valley College provides equal opportunity for qualified persons with disabilities. Valley College will make reasonable accommodations for a qualifying student with a disability, as appropriate. Accommodations must be formally requested by the student in writing. Such requests, along with supporting documentation, should be directed to the Campus Director. Online students may contact the Director, Online Division.

Valley College does not discriminate against any student or applicant based on race, color, religion, national origin, sex, sexual orientation, age, political affiliation or belief, veteran status, marital status, ethnic background, or disability. The College abides by these policies in the administration of its student admissions, financial aid and scholarships, career placement programs, as well as in all other student-related services and educational programs and opportunities. The Campus Director serves as the campus' Equal Opportunity Officer. Contact information is posted on the campus' Student Bulletin Board.

Student Resource Center and Virtual Library:

The student and staff Resource Room provides access the internet, Gale (Virtual) Library and the Virtual Librarian, and printed materials which may be used as supplemental reading for course work and for general background information. Students are requested to comply with the Resource Center rules. The College subscribes to the Gale Internet Library and the Virtual Librarian services. Log on information is provided to the student at Orientation. All students, faculty and staff have free access to these library services. Online training is available for users. Students who have suggestions for additions to the Resource Center or comments or its operation should address their comments to the Campus Director.

Valley College also offers the services of a 24-hour a day 7-day a week Virtual Librarian. The following list of items represent the services provided to Valley College students:

☐ Act as the qualified Librarian for Valley College students.
☐ Assist and be available by phone, video or web conferencing for all accreditation activities, meetings and other communications.
☐ Provide asynchronous 7-day library online reference service by email, live-chat or web meetings, to all students, instructors and staff.
☐ Give oversight, manage, develop and curate the library, both its e-resources and services, ensuring it will meet all accrediting standards as chosen by the institution.
☐ Work with the college to ensure the purchase of appropriate e-resources to support the course content.
☐ Ensure there are library administrative processes, library policies, library budget and faculty and student training and instructional publications provided, and that assessments and improvements occur.

Tutorial Services:

Tutoring services are available to all students. It is the student's responsibility to seek out opportunities for tutoring services from the classroom instructors.

Emergencies and Illness:

Students are expected to become familiar with all fire and other emergency evacuation routes and procedures. Evacuation routes are diagramed and posted in each classroom. The locations of fire extinguishers are also shown. A discussion of emergency procedures is conducted during class orientation.

During Orientation, the students will be instructed that if they feel like they are becoming ill at any time while on campus or at a clinical site, they should inform their instructor or other supervisor (when no Valley College staff member is present). All cases of illness or injury during school hours should be reported promptly to the instructor. Valley College reserves the right to call for emergency medical assistance or refer the student for medical assistance if an emergency, accident, or illness occurs during class hours. Any expense incurred shall be the sole responsibility of the student and/or parent or guardian. Valley staff members may also call and an emergency contact number that the student provides to the school at the student request.

Faculty and staff members are not licensed to transport students in their personal vehicles. While at a clinical setting, the student is to be seen in the emergency room or follow the employee illness policy of the clinical facility. The cost of health care is the student's responsibility.

Pregnancy:

Students who are pregnant are encouraged to inform their clinical instructor to ensure a safe learning environment and if any accommodations may be necessary.

Clinical Health and Safety Policy/Sudden Illness or Exposure to Communicable Disease:

All cases of illness or injury should be reported promptly to the instructor. The college reserves the right to call for emergency medical assistance or refer the student for medical assistance if an emergency, accident, or illness occurs during class hours. Any expense incurred shall be the sole responsibility of the student and/or parent or guardian.

COVID-19 Guidelines:

COVID-19 has had a tremendous impact on the schools' ability to place students in the required clinical courses. Some clinical sites have completely cancelled rotations while others have significantly reduced the number of students who can be at the clinical site at any one time. As expected, requirements around the COVID-19 vaccine continue to evolve amongst our clinical partners. Many facilities may require the COVID Vaccine for nursing students. At this time, we do not know for what or if any exemptions will be granted.

Please keep in mind any exemptions/waivers may be facility dependent, and thus exceptions could vary between clinical partners. Valley's Practical Nursing program is obligated to abide by the requirements imposed by our clinical partners. We cannot guarantee alternate clinical site placement for students who do not meet these requirements.

Incident Reporting Procedure:

The college reserves the right to call for emergency medical assistance or refer the student for medical assistance if an emergency, accident, or illness occurs during class hours or school events. Students are encouraged to immediately report any non-emergency incidents such as accidental needle sticks, animal bites, or other injuries sustained while at Valley College to a faculty/staff member. The faculty/staff member who will complete an incident report. *Proper first aid procedures will be followed.* Valley College recommends that students see/talk to their healthcare provider about the non-emergency incident. The student is responsible for payment for any treatment rendered and all costs that may result from injury and/or illness.

Substance Use and/or Abuse:

If the instructor determines the student's ability to function safely in the clinical area is impaired (for any reason), the student is expected to immediately leave the clinical site. If alcohol or drugs are suspected, the student may be escorted for an immediate drug screen at their expense according to our policy. The instructor will document the incident and report it to the nursing program director. A copy of the incident, reporting the violation, will be placed in the student's file.

Social Media Policy:

Students are held to a high standard of professional conduct, including via social media. Students are prohibited from posting information pertaining to classroom, laboratory, simulation, and clinical experiences on social networking websites or any other type of internet, computer, or technology-based social networking site, or equivalent media outlet. At no time may students use any personal electronic devices to take photographs, video or voice recordings of any patient or any part of a medical record or other protected health information. Violation of this policy is grounds for immediate dismissal.)

Student Grievance Procedure

Please refer to the Valley College Catalog section "Student Complaint Procedure" to see the entire student grievance procedure.

Valley College strives to ensure that its students are fully satisfied with their education program. However, in order to afford full consideration to students' complaints or concerns, this grievance procedure is set forth to create the framework for problem resolution. Should students have a concern, a discussion with the faculty member or campus staff member can resolve most issues.
All students' complaints will be handled in the following manner:

1. The student should first attempt to resolve the issue directly with the faculty member or the campus staff member involved.

2. If the student does not feel that the issue has been resolved, the student should present a written grievance to the Director of Academic Affairs (or designated staff member). The Director of Academic Affairs (or designated staff member) should promptly acknowledge the receipt of the complaint and may schedule a meeting in person with the student to discuss the issue. The Director of Academic Affairs (or designated staff member) will respond to the complaint in writing addressing the issue and describing any corrective action, if applicable.

3. If the issue remains unresolved, the student may discuss the matter with the Campus Director or Director, Online Division. If the student submits a written complaint, the student will receive an acknowledgement of receipt and the opportunity to meet with the appropriate Valley College management staff. After the

school has the opportunity to respond to the complaint in writing that addresses the issue and describes any corrective action, as applicable, the student will receive a written response.

4. If the student feels that the complaint is still unresolved, the student should submit the complaint in writing to the College's Chief Academic Officer (CAO) at the following address: 287 Aikens Center, Martinsburg WV, 25404. The CAO will respond to the student in writing with the proposed resolution.

5. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: **Accrediting Commission of Career Schools & Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201 (703) 247-4212 or** compliants@accsc.org**.** A copy of the ACCSC Complaint Form is available at the school or online at www.accsc.org. The form can be submitted to this email address: at complaints@accsc.org. Please contact Lynn Mizanin at the school to obtain the ACCSC Complaint Form.

6. Ohio Students may contact Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215, Phone 614-466-2752 or toll free 877-275-4219.

7. Practical Nursing Students Only: The student may contact the Ohio Board of Nursing, 17 South High Street, Suite 660, Columbus OH 43215 ATTN: Complaints. Phone Number: (614) 466-3947. Web site: https://nursing.ohio.gov/.

Title IX Notice of Non-Discrimination and Policy

Title IX Notice of Non-Discrimination and Policy Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in any education program or activity operated by a recipient that receives federal financial assistance. As an educational institution subject to Title IX, Valley College:

- Does not discriminate on the basis of sex, including but not limited to admissions and employment, and is committed to providing an educational and workplace environment that is free from sex-based discrimination, harassment, and retaliation.
- Prohibits discrimination on the basis of sex in its educational programs and activities, as required by law.
- Is committed to promoting fairness and equity in all aspects its operations. Values and promotes the equal dignity of all community members and is committed to the pursuit of just resolutions with respect the rights of all parties involved.

Valley College prohibits retaliation against any individual who in good faith makes a complaint or assists a complainant in the filing of sex discrimination, sexual harassment, or sexual misconduct or participates as a witness in a proceeding under this or any other College policy, it is also a violation of a federal law.

Valley College has adopted Valley College Title IX Non-Discrimination & Grievance Process Policy that can be found on Valley College's website at the following link: http://www.valley.edu/consumer-information/

Valley College's Title IX Coordinator is identified below and may be contacted with questions about Valley College Title IX Non-Discrimination & Grievance Process Policy, to file a report or formal complaint, or to otherwise assist individuals in ensuring equal access to the educational programs or activities in compliance with Title IX.

Title IX Coordinator:
Ms. Margaret Stafford
Valley College Administrative Office
287 Aikens Center Martinsburg, WV 25404
T 304-263-0979
Email : mstafford@valley.edu

Confidentiality Requirements:

Student in the PN program may have access to confidential patient and management information. Students are required:

- To abide by all laws, regulations, and agency policies and procedures relating to the confidentiality of the patient's/client's business and management information
- To use patient/client business and management information only as it relates to their nursing duties
- To continue to maintain the confidentiality of all patient's/client's business and management information after the termination of student clinical placements and refrain from accessing the same records or computer system after the termination of their education
- To sign a Confidentiality Statement for Student Clinical form which can be found in this Handbook.

Completion and Graduation Requirements:

A Candidate for Graduation has achieved the following:
1) Passed all required courses in the student's program.
2) Earned an overall cumulative 2.0 GPA ("C" average) or better on a 4.0 scale
3) Met or surpassed the programmatic attendance requirement
4) Completed the program within the time frame as defined by Satisfactory Academic Progress (SAP)

If a student meets the requirements for graduation, but is delinquent in payments to the college, the student will be considered a graduate but may not be eligible to walk at his or her scheduled graduation ceremony or will not receive their diploma or will not receive an official or unofficial transcript until their account is in good financial standing according to Valley College policies.

Valley College will combine the Graduation and Pinning Ceremony. The successful student will receive a Valley College Certificate of Completion and pin.

NCLEX Prep:

Students are encouraged to review the Saunders NCLEX-PN Examination book throughout their student career during the Practical Nursing Diploma Program. Students will culminate their studies in the Practical Nursing program in NUR140 by preparing for their HESI Exit Exam and NCLEX-PN Exam. To prepare for the exam, students will be presented with a series of essential nursing principles and skills that were presented throughout the program. NUR140 will focus on the patient life cycle and through each stage, students will be asked to describe and demonstrate how to assess a patient, analyze their needs, evaluate options, and deliver safe, ethical, and patient-centered care and on-going education.

Based on individual progress, students will be provided with a series of remediation activities that will be focused on improving their knowledge, critical thinking, problem-solving, clinical judgment, and patient-care skills. This course will also provide a student with the opportunity to enhance their study skills, note-taking, and test-taking skills to successfully prepare for the HESI Exit Exam and NCLEX Exam.

Requirements for Application for LPN Licensure:

☐ Once a student has completed the above completion and graduation requirements the Program Administrator must then submit a Letter of Completion to the Ohio Board of Nursing.

☐ For each applicant who has successfully completed an Ohio nursing education program approved by the Board, the Board must receive a written notification of the applicant's completion of the program, submitted directly by the education Program Administrator or designee to the Board. Rule 4723-7-02, Ohio Administrative Code (OAC).

☐ The Program Administrator is responsible for certifying to the Board, in a format prescribed by the board, for each student who is an applicant for licensure in Ohio that each applicant successfully completed the requirements of a program and the date the applicant completed the program requirements. Rule 4723-5-09 (B) (9), OAC.

☐ The student is then responsible to obtain the Criminal Records Checks Required for Licensure. Directions may be found at www.nursing.ohio.gov

☐ The process of taking the NCLEX exam can be broken down into eight steps, covering registration and scheduling, eligibility, identification requirements, and results processing. This information (The eight steps of the NCLEX-flyer) can be found on the Candidate Bulletin and Information page of NCSBN's web page. (ncsbn.org). National Council of State Boards of Nursing.

APPENDIX

The Appendix contains forms that the student must complete and submit to Valley College.

- ☐ Participation Rubric
- ☐ PN Student Handbook Agreement
- ☐ Informed Consent
- ☐ Confidentiality Statement for Student Clinical Experience
- ☐ Technology Agreement
- ☐ HIPAA Statement

Appendix Item

Participation Rubric

	NAILS/LASHES	INAPPROPRIATE HEAD GARMENT, HAIR HANGING PAST SHOULDERS, NOT SECURED	CELL PHONE USE	IMPROPER UNIFORM-street clothes, top, bottoms, hoodies, colored shoes, not white/ black leather shoes	TARDY MORE THAN 15 MIN -OR- IN/OUT OF CLASS (VERIFIED BY IN/OUT SHEET)	DISRUPTIVE, SLEEPING, BEHAVIORS, EXCESSIVE TALKING, ETC.
R E S U L T O F I N F R A C T I O N S	~REMOVE LASHES/NAILS IMMEDIATELY (25 POINTS) OR ~SEND HOME=MAKE UP HOURS ~DEDUCTION OF 100 PARTICIPATION POINTS ~HOMEWORK NOT ACCEPTED FOR THE DAT	**1ST INFRACTION-** ~DEDUCTION OF 100 PARTICIPATION POINTS ~COUNSEL **2ND INFRACTION-** ~REMOVE IMMEDIATELY AND SEND HOME=MAKE UP HOURS ~DEDUCTION OF 100 PARTICIPATION POINTS ~HOMEWORK NOT ACCEPTED FOR THE DAT **OR-** ~REMAINS IN CLASS ~NO MAKE UP WORK ~DEDUCTION OF 100 POINTS ~ADDITIONAL ASSIGNMENT @ INSTRUCTORS DISCRETION (not for a grade) ~HOMEWORK NOT ACCEPTED FOR THE DAT	**1ST INFRACTION-** ~DEDUCTION OF 100 PARTICIPATION POINTS ~COUNSEL ~ADDITIONAL ASSIGNMENT @ INSTRUCTORS DISCRETION (not for a grade) **2ND INFRACTION-** ~DEDUCTION OF 100 PARTICIPATION POINTS ~ADDITIONAL ASSIGNMENT @ INSTRUCTORS DISCRETION (not for a grade)	~REMOVE IMMEDIATELY AND SEND HOME=MAKE UP HOURS ~DEDUCTION OF 100 PARTICIPATION POINTS ~HOMEWORK NOT ACCEPTED FOR THE DAT **OR-** ~REMAINS IN CLASS ~NO MAKE UP WORK ~DEDUCTION OF 100 POINTS ~ADDITIONAL ASSIGNMENT @ INSTRUCTORS DISCRETION (not for a grade) ~HOMEWORK NOT ACCEPTED FOR THE DAT	**IN/OUT OF CLASS** ~DEDUCTION OF 10 PARTICIPATION POINTS PER OCCURENCE **TARDY MORE THAN 30 MIN-** ~DEDUCTION OF 25 PARTICIPATION POINTS **TARDY MORE THAN 1 HOUR-** ~DEDUCTION OF 50 PARTICIPATION POINTS **TARDY MORE THAN ½ CLASS TIME** ~HOMEWORK NOT ACCEPTED FOR THE DAT	**DEPENDING ON THE SEVERITY-** **1ST INFRACTION-** ~DEDUCTION OF 100 PARTICIPATION POINTS ~COUNSEL **2nd INFRACTION-** ~REMOVE IMMEDIATELY ~SEND HOME=MAKE UP HOURS ~DEDUCTION OF 100 PARTICIPATION POINTS ~HOMEWORK NOT ACCEPTED FOR THE DAT
	ALL OCCURENCES WILL BE DOCUMENTED IN CONTACT MGR *COUNSELINGS* WILL BE DOCUMENTED IN CONEXT FOR STUDENT'S SIGNATURE THE PROGRAM ADMINISTRATOR IS NOTIFIED IF INFRACTIONS ESCALATE TO 2ND INFRACTION OR STUDENT IS SENT HOME 5/2022.gredus					

Participation Rubric & Dress Code

When on Valley College premises, dress code will be enforced

Dress Code:	Grooming:
Uniform Scrubs **Lab Coat for warmth** **No visible outerwear, ie hoodies** **Valley T-Shirt** **Under - long sleeve t-shirt for warmth** **No hoodies**	**No artificial nails** **Nude/clear color polish** **No artificial lashes** **No facial piercings**
Shoes: **Black, white, brown, blue SOLID COLOR, must be leather or a tennis shoe, closed toe and closed heel, No slide-in shoes, No mesh, no crocs with holes**	Head garments / Hair: **White, black, or blue, solid color, not printed or stripped** **Hair: Up and off shoulders, contained, secure, no fall, natural color** 5/2022.gredus

Appendix Item

Valley College Practical Nursing Diploma Program

PN Student Handbook Agreement

I have received a copy of the latest PN program Student Handbook in addition to the Catalog provided to me prior to my enrollment and understand all the rules and expectations. By signing this statement, I agree to abide by all the regulations, policies and procedures contained in the Handbook, including any amendments that may occur from time to time.

I understand that Valley College will periodically review its policies and procedures in order to serve the needs of the students and faculty, as well as to respond to the regulatory mandates of the legislature, the Ohio Board of Nursing, the federal government, and other regulatory and accrediting agencies. Valley College reserves the right to change, rescind, or include additional regulations, policies and procedures in its PN Student Handbook. I understand that such changes may occur without notice and that I agree to periodically check the Student Handbook for the latest version.

By signing, I recognize that this is a binding contract of responsibility and accountability, which is then integrated into my permanent file. I have been provided time to ask questions and receive responses to these questions.

Signature_____ **Date**_____

Name (Please Print) _____

Appendix Item

Valley College Practical Nursing Diploma Program

Informed Consent

I,_____, understand that as a clinical student, I may be exposed to environmental hazards and infectious diseases including, but not limited to Covid-19, Tuberculosis, Hepatitis B, and HIV (AIDS) while in a clinical facility. Neither Valley College nor any of the clinical facilities used for clinical practice assumes liability if a student is injured on the campus or in the clinical facility/practicum during training unless the injury is a direct result of negligence by the college or clinical facility. I understand that I am responsible for the cost of health care for any personal injury I may suffer during my education. I understand that I should purchase private health insurance. I understand and assume responsibility for the practices, objectives, course requirements and inherent risk involved in the education of Practical Nursing program students at Valley College.

Student Name (Please Print)_____

Student Signature_____**Date**_____

Appendix Item

Valley College Practical Nursing Diploma Program

Confidentiality Statement for Student Clinical Experience

I, _____, understand that in the performance of my duties during all my clinical experiences wherein I have clinical experiences and opportunities, while attending Valley College Practical Nursing Diploma Program, I have access to and or am involved in the processing of patient 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.

Passwords, if assigned, are 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 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 all patient/hospital data, at all times during, after, and following my clinical experience and there remains a legal compliance expectation without ending.

I understand that I do not have any right and will refrain from taking photos, videos, or recording of anything or anyone, including but not limited to, patients/clients/staff/peers/children at the clinical environments.

I understand that a violation of these confidentiality considerations will result in termination of the clinical experience, possible legal action, and dismissal from the Practical Nursing Program

Student Name (Please Print)_____

Student Signature_____**Date**_____

This confidentiality Statement is applicable to ALL clinical sites connected to Valley College Practical Nursing Program and will become a part of the student's personal file.

Valley College Practical Nursing Diploma Program

Technology Agreement

Valley College has a significant investment designed to enhance the education and training of students in its various programs. Due to this, it is deemed necessary to clarify expectations for those using equipment and supplies here at Valley College.

Therefore, I understand and agree to the following:

- No equipment (such as computers, printers, drives, CD-ROM players etc.) shall be altered in any way. (This includes Lab equipment such as beds, pumps etc.)
- No equipment may be moved without the direct permission of the instructor charged with the responsibility of the equipment.
- No file, program, graphic, game, etc. may be installed on, or copied to, or deleted from any system server without permission of the network manager.
- No file, program, graphic, game, tec. May be installed on, or copied to or deleted from any computer or hard drive without permission of the instructor charge with the responsibility of that computer.
- Unauthorized personal enhancements to a computer such as screensavers, Windows © wallpaper, graphics, etc. are not permitted on Valley Colleges' equipment.
- The addition of (purposeful or otherwise) of a virus, worm, time bomb etc. to any system at Valley College is prohibited.
- Misuse or abuse of email is strictly prohibited.

Violations of any part of this agreement will result in consequences including, but not limited to: restriction from use of equipment, removal from the class or program, expulsion from Valley college and or potential legal action.

Student Signature_____**Date**_____

Student Name (Please Print)_____

VALLEY COLLEGE

Appendix Item

Valley College Practical Nursing Diploma Program

HIPAA Statement

Confidential information includes protected health information (PHI) as defined by the federal Health Insurance Portability and Accountability Act (HIPAA). Protected Health Information ("PHI") under HIPAA is defined as information that is received from or created or received on behalf of Valley College or its affiliated health care organizations and is information about an individual which relates to past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual.

PHI includes medical records, student records, and financial or billing information relating to a patient's or student's past, present or future mental or physical condition; or past, present or future provision of healthcare; or past present or future payment for provision of healthcare and contains any of the following identifiers that may be used to identify the patient or student in relation to PHI.

Names
Geographic subdivisions smaller than a state
Telephone/fax numbers
E-mail addresses
Social Security Numbers
Medical Record Numbers
Health plan beneficiary numbers
Account numbers
All elements of dates related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89
Certificate/license numbers
Vehicle identifiers and serial numbers including license numbers
Device identifiers/ serial numbers
Biometric identifier (voice, fingerprints)
Full face photo image
Any other unique identifying number, characteristic, or code

Below is the web link to a notification of privacy practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA). It is your responsibility as a student in the PN Diploma Program to read, understand, comply with and be able to define the HIPAA regulations. You should be able to describe how the regulation affects you in your position as a future Practical nurse (and current nursing student). Please read the HIPAA notification thoroughly and keep it with your other PN Diploma Program references that you carry with you at your job or clinical sites.

Notice of Privacy Practices for Protected Health Information:

https://www.hhs.gov/sites/default/files/ocr/privacy/hipaa/understanding/coveredentities/notic e.pdf

I understand that Valley College and its affiliated health care organizations have a legal and ethical responsibility to maintain and protect the privacy and confidentiality of protected health information (PHI) and to safeguard the privacy of patient and student and Valley College and its affiliated health care organizations' information. I understand that any PHI or confidential information that I access or view at Valley College and its affiliated health care organizations does not belong to me.

HIPAA Statement

I_____have read and understand the HIPAA regulations. (Please print your name)

Student Signature_____**Date**_____

Student Name (Please Print)_____