

WELCOME

The faculty and staff are pleased that you have decided to pursue your nursing education at Henrico County-St. Mary's Hospital School of Practical Nursing. The Student Handbook has been prepared to help you find answers to most of your questions. Please read and use it as a reference.

You are responsible for following the guidelines and policies contained in this handbook. Students will be notified of policy changes via class announcements. The policy change will appear in the next revision of the Student Handbook.

We are here to help you become the best practical nurse that you can be. If you have questions feel free to ask any of us. We wish you success as you become a part of the proud heritage of Henrico County-St. Mary's Hospital School of Practical Nursing.



GENERAL INFORMATION

Henrico County-St. Mary's Hospital School of Practical Nursing

7850 Carousel Lane

Henrico, VA 23294

PH: (804) 527-4660 Ext. 103

FAX: (804) 527-4665

<http://blogs.henrico.k12.va.us/adulteducation/licensed-practical-nursing/>

<http://henricocte.com/career-classes/areas-of-study/health-science/practical-nursing-i-ii/>

Approved by the Virginia Board of Nursing.

9660 Mayland Drive, Suite 300

Henrico, Virginia 23233-1463

(804) 367-4515

<https://www.dhp.virginia.gov/nursing/>

Accredited by the Accreditation Commission for Education in Nursing.

3343 Peachtree Road, NE, Suite 850

Atlanta GA 30326

(404) 975-5000

<http://www.acenursing.org/>

Certified to operate by the State Council of Higher Education for Virginia (SCHEV).

James Monroe Building

101 North Fourteenth Street

Richmond, VA 23219

(804) 225-2600

<http://www.schev.edu/>

Member of the National League for Nursing

2600 Virginia Avenue, NW

Washington, D.C. 20037

(800) 669-1656

<http://www.nln.org/>

The Henrico County-St. Mary's Hospital School of Practical Nursing educates eligible high school seniors and adults to become practical nurses. Students who successfully complete the program's 1612 clock hours will receive a diploma and are eligible to take the NCLEX-PN to become Licensed Practical Nurses.

Facilities. The facilities consists of three locations, Mt. Vernon Adult Education Complex, 7850 Carousel Lane, Henrico, VA 23294; The Advanced Career Education (ACE) Center at Hermitage, 8301 Hungary Spring Road, Henrico, VA 23294; The Advanced Career Education (ACE) Center at Highland Springs, 100 Tech Drive, Highland Springs, VA 23075.

Mt. Vernon Adult Education Complex consists of three classrooms that provide an interactive Smart Board and numerous LCD and DVD players; a laboratory with two hospital beds, static and interactive
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manikins, including a birthing Noelle manikin, two IV (intravenous) pumps, a feeding pump, and other miscellaneous educational supplies; 25 laptop computers for student use with updated software, library carts with various student resources; and the program coordinator's office and faculty offices.

The ACE Center at Hermitage houses a practical nursing classroom, a nursing laboratory, and a high-fidelity patient simulation laboratory with a faculty observation room. The practical nursing department has access to LCD/DVD players for classroom instruction and has five hospital beds, one IV pump, a high-fidelity patient simulator, two VitalSim manikins, two low fidelity manikins, and other miscellaneous educational supplies.

The ACE Center at Highland Springs houses a practical nursing classroom, a nursing laboratory, and a patient simulation laboratory. The practical nursing department has an interactive Smart Board and access to LCD/DVD players for classroom instruction and has five hospital beds, one IV pump, two VitalSim manikins, two low fidelity manikins, and other miscellaneous educational supplies.

Library resources are available at each high school and ACE Center of Henrico County Public Schools, which also includes an e-Library at <http://hcps.sirsi.net/uhtbin/cgiirsi/?ps=UYFI2UKheQ/ADAMS/54790052/60/1180/X>. Students also have access to Henrico County Public Libraries throughout the county at <https://www.henricolibrary.org/>

Hours of Operation. Henrico County-St. Mary's Hospital School of Practical Nursing follows the Henrico County Public Schools Calendar (see calendar in Student Handbook) and maintains regular business hours, Monday-Friday, 8am-4:30pm.

History. In 1965, St. Mary's Hospital approached the administration of Henrico County Public Schools regarding the possibility of cosponsoring a school of practical nursing. An agreement of cooperation was reached. The first class was admitted in 1966.

The school was housed entirely at St. Mary's Hospital until January 1972, when it moved into The ACE Center at Hermitage, formerly Hermitage Technical Center. In 1972, students were also admitted to The ACE Center at Highland Springs, formerly Highland Springs Technical Center. Prior to 1972, the program was offered to high school seniors only. Since then, it has been offered to high school seniors and adults.

The program is eighteen months in length. The first nine months, Practical Nursing I, is held at The ACE Center at Hermitage and The ACE Center at Highland Springs. Classes begin on the first day of Henrico County Public Schools calendar. This first nine months is part-time, half-day Monday through Friday or an evening section for adults Monday through Thursday at either ACE Center. Senior students attend their home school for the other half of the school day. After the high school students' schedules are known, adults are assigned to the session of their choice, providing there is space. Clinical experience is offered at area assisted living facilities. Students may participate in HOSA (Health Occupation Students of America) to broaden leadership skills.

Practical Nursing II is the second nine months. This section is full-time for thirty-four weeks, typically beginning during the last week in June. Most of the clinical experience is offered at Bon Secours St. Mary's Hospital. Students rotate through medical and surgical units, maternity, pediatrics, specialty

areas, community, and psychiatric mental health. About one-third of the student's time is spent in class during Practical Nursing II. Classes are held at Mt. Vernon Adult Education Complex.

The school is approved by the Virginia Board of Nursing and the Virginia Department of Education. It is also accredited by the Accreditation Commission for Education in Nursing (ACEN) at 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326 and certified to operate by the State Council of Higher Education for Virginia (SCHEV) at 101 North Fourteenth Street, Richmond, VA 23219.

Upon graduation, students are eligible to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN) and Certified Nursing Assistant (CNA).

Practical Nursing Outcome Data: NCLEX-PN, Retention, & Job Placement Rates

Year	NCLEX-PN First Time Pass Rate	Retention/Completion Rate	Job Placement Rate
2018	100%	40%	100%
2017	95%	43%	100%
2016	96%	44%	96%
2015	97%	42%	100%

Student Right-to-Know Statement. To comply with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542) Henrico County-St. Mary's Hospital School of Practical Nursing makes available the completion and transfer rates of first-time, full-time students seeking certification or transfer, as well as statistical information about the types and number of crimes committed on its campus. The school provides this data to inform all current and prospective students-as "consumers" of higher education-on how well Henrico County-St. Mary's Hospital School of Practical Nursing compares with other postsecondary institutions.

Henrico County Public Schools

Mission

Henrico County Public Schools, an innovative leader in educational excellence, will actively engage our students in diverse educational, social, and civic learning experiences that inspire and empower them to become contributing citizens.

Vision

Henrico County Public Schools believes in the right to achieve and the support to succeed for all.

Henrico County-St. Mary's Hospital School of Practical Nursing

Mission

The mission of the Henrico County-St. Mary's School of Practical Nursing is to provide a quality program of nursing education designed and committed to preparing Practical Nurses to provide safe, effective, and culturally competent nursing care to individuals across the life span in a variety of health care settings of the 21st Century.

Philosophy

The Henrico County-St. Mary's Hospital School of Practical Nursing's faculty supports the mission and vision statements of the governing organization and recognize the value of our supporting partners. The nursing program is grounded in the philosophy and belief that nursing is an art and science through which nurses provide caring assistance congruent with Caritas, Dr. Jean Watson's caring theory.

The discipline of nursing is focused on health promotion, maintenance, restoration, and disease prevention of individuals in a global society. Our program will be recognized for excellence in promoting professional values, professional development, and lifelong learning in our graduates. Nursing education will be responsive to the needs of the individual, the community, and the nursing profession with the curriculum responsive to the changes in education and the health care environment to promote evidence based practice.

Conceptual Framework

Henrico County-St. Mary's Hospital School of Practical Nursing is based on the National League for Nursing Competencies Model (NLN, 2010), as well as Quality and Safety Education for Nurses (QSEN) competencies for pre-licensure. This framework creates the foundations in which our curriculum is framed, written, and presented to students and is designed to provide learning opportunities that increase in complexity and skill level as it progresses.

National League for Nursing

The Nursing Department at Henrico County-St. Mary's Hospital School of Practical Nursing upholds the core values of *caring, diversity, excellence, and integrity*. Through carefully planned experiences, students are engaged in their values and those of their patients.

The integrating concepts: safety, quality, team/collaboration, relationship-centered care, systems-based care, and personal-professional development, are woven throughout the program and focus on the integration of the core values into each course of study. The role of the Licensed Practical Nurse (LPN) as a critical part of the healthcare environment is stressed as one who provides “quality patient-centered, evidenced-based care to vulnerable groups across the health care continuum” (NLN, 2010, para. 1).

The program outcomes are centered on four broad integrating concepts: human flourishing, nursing judgment, professional identity, and spirit of inquiry. These broad goals encompass each specific area of the program and curriculum and are threaded through all learning experiences.

Quality and Safety Education for Nurses (QSEN)

QSEN competencies for pre-licensure are integrated alongside the framework to engage the student learner in quality and safety measures as a part of their learning experience. The overall goal for the Quality and Safety Education for Nurses (QSEN) project is to meet the challenge of preparing future nurses who will have the knowledge, skills, and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work (<http://qsen.org/competencies/pre-licensure-ksas/>).

The key areas that are valued and addressed in the curriculum include:

- Patient-Centered Care
- Teamwork and Collaboration
- Evidence-Based Practice (EBP)
- Quality Improvement (QI)
- Safety
- Informatics

End-of-Program Student Learning Outcomes

Upon completion of Henrico County-St. Mary's Hospital School of Practical Nursing the graduate will be able to:

Human Flourishing

1. Promote the human dignity, integrity, self-determination, and personal growth of diverse patients, their families, and oneself to provide individualized, culturally appropriate, relationship-centered nursing care (NLN, 2014).

Nursing Judgment

1. Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care for diverse patients and their families in collaboration with the health care team (NLN, 2014).

Professional Identity

1. Articulate a unique role as a member of the health care team, committed to evidence-based practice, caring, advocacy, and safe quality care, to provide optimal health care for diverse patients and their families (NLN, 2014).

Spirit of Inquiry

1. Collaborate with health care team members, utilizing evidence, tradition, and patient preferences in predictable patient care situations to promote optimal health status (NLN, 2014).

Program Outcomes

Consistent with the mission and goals of Henrico County Public Schools, Henrico County-St. Mary's Hospital School of Practical Nursing, and the National League for Nursing Criteria, the following outcomes have been selected by the faculty to assist in measuring the quality and effectiveness of the program:

1. Graduates will achieve pass rates for the NCLEX-PN exam equal to or greater than the national average for first time takers.
2. Graduates will achieve pass rates for the NCLEX-PN exam equal to or greater than the standards set forth by the Virginia Board of Nursing.
3. Graduates who successfully pass the NCLEX-PN and seek employment in nursing as a LPN will obtain positions within one year of graduation.
4. Graduates who respond to a Graduate Follow-up Survey will state that the school of nursing prepared them adequately for an entry level position as a LPN.
5. Maintain full approval from the Virginia Board of Nursing (VBON), certification from the State Council of Higher Education for Virginia (SCHEV), accreditation from the Accreditation Commission for Education (ACEN), and meets the standards specified by the Henrico County School Board and the Virginia Department of Education (VDOE).

References

- National League for Nursing. (2010). *Outcomes and competencies for graduates of practical/vocational, diploma, associate degree, baccalaureate, master's, practice doctorate, and research doctorate programs in nursing*. New York: Author.
- National League for Nursing. (2015). Practical nursing. Retrieved from <http://www.nln.org/professional-development-programs/teaching-resources/practical-nursing>
- QSEN Institute. (2014). Pre-licensure ksas. Retrieved from <http://qsen.org/competencies/pre-licensure-ksas/>

Curriculum Outline 2018

Henrico County-St. Mary's Hospital School of Practical Nursing

Course Title	Clock Hours	Theory Hours	Direct Clinical Hours	Simulation Hours	Skills Lab Hours
Anatomy: Structure & Function	80	70	0	0	10
Foundations of Nursing	320	166	48	10	96
Pharmacology	80	68	0	3	9
Nursing Care of the Adult I	252	100	114	8	30
Nursing Care of the Adult II	252	110	114	8	20
Nursing Care of Family	220	112	80	4	24
Nursing Care of Mental Health	110	68	40	2	0
Nursing Leadership	110	58	40	4	8
Total	1424	752	436	39	197

Note: Theory (1:1) 752 hrs. Clinical/Lab/Sim (1:3) 672 hrs x 3 = 2016

752 + 2016 = 2768/45 = 61.5 or **62 credit hrs.**

COURSE DESCRIPTIONS

Anatomy: Structure & Function (80 hours) introduces the practical nursing student to foundational knowledge about the human body and how it functions. The course contains content relating to medical terminology, anatomical and physiological terms, and the normal functioning of the cells, tissues, membranes, organs, and bodily systems. A lab component incorporates elements of physical assessment of the healthy person.

Foundations of Nursing (320 hours) provides an opportunity for the application of basic nursing principals and standards of nursing care. Basic history taking, physical assessment, and fundamental nursing skills will be practiced in a lab/simulated lab setting and competency for these skills will be determined before applying them in a clinical setting. An introduction to the concept of patient-centered care and the nursing process for patients with medical and surgical conditions in acute, long term, and community healthcare settings will be presented. The student will be introduced to the concept of critical thinking and will begin to apply the skills when planning and providing nursing care. Students will learn therapeutic communication skills and methods to promote and restore the health of the patient. This course also introduces content regarding practical nursing as a professional discipline, the theoretical basis for nursing practice, current nursing issues, roles, ethical and legal aspects, and education.

Pharmacology (80 hours) introduces the student to aspects of safety in medication administration. The course is designed to introduce basic principles of pharmacology, different classes of medication, drug

actions, therapeutic effects, adverse reactions and interactions, dosage calculations, and interpreting drug orders. The student will apply the principles of pharmacology to the clinical environment.

Nursing Care of the Adult I (252 hours) includes promoting comfort, applying the nursing process to treating and preventing infections, reducing the inflammatory response, and addressing disorders of the integumentary, immune, respiratory, gastrointestinal, musculoskeletal, and reproductive systems.

Nursing Care of the Adult II (252 hours) includes applying the nursing process to addressing disorders of the cardiovascular, renal, endocrine, neurological, and coagulation systems, as well as care and management of cancer.

Nursing Care of the Family (220 hours) provides the student with the theoretical foundation to apply the nursing process to maternity, newborn, and children's health. Focus includes stages of pregnancy, childbirth, and the puerperium, as well as the role of the practical nurse in caring for children with a focus on family-centered care including normal growth and development, communication, safety, prevention, and utilization of community resources.

Nursing Care of Mental Health (110 hours) provides the student with the theoretical foundation to apply the nursing process to mental health nursing in a variety of health care settings. Focus on therapeutic communication, collaboration, caring, and clinical judgment are incorporated to ensure safe, patient-centered nursing care to diverse patients experiencing common mental health conditions/disorders.

Nursing Leadership (110 hours) provides the student with foundational knowledge towards successfully making the transition from student to practical nurse. Theory focuses on the role of the LPN as a manager and leader and delegation of nursing activities to unlicensed personnel. The student has the opportunity to provide comprehensive nursing care in diverse patient populations, including long-term care and community settings.

NOTE: All of the above courses listed must be successfully completed in order to progress through the program.

All of the above courses listed must be successfully completed prior to graduation.

Practical Nursing I is 36 weeks.

Practical Nursing II is 34 weeks.

SUBJECT: Student Evaluation of Course and Instructor

EFFECTIVE DATE: June, 2007 Reviewed: June 2017

I. Purpose: To clarify the guidelines for student evaluation of course and faculty.

II. Process:

- A. The Faculty distributes end of course and faculty evaluations prior to the end of the course.
- B. A student is assigned to collect them and they are brought to the main office of the building and sent to the Coordinator.
- C. Evaluations are summarized by clerical staff of the School of Nursing.
- D. Evaluations are utilized to assess course, faculty, and program outcomes to support the achievement of the student learning outcomes and program outcomes of the school of nursing.

ADMISSIONS and ENTRANCE REQUIREMENTS

SUBJECT: Policy on Admission to the School of Nursing

EFFECTIVE DATE: June, 2007 Revised: June, 2016 Reviewed: June, 2017

I. Purpose: To set forth the criteria for admission to the school of nursing; identify exceptions to the criteria for admission; and state the method for policy revision.

II. Responsibility for implementation:

- A. Coordinator
- B. Admission and Promotion Committee

III. Admission Requirements

The School of Nursing provides educational opportunities without regard to race, color, religion, sex, age, disability, national origin, veteran status, sexual orientation, or any other status or condition protected by applicable laws, provided that an individual's qualifications meet the criteria established for admission to the School of Nursing.

Classes are admitted in September. Acceptance to the program is based on previous academic history, results of pre-admission testing, personal interview, and performance in any required prerequisite course work. Admission is offered to qualified students on a space available basis.

Admission Criteria:

- A. Henrico County Public School Senior or graduate of an accredited high school within the United States, or present evidence of receipt of a GED (General Equivalency Diploma) from within the United States.
- B. Successful completion of high school algebra, other math courses, English, biology, and chemistry are highly recommended.
- C. A GPA of 2.5 or higher for Adults or a 2.5 or higher for a high school senior in Henrico County Public Schools.
- D. Pre-admission entrance test (fee payable on the date of testing).
- E. Personal interview may be required.
- F. An applicant who is not a U.S. citizen by birth must provide immigration or citizenship documentation.
- G. Complete criminal history check and child protective service screening are required for adult students.
The school retains the right to immediately dismiss students who have unsatisfactory criminal background checks and/or have falsified their application.
- J. Prior to matriculation, students must complete a physical assessment form.

IV. Procedure:

A. Inquiries:

1. Potential applicants receive information from the school containing:
 - a) The academic requirements for admission and information concerning the School of Nursing and cooperating agencies.
 - b) An application form.
 - c) A program cost sheet.
 - d) Program of studies with course descriptions.
 - e) Applicants complete a pre-enrollment checklist.

Information can also be obtained on the school web site at
<http://blogs.henrico.k12.va.us/adulteducation/licensed-practical-nursing>

B. Admission process:

1. Pre-admission testing is scheduled upon receipt of the following:
 - a) Completed application.
 - b) Three educational/work related references.
 - b) Official transcript from high school or GED documentation.
 - c) Official transcripts from all colleges attended.

- C. Acceptance to the nursing program is competitive. Selection is based primarily on previous academic history, results of pre-admission testing, performance in the interview, and performance in any required prerequisite course work. Admission is offered to qualified students on a space available basis. After a class is filled, a limited number of qualified applicants are placed on an alternate list. As spaces become available in that class, applicants on the alternate list will be accepted. Persons on the alternate list who are not accepted by the first day of class will have the option to be considered for admission with all other applicants to the next available class. A letter requesting to be considered must be submitted to the Coordinator.

- C. Inquiries, requests for application forms, completed applications, and correspondence concerning the admission process should be addressed to the Coordinator.

D. Financial Aid

The Student Financial Aid Program is designed to assist students in meeting the costs of attending the School of Nursing. Several types of aid are available: scholarships, grants, and loans. Financial aid awards may include one or more of these.

Additional Information: High School Applicants.

Application for Admission. Rising high school seniors must submit an ACE Center application and a Nursing Program application. After the applications are received, the Admissions Committee will review the following criteria:

- Three educational/work letters of reference.
- Official High School Transcript.
- Minimum GPA of 2.5.
- Individual Interview may be scheduled.
- Application deadline-March 1st prior to fall start date of each academic school year.

Admission Notification. Completed applications will be reviewed by the Admissions & Promotions Committee. Those applicants who meet or exceed the above criteria will be considered for admission to the school of nursing.

Letters of admission notification will be mailed to applicants May 1st (or the next business day following May 1st).

A Physical Examination, Immunization records, Two-step PPD (TB) Skin Test, American Heart Association Basic Life Support (BLS) Healthcare Provider CPR certification, and signature of the Minimum Technical Standards Policy for Admission and Matriculation will be required after admission to the program. A Certified Background Check and Urine Drug Screen will be required after high school graduation and prior to entering Practical Nursing II.

Program Costs.

Tuition:

Practical Nursing I	\$.00
Practical Nursing II	\$	480.00
Total	\$	480.00

Miscellaneous Expenses:

Practical Nursing I/Payable to School:

Name Pins/Patches	\$	11.00
Insurance	\$	20.00
Uniform, Stethoscope	\$	80.00
Books	\$	204.00
Total	\$	315.00

Practical Nursing I&II/Purchased by Student:

Books	\$	400.00
Shoes, Scissors, etc.	\$	80.00
Graduation Expenses	\$	450.00
Online Learning Resources	\$	80.00
Total	\$	1,010.00

NOTE. These are approximate costs and could change without notice.

Access to a computer, printer, and the internet is required for coursework. High school students are issued a laptop through Henrico County Public Schools for coursework during the school year. If for any reason the student does not have access to a computer or internet during the nursing program, the school will make available computers with internet access and printing capabilities during normal business hours. If internet and computer access are not available outside of school hours, local Henrico County libraries are available to the student for assigned coursework. Training/tutorials related to computer, printer, and internet use are integrated into the nursing curriculum and made available through Henrico County Public Schools.

Additional Information: Adult Applicants.

Adults apply directly to the school of practical nursing. After the application is received, the Admissions Committee will review the following criteria:

- Three educational/work letters of reference
- Official High School Transcript (or GED): Applicants outside the U.S.A. must take and submit passing GED scores from the U.S.A.
- Official College transcripts
- Minimum GPA of 2.5
- Preadmission (TEAS) testing is scheduled after receipt of the completed application
 - Applicant must score 50% or above on Reading, Math, and English & Language Usage
 - The Admissions Committee may recommend a retake if the applicant scored above 45% on at least two sections (Reading, Math, English & Language Usage)
 - The highest combination of scores is considered
 - There must be a wait time of at least one month between TEAS test attempts, and no more than two testing periods in one year
- Individual Interview may be scheduled
- Application deadline-March 1st prior to fall start date of each academic school year

Admission Notification. Completed applications will be reviewed by the Admissions & Promotions Committee. Those applicants who meet or exceed the above criteria will be considered for admission to the school of nursing.

Letters of admission notification will be mailed to applicants May 1st (or the next business day following May 1st). Applicants who qualify to retake the TEAS test will be notified via email with instructions on registration for retesting.

A Physical Examination, Immunization records, Two-step PPD (TB) Skin Test, American Heart Association Basic Life Support (BLS) Healthcare Provider CPR certification, Certified Background Check, Urine Drug Screen, and signature of the Minimum Technical Standards Policy for Admission and Matriculation will be required after admission to the program.

Readmission. Refer to Academic Policies.

Transfer. Applicants seeking to transfer into the program will be considered on an individual basis. They must meet the admission requirements and must complete a minimum of 2/3 of Practical Nursing II.

Registration Fee. A \$50.00 non-refundable fee is required to hold a place in the program after acceptance. This will be deducted from tuition upon entry into the program.

Tuition.

Adult residents of Henrico County or employees of Bon Secours Richmond Health System:

Practical Nursing I	\$	360.00
Practical Nursing II	\$	<u>480.00</u>
Total	\$	840.00

All Other Adults:

Practical Nursing I	\$	600.00
Practical Nursing II	\$	<u>600.00</u>
Total	\$	1,200.00

Miscellaneous Expenses:

Payable to School:

Name Pins/Patches	\$	11.00
Insurance	\$	20.00
Online Learning Resources	\$	763.00

Purchased by Student:

Books	\$	400.00
Shoes, Scissors, Uniforms		
Stethoscope, etc.	\$	150.00
Graduation Expenses	\$	<u>450.00</u>
Total	\$	1,794.00

NOTE. These are approximate costs and could change without notice.

Access to a computer, printer, and the internet is required for coursework. If the student does not have access to a computer or internet, the school will make available computers with internet access and printing capabilities during normal business hours. If internet and computer access are not available outside of school hours, local Henrico County libraries are available to the student for assigned coursework. Training/tutorials related to computer, printer, and internet use are integrated into the nursing curriculum.

SUBJECT: Student Transferring From another Nursing Curriculum

EFFECTIVE DATE: June, 2007 Reviewed: June 2017

I. Purpose: To describe the procedure for admission of transfer students to the school.

II. Steps:

A. Transfer students:

Applicants may request admission as a transfer student from another approved program for licensed practical nurse studies. The student must meet basic admission requirements. Students requesting a transfer into the school of nursing are required to submit an official transcript, a catalog, and complete course descriptions from the previously attended school of nursing.

Applicants must:

- Meet all admission criteria required for entry level students.
- Have completed the equivalent nursing courses in an approved college or approved school of nursing within the preceding three years.
- Have earned a grade of C or higher for any course considered for transfer. The final decision on transfer requests is made by the Admission and Promotion Committee after review of the appropriate documentation.
- Must complete a minimum of two-thirds of Practical Nursing II.
- Have completed successfully a skills assessment lab appropriate to level of entry. Course faculty will provide the student with guidelines for the skills and criteria for evaluation.

B. Transfer credit:

Applicants who have completed courses at another approved institution:

1. Must have a course grade of C or higher documented on the official transcript of the school previously attended.
2. Final written approval must be given by the Admission and Promotion Committee.

III. Responsibility for implementation:

Admission and Promotion Committee

SUBJECT: Minimum Technical Standards Policy for Admission & Matriculation

EFFECTIVE DATE: June, 2007 Reviewed: June 2017

Minimum Technical Standards Policy for Admission and Matriculation

The School of Nursing is mindful of the unique nature of the nursing curriculum, in that students admitted to the School of Nursing must meet both academic and performance requirements. In addition to the academic requirements, nursing students must, with or without reasonable accommodation, satisfy performance standards described below. Academic requirements are described in the pamphlet and the Student Handbook. Applicants must possess the skills and abilities that will allow them to successfully complete the course of study and receive the full benefit of the education. In the process, the student is required to perform and supervise nursing care to patients.

COMPETENCIES AND PERFORMANCE STANDARDS

Cognitive: Must be able to measure, calculate, memorize, analyze, reason, integrate, and synthesize. Must be able to comprehend three dimensional spatial relationships and read and understand graphs of various sizes and types. Must have critical thinking ability sufficient to exercise sound judgment and problem solving in a timely manner.

Examples of Necessary Activities include but are not limited to: Must identify cause-effect relationships in clinical situations, predict outcomes, and interpret situational contexts. Reasoning skills sufficient to perform deductive/inductive thinking for nursing decisions. Ability to set and reorganize priorities based on changes in patient condition.

Communication and Interpersonal Relationships: This requires proficiency in reading, writing, speaking, understanding and using English that ensures appropriate care and patient safety. Communication abilities sufficient for effective and sensitive interaction with individuals, families, other professionals, and groups from a variety of social, emotional, cultural, and intellectual backgrounds in both verbal and written English. Must be able to convey or exchange information at a level allowing development of a health history, identify problems presented, explain treatment options and alternative solutions, answer questions and give directions during treatment and post-treatment. Ability to operate information technology systems. Establish rapport with clients, faculty, peers, and agency staff. Work cooperatively on interdisciplinary health team. Accept constructive feedback on performance.

Examples of Necessary Activities include but are not limited to: Explain treatment procedures, initiate health teaching, document and interpret nursing actions, interventions, and client responses. Interview patients, understand emergency verbal information, and act promptly. Communicate effectively with each member of the interdisciplinary team. Must be able to retrieve information from texts and lectures and to communicate concepts on written exams, patient documentation systems, and in patient charts.

Motor Skills: Physical abilities and gross and fine motor skills sufficient to provide safe and effective nursing care. Mobility sufficient to move from room to room, maneuver in small places, and to access all clinical sites.

Examples of Necessary Activities include but are not limited to: Gross and fine motor skills sufficient to provide the full range of safe and effective nursing care activities such as transfer a patient from bed to chair or from stretcher to bed in different positions/situations and perform basic life support including cardiopulmonary resuscitation. Ability to position clients, obtain and process specimens. Move about in densely occupied locations, such as patient rooms, work spaces, and treatment areas. Fine motor skills sufficient to perform manual psychomotor skills such as inserting intravenous catheters, drawing up medications into a syringe, administering subcutaneous medications. The ability to calibrate instruments, operate equipment, prepare and administer medications.

Physical Endurance and Strength: Physical stamina sufficient to perform client care activities for entire length of work role time. Physical strength sufficient to perform full range of required client care activities.

Examples of Necessary Activities include but are not limited to: Ability to remain on feet for a prolonged period of time, ability to stay alert for the full length of the shift (8 to 12 hours). Ability to lift heavy weights in excess of 20 pounds, ability to assist patients of varying weight to move.

Hearing: Auditory ability sufficient for accurate observation, assessment and therapeutic interactions and actions necessary in nursing care.

Examples of Necessary Activities include but are not limited to: Auditory ability sufficient for physical monitoring and assessment of client health care needs. Ability to promptly detect and distinguish alarms, emergency signals, verbal orders, cries for help, and auscultatory sounds and act appropriately.

Visual: Visual ability sufficient for accurate observation, assessment, therapeutic interactions and treatment necessary in nursing care. Must act on visual cues in a timely manner.

Examples of Necessary Activities include but are not limited to: Accurately read graphs, scales, computer screens, oscilloscopes, and use microscopes. Observe client responses. Prepare and administer medications. Recognize emergency signals.

Tactile: Tactile ability sufficient for physical monitoring and assessment of health care needs.

Examples of Necessary Activities include but are not limited to: Perform palpitation, detect heat and cold, perform physical examination and therapeutic interventions, e.g., insertion of a catheter, administration of medications.

Smell: Olfactory ability sufficient to detect significant environmental client odors.

Examples of Necessary Activities include but are not limited to: Detect odor of wound infection, lower gastrointestinal bleeding, smoke, etc.

Emotional Stability: Emotional health sufficient to fully use his/her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients. Assume responsibility/accountability for actions.

Examples of Necessary Activities include but are not limited to: Capacity to develop mature, sensitive, and effective therapeutic relationships with patients. Must be able to function effectively under stress. Must tolerate physically taxing workloads. Must be able to function in the face of uncertainty inherent in the clinical problems of patients. Must expect to accept criticism and respond by appropriate modification of behavior. Must demonstrate ethical behavior including adherence to the Student Honor Code.

Other Essential Behavioral Attributes: Ability to engage in activities consistent with safe nursing practice without demonstrated behaviors of addiction to, abuse of, or dependence on alcohol or other drugs that may impair judgment. The student must demonstrate responsibility and accountability for actions as a student in the School of Nursing and as a developing practical nurse.

Policy and Procedure: It is the responsibility of the student to notify the Coordinator of the School of Nursing of any existing disability, either physical or otherwise. Such disclosure is necessary before any accommodations

may be made in the learning environment or in School of Nursing policies and procedures. Information about disabilities is handled in a confidential manner.

It is the policy of the School of Nursing to comply with federal and state guidelines regarding students with disabilities so they can meet these required performance standards. Whether or not a requested accommodation is reasonable will be determined on an individual basis. Students should submit any requests for accommodations in writing prior to admission, allowing sufficient time for action on these requests. If a student becomes disabled after admission, the student should submit the request to the Coordinator, School of Nursing. Written documentation of the disability that a student discloses must be provided. Determining what is reasonable accommodation is an interactive process that the student should initiate with the School of Nursing. The School of Nursing will provide reasonable accommodations, but is not required to make modifications that would fundamentally alter the nature of the program or provide auxiliary aids that would present an undue burden to the School of Nursing or our cooperating agencies. Accommodations cannot violate patient confidentiality or safety standards.

All practical nursing students must be able to actively participate in clinical practice. Any disability that precludes full and active participation in providing complete nursing care to clients may result in failure in clinical courses. All incoming post-secondary students are required to read and sign this statement indicating that they fully understand the Competencies and Performance Standards for the School of Nursing. Failure to meet these basic competencies will result in clinical failure.

Certification: I certify that I have read and understand the **Minimal Technical Standards Policy for Admission and Matriculation** of the School of Nursing and understand that as part of the School of Nursing curriculum I will be required to meet all of the above stated technical standards with or without reasonable accommodation.

_____ I do not have any disability that requires an accommodation.

_____ I have a disability that will require an accommodation. (Please see the Coordinator for further instruction.)

Date: _____ Print Name: _____

Signature: _____

Directions: Please sign and return this form immediately to:

Coordinator
Henrico County-St. Mary’s Hospital School of Practical Nursing
7850 Carousel Lane
Henrico, VA 23294

SUBJECT: Student Immunization and Health History

EFFECTIVE DATE: June, 2007 Reviewed: June 2017

I. Purpose

To identify guidelines for physical examination, student immunization, and health history.

II. Procedure and Policies:

A. Health History:

1. All students entering the nursing program are required to complete a physical examination and health history form. This form includes immunization/vaccination history, titer results, physical examination, urine drug screen, and health history. Documentation of immunizations and/or titer results and urine drug screen **must** be submitted prior to entering classes. Acceptable records of your immunizations and health history may be obtained from the following:

- Physician
- High School Records
- Personal Shot Records
- Local Health Department
- Military Records
- Previous College or University

It is recommended, although, that you complete the Henrico County-St. Mary's Hospital School of Practical Student Physical Examination Entrance Form to ensure all requirements are met prior to submission. These documents **must** include your name and date of birth and a stamp by the issuing institution or a physician signature.

2. The following immunizations and/or titer results are required for entrance to the school:

- PPD (Two-step)
- Td/Tdap
- Polio
- Varicella
- Measles, Mumps, and Rubella
- Hepatitis B
- Urine drug screen (UDS)

NOTE: All immunization requirements are explained fully within the Student Physical Examination Entrance Form.

3. Documentation of the physical exam, immunization/vaccination history, titer results, urine drug screen, and health history **must** be submitted by the assigned date found in the acceptance letter. If documentation is not received by that date, you will not be allowed to enter the program. If titers do not show immunity it is the student's responsibility to obtain the vaccination and follow-up titers, if required. Proper documentation of these vaccinations **must be submitted prior to the first day of school. Failure to provide this information may result in the student not being allowed to begin the nursing program and may lose their admission to the program.**

B. Student Responsibilities:

1. Health Records – each student is responsible for notifying the coordinator of any change in demographic information such as his/her name, address, and/or phone number so that information on health records is current.
2. The health folder of each student is maintained in Coordinator's office. It is the student's responsibility to keep copies of all immunizations, titer results, and CPR cards.
3. To obtain a copy of health records a \$10.00 fee plus a "Health Records Request Form" must be received to obtain any copies of health records. These requests are done on a weekly basis by the Coordinator.
4. Access to health records of students is limited to the Coordinator of the School of Nursing. Records are retained by the School for six months following graduation and one year for withdrawal from the program and then are destroyed.
5. All students are strongly encouraged to enroll in a health insurance plan.

Henrico County-St. Mary's Hospital School of Practical Nursing
7850 Carousal Lane, Henrico VA 23294 PH: (804) 527-4660 Ext. 103 FAX: (804) 527-4665

Student Physical Examination Entrance Form Instruction:

Students applying to the Practical Nursing Program who do not submit a completed physical by the date specified will not be considered for acceptance into the Nursing Program.

Please review your physical form before leaving your healthcare providers' office. Make sure all fields are filled out correctly. The form will not be reviewed or accepted in the Coordinator's Office if there is any missing information.

The physical exam is to include height, weight, B/P, vision, hemoglobin/hematocrit, and urine for glucose and protein. Results are to be documented on the top of page 3.

Page 4 to include:

PPD - (must submit one of the below)

- A negative Two-step PPD (TST-tuberculin skin test) administered 1-3 weeks apart done within one year.
- A positive PPD, or hx of positive PPD, with negative chest x-ray following last positive test result administered within the last twelve months (attach copy of x-ray report).

Td/Tdap

- Must be within 10 years.

Polio

- Your healthcare provider may write "childhood immunization" in the field if you received the polio immunization as a child.

Varicella

- A titer value (number) that constitutes immunity. If the titer value does not constitute immunity please provide (2) vaccination dates. Varicella vaccine must be given 30 days prior to starting your clinical rotation (attach copy of lab results).

Measles, Mumps, and Rubella

- The form must have titer values that constitute immunity. If the titer value does not constitute immunity, a single booster and repeat titers are required. Must provide repeat titer(s) 4-8 weeks post vaccination (attach copy of lab report/s).

Hepatitis B

- Documentation of (3) doses of Hepatitis B and/or Hepatitis B surface antibody titer to verify immunity. If titer value does not constitute immunity, repeat (3) vaccination series and repeat titer. Series in process is acceptable. Hepatitis B vaccine is strongly recommended, however, can be declined.

Urine drug screen (UDS)

- ***A copy of the lab results*** must be submitted with the nursing physical form. **PLEASE NOTE:** All positive UDS results will be reported to the Nursing Department. All ***positive*** UDS tests collected and sent by your healthcare provider require confirmatory testing and will incur additional costs to the student, as per laboratory fee.

Please note: Equivocal titers are ***not*** accepted. Titers must be positive. If titers are equivocal or negative, you must provide proof of the appropriate vaccination/booster given after the date of the lab test. Repeat titers must be submitted 4-8 weeks after last vaccination of the series if given.

Your healthcare provider ***must sign, stamp and date pages 3 and 4***. When all of the above has been satisfied, please submit to the Nursing Coordinator's office for review.

Fall 2018

PHYSICAL EXAMINATION

NAME (LAST/FIRST) PLEASE PRINT

ADDRESS (CITY/STATE/ZIP)

DATE OF BIRTH (MONTH/DAY/YEAR)

SOCIAL SECURITY # (OR STUDENT ID)

PHONE

GENDER: MALE FEMALE

CONDITION	YES	NO	CONDITION	YES	NO
Hearing Problem			Worry or Nervousness		
High Blood Pressure			Allergy/Hayfever		
Heart Problem			Respiratory Disorder		
Rheumatic Fever			Skin Disorder		
Diabetes			Tuberculosis or Treatment to Prevent		
Thyroid Disorder			Cancer, Cysts, Tumor, etc.		
Anemia			Intestine or Stomach Problems		
Seizure Disorder			Urinary Infection		
Headaches			Pelvic Infection		
Dizziness/Fainting			Sexual Disease		
Depression			Drug or Alcohol Abuse		

- | | YES | NO | |
|---|--------------------------|--------------------------|------------------|
| 1. Do you have health insurance? | <input type="checkbox"/> | <input type="checkbox"/> | NAME OF INSURER: |
| _____ | | | |
| 2. Do you have a disability? | <input type="checkbox"/> | <input type="checkbox"/> | |
| _____ | | | |
| 3. Have you ever had a serious illness? | <input type="checkbox"/> | <input type="checkbox"/> | |
| _____ | | | |
| 4. Have you ever had a broken bone? | <input type="checkbox"/> | <input type="checkbox"/> | |
| _____ | | | |
| 5. Have you ever had an operation? | <input type="checkbox"/> | <input type="checkbox"/> | |
| _____ | | | |
| 6. Are you taking any medications? | <input type="checkbox"/> | <input type="checkbox"/> | |
| _____ | | | |
| 7. Are you currently being treated by a doctor? | <input type="checkbox"/> | <input type="checkbox"/> | |
| _____ | | | |

EXPLAIN ALL YES ANSWERS/PROVIDE DATES

IN CASE OF EMERGENCY NOTIFY (THIS SHOULD BE SOMEONE LOCAL)

PHONE

STUDENT SIGNATURE (AND Parent if High School Student)

DATE

PHYSICAL EXAMINATION

STUDENT NAME (PLEASE PRINT)		DATE OF BIRTH		
HEIGHT (inches)	WEIGHT (lbs.)	B/P		
VISION-O.D.	Hgb. Or Hct.			
VISION-O.S.	UA: Protein	UA: Glu.		
		NORMAL	ABNORMAL	NOT EXAMINED
Head, Nose, Sinuses, Neck, Thyroid				
Mouth, Throat, Teeth & Gums				
Eyes				
Ears				
Skin				
Chest, Breasts, Lungs				
Heart & Vascular System				
Endocrine				
Lymphatic System				
Abdomen				
Hernia				
Spine & Musculoskeletal				
Neuropsychiatric				
Genito-Urinary				
Anus & Rectum				
Summary				
Is this student currently under a physician's care or taking medications?			YES	NO
SPECIFY				
Is this student currently being monitored for any of the following illnesses?			YES	NO
	1) Emotional			
	2) Mental			
	3) Physical			
SPECIFY				
COMMENTS				
HEALTH CARE PROVIDER'S NAME & TITLE (PLEASE PRINT)/DATE OF PHYSICAL				
SIGNATURE & STAMP (Any corrections or changes to original information entered must be signed by health care provider).				

PHYSICAL EXAMINATION

STUDENT NAME (PLEASE PRINT)		DATE OF BIRTH
TEST	RESULT	
PPD (Must be within 1 year)	1st Step: NEGATIVE _____ POSITIVE _____ DATE _____ 2nd Step: NEGATIVE _____ POSITIVE _____ DATE _____ IF POSITIVE, DATE OF CHEST X-RAY _____ RESULTS OF CHEST X-RAY _____ Attach copy of CXR report. Note: Risk Assessment not acceptable.	
Td OR Tdap BOOSTER (WITHIN LAST 10 YRS)	DATE OF LAST Td/Tdap BOOSTER _____	
POLIO IMMUNIZATION	DATE OF POLIO IMMUNIZATION _____	
VARICELLA	TITER VALUE _____ DOES THIS TITER CONSTITUTE IMMUNITY TO VARICELLA? <input type="checkbox"/> YES <input type="checkbox"/> NO Note: Equivocal titers not accepted. Attach copy of Lab Results. IF NON IMMUNE-DATE OF VARICELLA VACCINATION: 1. _____ 2. _____ Note: *Vaccination and repeat titers must be received no less than 30 days prior to start of clinical rotation.	
MEASLES	TITER VALUE _____ DOES THIS TITER CONSTITUTE IMMUNITY TO MEASLES? <input type="checkbox"/> YES <input type="checkbox"/> NO Note: Equivocal titers not accepted. Attach copy of Lab Results.	
MUMPS	TITER VALUE _____ DOES THIS TITER CONSTITUTE IMMUNITY TO MUMPS? <input type="checkbox"/> YES <input type="checkbox"/> NO Note: Equivocal titers not accepted. Attach copy of Lab Results.	
RUBELLA	TITER VALUE _____ DOES THIS TITER CONSTITUTE IMMUNITY TO RUBELLA? <input type="checkbox"/> YES <input type="checkbox"/> NO Note: Equivocal titers not accepted. Attach copy of Lab Results.	
MMR	IF NON-IMMUNE-DATE OF MMR VACCINATION: _____ Note: Equivocal titers not accepted. Attach copy of Lab Results.	
HEPATITIS B VACCINE	<p style="text-align: center;">Titer Value</p> 1. _____ HbsAg _____ 2. _____ HbsAB _____ 3. _____ HbcAB _____ Note: Equivocal titers not accepted. Attach copy of Lab Report. IF NON-IMMUNE-DATE OF HEPATITIS B VACCINATIONS: 1. _____ 2. _____ 3. _____ Note: Equivocal titers not accepted. Attach copy of Lab Results.	
DRUG SCREEN (URINE) RESULT	RESULT _____ DATE TESTED _____ Attach Copy of Lab Report.	

The above named student has had a risk assessment and physical and is able to participate in clinical rotation supervised by the Henrico County-St. Mary's Hospital School of Practical Nursing, as of _____.

HEALTH CARE PROVIDER NAME & TITLE (PLEASE PRINT)

HEALTH CARE PROVIDER SIGNATURE & STAMP

DATE

DISCLOSURE INFORMATION

SUBJECT: Academic Policies

EFFECTIVE DATE: June, 2007 REVISED: June, 2017

Grading System.

The grading system used for courses offered is based on the student's achievement of course objectives. The grading scale for Theory is as follows:

2017-18 Grading Scale		
Letter Grade	Percent Grade	4.0 Scale
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
F	Below 65	0.0

Practical Nursing I students will receive report cards at the end of Henrico County Public Schools' grading period. A final grade of "77" or better is required in each subject for promotion to the clinical area. At least a "C+" average must be maintained in Practical Nursing II in theory and a "satisfactory" rating in clinical evaluations to remain in the program.

Clinical:

S = Satisfactory

U = Unsatisfactory

Clinical laboratory will be graded as satisfactory or unsatisfactory. A final grade of satisfactory is required in the clinical component of all nursing courses to pass the course. Students must achieve all clinical course objectives by the end of the course to receive a satisfactory grade. If the student is not demonstrating a pattern of satisfactory clinical performance, the clinical instructor will meet with the student to formulate a plan for improvement. An unsatisfactory clinical grade at the end of the course results in course failure regardless of grades received on classroom assignments, tests, and examinations. The final course grade will be recorded as F.

Testing Code of Conduct.

I. Purpose: To assure student's testing results are "a true reflection of his/her preparation and demonstrated ability." (Taken from AEC GED Testing Contract)

II. Steps:

- A. No personal items are allowed at a student's seat/desk during testing. These items include purses, tote bags, book bags, textbooks, dictionaries, notebooks, notes, cell phones, other electronic devices, or any other items as may be defined by the Instructor(s).
- B. Prior to the test/exam beginning, coats, jackets, sweaters, sweatshirts, and hoodies must be taken off and placed in an area designated by the Instructor(s).
- C. Each student will sit at an assigned seat/desk.
- D. Desk/Tabletop area where student will take the test will be clear of all items except for Test/Exam, Answer Sheet(s), Cover Sheet, writing utensils and/or laptop computer if online test. The Instructor(s) will provide extra Notebook paper or scrap paper for Math calculations.
- E. During testing, student's head will face forward, and eyes will remain focused on the test/exam.
- F. Student will follow the Honor Code and signed Honor Code Pledge.
- G. Instructor(s) will monitor throughout the testing time. Student's Test/Exam will be taken if any activity or behavior is noted that is deemed questionable by the Instructor(s).
- H. Test/Exam, Answer Sheet(s), and Cover Sheet will be turned in to the Instructor(s) upon student's completing the test/exam.

THE HONOR SYSTEM OF HENRICO COUNTY-ST. MARY'S HOSPITAL SCHOOL OF PRACTICAL NURSING

A student administered plan of discipline, known as the Honor System, is in effect at the Henrico County-St. Mary's Hospital School of Practical Nursing. The essence of the Honor System is individual responsibility. It assumes that the principles of honorable conduct are familiar and important to all students; it assumes that every student is deeply concerned with the strict observance of these principles, for his/her own sake, for the sake of other students, and for the sake of the school.

Upon matriculation, each student will sign a statement to the effect that she/he understands what is expected of her/him under the Honor System and that infraction of the Honor Code at any time is punishable and may result in dismissal from the school. Infractions include, but are not limited to, plagiarism, cheating, stealing, lying, and failure to report an offense.

BYLAWS OF THE HONOR SYSTEM

Article I – Name

The name of the system hereafter provided shall be the Honor System of the Henrico County-St. Mary's Hospital School of Practical Nursing.

Article II – Purpose

The purpose of the Honor System is to promote the development of honesty, self-discipline, and responsibility in academic and professional aspects. All infractions not within Honor Court jurisdiction and considered disruptive to student life will be considered by the Coordinator.

Article III – Members

The Honor System applies to every member of the student body while under the jurisdiction of the school.

Article IV – Responsibilities of the Members

Section 1: Members of the student body are to behave in an honorable manner academically, professionally, and socially, with full consideration of the rights of others.

Section 2: Each student is responsible for abiding by the bylaws of the Honor System and must realize that all possible offenses of the Honor System cannot be enumerated.

Section 3: Students may feel free to bring any questions or problems concerning the Honor System to any member of the Honor Court.

Article V – Judicial Procedure

Section 1: Reporting Violations

A. Reporting oneself for a violation of the Honor System.

- 1) Any violation of the Honor System should be reported by the offender to the Chairman of the Honor Court.
- 2) The report may be oral, but a written report (in duplicate) bearing the student's signature is required within two school days after the oral report.

B. Reporting students for the violation of the Honor System.

- 1) Every member of the student body and faculty is responsible for reporting any violation of the Honor System.
- 2) All students and faculty are individually responsible for confronting a student who violates the Honor System and for reporting the offense to the Honor Court chairman immediately but not to exceed five school days after witnessing the incident.
- 3) The witness(es) must ask the alleged offender to report his/her offense to the chairman of the Honor Court within two school days after confrontation of the accused by the witnesses.
- 4) The initial report to the Honor Court Chair from the witnesses may be oral, but the written report identifying the specific charges and bearing the signature(s) of the witness(es) must be submitted to the Honor Court Chair within two school days after the oral report.
- 5) The alleged offender must file with the Honor Court Chairman a written, signed response to the charges within two school days after the oral report.
- 6) The full court reviews the materials presented within five school days of the written report and then decides to:
 - a) conduct a hearing or
 - b) dismiss the case for lack of substantive evidence.

A unanimous decision of the full court is required for dismissal of the charges.
- 7) Conduct a hearing 5-7 days following review of charges.
- 8) Each party may seek assistance and counsel by selecting an advisor from the faculty.

Section 2: Rights of the Accused

- A. The accused has the right to be faced by the accuser(s) and receive a written report that includes the specific charge(s), supporting evidence and signature(s) of the accuser(s).
- B. The accused must be given written notice of the charges within five school days prior to the hearing. If additional time is desired to prepare the defense, a delay of the hearing may be granted upon request, but not later than 10 additional school days.
- C. The accused has the right to introduce documents and offer testimony in defense, produce and question material witnesses, and produce as many as two character witnesses (who are members of the student body).
- D. The accused will have access to all evidence so that an appropriate defense can be prepared. It is the responsibility of the accused to request a review of all pertinent information held by the Court.
- E. The accused has the right to be assisted in the defense, both prior to and during the hearing, by a selected adviser from the School of Nursing student body, and/or faculty exclusive of any member of the Court. Advisors will not have the right to testify.
- F. To avoid self-incrimination, the accused has the right to remain silent in answer to questions. Any information volunteered by the accused can and will be used as evidence.

- G. The decision of the Court will be read to the accused and the accuser(s) at a time or times designated by the Chairman. The primary parties are to be informed of the grounds for the determination of any finding or penalty imposed. If the degree of penalty is related to the accused's past involvement with the Court, this information is to be regarded as confidential and not to be divulged to the accuser(s). Student(s) who come before the Court for alleged repetition of offenses may have more severe penalties imposed based on the Court's review of such previous offenses as committed by that student(s). Should the student be found not guilty of all charges, the files will be destroyed.
- H. The accused may appeal any decision of the Honor Court in writing to the Coordinator within one school day. If not satisfied with the decision of the Coordinator, further appeal may be made to the Director of Career and Technical Education whose decision will be final.
- I. All matters regarding a student's honor or the proceedings of a case shall be kept confidential by members of the Court. Students questioned in connection with a case are also under obligation to keep the proceedings confidential. Failure to maintain confidentiality is an Honor Code violation.

Section 3: Procedure for Case Hearing

- A. All written material pertinent to the case is collected by the Chairman prior to the hearing. This includes statements by the accused, accuser(s), witness(es), and any other available documents which may be used as evidence.
- B. The above mentioned material is presented to the Court by the Chairman immediately prior to the hearing.
- C. The involved parties appear before the Court in order to clarify or elaborate on information included in their written statements and/or present additional information, and are available for direct questioning by the Court. They will appear in the following order:
 - 1) Accuser(s)
 - 2) Accused
 - 3) Witness(es) for the accuser(s)
 - 4) Witness(es) for the accused
- D. The accuser(s) and accused will have an opportunity to directly confront any of the other involved parties before the Court.
- E. If the members of the Court feel the necessity for direct confrontation of any of the involved parties, it is their prerogative to initiate this.
- F. The Court has the right to recall any of the involved parties for further testimony.
- G. Following the above mentioned testimonies, the Court members engage in a period of deliberation. The court's decision must be unanimous with regard to guilt or innocence.
- H. The decision of the Court is to be read to the accused and the accuser at a time or times designated by the chairman.

Section 4: Policy regarding case records:

- A. Written minutes of all case hearings are made by the secretary of the Honor Court.
- B. All materials used as evidence for the hearing and a written record of the outcome of the hearing will be kept in the school office in a locked file. This information is available only to the Coordinator.

- C. If a student should be involved in a case which elicits a decision of guilty by the respective Court, past records of the sanctions relating to that specific Court may then be considered in determining the degree of penalty/sanction to be imposed.
- D. In the event of a “Guilty” decision, files are kept until the student graduates or permanently leaves the program. At this time, the files will be destroyed by the Coordinator.

Section 5: The Honor Court may arrive at the following decisions:

- A. Not guilty. The case is dismissed.
- B. Admonition: A written statement that she/he has violated school rules. The letter is placed in the student’s record.
- C. Penalties: Examples include zero on an assignment in question or other actions deemed appropriate to the offense. The Court may appoint a member of the faculty or administration to assist the student to insure compliance with terms imposed by the Court.
- D. Probation with penalty and terms. The student is placed on probation in addition to receiving a penalty deemed appropriate by the Honor Court. The terms of probation will be set by the Court.
- E. Suspension: Suspension means that a student is suspended from school for a specified length of time, after which he/she is permitted to return to the school.
- F. Dismissal: The student is dismissed from Henrico County-St. Mary’s Hospital School of Practical Nursing never to be readmitted.
- G. If the decision regarding the penalty is not unanimous, the punishment is at the lowest level or that agreed upon by three or more honor court representatives.
- H. If the student appears before the Honor Court at a subsequent time, the previous penalty is considered and may affect the final penalty of the subsequent offense.

Section 6: Procedure for Appeal

- A. All appeals are made to the Coordinator.
- B. Written notification by the accused that an appeal is to be made must be given to the Chairman of the Court within 1 school day after the decision of the Court has been announced. The Chairman of the Court will then channel this information directly to the Coordinator.
- C. Notification that the appeals procedure has been initiated is given to the appellant by the Chairman of the Court. Arrangements for further proceedings are the responsibility of the Coordinator.
- D. The Coordinator may confer with the Chairman at any time during the deliberation to clarify questions relative to the actual mechanics of the original hearing. The Chairman is not to act as an adviser.
- E. The Coordinator may confer with the County attorney and/or other advisers if deemed necessary.
- F. The Coordinator may confer with the primary parties. If the decision is to confer with one of these parties, equal opportunity to confer with the opposing party must be provided.
- G. The Coordinator will inform the accused of the decision made. Members of the Honor Court may or may not be apprised of the decision at the discretion of the Coordinator.
- H. If the defendant desires to appeal his/her case beyond the Coordinator, the appeal must be submitted in writing to the Director of Career and Technical Education, within 3 school days of notification of the Coordinator’s decision. The decision of the Director shall be final.

Article IV – Duties and Responsibilities of the Members

Section 1: Members of the Honor Court

- A. Members of the Court consist of the following persons. Chairman, Honor Court representatives (elected – 1 from each class in the School of Nursing), alternate members (elected – 1 from each class), one faculty adviser from each of the two levels.
- B. In September of each school year, members meet to elect a Chairman, Vice-Chairman, and a secretary from within the Court.
- C. The chairman of the Honor Court shall be a Level II student and shall be elected by a majority vote of the Honor Court members. The Vice-Chairman assumes the duties of the chairman in his/her absence or upon graduation. The secretary handles all written matters within the court.
- D. Members are to consider all information regarding a hearing as strictly confidential.
- E. Members have the obligation to relinquish their votes and/or place on the court in a hearing if prior involvement in the situation or relationship with the accused or accuser(s) will prevent an objective opinion.
- F. In the event of the absence of a member of the Court, the elected Honor Court alternate will serve as a committee member.

Section 2: Chairman of the Honor Court

- A. The chairman is to call and preside over all business meetings and hearings conducted by the Court.
- B. The chairman is to see that due process is followed in all hearings in accordance with the judicial procedure stated in the Bylaws of the Honor System.
- C. The chairman is to see that all members of the student body are informed of their responsibilities and privileges within the Honor System.
- D. The chairman is to collect all information and statements from primary parties prior to a hearing and may appoint a member to assist if necessary.
- E. The chairman is to communicate both verbally and in writing with the alleged offender and is to request presentation of the case before the court. At this time, the chairman will review the judicial procedure for handling a case and specifically the rights of the accused.
- F. In the event that a decision is appealed, the chairman is to inform the Coordinator that an appeal will be made.

Section 3: Faculty Advisor to the Honor Court.

- A. An Honor Court Advisor is to serve in an advisory capacity for all court matters. He/she is to be appointed by the Coordinator in August of each year.
- B. Advisors are to hold all information regarding a hearing as strictly confidential.
- C. Advisors have the obligation to relinquish the advisory capacity in any hearing involving a student for whom he/she is presently responsible in an academic setting. At such time, the Coordinator will choose a substitute adviser for the case in questions.
- D. Advisors are to serve in the capacity of consultant to the student body, faculty, and administration on all matters related to the Honor Court.
- E. In some situations, the advisors may be asked by the Court to serve as an adviser for students on probation and is to be responsible for working closely with the students in helping them abide by the Honor System.
- F. Prior to the Honor Court hearing, advisers shall review the file of the accused to ascertain the presence of previous Honor Court offenses.

HONOR CODE PLEDGEThe Honor Pledge

I, _____, a member of the student body of Henrico County-St. Mary's Hospital School of Practical Nursing, hereby pledge upon my honor to abide by all of the regulations governing that body. I will conduct my personal life with integrity, refraining from any action which would discredit me, the members of the student body of the School of Nursing, or the nursing profession.

I hereby pledge that I understand the Honor System and am aware that a breach of the Honor System will result in trial as specified in the By-Laws of the Honor System of Henrico County-St. Mary's Hospital School of Practical Nursing. I understand completely that, if found guilty of lying, cheating, or stealing, by action of the Honor Court, I may be dismissed from the School of Nursing.

This signed pledge covers all work done while under the jurisdiction of the School of Nursing for the entire time that I am enrolled in the School of Nursing.

Student Copy
Retain for personal reference

HONOR CODE

The Honor System at Henrico County-St. Mary's Hospital School of Practical Nursing is about academic integrity, moral and ethical conduct, and pride of being a member of a community that values academic achievement. The purpose of the Honor Code is to establish and maintain a community founded on personal honor and mutual trust that helps to strengthen students as individuals and to develop skills of judgment and reason. The Honor Code is not just a list of rules; it is a philosophy of conduct developed and managed by the student body; it is based upon the belief that students can take responsibility for their own behavior and presumes that a student is honorable unless proven otherwise. Cultivating honor lays the foundation for lifelong integrity, and developing in each of us the courage and ability to make difficult choices and accept responsibility for actions and their consequences. It is the responsibility of every student, staff and faculty member at Henrico County-St. Mary's Hospital School of Practical Nursing to maintain the highest standards of academic integrity.

Upon matriculation, students sign a statement to the effect that she/he understands what is expected of her/him under the Honor System. In addition to this, students are required to attest to the following statement on all work submitted for a grade:

“On my honor, I have neither given nor received any unauthorized aid on this (exam, quiz, paper).”

Student Name

Date

Failure to include this attestation will result in the work not being graded, a conference with the instructor, or returned for the attestation to be added.

Disciplinary Action.

I. Conduct Subject to Disciplinary Action:

Generally, School of Nursing disciplinary action will be limited to conduct which adversely affects the school's pursuit of its educational objectives. The following misconduct is subject to disciplinary action:

- A. All forms of dishonesty including stealing, cheating, knowingly furnishing false information to the school, forgery, plagiarism.
- B. Physical and/or mental abuse or the threat of such abuse of any person on school premises or at school activities.
- C. Possessing, using, selling, or distributing any type of drugs for illegal purposes.
- D. Violating local, state, and federal laws.
- E. Violating safety and health regulations applying to the school, or hospital.
- F. Guilty of an offense which would render the student unemployable by Bon Secours Richmond Health System or Henrico County Public Schools (i.e., felony).
- G. Act of disorderly conduct as deemed by the school.
- H. The loss of a clinical site due to student behaviors or unsafe practices.
- I. Violation of Henrico County Public Schools Code of Student Conduct.

II. Penalties for Misconduct:

The following corrective measures may be imposed:

- A. Admonition: An oral or written statement to a student that he/she is violating or has violated school rules and may be subject to more severe disciplinary action.
- B. Probation: With penalty and terms.
- C. Restitution: Repayment in money or service for damage to or loss of school property.
- D. Suspension: Not allowed to enroll in a course for a definite period of time not to exceed one year.
- E. Dismissal: Cannot attend as a student for an indefinite period. The conditions of re-admission, if any, will be stated in the letter of dismissal.
- F. Interim Suspension: A student awaiting a hearing can be suspended immediately by the Coordinator, if the Coordinator feels that the student's presence poses a serious threat to the School or Hospital. The hearing shall be held as soon as possible.

The Coordinator of the School is responsible for disciplinary procedures and the selection of the appropriate hearing body. The Coordinator may call a private hearing of the involved party (parties) and serve as the sole hearing officer. There is one student administered organization, Honor Court, which may consider alleged student misconduct. The Coordinator may call the entire faculty or a portion of the faculty into special session for the hearing of charges of student misconduct and receive recommendation from them for action.

Make-up Tests/Exams.

The grade received for the first make-up test/exam will be the grade earned. The grade received for the second make-up test/exam in the same course will be no higher than 77. No other make-up test/exam is permitted. A zero will be recorded for additional missed tests/exam in the same course. All tests must be taken prior to the final examination. Any student who does not take the make-up test/exam on the appropriate make-up day will receive a zero for the test/exam.

Grade Reports.

Grades for Practical Nursing I will be given out after each nine week period according to the schedule of the ACE Center. Grades for Practical Nursing II will be given verbally to students at the end of Medical Surgical Nursing I, Medical Surgical Nursing II, and the Specialties. Transcripts will be mailed out after graduation.

Attendance.

Prompt and regular attendance is expected. For satisfactory progression, students must meet all course objectives in each course.

Absence of any nature does not relieve the student from responsibility for the entire subject matter or for assignments made in class during the absence. Instructors are under no obligation to make special arrangements for students who are absent. Attendance at school-approved activities, i.e. HOSA, during class or clinical experience is not counted as an absence.

Absences due to illness may require a physician statement of approval prior to re-entry to clinical units and/or class.

Clinical/Class Attendance.

- A. Prompt and regular attendance at clinical experiences is expected since nursing is a practice profession. Student attendance at clinical experiences is essential for faculty to evaluate clinical performance effectively.
- B. A student must meet all course objectives in each course for satisfactory progression.
- C. Students must attend 90% of the total time in the course to be successful. Absences which total more than 10% of the total course hours, whether in class; lab; clinical or a combination thereof, will result in a grade of unsatisfactory and failure of the course. This impacts all adult students in PNI and PNII.
- D. Clinical attendance does not guarantee “satisfactory fulfillment of clinical objectives.”
- E. Tardiness is counted by the hour; i.e. any portion of an hour is rounded up to the next full hour. If you arrive tardy to class and the instructor has closed the door leading to the classroom, you must wait until there is a break in class to enter the classroom.
- F. There is no provision for clinical make-up days.
- G. A student who arrives for clinical experience without a name badge, or inappropriately attired, or unprepared to provide patient care will be dismissed from the clinical environment. Time missed for any of these reasons will be counted as absent time.
- H. A student is expected to leave a voice mail message for the clinical instructor and to call the clinical nursing unit if she/he will be absent or tardy.

- I. If a student does not call the nursing unit or clinical instructor to report an absence, the student may be dismissed from the program immediately.
- J. Missed classwork/make-up assignments will be given at the discretion of the course instructor.

* Student will be withdrawn from the program 14 calendar days after the student's last date of attendance if the student has not contacted the school during that period.

Progression Criteria.

Students' progress through the curriculum according to the curriculum plan outlined in the Program of Studies. All nursing courses must be completed in sequence as outlined in the Program of Studies with a grade of "77C+" (2.3) or higher, and all clinical objectives must be met. During the Specialty courses, the student must complete them in the sequence that the faculty has designated for each individual student. If a student fails a Specialty course they cannot progress to the next one in their sequence.

A student may repeat a failed course one time, but will be placed on academic probation while enrolled in the repeated course. Academic probation indicates that a student's continued enrollment in the school is at risk. Students who fail two clinical or non-clinical nursing courses will be dismissed from the school and are ineligible to return. When the student achieves a passing grade in the repeated nursing, probation is removed, and student classification is changed to good standing.

A student who fails a nursing course and wishes to continue in the program must submit a written request to the Coordinator. This request must include the following information: reason for student being unsuccessful, what they have been doing while away from the nursing program, and what their plan of action for success is. Permission to repeat the course is not automatic and requires written recommendation from the Course Planning Group followed by the majority vote of the members of the Admission and Promotion Committee.

Progression Alert Notice.

- I. Purpose: To provide a feedback mechanism to students regarding faculty concerns of their academic progression and to recommend a plan of improvement.
- II. Goal: To address, in a timely manner, a student's problematic performance and promote an opportunity for the student's improvement. The student is ultimately responsible for implementing the plan of action.
- III. Steps:
 - A. A student will be provided a "Warning Flag" notice when faculty identifies a concern in a student's performance. Examples may include tardy for class or clinical, poor test performance, late or absent course assignments, no or limited classroom participation, or failure to comply with school or course expectations. Faculty is to complete the "Warning Flag" and to provide a copy to the student. The original is kept by the faculty member. It is the student's responsibility to seek out faculty to address the matter.
 - B. A pattern of consistency noted by faculty/staff in a student's performance will warrant a Progression Alert Notice (PAN). Potential behaviors that may trigger a PAN may include: attendance issues, late or missing assignments, poor test/exam performances,

- unprofessional or disruptive classroom or clinical behaviors/statements, inability to meet the course requirements in the clinical setting, and failure to address a previous PAN with the faculty member.
- C. Student will arrange an appointment with the faculty at the earliest convenience. If the student fails to maintain the appointment, document on the Corrective Plan of Action form and forward copies to all parties; student, faculty, specialist, and guardian.
 - D. In the student/faculty meeting:
 - Explore the identified concerns with the student.
 - Recommend specific steps and intervention strategies to improve the student's performance. Recommendations may include: tutorial/remediation services, referral to financial aid services, additional skills lab assistance, and developing alternative study skills. It is the responsibility of the student to implement all or any part of the recommendations.
 - A mutual date is agreed upon for the student to accomplish the desired goal or achievement.
 - E. Documentation of the appointment and the specific plan of action on the PAN form.
 - F. Obtain the necessary signatures and distribute the copies of the various identified individuals.
 - G. Follow-up with the student to determine if the goal has been achieved on the date previously determined.
 - H. The PAN will become part of the student's academic record. However, it will not become part of the permanent record and/or recorded on the academic transcript.
 - I. Be advised that three PANs in a term (MSI, MSII, Specialties inclusive) may result in the student's dismissal from the program.

Incomplete.

A student who does not complete all course and clinical requirements by the end of the term because of extenuating circumstances may be given a grade of "incomplete" at the discretion of the Faculty Organization. Any student who receives a grade of "incomplete" must finish the course requirements prior to the first day of the next nursing course. If a student chooses not to enroll in the next nursing course, incomplete requirements must be completed within one term of receiving the grade of incomplete. An incomplete grade that is not removed within this period will automatically be recorded as a "F."

Student Withdrawal and Leave of Absence.

I. Withdrawal.

- A. Any student planning to withdraw from the school of nursing should submit to the Coordinator a letter of resignation stating the reason, dates of withdrawal, and expected return date.
- B. Before leaving the school, identification badge, and student parking decal must be returned to the Coordinator. An exit counseling session must be arranged with the Coordinator of Financial Aid Services.
- C. At time of withdrawal, the student will have an exit interview with the Coordinator or Administrator.

II. Leave of Absence.

- A. A leave of absence may be granted to the student if requested in writing. The written request must be signed by the student and submitted to the Coordinator stating the reasons for the leave of absence, dates of requested leave, and expected return date.
- B. Upon approval, the student must return their identification badge and student parking decal to the Coordinator to be held until the student returns from their leave of absence.
- C. No monetary charges or accumulated absences will be assessed to the student during the leave of absence.
- D. The leave of absence shall not exceed 180 days in any 12-month period.
- E. Upon return from the leave of absence, the student will be permitted to return to the course (i.e. Medical Surgical Nursing I) that he/she was currently enrolled prior to the leave of absence.
- F. If the student does not return within the designated time period of the leave of absence, they will be dismissed from the program and must submit an application for readmission.
- G. Students who withdraw for health reasons must have physician clearance before returning to the program.

III. Involuntary Withdrawal.

The school of nursing faculty and administration make every effort to help students experiencing difficulty in adjusting to the program and its requirements. However, faculty may recommend withdrawal of a student. The Coordinator reserves the right to dismiss any student whose health, conduct, or level of achievement does not meet the standards essential to the individual's performance as a student. The student will be afforded due process in the event of such an occurrence.

Students who withdraw from a course prior to midterm will receive a grade of "W" on the permanent record. Students who withdraw from a course after midterm will receive a grade of "F" unless medical or extenuating circumstances exist which are determined by the Coordinator of the School at the time of withdrawal. This "F" will count as a failed nursing course.

IV. Readmission of Withdrawn Students.

- A. A student who does not register for one or more terms, but who is eligible to return to the program, must submit a letter to the Coordinator requesting readmission to the School of Nursing within six weeks of the course start date.
- B. The letter of request must include reason for seeking readmission, date of admission desired, statement of academic and personal activities since term of withdrawal, if applicable, and transcripts for any schools attended subsequent to withdrawal.
- C. The decision for readmission will be made by the Admission and Promotion Committee, and the applicant will be promptly notified of the committee's decision.
- D. Outstanding financial obligations, if any, to the school must be resolved before readmission to the program.
- E. The student is responsible for repeating the admission criteria and incurring all fees if readmission is greater than one year (i.e. criminal background check, CPR certification, PPD/CXR, etc.).
- F. Placement is determined by the Admission and Promotion Committee.

Satisfactory Academic Progress.

- A. All nursing courses must be completed in sequence as outlined in the program of studies with a grade of “C+” (77) or higher. All clinical objectives must be achieved to successfully pass a nursing course with a clinical component.
- B. All nursing courses designated as prerequisite to a specific nursing course must be completed with a grade of “C+” (77) or higher prior to enrolling in that nursing course.
- C. A student who does not complete all course and clinical requirements by the end of the term because of extenuating circumstances may be given a grade of “incomplete” at the discretion of the Faculty Organization. Any student who receives a grade of “incomplete” must finish the course requirements prior to the first day of the next nursing term. If the student chooses not to enroll in the next nursing course, incomplete requirements must be completed within one term of receiving the grade of incomplete. An incomplete grade that is not removed within this period will automatically be recorded as an “F”.
- D. A student may repeat a failed course one time, but will be placed on academic probation while enrolled in the repeated course. Academic probation indicates that a student’s continued enrollment in the school is at risk. Students who fail two nursing courses will be dismissed from the school and are ineligible to return. When the student achieves a passing grade in the repeated course, probation is removed, and student classification is changed to good standing.
- E. A student who fails a course and wishes to continue in the program must submit a written request to the Coordinator. Permission to repeat the course is not automatic and requires written recommendation from the Course Planning Group followed by the majority vote of the members of the Admission and Promotion Committee.

Pharmacological Math Guidelines.

- I. Purpose: To outline expectations and guidelines for math competency.
- II. Students are expected to have basic knowledge of math. A math competency test will be administered at the beginning of PNII. The student must achieve at least a 90% level of competency before administering medications. A student will be allowed only one retake on the math competency test.
 - A. It is suggested that following an unsuccessful attempt on the math competency test a student seek remediation.
 - B. The consequence of being unsuccessful in passing the math competency test requirement is a course failure in Medical-Surgical Nursing I.

Beginning with PNI, math calculation questions will be included on each course test.

General guidelines which must be followed in preparation for the math testing, grading and application in the clinical setting are as follows for adult patients:

- A. Numbers less than one should be written with a zero before the decimal point, i.e. 0.7. Numbers should not end in a zero following a decimal point, i.e. 0.25 not 0.250.
- B. In calculating a quantity of medication in a syringe larger than 1ml (3ml, 5ml, 10ml), round to the nearest tenth. E.g. 1.57=1.6 ml; 1.53-1.5.

- C. In calculating a quantity of medication in a 1ml syringe, round to the nearest hundredth. e.g., 0.956=0.96
- D. In calculating the drop factor for IV fluids that are manually regulated, round to the nearest whole number. e.g., 13.4=13 gtts/min., 13.5=14 gtts/min., 13.6=14 gtts/min,
- E. In regulating IV fluids on an IV controller pump, the infusion rate can be set to a decimal point.

Note: When calculating medication doses for a neonate or pediatric patient, round to the nearest hundredth.

ATI Utilization.

- I. Purpose: The purpose of this policy is to establish the guidelines for the use of Assessment Technologies Inc. (ATI) Comprehensive Assessment and Review Program (CARP) as a component of admission and as a resource for students to help them achieve content mastery in the discipline of practical nursing through formative and summative standardized testing. This policy has been developed to facilitate the assessment of at-risk students and establish a review and remediation process to enhance their success in the program and on NCLEX-PN after graduation.
- II. Steps
 - A. Admission: The ATI Test of Essential Academic Skills (TEAS) is used as a component of the admission process. The TEAS is used to determine academic preparedness of entry-level nursing students in Reading, Math, Science, and English and Language Usage. ATI does not predict success for students based on their performance on the TEAS. The scores are to be used in conjunction with other affective and cognitive measures of performance and are not to be used as the sole criterion for admission decisions.
 - B. Progression: The ATI review and remediation Content Master Series is used as a component of progression in the program. Students must provide documentation of completion of assigned non-proctored ATI Content Mastery exams for course credit as specified in the course syllabus by the course faculty member.

The requirement for the non-proctored exams provides the opportunity for students to review content and enhance the potential for doing well on the proctored exams. While the ATI non-proctored examinations are not required for all courses, students are encouraged to take the exams to take advantage of the opportunity for review and practice with the related course content.

- C. Course Credit: The ATI proctored exam must be taken as scheduled by the course faculty member. Students taking ATI PN Content Mastery Assessment exams are expected to achieve a score that equates to a Proficiency Level 2 or higher. One test attempt is allowed.

Earned values on the Proctored Assessments will be based on ATI's ratings of 3, 2, 1, and 0. If a student receives a 3 or 2 on a Proctored Assessment, points will be applied as outlined in the course syllabus.

Please note: The student who receives a 1 or 0 will be required to meet with his/her course faculty member to establish a remediation strategy.

It is recommended that students keep a current hard copy of their transcript. It is the student's responsibility to check with the faculty member to ensure credit is given for work completed as required.

- D. **Comprehensive Predictor Exam:** Completion of the proctored ATI PN Comprehensive Predictor Exam is required at the end of the program, prior to graduation. Students must strive to pass the examination with a score commensurate with a 90% probability of passing NCLEX-PN on the first attempt.

Students that have a course average of 77% or above AND earn a score commensurate with a 90% of passing NCLEX-PN on the first attempt on the ATI PN Comprehensive Predictor Exam may be exempt from taking the final exam in that course.

- E. **Remediation:** Remediation provides an opportunity for students to review and acquire additional knowledge about an area in which they are weak or lack full understanding of the content and its application to clinical practice. Remediation is intended to help students recover important information that was missed initially. Remediation is mandatory; however, the means by which students may remediate will be approved by the course faculty. Remediation strategies vary and may include but are not limited to the following:

1. **Small Group Review**

A group session for remediation may be held with or without a faculty member present. Students are encouraged to review those topics commonly missed on any one of the tests administered during that course.

2. **Online Practice Test Remediation**

Non-proctored exams may be taken online to demonstrate mastery of content and the ability to score at or above 90%.

3. **Individualized Action Plan**

Intended resources must be pre-approved by the course faculty.

Graduation Requirements.

- I. **Process:** Students who have satisfactorily completed the program of studies at Henrico County-St. Mary's Hospital of Practical Nursing are eligible to receive a Diploma and Pin from the School of Nursing and apply to take the NCLEX-PN to become licensed as a Practical Nurse.
- II. A diploma will be awarded to students who have:
- A. Completed the required courses in Program of Studies with a "77" or higher.
 - B. Completed all clinical rotations with a satisfactory.
 - C. Satisfied all financial obligations to the School.
 - D. Returned the ID badge and parking decals as appropriate.

- III. The Practical Nursing program is a technical program and credits earned may not necessarily be transferrable to other institutions of higher learning, as the transferability of courses and/or credits offered by the school is up to the receiving institution.

Graduation Awards.

ACADEMIC EXCELLENCE AWARD

This award is presented to the graduate achieving the highest grade point average for all courses in the program.

ATTENDANCE AWARD

Students having perfect classroom and clinical attendance during PNI and PNII will receive an award at graduation.

CLINICAL EXCELLENCE AWARD

This award is presented to the graduating student who consistently demonstrated outstanding clinical performance. The recipient of this award is selected by the faculty. The faculty nominates students who meet the criteria. Each nominee must be confirmed by at least two faculty. Voting is done by secret ballot.

Criteria:

1. Provides optimal nursing care through effective use of the nursing process.
2. Demonstrates ability to set priorities and manage time wisely.
3. Demonstrates excellent clinical skills.
4. Utilizes effective communication skills in working with groups and individuals.
5. Is self-directed in areas relating to clinical attendance, assignments and self-evaluation.

DIRECTOR'S SERVICE AWARD

This award is presented to the graduate who has demonstrated outstanding service to the school through active participation in student activities, community organizations, and has displayed the values of Henrico County-St. Mary's Hospital School of Practical Nursing.

The Coordinator in consultation with the faculty, elects the recipient of the award.

EXCELLENCE IN NURSING AWARD

This award is presented after completion of PNII. Students at the end of PNII will select three peers who met the established criteria and consistently demonstrated these behaviors during the previous 18 months. Voting will be done by secret ballot. The ballots will be delivered to the Coordinator who will tally the votes. The names of the top three candidates will be presented to the faculty. The faculty will vote by secret ballot to select one student from each level who best meets award criteria. Only faculty who have taught the nominees are eligible to vote.

Criteria:

1. Vibrant spirit and sincere enthusiasm for nursing
2. Empathy for others
3. Willingness to share knowledge and skills with classmates
4. Professionalism in behavior and appearance

Transcripts.

Official transcripts may be requested from the Coordinator and will be provided for a fee of \$5.00. No official transcripts from the School of Nursing will be released until all arrangements have been made to meet existing financial obligations.

SUBJECT: Statement of Student Rights and Responsibilities

EFFECTIVE DATE: June, 2007 Reviewed: June 2017

As a member of the student body of Henrico County-St. Mary's Hospital School of Practical Nursing, students are entitled to certain rights, but also have certain responsibilities. The following are adapted from the National Student Nurse Association, Inc. Bylaws, April, 2007.

Students have a right to and/or responsibility for:

- having a creative sound education opportunity;
- having the highest quality practitioner-teacher;
- achieving input into curriculum planning;
- achieving self-directed learning;
- achieving equal participation in all areas of clinical practice;
- participating in interdisciplinary activities;
- due process;
- insuring self-evaluation;
- organizing and participating in an organization directed toward achieving professional goals;
- facilitating change in health care delivery through various channels;
- assembling and exploring fundamental and current professional issues and concerns;
- organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;
- fostering a better correlation between nursing education and practice.

SUBJECT: Nondiscriminatory Policy

EFFECTIVE DATE: June, 2007 Reviewed: June 2017

Henrico County-St. Mary's Hospital School of Practical Nursing values the talents and skill sets of each colleague, student and applicant. The School is determined to provide an equal opportunity environment and to comply with all laws, regulations and policies regarding personnel, student and applicant actions. It is the policy of the School to provide educational opportunities without regard to race, color, religion, sex, age, disability, national origin, veteran status, sexual orientation, or any other status or condition protected by applicable laws, provided that an individual's qualifications meet the criteria established for admission to the School of Nursing.

If a colleague, student or applicant believes that he or she has been the subject of discriminatory behavior, the individual should report the behavior to the Coordinator, School of Nursing. The Organization will take action to fairly and objectively address any reports of discriminatory behavior.
Fall 2018

SUBJECT: Accommodations for Students with Disability

EFFECTIVE DATE: June, 2007 Reviewed: June 2017

I. Purpose: To identify the process to accommodate students with a disability.

II. Steps:

A. Students who wish to request accommodations because of a disability will follow the Virginia Board of Nursing requirements for accommodations.

1. A letter from the student that specifies the accommodation(s) requested.
2. A written report of an evaluation (educational/psychological/physical) done within the preceding two years by a qualified professional which (a) States a diagnosis of disability, describes the disability, and recommends specific accommodations, if applicable, and (b) documents that the recommended accommodation is justified, that is, appropriate and necessary for the diagnosed disability.

B. The Admission and Promotion Committee will consider the information received and a decision will be made on the request for accommodation.

III. Responsibility for Implementation: Coordinator

SUBJECT: Harassment

EFFECTIVE DATE: June, 2015 Reviewed: June, 2017

I. Purpose: To establish an internal procedure for handling student complaints relating to alleged unlawful harassment.

II. Definitions:

A. Harassment: In general, ethnic or racial slurs and other verbal or physical conduct relating to a person's race, religion creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, sexual orientation, age, or any other attribute or characteristic which is protected under applicable federal and/or state laws constitutes harassment when they unreasonably interfere with a person's work performance or create an intimidating work environment.

B. Sexual Harassment: Sexual harassment is generally defined as unwelcome or unwanted sexual advances; requests for sexual favors; and other visual verbal, or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the employee (i.e. demotion, promotion, performance appraisal, compensation, etc.); or
3. Such conduct or speech has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile or offensive working environment (e.g., unwanted sexual jokes or innuendos, vulgar language, sexual gestures, physical assaults, sexual advances, displaying sexually-oriented materials, etc.).

Sexual harassment may also include, but is not limited to:

1. Offering benefits in exchange for sexual favors; or
2. Making or threatening reprisals after a negative response to sexual advances, or
3. Visual conduct, such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters; or
4. Verbal conduct, such as making or using derogatory comments, epithets, slurs, and jokes; or
5. Verbal sexual advances and propositions; or
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations; or
7. Physical conduct (e.g., touching, assault, impeding or blocking movements).

III. Policy

The facility is committed to providing all students the opportunity to learn in an environment free of harassment or discrimination. This can exist only when each student is assured an atmosphere of mutual respect—one in which each is judged solely on criteria relating to job performance. Unlawful harassment in any form will not be tolerated.

Retaliation against any student for filing a complaint under this policy or for assisting in a complaint investigation is prohibited.

IV. Complaint Procedure

Any student who experiences harassment based on race, religion, creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, sexual orientation, age or other factor protected under federal law and/or applicable state law, or believes he or she has been treated in an unlawful manner, should promptly report the incident to the Coordinator.

V. Investigating Harassment Complaints

A. Responsibility. The Coordinator will be responsible for promptly initiating a full and effective investigation of harassment complaints. Additional management personnel may be included on the investigation team, as appropriate to the nature of the complaint. Under no circumstances

should any individual names in the student's complaint be involved in conducting or supervising the investigation.

- B. Documentation. All complaints should be put in writing (see attached affidavit) and all aspects of the investigation should be thoroughly documented. Investigations should include the following information:
 1. Who is the person allegedly engaged in the harassment conduct?
 2. What happened?
 3. Where did it happen?
 4. When and how often did it happen?
 5. What did the employee making the complaint do about the harassing behavior?
 6. Who are the witnesses?
 7. Who else did the employee making the complaint talk to at the time of the incident?
- C. Confidentiality. The investigation should be kept private and confidential to the greatest extent. Students (including the student making the complaint and witnesses) should never be promised strict or absolute confidentiality. Such a promise could prevent an investigation that is fair to all parties concerned.
- D. Record Keeping. Investigative files should be kept separate from student files.

VI. Complaint Resolution

Before arriving at a conclusion, prepare a complete file containing the written statement of all individuals with whom the matter was discussed. After a conclusion has been reached regarding the investigation and a course of action determined, the following steps should be taken:

- A. Inform the student making the complaint of the findings. If unlawful harassment is found to have occurred, tell the student making the complaint that appropriate action will be taken (no need to be specific) and ask the individual to notify the investigator in the event of any further incidents.

If the offending conduct does not amount to unlawful harassment, the student making the complaint should be advised of this determination before closing the investigation. Again, the student making the complaint should also be told that a county or hospital representative will speak to the alleged offender about the conduct and that the student making the complaint should immediately report any further incidents.

- B. Enable students to report retaliation. Advise all students involved that any form of retaliation for their having filed a complaint or participated in the investigation is strictly prohibited, and that they should report any incidents of retaliation to the investigator.
- C. Hold separate meetings. Inform the student making the complaint and the accused of the findings in separate meetings. If there is insufficient evidence to warrant disciplining the accused, the individual should be reminded of the facility's policy against harassment.
- D. If final resolution is not reached in any instance, the student may contact council staff of the State Council of Higher Education for Virginia (SCHEV) as a last resort. Students will not be subjected to adverse actions by any school officials as a result of initiating a complaint.

VII. Disciplinary Action

Appropriate disciplinary action will be taken according to the facility policy.

SUBJECT: Student Grievance/Appeals Process (Grades/Other than Grades)

EFFECTIVE DATE: June, 2015 Reviewed: June, 2017

I. Purpose To outline procedure for student grievance/appeals.

III. Student Grievance/Appeals Process: Grades

A student must file a request for a grade review in the following manner:

- A. Contact the involved faculty member(s) who issued the grade, to make an appointment to discuss the matter within five (5) school days of the issuance of the grade.
- B. Review with the involved faculty member(s) the requirements on which the grade was based, points of disagreement, and areas for resolution of the problem.
- C. Appeal unresolved differences, if any, to the course coordinator of the course by scheduling an appointment to review the matter in question within three (3) school days following the appointment with the faculty member(s).

If resolution of the problem does not occur at this point, then the student may:

- A. Appeal to the Coordinator within 2 school days of the course coordinator conference. This appeal must be submitted in writing with the point(s) of contention identified by the student and the course faculty members. The Coordinator will review the written statements and discuss the matter with the involved persons within three school days.
- B. If the conference and subsequent decision reached by the Coordinator is not accepted, the student or faculty may appeal the decision in writing to the Administrator of the Technical Center or Adult Education Center within three school days for final resolution.

IV. Student Grievance/Appeals Procedure: Other than Grades

Students may consider a grievance for other than a grade review. In such cases the following procedure should be followed:

- A. If appropriate, contact the faculty member, or other student with whom there is a concern to discuss the matter.
- B. Review with the involved parties points of disagreement and ways to resolve the problem.
- C. If no satisfactory solution can be reached between the parties, appeal the differences to the Coordinator of the School of Nursing. The Coordinator will review and discuss the matter with the involved persons within three school days. The Coordinator may schedule a conference with all parties present.
- D. If the conference and subsequent decision reached by the Coordinator is not accepted, the student or faculty may appeal the decision in writing to the Director of Career and Technical Education within three school days for final resolution.

Note: If final resolution is not reached in any instance, the student may contact council staff of the State Council of Higher Education for Virginia (SCHEV) as a last resort. Students will not be subjected to adverse actions by any school officials as a result of initiating a complaint.

STUDENT RECORDS

SUBJECT: Maintenance of Records of Enrolled, Withdrawn, and Graduated Students

EFFECTIVE DATE: June, 2015 Reviewed: June, 2017

I. Purpose: To describe the procedure for maintenance of records of enrolled, withdrawn, and graduated students.

II. Steps:

A. Enrolled students:

1. During the period of student enrollment, all records relating to nursing student progress will be retained in the Coordinators office.
2. The retained records shall include the following:
 - a. Application
 - b. Signed Technical Standards form.
 - c. Official high school transcripts and transcripts of any post-secondary education completed.
 - d. General education diploma verification, if applicable.
 - e. Student Signature Page.
 - f. Drug Prevention Policy.
 - g. Code of Conduct signature page.
 - h. Letters requesting LOA, resignation, or readmission.
 - i. Standardized test results.
 - j. Student clinical evaluations.
 - k. User Security Authorization and Confidentiality Statement.
 - l. Release of Information Form.
3. Access to health records, including any correspondence from a physician or therapist, is limited to the Coordinator as appropriate.
4. Students have the right to review any official record which the school maintains for them. Access to the records by others, without student permission, is limited to purposes of an educational nature. When access is permitted, documents will be examined only under conditions which will prevent unauthorized removal, alteration or mutilation.
5. A student is entitled to an explanation of any information in the official record.
6. Documents submitted to the school by or for the student will not be returned to the student. Academic records received from other institutions will not be sent to third parties external to the school. Such records should be requested by the student from the originating institution.
7. Official records and transcripts from the school (signature and/or seal affixed) are mailed directly to other institutions or agencies at the student's request. When extreme circumstances warrant, official records may be given directly to the student at the discretion of the Coordinator. In this case, the records will be placed in a sealed envelope with the signature of a school official over the seal.
8. Student information is released for reference purposes only if the student has completed the permission form.

9. Information may be released to another institution of learning, research organization, or accrediting body for legitimate educational reasons with permission of student.
10. Local, state and federal government agencies are permitted access to student records only when auditing, enforcing, and/or evaluating sponsored programs.
11. Financial Aid files are kept in the Coordinator's Office and are strictly confidential, accessible only to the Coordinator and Finance Officer for Henrico County Public Schools. They are maintained for five years after the student graduates or withdraws. After that time they are destroyed.
12. All financial transaction records between each individual student and the school including payments from the student, payments from other sources on the student's behalf and refunds are maintained at the respective ACE Center or Adult Education Center. Fiscal records are maintained for a minimum of five years after the student's last date of attendance.

B. Withdrawn and Graduated Students

1. Upon graduation or withdrawal from the School, student records will be placed in the appropriate file in the Coordinator's Office or at the Career and Technical Education Office.
2. Admission records shall be retained in the graduate's file for three years following graduation or withdrawal, at which time these records shall be destroyed. The following records will be retained in students' file following graduation:
 - a. Application for admission.
 - b. Acceptance letter
 - c. High school and college transcripts
 - d. Final Henrico County-St. Mary's Hospital School of Practical Nursing transcript
 - e. Release of Information Form
3. A transcript of the student's academic progress at the school shall be retained permanently in the Coordinator's Office or at the Career and Technical Education Office. The transcript includes the program of study, dates of enrollment, course taken and completed, grades, and indication of the student's current status (graduated, withdrawn, etc.).
4. Access to health records, including any correspondence from a physician or therapist, is limited to the Coordinator. All such records are secured in the office of the Coordinator for three years following graduation or withdrawal.

III. Responsibility for implementation:

Coordinator, assisted by Administrative Secretaries/Office Assistants.

SUBJECT: Maintenance of Financial Aid Records

EFFECTIVE DATE: June, 2007 REVISED: June, 2017

I. Purpose: To describe the procedure for maintenance of students' financial aid records.

II. Steps:

- A. All financial aid records for currently enrolled students are secured in the office of the Coordinator in locked file cabinets.
- B. The following records are kept for five years following graduation or withdrawal:
 - 1. Federal Pell Grant
 - 2. Stafford Loans
- C. After such designated times, and the documentation of a complete and clear audit, the files shall be destroyed (Re: Part 668.24 Federal Student Aid Regulations).
- D. All additional scholarship/loan records are retained in the office of the Coordinator.

III. Responsibility for implementation:

Coordinator

SUBJECT: Notice to Enrolling Parents of Availability of Policy

EFFECTIVE DATE: July 19, 2016 Reviewed: June, 2017

The Code of Virginia requires that school divisions provide notice to parents that school division policies are available on the HCPS website, as students enroll throughout the year. Policy Manuals are no longer required to be maintained at every school building and in the public libraries and we have removed those copies. HCPS currently places a statement for the general public in the Annual Report, but the Code of Virginia requires that parents of students be provided this information upon enrollment. The law specifically requires that any student enrolling at a time *other than the opening of the school year* also receive this information.

“A copy of the Policies and Regulations Manual of Henrico County Public Schools is available to students, employees, and the public on the HCPS website, www.henricoschools.us. Any person unable to access the online policy may request a copy of a specific policy by contacting Records Management at 652-3828.”

STUDENT CONDUCT

SUBJECT: Orientation of New Students

EFFECTIVE DATE: June, 2007 Reviewed: June 2017

- I. Purpose: To depict the procedure for the orientation of all new students to the school.
- II. Steps:
 - A. Each new student will be given a Student Handbook outlining all aspects of the program.
 - B. The following forms are included in the Student Handbook and must be signed at the completion of orientation:
 1. Code of Student Conduct (Honor Code Pledge)/Handbook Acknowledgment.
 2. Drug Prevention Policy
 3. User Security Authorization and Confidentiality
 4. Release of Information Form
 - C. Signing the Code of Student Conduct signifies that the student agrees to abide by all rules and regulations of the School of Nursing, Henrico County Public Schools, and the clinical agencies.
 - D. The signed forms will be given to the school of nursing office assistant for filing in the student's folder or uploaded onto designated online tracking system.
 - E. Responsibility for implementation: Coordinator, School of Nursing, Faculty

SUBJECT: Classroom and Skills Lab Guidelines

EFFECTIVE DATE: June, 2007 Reviewed: June 2017

- I. Purpose: To provide guidance on the correct and safe use of the equipment used in the classroom and clinical skills lab area.
- II. Students enrolled in Practical Nursing I and II will be given the opportunity to use the equipment available in the classroom and skills lab. At the beginning of the year, instruction will be provided regarding Classroom and Lab Safety procedures. There will be a Lab and Classroom Safety Test given prior to working with any equipment. Throughout the school year, additional guidance will be provided on the safe and correct methods of using the equipment needed prior to the student's practice time. If there are any violations to these guidelines you may lose privileges to use any and all equipment in the classroom and lab. The following are rules to follow while in the skills lab:
 - A. There will be **no** food or drinks allowed while using the equipment in the skills lab. **Absolutely no** chewing gum allowed.
 - B. There will be no ink pens or markers of any type used in the lab while working with mannequins.

- C. There will not be any unprofessional conduct while in the skills lab. The equipment can be easily broken and should be treated with care.
- D. Listen to all instructions regarding the use of equipment prior to use.
- E. If you are unfamiliar with a piece of equipment, please ask the instructor for assistance prior to use.

SUBJECT: Guidelines for Clinical Experiences

EFFECTIVE DATE: June, 2007 Reviewed: June 2017

- I. Purpose: To provide guidelines for students during clinical rotations.
- II. Students:
 - A. Must be supervised by the clinical instructor prior to performing any procedure that the student has not previously performed satisfactorily in the clinical setting.
 - B. May not remove packing from any body orifice.
 - C. May not accompany patients being transported to another facility.
 - D. May not administer chemotherapeutic agents.
 - E. May not serve as a signature witness on any form.
 - F. May not independently give discharge instructions to patients.
 - G. Must have the instructor check the preparation and administration of all medications unless otherwise advised by the clinical instructor.
 - H. May not refuse to care for a patient assigned by clinical instructor.
 - I. Must not have cell phone visible during clinical experience.
 - J. Must follow all policies and regulations of the clinical agency while at the agency. Any violation of Henrico County Public Schools, Henrico County-St. Mary's Hospital School of Practical Nursing, and/or the clinical agency may result in immediate dismissal from the nursing program.
- III. Course specific clinical guidelines are written in each course syllabus.

SUBJECT: Student Use of Medical Records

EFFECTIVE DATE: June, 2007 Reviewed: June 2017

- I. Purpose: To clarify the process by which students may view the patient's record located in the Department of Health Information Management.
- II. Process
- A. The student may obtain a patient's record from the Department of Health Information Management by submitting a permission slip for release of the medical records signed by the faculty member in the course in which the student is currently enrolled.
 - B. The student must not remove the chart from the Department of Health Information Management.
 - C. Confidentiality of the patient's medical record must be maintained at all times.
- III. Responsibility for Implementation: Faculty, Students

SUBJECT: Dress Code-Appearance

EFFECTIVE DATE: June, 2007 Reviewed: June 2017

- I. Purpose: The purpose of this policy is to establish basic requirements for the appropriate dress of students enrolled in Henrico County-St. Mary's Hospital School of Practical Nursing.
- II. Compliance:
- A. Enforcement of this policy is the responsibility of the faculty and administration of the school. Compliance will be considered in the performance evaluation of all students.
 - B. The Dress Code Policy will be reviewed at Orientation. Each student presents a reflection of Henrico County's and St. Mary's standards and compliance with this policy is a school requirement.
 - C. Compliance with this policy is not grievable. The procedure below will be followed when a student is determined to be non-compliant with the Dress Code Policy:
 1. Non-compliance will be addressed in accordance with the Discipline Policy
 2. The student will be given the opportunity to correct the situation immediately.
 3. If unable to correct the situation immediately, the student could be sent home.

General Guidelines:

Students enrolled in Henrico County-St. Mary's School of Practical Nursing will adhere to Henrico County Public Schools Dress Code outlined in the Code of Student Conduct, as well as, the following guidelines.

Personal Appearance

All students are expected to be neat, clean and appropriately dressed according to the following guidelines:

- Student identification badges must be worn at all times during clinical and classes at the Adult Education Center. They should be clearly visible. Failure to wear an identification badge as stated will result in disciplinary action. Wearing an employee identification badge while in a clinical setting is grounds for immediate dismissal.
- All clothes should be clean and fit properly. If uniforms are required, they must be of the established color and style specified for the specific work unit. Blue jeans or denim material, T-shirts, jogging outfits, extremely short skirts, sleeveless garments, shorts, or other inappropriate clothing may not be worn when in clinical. While in class students must not wear t-shirts with inappropriate or vulgar pictures and/or words, spaghetti straps or tank tops that are revealing, extremely short skirts, or shorts.
- Hair shall present a professional image and be clean, well groomed, and worn in such a manner so as not to interfere with patient care. Hair sculpting and adornments are not allowed. Hair colors must be natural in appearance. Unnatural hair colors, including, but not limited to blue, pink, purple will are not permitted.
- Facial hair must be trimmed and kept clean.
- Minimal jewelry may be worn. Any jewelry worn must not present a safety hazard. Facial jewelry, with the exception of conventional earrings that present a professional image, may not be worn.
- Any visible body piercings, other than conventional earring jewelry, are prohibited.
- Open toe shoes or backless shoes may not be worn if they present a safety hazard or in clinical areas. Flip flops and sandals may not be worn in the clinical area.
- Any tattoo that is visible and/or offensive by facility standards, as determined by the administration or instructor, must be completely covered at all times.
- Athletic shoes may be worn in certain departments if approved by the department head as part of the uniform provided they are clean and in good condition.
- Artificial nails, substances or devices applied to natural nails to augment or enhance nails are not allowed in clinical areas or by patient care givers. They include, but are not limited to, bonding, tips, wrappings, tapes, inlays and designs. Only clear nail polish may be worn in the clinical areas.
- Socks or hose must be worn at all times with the clinical uniform.

The School reserves the right to use its discretion to determine what constitutes appropriate dress. Faculty will advise students of the appropriate dress or uniform as well as items of clothing or shoes that are prohibited if they present a safety hazard or if they do not promote a professional image.

School of Nursing Guidelines:

- 1) Uniform color and style for clinical will be approved by faculty.
- 2) School approved lab coats must be worn whenever students are in the hospital as a student for purposes related to the nursing program.
- 3) Perfume, colognes, and aftershave lotions with a strong aroma are not allowed.
- 4) Students may not chew gum during clinical.
- 5) Students, who change clothes at the facility prior to starting their clinical day, are expected to enter and exit the facility dressed appropriately.

SUBJECT: Social Media

EFFECTIVE DATE: June, 2007 Reviewed: June 2017

I. Purpose

It is the policy of the program to comply with all applicable federal, state, and local regulations regarding social media in an effort to protect the privacy and confidentiality of each client and medical facility as well as maintain the professional standards and integrity of the nursing program.

II. Policy

Students of Henrico County- St. Mary's Hospital School of Practical Nursing are legally responsible for any information posted on social media sites, including Facebook, MySpace, Instagram, Twitter, blogs, chat rooms, etc. Information can be traced to the individual that posts client information and any violation of HIPAA regulations will result in disciplinary actions, up to and including immediate dismissal from the Nursing Program.

SUBJECT: Smoking and Tobacco Use

EFFECTIVE DATE: June, 2007 Reviewed: June 2017

I. Purpose

It is the policy of the facility to comply with all applicable federal, state and local regulations regarding smoking in the workplace, and to provide an environment that promotes the well-being of patients, students, employees, and visitors.

II. Policy

Henrico County Public Schools, including all of its buildings and property, shall be tobacco-free 24 hours a day, 365 days per year. This includes days when school is not in session. The use of tobacco products by all school employees and visitors on school property is prohibited at all times.

III. Smoking or Tobacco Use Outside of St. Mary's Hospital or Clinical Facilities

Designated locations will be established by the hospital or clinical agency for approved smoking or tobacco use areas outside the facility that will not impede entrance/exits or create an unsightly appearance to the facility. Most clinical agencies, although, maintain a smoke-free environment.

SUBJECT: Substance Abuse

EFFECTIVE DATE: June, 2007 Reviewed: June 2017

- I. Purpose: Provide a mechanism to identify students who may have a drug/alcohol substance abuse problem. Provide a process for students to treat and correct a substance abuse problem so they can maintain enrollment with Henrico County-St. Mary's Hospital School of Practical Nursing.
- II. Policy:
- A. The School of Nursing is committed to maintaining a healthy and drug-free environment that protects the safety and welfare of students, patients, employees, and visitors. The use of alcohol and illegal drugs is known to cause harmful physical, mental, and psychosocial effects, and may result in the inability to perform essential functions of a nursing student.
 - B. Unauthorized possession, consumption, distribution or being "under the influence" of alcohol or illegal drugs in the educational facility, at clinical agencies, or at school-sponsored functions (e.g. class activities and Student Organization functions) is strictly prohibited. Appropriate disciplinary sanctions, up to, and including suspension or dismissal from the program, will be imposed upon any student in violation of this policy.
 - C. Local, State, and Federal laws prohibit the unlawful use, possession, consumption, or distribution of illegal drugs and alcohol. Any student suspected of violating these laws is subject to severe legal penalties, including fines, imprisonment and loss of federal benefits, as well as disciplinary sanction from the school. Reports to law enforcement officials will be made by the appropriate administrator after consultation with Henrico County attorneys.
 - D. Students are advised that the Virginia Board of Nursing may refuse to admit a candidate to any examination or may deny licensure to an individual engaged in the use of alcohol or drugs (Code of VA, Section 54.1-3007) if that use renders him/her unsafe to practice.

Definitions:

1. "Under the influence" means for the purpose of this policy that the student's appearance or demeanor appears to be affected by a drug or alcohol or the combination of a drug and alcohol.
2. "Illegal drug" means any drug that is not legally obtainable, or that is legally obtainable but has not been legally obtained, or is not being used for prescribed purposes.
3. "Legal drug" means any prescribed drug and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured.

Procedure

The Coordinator or, in her absence, the Administrator of the School, is notified immediately by faculty or staff of any student suspected or being under the influence of alcohol or drugs. The student is removed from the area and the Coordinator is informed that there is a suspicion of substance abuse and that the student has been removed from the clinical area or classroom of Henrico County Public Schools.

Immediate Steps:

1. Prior to initiating questioning of the nursing student, the Coordinator must confirm the observation of the faculty/staff.
2. Both the faculty and Coordinator escort the nursing student to the Administrator.
3. The Coordinator will inform the nursing student of the suspicions and that he/she may be in violation of Henrico County Public Schools, the medical facility and Henrico County- St. Mary's Hospital School of Practical Nursing and may be subject to disciplinary action.
4. The Coordinator will advise the nursing student that he/she may be required to submit to a medical assessment and drug/alcohol abuse screening to determine if he/she is in violation of medical facility and/or school policies.

Voluntary Reporting

A student seeking assistance for a drug or alcohol abuse problem may protect his/her status in the school by:

1. Initiating an official request for a medical leave of absence to correct a drug/alcohol abuse problem before the problem adversely affects behavior or performance. This request will be maintained in confidence in the office of the School.
2. Enrollment in a rehabilitation program where a counselor's evaluation verifies ongoing participation in the program. Failure to complete the rehabilitation program will result in immediate suspension. If suspension occurs, a hearing will be scheduled by the Coordinator within 30 days. Dismissal may occur following the hearing.

Other

- Telephone inquiries or individual appointments are available to assist students, faculty, and staff in the interpretation of this policy and in identifying drug counseling programs/ professionals.

Confidentiality

- All information pertaining to the suspected or confirmed drug/alcohol abuse testing and treatment will be held in confidence except on a need-to-know basis as defined by the Coordinator.
- Written documentation regarding the testing and follow-up will be maintained in a secure area in the Coordinator's office.
- The faculty member referring the student for testing will be informed that the policy has been followed and the status of the student with regard to enrollment in the School of Nursing.

FACT SHEET – CHEMICAL DEPENDENCY AND NURSES

This fact sheet was compiled by the Peer Assistance for Chemically Dependent Nurses (PACDN) Committee of the Virginia Nurses Association and adapted by Henrico County-St. Mary's Hospital School of Practical Nursing.

PACDN Philosophical Beliefs

- Addiction is a disease process with physical, mental, social and spiritual aspects.
- There is hope in the treatment of the chemical dependent nurse.
- No nurse should lose job or license, until she/he has had an opportunity for treatment.
- A profession has a responsibility to regulate and control its own members and professional practice through assuring an advocacy role for impaired nurses by providing a network of supportive peers.

Are you aware that chemical dependency is an occupational hazard among nurses? Occupational risk factors and myths:

1. High stress work environment.
2. Low self-esteem.
3. Personal expectations – a nurse views herself/himself as the giver not the receiver.
4. Easy access to medications.
5. Knowledge of drugs – pharmacological optimism.
6. Absence of education regarding addiction.
7. Peer protection.
8. Myth of immunity, “I’m a Nurse.”
9. Myth of perfection, “I can control my behavior because I am a professional.”
10. Myth of isolation, “This problem is mine and I can handle it alone.”
11. Myth of entitlement: “My use of alcohol or any other drug is my right as an individual.”

Incidence –

It is estimated that one in seven nurses will abuse and of these one of five will develop the disease of chemical addiction.

Profile of Nurses Developing Dependency on Mood Altering Substances

Usually occurs in adult life, not adolescence.

Initial use did not take place for “kicks.”

Likely to have a chemically dependent parent or grandparent.

Chemical usage is solitary not social.

Continue to feel responsible about work and to try to meet work responsibilities. Street crime not generally resorted to as a means of obtaining drugs.

Histories usually negative for childhood or adolescent delinquency problems. Conventional life attitudes.

Demanding of selves; tendency towards denying or ignoring tension, depression, boredom, unhappiness.

Expresses more guilt about drug use than general population.

Male nurses and critical care nurses are at high risk.

Behavioral Indicators

Irritability

Withdrawal/Isolation

Mood swings

Uncharacteristic behavior

Fall 2018

Use of mood altering substances

Mental status documents.

Impaired memory, blackouts

Inaccurate recall of events

Concentration declines, cover ups, use of breath fresheners, unseasonal wearing of long sleeves, denies behavior changes.

Indicators for Administrators

Absenteeism and tardiness

Job shrinkage

Errors increase – Quality of record keeping changes, med errors, (wastage, broken vials, lost pills), impaired judgment

Drug diversion – vials altered, narcotic count incorrect, signs out more controlled drugs than others, volunteers to be medication nurse, leaves unit and returns in a euphoric mood

Patient and family report problems

Handwriting changes

Frequent trips to bathroom

Criteria for choosing an appropriate chemical dependency treatment program for health care professionals

The Committee does not see the criteria as all-inclusive. However, considering the following program components may be helpful in selection.

Licensed by the State

JCAHO approved

Program philosophy endorsing total abstinence from mood-altering substances after detoxification

Staff specifically trained in chemical dependency treatment

Supportive of Alcoholics Anonymous/Narcotics Anonymous, Al-Anon

Family of concerned persons program

Structured aftercare

Stresses education regarding chemical dependency

Separate program from psychiatric or medical units

Disease model with holistic approach

Individual and group counseling

Health professionals support group

Aware of reporting policy to the State Board of Nursing

Recovering Nurses Issues of Concern

- Attitudes and reactions
- Significant others (supportive, enabling, angry)
- Sense of guilt and feelings of shame about drug use
- Commonality of devastating experiences, e.g. arrests in Hospitals
- Decisions by the Board of Nursing
- Returning to work, difficulty obtaining a job, working around controlled substances
- Anonymity issues

**CONFIDENTIAL
FITNESS FOR DUTY/
REASONABLE SUSPICION TESTING CHECKLIST**

Student Name: _____

Time: _____ Date: _____

Instructor/Administrator: _____ Witness: _____

The following checklist is to be completed by the instructor/administrator involved to help determine whether or not a student will be tested for current impairment from controlled substances. This section must be completed prior to requesting that a student submit to a drug test. If a student smells of alcohol, he/she may be tested immediately on that basis alone.

Substance abuse must be suspected in order to test. Testing will not be conducted on the basis of performance issues only. Check all that apply:

Behavior			Odor
	Alternate periods of high and low productivity		Distinctive odor of intoxicant on breath
	Disappearance from work area		Distinctive odor on clothing or about person
	Difficulty performing ordinary tasks*		Mints, gum, mouth wash or breath spray
	More time needed to complete job*		
	Boisterous		Speech
	Difficulty recognizing individuals		Slurred
	Easily agitated		Unusually loud
	Erratic and disjointed actions*		Hesitant
	Sleeping on duty		Unusually fast
	Hostile, crying, talkative		Unusually slow
	Increased errors		Incoherent
Physical Appearance/Clothing			Eyes
	Flushed, red face		Red
	Lethargic, sleepy		Watery
	Hyperactive*		Heavy eyelids
	Tense, unduly nervous*		Pupils constricted
	Poor coordination*		Pupils dilated
	Drooling		
	Dramatic change in physical appearance		Confusion
			Difficulty in recalling instructions, details, etc.
Gait			Difficulty in recalling mistakes
	Unsteady		Difficulty remembering recent events
	Deliberate or over-careful		
	Swaying		Medication Administration/Handling Discrepancy
	Leaning		Incorrect narcotics count
	Stooped		

*Please provide specific information to help clarify your observations:

Other observations or details:

Completed by: _____ Title: _____

Date: _____

This Checklist should be completed before reasonable suspicion testing.

SUBJECT: Student Counseling and Career Services

EFFECTIVE DATE: June, 2015 Revised: September, 2017

- I. Purpose: To establish an internal procedure for counseling and career placement services available to students.
- II. Student Counseling and Career Placement Services include, but are not limited to:
 - A. Faculty Members
 - B. Coordinator of the Practical Nursing Program
 - C. Administrator of Adult Education and Principals of ACE Centers
 - D. School counselors at ACE Centers
 - E. Outreach Coordinator
- III. Faculty members in each course serve in an advisory capacity for concerns related to academic matters. Office hours are kept by faculty in their respective location/office. Office hours are posted outside of each office.
- IV. Career placement information is available through the administrative offices of the school and a career day is hosted by the school faculty and administration prior to graduation. Various clinical agencies are invited to attend and students have an opportunity to meet and speak with representatives for potential employment opportunities. Agencies include, but are not limited to: Long-term Care facilities, Home Health agencies, Physician offices, and Behavioral Health and Correctional facilities.
- V. Chemical Dependency information is found in the Student Handbook.

SUBJECT: Confidentiality

EFFECTIVE DATE: June, 2007 Reviewed: June 2017

Henrico County-St. Mary's Hospital School of Practical Nursing considers patient information highly confidential. Employees and students must never disclose or release confidential patient information in a manner that violates the privacy rights of a patient.

Employees and students may use the patient's medical records in preparation for clinical assignments, however, employees and students are not to take printed copies of patient information (this includes MAR, kardex, and chart). At no time is the patient's name, case, or condition discussed away from the hospital, in the hospital corridors and elevators, the room of another patient, or the cafeteria.

The use of cell phones in the clinical setting is not allowed by students and will be addressed in a separate policy.

SUBJECT: Cell Phone Usage in Clinical

EFFECTIVE DATE: June, 2007 Reviewed: June 2017

The Practical Nursing Program in Henrico County Public Schools will follow the same policy for cell phone usage for students while in the clinical setting as it is written for the schools grounds and classroom found in Henrico County Public Schools Code of Student Conduct. Having a cell phone or similar device with the ability to take pictures may pose a threat to patient/client confidentiality.

SUBJECT: Children in the School of Nursing

EFFECTIVE DATE: June, 2007 Reviewed: June 2017

- I. Purpose: To clarify the policy regarding parents (students) bringing children to the classroom.
- II. Policy: No children are permitted in the classroom or on school property while the parent (student) is attending any course related activity.

SUBJECT: Solicitation and Distribution of Literature

EFFECTIVE DATE: June, 2007 Reviewed: June 2017

I. Purpose: To establish policy guidelines regarding solicitations and the distribution of literature on facility property and to avoid disruption of company operations, healthcare operations or disturbance of patients.

II. Definitions:

Working Time: Includes the working time of both the student doing the soliciting or distributing and the employee/student to whom the soliciting or distributing is directed. Working time does not include break periods, meal times or any other specified periods during the work day when employees/students are properly not engaged in performing their work tasks.

Working Area: All areas on facility premises, except cafeterias, gift shops, employee lounges, lobbies and parking areas.

III. Policy:

In the interest of maintaining a proper business environment, students are prohibited from soliciting financial contributions, selling merchandise or making any other solicitation during working time. This includes the working time of the employee/student doing the soliciting or being solicited.

Students are also prohibited from distributing literature or any other material of any kind in working areas at any time or in non-working areas while the employee/student distributing the literature or material or the employee/student who is the intended recipient of the literature or material is on duty.

This prohibition against soliciting other employees/students also covers telephonic equipment including telephones, voice-mail, e-mail, the Internet, computers, or other related equipment for the purpose of soliciting others for preparing, duplicating or distributing literature to other employees or non-employees.

Individuals not employed by the facility are prohibited from distributing material or soliciting employees/students on facility premises at any time, except for persons engaged in bona fide business-related activities such as pharmaceutical and medical equipment sales.

SUBJECT: Fire Drills

EFFECTIVE DATE: June, 2015 Reviewed: June, 2017

I. Purpose: To provide procedures for fire safety.

A. Procedure:

Unannounced fire drills are done to comply with the state and county fire laws.

Students are expected to comply with all regulations, regardless of the time of the drill. Never assume that a fire alarm is a false alarm. Prompt attention to drills is essential for personal protection.

Upon hearing the fire alarm, activate Fire Plan.

FIRE PLAN

In case of fire or smoke, any student, faculty members, or staff should activate the “RACE” system.

1. Rescue – clear the immediate area.
2. Alarm –
 - a) pull alarm box
 - b) call 911 – state name, location, and type of fire
3. Confine/contain – shut all doors and windows.
4. Extinguish/Evacuate –
 - a) use fire extinguisher to extinguish if possible
 - b) evacuate building through closest fire exit and assemble in designated area.
5. If alarm sounds and you do not see fire or smoke, report alarm sounding and follow Steps 3&4.

TUITION, FEES & REFUNDS

SUBJECT: Process for Obtaining Student Financial Assistance

EFFECTIVE DATE: June, 2015 Reviewed: June, 2017 Revised: June, 2017

Henrico County offers a variety of financial assistance to qualified students to support its belief that no student should be denied the opportunity to pursue an education because he/she cannot afford the cost of attendance.

The majority of assistance is awarded on the basis of financial need. Financial need is the difference between the cost of education (tuition, fees, books, supplies, and other expenses) and the amount that the student is expected to contribute toward that cost. Federal Guidelines states that students must use federal and/or state student financial aid only to pay the cost of attending an institution of higher education.

To apply for financial assistance, all applicants must complete the Free Application for Federal Student Aid (FAFSA). The web address is: www.fafsa.ed.gov. The school code is: 013629. Deadline mandatory processing date is March 31st.

Types of Financial Assistance.

- a. **Pell Grant:** This is a federally determined, need-based award made to eligible undergraduate students who have no prior bachelor's degree. Pell Grants do not have to be repaid.
- b. **Guaranteed Student Loans:**
Stafford Loan: This is a federally-sponsored loan program where the student is the borrower. Need-based (subsidized) and non-need-based (unsubsidized) Stafford loans are available if eligible. Repayment does not begin until the student graduates. **Federal guidelines mandate a **30-day wait for first-time borrowers**. A student must be enrolled for 30 days before loan funds can be credited to your account.
- c. **Other scholarships, grants, and loans:** Numerous scholarships, grants, and loans are available from private and public sources. These fund sources include, but are not limited to:

Mary Marshall Nursing Scholarship Program (LPN)
 Mildred A. Mason Memorial Scholarship Fund
 Virginia Health Care Association
 HOSA Scholarship

General Information.

1. All tuition and fee charges are deducted from the first available source of financial aid funds before any excess funds are released to the student.
2. Any student who fails to maintain satisfactory academic progress as defined by Henrico County-St. Mary's Hospital School of Practical Nursing may be ineligible to receive financial assistance from federal or school programs.

3. A student who withdraws from the school in good standing shall be entitled to a refund of a portion of the tuition paid for the current term according to the Henrico County-St. Mary's Hospital School of Nursing Institutional Refund Policy. Any federal financial aid refunds will follow the federal refund guidelines.
4. All financial records are confidential and only accessible to the Coordinator and the Budget and Finance Office of Henrico County Public Schools.

Federal Regulation.

The following federal regulations apply to the processing of all refunds at Henrico County-St. Mary's School of Practical Nursing. If a student withdraws before his/her first day of class, no Title IV or other financial aid sources will be used to pay any portion of the student's educational cost, regardless of the policy that is being used (Title IV, scholarships, or in-house policy). The student will be responsible for any charges incurred.

Title IV Financial Aid Programs:

- Federal Pell Grant (PELL)
- Federal Subsidized Loan
- Federal Unsubsidized Loan

Withdrawal Refund Policies are subject to change based on new or revised regulations. All students withdrawing from Henrico County-St Mary's Hospital School of Practical Nursing must complete an Exit Interview with the Financial Aid Office. The Financial Aid Office and the Administrative Offices are located in the Mt. Vernon Adult Education Complex at 7850 Carousel Lane, Henrico, VA 23294.

The Return of Title IV Refund Policy is based on the federal mandate that students earn federal financial aid eligibility in proportion to the amount of time the student was enrolled. The earned portion of a student's federal financial aid will be disbursed to the student's account to pay institutional related expenses. The unearned portion will be refunded and/or returned to the U.S. Department of Education Title IV Programs. The School follows the policies of the Department of Education to determine which funds should be retained by the school and how much should be returned to the U.S. Department of Education. If a student does not receive any Title IV financial aid to pay for educational costs, then the Institutional Refund Policy will be used to determine appropriate charges.

SATISFACTORY ACADEMIC PROGRESS **For Financial Aid Retention**

Federal regulations require that students who receive Title IV funds must maintain satisfactory academic progress as defined by Henrico County-St. Mary's Hospital School of Practical Nursing and the Department of Education. Specific standards for the program in the School of Nursing are outlined and sent to students receiving aid. The School uses both quantitative and qualitative methods to measure academic progress.

Satisfactory Academic Progress (SAP) standards the student MUST meet include:

1. Maintain a minimum of 2.3 Grade Point Average (GPA)
2. Complete 67% of the courses for which a student is registered

Qualitative satisfactory academic progress is measured every term. A student must earn at least a 2.3 cumulative grade point average by the end of their first term and must maintain a 2.3 or higher GPA thereafter. A student who fails to achieve the required GPA will be placed on financial aid probation. The student may receive aid for the next term, however they must complete that term with a 2.3 GPA. If the student does not earn the required grade point average at the end of this 'grace term', then they will be considered to be making unsatisfactory academic progress, and all financial aid will be terminated. Financial aid may be reinstated when the student meets the required minimum 2.3 GPA.

Quantitative satisfactory academic progress is measured at the beginning of each academic year for all students receiving federal financial aid, and again at the end of each term. Students who do not complete at least 67% of all attempted course work will be notified in writing of failure to maintain satisfactory progress, and will be placed on financial aid probation. The student will be allowed a 'grace term', to reestablish satisfactory progress. If the student is unable to achieve this goal, then all federal aid will be terminated.

Time limitations – all students who receive any federal aid are required to complete their program within the time limitation. The maximum time frame may not exceed 150% of the published length of the program, or 1 ½ times the program length. For example, a two year program must be finished in at least 3 year. This means that a student must complete 67% of the class load each term. Federal regulations required the time limitation be cumulative and must include all periods of enrollment, regardless of whether or not the student received aid. Grades of 'W', 'I', 'F', repeated courses, transfer credits, audits and credits by examination will count toward the time limitation rule.

NOTE: With the exception of mitigating circumstances, no student will be eligible to receive financial assistance for more than six (6) terms or the equivalent of completing a 27-month program.

The **right of appeal** is granted to any student who has been suspended from receiving Financial Aid. To initiate such an appeal, the student must submit a written appeal with acceptable documentation to the Director of Financial Aid within approximately five (5) upon notification of grades. Student should also contact the schools' billing office.

Student may **re-establish SAP** by attending Henrico County-St. Mary's Hospital School of Practical Nursing to improve hours and semester Cum GPA to meet required standards at his/her own expense.

The Director of Financial Aid will present the appeal to the Appeals Committee for review. The committee may reinstate financial aid, however, if denied aid will remain terminated until the student enrolls for subsequent term(s) at his/her own expense, and complete the term(s) necessary to regain satisfactory progress.

The Director of Financial Aid will notify the student of the committee's decision. Should the student wish to appeal the decision of the committee, they may do so to the Director of Career and Technical Education. The Director will notify the student of the decision. The decision of the Director is final with no further appeals.

Tips to Getting Aid without Delay!

According to federal guidelines, the basic premise underlying Title IV programs is that a student and the student's family have primary responsibility for paying for the student's postsecondary education. Financial aid is intended to assist you in bridging the gap between the support that can reasonably be expected from you and/or your parents or spouse and the actual cost of attendance for Henrico County-St. Mary's School of Practical Nursing.

1. The first step in receiving financial assistance of any kind is to complete the Free Application for Federal Student Aid (FAFSA).
2. New students in post-secondary education should complete the form as soon as possible following acceptance to the School. Continuing students must apply for financial aid **every** calendar year, as soon after January 1st as possible. Example: You must fill out a Free Application for Federal Student Aid (FAFSA) if you are planning to attend Henrico-St. Mary's Hospital School of Practical Nursing. The mandatory deadline processing date for the School is March 31st to be considered for first come, first serve financial aid funds.
3. The web address to complete the Free Application for Federal Student Aid is www.fafsa.ed.gov.
4. The Schools financial aid code is: 013629.
5. If you are a dependent student, your parents **and** you must complete a FAFSA.
 - a. If you are applying for a Federal Subsidized Stafford or Federal Unsubsidized Stafford Loan, you must do so **each** calendar year.
 - b. If you are an independent student or if you are a dependent student whose parents were denied the ParentPlus Loan, you may be eligible for a maximum Subsidized loan of \$3,500 and an Unsubsidized loan of \$2,000 for the **first** year if dependent or \$6,000 for the **first** year if independent.
 - c. The Financial Aid Office will assist you with this process.
6. If you are an independent student or if you are a dependent student, the maximum Subsidized Loan you can receive your **second** year is \$4,500. The maximum Unsubsidized Loan you can receive your second year is \$2,000 for a dependent student and \$6,000 for an independent student.

NOTE: If you were enrolled in another institution in the term immediately prior to entering the School, your loans **MAY** be reduced by the amount received at your previous institution for that loan period. Example: If you are a dependent student and you are entitled to \$2,625 for the loan period and you received \$1,625 at school "X," then your remaining eligibility at the school is only \$1,000 for the remainder of that loan period.

7. First time loan borrowers entering Henrico County-St. Mary's Hospital School of Practical Nursing must be enrolled in class for 30 calendar days prior to loan proceeds being disbursed to the student's account.
8. If you are eligible for a PELL Grant (gift aid) for the award year and received a portion of the funds at another institution in the term immediately prior to entering the School, you will only be eligible for the difference. Example: If you are eligible for \$5,775 Pell and received \$2,887 at School "X," then you can only receive \$2,887 at the School in the award year. The School will disburse the monies into two (2) payments, \$1,443 in the fall semester and \$1,443 in the spring semester.
9. Books and other fees are an out-of-pocket expense.
10. Please contact the Financial Aid Office with any questions regarding any financial aid concerns and speak to Kathryn Mauch at (804) 527-4660 Ext. 124.

SUBJECT: Determining if a Withdrawing Student is Entitled to a Refund

EFFECTIVE DATE: June, 2015 Reviewed: June, 2017

I. Purpose: To determine whether a withdrawing student is entitled to a refund of tuition, fees and charges.

II. Steps:

1. All fees and charges made by the School are considered to be fully earned upon the completion of registration by the student.
The School procedures includes, but is not limited to:
 - Calculating the student's period of enrollment;
 - Determining whether the student applied for or received financial aid;
 - If the student applied for or received aid, determining whether all or part of the financial aid award must be cancelled or whether the financial aid disbursement must be returned to the program;
 - Posting the appropriate adjustment(s) to the student's account balance;
 - Performing refund calculations.
2. Refund calculations will conform to the Return to Title IV Fund Regulations and Henrico County-St. Mary's Hospital School of Practical Nursing Tuition Refund Policy.
3. The School of Nursing policy on the subject of "Withdrawing from School of Nursing" dictates the determination of the student's official withdrawal date. The number of calendar days the student is enrolled will include both the first day of class and the day of official withdrawal.

RETURN TO TITLE IV FUNDS REGULATIONS

1. Return to Title IV Funds is federally regulated. Procedures are subject to change based on new or revised regulations.
2. The Return to Title IV Funds regulations are applicable if the student meets the following criteria:
 - a. The student was awarded or received a disbursement of Federal Title IV Financial Aid and
 - b. The student's official withdrawal date is BEFORE 60% of the enrollment period.
3. The Return to Title IV Fund Regulations dictate that a student earns federal financial aid eligibility in proportion to the amount of time the student was enrolled. The amount of Title IV financial aid earned is determined on a pro-rata basis. For example: if a student withdraws before his or her first day of class, no Title IV aid may be used to pay any portion of the student's educational cost. If a student completes 30% of the enrollment period, the student earned 30% of the Title IV aid that the student was scheduled to receive.
After the 60% point in the period of enrollment, a student has earned 100% of the Title IV aid. The Title IV programs covered by these regulations are Federal Pell Grants, Stafford Subsidized and Unsubsidized Loans, and in some cases, certain state grant aid.
4. The School must use software owned by the Department of Education to prorate Title IV funds. The student is entitled to keep the earned portion of Title IV aid. The unearned portion must be refunded and/or returned to the Title IV Program that provided the financial aid. The School will

facilitate the refund and/or return of funds to the Title IV Program and post the appropriate adjustment(s) to the student's account.

5. If the adjustment(s) creates a credit balance, it will be refunded to the student within the time frame specified in Title IV Regulations.
6. If the adjustment(s) create an unpaid balance, the student will be financially responsible for its immediate payment as specified in the School's Policy on subject of Student Financial Responsibilities.

NURSING TUITION REFUND POLICY:

The following table will be used to calculate a nursing tuition refund if the student meets one of the following criterions:

STUDENT'S OFFICIAL WITHDRAWAL DATE	% OF NURSING TUITION REFUND
First three days of the term (business days)	100% (excluding non-refundable deposit)
First quartile (25%) of the term	50%
Second quartile (more than 25% but less than 50%) of the term	25%
Third quartile (more than 50% but less than 75%) of the term	0%

Disclosure: A student applicant may cancel, by written notice, his/her enrollment at any time prior to the first class day of the term for which application was made. The student applicant will received a full refund of paid tuition, minus the non-refundable registration deposit.

SUBJECT: Student Financial Responsibilities

EFFECTIVE DATE: June, 2015 Reviewed: June, 2017

- I. Purpose: To establish that a student is financially responsible for the full payment of his or her student account balance.
- II. Steps:
 - A. Tuition, fees and charges are to be paid in full prior to the first date of classes published in the School's Calendar.
 - B. Any student whose account is not paid in full will be prevented from participation in instruction until his or her student account balance is paid in full.
 - C. If the student anticipates a need for financial aid, the student is responsible for pursuing financial aid from sources that include but are not limited to federal, state, institutional, and private philanthropic programs.
 - D. If the student receives a financial aid award and the Financial Aid Office is provided with the official award letter, the student's account balance will be credited with an amount equal to the official award. This credit will function like a payment, and the student will be permitted to participate in instruction as long as the financial aid payment is received from the financial aid program in a timely fashion.
 - E. Many financial aid programs have eligibility criteria that must be maintained by students. These programs stipulate that all or part of a student's financial aid award or payment must be returned to the program if the student fails to maintain his or her eligibility. If the cancellation of a financial aid award or return of a financial aid payment creates an unpaid balance on the student's account, the student is financially responsible for the immediate payment of the unpaid balance.
 - F. Any student with an unpaid balance will not be promoted or graduated. Furthermore, neither the student's academic record nor transcript will be released if the student's account is not paid in full.

Administrative & Instructional Staff

Program Coordinator:

Jennifer McCrickard, MSN, RN

Practical Nursing I: Faculty

Shannon Brooks, BSN, RN
PNI Instructor, ACE Center at Highland Springs

Natalie Mesco BSN, RN
PNI Instructor, ACE Center at Hermitage

Practical Nursing II: Faculty

Anne Barker, MSN, RN
PNII Instructor, Adult Education Center

Wendy Falls MSN, RN
PNII Instructor, Adult Education Center

Lisa Gyamfi, BSN, RN
PNII Instructor, Adult Education Center

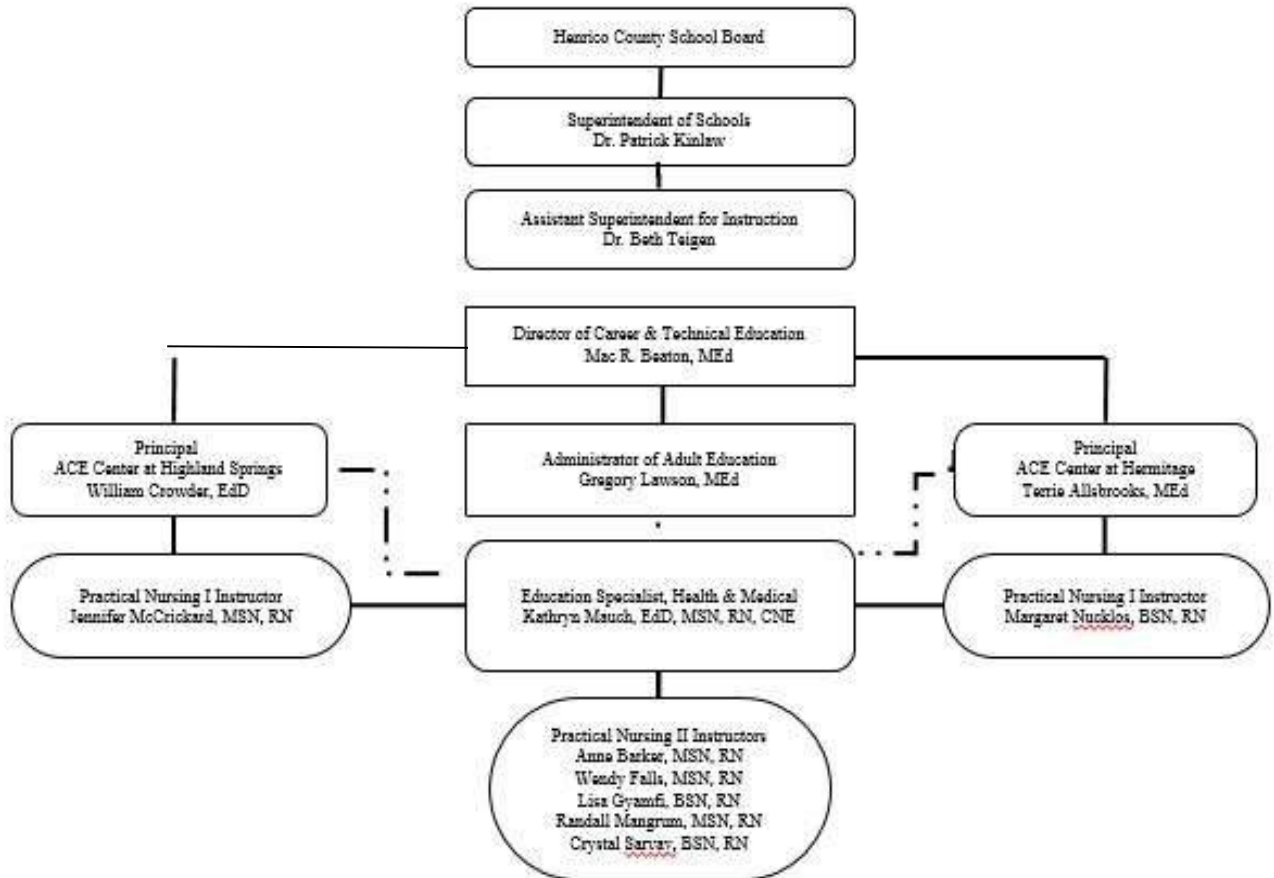
Randall Mangrum, MSN, RN
PNII Instructor, Adult Education Center

Crystal Sarvay BSN, RN
PNII Instructor, Adult Education Center

Administrative Assistants:

Marsha Young
Joan Donnelly

Henrico County Public Schools Career & Technical Education Organizational Chart



SUBJECT: Faculty Standing Committees

EFFECTIVE DATE: June 2015

Reviewed: June 2017

Selected students (one from each level) will serve on the following committees: Curriculum Committee, Learning Resources Committee, and Student Life Committee. Students will be elected at the beginning of Level I and II.

Standing Committees of the Faculty Organization

Section 1: General functions/rules of all standing committees include the following:

- A. The committee chair, as well as faculty committee members, shall have voting privileges. Student members on faculty standing committees have voice but **NO** vote.
- B. Standing committees may appoint subcommittees. Subcommittee membership is not limited to members of the committee but shall include at least one member of the standing committee.
- C. Each committee chair shall appoint a secretary to keep written minutes of meetings.
- D. Student members and alternate student members of standing committees shall be elected by their respective classes at the time of regular class elections unless otherwise designated in these By-Laws.
- E. Standing committees shall meet at least twice per term and as often as deemed necessary by the committee to accomplish its functions.
- F. Standing committees shall post an agenda for each meeting.
- G. Reports and recommendations from standing committees shall be presented to the Faculty Organization for final action as designated in the By-Laws.
- H. Standing Committees shall review/revise sections of the Faculty Manual prior to the Annual Faculty Organization meeting each year.
- I. Standing committees shall submit an annual report in the form of a written summary of its activities, goals and proposed budgets for the next school year to the Faculty Organization at the annual meeting.

Section 2: The Curriculum Committee

- A. Purpose: To develop, implement and evaluate the curriculum to insure its consistency with the philosophy and goals of the school, and the needs of the students, the nursing profession, and society.
- B. The functions of the Curriculum Committee shall be to:
 1. collaborate with the Course Planning Groups* to develop, plan, implement, evaluate, and revise individual nursing courses and refer action as needed to the Faculty Organization.
 2. facilitate the implementation of the curriculum across levels.
 3. determine, review and evaluate outcome measures and make recommendations to the Faculty Organization.

*Course Planning Groups are appointed by the Coordinator to develop, plan, implement and evaluate individual nursing courses and evaluate student performance in that course.

Section 3: The Learning Resources Committee

- A. Purpose: To develop, evaluate, improve and interpret library, multimedia and computer resources.
- B. The functions of the Learning Resources Committee shall be to:
1. Develop, improve, implement and evaluate learning resources and services;
 2. Recommend revisions, changes, and adoption of policies for improved services in the libraries located at the Technical Centers and Learning Resource for the faculty;
 3. Receive and review recommendations from faculty and students for learning resources.
 4. Recommend Medical Library acquisitions to the Medical Library of St. Mary's Hospital;
 5. Develop guidelines for use of Learning Resources;
 6. Recommend acquisitions of learning resources for the school to the Coordinator;
 7. Maintain a current catalog and inventory of audiovisual and computer resources in the School of Nursing;
 8. Represent the School of Nursing on library and media service committees of St. Mary's Hospital if present.

Section 4: Faculty Liaisons to the Executive Board of the Student Council

- A. Two faculty appointed by the Coordinator will serve as advisors to the Executive Board of Student Council.
- B. Faculty will serve as liaisons between the Faculty Organization and the Student Council to communicate and coordinate concerns related to student services.

Section 5: Student Life Committee

- A. Purpose: Provide a means by which faculty and students communicate and coordinate concerns related to student services and promote activities which enhance the physical and psychosocial health of students.
- B. The functions of the Student Life Committee shall be to:
1. Assist in developing, interpreting, and evaluating policies and procedures related to student services;
 2. Assess and make recommendations to the faculty and administration for change or revision of policies and procedures concerning student services.
 3. Provide a method of communication between various student groups and faculty;
 4. Provide an opportunity for the discussion of administrative policies and actions with students;
 5. Assist in planning and promoting activities which enhance psychosocial health of the student;
 6. Conduct an annual review of the Student Handbook and maintain the currency of its contents;
 7. Conduct Systematic Evaluation and Assessment of Outcomes Plan for students.

SUBJECT: Student Council

EFFECTIVE DATE: June 2007

Reviewed: June 2017

The Student Council is a pre-professional committee of nursing students. This committee provides the organizational framework for student activities at Henrico County-St. Mary's Hospital School of Practical Nursing.

I. Purpose:

- A. To provide an opportunity for students to maximize leadership potential through self-governance activities.
- B. To promote development of skills needed to be a responsible and accountable member of the nursing profession.
- C. To provide an opportunity for students to advocate for high quality health care.

II. Membership:

All students enrolled in Henrico County-St. Mary's Hospital School of Practical Nursing are members of student council.

II. Executive Board:

- A. The governing board of the student council shall consist of two student representatives from each class. The Board shall provide a means by which faculty and students communicate and coordinate concerns related to student services and activities.
- B. Representatives shall serve a term of one year and agree to attend all Board meetings during that year. Elections will be held at the beginning of Practical Nursing I and Practical Nursing II.
- C. One representative shall serve as Chair of the Board, one as Secretary, and one as Treasurer. Officers will be elected by the representatives at the first meeting in September to serve for one year.
- D. Board members shall be currently enrolled in the school of nursing and shall be in good standing in the school during their tenure on the Board.
- E. Duties of the Chair
 - 1. Call and preside at all meetings of the organization.
 - 2. Prepare and post an agenda one week prior to meetings as necessary
 - 3. Serve as a member of Honor Court.
 - 4. Submit annual report to the Secretary of the school in March.
- F. Duties of the Secretary
 - 1. Record all proceedings of the organization.
 - 2. Conduct correspondence of the organization as needed.

G. Duties of the Treasurer

1. Maintain an accurate account of all receipts and expenditures of the organization.
2. Submit annual audit of the account with annual report in March.

H. Functions of the Board

1. Provide a method of communication between various student groups and faculty.
2. Assist in developing, interpreting, and evaluating policies and procedures related to student services and activities.
3. Conduct an annual review of the Student Handbook and maintain currency of its contents.

I. Meetings of the Board

Meetings shall be held as necessary.

J. Two-thirds of the Board members constitute a quorum for the transaction of business at any meeting, with one officer being present.

K. Advisors to the Executive Board will consist of two faculty members of the school of nursing. The advisors will be appointed by the Coordinator and will serve for a period of two years. Advisors will attend all meetings to act in an advisory capacity.

IV. Committees:

A. Faculty committees – representatives shall be appointed to represent students on Faculty Organization Committee

1. Learning Resources
2. Curriculum
3. Student Life

B. Professional Development Committee

1. Increase nursing students' awareness of issues confronting the nursing profession.
2. Provide an opportunity for students to meet and exchange ideas with other nursing students across the country.
3. Prepare students for participation in professional associations following graduation.

C. Community Service Committee

1. Encourage nursing students to participate in community activities that promote and improve health care.
2. Plan and coordinate community activities.

D. Student Activities Committee

1. Promote activities which enhance the "spirit" of Henrico County-St. Mary's Hospital of Practical Nursing
 - a) Friends and Family Night
 - b) Support Groups
 - c) Graduation Ceremonies

FORMS**Code of Conduct/Handbook Acknowledgment**The Honor Pledge:

I, _____, a member of the student body of Henrico County-St. Mary's Hospital School of Nursing, hereby pledge upon my honor to abide by all of the regulations governing that body. I will conduct my personal life with integrity, refraining from any action which would discredit myself, the members of the student body of the School of Nursing, or the nursing profession.

I hereby pledge that I understand the Honor System and am aware that a breach of the Honor System will result in trial as specified in the By-Laws of the Honor System of Henrico County-St. Mary's Hospital School of Practical Nursing. I understand completely that, if found guilty of lying, cheating, or stealing, by action of the Honor Court, I may be dismissed from the School of Nursing.

This signed pledge covers all work done while under the jurisdiction of the School of Nursing for the entire time that I am enrolled in the School of Nursing.

I also certify that I have read the Henrico County-St. Mary's Hospital School of Practical Nursing Student Handbook and have studied its contents. I accept and will abide by all rules and regulations as they pertain to me and as set forth in this statement of School of Nursing and Student Organization policies and procedures. These policies are in effect during the entire time I am enrolled as a student at Henrico County-St. Mary's Hospital School of Practical Nursing. My signature indicates I understand that the requirements, rules, procedures, courses, and informational statements, contained herein, are subject to change.

Student Signature

Date

Student Printed Name

Parent Signature

Date

Witness

Date

Class of _____

Fall 2018

Drug Prevention Policy

1. Henrico County-St. Mary's Hospital School of Practical Nursing is committed to providing a healthy and drug-free environment that protects the safety and welfare of its students. The unauthorized manufacture, possession, consumption, distribution, or being "under the influence" of alcohol or illegal drugs in the educational facility, on medical facilities, or at school-sponsored functions is strictly prohibited.
2. Local, State, and Federal laws prohibit the unlawful use, possession, consumption, or distribution of illegal drugs and alcohol. Any student suspected of violating these laws may be subject to severe legal penalties, including fines, imprisonment, and loss of federal benefits.
3. The use of alcohol and illegal drugs is known to cause harmful physical, mental, and psychosocial effects, and may result in the inability to perform the essential functions of a nursing student.
4. Violation of this policy shall result in appropriate action which may include referral to an employee/student assistance program/rehabilitation program and/or disciplinary action, up to and including suspension or dismissal, in accordance with Henrico County Public Schools.

I certify that I have read and agree to abide by the above policy during my enrollment at Henrico County-St. Mary's Hospital School of Practical Nursing.

Student Signature

Date

Reviewed 6/17
Revised 9/09

**HENRICO COUNTY-ST. MARY'S HOSPITAL SCHOOL OF PRACTICAL NURSING
USER SECURITY AUTHORIZATION & CONFIDENTIALITY STATEMENT
RECEIPT ACKNOWLEDGEMENT**

Definition: Security Authorization is a generic term replacing words such as password, user code, security code, log-in, etc., and designating any code used to access information systems.

1. The security authorization issued to me as a result of being a student at Henrico County-St. Mary's Hospital School of Practical Nursing is for my professional use only.
2. Any patient or hospital related information available to me through this security authorization will remain confidential.
3. My security authorization is considered the equivalent of my legal signature. Therefore,
 - a. I will not disclose the authorization to anyone verbally, in writing or by allowing another person access to the system under my authorization.
 - b. I will not attempt to learn another user's security authorization.
 - c. I will not attempt to access information in the system by using any security authorization other than my own.
 - d. I will only access information for which I have a demonstrable need to know based on my official duties.
 - e. I will not ask another individual to access information for which I cannot demonstrate a need based on my official duties.
4. If I have reason to believe the confidentiality of my security authorization has been compromised, I will contact my instructor immediately.
5. Use of information technology provided by the organization will be subject to monitoring for security and/or network management reasons. Users of information technology are there advised of the monitoring and agree to this practice.
6. Failure to comply with any of the above requirements will result in disciplinary action.
7. Repeated violations of the above requirements may result in serious disciplinary action including termination from the School of Nursing.

I acknowledge the receipt of my security authorization. I understand and agree to uphold the professional responsibilities associated with its use as outlined above.

STUDENT SIGNATURE _____ DATE: _____

STUDENT NAME (PRINTED) _____ SS# _____

RELEASE OF INFORMATION FORM

I give permission to Henrico County-St. Mary's Hospital School of Practical Nursing to provide information from my school records whenever requested by an institution or agency.

I hereby release from all responsibility or damage those agencies or individuals who provide this information for reference purposes.

Please also provide directory information (name, address, telephone number) for Alumni Association and reunion activities.

Date

Signature

FULL LEGAL NAME: _____

FIRST

MIDDLE

LAST

ADDRESS: _____

Street

Number

City

State

Zip

TELEPHONE NUMBER:
(include area code)

Home: _____

Cell: _____

Henrico County-St. Mary's Hospital School of Practical Nursing
7850 Carousel Lane
Henrico, VA 23294
(804) 527-4660 Ext. 103

Official Transcript Request Form

Please enclose \$5.00 per record request (NO personal checks will be accepted)

Name: _____

Address: _____

Social Security Number: _____

Currently Enrolled? Yes/No

Enrollment Dates: _____

Previous name used when enrolled: _____

Number of copies to address 1: _____

A. Address: _____

Number of copies to address 2: _____

B. Address: _____

-
- I certify that I am the above named person requesting my Official Transcript (Without your written authorization your request will not be processed.)
 - In order for your request to be issued all financial obligations to Henrico County-St. Mary's Hospital School of Practical Nursing must be met.

Signature

Date

Henrico County-St. Mary's Hospital School of Practical Nursing
7850 Carousel Lane
Henrico, VA 23294
(804) 527-4660 Ext. 103

Health Records Request Form

Please enclose \$10.00 per record request (NO personal checks will be accepted)

Name: _____

Address: _____

Social Security Number: _____

Currently Enrolled? Yes/No

Enrollment Dates: _____

Previous name used when enrolled: _____

Number of copies to address 1: _____

1. Address: _____

Number of copies to address 2: _____

2. Address: _____

-
- I certify that I am the above named person requesting my health records (Without your written authorization your request will not be processed.)
 - In order for your request to be issued all financial obligations to Henrico County-St. Mary's Hospital School of Practical Nursing must be met.
