LAUREL TECHNICAL INSTITUTE

Student Handbook

2026-2027

School of Healthcare | Practical Nursing

Laurel Technical Institute
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Uniontown, PA 15401

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A branch of Laurel Technical Institute in Uniontown, PA

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Students must also refer to the Laurel Institutes Student Catalog for additional information

PRACTICAL NURSING PROGRAM HANDBOOK

Information in the Nursing Program Handbook will be reviewed periodically by the Nursing Faculty. It is the responsibility of the student to be aware of policy changes, additions, or deletions. All students enrolled in the nursing program are expected to adhere to the policies, procedures, and guidelines in effect for the current semester. The Nursing Program Student Handbook should be read carefully as the information contained within is essential for their success.

NURSING PROGRAM PHILOSOPHY

The Laurel Institute is dedicated to providing quality, career-focused education and professional certifications for individuals seeking employment in various occupations in response to the needs of the regional employer community.

MISSION STATEMENT

The Laurel Institute's Practical Nursing Programs align with the mission of the governing organization. The mission of the Laurel Institute Practical Nursing program is to prepare caring, compassionate, innovative, professional nurses who are prepared to address the evolving healthcare needs of all individuals in Pennsylvania and the surrounding communities.

VISION STATEMENT

The vision statement of the Laurel Institute Practical Nursing program is to serve as a leader in improving the health of Pennsylvania and the surrounding communities, through a commitment to excellence and innovation in student-centered education.

PRACTICAL NURSING PROGRAM

The Practical Nursing Program is a 1,500-hour program that spans 12 months and is designed to prepare the graduate to take the National Council Licensure Examination (NCLEX-PN) for practical nurses and to enter a career as a beginning practitioner of nursing. It is intended that the courses in nursing will provide the students with an awareness of the value and dignity of people, a view of the patient as an integrated, unique individual requiring nursing knowledge and skill.

LICENSURE

Upon successful completion of the program, graduates are eligible to apply to any state Board of Nursing to take the NCLEX- PN examination. Each state has individual requirements of applicants for licensure for examination. The Pennsylvania Nurse Practice Act addresses criteria for application for licensure. The Pennsylvania State Board of Nursing has the power to deny the opportunity to procure licenses through testing if the applicant has willfully committed a felony under the laws of Pennsylvania.

CAREER OPTIONS

Our growing population yields a high demand for skilled nurses. The Bureau of Labor Statistics estimates that career opportunities for nurses are expected to grow, giving nursing students peace of mind that they may secure jobs in settings including hospitals, clinical practices, nursing homes, home healthcare, or in military service.

PRACTICAL NURSING PROGRAM OUTCOMES

1. At least 80% of entering students will graduate within two years of enrolling in the Program.
2. The pass rate for NCLEX-PN first time test takers will be at or above 80%.
3. At least 90% of the graduates will gain employment as a nurse within 6 months of graduation.
4. At least 85% of employers will rate graduate performance as satisfactory or above overall.

PRACTICAL NURSING PROGRAM END-OF-PROGRAM OUTCOMES

Upon completing the Practical Nursing program, the graduate will:

1. Promote dignity, integrity, self-determination, and personal growth of diverse patients, their families, and oneself to provide individualized, culturally appropriate, relationship-centered nursing care.
2. 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.
3. 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.
4. Function competently within own scope of practice as a member of the health care team.
5. By collaborating with health care team members, utilize evidence, tradition, and patient preferences in predictable patient care situations to promote optimal health status.

PRACTICAL NURSING STUDENT LEARNING OUTCOMES

1. Partner with the client and family in identifying health care needs and utilize the nursing process to prioritize care in a variety of health care settings (Relationship-Centered Care).
2. Demonstrate nursing judgment and critical thinking skills while performing effective and safe care.
3. Perform nursing skills in a safe and competent manner incorporating evidence-based practice and national patient safety goals.

4. Communicate effectively with individual groups and communities through verbal, written and electronic means within the scope of nursing practice.
5. Synthesize principles of accountability in nursing practice by functioning within the scope of practice of the LPN integrating the nursing code of ethics, participating in life-long learning and activities in society that promote growth and nursing and community health.
6. Practice in systems of care to achieve health care goals by demonstrating awareness and the ability to utilize system resources to provide optimal care.

ADMISSION CRITERIA

All qualified applicants will be interviewed by the Practical Nursing Director. Applicants will be notified about their status approximately 4 weeks or sooner following the completion of all requirements.

Application, Interview, Financial Aid Counseling

- Complete Admission Application
- Complete Admission Interview
- Complete Interview with Financial Aid Counselor

Students applying to the Practical Nursing Program must show evidence of the following with completion of the Laurel Institutes application when submitting to the admission representative:

Testing

Wonderlic SLE or

- A minimum score of 21 is required for the general exam.

TEAS or

ATI TEAS: Adjusted Individual Total Score minimum of 45% taken within past 2 years

- *A student may take the TEAS test only twice during a calendar year.*
- *TEAS scores are good for 24 months prior to beginning of the academic year for which the applicant is applying.*
- Upon meeting the TEAS qualifications, the applicant must submit scores to the LBI admission representative.
- The website for TEAS is https://www.atitesting.com/teas/register
- Students may also choose on the website to have the results sent to the school of their choice; they would select Laurel Business Institute.

- The cost of the TEAS test is approximately $110.00 (cost is subject to change) Applicants that do not meet the TEAS score requirements will not be considered at this time.

SAT Scores or

- Math 450 or higher; Reading/Writing: 450 or higher taken within the past 5 years **ACT** Scores or
- 19 or higher taken within the past 5 years.

High School Transcript, GED Evidence

1. Applicants must submit a GED, official high school transcript, and/or post-secondary/LPN transcript with a minimum of a **2.0 cumulative GPA** to be considered.

2. Student must be 18 years old prior to class start date

*** Provisional acceptance may be granted prior to completion of the following; (once completed, official acceptance will be granted and each student will receive a formal letter of acceptance in the mail):*

Physical Exam, Vaccines, Other:

1. Completed Health Physical Form

2. Evidence of a negative 2-step PPD Tuberculin skin test (TB test). If PPD is positive, a negative chest x-ray within the past 12 months and statement of appropriate follow-up is required.
3. Physical health examination with evidence of immunity (blood titers) to measles, mumps, rubella and varicella
4. Influenza vaccination or deferral by physician (October 1 through March 31)
5. Evidence of immunization for Hepatitis B
6. Evidence of tetanus, diphtheria, & pertussis immunization (TdaP) within ten years.
7. Covid-19 vaccines: Complete series with boosters if applicable.
    a. *Clinical sites may restrict access to non-vaccinated individuals. Clinical experience is mandatory for program completion* Vaccines must be completed prior to start of the clinical experience.
8. Evidence of a negative **15-panel** urine drug screen

Clearances:

1. Pennsylvania Child Abuse History Clearance (Act 33) (https://www.compass.state.pa.us/cwis)
2. Pennsylvania State Police Request for Criminal Records Check (Act 34)(https://epatch.state.pa.us)
3. FBI Criminal Background Check (Act 73) (https://www.indentogo.com)
    i. O.A.P.S.A. Background check will be required for enrollment for those who have not been a resident of the Commonwealth of PA for the last two years.

An applicant will not be permitted to take the NCLEX Exam for licensure if he/she has been convicted of a felonious act prohibited by the act of April 14, 1972, (P.L. 233 No 64), known as "The controlled substance, Drug, Device, and Cosmetic Act," or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless at least (10) years have elapsed from the date of conviction. The term, "convicted" shall include a judgment, an admission of guilt, or a plea of nolo contendere

STUDENT PROGRESSION AND DISMISSAL

1. Student must have a "C" average in each course.
2. Conferences with the Instructor and/or Nursing Program Director may be held with any student with low theory grades, or clinical unsatisfactory performance or violation of policies.
3. The student may be placed on probation and notified in writing regarding the reason and length of time.
4. Grades are computed at midterm and upon the completion of each level and reviewed with the student by Instructor and/or Director.
5. Grade reports are issued at the completion of each level of learning (I, II, III) during clinical evaluation conference held with the instructor.
6. Promotion is achieved by meeting the objectives of each course and obtaining a minimum grade of C.
7. Re-Admission: Students withdrawing from the program because of academic failure may apply for re- admission according to the admission criteria/advanced placement policy.
8. Tabulation for grade point average is done for the purpose of ranking. Upon completion of the clinical courses, the student will receive a written evaluation from the Instructor.
9. A satisfactory clinical grade (S) must be maintained in each clinical course to remain in the program. Unsatisfactory performance in personal behavior and/or in the application of nursing skills will constitute failure of the course/dismissal from the program at the discretion of the program directors.
10. Nursing courses and pre- and co-requisite courses in which students earn a grade of D, F, W or W U must be repeated prior to the student's progression to the next semester in the nursing sequence.
11. Nursing courses must be repeated in the next semester that the course is offered.

12. Students who repeat a nursing course or a required pre- or co-requisite non-nursing course and earn a grade of D, F, W or WU will be dismissed from the Practical Nursing Program.
13. Any general education course that is not a pre- or co-requisite of nursing courses and in which a grade less than "C" has been earned must be repeated for a grade of "C" or better if the course is to be counted toward graduation requirements.
14. Clinical Mid-Level/Final Clinical Evaluation: Students will be evaluated on Mid-Level/Final course clinical outcomes and rating with: Pass: Student must receive a "Pass" rating on the final evaluation to progress in the program. Fail: Students receiving a "Fail" rating will not progress in the program.

GRADUATION REQUIREMENTS

Graduation from Laurel Business Institute's Practical Nursing Program depends upon the student meeting the following requirements:

- *Passing grade in clinical component*
- *A minimum of "C" in all Theory Courses:*

  GPA 2.0 or higher

Requirements to receive your Pearson Voucher and verification program completions students must:

- *ATI Virtual Greenlight Process must be completed (12-week program)*
- *Financial Obligations met*

ADVANCED PLACEMENT POLICY

This is a beneficial option for someone who has attended a nursing school, has taken some nursing courses, and did not graduate. Once enrolled, the student can graduate from Laurel Business Institute with a Practical Nursing Diploma.

Criteria exists for the granting of advanced placement of applicants with previous education in an area of related health care. The applicant must meet all of the admission requirements of the Practical Nursing Program, complete the application steps, and meet the following requirements:

1. Graduation from an approved secondary school or proof of having received a G.E.D.
2. Possession of physical health such as to be able to meet the expected competencies of a student practical nurses.
3. Submission of a completed application.
4. Submission of two (2) favorable letters of recommendation from previous nursing instructors and/or the Director of the nursing program attended.

5. Scheduling and completion of a personal interview with the Practical Nursing Director.
6. Completion and submission of the required clearance forms (all clearance applications must be completed at the time of application). Clearances must meet the Practical Nursing Program's requirements.
7. Submission of an official university transcript and a copy of the course descriptions from the course catalog of the university that was attended. The practical nursing director will evaluate the college transcript for consistency with the content, program objectives, and clinical experiences. All courses that are utilized in this determination must have been taken within a three (3) year timeframe and must have received the letter grade of "C" or higher.

Upon successful completion of these criteria, the applicant will be offered advanced placement. The Practical Nursing faculty believes all applicants seeking advanced standing should complete at least 2 levels of the program in order to graduate from the Laurel Business Institute's Practical Nursing Program. Likewise, graduates of the Practical Nursing Program are able to apply for advanced placement at the Pennsylvania State University-Fayette Campus BSN program in Uniontown, Pennsylvania, and the Laurel College of Technology's Associate Degree in Nursing program in Morgantown, West Virginia.
*Other vocational/practical nursing programs and college nursing programs will be evaluated on a case-by case basis by the Practical Nursing Program Director.

Advanced placement will be granted to a qualified applicant who has met all the admission requirements and semester competency evaluations by satisfactory performance on a standardized comprehensive exam. A qualified applicant is a person who has partially completed an approved nursing program. Entrance into the program may be permitted at semester II.

TRANSFER ADMISSIONS POLICY

- Students from other postsecondary institutions may apply for admission by following the steps in the section Procedures for Application.
- In addition, all students must complete a "Transfer Credit Evaluation" form and attach a transcript.
- All transfer students must have an official transcript sent to Laurel Business Institute from the previous institution and must supply a catalog or course description for any course they wish to transfer to Laurel Business Institute.
- Courses having a "C" grade or better will be considered for transfer credit. A placement test may also be required.

- The **combined total** number of credits advance placed **and** transferred may not exceed 49% of the number of credits in the student's program
- Transfer credits will be a part of the student's permanent record. Transfers will be indicated on the transcript with a "T" and will not be used in calculating the grade point average or successful completion rate.

Transfers of Laurel Business Institute courses to other postsecondary institutions will be governed by the policies of the institutions to which Laurel Business Institute students are transferring. The listing of credit hours is not meant to infer that credits will transfer into other college programs.

A credit hour is a unit of measurement, not necessarily an indication that a credit or credits will transfer. The institution receiving the request for credit transfer decides whether to accept those credits. We are a nationally accredited institution and our credits are unlikely to transfer into core curriculum at regionally accredited institutions.

NURSING ADMISSION AS A TRANSFER STUDENT POLICY

- An applicant with nursing credit from an accredited college or university is eligible for consideration for admission by presenting a record of courses comparable to those required in this curriculum and meeting other Practical Nursing Program admission requirements.
- The applicant must provide a statement of good standing from the program in which currently enrolled.
- Students must have a minimum overall GPA of 2.0 on all college level coursework, a minimum GPA of 2.0 in the previous nursing program, and all nursing and pre-requisite non-nursing courses must have been passed with a grade of "C" or higher.
- Nursing applicants must have a pre-entrance interview with the Practical Nursing Program Director.
- Students currently enrolled in a nationally accredited nursing program may request transfer of previously completed nursing courses to Laurel Business Institute. Syllabi of current and previously completed nursing courses may be sent electronically to laurel.edu for review to determine whether courses are transferrable.
- Acceptance and placement in the program are dependent on the individual's academic record and the number of spaces available in the program.
- Spaces may be limited.
- Application should be initiated at least 6 months in advance of the semester for which the applicant is applying.

PRACTICAL NURSING PROGRAM 12-MONTH PROGRAM OVERVIEW

Each course title within the full-time Practical Nursing Program is assigned clock hours. Students must complete 1,500 clock hours for program completion. (Laurel Institutes Clock-to-Credit calculations are based on the following: 15 hours didactic= 1 credit; 30 hours' lab= 1 credit; 50 hours clinical= 1 credit)

Course #		Clock Hours
LPN 101	Nutrition Therapy	45
LPN 102*	Fundamentals of Nursing	250
LPN 103	Human Growth & Development	45
NUR 122	Anatomy & Physiology	80
LPN 119	Pharmacology	75
LPN 202*	Medical-Surgical Nursing I	240
LPN 204*	Medical-Surgical Nursing II	240
LPN 205*	Family Health Nursing	240
LPN 224	NCLEX-PN Certification Prep	55
LPN 225*	Leadership & Transition into Practice	230
	TOTAL HOURS	**1,500**

The Practical Nursing program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Licensure Information

Upon successful completion of the program, graduates are eligible to apply to any state Board of Nursing to take the NCLEX- PN examination. Each state has individual requirements of applicants for licensure for examination. The nursing law of Pennsylvania addresses criteria for application for licensure. The Pennsylvania State Board of Nursing has the power to deny the opportunity to procure licenses through testing if the applicant has willfully committed a felony under the laws of Pennsylvania. For additional licensure information, please see the PA State Board website at Licensing (https://www.pa.gov)

Program Overview:

The Laurel Institute Practical Nursing Program is designed to provide quality education, student-centered education in practical nursing. The program is designed to prepare a student to perform nursing care safely and effectively within the Pennsylvania Practical Nurse Scope of Practice. The program integrates didactic, skills laboratory and simulation education to prepare the student for real-time learning in the clinical setting. As part of this 12-month program, with students will take courses in Nutrition Therapy,

Human Growth and Development, Anatomy & Physiology, and Pharmacology. In addition, five core nursing courses* with associated clinical experiences are included. Students who complete the program are eligible to apply for licensure as practical nurses by taking the NCLEX-PN© licensing exam. Students who complete this program and successfully pass the NCLEX-PN exam, are able to apply for jobs as a Licensed Practical Nurse working in a variety of healthcare settings. For additional information, please visit:

https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm

Laurel Business Institute has established a Program Advisory Committee to ensure that the curriculum is consistent with current job market trends and employer needs. Upon recommendation from this committee, Laurel Business Institute reserves the right to make program changes to better prepare our students for the job market. Changes are made with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting Commission of Career Schools & Colleges.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please see Consumer Information Disclosure in this catalog and on our website at http://laurel.edu/consumer- information.

Typical Course Schedule: This program is a total of 1,500 clock hours of training during 12-months for fulltime students. Classes can be held Monday through Friday, with a typical schedule from 8 AM to 430 PM including scheduled breaks. ***Clinical rotation experiences will be scheduled during site available times which could include evenings and weekends.**

COURSE DESCRIPTIONS

LPN 101 Nutrition Therapy: This course explores the various nutrients, their sources, digestion, absorption, metabolism, interaction, storage, and excretion. Students develop an understanding of the basic nutritional concepts. Special emphasis is given to the role nutrition plays in the current health care delivery system and how nutrition can be emphasized to promote health maintenance.

LPN 102 Fundamentals of Nursing: This course introduces the student to the fundamentals of nursing principles and skills and starts development of clinical skills needed to provide care to clients. Students study the nursing practice concepts used as an interdisciplinary approach to provide care to adult and elderly clients. The Nursing Process, which is a problem-solving method used by the Practical/Vocational nurse, is introduced to assist in the adaptation of care plans and implementation of planned care in the clinical setting. The course presents principles of health promotion, maintenance and restoration across the lifespan. Laboratory and clinical experiences reinforce theory concepts.

LPN 103 Human Growth and Development: This course provides an examination of human development across the lifespan with emphasis on common physical, cognitive, emotional, and social developmental milestones. Students will develop and understanding of Piaget's theory of intellectual development; Erickson's psychosocial theory of personality; Maturational theory/stages (Gessell); Kohlberg's theory of moral development; a n d Behavioral and social learning theories.

LPN 119 Pharmacology: This course introduces students to contemporary practice and skills essential to the role of the practical nurse. This course introduces the practical/vocational nursing student to the study of pharmacology. The study includes an introduction to pharmacology, dosage calculations, administration of medications, and classification of drugs. Content addresses a history of pharmacology, basics of pharmacology, patient safety in medication administration, regulations, and prescriptions and labels. Additional topics are review of mathematics, measurement systems, and dosage calculations. Methods of administration are outlined. Classification of drugs according to the body systems is included. Laboratory reinforces theory concepts of medication administration. As students progress in the course, each will develop an understanding of the technical and clinical aspects of immunization, skin testing, the performance of venipuncture, and the administration and withdrawal of intravenous fluids to the extent each function is an authorized function of an LPN. Algebraic equations are introduced and solidified throughout the course, covering dimensional analysis, fractional equations, formula method, and ratio proportional math. This course integrates a math skills lab component for the application of knowledge of key skill-required components.

NUR 122 Anatomy & Physiology: This course covers the fundamentals of human anatomy relevant for clinical applications for the practical nursing student. The emphasis of this course is on gross anatomy, utilizing a systems approach to prepare students to understand the relationship among structures. It presents basic principles of anatomy, physiology, chemistry, and microbiology. The structures, functions, and interrelationships of all body systems are presented from simple to complex concepts and discussed as they relate to the maintenance of health and wellness.

LPN 202 Medical-Surgical Nursing I This course covers basic medical-surgical principles and skills. Nursing judgment is applied in relation to clients who have medical-surgical health care needs. Students provide care based on Maslow's hierarchy of needs. Students develop an understanding of quality, safety, infection control, and professional standards as they provide care to medical-surgical patients. Students develop an understanding of the care for a patient with fluid and electrolyte imbalances. Diseases and disorders of the sensory, integumentary, Gastrointestinal, Hepatic, Pancreatic, urinary, genitourinary, and reproductive system, endocrine, and musculoskeletal systems will be discussed. Use of information technology to provide basic care is explored as it relates to documentation of client care. The course includes health promotion and the wellness/illness continuum, as well as continuity of care for clients who have common diseases and disorders. The student studies how to provide basic health teaching reinforcement to clients with identified disease and disorder health needs, using established teaching plans. Simulation, lab, and clinical experiences reinforce theory concepts.

LPN 204 Medical-Surgical Nursing II: This course builds on Med-Surgical Nursing I utilizing nursing judgement and the nursing process in classroom, simulation, and clinical settings which include patients who experience complex/critical care needs. Students will demonstrate an in-depth understanding of the role of LPN/LVN with IV therapy according to the PA Code. Additionally, this course helps the student understand health and illness through care of patients with IV therapy, fluid and electrolyte imbalances, infection, shock, pain, cancer, and emergent conditions and disaster/bioterrorism responses. Students also develop an understanding of influences on health and illness by reviewing developmental considerations and chronic illness in nursing care of adults and older adults, patient care settings and nursing care of patients at end-of life. Students will develop an understanding of the role of the LPN/LVN in body system functions, data collection and therapeutic measures for the immune system, cardiovascular system, hematologic and lymphatic systems, respiratory system, and neurologic systems including modules on mental health. The course includes health promotion and the wellness/illness continuum as well as continuity of care for clients who have common diseases and disorders. The student studies how to provide basic health teaching reinforcement to clients with identified disease and disorder health needs, using established teaching plans. Simulation, lab, and clinical experiences reinforce theory concepts.

LPN 205 Family Health Nursing: This course introduces the practical/vocational nursing student to the study of the reproductive systems and maternal and child health nursing. The study includes maternity care in a healthy pregnancy with emphasis on physical safety and emotionally satisfying outcomes for both the mother and baby. The course presents topics related to healthy growth and development, family dynamics, common pediatric disorders, and the promotion of healthy behaviors in clients. Content addresses care of mother and baby from conception to postpartum as well as discharge and home care. An overview of high risk situations and the pediatric client are included. Laboratory, simulation, and clinical experiences reinforces theory concepts. This course assists students to integrate knowledge derived from the bio/psycho/social sciences, humanities, nursing to achieve safe, competent care of pediatric patients and their families who are experiencing normal development and alterations in body systems. Course content is organized by the nursing process in order to achieve best practice outcomes for pediatric patients and their families experiencing bio/psycho/social/cultural and spiritual needs.

LPN 224 NCLEX-PN Certification Preparation: This course provides the student with competencies and strategies to enhance the transition from student to the practical nurse. Students gain an understanding of the role of the National Council of State Boards of Nursing (NCSBN) in developing and administering the LPN licensing examination and steps to apply. Students will develop a comprehensive personal plan for study identifying strengths and areas of weakness. Students are required to use the NCSBON NCLEX-PN Test Blueprint guide in the formulation of their plan for studying. ATI Predictors will be integrated in this course to determine the student's predictor of success on the exam.

LPN 225 Leadership & Transition into Practice: This course facilitates the transition of the student to the role of an LPN. Students apply concepts from the courses in the program to provide holistic care within the scope of the practical nurse. Emphasis is placed on issues related to nursing and health care as well as skills necessary to provide care to multiple patients and assign tasks to other LPNs and unlicensed personnel. Concepts related to leadership and management are presented as well as career development options that enhance career mobility. Standards of practice and the importance of practicing according to state regulations and statutes are examined.

ACADEMIC ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) POLICY

1. **Minimal competency**: **Level 2 on Content Master exams**
   b. 91% likelihood of passing NCLEX on PN Comprehensive Exam

2. **Use of Content Mastery Exams ATI Proctored Assessment in the following didactic courses:**
   - Fundamentals
   - Anatomy & Physiology
   - Family Health Nursing (Maternal Newborn)
   - Family Health Nursing (Care of Children)
   - Pharmacology
   - Medical-Surgical Nursing
   - Mental Health Nursing
   - Leadership

Use of Content Mastery Exams in didactic courses

Content Mastery exams and didactic courses will be determined by faculty.
ATI proctored exams will account for 1 exam point value within the course they are given.

- Level 3 will receive the full 100%.
- Level 2 will receive 90%.
- Level 1 will receive 70% and remediation and retaking of the exam will be required.
- Below a Level 1 will receive 0, remediation and retaking of the exam will be required.

Remediation is required if a Level 1 or Below a Level 1 is achieved and retake of the exam.

- o Follow focused review plan based on Test 1 results with faculty guidance
- o Level 1 score: Attend group session on test taking strategies o Below Level 1 score: Meet individually with Program Director o Up one level goes up 10% o Go down a level loses 5%
- o From below 1 – level 1 = 60%

3. **Use of PN Comprehensive in LPN 224 (NCLEX Review): 2 Attempts**
   a. Test 1:
      i. If achieve 91% likelihood of passing NCLEX: Pass the course if other required assignments (Practice tests, Live Review) has been completed. ii. Less than 91% Requires remediation and retake.

4. **Absence from ATl exams**

a. Make-up dates cannot be scheduled for ATI exams.
b. If the student misses Test 1, the student will earn O points and will take the test on the retest date.
c. If the student is required to retest because of the Test 1 score and misses the retest, the score from Test 1 will be the ATI test score earned for the course.

Study for success plan for students with ATI level 1 and below

For your ticket to retest, follow the steps below:

1. Go to the Academic Counseling/ATI Success Plan
2. Print out the rubric
3. In your ATI account, print out your ATI (proctored) test results.
4. Within 3-5 days of taking the first ATI proctored test, you should:
    - Complete the ATI Focused Review (directions found on ATI site).
    - Evidence should show that you have spent a minimum of 30 minutes using the focused review.

5. Complete the Success Plan portfolio using the rubric.

6. Take the completed Success Plan portfolio and a screen shot of time spent on the focused review to the remediation session

GRADING STANDARDS & ACADEMIC PROGRESSION POLICIES

Policy on Grading:

The grading policy will be clearly stated in the syllabus for each nursing course.

The grading scale for nursing courses using letter/numerical values will be:

A= 93-100
B = 85-92
C= 76-84
D = 68-75
F = Below 68

Remediation for Exams

Exam plan for success in Core Nursing Classes Only

Students will receive the content area they missed and will be responsible for writing out the rationale for the content area they missed prior to the next exam and this will be checked off. If remediation is not submitted prior to next exam- the first offense, the student will receive a reduction of 5% from the test following the due date of remediation. The second offense, the student may not sit for the next exam and may receive a zero for the exam grade.

DEFINITION OF CLINICAL GRADING

P=Pass/S=Satisfactory	*Passing /Satisfactory: Clinical performance* which consistently demonstrates safe and adequate application of the clinical course objectives within a defined time frame with minimal verbal or nonverbal cues or assistance in integrating knowledge and skills.
F = Fail/U=Unsatisfactory	*Failing/Unsatisfactory: Clinical performance* which demonstrates unsafe or inadequate application of the clinical objectives within a defined time frame; requires frequent verbal or nonverbal cues or assistance to function on the clinical area, demonstrates gaps in necessary knowledge or critical thinking and requires frequent or almost constant assistance in integrating knowledge and skills.
	NI *Needs Improvement: Clinical performance* which is inconsistent in application of clinical course objectives within a defined time frame; functions safely and adequately only with moderate assistance, verbal or non-verbal cues, integrating knowledge with skills in the clinical area.
N.A. – Not applicable	Not applicable to students in this course.

Clinical Evaluations: Nursing students will be evaluated in all clinical areas, mid-term and at end of course.

Mid-term/Final Evaluations: Students will be evaluated on Mid-term/Final course clinical outcomes and rating with:

- Pass: Student must receive a “Pass” rating on the mid-level and final evaluation to progress in the program.
- Fail: Students receiving a “Fail” rating will not progress in the program.

ACADEMIC STANDARDS REMINDERS FOR NURSING

1. Must maintain an overall GPA of at least 2.0.
2. Must earn a C or better in required nursing courses and required pre- or co-requisite non nursing courses.
3. May repeat only once a nursing course or a required pre- or co-requisite non-nursing course in which a grade of D, F, WP or WF has been received.
4. Must complete with a grade of C or better any required nursing course or any required pre- or co- requisite non-nursing course in which a grade of D, F, WP, or WF has been received.
5. May repeat only one nursing course throughout the curriculum.
6. GPA for students is calculated using the pre-requisite GPA plus quality points and credits earned each semester. This running tally must be a GPA of at least a 2.0.

CELL PHONE USAGE POLICY

Cell phones and electronic devices are strictly prohibited in patient care areas. Such devices can be used to access medical and nursing resources in NON PATIENT CARE AREAS with instructor permission only. A failure to comply with this requirement is subject to disciplinary action.

ATTENDANCE POLICY

Maintaining satisfactory attendance is an integral part of the educational process. The PA Code 21.158 indicates that for the student to be eligible to qualify to sit for the PA State NCLEX-PN Exam, the student must complete a minimum number of hours within the practical nursing program.

A record of attendance for each enrolled student is maintained in the Faculty Office. Absent days are documented on the Attendance Card with the student providing a signature for each absent day. The total absent days are documented on the permanent student record at the time of graduation.

The period of enrollment for the Practical Nursing Program is calculated on one calendar year of the program.

ATTENDANCE POLICY –MAKE-UP HOURS

The minimum number of hours to complete the practical nursing program and be eligible to apply for a Pennsylvania Practical Nursing Licence and take the NCLEX-PN is 1,500. The hours allotted in the Laurel Business Institute's Practical Nursing program is **1,500. Therefore, students must make-up every hour missed to be eligible to sit for the NCLEX-PN exam.**

Classroom and Simulation/Skills Lab Hours: <u>Attendance in classroom and Simulation lab is mandatory.</u>
Faculty may be available for approved make-up work by appointment for content missed in the classroom or

skills/simulation lab on the pre-scheduled program days. All hours missed must be completed before the next semester starts. In rare occasions, with approval of the program director, in collaboration with the campus president, exceptions could be made. If the number of hours available for make-up exceeds the faculty, the student may be asked to take a personal leave of absence or may be terminated from the program.

Clinical Hours: <u>Attendance at clinical is mandatory</u>. Failure to contact instructor prior to missing a clinical can result in Unsatisfactory clinical grade. It is required that a student will attend all scheduled clinical experiences. **Tardiness.** It is a student's responsibility to be on time. If a student is going to be tardy, he/she must notify the clinical instructor. If more than 15 minutes late, the student will not be permitted to stay and will be given a clinical absence. Repeated tardiness or absences can lead to clinical failure. Approved clinical make-up hours (emergency situations) will be scheduled with available faculty and site availability by the Program Director.

Clinical Make-Up: All missed clinical hours must be made up and arranged by the PN Program Director. If the number of hours available for make-up exceeds the faculty and site availability, the student may be asked to take a personal leave of absence or may be terminated from the program. All missed clinical hours must be made up. There is a fee assessed for the clinical educational make-up experience at approximately $50 per hour. (this is approximate and subject to change.)

Clinical Make-Up Process:

1. The make-up days will be arranged with the Director of Nursing or assigned faculty. 2. The student will be notified of the site, date, and time prior to the scheduled make-up day.
3. The student will pay the make-up fee to the Accounting Office at least 24 hours prior to the make-up day.
4. The student will submit verification from the Accounting Office, receipt of payment to the clinical make-up faculty at the scheduled make-up day.
5. No student will be permitted to start the clinical make-up day without having followed the payment procedure.

Over Contract Hours

Students who are deficient in theory/lab hours after the program end, will be charged a prorated hourly rate for over-contract make-up work.

EARLY DISMISSALS/LATE ARRIVALS

Students will be docked for one half day for Late Arrivals/Early Dismissals Late Arrival/Early Dismissal forms are to be completed and signed by the student. Instructor signature is required. Completed Late Arrival/Early Dismissal forms are tabulated by the Director at the end of each month. Missed hours are placed on the back of the student's Attendance Card. When missed hours total seven (7), a full day is placed on the front of the Attendance Card and adds into the total of allowable absences. Completed Late Arrival/Early Dismissal Forms are maintained in each student's Academic file.

THE FOLLOWING CONDITIONS FOR AN ABSENT DAY MUST BE MET:

1 The student is to follow "Call Off Procedures"

2 A Medical Excuse from a medical doctor is required.

3 The Medical Excuse must be for the student only, no other person.

4 The Medical Excuse must have correct dates and signatures.

5 A Medical Excuse must be presented in order to take a missed exam and receive full credit.

6 An absence of Three (3) consecutive days without notifying the Program Director or Instructor will result in Automatic Probation or Termination if warranted.

(Certain circumstances are exempt for absentee reasons: Court dates with documentation, one-day funeral bereavement for immediate family, documentation required)

Laurel Business Institute recognizes that extenuating circumstances may occur. Examples include, but are not limited to, Death in the family, emergency surgery, an acute illness or injury. Each incidence will be determined on a case by case basis by the LPN Director.

School Attendance Policy**:** Students are expected to attend all classes, arriving on time and remaining in class until the end of the period. Classroom attendance is essential to the educational objectives of the course. Therefore, Roll Call in CANVAS will be taken daily for each class. Students arriving late or leaving early will be recorded as tardy in the system.

Attendance will be assessed daily to ensure the student completes the mandatory required hours for program completion. Any student not attending a minimum of their scheduled classes will face attendance probation and possibly dismissal from the program.

Students who are absent for 14 consecutive calendar days (excluding scheduled breaks) are withdrawn from school by requirement of the Pennsylvania Department of Education.

The School Attendance Record, as reported on the student's official transcript will record as an attendance percentage of days present.

**Students must attend a minimum number of hours to be eligible to sit for the NCLEX-PN Exam. Attendance will be assessed daily and episodes of tardiness will be included in the calculation of absenteeism. Student's will be placed on probation for excessive absenteeism when progression in the program is at risk.*

Clinical Attendance: It is required that a student will attend all scheduled clinical experiences. Tardiness. It is a student's responsibility to be on time. If a student is going to be tardy, he/she must notify the clinical instructor. If more than 15 minutes late, the student may not be permitted to stay based on the clinical assignment and could be given a clinical absence. Repeated tardiness can lead to a clinical failure.

Clinical Absence: If unable to attend the clinical educational experience, the student must directly notify the clinical instructor one-hour prior to the clinical start time. The Nursing Program will comply with the federal law, Title IX of the Education Amendments of 1972. The student is to refer to the LBI Student Handbook. The Practical Nursing Program will follow LBI policy related to "Attendance Procedure for Religious Observance for Students."

CANCELLATION OF CLASSES DUE TO INCLEMENT WEATHER

Students are required to report to school in a timely manner just as they would their job, however, during times of inclement weather, the Campus Director may delay or cancel classes/clinical and will send out a ONE CALL NOW alert and/or email to all Faculty, Staff and Students. Students will be required to communicate with their assigned Nursing instructor in regards to any additional time allotment for make-up work in classes or labs/clinical.

STUDENT ACCOMMODATION POLICY

Laurel supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, such as time-limited exams, inaccessible web content, or the use of non-captioned videos and podcasts, reasonable accommodations can be arranged. Appropriate academic accommodations will be determined based on the documented needs of the individual. The Student Accommodation Policy and documents are found out the school's website at https://www.laurel.edu/consumer-information.

REMEDIATION PLANS

Remediation Plans: will be developed by course faculty for failing grade at mid-course or any time during the course at the discretion of the clinical instructor. The plan will identify the clinical criteria that are of concern and will suggest resources and activities designed to assist the student in achieving a passing evaluation for the final course grade.

REMEDIATION

The remediation process is designed to promote the success of students at risk to fail a course related to difficulty accomplishing course objectives and/or meeting course requirements. The process is not intended to replace course curriculum or course requirements but to supplement the student's learning. The remediation process is initiated to address the following situations:

1. Academic jeopardy (i.e., low quiz/exam scores),
2. Lack of clinical competency (i.e., failing a clinical competency or math exam, unsafe behavior in the clinical environment)
2. Lapses in professional judgment (i.e., tardiness, absenteeism, unprofessional behavior). If a student is struggling in multiple areas, separate remediation plans are established for each at risk behavior.
3. The remediation process is initiated by faculty as soon as an at-risk student is identified. The faculty member is responsible for meeting with the student to discuss the identified concerns and develop an individualized remediation plan.
4. The remediation plan must be documented, clearly describe the area(s) of deficiency, outcomes must identify specific, and measurable goals that the student must attain or perform to demonstrate success.
5. Remediation activities must be individualized to the student's area of weakness and may include, but are not limited to, completion of suggested computer-based practice tests, written review materials, practice questions, instructor-developed materials, hands-on laboratory skill practice, or any other materials/methods suggested by the faculty.
6. A time frame for completion must be agreed upon and documented in the remediation plan.
7. The remediation form must be signed by faculty and student.
8. Once the remediation plan is signed, the student has until the established deadline for completion to meet the remediation outcomes.

9. Faculty will be available to support the student during this time, but it is the student's responsibility to contact faculty to request additional assistance if/when it is needed.
10. When the deadline for completion has passed, the faculty member is responsible for meeting with the student to determine whether the remediation outcomes have been met.
11. If evidence supports successful attainment of remediation outcomes, the remediation plan will be considered complete once it is signed by faculty and student. If evidence does not support successful attainment of remediation outcomes, the remediation will be considered unsuccessful. Unsuccessful remediation could result in
12. If the failure is in a didactic course with a co-requisite clinical course, the student may be required to withdraw from the co-requisite clinical course. This decision will be made by the Program Director.
13. Remediation for exams- After each exam students will receive the content area they missed and will be responsible for writing out the rationale for the content. Remediation assignments will be due prior to the next exam. Incomplete or failure to submit remediation will result in the student not being able to take the exam and result in a "0".

STANDARDS OF PROFESSIONAL CONDUCT

All students admitted to the Nursing program are expected to exhibit behaviors in accordance with the following:

The LBI Student Code of Conduct

1. The LBI Student Honor Code
2. National Council of State Boards of Nursing Requirements related to competence conduct PA Code for Practical Nurses 21.148 (a)1-5 (b)1-9, (c) (d)
3. Self-report of felony charges and/or convictions and all plea agreements and misdemeanor/convictions of lesser-included offenses arising from felony arrests.
4. Self-report regarding any drug-related charges, actions or behavior that affects ability to provide safe and effective nursing care.
1. Self-report regarding any functional ability deficit that would require accommodations to perform essential nursing functions.
2. Self-report academic dishonesty including but not limited to receiving, assessing, forwarding or using Instructor's Test Banks, social media, I phone, etc.
3. The Nursing Program has a duty to protect the public. If a student is accused of academic dishonesty in any form or manner the student may not attend clinical until the issue is resolved.
4. Any student that violates the NPSM's Behavioral Standard Guidelines or LBI Student Catalog's Student Code of Behavioral Conduct may be subject to dismissal from the Nursing Program.
5. If a student is requesting the appeals process for the violation of the Behavioral Standards Guideline, he/she cannot attend clinical until the issue is resolved.
6. Self-report any violations of protected health information (e.g. HIPAA)

Applicable behaviors:

The nursing student shall:

1. Respect and consider, while providing nursing care, the individual's right to freedom from psychological and physical abuse.
2. Safeguard the patient's dignity, the right to privacy and the confidentiality of patient information according to HIPAA standards.
3. Respect all components of the Nursing Program to include faculty, staff, students, college community and property, which includes threatening, bullying or creating a hostile environment.
4. Only access health records for the patient for which they are assigned.

The nursing student may not:

1. Knowingly aid, abet or assist another person to violate or circumvent a law.
2. Discriminate, either while providing nursing service; or to fellow classmates, administrators, staff or faculty, on the basis of age, marital status, sex, sexual preference, race, religion, diagnosis, socioeconomic status or disability; verbally, written or through social media.
3. Misappropriate equipment, materials, property, drugs or money from a patient, individual, or hospital environment / health care agency.
4. Solicit, borrow or misappropriate money, materials or property from a patient, patient's family, and/or hospital/staff.
5. Leave a nursing assignment prior to the proper reporting and notification to the designated authority.
6. Leave an assignment for any unjustified reason.
7. Falsify or knowingly make incorrect entries into the patient's record or other related documents.
8. Engage in conduct defined as a sexual violation or sexual impropriety in the course of a student/patient relationship.
9. Access personal health records.
10. Perform any of the Prohibited Acts in PA Code 21.145(a) 1-15.

Nursing students are expected to conduct themselves according to these and general professional guidelines when representing the School. In addition, students are expected to follow applicable institution guidelines when in the course setting.

DRUG SCREENING & CRIMINAL BACKGROUND CHECKS

Drug Screen

1. Students must obtain a 15-Panel Drug Screen in order to provide care for clients in clinical sites.
2. All costs incurred for obtaining drug screen is the responsibility of the student.
3. Students must submit the original dated and signed results within 30 days prior to starting the clinical portion of the nursing program.
4. Any behavior that could affect the quality or safety of patient care or potential threat to one's self or others is prohibited.
5. A student will be removed from clinical environment immediately and may be subject to academic and/or program disciplinary action.
6. Inappropriate behavior includes, but is not limited to, the presence of odors and/or actions suggesting inappropriate drug or alcohol use.
7. Process identified for incident: ○ The clinical instructor will notify the Practical Nursing Program Director
8. Arrangements will be made for a supervised blood or urine test or whatever else is requested.
9. The student will be asked to identify someone that will escort the student home. ○ If the student refuses to identify or call someone to escort them home, the clinical instructor will follow the clinical site policy and/or contact the local law enforcement agency.

Clearances:

1. Students must obtain a Criminal History Clearance, Child Abuse Clearance, and FBI fingerprint in order to care for patients in clinical sites.
2. All costs incurred for obtaining clearances is the responsibility of the student.
3. Students must submit the official clearance results after admission and prior to the due date given and upon request thereafter.
4. Students will not be permitted to begin the clinical practicum without current clearance results on file in the campus nursing department.
5. Students that have convictions, charges or pending charges or unpaid fines/unresolved dispositions will not be eligible for entry (admission) or continuation in the Practical Nursing Program.
6. A student with any conviction or pending charge is not eligible for entry or continuation in the Practical Nursing Program.
7. Any felony conviction or two misdemeanor convictions would prohibit the applicant from admission. The two misdemeanor offenses do not need to be the same offense.
    1. The nursing student must notify the Practical Nursing Program Director, in writing, if there is any change in criminal, child abuse, or FBI fingerprint status.
    2. Charges which may have a direct bearing on student’s participation in the Practical Nursing Program may be grounds for suspension or removal from the program.

3. Should the school receive information concerning a criminal conviction not previously reported by a student in the Practical Program that may have a bearing on the fitness of the student to continue in the program, the student shall be required, upon notice, to cooperate fully in the investigation of the reported information.
4. The student may be required to execute a waiver that authorizes the school to review applicable records maintained by involved agencies.
5. Failure to cooperate fully may result in the immediate suspension or dismissal of the student from the Practical Nursing Program.

VACCINATIONS, SCREENINGS AND CPR POLICY

While Laurel Business Institute does not require proof of immunization in order to enroll in classes or programs, proof of immunization, health screenings, and clinical site specific vaccinations are required prior to beginning the clinical rotation experience. CPR certification will be provided as part of the first semester of Nursing to include but not limited to the following:

1. Evidence of a negative 2-step PPD Tuberculin skin test (TB test). ○ If PPD is positive, a negative chest x-ray within the past 12 months and statement of appropriate follow-up is required.
2. Evidence of immunity (blood titers) to measles, mumps, rubella and varicella
3. Influenza vaccination or deferral by physician (October 1 through March 31)
4. Evidence of immunization for Hepatitis B series
5. Evidence of tetanus, diphtheria, & pertussis immunization (TdaP) within ten years.
6. Covid-19 vaccines: Complete series with boosters if applicable

*Clinical sites may restrict access to non-vaccinated individuals. Clinical experience is mandatory for program completion. *Vaccines must be completed prior to start of the clinical experience.

HEALTH STATUS CHANGES

Any major changes in health status or a pregnancy must be reported to your advisor and clinical instructor and may require having another physical examination or written consent from a healthcare provider to continue in the program. Following a medical condition, a surgery or pregnancy, a physician written “May Return to Clinical” slip must be turned into the Nursing Director before a student will be permitted to attend any clinical labs.

SOCIAL MEDIA USAGE, MAINTAINING PRIVACY, CONFIDENTIALITY & PROFESSIONALISM

Definition**:** Social media is defined as web-based and mobile platforms for user generated content that create interactive and highly accessible, and often public, dialogues. (NSNA) . Types of Social Media (source: NSNA):

Social media platforms may include (but are not limited to) the following:

1. Blogging – Blogger, LiveJournal, Xanga
2. Microblogging – Dailybooth, Foursquare, Google Buzz, Posterous, Tumblr, Twitter Postcasting - Blubrry
3. Social networking – Bebo, Facebook, Google+, LinkedIn, MySpace, Orkut, Snap Chat, Instagram
4. Social news sharing – Digg, Reddit
5. Social bookmarking/social tagging – Delicious, Diigo, Google Reader, StumbleUpon
6. Video hosting – Vimeo, YouTube Online forums and discussion boards
7. Any other websites or software applications that allow individual users or entities to publish content on the Internet.
8. The following guidelines are intended to minimize the risks of using social media:
9. Student nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
10. Student nurses are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, student nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
11. Do not share post or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
12. Do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
13. Do not refer to patients in a disparaging manner, even if the patient is not identified.
14. Do not take photos or videos of patients on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.
15. Maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.
16. “Friending” of a supervisor, mentor, or faculty member by a student is strongly discouraged. Consult LBI policies or an appropriate nursing faculty for guidance regarding school or work related postings.

17. Promptly report any identified breach of confidentiality or privacy.
18. Be aware of and comply with employer policies regarding use of employer-owned computers, cameras and other electronic devices and use of personal devices in the work place.
19. Do not verbally make or post disparaging or embarrassing remarks to or about peers, LBI faculty, staff and administrators, caregivers, members of the healthcare team or clinical facilities.
20. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments to LBI faculty, staff, administrators, or any patient or family or hospital staff.
21. Students are not permitted to audio or video record instructor or students during classroom activities without prior permission. Students are not permitted to post classroom materials on social media sites. This includes but is not limited to: classroom documents, recordings/video of lecture or presentations involving students or faculty.
22. Do not post content or otherwise speak on behalf of LBI unless authorized to do so and follow all applicable policies of LBI.
23. Do not use the LBI name or logo or likeness on your webpage or at any unauthorized events without the consent of the Marketing or Communications Department. (Refer to LBI
24. Catalog.) ○ Sharing this type of information, even unintentionally, can result in legal action against the sender/author, LBI, the clinical site, and/or the client.
25. These guidelines are intended to promote academic and professional integrity, professional communication, and a safe effective learning environment.
26. Failure to follow these guidelines will result in disciplinary action, up to and including dismissal from the program.

CONFIDENTIALITY OF PATIENT INFORMATION

Protection of privacy/confidentiality is essential to the trusting relationship between professional nurses and patients. According to the Federal Health Insurance Portability and Accountability Act (HIPAA), West Virginia Medical Records Laws, and the American Nurses Association (ANA) position statement on Privacy and Confidentiality (ANA, 2015), every patient has a right to have the information pertaining to his/her care treated as confidential. Violation of any part of this guideline may result in disciplinary action and/or dismissal from the nursing program and/or college.

Patient information as referred to in these provisions includes, but is not limited to: the patient's paper medical record, electronic (computer) data pertaining to care, conversations with the patient and his/her family, telephone, fax or any other method of recording and transferring patient information. **If a clinical facility restricts or limits computer access as a result of a breach of confidentiality continuation in the nursing program may not be permitted.**

Students are required to:

1. Comply with the clinical agency policy regarding confidentiality of patient information.
2. Identify a patient by his/her initials only when documenting on clinical worksheets and required written assignments.
3. Share patient information only with Authorized Persons as designated by the clinical facility.
4. Refrain from discussing confidential patient information in an environment where this information may be overheard. Such environments include but are not limited to the cafeteria, elevators, rest rooms, hallways, or non-patient care areas including campus classrooms.
5. Address questions concerning confidentiality to your clinical instructor.
6. Comply with the following directive: At no time can a copy be made of any part of the patient's medical record.
7. Please refer to the Social Media Usage and Maintaining Privacy, Confidentiality and Professionalism

   Guidelines.

Health Information and Portability Privacy Act (HIPPA)

Violation Level	Examples	Disciplinary Action
Level 1: Minor	Accidental, first-time offense (e.g., discussing a case in a semi-private area)as defined by HIPAA regulations	Written warning and reported to identified individuals above, HIPAA re-training
Level 2: Moderate	Inappropriate access to records without intent to harm as defined by HIPAA regulations	Written warning, suspension from rotation and required remediation
Level 3: Severe	Intentional or Accidental misuse or disclosure of PHI, posting PHI online/social media, and/or repeated violations.	Immediate removal from clinical rotation and dismissal from program

FUNCTIONAL ABILITIES

Functional abilities are non-domain specific abilities, i.e., those physical and mental activities and attributes needed by a nurse to practice safely in terms of essential nursing functions, with or without accommodations. In order to meet the program competencies, and for successful completion of the objectives for each nursing course, a student must be fully aware and oriented and demonstrate the following functional abilities. A student requiring special accommodations should self-report to the Supportive Services Office on their own campus and relay the written information to each appropriate faculty member. Any student seeking a Medical Withdrawal and seeking re-entry into the Nursing Program is referred to the Nursing Program Administrator.

A. Physical (gross and fine motor, physical endurance, physical strength, mobility):

1. Move freely to observe and assess patients and perform emergency patient care; this includes having full manual dexterity of the upper extremities, including neck and shoulders, and unrestricted movement of both lower extremities, back, and hips in order to assist in all aspects of patient care, and the ability to touch the floor to remove environmental hazards (i.e. patient hygiene, application of restraints, and nursing procedures such as urinary bladder catheterization and parenteral injections);
2. A student may not have any immobilizing device in the clinical area.
3. Lift and/or support at least 50 pounds in order to reposition, transfer, and ambulate patients safely;

B. Sensory (visual, tactile, olfactory, hearing):

1. Visually observe changes in a patient's status, as well as unsafe environmental condition. Visual Acuity: must possess a) near clarity of vision at 20 inches or less and b) far clarity of vision at 20 feet or more;
2. Hear sounds of spoken verbal communication, as well as sounds that indicate changes in the patient's physiological condition (i.e. breath sounds, blood pressure, apical pulse.
3. Demonstrate tactile ability sufficient to assess a patient's pulses, as well as changes in a patient's physiological status (i.e. changes in skin temperature, edema, etc.);
4. Smell odors that indicate changes in the physiological status of the patient, or unsafe environmental conditions.

C. Cognitive (reading, arithmetic, analytical and critical thinking):

1. Read and cognitively comprehend written course materials, patient care documents, and health care institution policies and procedures.
2. Calculate accurately in order to administer correct medication dosages, count a pulse, count respirations, and determine intake and output.
3. Demonstrate cognitive learning in relation to new procedures through clinical application; Interpret physician orders accurately through verbal and written communication, and carry through with appropriate psychomotor clinical application.
4. Show evidence of concentration and give attention to tasks.
5. Exercise appropriate judgment and insight.

D. Interactive (interpersonal, communicative):

1. Speak to focal clients and members of the health team utilizing effective verbal communication skills.

2. Communicate and demonstrate the ability to follow directions clearly without any distortion of behavior.
3. Write utilizing a legible and concise documentation style which is readable and in the English language.

PROFESSIONAL APPEARANCE POLICY FOR NURSING STUDENTS

Dress Code for Clinical: Students are required to present a professional appearance and attitude while in the clinical setting. The chewing of gum is not permitted. Official approved nursing program uniform is utilized.

- An official school uniform must be worn during all clinical education experiences.
- Uniform must be clean and wrinkle-free.
- White, black, or grey socks.
- Appropriate undergarments and to be worn and not detected through the professional attire.
- Students are permitted to wear a white, black, grey or burgundy short or long-sleeve jersey/undershirt under the uniform top.
- Religious head covers are permitted but they must be solid in color and expose the face.

Shoes:

- Shoes must be white, black or tan leather (no cloth) with toes and heels covered.
- No open toe or sling back shoes.
- Canvas or cloth shoes are not permitted.
- Leather tennis shoes must have a rubber soled bottom.

Identification: The official valid LTI photo ID badge and facility required ID badge must be worn above the waist at all times on the clinical unit. Name and appropriate titling credentials must be visible.

Jewelry:

- Rings: one smooth band and/or one school ring
- One-two stud earring per earlobe
- Ear gauges must match flesh tone.
- No visible facial, oral, or skin piercing ornamentation of any kind is permitted.
- Watch with a second hand required

Nails:

- Nail hygiene is important to reduce transient and residual flora.
- Nails must be natural, short, and clean
- No artificial nails, overlays, tips, or nail ornaments permitted.
- If nail polish is worn, it should be clear, light pink, or a natural color.

Tattoos/Makeup:

- Visible tattoos must be covered.
- No artificial eyelashes.
- Makeup appropriate for professional appearance.

Clothes for Core Nursing classes

- Students must be professional at all times and appropriate without excessive skin exposure.
- Scrub pants and a t-shirt or sweatshirt are to be worn in the classroom and/or lab unless directed otherwise by the nursing instructor or program director. No tanks tops or inappropriate printed logos or language.

Detectable Odors/Personal Hygiene

- Detectable odors are not permitted. This includes but is not limited to perfume, cologne, after- shave, tobacco products, smoke, etc.
- Absolutely no smoking or use of electronic cigarettes while in the official student nurse uniform. The effects of the use of tobacco prior to or during the period of time when providing patient care can be offensive.
- Students will maintain personal hygiene, including oral care.

Professional items needed for the clinical experience**:**

- Students should attend clinical with a blue or black pen, bandage scissors, penlight, and stethoscope.

Note: Clinical faculty will determine further specifics based on the clinical area. Students not adhering to the dress code will be required to leave the clinical unit and will be marked absent.

Requests for exceptions based on religion or culture must be submitted in writing to the faculty before the first clinical experience and may be required to be reviewed by the facility or agency.

STANDARDS OF PROFESSIONAL PRACTICE

PROCEDURE FOR VIOLATION OF THE STANDARDS OF PROFESSIONAL PRACTICE IN CLASSSROOM/CLINICAL SETTINGS

1. Written documentation related to the Professional Role Violation will be distributed to the Practical Nursing Program Director and Campus Director, the student, the student's file, and the faculty initiating the action as soon as possible after the incident.

2. Practical Nursing Program policies and expectations will be reviewed during course orientation each semester. This will be considered a verbal warning. Notification of incident on the day of the incident or time the incident is discovered shall be given to the student by the faculty member who identified the incident resulting in violation of the standards. This notification will be followed by email documentation and completion of the Professional Role Violation Form.

3. At the discretion of the faculty member who identified the violation, the student may be dismissed from the clinical setting or classroom. Grading and make up learning experiences in relationship to the incident will be in accordance with the individual clinical/theory course requirements contained in course syllabi. The faculty may suspend student participation until resolution of violation or adequate remediation has been completed and documented.

4. Nursing students are expected and required to respect patient privacy at all times. Unauthorized or inappropriate accessing or dispersal of confidential personal or health information will result in course failure and/or program dismissal.

5. Certain behaviors will not be tolerated and will constitute a failing grade regardless of the date of occurrence. These behaviors include:

<u>Unprofessional</u>

- Unauthorized use or disclosure of confidential information/ Violation of HIPA Policy
- Failure to maintain professional boundaries
- Threatening behavior or harassment
- Commitment of an act which could adversely affect e physical or psychological welfare of a patient
- Abandonment of patients by terminating responsibility for nursing care without properly notifying appropriate personnel and ensuring the safety of patients
- Practicing beyond the scope of the student role
- Refusal to follow appropriate directives or instructions from faculty or nursing personnel
- Intentional failure to perform assigned work
- Intentional violation of clinical agency policies

Unethical

- Dishonest behavior, including but not limited to giving false reports, falsifying documentation, theft, academic dishonesty
- Willful misuse, destruction, or damage to property

Unsafe

- Reporting for clinical or practicing nursing when not fit for duty due to the use or abuse of alcohol, drugs, prescription medicines or other controlled substance.
- Possession of alcohol or illegal drugs or drug paraphernalia while on duty.
- Practicing nursing while the ability to safely and effectively practice is compromised by physical or mental disability or lack of sleep
- Being unprepared to safely and effectively care for assigned patient(s).

6. The student has a right to consult with his/her faculty member of his/her choice regarding any violation of the Standards of Professional Practice. The rights of the student will be safeguarded.

7. The incident and recommendation for follow-up remediation shall be documented by the faculty member on the violation of Standards of Professional Practice Incident Report Form. This form should be given to the student no later than prior to the beginning of the next day of clinical/course experience, or as soon as possible thereafter.

8. The form shall be reviewed with the student by the faculty member, at which time, the student will sign, receive a copy of the form, and may write a response.

9. The Violation of Standards of Professional Practice Incident Report Form will then be forwarded to the Practical Nursing Program Director and Campus Director for review. Further action may be taken at the discretion of the Practical Nursing Program Director and Campus Director. The Professional Role Violation Flow Chart documents the sanctions imposed for repeated minor violations and major violations. The first student minor violation results in an email documentation of the incident and formal Incident report. A second violation within the year translates to a major violation, and results in a 5% grade deduction. After having received 1 major violation, a second violation (either major or minor) results in course failure for the course in which the violation was identified. The Practical Nursing Program Director and Campus Director will distribute signed copies of the form to all parties involved.

10. It is the student's responsibility to provide a written report to the faculty member who issued the violation following the time frame indicated on the incident report. The report should include follow-up activities completed based on faculty recommendations using the Student Follow-Up Report Form in response to those made on the Incident Report. The faculty member will forward the signed copies of the report to the Practical Nursing Program Director and Campus Director who will distribute to involved parties.

DRUG & ALCOHOL TESTING POLICY

1. LTI has a responsibility to maintain a safe environment for its students as well as maintaining safe conditions for patients. Any student under the influence of drugs or alcohol during a clinical experience may pose serious safety and health risks, not only to themselves, but to all those who work with them and to patients for whom they provide care. The unlawful possession, use, or sale of illegal drugs, prescription drugs, over the counter drugs, and/or alcohol in the clinical agency, poses an unacceptable risk for unsafe patient care.

   LBI faculty, and students are required to report any suspicious behavior and arrange drug and alcohol testing.

   Reasonable suspicion of substance abuse is considered when any student demonstrates unusual, unexplained behavior in the agency environment or during clinical experiences. Observable signs might include, but are not limited to:

   a) Slurred speech
   b) Odor of alcohol on breath or person
   c) Unsteady gait
   d) Disoriented or confused behavior
   e) Significant changes in work habits
   f) Observed behaviors indicative of hallucinations
   g) Unexplained accident or injury
   h) Sloppy, inappropriate clothing and/or appearance
   i) Physically assaultive, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements in the agency setting
   j) Excessive sick days, excessive tardiness when reporting for clinical or class
   k) Missed deadlines, careless mistakes, taking longer than customary to complete work
   l) Coordination (not normal, swaying, staggering, lack of coordination, grasping for support)
   m) Performance (unsafe practices, unsatisfactory work)
   n) Alertness (change in alertness, sleepy, confused)
   o) Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic)
   p) Eyes (bloodshot, dilated)
   q) Other clinical observations consistent with impairment

2. Drug testing may be required for any student who demonstrates behaviors of reasonable suspicion in the clinical environment.

3. Drug testing may be required for any student who demonstrates suspicion of substance abuse impairment and who has access and/or direct responsibility for controlled substances if known drugs of abuse are missing or otherwise unaccounted for while in the clinical agency. This determination will be made on a case-by-case basis by the agency manager or administrator and the Director of Nursing, or the Campus Director.

4. Informed consent will be obtained prior to testing. Fees associated with testing will be the responsibility of the student.

5. Noncompliance with requests for drug and alcohol screening from a student who demonstrates suspicion of substance abuse impairment will be viewed as a violation of the LBI Drug and Alcohol Testing Policy. The student will be subject to dismissal from the nursing program.

6. The collection site will be in a standard collection area laboratory or emergency department as per the agency protocol (typically Hospital Employee Health or ED). Students who are "offsite" (outside of the Hospital environment) for clinical will be required to return to the School of Nursing to be escorted to the testing site. Students will NOT be allowed to drive their own vehicle to return to the school, and will be responsible for any fares (Cab, etc.) required to return to the school. Nonacceptable and Acceptable values for lab results will be determined according to the agency policies. Collection procedures will adhere to the required "chain of custody" protocol as indicated by the assigned clinical agency.

7. The student who is suspected of substance abuse impairment will be escorted to the collection site with the appropriate faculty member, assigned preceptor, or approved LTI representative, who will remain at the collection site until the required specimens are obtained. Agency policy will be followed as required.

8. Following an incident that requires drug or alcohol testing, the student will be sent home by cab or responsible individual. Under no circumstances will the student be allowed to drive home. Arrangements will be made so that the student will be at home after the incident with another individual.
9. The student who is suspected of substance abuse impairment will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel of committees designated by LTI.

10. The student's confidentiality will be strictly maintained. The test results will be communicated only to the student, the physician reviewing the results with the student, LTI Program Director, and Campus Director.

11. Records will be maintained in a separate file by LTI in a secured area. Requests for information will require a court order or may be released by the student's signed written consent and liability waiver.

12. Any violation of this policy by a student will result in disciplinary action including dismissal from the nursing program.

13. LTI recognizes that chemical dependency is an illness that can be treated. Assistance for students who are dependent on a chemical substance is available.

HEALTH INSURANCE

LTI does not provide individual health insurance. The student is responsible for expenses incurred as a result of illnesses including those that might occur in the clinical area.

LIABILITY INSURANCE

LTI carries liability insurance for students in clinical practice. This insurance does not apply when students are engaged in activities other than those sponsored by the Practical Nursing Program. The liability insurance fee is an additional cost added into the student's SOU.

STUDENT RIGHTS UNDER FERPA FOR POST-SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Students should submit to the appropriate official, written requests that identify the record(s) they wish to inspect. The School official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by LTI in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom LTI has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by LTI to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:
Family Policy Compliance
Office U.S. Department of Education
600 Independence Avenue, SW Washington, DC 20202-4605

GRADUATION & LICENSURE PROCEDURES

At the beginning of the final level, students should initiate the process for applying for licensure. Students must complete the following.

- Obtain the necessary information and forms for applying to take the NCLEX-PN licensing examination for licensure by accessing the Board of Nursing website in the state where the student plans to practice after graduation.

- Request a copy of their official transcript to be sent to the PA State Board of Nursing. The website is: https://www.pals.pa.gov . Licensing fees will be required.

- Please note, transcripts will **NOT** be sent unless the student has successfully completed the program and all requirements, and has a zero balance on their account. If the student has an account balance, the transcript will be sent once the account has been paid in full.

- Download applications for licensure, applications to take the NCLEX-PN through Pearson VUE, and information about the required Criminal Background Check are required. Website: https://www.ncsbn.org/nclex-application-and-registration.htm
- The process includes:
  - Submit an application for licensure/registration to the nursing regulatory body you wish to be licensed/registered. This is in order to be eligible for the NCLEX.
  - Register for the NCLEXPN with Pearson VUE by internet registration or phone.
  - You will need a program code to register and an email address.
  - Correspondence by Pearson VUE will only occur by email.
  - After the NCLEX-PN registration is complete, and LBI Practical Nursing Program confirms satisfactory completion of the program and program hours, the student will receive an authorization to test (ATT) email.

- The cost is approximately $300 for testing, licensing and the criminal background check. It may take LTI 2 weeks upon completion of the program to prepare the final transcripts and send them to the nursing boards AND when completing background checks, keep in mind, it may take 1- 4 weeks for criminal background checks to be completed. Students should plan their work schedules accordingly.

STUDENT HANDBOOK AND ACKNOWLEDGEMENT OF RECEIPT

I have received, read and understand the Laurel Institute Student Catalog & the Practical Nursing Program Student Handbooks. I understand these requirements and expectations are to be followed through completion of the Nursing program. If changes are made to the Nursing Handbook, during my program length, the students will be notified verbally and in course announcements within Canvas.

Student Signature: _____Date: _____

Program Director Signature: _____Date: _____