



Joseph F. McCloskey School of Nursing

Affiliated with Penn State Schuylkill, a campus of The Pennsylvania State University

Hospital-Based Diploma RN Program

2019-2020

A PASSION FOR BETTER MEDICINE.™

570-621-5035

LVHN.org/SON

Further information regarding Joseph F. McCloskey School of Nursing tuition, fees, and length of program can be obtained from the School's website, and from the

Accreditation Commission for Education in Nursing (ACEN):

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Admission to the School of Nursing is open to anyone regardless of race, creed, color, national origin, religion, age, sex, marital status, socioeconomic status, handicap, or lifestyle.

The School of Nursing is approved by the Pennsylvania State Board of Nursing and fully accredited by the ACEN.

Visit us on the web @
www.LVHN.org/SON

This catalog is intended to provide prospective applicants with information and to guide accepted/enrolled students as they prepare to begin nursing courses. It is to be considered as informational and not binding on the School of Nursing. Every attempt is made to provide the latest and most up-to-date information; however, because each step of the educational process from admission to graduation requires continuing faculty review, changes are often necessary. The School of Nursing reserves the right to change the requirements, regulations, and fee schedules contained in this Catalog. Updates will be provided annually.

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INTRODUCTION

The Joseph F. McCloskey School of Nursing provides an opportunity to pursue a nursing career in an educational program that has a tradition of success and excellence.

The program is a full-time, three-year, non-resident, RN diploma nursing program. The educational program includes one year (two semesters) of pre-requisite University courses and two years (six terms) of nursing courses. The nursing course component builds on a base of 30 pre-nursing credits from Penn State University, Schuylkill Campus. Required pre-nursing courses completed at other colleges and/or universities will also be considered.

The curriculum provides a contemporary approach to learning and incorporates established professional standards, guidelines, and competencies into all nursing courses. Quality and Safety Education in Nursing Competencies and American Nurses Association Standards are emphasized. Courses are arranged in levels of progressive complexity. Acquisition of basic

knowledge and skills is stressed as a foundation for nursing practice. Progression to specialized and complex patient care situations occurs as the student moves through each nursing course. The knowledge, skills, and attitudes provide the foundation for safe, evidenced-based practice. Concurrent clinical practice is provided in all nursing courses except Nursing 101, 103, 105 and 301.

Accepted students are admitted for the Fall term of each year. Following successful completion of the program, graduates are eligible to take the National Council Licensure Examination (NCLEX-RN). Licensure by the Pennsylvania State Board of Nursing is required to work as a Registered Nurse (RN) in Pennsylvania. Graduates are also eligible to enroll in a Bachelor of Science Degree in Nursing (BSN) program for Registered Nurses (RN) at Penn State University, Schuylkill Campus or at the university of their choice.

Graduates of the School of Nursing have achieved professional success and recognition in many nursing

career roles. They provide nursing care, administration, leadership, consultation, and education in a variety of health care facilities, agencies, and institutions of higher learning, both locally and nationwide.

The educational foundation provided at the School of Nursing prepares graduates to meet the many challenges and opportunities in their professional nursing future.

HISTORY

Lehigh Valley Health Network, Lehigh Valley Hospital - Schuylkill

Effective September 16, 2016 the Schuylkill Health System became part of Lehigh Valley Health Network. Schuylkill Medical Center – South Jackson Street became Lehigh Valley Hospital – Schuylkill South Jackson Street. Schuylkill Medical Center – East Norwegian Street became Lehigh Valley Hospital – Schuylkill East Norwegian Street. Prior to becoming part of Lehigh Valley Health Network, Schuylkill Health was the result of a merger of two community hospitals formerly known as Good Samaritan

Regional Medical Center and the Pottsville Hospital and Warne Clinic. The School of Nursing was an entity of the former Pottsville Hospital and Warne Clinic. Today, Lehigh Valley Hospital – Schuylkill South Jackson Street is a 67 bed, general, acute care, not-for-profit hospital, meeting the healthcare needs of the residents of Schuylkill County. It is accredited by the Joint Commission.

Founded in 1895 as the former Pottsville Hospital, under the mission of providing general health care and educating nurses, Lehigh Valley Hospital – Schuylkill, South Jackson Street, has grown to offer a wide variety of general and specialty services.

The Hospital was initially established by a gift from Samuel and Elizabeth Shippen, a brother and sister from Philadelphia, in memory of their parents, John and Mary McCall Shippen. The elder Shippens had been prominent residents of Pottsville for more than 50 years. At that time, community leaders and concerned citizens had identified the area’s need for a hospital.

Over the ensuing years, the hospital continued to grow, advance, and develop new services and offer the latest technology, attracting medical and other professionals from all fields.

Many expansions and additions were completed over the years, new services were offered, and new technology introduced. Expansions included the merging with the Lemos B. Warne Clinic and Hospital of Pottsville in the mid 1960's.

Lehigh Valley Hospital - Schuylkill – East Norwegian Street, a 129-bed, general, acute care, not-for-profit, hospital which was founded in 1920 as the A.C. Milken Hospital.

In 1929, it was renamed the Good Samaritan Hospital when it was placed in the hands of the Missionary Sisters of the Most Sacred Heart of Jesus. The Daughters of Charity of St. Vincent de Paul assumed sponsorship in 1980. Their sponsorship allowed the Good Samaritan Hospital to continue its mission of service to the sick and poor.

At Lehigh Valley Health Network, Lehigh Valley Hospital – Schuylkill, we continuously go this extra mile to fulfill our mission to Heal, Comfort and Care for the people of our community. Every individual in our health network contributes to this mission and helps make the communities we serve healthier and better places in which to live.

The Joseph F. McCloskey School of Nursing

The School of Nursing was established in 1895 as the Pottsville Hospital School of Nursing. Its first class of six students was admitted in June of 1896. One student, Mrs. Mary J. Sturman Thompson, completed the course and graduated on July 15, 1897.

As the number of students in the school increased, residences were purchased on Mauch Chunk Street to provide housing for nursing students, members of the faculty, and staff nurses.

In 1961, a modern, seven-story residence was opened on Washington Street to provide housing for more than 80 students. Although the School became a non-

residence school in 1985, the building still houses all of the School of Nursing facilities, classrooms, laboratories, and offices.

As part of the original student uniform, the first Superintendent of the Hospital and School of Nursing created a cap similar to those worn by Army nurses during the Civil War. The current cap was accepted in 1937.

Although caps are no longer worn, graduating female students receive and wear the School cap at each class Commencement. Students also receive the School pin at Commencement Exercises.

In 2008 following the formation of Schuylkill Health, the school was renamed the Schuylkill Health School of Nursing. In 2012, the name was changed to the Joseph F. McCloskey School of Nursing at Schuylkill Health to honor former long-time Chairman of the Board and School supporter, the Honorable Judge Joseph F. McCloskey. In 2016, following the merger with Lehigh Valley Health Network, the school's name was changed to the Joseph F. McCloskey

School of Nursing and continues to provide an excellent RN education.

In 2020, the Hospital and School of Nursing will celebrate their 125th Anniversary. The School has graduated well over 2,400 nurses who have established a tradition of excellence in patient care throughout the world.

PHILOSOPHY/ MISSION/VISION

The Faculty of Joseph F. McCloskey School of Nursing believe that:

■ **Nursing** is a process by which theoretical and scientific knowledge is combined with caring and compassionate behaviors for the purpose of assisting patients to move in the direction of optimal health. Nursing recognizes that health is a dynamic state of equilibrium that exists on a continuum and is unique to the patient's values and beliefs. Nursing encompasses the promotion of wellness, the care and prevention of illness or disability, and the rehabilitation of patients, families, and groups in healthcare and community settings. The patient or designee is recognized as the source

of control and full partner in providing compassionate and coordinated care that respects the patient’s preferences, values, and needs. Nursing involves direct care, therapeutic communication, teaching, and application of the nursing process to facilitate holistic care. Through the use of critical thinking and interprofessional collaboration, the nurse develops and implements a plan of care for preventative, supportive, and rehabilitative services across the patient’s lifespan.

Education is a life-long learning process by which behavior is changed through the acquisition of knowledge, skills and attitudes. Nursing education guides and encourages these behaviors in learning and practice which prepare the student for fulfillment of his/her role in nursing. Nursing education correlates theoretical and scientific knowledge and evidence-based nursing practice with varied learning experiences. Evidence-based nursing practice integrates the best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal and safe health care.

Nursing education is founded on evidence-based practice and promotes wellness in the community through health screening and patient education. The educational process is enhanced when there are clearly defined learning outcomes and educational experiences that progress from simple to complex requiring knowledge and skills that emphasize the nursing process, caring, problem solving and critical thinking.

Leadership and Management is the knowledge and understanding of the role and responsibility of nurse leaders in healthcare systems. The integration of theories, principles, and concepts of leadership and management provide a framework for enhancement of interpersonal skills to accomplish goals which foster an environment of mutual respect. The nurse coordinates resources and nursing informatics to monitor outcomes of care to continuously improve the quality and safety of patients, families, and community.

Accountability is taking responsibility for one’s own actions and judgments related to delivery of safe, quality

patient care. The nursing education program, its curriculum, and associated learning experiences are designed to promote personal and professional growth, and to foster professional, legal, and ethical accountability, critical thinking, and self-direction in the student and graduate. The educational program furnishes learning experiences in Principles of Nursing, Medical-Surgical, Maternal-Child, Mental Health and Community Health Nursing. It is designed to develop the student's evidence-based nursing knowledge and skills enabling them to provide safe, culturally and socially sensitive care to patients in all settings. It further promotes personal and professional growth through continuing education and fosters accountability, critical-thinking and development of leadership and management skills. The program emphasizes interprofessional collaboration and community responsibility as imperatives for the new graduate in their adaptation to the evolving role of the professional nurse in the health care delivery system.

Mission Statement - The Joseph F. McCloskey School of Nursing is

committed to providing quality nursing education that prepares graduates to seek licensure as a Registered Nurse and to provide safe, quality, evidence-based, patient-centered nursing care in a variety of health care settings.

Vision - To be recognized as a nationally accredited, excellent nursing education program by students, peers, employers, and the community.

GOALS

The goals of the Joseph F. McCloskey School of Nursing include:

- Preparing the graduate to practice as an entry-level professional nurse who utilizes evidence-based practice when providing quality care to patients in a variety of healthcare settings.
- Promoting commitment to life-long learning in order to enhance professional practice.
- Contributing to the development of responsible nursing leaders by integrating theories and concepts of leadership and management into nursing practices.
- Developing responsible and accountable graduates who

practice within the legal limits and professional and ethical standards of nursing.

ACCREDITATION/ AFFILIATIONS/ COOPERATIONS

The School of Nursing is approved by the Pennsylvania State Board of Nursing and fully accredited by the Accreditation Commission for Education in Nursing (ACEN). The School is a member of the National League for Nursing, the Council of Health Professions Education of the Hospital Association of Pennsylvania, the National Coalition of Hospital Associated Schools and Colleges of Nursing, National Association of Financial Aid Administrators, and the Pennsylvania Association of College Admission Counselors.

The School of Nursing has maintained an affiliation with the Pennsylvania State University (Penn State) since 1950. The program includes a total of 30 credits from the University. The University credits earned in the program can be directly applied toward Penn State’s RN to BSN program or to BSN programs at other colleges or

universities. School of Nursing students also have access to selected Penn State University student services.

Lehigh Valley Hospital – Schuylkill -S. Jackson Street, located across the street from the School, and Lehigh Valley Hospital - Schuylkill – E. Norwegian Street, provides students with the majority of clinical experiences which complement classroom instruction. Both hospitals are approved by the Joint Commission and hold membership in the American Hospital Association and the Hospital and Health System Association of Pennsylvania. The Lehigh Valley Health Network provides students with additional clinical opportunities at other campuses.

The Lehigh Valley Hospital – Schuylkill is approved by the Pennsylvania Department of Health.

The School of Nursing also maintains cooperative relationships with other agencies and health care facilities at off-campus clinical sites which expand and complement clinical practice experiences and learning.

CURRICULUM

The curriculum is planned in accordance with the principles stated in the Mission, Vision, Philosophy, and Goals of the School of Nursing, and the End-of- Program Student Learning Outcomes.

In the first year, courses in physical, biological, behavioral, and social sciences are taught at the Penn State University, Schuylkill Campus. These courses provide the student with the scientific principles which serve as the basis for subsequent nursing courses.

During the second and third year of the Program, the student is introduced to the role of the professional nurse in the health care environment. Nursing 100 emphasizes the importance of communication skills and introduces students to nursing and the nursing process. This includes assessing patient needs, planning, and implementing care for the patient with uncomplicated medical-surgical conditions. Nursing 101 introduces the student to physical assessment skills. Nursing 102 and 104 provides the student with a variety of

medical-surgical conditions with concurrent clinical practice. Nursing 103 and 105 emphasize complementary pharmacology to Nursing 102 and 104. Nursing 200 and 201 build on the knowledge gained from Nursing 100 level courses. The learning experiences in the 200 level courses are selected to challenge and further develop critical thinking, self-direction, planning and organization of care, accountability, and judgment. Emphasis is on the analysis and adaptation of care for patients with more complex needs. Clinical experiences are provided in critical care, psychiatric, home health, obstetric, and pediatric areas.

In the last term of the program, Nursing 300 and 301 courses challenge the student to utilize critical thinking in the synthesis of knowledge and skills acquired throughout the program. Emphasis is on leadership, management, professional development, and making the transition to the practice of professional nursing.

Students evaluate all aspects of the program and are encouraged to offer

comments and recommendations for course development.

End-of-Program Student Learning Outcomes

The student will:

■ NURSING

—Provide safe, evidence-based, patient-centered care to patients, families, and groups in health care and community settings.

—Integrate caring and compassionate behaviors with evidence-based practice to assist patients to move toward optimal health.

—Implement a plan of care that considers the patient as a full partner in the provision of care that respects the patient’s preferences, values, and needs.

—Employ effective communication techniques when interacting with a diverse patient population, families and groups in healthcare and community settings.

—Collaborate with members of the interprofessional healthcare team

to provide safe, quality patient care.

—Implement nursing interventions to promote, maintain and restore health.

■ EDUCATION

—Engage in the critical thinking process by using the best evidence to provide safe health care.

—Implement patient education and health screening activities that promote wellness in the community.

—Plan to engage in life-long learning to enhance professional practice.

■ LEADERSHIP AND MANAGEMENT

—Coordinate resources and nursing informatics to monitor outcomes of care for patients, families, and the community.

—Develop plans that improve the quality and safety of care based on evaluation of outcomes.

—Utilize theories, principles, and concepts of leadership and management in nursing practice.

■ ACCOUNTABILITY

- Practice within the legal, ethical, and professional standards of nursing.
- Evaluate self for personal and professional growth.
- Actively participate in the evaluation of the curriculum.

Program Outcomes

Performance on NCLEX-RN (Licensure Examination)

It is expected that the program's NCLEX-RN Licensure Examination pass rate for the most recent annual examination period will be achieved by graduate test takers.

Using the Pennsylvania State Board of Nursing time reporting period (10/1 – 9/30), the annual licensure pass rate for NCLEX-RN first time test-takers will be at least 80%. It is expected that $\geq 80\%$ of graduates will pass NCLEX-RN on first attempt using Pennsylvania State Board of Nursing time reporting period.

Program Completion/Graduation Rate

Graduation rate is the percentage of students completing the program within three years

following admission to the first nursing course or within 150% of the time of length of nursing courses only (Student Right to Know calculation; ACEN).

Graduation rate is the percentage of students completing the program within 150% (4.5 years) following admission to the nursing program (Student Right to Know calculation).

On-time completion rate is the percentage of students who completed/graduated from the diploma program within 3 years or normal time (Program Integrity). Greater than or equal to $\geq 80\%$ of students who begin first nursing course will graduate from the diploma program within 150% of time frame allotted (Student Right to Know; ACEN).

Greater than or equal to $\geq 85\%$ of students who graduated from the diploma program will have done so within 3 years or normal time (Program Integrity).

Job Placement Rates

The nursing program prepares the graduate to practice as a generalist in hospitals, health care agencies, and programs in the community.

The graduate will assume responsibilities of the professional nurse in these settings. It is expected that with continuing and advanced education, professional growth, and nursing experience, the graduate, over time, will experience promotional changes in areas of specialization and employment settings.

It is expected that 90% of the graduates of the program, as collected via electronic survey, will be employed in nursing within one year of graduation.

Graduate Program Satisfaction

Graduate program satisfaction is the level of satisfaction with the nursing program's resources, facilities, student services, curriculum, instruction, integrity of practices and policies, and end-of-program student learning outcomes as evaluated by graduating students and alumni. This is accomplished through evaluation of total program, clinical and classroom instruction, exit interview, and follow-up of graduates. It is expected that $\geq 80\%$ of graduating senior students and graduates at one year will rate program satisfaction overall and by item as ≥ 3 (good to excellent).

Employer Program Satisfaction

Employer program satisfaction is the level of satisfaction with graduates' performance at one year as perceived by their employers. This is measured by a survey of employers on the graduates' use of nursing process, critical thinking, communication, leadership, patient teaching skills, professional accountability and professional growth.

It is expected that $\geq 80\%$ of employers will rate graduates at one year as ≥ 3 (good to excellent).

Curriculum Plan

Year 1 Penn State – 2(16 week) semesters

<u>CLASS</u>	<u>CREDITS</u>	<u>CLASS</u>	<u>CREDITS</u>	Prerequisite Courses: Transfer credits may also be accepted from other accredited colleges and universities
BIOL 161	3	BIOL 163	3	
BIOL 162	1	BIOL 164	1	
SOC 001	3	PSYCH 100	3	
ENGL 015	3	CAS 100	3	
NUTR 251	3	MICRB 106	3	
HDFS 129	3	MICRB 107	1	
TOTAL: 16 credits		TOTAL: 14 credits		Total First Year Credits = 30

Curriculum Plan

Year 2 Theory – 1 credit = 15 hrs.

Clinical- 1 credit = 45 hrs.

Total Credits Year 2 = 25

FALL TERM – 12 weeks = <u>8 credits</u>	WINTER TERM – 12 weeks = <u>8 credits</u>	SPRING TERM – 12 weeks = <u>9 credits</u>
<p>N-100: Principles of Nursing 7 credits Theory = 5 (75 hrs.) Clinical = 2 (90 hrs.)</p> <p>N-101: Physical Assessment 1 credit Theory/lab = 15 hrs.</p>	<p>N-102: Medical-Surgical Nursing I 6 credits Theory = 3 credits (45 hrs.) Clinical = 3 credits (135 hrs.)</p> <p>N-103: Pharmacology I 2 credits Theory = 30hrs.</p>	<p>N-104: Medical-Surgical Nursing II 7 credits Theory = 3 credits (45 hrs.) Clinical = 4 credits (180 hrs.)</p> <p>N- 105: Pharmacology II 2 credits Theory = 30 hrs.</p>

Curriculum Plan

Year 3 Theory- 1 credit = 15 hrs. Clinical- 1 credit = 45 hrs. Total Credits Year 3 = 25

FALL TERM – 12 weeks = <u>8 credits</u>	WINTER TERM – 12 weeks = <u>8 credits</u>	SPRING TERM – 12 weeks = <u>9 credits</u>
<p>N-200: Medical-Surgical Nursing III/Community Health 8 credits Theory = 5 credits (75 hrs.) Clinical=3 credits (135 hrs.)</p> <p style="text-align: center;">Or</p> <p>N-201: Biopsychosocial Care of Individuals, Families and Groups 8 credits Theory =5 credits (75 hrs.) Clinical=3 credits (135 hrs.)</p>	<p>N-200: Medical-Surgical Nursing III/Community Health 8 credits Theory = 5 credits (75 hrs.) Clinical = 3 credits (135 hrs.)</p> <p style="text-align: center;">Or</p> <p>N-201: Biopsychosocial Care of Individuals, Families and Groups 8 credits Theory = 5 credits (75 hrs.) Clinical = 3 credits (135 hrs.)</p>	<p>N- 300: Transition to Professional Practice 8 credits Theory = 3 credits (45 hrs.) Clinical = 5 credits (225 hrs.)</p> <p>N-301: Professional Issues and Preparation for Nursing Practice 1 credit Theory = 1 credit (15 hrs.)</p> <p>Total Nursing Credits = 50</p>

Program Total Credits = 80

Credits designated for nursing courses are not transferable to institutions of higher learning. Credits for nursing courses are based on 15 clock hours per credit theory and 45 hours per credit clinical. “Credit” assigned to nursing courses does not constitute “college credit” and does not imply nursing courses earn the equivalent of college credit. The term “credit” assigned to nursing courses is for grading and/or financial purposes only. Only an authorized degree-granting institution in which a student enrolls may determine whether the completed nursing courses may be accepted for “college credit”.

A student is expected to enroll in specific courses as scheduled each semester. A student must be actively taking scheduled courses each semester to maintain enrollment status unless advanced standing, transfer credit approval, or permission to take off-campus courses has been granted. Proof of course completion with official transcript is required at the end of each term or the student will be removed from the class.

Information regarding the School of Nursing tuition, fees and length of program can be obtained from

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Rd., Suite 850

Atlanta, GA 30326

Phone 404-975-5000

www.acenursing.org

RN TO BSN COMPLETION OPTION

Graduates from the Joseph F. McCloskey School of Nursing have the opportunity to complete a Bachelor of Science in Nursing (BSN) degree through Penn State Schuylkill.

Following graduation and licensure, students can enroll in PSU's RN to BSN nursing program. Graduates from the School of Nursing will already have 30 college credits completed from PSU and they will be granted an additional 33 nursing portfolio credits based on their RN licensure. Students will go into PSU's 120 credit BSN program with 63 credits already completed. Students can earn their BSN while working as a RN in the healthcare field. Often, the graduate's employer will provide tuition reimbursement for the cost of the BSN courses.

Students can choose between various scheduling options at PSU:

Traditional Schedule: Classes are held at PSU Schuylkill. Courses are offered in fifteen week or seven-and-one-half week (hybrid) sessions, as well as on-line.

Accelerated Schedule: Classes are held all day on Fridays from 8AM to 8PM to fit the busy schedule of a working RN.

Graduates from the Joseph F. McCloskey School of Nursing will Need to complete 57 additional Credits to earn a BSN degree:

Humanities (GH)

3 cr

Arts (GA)

3 cr

Quantification (GQ)

3 cr

CHEM 101 (GN)

Introductory Chemistry OR

CHEM 110 (GN)

Chemical Principles I OR

CHEM 111 (GN)

3 cr

NURS 390 (US)

Transition and the Professional
Nursing Role

3 cr

NURS 357

Introduction to the Nursing
Informatics

3 cr

Elective

3 cr

STAT 200 (GQ)

Elementary Statistics OR

STAT 250 (GQ)

Introduction to Biostatistics

3 cr

NURS 251

Health Assessment

3 cr

NURS Elective

3 cr

Humanities (GH)

3 cr

NURS 417*(US;IL)

Family and Community Health
Concepts

3 cr

Arts (GA)

3 cr

Elective

3 cr

NURS 200W

Understanding and Applying Nursing

3 cr

NURS 465*

Health Concepts for Adults with
Complex Health Care

3 cr

ENGL 202A (GWS)

Effective Writing in the
Social Sciences OR

ENGL 202B (GWS)

Effective Writing: Writing in
the Humanities OR

ENGL 202C (GWS)

Effective Writing: Technical
Writing OR

ENGL 202D (GWS)

Effective Writing: Business
Writing

3 cr

NURS 475*

Integrated Concepts in Nursing
Practice

3 cr

NURS 400 - level Elective

3 cr

***Courses that include clinical
Activities, RN licensure required.**

Penn State University Courses

Biology 161 – Human Anatomy and Physiology I - Lecture

25 class hours

3 credits

This is the first lecture course of a two semester sequence introducing human anatomy and physiology, which is the branch of biology that focuses on the structure and function of the human body

Biology 162 – Human Anatomy and Physiology I – Laboratory

60 lab hours

1 credit

This is the first laboratory course of a two-semester sequence introducing human anatomy and physiology.

Sociology 001 – Introductory

Sociology

37.5 class hours

3 credits

The nature and characteristics of human societies and social life.

English 015 – Rhetoric and Composition

37.5 class hours

3 credits

Instruction and practice in writing expository prose that shows sensitivity to audience and purpose.

Nutrition 251 –

Introductory Principles of Nutrition

37.5 class hours

3 credits

The nutrients; food sources and physiological functions as related to human growth and well-being throughout life; current nutrition issues.

HDFS 129 – Human Development and Family Studies

37.5 class hours

3 credits

Introduction to psychosocial and family development at all stages of the individual and family life cycle.

Biology 163 – Human Anatomy and Physiology II - Lecture

37.5 class hours

3 credits

This is the second lecture course of a two semester sequence introducing human anatomy and physiology, which is the branch of biology that focuses on the structure and function of the human body.

Biology 164 – Human Anatomy and Physiology II – Laboratory

45 lab hours

1 credit

This is the second laboratory course of a two-semester sequence introducing human anatomy and physiology.

Psychology 100 – General

Psychology

37.5 class hours

3 credits

Introduction to general psychology; principles of human behavior and their applications.

Communication Arts and Science

100– Effective Speech

37.5 class hours

3 credits

Introduction to speech communications; formal speaking; group discussion, analysis and evaluation of messages.

Microbiology 106 –

Elementary Microbiology

37.5 class hours

3 credits

Importance of microorganisms in public health and disease, agriculture and industry; descriptive course for non-technical students.

Microbiology 107 –

Elementary Microbiology

Lab

60 lab hours

1 credit

Selected techniques with regard to recognition and enumeration of bacteria; effects of chemical and physical agents on microorganisms.

Joseph F. McCloskey School of Nursing Courses

Nursing 100: Principles of Nursing – 7 credits, Theory 75 hrs. Clinical 90 hrs.

Prerequisites: BIOL 161, BIOL 162, SOC 001, ENGL 015, NUTR 251, HDF5 129, BIOL 163, BIOL 164, PSYCH 100, CAS 100, MICRB 106, MICRB 107

Corequisite: Nursing 101

Principles of Nursing is a fundamental nursing course that introduces the student to the profession of nursing. Basic nursing concepts are presented with emphasis on the Nursing Process. Essential nursing and communication skills are developed to meet patient needs in a medical-surgical setting. Opportunities for implementation of these skills are provided in concurrent simulation and clinical experiences. The course incorporates American Nurses Association Scope and Standards of Practice, Quality and Safety Education for Nursing Competencies, and Joint Commission National Patient Safety Goals.

Nursing 101: Physical Assessment – 1 credit, Theory/Lab 15 hrs.

Prerequisites: BIOL 161, BIOL 162,

SOC 001, ENGL 015, NUTR 251, HDF5 129, BIOL 163, BIOL 164, PSYCH 100, CAS 100, MICRB 106, MICRB 107 Corequisite: Nursing 100

Physical Assessment is a fundamental nursing course that introduces the student to physical assessment. Basic nursing assessment skills are demonstrated and practiced. Essential nursing communication skills related to assessment findings are shared. Opportunities for implementation of these skills are provided in classroom simulation. This course is taught in conjunction with Nursing 100 where physical assessment concepts are applied in the clinical setting. The course incorporates American Nurses Association Scope and Standards of Practice, Quality and Safety Education for Nursing Competencies, and Joint Commission National Patient Safety Goals.

Nursing 102: Medical-Surgical Nursing I – 6 credits, Theory 45 hrs. Clinical 135 hrs.

Prerequisites: BIOL 161, BIOL 162, SOC 001, ENGL 015, NUTR 251, HDF5 129, BIOL 163, BIOL 164,

PSYCH 100, CAS 100, MICRB 106,
MICRB 107 Nursing 100, Nursing 101
Corequisite: Nursing 103

Medical-Surgical Nursing I is built on the knowledge and basic nursing skills taught during the previous term. This course provides the student with various learning experiences in utilizing the nursing process to provide safe, evidenced-based nursing care and to meet the needs of the patients, family, and the community. The topics taught in this course are respiratory, cardiovascular, hematologic, endocrine, and gastrointestinal disorders. The Joint Commission National Patient Safety Goals, the Quality and Safety Education for Nurse Competencies, and the American Nurses Association Scope and Standards of Practice are integrated throughout the course. Students receive concurrent simulation and clinical experiences. Observational experiences are provided in the hospital and in the community settings.

Nursing 103: Pharmacology I –
2 credits, Theory 30 hrs.

Prerequisites: BIOL 161, BIOL 162,
SOC 001, ENGL 015, NUTR 251,
HDFS 129, BIOL 163, BIOL 164,
PSYCH 100, CAS 100, MICRB 106,
MICRB 107, Nursing 100, Nursing
101

Corequisite: Nursing 102
Pharmacology I introduces the students to key concepts related to pharmacology. Principles of pharmacotherapeutics, pharmacokinetics, and pharmacodynamics will be presented. Adverse effects of drugs and drug interactions will be discussed as well as the influences of age, culture, and ethnicity on drug therapy. Classifications of medications commonly administered will be presented, i.e., drugs to treat pain, drugs to relieve anxiety, drugs to promote sleep, and antimicrobials. This course is taught in conjunction with Nursing 102, where pharmacologic concepts are applied in the clinical setting. Students will apply the nursing process to medication administration for patients with respiratory, cardiovascular, hematologic, endocrine, and gastrointestinal disorders. The Joint Commission National Patient Safety

Standards, the Quality and Safety Education for Nurse Competencies, and ANA Scope and Standards of Practice are integrated throughout the course.

Nursing 104: Medical-Surgical Nursing II – 7 credits, Theory 45 hrs. Clinical 180 hrs.

Prerequisites: BIOL 161, BIOL 162, SOC 001, ENGL 015, NUTR 251, HDFS 129, BIOL 163, BIOL 164, PSYCH 100, CAS 100, MICRB 106, MICRB 107, Nursing 100, Nursing 101, Nursing 102, Nursing 103

Corequisite: Nursing 105

Medical-Surgical Nursing II is a continuation of Medical Surgical I taught during the previous term. This course provides the student with various learning experiences in utilizing the nursing process to provide safe, evidenced-based nursing care and to meet the needs of the patients, family, and the community. The topics taught in this course are oncology, sensory-motor, renal & urinary, and male & female reproductive disorders. The Joint Commission National Patient Safety Goals, the Quality and Safety Education for Nurse Competencies,

and the American Nurses Association Scope and Standards of Practice are integrated throughout the course. Students receive concurrent simulation and clinical experiences. Observational experiences are provided in the hospital and in the community settings.

Nursing 105: Pharmacology II – 2 credits, Theory 30 hrs.

Prerequisites: BIOL 161, BIOL 162, SOC 001, ENGL 015, NUTR 251, HDFS 129, BIOL 163, BIOL 164, PSYCH 100, CAS 100, MICRB 106, MICRB 107, Nursing 100, Nursing 101, Nursing 102, Nursing 103

Corequisite: Nursing 104

Pharmacology II is a continuation of content introduced in Pharmacology I. This course is taught in conjunction with Nursing 104, where pharmacologic concepts are applied in the clinical setting. Students will apply the nursing process to medication administration for patients with oncologic, sensory, musculoskeletal, neurological, renal and urinary, and reproductive, disorders. The Joint Commission National Patient Safety Standards, the Quality and Safety Education for Nurse Competencies,

and ANA Scope and Standards of Practice are integrated throughout the course.

Nursing 200: Medical-Surgical Nursing III – 8 credits, Theory – 5 credits (75 hrs.), Clinical – 3 credits (135 hrs.)

Prerequisites: BIOL 161, BIOL 162, SOC 001, ENGL 015, NUTR 251, HDFS 129, BIOL 163, BIOL 164, PSYCH 100, CAS 100, MICRB 106, MICRB 107, Nursing 100, Nursing 101, Nursing 102, Nursing 103, Nursing 104, Nursing 105

Medical-Surgical Nursing III/Community Health introduces the student to advanced medical-surgical, community health and gerontological nursing concepts. This occurs through interactions with individual patients and groups of patients in critical care, emergency/trauma, perioperative and community settings. The course incorporates American Nurses Association (ANA) Scope and Standards of Practice, Quality and Safety Education for Nursing Competencies, and Joint Commission National Patient Safety Goals.

Nursing 201: The Biopsychosocial Care of Individuals, Families and Groups – 8 credits, Theory – 5 credits (75 hrs.), Clinical – 3 credits (135 hrs.)

Prerequisites: BIOL 161, BIOL 162, SOC 001, ENGL 015, NUTR 251, HDFS 129, BIOL 163, BIOL 164, PSYCH 100, CAS 100, MICRB 106, MICRB 107, Nursing 100, Nursing 101, Nursing 102, Nursing 103, Nursing 104, Nursing 105

Biopsychosocial Care of Individuals, Families and Groups introduces the student to the normal and abnormal adaptations of individuals, families and groups to stressors. This occurs through interaction with the individual and groups of patients in acute psychiatric and maternal/child health settings. The course also focuses on the role of the nurse in helping individuals, families, and groups in various settings, to adapt to biopsychosocial changes. Opportunities for implementation of these skills are provided in concurrent clinical experiences. The course objectives and outline are based on The Joint Commission National Patient Safety Goals, QSEN

competencies, and ANA Standards and Scope of Practice.

Nursing 300: Transition to Professional Practice – 8 credits, Theory – 3 credits (45 hrs.), Clinical – 5 credits (225 hrs.)

Prerequisites: BIOL 161, BIOL 162, SOC 001, ENGL 015, NUTR 251, HDFS 129, BIOL 163, BIOL 164, PSYCH 100, CAS 100, MICRB 106, MICRB 107, Nursing 100, Nursing 101, Nursing 102, Nursing 103, Nursing 104, Nursing 105, Nursing 200, Nursing 201, Corequisite: Nursing 301

Transition to Professional Nursing Practice provides the student with learning experiences that simulate the future role of the entry-level professional nurse. The course addresses modalities of nursing care, concepts of leadership and management, nursing theories, research, and legal/ethical aspects of care. Synthesis of previous and concurrent learning occurs as students perform the role of an entry-level professional nurse in complex nursing situations. Goals include development of independence in nursing practice, skill and accountability in clinical

decision-making, and application of nursing leadership and management theory and skills. The course incorporates American Nurses Association Scope and Standards of Practice, Quality and Safety Education for Nursing Competencies, and Joint Commission National Patient Safety Goals. The course includes class hours for comprehensive standardized testing .

Nursing 301: Professional Issues and Preparation for Nursing Practice – 1 credit, Theory 1 credit (15 hrs.)

Prerequisites: BIOL 161, BIOL 162, SOC 001, ENGL 015, NUTR 251, HDFS 129, BIOL 163, BIOL 164, PSYCH 100, CAS 100, MICRB 106, MICRB 107, Nursing 100, Nursing 101, Nursing 102, Nursing 103, Nursing 104, Nursing 105, Nursing 200, Nursing 201, Corequisite: Nursing 300
Professional Issues and preparation for Nursing Practice explores current issues in professional nursing and their impact on health care delivery, the community and its diverse populations and safe accountable nursing practice. Emphasis is placed on preparing the

new graduate to meet the challenges of licensure examination, role transition, and career management in a complex and dynamic health care system through goal development and career planning. Professional growth and commitment to learning through formal and informal continuing education are stressed. Students are exposed to leaders in nursing education, health care, nursing organizations, and politics. They are encouraged to critically examine a variety of challenges affecting the nursing professional and to formulate a personal position, conclusion, and/or course of action based on concepts of leadership, collaboration and accountability. All learning activities emphasize the importance of personal informed decision-making, critical thinking, ongoing accountability and responsibility to patients, the community, self and professional nursing.

RECRUITMENT

Recruitment Policy

The Joseph F. McCloskey School of Nursing is dedicated to the

promotion of formal education and believes in the dignity, worth, and the potentialities of every human being. The School of Nursing is committed to ethical recruitment/admissions practices.

The Admissions Coordinator of the School of Nursing is an active member of PACAC (Pennsylvania Association for College Admission Counseling), which is a professional organization dedicated to encouraging, advocating, and facilitating equal access to post-secondary education.

As a participating member of PACAC, all School of Nursing Recruitment/Admissions policies and procedures reflect the guidelines, professional policies, and position statements of the National Association for College Admissions Counseling (NACAC). A complete copy of NACAC's Statement of Principles of Good Practice can be found at www.nacacnet.org.

ADMISSION

Admission to the School of Nursing is open to all qualified applicants regardless of race, creed, color,

national origin, religion, age, sex, marital status, socioeconomic status, handicap, or lifestyle.

The School of Nursing will make every effort to make reasonable accommodations for applicants/students with disabilities.

Any applicant with a documented disability may request special accommodations by notifying the School of Nursing in writing at the time of acceptance to the program. Written verification of the need for and nature of the accommodations must be provided by a licensed learning specialist, psychologist, or physician.

Applicants must provide evidence of U.S. Citizenship or present a current I-551 card from the Department of Immigration and Naturalization Services. Applicants with a current I-551 card must be verified through the Systematic Alien Verification for Entitlements (SAVE) system.

The Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) is required for applicants whose first language is not English. An expected score of

560 on the written version of TOEFL, or an overall score of 84 with a minimum speaking score of 26 on the TOEFL IBT is required. An overall score of 6.5 with a minimum of 6.0 in all modules is required on the IELTS.

An applicant must possess a high school diploma (or be in the process of completing) or equivalent. The applicant can be accepted based on an official HS transcript at the time of application even if the student did not yet graduate. Penn State University will verify the official final transcript. The School of Nursing requires an official PSU or other college course transcript at the end of the first year showing completion of all first-year courses with the required grade of "C" or higher. The official high school transcript must reflect a minimum of 16 units, including 4 units of English, 3 units of Social Studies, 2 units of Mathematics (one of which is Algebra), and 2 units of Science with a related laboratory. A high school or college level Chemistry course is required. Passing grades in all courses are required.

Applicants who have been home-schooled must provide transcripts either from an approved home school association recognized by the Pennsylvania Department of Education or another State’s equivalent, or from their resident school district.

Applications will be active for one year. After one year, reapplication is necessary.

The School reserves the right to deny admission if an applicant does not meet the required guidelines, misrepresents, or omits essential facts as it relates to making application.

The School reserves the right to consider for admission an applicant whose background demonstrates the potential to succeed in the Program.

In addition to an official high school transcript, an applicant must also submit:

- * A completed application and essay
- * A \$50 non-refundable application fee made payable

to “Joseph F. McCloskey School of Nursing”

- * Official transcripts from all other post-secondary schools attended

The applicant must also complete a personal interview/information session

NOTE: The “Professional Nursing Law” of Pennsylvania (No. 1895-109, Section 6) specifies that applicants for licensure to practice nursing may be denied a license or the privilege of sitting for the licensing examination if they have been convicted of a felony or other crime. Personal concerns regarding this position may be directed to the Pennsylvania State Board of Nursing in Harrisburg, PA. (717) 783-7146 before filing application to the School.

Applicants who identify that they have a positive history must provide a current PA State Police Criminal Background check and FBI Fingerprint Screen.

Admission Requirements

Eligibility for admission is based on a point system. Points are assigned

according to a scale covering the following categories:

- * Scholastic Assessment Test (SAT) scores or American College Testing (ACT) scores
- * High school class rank and GPA
- * General Educational Development (GED) score
- * Test of Essential Academic Skills (TEAS) Score
- * Grade point average from a Licensed Practical Nurse (LPN) Program
- * Grades from previously completed required core courses from Colleges and Universities
- * Prior Baccalaureate Degree

NOTE: Not every category applies to every applicant.

NOTE: Students may be denied admission due to poor scholarship in academic programs attended previously.

The applicant must demonstrate the physical and mental health necessary to meet the requirements of the nursing program:

1. Must be able to speak and understand the English language and communicate in an understandable manner.
2. Must be able to read and write the English language in an understandable manner.
3. Must be able to move, walk, sit, stand, intermittently and for extended periods, in the clinical and classroom setting.
4. Must be able to bend, and lift up to 50 pounds.
5. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the program requirements can be met.
6. Must be in good general health and demonstrate emotional stability.
7. Must be able to cope with emotional and mental stress.
8. Must possess or be able to learn the manual dexterity required to carry out the functions necessary to meet the objectives of the program.

Pre-Entrance Health Requirements

Student Vaccination/Immunization Policy

The student must provide evidence of being in good health prior to beginning the second year nursing component of the program. Health examination forms and requirements for immunizations will be sent to the student. The student must have the following immunizations or evidence of immunity:

Immunization Requirements for Nursing Students

TUBERCULOSIS (TB)

All new students will be required to receive baseline TB screening using two-step Tuberculin Skin Test (TST) or IGRA (i.e. Quantiferon Gold or T-spot).

For new students without prior two-step TST documentation using PPD, the first TST will need to be administered and read within 2-3 days. If the first-step TST result is negative, the second-step TST will need to be administered 1-3 weeks after the first TST result was read.

New students with documentation of a prior two-step TST will require only one-step testing (updated TST must be less than three months old).

Individuals with a previously documented positive Tuberculin Skin Test (TST) or positive IGRA will be exempt from Tuberculin Skin Testing. A current chest x-ray (within

of 6 months) will be required to confirm no active disease.

MEASLES

Documented administration of two doses of live measles virus vaccine or laboratory evidence of immunity will be required.

MUMPS

Documented administration of two doses of live mumps virus vaccine or laboratory evidence of immunity will be required.

RUBELLA (GERMAN MEASLES)

Documented administration of one dose of live rubella virus vaccine or laboratory evidence of immunity will be required (administration of one dose of live Rubella or MMR vaccine must occur on or after 1st birthday).

VARICELLA (CHICKEN POX)

Documented administration of two doses of varicella vaccine or laboratory evidence of immunity will be required (administration of vaccines must occur on or after 1st birthday).

TETANUS, DIPHTHERIA, PERTUSSIS (WHOOPIING COUGH)

Documented administration of one dose of Tdap vaccine will be required (must have been received between ages 11-64).

HEPATITIS B

Documented administration of a completed (3) dose Hepatitis B vaccine series will be required. Documentation of at least one vaccine must be submitted prior to starting the program. The applicant may submit proof of titer testing with proof of positive Hepatitis B surface antibody.

INFLUENZA (FLU)

Documentation of annual influenza (flu) vaccination or an approved exemption (medical/religious) will be required during flu season. The forms, completed and signed by a licensed healthcare provider (nurse practitioner, physician’s assistant, physician) must be submitted to the Employee/Student Health Coordinator six weeks prior to beginning the second year of the program. The results are reviewed by the Employee/Student Health Coordinator and become part of the

applicant’s permanent record. All records must be completed before entrance into the second year of the program.

Student Health Program

In order to achieve the objectives of the educational program, the student must be physically, mentally, and emotionally healthy. The Student Health Program is designed to maintain optimal wellness of the student through education, prevention, and treatment of illness. The health program is outlined in the Student Handbook. It is managed by the School of Nursing in conjunction with Lehigh Valley Hospital – Schuylkill Student/Employee Health Coordinator. The program includes provisions for pre-entrance immunizations/requirements, annual/periodic health screening, immunizations, as well as policies related to student health management. Detailed instructions regarding health requirements for students beginning nursing courses are provided to students at an information session in spring semester.

**Results of the pre-entrance physical and immunizations will be reviewed by the Student/Employee

Health Services. Further assessment may be required. Results may affect entry into the School of Nursing.

Medical Insurance Coverage

Students are required to have adequate and current health insurance coverage prior to beginning and during enrollment in nursing courses (2nd and 3rd year of the program) at the School of Nursing.

A valid copy of the Declaration of Insurance or insurance card must be submitted annually.

- Juniors—submit with pre-entrance immunizations and physical examination form by the required date.
- Seniors—submit prior to beginning of each new academic year (August).

Failure to renew and submit valid proof of current coverage by the designated deadlines will prevent the student from attending class and clinical practice and could result in dismissal from the School.

Drug Screen/Testing

All students beginning the second year of the program will be tested prior to beginning nursing courses. Students will be notified to report

for testing by an authorized representative of Lehigh Valley Hospital – Schuylkill. Continuation into nursing courses is contingent upon a negative drug screen/test.

Application Procedures:

Inquiries about admission to the School of Nursing should be addressed to:

JOSEPH F. McCLOSKEY SCHOOL OF NURSING

**Attention: Admissions Coordinator
420 South Jackson Street
Pottsville, PA 17901**

(570) 621-5035

OR

sonadmissions@lvhn.org

The admission application is located at www.LVHN.org/SON

It is recommended that high school students apply for admission at the end of their Junior or the beginning of their Senior year.

Before an applicant is accepted into the program:

1. An applicant's credentials are reviewed and evaluated by the School's Committee on Admissions

2. An interview will be scheduled with each accepted applicant
3. Following favorable interview, an applicant will be sent an official “Acceptance Letter” and a “Letter of Enrollment Intent”.
4. The accepted applicant must sign and return the “Letter of Intent”, along with an enrollment fee (check or money order payable to “Joseph F. McCloskey School of Nursing”).
5. When the “Letter of Intent” and enrollment fee is received by the School, the applicant is confirmed to start the program. Action will not be taken by the Admissions Committee on any application until all of the applicant’s transcripts and application requirements are on file.

Penn State University Registration

Following acceptance into the School of Nursing program, the applicant will:

- Apply to PSU Schuylkill by going online to : admissions.psu.edu
- Create a My Penn State profile. Write down your user ID and password (you will use this throughout your admissions process.)

Tips for completing the PSU application:

- When choosing a major, first select associate degree, then select by campus - “Schuylkill,” and finally choose Letters, Arts, and Sciences.
- Schuylkill will be the first choice for the starting and ending campus.
- HS seniors and students with <18 prior college credits will need to complete the Self-Reported Academic Record (SRAR) section of the application. You will need to have an unofficial copy of your HS

transcript in order to list all of your courses and grades in SRAR. Students with >18 credits from an accredited college will need to have their official college transcripts mailed to PSU.

- To have your \$65 application fee waived, contact the admissions office when you reach the payment screen. After the fee is waived you must log back onto the application to submit.
- Admissions decisions will be made approximately 2 weeks after all admissions pieces are on file.

Admissions Office Phone:

570-385-6252

Email: sl-admisisons@psu.edu

Once PSU application is processed, the applicant will:

1. Receive an “offer of admission” from Penn State University.
2. Confirm Penn State University acceptance by paying the required Penn State University acceptance fee.

Rolling Admission

A rolling admission process is utilized by the School of Nursing. It is a system of ongoing review and acceptance of qualified applicants as long as space is available in the class.

Postponement of Enrollment

An enrolled student who wishes to postpone enrollment prior to beginning college core courses or Nursing 100 MUST:

- * Make a formal written request to postpone enrollment to the Admissions Committee.
- * If approval is granted by the Admissions Committee, the accepted student will be permitted to enroll in the next available class pending receipt of payment of an enrollment fee.

If the student fails to begin classes as scheduled, the student will be terminated. Future requests for admission will be subject to a new application fee and if approved, a full readmission fee.

Waiting List

All applicants accepted after the incoming class is filled will be placed on a waiting list according to the date of enrollment. Accepted students on the waiting list will be offered admission as openings in the class become available. Applicants who remain on the waiting list after the class enters will be contacted by the School to enroll for the following year.

Applicants who do not enroll must complete a new application process if they wish to be considered after this one year period.

Advanced Standing/Transfer Students

1. All applicants who wish to seek advanced standing must comply with the following:
 - A. Provide official transcripts from all educational programs previously attended. Official course descriptions and/or course outlines will also be required.
 - B. Complete a minimum of three terms at the School of Nursing in order to be eligible to graduate.

Nursing 200 (one term), Nursing 201 (one term) and Nursing 300 and 301 (one term) are required. Determination of the additional specific nursing course(s) required will be made on an individual basis.

2. Applicants who have previously attended a post-secondary educational institution may, under certain circumstances, receive credit for work previously undertaken as follows:
 - A. Non-nursing courses – Applicants who have completed one or more non-nursing college level courses with a grade of “C” or better at an accredited institution of higher education, will receive transfer credit if the courses are similar in nature, length, and content to courses required by this School of Nursing. The credits accepted for transfer will be recorded and kept in the student’s permanent record.
(See Transfer Credit

Policy for additional information.)

- B. Professional Nursing –
- 1) Applicants who have completed one or more courses in nursing at the professional level with a grade of “C” or better from an ACEN or CCNE accredited school of nursing within the last three years, will receive transfer credit if the courses are similar in nature, length, and content to the courses provided by the School of Nursing. This includes applicants who were previously students at this School of Nursing.

Clinical competence will be evaluated on all applicants transferring from another nursing program.

Licensed Practical Nurse (LPN)

Proof of licensure is required of all LPN applicants seeking advanced standing. An LPN Advanced Placement Request Form is to be completed by the LPN applicant at the time of interview.

Applicants who have completed an ACEN accredited Licensed Practical nursing program within the last five years, have successfully passed the licensing examination, and are actively employed in nursing, will be given the opportunity to challenge seven credits of Nursing 100 by taking the ATI Fundamentals for Nursing Exam.

Licensed Practical Nurses not actively employed in nursing and/or LPN’s who have completed an ACEN accredited LPN program more than five years ago and successfully passed the licensing examination will be evaluated on an individual basis.

Clinical competency for all LPN’s will be determined by nursing instructor(s). A minimum of one day clinical competency testing will be arranged between the instructor and the LPN applicant seeking advanced standing. A fee is charged.

Transfer Credit Policy

The Joseph F. McCloskey School of Nursing will accept credits for transfer from another college,

university, and/or ACEN or CCNE accredited nursing programs.

All credits earned or challenged at another institution will be evaluated by the Admissions, Promotions, and Graduation Committee based on the following criteria:

1. Transferred credits will only be accepted from an institution that has been accredited by a regional or national accrediting association of schools and colleges, and/or an ACEN or CCNE accredited nursing program.
2. Courses considered for transfer must have an earned grade of "C" or higher.
 - A Pass/Fail grade will be considered only if the grade can be identified as a "C" or higher through the grade code description
 - Nursing courses taken within the last three years will be evaluated for content and practice currency. Course content found to be out dated, no longer relevant and/or not comparable to current course content, will not be transferred.
3. Only courses required in Joseph F. McCloskey School of Nursing program will be considered for transfer credit. This includes both pre-requisite and nursing courses.
4. Courses considered for transfer credit must be of comparable credits (i.e., clock hours to credit per semester, or clock hours per semester) to those same courses required by Joseph F. McCloskey School of Nursing.
 - Pre-requisite courses- Human Anatomy and Physiology (BIOL 161, 162, 163, 164,) Microbiology (MICRB 106 and 107), Nutrition (NUTR 251), English (ENGL 015), Psychology (PSYCH 100), Sociology (SOC 001), Speech (CAS 100), and Human Development and Family studies (HDFS 129), must be taken at a college or university to be considered for transfer credit.
 - Nursing courses must have a comparable clinical practice component. While nursing courses and content may vary

among programs, all courses successfully completed with a "C" grade or higher, will be considered when determining what courses will need to be completed to fulfill diploma requirements at Joseph F. McCloskey School of Nursing.

5. In order for transfer credit to be considered, an applicant must provide the following:
 - An official transcript, including grade code, from all colleges, universities, or nursing programs previously attended.
 - A copy of the institution's catalog with course descriptions, credits, and/or hours indicated. Photocopies and electronic printouts will also be accepted.
 - Curriculum description, including all required nursing courses, their description, credits, and/or hours, for applicants wanting to transfer nursing courses.
6. Course descriptions from a foreign school must have an English translation for both the course description and grade

codes by World Education Services (WES) or another approved translation service.

All materials should be mailed to:
Joseph F. McCloskey
School of Nursing
Attn: Registrar/Coordinator
420 South Jackson Street
Pottsville, PA 17901

7. Only nursing credits earned at Joseph F. McCloskey School of Nursing will be used to compute the student's cumulative average.

Criteria for Evaluation of Clinical Competency – Transfer, and LPN Students

1. Completion of a minimum of one day clinical experience will be arranged between the student and nursing faculty instructor. The student will be asked to demonstrate competencies that would be expected of any student for course(s) being granted transfer/advanced standing credit.
2. The instructor will use course and clinical evaluation forms in evaluating the student's competency level. The student

must achieve a “satisfactory” rating on all outcomes.

3. Satisfactory completion of a written care plan.
4. Achievement of a grade of 80% or higher on a Math Competency Examination. This must be completed before clinical competency will be scheduled.
5. A fee will be charged for the clinical and math competency evaluations.

NOTE: Students who withdrew and are readmitted must meet all course requirements for the class they join.

Orientation Sessions

Prior to beginning nursing courses, all second year students are required to attend a general information session in May and a week-long orientation to the School of Nursing in August.

Students will be introduced to school facilities and services, as well as skills essential for academic success. Opportunities will also be provided for students to get acquainted with their peers, faculty and school staff.

In addition, an orientation session for freshmen will be held at Penn State University Schuylkill Campus to acquaint students with the University.

Maintaining Enrollment

Freshman students are expected to enroll in specific university courses required by the School of Nursing as scheduled each term. A student must be actively taking scheduled courses each term to maintain enrollment status unless advanced standing, transfer credit approval, or permission to take courses off-campus has been granted.

Proof of course completion, via official transcript, is required at the end of the first year or the student will be removed from the class.

Penn State University will provide an unofficial record of grades at the end of each semester for freshmen students enrolled in the Joseph F. McCloskey School of Nursing program.

An official transcript is then required at the conclusion of the first year courses.

Failure to comply will result in dismissal from the program. All incomplete course work must be completed by August.

It is the student's responsibility to request forwarding of any official transcripts.

Permission for Release of Penn State University Information

All accepted students will be required to sign a waiver giving officials at the School of Nursing access to their Penn State University enrollment status records and grades, as they relate to meeting nursing program requirements.

Off-Campus Courses

An enrolled student who wishes to take a required non-nursing course other than as scheduled, or at another Penn State Campus or college/university, must request permission in writing from the Committee on Admissions, Promotions, and Graduation.

The student must furnish a course description from the college or university's current catalog. Following completion of the course,

an official transcript must be sent to the School of Nursing.

Promotion to the Second Year

Following successful completion of required first year courses, the student must submit to the School of Nursing an official Penn State University transcript showing completion of all first year courses with a "C" grade or better along with the appropriate confirmation fee.

Continuation into nursing courses is contingent upon the following: a favorable PA State Police Criminal Record, a Child Protective Services Check, a negative FBI Fingerprinting Screen, a negative drug screen and no violations of LVHN exclusion policy. (See specific information below regarding background checks).

Child Protective Services/Pennsylvania State Police Criminal Record Check and FBI Fingerprinting Screen

A Pennsylvania Child Abuse History Clearance, a Pennsylvania State Police Criminal Record Check, and an FBI Fingerprinting Screen must be completed prior to beginning the first clinical nursing course.

Continuation into nursing courses is contingent upon a favorable Criminal Record/Child Protective Services Check and Fingerprinting Screen.

Clinical facilities have the right and/or responsibility to exclude students who have a history of child abuse or criminal activity from experiences within the facility. Such exclusion may prevent achievement of course objectives and successful completion of the course.

The Pennsylvania State Board of Nursing may also deny licensure based on an individual's child abuse or criminal history.

WITHDRAWAL/ DISMISSAL/SUSPENSION

Withdrawing from the Program

Guidelines:

Withdrawal

1. A student has the right to voluntarily withdraw from the School of Nursing during the course of studies.
2. The student must inform the Director of the School in writing, stating the reason for withdrawal.

3. The date of withdrawal as stipulated in the letter determines the effective date of withdrawal.

4. If a student withdraws prior to midterm, the transcript will reflect a "WD" (withdrawal).

5. If a student withdraws with passing grades after midterm, the transcript will reflect a "WP" (Withdrawal Passing) for the course.

6. If a student withdraws with failing grades after midterm, the transcript will reflect a "WF" (Withdrawal Failing) for the course.

Dismissal

1. If the student fails to attend without notifying the school for five consecutive days, the school will consider the student dismissed at the end of the fifth day. The effective date of dismissal will be the last date the student actually attended class/clinical practice.

2. The faculty reserves the right to dismiss any student whose academic standing, academic integrity, clinical practice, conduct, Criminal Record/Child Protective Services Check, or drug screen does

not meet the standards of the School of Nursing.

3. Any student dismissed from the school has the right of appeal to the committee on Admission, Promotions, and Graduation.

4. Failure to maintain active enrollment as stated in the Enrollment Status Policy will result in dismissal from the program.

Suspension

1. A student may be temporarily suspended from class, clinical, and/or other school activities for a defined length of time based on the nature of the infraction.

2. Other sanctions may also be applied.

General Information

1. Any student leaving the program whether they withdraw or are dismissed, must complete a clearance procedure in order to receive grades, transcripts, and/or any refund of tuition. The clearance procedure involves submitting a written letter of withdrawal, completing exit interviews with the Director of the School of Nursing; the Admissions/Financial Aid

Coordinator and meeting all financial obligations.

2. Students who leave the school for personal or academic reasons may apply for readmission. Only one readmission to the School of Nursing is allowed.

EXCEPTION: A student who must withdraw due to a documented medical condition will be evaluated for readmission on an individual basis.

3. Applications for readmission are evaluated on an individual basis by the committee on Admissions, Promotions, and Graduation.

4. Criteria used to evaluate readmission are stated in the Readmission Policy.

5. Any student withdrawing prior to completion of a course will be required to repeat the entire course upon readmission.

Non-Academic Reasons for Dismissal or Suspension

Non-academic reasons for dismissal or suspension of students include, but are not limited to, the following:

1. Failure to meet financial obligations
2. Theft of school or institutional property
3. Repeated or serious cases of insubordination
4. Theft
5. Involvement in notorious or illegal acts when not on school property that may cause undesirable publicity for the School of Nursing
6. Chronic, unauthorized absence
7. Possession or use of alcoholic beverages or inebriation on the premises, or when involved in any school related activity
8. Unauthorized use or possession of controlled substances, firearms, knives, or other weapons
9. Positive urine drug screen
10. Physical abuse or assault upon another person on school or hospital property
11. Abuse, damage, or destruction of equipment or physical facilities of the school or the hospitals

12. Violation of the school's harassment policy
13. Acquisition of a positive Criminal Record/Child Protective Services Check that does not meet the standards of the School of Nursing

14. Violation of LVHN exclusion policy

Prior to dismissal or suspension, the student involved will have a hearing with the Director of the School of Nursing. A member of the Student Grievance Committee may accompany the student to the hearing.

The chairperson of the Grievance Committee may elect to contest the dismissal or suspension of any student, but must give written notice to the Director of the School of Nursing within five school days after the receipt of the notice of dismissal or suspension. Thereafter, the issue will be submitted to Step 3 of the Grievance Procedure.

Military Leave for Active Duty

Whenever any member of the Pennsylvania National Guard or other reserve component of the

armed forces of the United States shall be called or ordered to active duty, other than active duty for training, including, in the case of members of the Pennsylvania National Guard, active State duty, the educational institution in which the member is enrolled shall grant the member a military leave of absence from their education. Persons on military leave of absence from their educational institution shall be entitled, upon release from military duty, to be restored to the educational status they had attained prior to their being ordered to military duty without loss of academic credits earned, scholarships or grants awarded, or tuition and other fees paid prior to the commencement of the military duty. It shall be the duty of the educational institution to refund tuition or fees paid or to credit the tuition and fees to the next semester or term after the termination of the educational military leave of absence at the option of the student.

Readmission

1. Former students seeking readmission to the Program must

submit a letter of request to the Admissions, Promotions, and Graduation Committee no later than one term prior to the requested return date.

* A non-refundable fee must accompany the request for readmission.

* Upon Committee approval of the request for readmission, a non-refundable fee must be paid to reserve a seat in the class. No further action on the request will be taken until this fee is paid.

2. Former students requesting readmission to the Program will be evaluated on an individual basis.

3. Criteria used to evaluate readmission will be:

* Prior unsatisfactory grades in core courses

* Additional education during absence from the program; i.e. enrollment in LPN or other professional nursing program

* Number of years of absence from the program

4. Former students who wish to reenter the School must meet all of

the course requirements for the class they are entering.

5. If readmission follows course failure, the failed course will be the first course scheduled upon reentry to the program (See Promotion Policy).

6. Returning students will be given the opportunity to audit previously completed courses.

(See policy: Student Auditing of Courses)

7. A former student who withdrew for personal or academic reasons is allowed only one readmission to the School.

8. Former students who are seeking readmission to the program will be scheduled for a Readmission Preparation Experience. The goal of the experience is to prepare the returning student to successfully complete the previously failed course. The student will meet with faculty responsible for the course the student is returning to. Faculty will identify essential skills and information necessary to facilitate the student's successful return. (See Guidelines for Readmission Preparation Experience).

Students returning due to clinical failure will be scheduled for a two-day Readmission Preparation Experience. The second day of the experience will be a structured, simulation experience in the Nursing Arts Lab to facilitate the student's readiness to meet the course objectives.

9. A per day fee will be charged for the Readmission Preparation Experience. The fee MUST be paid prior to the scheduled experience or the experience will be cancelled.

Fees are payable by cash or check (payable to Joseph F. McCloskey School of Nursing).

10. **Students requesting readmission must also complete and return to the School the following updated requirements prior to beginning the semester. Students who do not, will not be allowed to return.**

* Pennsylvania State Police Criminal Background Check – <https://epatch.state.pa.us>

* Pennsylvania Child Abuse Clearance – <https://www.compass.state.pa.us/>

* A current Tuberculin Skin Test (TST) done within six months

* An FBI Fingerprinting Screen
<https://www.identogo.com/location/s/pennsylvania>

* A valid CPR card

* Proof of health insurance coverage

11. Students who have been dismissed from the program due to acquisition of a positive Criminal Record, positive Child Protective Services Check, violation of LVHN exclusion policy, and/or positive drug screening test will have no opportunity for readmission.

FINANCES

Tuition and Fees

Current tuition and fee charges are published annually on the School's website, as an insert to the Admissions/Information Brochure, and distributed to enrolled students via school mail. The School of Nursing reserves the right to make changes in tuition and fees as necessary with administrative approval. Any changes will apply to currently enrolled students as well as new students. First year students are required to pay all tuition and fees as published by Penn State University.

Each applicant is required to pay an application fee at the time he/she submits an application to the nursing program. This fee is non-refundable. No application will be reviewed by the Committee on Admissions, Promotions, and Graduation until this fee is paid (exception - the following are eligible for a fee waiver: LVHN employees or immediate family member of an

employee; applicants who are entitled to an SAT waiver.)

After receiving notification from the School of Nursing that the applicant is accepted into the program, the student will be given 30 days to submit their commitment fee and their signed "Letter of Intent" to attend the School of Nursing. Failure to submit either the enrollment fee or the "Letter of Intent" within the 30 day period will result in forfeiture of acceptance.

Once the student is officially enrolled (commitment fee and "Letter of Intent" submitted by the due date), the student is responsible for completing all first year Penn State University application/registration procedures. The Penn State University application fee will be waived for accepted School of Nursing students. After receiving an "Offer of Admission" letter from Penn State University, all students must confirm their first year Penn State University enrollment by paying the

required non-refundable Penn State University enrollment fee.

After successfully completing all required first year Penn State University courses, all students must submit to the School of Nursing an official Penn State University transcript showing completion of all required first year courses with a grade of “C” or better, along with the non-refundable enrollment fee. Once this fee is received, the student is confirmed to start the second year of the nursing program at The Joseph F. McCloskey School of Nursing.

Failure to pay the required fees within the time frame allowed and/or failure to submit satisfactory grades by August 1, will result in the student losing his/her reserved seat in the class that he/she has been accepted to enter.

All first year Penn State University students will also

be assessed a “computer fee” each semester to cover administrative processing costs. The fee charged to the student will depend on the total number of credits taken by the student each semester. Specific fees are published annually by Penn State University.

Second and third year School of Nursing students will be assessed an activity, technology, ATI testing review, and nursing skills lab fee each term. These fees are nonrefundable. Senior students will be assessed a graduation fee in the last term of the program.

In addition to the student’s billed tuition and fees, the student is expected to purchase all required textbooks and supplies as needed.

A list of textbooks and ordering instructions are posted in the Nursing Student Course Management System each term. A hard copy of these instructions is available on the School of

Nursing's Library bulletin board. The instructions include book vendors, bundled discount packages, promotion code discounts, ISBN numbers and other relevant information. At the start of each junior year, textbook ordering information is shared with incoming students at the Joseph F. McCloskey School of Nursing Information Session held prior to the start of the term.

A student must purchase at least two clinical uniforms, a community uniform, proper clinical shoes, a waterproof wristwatch with a second hand, and a stethoscope prior to the start of the second year of the program.

The student is also required to submit verification of health examination and immunizations, criminal background, child abuse clearance, FBI fingerprinting results, and valid proof of health insurance coverage prior to starting the second year of the program. It is the student's responsibility to assume the

financial cost of these required verifications. Students will receive uniform order forms, health examination forms, and instructions for completing background checks in early spring.

Tuition and fees also include the cost of annual student liability insurance, student equipment pack, standardized online testing, school pin, diploma, and announcements for graduating seniors.

Damages

Damage to school property considered the result of student abuse, vandalism, or willful destruction will be charged directly to the student(s) involved. Failure to compensate will result in a hold on transcripts. Students may also be liable according to provisions of the School's Dismissal Policy.

Payment of Charges

All first year tuition and fees are payable to Penn State University each semester when

the student submits his/her semester registration form. Second and third year tuition and fees are due to Joseph F. McCloskey School of Nursing by the first day of each term. Second and third year students will receive a term bill approximately one month prior to the first day of the term.

If the student has difficulty in meeting financial obligations, it is the student's responsibility to meet with the Financial Aid Administrator to apply for financial assistance well in advance of the due date. Failure of a student to meet his/her financial obligations by the due date is cause for the student to be prevented from attending class.

SINCE ALL FIRST YEAR STUDENTS ARE PENN STATE UNIVERSITY STUDENTS, ALL FIRST YEAR TUITION AND FEES ARE PAYABLE TO PENN STATE UNIVERSITY; AND, ALL FINANCIAL AID FOR THE

FIRST YEAR OF THE PROGRAM IS ADMINISTERED THROUGH PENN STATE UNIVERSITY. A FIRST YEAR STUDENT SHOULD LIST "PENN STATE UNIVERSITY, - SCHUYLKILL CAMPUS" (SCHOOL CODE: 003329) AS THE COLLEGE HE/SHE WILL BE ATTENDING FOR THE FIRST YEAR COURSES WHEN APPLYING FOR FINANCIAL ASSISTANCE.

ALL TUITION AND FEES DUE DURING THE SECOND AND THIRD YEAR ARE PAYABLE TO THE JOSEPH F. McCLOSKEY SCHOOL OF NURSING ONLY; AND, ALL FINANCIAL AID IS ADMINISTERED THROUGH THE JOSEPH F. McCLOSKEY SCHOOL OF NURSING. A STUDENT APPLYING FOR FINANCIAL ASSISTANCE SHOULD LIST "THE JOSEPH F. McCLOSKEY SCHOOL OF NURSING" (SCHOOL CODE: 011715) AS THE SCHOOL THAT HE/SHE WILL BE ATTENDING WHEN THEY APPLY FOR FINANCIAL ASSISTANCE FOR THE SECOND AND THIRD YEAR OF THE PROGRAM.

If the student is eligible to receive grant aid, all monies will come directly to the school the student is attending. All grant aid is paid to the student as a direct credit on the student's account.

All loan aid will also come directly to the school the student is attending. The student will receive notification each time a loan disbursement is credited to their student account.

First time freshman Penn State University students should note that the first disbursement of their fall semester student loan may be held 30 days from the first day of the start of the fall semester before processing. (This is to meet Federal Anti-Default Regulations.)

Refund Policy

First Year – Penn State University

If a student withdraws before the end of the first week of the semester (seventh consecutive day from the first day of classes), 80% of the

paid tuition will be refunded, and a decrease of 10% for each week thereafter up to and including the eighth consecutive calendar week. No withdrawal adjustment will be made after the eighth consecutive calendar week of the semester.

Penn State University tuition refunds must be applied for promptly after withdrawal from the course.

Second and Third Year – Joseph F. McCloskey School of Nursing

If a student withdraws from the nursing program during the first 60% of any term, the school will retain only the amount of school charges (tuition and fees) that are directly proportional to the portion of the term that was completed by the student. The formula to determine the percentage of funds that the student will be charged will be (number of completed calendar days) divided by (total calendar days in the term). If the percentage of completed time is greater than 60% of the payment period, NO REFUNDS

WILL BE MADE. If the percentage of completed time is 60% or less, the refund will be the exact percentage of unearned charges.

Example: Fall term runs from 8/27 to 11/16 (82 calendar days). The student is charged \$3,775 tuition and fees for the term. The student withdraws 9/30 (day 35 of the term). The school earned 42.7% of the term tuition and fees (35 days divided by 82 calendar days). The school keeps \$1,612 (42.7% of \$3,775, rounded to nearest dollar) and refunds \$2,163 (\$3,775 minus \$1,612).

Return of Title IV Funds Policy

If a student withdraws, drops-out, or is dismissed from any term prior to completing 60% of the term, the Return of Title IV Refund Policy is used to recalculate the eligibility for Title IV funds “earned” for the term.

Percentage of term completed = the number of days completed up to the withdrawal date divided by the total number of days in a term. This percentage is also the percentage of “earned” aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could have been disbursed minus the percentage of aid earned) multiplied by the total amount of aid that could have been disbursed during the term.

If a student earned less aid than was disbursed, the School of Nursing would be required to return a portion of the funds. If a student earned more aid than was disbursed to him/her, the School of Nursing would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student’s withdrawal date.

The School of Nursing will return the amount of Title IV funds for which it is responsible no later than 45 days after the student’s determined withdrawal date.

Refunds are allocated in the order listed in the Attribution Policy listed below.

Attribution Policy

If under the appropriate refund policy, a refund is due to any student who received financial aid funds for the semester involved, part of the refund must be returned to the financial aid programs involved before any refund is made directly to the student. The refund will be disbursed among the student’s financial aid programs in the following order:

- 1. Unsubsidized Student Loan Federal
- 2. Subsidized Student Loan Federal

- 3. Federal PLUS Loan
- 4. Federal PELL Grant
- 5. PHEAA State Grant
- 6. Student

Funds returned to any student financial aid program may not exceed those received from that program.

Example: A student received a \$300 PHEAA State Grant, a \$500 Federal PELL Grant, and a \$1,000 subsidized student loan disbursement for a semester. The student withdrew and is entitled to a \$1,380 refund. The refund will be made as follows:

- \$1,000 to the student’s subsidized student loan
- \$380 to the Federal PELL Grant
- \$0 to the student

Financial Aid

Financial Aid Office

The Financial Aid Office is located on the First Floor of the School of Nursing building, in

the School of Nursing Administrative Suite. Office hours are Monday through Friday, 8 a.m. to 4 p.m., year round. A full-time Financial Aid Administrator is available by appointment to assist the student with financial aid procedures.

Programs

A student at The Joseph F. McCloskey School of Nursing can currently apply to the following financial assistance programs in addition to private scholarship aid each academic/fiscal year:

1. Federal PELL Grant
2. State PHEAA Grant
3. Federal Direct Loans
 - * Federal Direct Subsidized Student Loan
 - * Federal Direct Unsubsidized Student Loan

* Federal Direct PLUS (Parents' Loan for Students) Loan

A summary of the various aid programs, their source, their general eligibility requirements, and range of the award amounts are published annually as an insert to the Admissions/Information brochure and on the School of Nursing website.

Application Process for Financial Aid

All students applying for financial aid MUST complete "The Free Application for Federal Student Aid". Students must apply on-line using FAFSA on the web at www.fafsa.ed.gov.

Before beginning the FAFSA, all applicants will be prompted to create a FSA User ID and Password. The User ID will allow a student to sign the FAFSA form electronically. If an applicant provides parent information on the FAFSA, the student's parent must also

register for a FSA User ID to sign the FAFSA form.

Application Deadlines

Students may complete and submit a FAFSA for each year of attendance.

Students may apply as early as October 1st of the year prior to when the student's academic year starts.

First year Penn State University Freshmen must complete the FAFSA by February 15 to be an on-time filer for the following August to May academic year.

Second and third year students have until May 1 of each year to apply on-time.

Eligibility

A student who applies for financial assistance will be notified in writing of any eligible financial aid the student may be entitled to for the following academic year. This "Financial Aid

Award Letter" outlines all awards being offered, and the terms and conditions of the awards. Most awards are based upon financial need, and an eligible student generally is awarded a combination of types of awards, referred to as a "Financial Aid Package". A typical "Financial Aid Package" is usually a combination of grants, loans, and scholarships.

In addition to meeting the eligibility requirements for the various SFA programs, an eligible student MUST also:

- * Be a U.S. Citizen or permanent resident
- * Be at least a half-time student
- * Not be in default of any previously secured student loan
- * Not owe a refund or an over-award on any previously received Federal or State student aid program
- * Be making academic progress

Academic Progress Policy

Students at the Joseph F. McCloskey School of Nursing must have successfully completed 24 credits for each full year (or 8 credits for each term) of full-time financial assistance the student received. Students who do not meet progress requirements will be denied additional financial assistance until they earned the required number of credits to continue with financial assistance. Repeat coursework will not count in the student's total credit count.

Since students are limited to only one repeat semester before being terminated from the program, a student can only receive financial assistance for a total of seven semesters during their 2nd and 3rd year of the program.

Complete Promotion and Academic progress policies are outlined in the student handbook.

Students enrolled in years two and three of the program must successfully complete each term with a grade of 80% or higher to remain eligible for financial aid. Students who do not meet this requirement, may repeat the term (assuming that this course is their first unsuccessfully completed course), after waiting until the course is taught again the following year ON A PROBATIONARY STATUS. Students must complete the probationary term successfully with a minimum grade of 80% to remain in the program and retain eligibility for future semesters. Each student is only eligible for one probationary term of financial aid.

Students who encounter mitigating circumstances may appeal the loss of financial aid by submitting a letter of appeal to the financial aid office. This letter must include an explanation of the mitigating circumstance that prevented the successful completion of the coursework

with a minimum grade of 80%, and an explanation of what action the student has taken to ensure success.

Grade Level Advancement Policy

Second year students are defined as students who have completed all 30 credits of required first year courses with a grade of “C” or higher. Second year dependent students have a \$4,500 annual subsidized Federal Direct Loan limit and additional \$2,000 unsubsidized loan limit if it does not exceed their unmet need. In addition, independent second year students may receive unsubsidized Federal Direct Loan funds for \$10,500 minus their subsidized loan aid, up to their unmet need.

Third year students are defined as students who have completed all 25 credits of required second year courses with a grade of “80” or higher, as well as all 30 credits of required first year courses with a grade of “C” or

higher. Third year dependent students have a \$5,500 annual subsidized Federal Direct Loan limit if the \$5,500 does not exceed their unmet need. Dependent students may also receive an additional \$2,000 in unsubsidized loan funds if needed. In addition, independent third year students may receive unsubsidized Federal Direct loan funds for \$12,500 minus their subsidized eligibility.

Financial Aid History

The School of Nursing will receive a complete financial aid history from the National Student Loan Data Base (NSLDS) on all applicants. Students who are in default on past loans will be denied Title IV financial aid.

Loan Limits

The Federal Student Loan limit for an undergraduate dependent student is \$31,000 of which no more than \$23,000 can be subsidized. An undergraduate independent student can receive up to \$57,500 in loan aid. There may also be a limit to the total number of

subsidized student loans that a student may receive. Students should refer to studentaid.gov for specific information.

Lending Code of Conduct

The Joseph F. McCloskey School of Nursing is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between the Joseph F. McCloskey School of Nursing officers, employees, or agents and education loan lenders, The Joseph F. McCloskey School of Nursing has adopted the following:

- * The Joseph F. McCloskey School of Nursing does not permit any officer, employee, or agent of the School who is employed in the Financial Aid Office or is otherwise involved in the administration of education loans to accept any gifts of greater value than a nominal value from any lender, guarantor, or servicer.
- * The Joseph F. McCloskey School of Nursing does not permit any officer, employee, or agent of the School, who is employed in the Financial Aid Office or is otherwise involved in the administration of education loans to accept any fee, payment, or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.
- * The Joseph F. McCloskey School of Nursing does not permit any officer, employee, or agent of
- * The Joseph F. McCloskey School of Nursing does not participate in any revenue-sharing arrangements with any lender.

the School who is employed in the Financial Aid Office or is otherwise involved in the administration of education loans to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission, or other group established by such a lender, guarantor group of lenders, and/or guarantors. The Joseph F. McCloskey School of Nursing does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions, or groups by lenders, guarantors, or groups of lenders and/or guarantors.

- * The Joseph F. McCloskey School of Nursing does not assign a lender to any first-time borrower through financial aid packaging or any other means.
- * The Joseph F. McCloskey School of Nursing recognizes that a borrower has the right to choose any lender from

which to borrow to finance his/her education. The Joseph F. McCloskey School of Nursing will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.

- * The Joseph F. McCloskey School of Nursing will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.
- * The Joseph F. McCloskey School of Nursing will not request or accept any assistance with call center or Financial Aid Office staffing.

Financial Aid Cycle

Each student in the School of Nursing program can apply for a Financial Aid Package for each

of the three years of his/her program:

Freshman Year:

Financial Aid Package #1 – August to May
(Administered through Penn State University)

Junior Year:

Financial Aid Package #2 – September to June
(Administered through the Joseph F. McCloskey School of Nursing)

Senior Year:

Financial Aid Package #3 – September to June
(Administered through the Joseph F. McCloskey School of Nursing)

Every grant or loan award that a student receives during each academic year will be divided by the number of terms that a student has during that year, and disbursed accordingly.

Enrollment Status Definition

A first year student at Penn State University must carry

at least 12 credits per semester, or at least 24 credits per year, to be considered FULL TIME. A student must carry at least 9 credits per semester, or at least 18 credits per year, to be considered a THREE QUARTER TIME student. A student must carry at least 6 credits per semester or 12 credits per year, to be considered a HALF TIME student.

Second and third year students at The Joseph F. McCloskey School of Nursing must carry at least 8 credits per term or 24 credits per year to be considered FULL TIME. A student must carry at least 6 credits per term to be considered a HALF TIME student.

ACADEMICS

The following policies apply to nursing courses taken at The Joseph F. McCloskey School of Nursing. Students taking courses at Penn State University (PSU) should follow PSU policies.

Scheduling

- * The school week extends from Monday through Friday.
- * Class periods are 50 minutes in length. A ten-minute break is provided for each hour of class.
- * Class and clinical practice schedules are posted on the main bulletin board approximately one month in advance. Clinical practice schedules are posted in clinical areas where students are assigned. Faculty may also post schedules on the School's Course Management System.
- * If an instructor does not appear for a scheduled class or clinical practice, the students are expected to notify the Director of the School of Nursing.
- * Students are to notify faculty if they will be absent from a scheduled class or clinical practice.
- * It is the responsibility of the student to report to the

- instructor for make-up assignments due to absence from class or clinical experience within 24 hours of returning to school. Failure to do so will result in further action by the instructor.
- * Academic tests missed at the scheduled time will be made up on the following Friday afternoon at 3 p.m. or at the discretion of the instructor.

Attendance Policy

Attendance, punctuality, and active participation in classroom, laboratory, clinical practice, and related experiences is mandatory in order to fulfill all educational objectives and course requirements.

1. Classroom and Clinical practice attendance is mandatory. Absence should occur only in situations of personal illness or immediate family illness or death.
2. It is required by the Pennsylvania Department of Health, The Joint Commission, and CDC that all illness and injury of employees/students

MUST be tracked and trended. This is for protection of employees, patients, and the public.

a. In order to comply with this regulation, students, when reporting off “sick”, MUST indicate the nature of the illness and injury, etc., to the instructor. If leaving a message, the same information must be provided. If the student feels uncomfortable with providing this information, an appointment can be made with the Director of the School of Nursing.

b. Should the student prefer to discuss the nature of their illness with the Student Health Coordinator, he/she must indicate this to the instructor when reporting off.

c. Students failing to follow these guidelines will be contacted by the Student Health Coordinator or School Administration.

3. If a student is absent from class/clinical due to illness, a

physician’s statement verifying the illness and certifying that the student is able to resume classes/clinical may be required.

Attendance – Classroom

1. Students are expected to attend all classroom activities.

2. Students who will be tardy or absent from class are required to contact the following prior to the scheduled start time with reason for absence:

a. Their instructor(s).

b. The Administrative Assistant of the School of Nursing (570-621-5035).

3. Specific requirements relating to attendance as part of the Class Participation Policy in any course are at the discretion of the Faculty, and will be communicated to students during course orientation.

4. Students who have been absent must meet with the individual instructor(s) who will determine how the missed learning experience will be made up.

Attendance –
Clinical/Laboratory

1. Clinical attendance is mandatory for students to consistently demonstrate abilities to meet course objectives. Clinical absences due to social reasons; i.e., vacations and trips, are not acceptable.
2. Students who will be absent from a clinical assignment are required to contact the following prior to the scheduled start time:
 - a. Their instructor(s);
 - b. The assigned nursing unit/agency;
 - c. The Administrative Assistant of the School of Nursing (570-621-5035);
 - d. Relaying of messages through other students is not acceptable.
3. Students who are unprepared for clinical, and are sent off the unit by the

clinical instructor are charged with one clinical absence.

4. Students must make up missed clinical days. If students miss more than two days, they are withdrawn from the program.

Clinical Tardiness

A student who is more than 30 minutes late for a clinical experience is not to report for the experience. The entire time missed will be counted toward their total absent time.

Clinical/Laboratory Make Up

All make up days for clinical/laboratory absences will occur in an equivalent clinical setting on assigned make up days or by an alternate assignment at the instructor’s discretion.

Change of Health Status –

Students experiencing a change in behavioral and/or physical health status, including pregnancy that may restrict delivery of patient care will be referred to the Change in

Health Status Policy found in the Student Handbook.

Student—Instructor Ratio

Determination of student/faculty ratios is made based on the complexity of course content, course objectives, and the course level of the student.

Predetermined ratios exist for clinical practice areas. Based on preceding criteria, the maximum ratio of students to faculty is as follows:

Nursing 100, 102, 104	7:1
Nursing 200, 201	8:1
Nursing 300	9:1

Course Requirements

At the beginning of each course, the following will be provided:

- Objectives of the course and the methods by which the students are expected to meet those objectives
- Assignments/additional course requirements
- Class and clinical schedules
- Examination schedules

—Methods of evaluation

Clinical Practice Assignments

Clinical practice assignments are concurrent with classroom theory and are scheduled to provide opportunities for the student to further understand theoretical concepts by applying them to nursing situations.

Students are required to be prepared for clinical assignments in order to provide safe care. If it is determined by the instructor that a student is inadequately prepared for clinical practice, the student will be dismissed from the unit. The day will be recorded as a clinical absence and the student will be required to make up the experience as determined by the instructor.

Students shall neither make nor receive personal telephone calls, text messages, or entertain visitors while in the clinical area. Emergency calls should be routed through the

school's Administrative Assistant at (570) 621-5035.

Student behaviors are to be guided by the behaviors listed on the clinical evaluation form.

Students are not permitted to leave the clinical site during lunch or break.

Off-Campus Learning Experiences

The Lehigh Valley Hospital – Schuylkill is able to provide clinical experiences in most areas of practice included in the curriculum. However, there are times when off campus clinical learning experiences in other agencies/locations are beneficial.

These experiences are considered an integral part of a course and failure to attend or complete a planned experience without a valid reason can affect the achievement of course

objectives and the course grade.

Transportation

Students are responsible for providing their own transportation to all on-campus as well as off-campus classroom/ clinical learning experiences. Carpooling is encouraged when possible.

Promotion Policy

Grading System

Freshman Year:

All first year college core courses must be completed with a grade of "C" or higher for the student to be promoted to the second year of the nursing program. An official college transcript must be submitted by June 15 to verify satisfactory completion of core courses. A withdrawal from a required scheduled course will be considered as an "F" or failing grade. Extenuating circumstances will be evaluated on an individual basis.

A student who completes a core course with a "D" or lower must repeat that course with a minimum grade of "C" by August 1

of that academic year. A transcript that contains two “D’s” or lower will result in dismissal from the program with no opportunity for readmission. (Exception: Courses which report the lab component with a separate grade, will only receive one unsatisfactory grade if either or both lecture and lab grades are unsatisfactory).

If a failed course is not successfully repeated by August 1, the student must withdraw from the program. Re-entry to the program will occur in the following academic year after formal request. The failed course constitutes a first course failure. A second course failed in the program results in dismissal with no opportunity for readmission.

An official college transcript must be submitted to verify satisfactory completion of the failed course.

Students requiring a summer term to complete course

requirements must notify the School and submit a plan for completion of the failed course.

Continuation into nursing courses is contingent upon favorable Criminal Record/Child Protective Services check and no violations of LVHN Exclusion Policy.

JUNIOR AND SENIOR YEAR

THEORY GRADING:

94-100% = A

87-93% = B

80-86% = C

75-79% = D

74% or less = F

Computation of Course Grade

The final course grade will be recorded to the nearest tenth. The Course Management System calculates the course grade to the hundredth. This grade will be rounded to the nearest tenth by the course Faculty. The following method will be used: If the hundredth place number is 5 or greater, add one to the number in the tenth place, and drop the rest of the numbers. If the number in

the hundredth place is 4 or less, there will be no change in the number in the tenth place, and all numbers to the right of the tenth place will be dropped.

A minimum passing grade of 80% is required in all nursing courses.

The final examination process includes a comprehensive final examination that will be worth no less than 23% of the final grade and appropriate ATI Content Mastery Assessment(s) that will be worth no less than 2% of the final course grade.

Computation of Cumulative Grade Point Average

The Cumulative Grade Point Average (GPA) is determined by dividing the total of all grade points earned (course grade x credit hours) by the total number of credit hours attempted.

A student is in good academic standing if the cumulative grade point average (GPA) in Nursing is 80%, "C" or higher.

CLINICAL GRADING:

The following grading system is used in each course: satisfactory, unsatisfactory, needs improvement, no opportunity.

In order to pass, a student must achieve a satisfactory clinical evaluation in all nursing courses with a clinical component.

A student must achieve all clinical objectives with a satisfactory rating to pass the course.

A written report of clinical progress is given to each student at the end of each course. Other progress reports are issued throughout the term.

COURSE FAILURE:

A theory grade of less than 80 and/or an unsatisfactory clinical rating constitutes failure of that nursing course.

a. Upon failure of a nursing course, the student must withdraw from the program. Reentry to the program will

occur in the following academic year after formal request. Reentry will be on a space available basis. The failed course must be repeated before promotion to the next nursing course(s).

b. The failed course will be the first course scheduled upon reentry to the program.

c. A failed nursing course may be repeated only once.

d. Two nursing course failures result in dismissal from the program with no opportunity for readmission.

e. A Readmission Preparation Experience will be scheduled prior to reentry to the program (See Readmission Policy).

Students who fail to complete course requirements due to major health problems or other extenuating circumstances as determined by the Committee on Admissions, Promotions, and Graduation, may be placed on deferred grade status for a

period of time as determined by the Admissions, Promotions, and Graduation Committee.

PROGRAM READMISSION:

Students who wish to reenter the School must meet all course requirements for the class they join upon reentering (See Readmission Policy).

FINANCIAL OBLIGATIONS:

Students must meet all financial obligations before promotion to the next term.

Student Honors

Recognition is given to all students who achieve a term GPA of 87%, "B" or higher.

Probation Policy

Probation is designed to assist students who are achieving below the academic/ clinical, financial, and/or other expectations of the program.

Probation is a period of time in which the student must fulfill stipulated conditions in order to

meet certain levels of achievement and behaviors.

Academic under achievement is defined as a course average less than 80%.

A student may be placed on probation for academic/clinical underachievement or for circumstances deemed professionally improper and not in compliance with the standards of the School.

Academic/Clinical Underachievement:

1. The probation form will be completed by the appropriate faculty who will make recommendations for academic/clinical improvement. The student will sign the form.
2. One copy will be given to the following: Student, Director of the School of Nursing, Chairperson of the Admissions Committee, and Faculty Counselor. The original

will be kept by the Faculty member.

3. The probation will be placed on the Admission Committee's agenda.
4. The student will receive a letter from the committee indicating that they are aware of the probation status. A copy will be placed in the student's file.
5. The student may be referred for Peer Tutoring. Refer to the Policy for Peer Tutoring for additional information.
6. The student must satisfy the stipulated conditions as to level of achievement and behaviors stated on the probation form by the end of the term. Failure to do so will result in dismissal.
7. The probation form will be completed by the faculty member at the end of the term and given to the Chairperson of the Admissions Committee.

8. The student's final probation status will be placed on the Admission Committee's agenda.
9. The completed probation form will be placed in the student's file.

Non-academic circumstances will be referred to the Director of the School of Nursing.

Graduation Policy

To graduate from the School, a student must:

1. Complete all course requirements.
2. Earn at least a minimum cumulative nursing grade point average (GPA) of 80%.
3. Complete the last three terms at the School of Nursing.
4. Fulfill all financial responsibilities.
5. Complete an exit interview with the Financial Aid Administrator and with the Director of the School of Nursing.

Student is encouraged to attend graduation unless extenuating circumstances exist; however, they are not required to attend graduation in order to receive their diploma. If the student is unable to attend graduation he/she must notify the Director of the School of Nursing for planning purposes, in writing, one month prior to the scheduled date of graduation. Permission to sit for the NCLEX licensure exam is authorized by the PA State Board of Nursing contingent upon: verification of completion of all program requirements by the Director and submission of electronic application for RN license and all related fees.

Graduation with Honors

Cumulative GPA:
87-89.5 with Honors
89.6-93.9 with High Honors
94-100 with Highest Honors

Class Ranking

The Cumulative Grade Point Average will be used to determine academic standing at the end of each course, and at the end of the program. All students will be ranked in order. The Valedictorian and Salutatorian will be the first and second cumulative grade point averages respectively. In the event of a tie, the tied students' actual number grades will be cumulatively averaged to determine the ranking. Class rank and GPA are computed based only on nursing courses successfully completed.

Academic Transcripts

An official School transcript will include the raised School seal. An official transcript of a student's/graduate's academic clinical record may be issued upon their written request.

Authorization for release of a transcript must be made in writing and signed by the student/graduate making the request. Request form can be

found on the school website. Telephone requests and unsigned requests will not be processed.

Transcripts will not be issued for those students who fail to meet financial obligations and/or to follow requirements for finalization of withdrawal or dismissal.

Records will be sealed until all obligations and requirements are satisfied.

A fee of \$10 will be charged for each transcript.

Family Educational Rights and Privacy Act (FERPA)

GUIDELINES FOR ELIGIBLE STUDENTS

FERPA is a federal law that is administered by the Family Policy Compliance Office in the US Department of Education (USDE). It applies to all educational agencies and institutions that receive funding under any program administered by the USDE including the Joseph F. McCloskey School of Nursing.

Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an eligible student, and all rights and privileges formerly given to parents under FERPA transfer to the student. FERPA affords students certain rights with respect to their educational records. These rights include:

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.
2. The right to request amendment of the student's educational record that the student believes is inaccurate or misleading.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. An exception which permits

disclosure without consent is disclosure to school officials with legitimate educational interests. FERPA permits disclosure of Personally Identifiable Information (PII) from a student's educational records without consent of the student in the following situations:

- To school officials who have a legitimate educational interest in the records.
- To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational in connection with certain state or federally supported educational programs.
- To officials of another school where the student seeks or attends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of FERPA.

- In connection with a student's request or receipt of financial aid; if necessary to determine the eligibility, amount or conditions of the financial aid; or to enforce the terms and conditions of the aid.
- If required by a state law requiring disclosure that was adopted before November 19, 1974.
- To organizations conducting certain studies for or on behalf of the School of Nursing.
- To accrediting organizations to carry out their functions.
- To comply with judicial order or a lawfully ordered subpoena provided that the institution makes a reasonable attempt to notify the student in advance of compliance. The student will be notified in advance of this compliance.
- To appropriate parties in a health or safety emergency.
- Information the School of Nursing has designated as "Directory Information."
- To the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to FERPA. The disclosure may only include the final results of the disciplinary proceeding with respect to the alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, subject to the requirements (99.39) if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation.
- To parents of an eligible student, if the student is a

dependent for IRS tax purposes.

The School of Nursing is not required to disclose information from a student's educational records to parents of Dependent Students (as established by IRC Code of 1954, Section 152). Parental requests for information are to be referred to the office of the Administrative Assistant.

Additional permitted disclosures to parents without the student's consent:

- If a health or safety emergency involves their son or daughter
- If a student under the age of 21 years has violated any federal, state, or local law or any rule or policy of the school governing the use or possession of alcohol or a controlled substance.
- Information from "law enforcement records".

4. The right to request that the School of Nursing not disclose "Directory Information" items about them.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School of Nursing to comply with the requirements of FERPA.

Students are referred to the following website in order to file a complaint:
<https://studentprivacy.ed.gov/file-a-complaint>

The right to know that school officials within the institution may obtain information from educational records without obtaining prior written consent and the criteria for determining who will be considered School officials and what legitimate educational interests will entitle school officials to have access to educational records.

GENERAL POLICY
GUIDELINES

1. All students enrolled in the School of Nursing will be notified annually of their rights under FERPA with respect to their education records. Students will be required to sign an acknowledgement form confirming that they have been notified of their rights and that they are responsible for knowing their rights.
2. All School of Nursing faculty and staff will be educated about FERPA regulations during their orientation and will be asked to sign an acknowledgment form agreeing to comply with the regulations as outlined in the policy.
3. Financial information about a student will not be released without written consent. Information about the financial income and resources of students, spouses, of students, and/or parents of students will not be released by the Financial Aid Administrator or designee without the written consent of the person whose information is sought.
4. Employment references provided by Administration or faculty for students and/or graduates are only to be given if they have received written consent from the student and/or graduate.
5. Any student calling the School and requesting information from their education records or regarding their financial aid status will be asked to make an appointment with the appropriate member of the staff who can provide the requested information.
6. Information will not be transmitted to students electronically via personal or course management system e-mail.
7. Student records will not be released unless all financial obligations are met or

satisfactory arrangements made with the School.

Student Records

Student records are maintained in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, the Pennsylvania State Board of Nursing, the Accreditation Commission for Education in Nursing (ACEN), and other appropriate State and Federal agencies.

Initiation and Maintenance of Student Records

The student record is initiated when application is made.

Applicant records are assembled by the Admissions Coordinator/Financial Aid Administrator. A summarization “worksheet” is developed for review by the Committee on Admissions, Promotions, and Graduation.

The applicant record file contains:

- * Application
- * References (prior to 2009)
- * Transcripts from previously attended institutions
- * Transfer credit review
- * Interview record
- * Summarization “worksheet”
- * Correspondence to and from the applicant, including Letter of Intent to enroll or letter declining admission

Following acceptance to the Program, the following are added:

- * Academic record includes: course grades, clinical grades, cumulative average, attendance, and GPA
- * Record of Child Abuse Clearance, Pennsylvania Criminal Record Check, FBI Fingerprinting Screen (after 2007), and drug screen
- * Confidentiality statement
- * Student agreement
- * Acceptance of the Joseph F. McCloskey School of Nursing Rules and Regulations
- * Certificates of achievement

- * Record of scholarships and other awards
- * Letters of recognition
- * FERPA acknowledgements

A separate file is kept for clinical evaluations.

Academic records of enrolled students are maintained by the School's Administrative Assistant. Records are kept in a locked File Room.

Following graduation, withdrawal, or dismissal, clinical performance records are added to the individual's academic record. The file is kept in a locked File Room of the administrative offices of the School.

Financial Aid Records

The financial aid record is initiated by the Financial Aid Administrator following acceptance to the program.

The file contains all materials pertinent to financial aid for the enrolled student.

Additional information regarding contents of the financial aid file can be found in the Financial Aid Manual.

Financial aid records are kept in a locked file in the office of the Financial Aid Administrator.

Health Records

The student's health record is initiated following acceptance to the program.

Health records are kept in the files of the Student/Employee Health Coordinator until the time of graduation, withdrawal, or dismissal from the program. At that time, it is added to the individual's academic file and kept in a locked File Room in the administrative offices of the School.

The health record file includes admission history, physical, record of immunizations and screenings, and other pertinent health-related information.

Access to Student Records
(See FERPA Policy)

*A student may review his/her educational record upon written request. A School official shall be present during the examination to interpret the meaning and implication of the records involved.

*The request must be submitted to the Director of the School. An appointment time will be scheduled for viewing records.

*The student is entitled to copies of the contents of his/her record file. A per page fee will be charged for copying.

*The Family Educational Rights and Privacy Act, (FERPA) of 1974, stipulates limitations on release of information to other individuals. (See FERPA Policy)

*Persons involved with approval and accreditation of the School of Nursing may access student records.

*Appropriate information from the health records

(e.g., verification of immunizations, PPD, etc.) may be given to authorized officials from health care agencies utilized by the program for student clinical experience

Graduate Records

Following graduation:

*Health records are added to the graduate's file.

*Financial aid records remain in a separate file. Both records are transferred to a locked File Room, located in the administrative offices of the School. Records of clinical and academic performance must be kept ad infinitum.

Health records are maintained for five years. Financial aid records are maintained for five years. Files of former students and graduates who have had Student Loans must be kept until the loan is fully retired.

Withdrawal Records

*Records of students who have withdrawn from the Program follow the same policy as Graduate Records.

*Records of applicants accepted but not enrolled and of rejected applicants are kept for two years.

Custody of Records

*Should the School close, the Lehigh Valley Hospital - Schuylkill will be responsible for the safekeeping of all records. Official copies shall be made available upon written request by the graduate or former student.

*Should the Lehigh Valley Hospital - Schuylkill close, the State Board of Nursing will provide advice concerning the permanent safekeeping and availability of the records of the School.

*The State Board of Nursing will be informed, in writing, of final decisions regarding permanent placement of School records.

Refusal of Care Assignments

Nursing professionals, including students, have a fundamental responsibility to provide care to all

patients. The refusal to provide care to an assigned patient is contrary to the ethics of the nursing profession. The American Nurses Association Code for Nurses 2015 states that “The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person”. Students who may have religious or personal values that might prevent them from providing certain aspects of care have a professional obligation to make these values a matter of record. However, should a student refuse to participate in assigned patient care on the basis of patient advocacy, objection to a specific type of intervention, or when perceived personal risk outweighs benefit to the patient, the student should follow the Refusal of Patient Care Assignment policy as detailed in the Student Handbook.

Student Auditing of Courses

Auditing of a course is defined as attending a previously completed course, both class and clinical, for no grade or credit. All required work (e.g., written papers, examinations, etc.) is waived.

Auditing of a course is allowed only in the following circumstances:

1. Students reentering the program who are recommended for review by Faculty.
2. Students reentering the program who request review of a course.

All audits must be requested in writing. A fee will be charged.

Math Proficiency

Math proficiency will be evaluated in each course with a clinical component. All students will be required to take a quiz designed by the individual course faculty. The student must achieve an 80 percent on this quiz. If the

score is below an 80 percent, the student will be remediated.

Student Evaluation

The academic and clinical performance of each student enrolled in the nursing courses will be evaluated as specified in course requirements.

A variety of evaluation methods are used in each course. Such methods may include the monitoring of the consistency and progression of student achievement of clinical objectives; the evaluation of written and oral assignments for classroom and clinical practice; and the results of written tests. Standardized Achievement Tests are utilized in conjunction with the evaluations.

Achievement of End-of-Program Student Learning Outcomes, competencies, course objectives, clinical evaluations, and academic and clinical progress are evaluated. In addition, standardized achievement tests are utilized.

Assessment and Remediation Program (ATI Complete)

Assessment Technologies Institute (ATI) offers an assessment driven comprehensive review program designed to enhance student NCLEX-RN success. ATI supplemental materials serve as a resource for improved learning. ATI resources include modular study, tutorials, assessment, and active learning/remediation. These are utilized in each nursing course to enhance student learning.

Academic Integrity

Purpose:

Academic integrity is the pursuit of scholarly activity in an honest and responsible manner free from fraud and deception. It is the basic guiding principle for all academic activity at School of Nursing (Refer to Nursing Student Professional Behavior/Student Conduct policy).

Academic integrity includes a commitment not to engage in or tolerate acts of academic dishonesty.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, tampering with the academic work of other students, ghosting or misrepresenting, altering exams, or computer theft.

Definitions/Violations of Academic Integrity Policy:

Cheating/Copying – having unauthorized materials or electronic devices, providing or receiving information, possessing testing materials before administration.

Plagiarism – intentionally or carelessly presenting the work of

another as one's own. This can range from failing to cite an author for ideas incorporated into a student's paper, to cutting and pasting paragraphs from different websites, to handing in a paper downloaded from the Internet. It also includes fabricating information and citations, and submitting other student's papers as one's own.

Fabrication – the use of invented, counterfeited, altered, or forged information in assignments of any type, including those activities done in conjunction with academic courses that require students to be involved in out-of-classroom experiences.

Facilitating Acts of Academic Dishonesty – unauthorized collaboration on work; permitting another to copy from one's exam or written work; writing a paper for another; inappropriately collaborating on home assignments or exams without permission or when prohibited.

Unauthorized Possession of Examinations – buying or stealing of exams or other materials; failing to return exams on file or reviewed in class; selling exams; photocopying exams; any possession of an exam without the instructor's permission.

Submitting Previous Work – submitting a paper, case study, lab report, or assignment that had been submitted for credit by you in a prior class without the knowledge and permission of the instructor.

Tampering – changing one's own or another student's work; tampering with work either as a prank or to sabotage another's work.

Ghosting or Misrepresenting – taking a quiz or exam, or performing a class assignment in place of another student; having another student do the same in one's place; signing in as present in class, clinical experience, or on-line educational activity for another student, or having another student do the same in one's place.

Altering Exams – changing incorrect answers, and seeking favorable grade changes when instructor returns graded exams for in-class review, and then collects them; asserting that the instructor made a mistake in grading. Other forms include changing the letter and/or numerical grade on a test.

Computer Theft – electronic theft of computer programs or other software, data, images, art, or text belonging to another.

Unauthorized Audio Taping

– The use of any recording device without written permission of any instructor in any course. The instructor retains the right to revoke permission at any time.

Unauthorized Photography

– Use of photography or photographic equipment or images without written permission of any instructor in any course. The instructor retains the right to revoke permission at any time.

Unauthorized Video Taping –

Use of any video recording device without written permission of any instructor in any course. The instructor retains the right to revoke permission at any time.

Unauthorized Use of Protected

Health Information –

Photocopying, photographing, using smart technology, or any electronic means to reproduce any information from a patient's electronic medical record is strictly prohibited.

Guidelines:

1. Each student shall complete the Academic Integrity Tutorial at the beginning of each academic year.
2. If a student is considered as having violated the Academic Integrity Policy, the instructor will inform the student, and will meet with the student to discuss the allegation. At the end of the meeting, the instructor decides whether or not a violation has occurred,

and imposes appropriate sanctions.

3. Academic dishonesty may result in any of the following sanctions:
 - a. Academic or clinical probation
 - b. Reduced grade on an assignment
 - c. A “zero” for the examination, quiz, or assignment in question
 - d. Course failure
 - e. Dismissal from the Program.

4. The student has the right to utilize the Grievance Procedure for Nursing students of Joseph F. McCloskey School of Nursing as found in the School Handbook.

School Cancellation and Delays

The School of Nursing will cancel or delay classes

and/or clinical practice experiences due to inclement weather.

If the School of Nursing is on a “delayed start”, please note the following unless otherwise directed by course instructor:

Class -

* Two Hour Delay:

— All classes scheduled prior to 10 a.m. will begin no later than 10 a.m.

* One Hour Delay:

— All classes scheduled prior to 10 a.m. will begin one hour later but no later than 10 a.m.

Clinical Practice Experience –

* Two Hour Delay:

— All clinical practice experiences scheduled prior to 9 a.m. will begin no later than 9 a.m.

* One Hour Delay:

— All clinical practice experiences scheduled prior to 9 a.m. will begin one hour later but no later than 9 a.m.

* Any clinical practice experiences scheduled for 9 a.m. or later will follow regular schedule start time.

* Specific instructions for “Off Campus” clinical practice experiences will be communicated to students by the instructor for that experience.

Students attending Penn State University (PSU) classes will follow PSU Schuylkill campus schedule for closing and delay.

Information concerning the School of Nursing closings and delays due to inclement weather are broadcasted by the following and will be listed as Joseph F. McCloskey School of Nursing.

T.V. Stations:

- WBRE – Channel 28
- WYOU – Channel 22
- WNEP – Channel 16
- WGAL – Channel 8
- WHP – Channel 21
- WFMZ – Channel 69

Radio Stations:

- WPPA-1360 AM
- WAVT-102 FM

WHP - radio (580)
The River 97.3
BOB – 94.9
Several located in Berks County/Lehigh Valley areas.

Information will also be posted on the Course Management System.

Classes and clinical practice missed due to inclement weather will be made up as appropriate for the type and amount of material missed. Schedules will be adjusted in the following week(s) to allow for extended class and/or clinical hours necessary to achieve learning objectives.

STUDENT LIFE

STUDENTS HAVE THE RESPONSIBILITY TO ABIDE BY REGULATIONS AND POLICIES LISTED IN THE STUDENT HANDBOOK AND THE SCHOOL CATALOG. STUDENTS MUST ALSO SUBMIT A SIGNED STATEMENT STATING THAT THEY HAVE READ AND UNDERSTAND ALL REGULATIONS, POLICIES, AND

PROCEDURES AS OUTLINED IN THE STUDENT HANDBOOK.

Student Bill of Rights

STATEMENTS OF THE BILL:

Students have the right to:

1. Develop the capacity for critical judgment and engage in a sustained search for the truth.
2. Academic freedom. The freedom to teach and the freedom to learn are inseparable facets of academic freedom. Students should exercise their freedom with responsibility.
3. Develop policy and procedures which provide and safeguard the student's freedom to learn.
4. Admission, regardless of their race, creed, color, national origin, religion, age, sex, marital status, socioeconomic status, handicap, or lifestyle as long as they meet the admissions criteria.
5. Take reasoned exception to the data offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Protection, through orderly procedures, against prejudice or capricious academic evaluation; but, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Confidentiality. Information about student views, beliefs, and political association which instructors acquire in the course of their work will be kept confidential and not released to any party without the consent of the student.
8. Responsible voice in the determination of his/her curriculum and to evaluate

the curriculum and instructor periodically.

9. All information contained in the student's permanent records by making a written request to the Director of the School of Nursing.
10. Student organizations. Students are free to examine and discuss all questions of interest to them and to express opinions, publicly and privately, unless it invades an individual's right to privacy.
11. Invite and hear any person of their choosing; thereby, taking responsibility for furthering their education.
12. Participate in the formulation and application of School of Nursing policy affecting academic and student affairs.
13. Clearly defined policies concerning the School of Nursing's standards of

behavior which it considers essential to its educational mission and its community life.

14. Participate in the formulation of standards of conduct policies and grievance procedures. Disciplinary proceedings should be instituted only for violations of stated policy. School policies should be published in advance in the School Catalog and Student Handbook. Grievance procedures should be available for every student.
15. Membership in the academic community. Students are subject to the obligations which accrue them by virtue of this membership and should enjoy the same freedom of membership.
16. A safe environment. Adequate safety precautions should be provided by the School of Nursing within the framework of the security system of Lehigh Valley Hospital – Schuylkill.

17. Participate in establishing a dress code with the Director and Faculty so the highest professional standards are maintained. Practicality and comfort must be considered when establishing a student dress code.
18. Periodically review grading systems with Faculty for clarification and understanding.

NSNA Code of Professional Conduct

The Code of Professional Conduct provides a high standard of behavior, guided by ideals and values, that is expected of students who participate in NSNA activities. The document introduces students to the principles of professional and personal conduct and prepares them to become involved in professional societies and associations. The Code of Ethics, in concert with the *NSNA Student Bill of Rights and*

Responsibilities for Students of Nursing, provides comprehensive guidelines that set the tone for professional development.

As a member of the National Student Nurses' Association, I pledge myself to:

- * Maintain the highest standard of personal and professional conduct.
- * Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses' association.
- * Uphold all Bylaws and regulations relating to the student nurses' association at the chapter, state, and national levels, reserving the right to criticize rules and laws constructively, but respecting the rules and laws as long as they prevail.
- * Strive for excellence in all aspects of decision-making and management at all levels of the student nurses' association.

- * Use only legal and ethical principles in all association decisions and activities.
- * Ensure the proper use of all association funds.
- * Serve all members of the student nurses' association impartially, provide no special privilege to any individual member, and accept no personal compensation from another member or non-member.
- * Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or appointed position in the association.
- * Refuse to engage in, or condone, discrimination on the basis of race, gender, age, citizenship, religion, national origin, sexual orientation, or disability.
- * Refrain from any form of cheating or dishonesty, and take action to report dishonorable practices to proper authorities using established channels.
- * Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is integrity in the data and information used by the student nurses' association.
- * Cooperate in every reasonable and proper way with association volunteers and staff, and work with them in the advocacy of student rights and responsibilities and the advancement of the profession of nursing.
- * Use every opportunity to improve faculty understanding of the role of the student nurses' association.
- * Use every opportunity to raise awareness of the student nurses' association's mission, purpose, and goals at the school chapter level.
- * Promote and encourage entering nursing students to

join and become active in NSNA.

Promote and encourage graduating seniors to continue their involvement by joining professional nurses' associations upon licensure as registered nurses.

Nursing Student Professional Behavior/Conduct

Nursing is a profession which serves the public. The profession as represented by all Registered Nurses and nursing students is responsible for articulating nursing values, and for maintaining the integrity of the profession and its practice.

Nursing students have an obligation and responsibility as representatives of the profession of nursing, The Joseph F. McCloskey School of Nursing, and the Lehigh Valley Health Network to conduct themselves in a professionally responsible manner at all times. This includes times when students are engaged in planned classroom and clinical

practice activities, school social activities, and other activities both on and off School/Hospital campus.

The Joseph F. McCloskey School of Nursing prepares the student to practice as a professional in the health care setting. While the acquisition and application of knowledge and skills is an integral part of this goal, the way in which a student presents themselves and behaves toward others is a core component of role assimilation as a professional Registered Nurse. The student is held responsible for their actions and behaviors in both the classroom and clinical setting. The student is expected to be respectful and professional when interacting with faculty, patients, peers, staff, and all members of the health care team. The student must ever be mindful that their actions and behavior shall not adversely influence the judgment of the health care community or the public about the School of Nursing.

Students' professional and personal conduct and behavior should be guided by the "Code of Ethics for Nurses" (ANA, 2015), the NSNA "Code of Professional Conduct", the Student Bill of Rights, and the related policies contained in the School of Nursing Student Handbook.

Professional and personal conduct and behavior should reflect:

- * Honesty
- * Dependability
- * Respect for others (faculty, staff, peers, patients, colleagues)
- * Respect for private/public property
- * Compliance with School, Hospital, and Affiliating Agencies' policies
- * Desire and willingness to volunteer for and engage in learning activities
- * Responsibility for one's actions
- * Promotion of patient health, safety, and well-being

- * Compliance with ANA Code of Ethics and NSNA Code of Conduct

Guidelines

Disruptive behavior is defined by the School of Nursing as speech or action which...

- is disrespectful, offensive, unprofessional, and/or threatening
- interferes with the learning activities of other students
- impedes the delivery of School services
- has a negative impact in any part of the learning environment, including library, computer lab, nursing arts lab, staff offices, student lounge, clinical unit, agency, etc.

Disruptive behavior also includes physically, verbally, or psychologically harassing, threatening, or acting abusively toward an instructor, staff member, or toward other students in any activity authorized by the

School or in any situation off campus.

Students are required to adhere to all policies as outlined in the student handbook and all pertinent policies of the Lehigh Valley Health Network.

Students are required to be in the classroom prior to the scheduled start time and be prepared to engage in all learning activities. Cell phones and all electronic devices must be turned off during all classroom activities.

Students are required to be on the assigned clinical unit or at the assigned clinical agency at the time specified by the clinical instructor. Students are expected to be prepared for all clinical assignments as outlined in the "Clinical Practice Assignments" policy and the "Student Conduct, Grooming, and Attire Requirements" policy in the student handbook. Cell phone use is prohibited on the clinical practice setting.

Students are **not** permitted to leave their assigned clinical areas to visit students, staff, or patients on other clinical areas. Additionally, students may not leave the main hospital facility while participating in clinical activities (i.e. going off campus for lunch) without permission from the assigned clinical instructor.

Students have a legal, ethical, and professional obligation to maintain confidentiality relating to all patient information. Discussion of such information with the public or other personnel not directly involved in the care of the patient is prohibited. Non-identifiable patient information may be used for educational purposes in the classroom and clinical setting. (Refer to the Lehigh Valley Hospital–Schuylkill confidentiality statement policy).

Policy Violations

Disruptive behaviors will be managed by the faculty member conducting the class or clinical session. Should student behavior/conduct warrant, a

student may be dismissed from the remainder of the scheduled learning session. Readmission to class/clinical will occur only following a meeting with the Director or the School of Nursing.

Proven violations of patient confidentiality shall result in dismissal from the school.

Confidentiality

Students have a legal, ethical, and professional obligation to maintain confidentiality relating to all patient information. Discussion of such information with the public or other personnel not directly involved in the care of the patient is prohibited.

Non-identifiable patient information may be used for educational purposes in the classroom and clinical setting.

Proven violations of patient confidentiality shall result in dismissal from the School.

(Refer to the Lehigh Valley Hospital–Schuylkill Confidentiality Statement – Administrative Policy).

Student Grievance Procedure

The Student Association of the Joseph F. McCloskey School of Nursing provides an orderly approach to guaranteeing a student due process in all controversial matters. The procedure was developed and is annually reviewed by the Student Association Rules and Regulations Committee.

A grievance shall be defined as any question or controversy between the student(s) and the Faculty, the School Administration, or the Hospital Administration. It may be concerned with students’ rights, the interpretation of the application of rules, regulations, or policies of the School of Nursing, or those of the Hospital Administration or Nursing Service.

The Grievance Committee shall consist of one elected student from the Junior and the Senior classes, two elected Faculty members, and a

Registered Nurse employed by Lehigh Valley Hospital - Schuylkill to serve as Chairperson. The Chairperson will serve as a mediator and vote only in the event of a tie.

Selection of student and faculty committee members will take place annually in September. Committee members shall serve for one year. Faculty members are assigned by the Director. Student members are elected by their respective classes.

Each class and faculty shall elect an alternate. The elected alternate will serve if the grievant is concerned with the objectivity of any committee member, or if any member of the committee is directly involved in the grievance at hand.

PROCEDURE:

Step 1:
Should a grievance arise, those involved should attempt to

resolve the problem among themselves within five school days of the dispute.

Step 2:
If the grievance is not settled in Step 1 within five school days, the student(s) involved shall present the grievance in writing, on a grievance form, within two school days to a member of the Grievance Committee. Grievance forms can be obtained from any committee member. A listing of the Grievance Committee members is posted in each classroom.

Step 3:
Once a written grievance is received, the committee will meet within seven school days to act on the grievance. The grievant(s) and those directly involved with the grievance must be accessible to the committee at the time of the meeting. The involved individuals shall receive an answer in writing from the committee.

Step 4:
If the grievance is not settled in Step 3 within five school days following the aforementioned

answer, it shall be presented in writing to the Director of the School of Nursing by the grievant(s) and one member of the committee. The Director of the School of Nursing shall render a decision in writing within five school days to the individuals involved. At the request of either the Director or the involved individuals, a meeting shall be held to discuss the grievance at the designated day and hour.

Step 5:

If the grievance is not settled in Step 4, it shall be presented in writing to the Hospital Administrator or his/her designee within five school days. At the request of either party, a meeting will be held to discuss the grievance. The Administrator shall render a decision in writing within five school days to the individuals involved.

Resolution of Complaints

Purpose

1. Provides mechanisms to resolve concern,

complaints, misunderstanding or controversy of a non-academic nature between student(s), student(s) and faculty, student(s) and staff.

2. Promotes dialogue and open communication between students, faculty, and administration.
3. Promotes objective analysis of non-academic issues of concern in a non-punitive environment.
4. Provides an objective process for dealing with student issues, complaints, concerns, controversy, misunderstanding.
5. Incorporates the Student Grievance Process and the Student Bill of Rights into the process of investigation and resolution.
6. Fosters an educational environment that values student expression of ideas, opinions, and questions.

Guidelines:

1. Complaints, concerns, misunderstandings, or controversies of a non-academic

nature should be discussed and resolved through open, respectful, and detailed communication between the individual student(s) and other involved parties. It may be appropriate in certain situations to communicate through student representatives and the committee process.

2. The process of communication should follow the appropriate path beginning with the student(s) and other involved party(ies). The Director of the School will have the final decision.
3. Students have the right to utilize the Student Grievance Process in all controversial matters.

Facilities

The Joseph F. McCloskey School of Nursing does not provide dormitory facilities. Students desiring living accommodations must make their own arrangements within the community.

The School of Nursing building houses classrooms, computer and nursing arts laboratories, a library, and a learning resource center with computers and interactive videos. A student lounge/study area/commuter room is located on the first floor. A refrigerator and microwave oven are available for student use in the student lounge. Student lockers are provided. A large multi-purpose auditorium for student meetings and social/educational activities is located on the first floor of the building. The building also houses the administrative and faculty offices for the School of Nursing.

Clinical facilities of Lehigh Valley Hospital–Schuylkill offer the student a variety of learning experiences. Inpatient facilities include medical-surgical units, adult, adolescent, and geriatric psychiatric units, an adult intensive care/coronary care unit, inpatient and transitional rehabilitation units, cardiac rehabilitation unit, a pediatric unit, an obstetrical unit, operating rooms, post-anesthesia care unit, and an emergency department.

Lehigh Valley Health Network outpatient clinics, outpatient rehabilitation unit and outpatient surgery unit, home health department, and in-house allied health services are used in the educational program.

Several health care and service agencies in the community are also used to provide additional experiences.

Access to School of Nursing Building

Entrances to the School of Nursing building that may be used by students:

- * Main entrance from Washington Street -
- * Second floor entrance from Jackson Street -
- * Third floor entrance from Pulaski Drive parking lot

–

Campus Parking

All student cars parked in assigned campus parking lots must be registered with the Lehigh Valley Hospital–

Schuylkill – Security Department.

Parking in restricted lots and/or designated parking spaces is prohibited and violators will be issued a citation reportable to the School of Nursing.

Food Services

Students may purchase meals/snacks in the Lehigh Valley Hospital – Schuylkill Cafeterias. Various snack areas with vending machines are located throughout the campuses.

Microwave ovens and a refrigerator are available in the student lounge for those who choose to bring their own lunch.

Campus Safety/Security

Official Hospital I.D. badges will be issued to all students at the School of Nursing orientation session. Student I.D. badges must be worn when on campus and at clinical sites.

Lockers are provided for students to secure personal belongings. However, Joseph F. McCloskey School of Nursing is not

responsible for loss or theft of personal items. Students are discouraged from bringing valuables into the School.

The Administration of the School and Health Network reserve the right to inspect lockers without notice.

Students are encouraged to provide locks for their lockers.

Loss or suspected theft of personal belongings from any area of the School should be reported immediately to Lehigh Valley Hospital - Schuylkill Security Department and the Director of the School of Nursing.

The Security Department maintains 24 hour campus security in all buildings and parking areas. Programs pertaining to safety are provided throughout the year, as well as an introduction to security services during the orientation programs. Each year, the School of Nursing publishes an **Annual Security Report** which includes on-campus crime statistics for

the previous three years to all students, faculty, and staff in compliance with the Jeanne Clery Act and the Campus Sexual Violence Elimination Act (SaVE). The Report also includes institution policies such as the Drug Free Campus, Drug and Alcohol Prevention, Prevention of Violence, reporting crimes, definition of crimes and associated penalties, and other applicable school policies. The entire Annual Security Report is located at https://www.lvhn.org/sites/default/files/uploads/PDFs/2018_SON_Annual_Security_Report.pdf

Tobacco-Free Campus

Smoking and the use of tobacco products is prohibited on all Lehigh Valley Hospital campuses. These properties include all buildings, parking lots, and sidewalks. Further provisions of the School of Nursing's Smoke-Free Campus/No Smoking Policy can be found in the Student Handbook.

Alcohol/Drug Free School Campus

The use, possession, and distribution of alcohol/controlled substances on campus or at any School-related activity is forbidden unless authorized by prescription. Lehigh Valley Health Network prohibits the use, possession, sale, manufacture, or distribution of drugs that are illegal. Any student, regardless of age, found to be in violation of this policy will be subject to dismissal. Specific policies pertaining to substance possession, use, etc., can be found in the Student Handbook.

Drug Screen /Testing

Mandatory – Routine and Random – The School/Hospital reserves the right to test pre-nursing and nursing students for presence of illegal drugs as follows:

Pre-Nursing Students – All Freshman pre-nursing students will be tested prior to beginning nursing courses

(second year of the Program).

Pre-Nursing Students will be notified to report for testing (specimen collection) to Lehigh Valley Hospital – Schuylkill - S. Jackson Street by an authorized representative. Testing is done by a designated laboratory other than Lehigh Valley Hospital - Schuylkill – S. Jackson Street.

- All testing will be done per applicable Federal, State, and/or local laws.
- Results will be released to the Director of the School of Nursing.

“For Cause” (reasonable suspicion) Testing – Presence of illegal drugs/alcohol:

Any student who is identified as unfit for class/clinical planned learning experiences, School activities, or School sanctioned event by Faculty, Staff, or Staff of cooperating agency will be subject to urine drug screen and/or breath alcohol screen. Testing will be performed immediately.

Indications for “just cause” (reasonable suspicion) testing may include, but are not limited to:

- The odor of alcohol on the breath, unsteady gait, unexplained mood swings, altered perception, confused thought processes, bloodshot eyes, dilated or constricted pupils, lack of motivation, tremors, loss of coordination, slurred or incoherent speech, sudden inability to do one’s job safely and effectively, abnormal conduct, erratic behavior.
- Evidence of involvement in use, possession, sale, distribution, receipt, transportation, or purchase of illegal drugs and/or alcohol.

A student will not be allowed to participate in any clinical practice until the results of the test are known.

Refusal - A student who refuses a drug and/or alcohol screen in any of the above-

mentioned circumstances will be dismissed from the School.

Positive Results of Screen – A student whose drug and/or alcohol screen results are positive will be dismissed from the School.

“No Show” – A student who fails to report for either a drug and/or alcohol screen, as requested, will be dismissed from the School.

Nursing Student/Lehigh Valley Hospital’s Employee – A student who is also an employee of Lehigh Valley Health Network and who violates the Lehigh Valley Health Network Drug Free Workplace Policy will be dismissed from the School.

Notification of School – A student who is convicted of drug and/or alcohol-related violations under state or federal law, plead guilty or “no contest”, must inform the School immediately. Failure to do so will result in dismissal from the School.

Pre-Nursing and/or nursing students who have been dismissed from the

School of Nursing for violations of this policy WILL NOT BE READMITTED.

Fire Regulations

Fire signals and evacuation routes for the School of Nursing building are posted on each floor. It is the student's responsibility to become familiar with them.

When an alarm sounds, students are expected to shut all windows and close doors to all rooms. The building must be vacated immediately via specific evacuation routes.

All second year students are scheduled to attend a fire/safety class during orientation.

A detailed Fire Safety Plan is contained in the Student Handbook.

Communication

BULLETIN BOARDS:

Bulletin boards are located in each classroom for intra-class communication.

A large bulletin board is centrally located in the classroom area of the second floor. Class schedules, rotations, special assignments, and memos are posted here.

The Student Association of the Joseph F. McCloskey School of Nursing and the Student Nurses' Association of Pennsylvania (SNAP) maintain a bulletin board adjacent to the Library where the group's activities and projects are publicized. A calendar bulletin board is also located in the same area where meeting dates and special events are listed for each month.

CELLULAR PHONES

Cellular telephones and electronic devices must be placed on vibrate/silenced when in class and testing is in session. Students are prohibited from making/receiving cell phone calls, texts, etc. during class. Emergency communication with students will be managed through the School Office (570) 621-5035. Cellular telephones and electronic devices must be turned off when in any clinical practice setting. Students are prohibited from making/receiving cell phone calls, texts, etc. during clinical.

Use of cell phones/electronic devices is permitted during breaks and lunch in designated areas.

Emergency communication with students will be managed through the School Office (570) 621-5035.

Students will be requested to provide cell phone numbers so that emergency texts regarding campus security may be sent.

Course Management System

Communication between nursing faculty, nursing school administration, and students can occur through the Course Management System.

Communication includes e-mail, posting of grades, course syllabi, calendars, requirements, notes, and other pertinent student information, student policies (Handbook).

Social Networking

Publishing information relating to any aspect of the School of Nursing or Lehigh Valley Health Network is discouraged as it

may violate HIPAA Compliance, ANA Code of Ethics and the School of Nursing Professional Behavior and Conduct Policy.

While the School of Nursing Administration and faculty understand that social networking can be an important and timely means of communication, they also recognize that social networking sites are public forums and information that is posted can be viewed by others.

Students must be aware that posting certain information is illegal, and violations of existing statutes and regulations may result in criminal or civil liability.

Violations of the Social Networking Policy as outlined in the Student Handbook will result in disciplinary action.

Student Grooming and Attire

Students are expected to follow the School of Nursing grooming and attire requirements as outlined in the Student Handbook. The complete uniform is mandatory when providing direct patient care.

The student community or regular uniform is required when in patient care areas. Official Hospital I.D. badges must be worn at all times within the Hospital and School of Nursing. Specific standards for grooming and attire are outlined in the Student Handbook.

Student Conduct

Personal and professional growth and development are major goals of the educational program. Students, therefore, are expected to conduct themselves in a mature and professional manner at all times. Adherence to federal, state, and local laws, standards of personal and academic integrity, confidentiality, ethical behavior (ANA Code for Nurses and NSNA Code of Professional Conduct), and other policies of the School of Nursing is mandatory. These are outlined in the Student Handbook and previously under Student Professional Behavior/Conduct.

Student Employment

Students who are employed at Lehigh Valley Health Network or other health care agencies may not function as student nurses.

Absence or early dismissal from class, clinical practice, or clinical labs due to work schedules is not permitted.

Telephone calls from employers regarding students' work schedules will not be accepted.

Hospital Visitation

Students are expected to conduct themselves in a professional manner and to adhere to the rules and regulations of Lehigh Valley Hospital - Schuylkill when visiting assigned patients in the hospitals.

Students are not permitted to visit/socialize with students in other departments during the course of either one's clinical assignment, nor are they permitted to visit friends or relatives.

Patient Information Confidentiality

Patients of Lehigh Valley Health Network and other agencies or facilities where students are assigned to clinical practice are protected by laws that guarantee their right to privacy.

Students are strictly prohibited from seeking or providing confidential patient information unless it is a necessary function of their patient care assignment. Violations are subject to disciplinary action as outlined in the Student Handbook.

Student Vacations

Second and third year students will have a one-week break between each term. Second and third year students will also have a two-week vacation each year over Christmas. A twelve-week summer break is provided.

First year students will follow Penn State University's schedule.

Graduation Ceremonies

Students will graduate after successfully completing the spring term of the third year of the program. Graduation ceremonies will take place in early June of each year.

Student Services

Student Health Program

In order to achieve the objectives of the educational program, the student must be physically, mentally, and emotionally healthy. The Student Health Program is designed to maintain optimal wellness of the student through education, prevention, and treatment of illness.

The health program is outlined in the Student Handbook. It is managed by the School of Nursing in conjunction with Lehigh Valley Hospital – Schuylkill Employee Health Services. The program includes provisions for pre-entrance immunizations/requirement, re-certifications, annual/periodic health screening, immunizations, as well as policies related to student

health management. Detailed instructions regarding health requirements for students beginning nursing courses are provided to new students in early spring.

Medical Insurance Coverage

Students are required to have adequate and current health insurance coverage prior to entrance and during enrollment in nursing courses (the second and third year of the nursing program at the School of Nursing).

A valid copy of the Declaration of Insurance or insurance card must be submitted annually.

Failure to renew and submit valid proof of current coverage by the designated deadlines will prevent students from attending class/clinical practice and could result in dismissal from the school.

Should a student require health services while in class or clinical practice at the School of Nursing, they may

be treated in the Emergency Department.

Library Services

The School of Nursing Library, located on the second floor of the School of Nursing, is under the direction of a full-time professional librarian and offers a full range of services to support the educational needs of the students. The library provides students with a collection of nursing and healthcare related print and electronic books, professional, scholarly journals and access to nursing, allied health and medical electronic resource databases and point of care resources.

To support the learning needs of the students, a fully equipped computer lab center with PC workstations and internet access is adjacent to the library. Wireless internet access is also available.

A learning resource tutor room equipped with TV/DVD, selected reference textbooks, and wireless internet access is adjacent to the

library for tutoring and/or individual student use.

Students have 24/7 access to the library and computer lab via a keypad entry door-lock system.

Students are expected to adhere to all library and computer lab rules and policies as listed in the Student Handbook and posted in the Course Management System.

Counseling / Guidance Program

The Counseling and Guidance Program is designed to assist students in adjusting to school life and responsibilities. Each student is assigned to a nursing faculty counselor. Following the initial meeting, students may schedule appointments as needed. Nursing faculty counselors primarily assist students with academic/curriculum-related problems as well as development of skills essential for academic success. Referral of students to other

professionals, agencies, or services will be made as needs are identified. The complete Counseling and Guidance Program can be found in the Student Handbook.

Student Assistance Program

The Student Assistance Program is a professional counseling service provided through the School of Nursing to assist students and their families in coping with problems that could result in serious deterioration of health, family life, and academic performance. Students may be referred by faculty and/or required to attend by the Director of the School.

Additional information about the Student Assistance Program can be found in the Student Handbook.

Peer Tutoring Program Peer Assisted Learning for Success (PALS)

The purpose of peer tutoring is to assist students to become academically successful. It serves as an adjunctive service to peer support and tutoring offered by faculty.

Learning assistance focuses on development of a variety of learning skills such as study habits, note-taking, time management, test taking, stress management, organization, etc. Peer tutors must meet academic criteria and successfully complete an orientation and training program.

Students may request the service or be recommended by faculty. Students also have the option of using private tutors or services provided by Penn State University, Schuylkill Campus. For additional information, refer to Student Handbook.

Student Mentor Program

The Student Mentor Program operates as part of the Student Association. The purpose is to extend a welcome and offer of friendship to the incoming student. Junior students initiate communication with the entering students during orientation day and continue ongoing communication throughout the program.

Social Activities and Recreation

Throughout the year, students have formal and informal social functions that are planned by School Administration, the Student Association, or individual classes. The Pottsville Area and Schuylkill County offer a variety of recreational, cultural, and educational opportunities. The Schuylkill Symphony, Community Chorus, and Guest Concert Series offer programs regularly. Lectures, programs, and a variety of social functions offered by Penn State University, Schuylkill Campus and Schuylkill County Council for the Arts are available to students. Several facilities are available in the community for students who are interested in fitness and workout programs. A variety of restaurants and shopping malls are also nearby. Churches of all denominations are located in the city of Pottsville.

Student Organizations

Student Association

All students are members of the Student Association. The purpose of the Association is to provide self-

governance in a democratic manner; serve as a channel of communication between the student body, faculty, and administration; and promote scholarship, professionalism, problem-solving, leadership, and team work.

For bylaws of the Student Association, see the Student Handbook.

Student Council

Student Council membership consists of Student Association officers, the President of each class, Student Nurses' Association of Pennsylvania (SNAP) representative, advisors of the Association, class advisors, and the Director of the School (ex-officio). The Council's purpose is to guide and direct Student Association affairs.

Student Nurses' Association of Pennsylvania (SNAP)

Membership in SNAP is open to all students who wish to participate. It is independently organized and governed by

student members. The School of Nursing chapter is one of many throughout the state and is part of the National Student Nurses' Association. The purpose of SNAP is to assist students to develop an awareness of professional role responsibilities, foster interest in professional matters, as well as to provide quality health care to all people. Student members have the opportunity to attend state and national conventions and run for office at these levels.

Student Representation on Faculty Committees

Each year students are elected by their class to serve as representatives to Learning Resources, Curriculum Committees, and the Subcommittee on Student Health and Safety.

Student representation to the Student Services Committee consists of the President of the Junior and Senior class, the Student Association President, and the SNAP representative.

The President of the Junior and Senior class and the President of the Student Association also serve

as representatives to the Coordinating Committee between the School of Nursing and Nursing Service.

A representative from the Junior, and Senior classes serve on the Student Health and Safety Subcommittee of the Student Services Committee.

Student members participate in all committee activities and have voting privileges.

It is the responsibility of the elected students to get an alternate to replace them if they are unable to attend a meeting.

Student Publications

The School Catalog and Student Handbook are reviewed annually and revised as necessary with student assistance. A newsletter, “Nightingale News”, is published by the Student Association.

Alumni Association

All graduates of the School of Nursing are encouraged to

become members of the School’s Alumni Association as well as other professional and specialty nursing organizations. Graduates are also encouraged to continue their professional growth through continuing education.

School of Nursing Advisory Committee

The Advisory Committee includes representatives from the School of Nursing, Penn State University, The School of Nursing Alumni Association, Lehigh Valley Hospital – Schuylkill Board of Directors, graduates, the Educational Community, the Lehigh Valley Hospital-Schuylkill Chief Nursing Officer (CNO) and the President.

**ADMINISTRATION AND
STAFF**

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CNE**

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**Current information regarding
program tuition, academic
calendar and program statistics
can be found on the Joseph F.
McCloskey School of Nursing
website at www.LVHN.org**