

Joseph F. McCloskey
School of Nursing

2024-25 Handbook





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Welcome

Dear Students,

This is an exciting time for the profession of nursing and our school. Joseph F. McCloskey School of Nursing at Lehigh Valley Health Network has its deep roots in Schuylkill County, Pennsylvania. The faculty and leadership at the school have been educating prospective nurses for over 129 years. Though nursing education has changed, the fundamentals of educating and creating excellent practitioners remain the same. The leadership and faculty of LVHN's Joseph F. McCloskey School of Nursing is dedicated to honoring the long-standing traditions of the school, while looking to the future and changing our course as the landscape of health care continually changes.

LVHN's Joseph F. McCloskey School of Nursing is committed to preparing our students to meet challenges by fostering their ability to think critically and develop solutions, and a learning environment where they feel supported and valued. We feel by creating this environment, we will enable our students to become nurses who uphold our commitment to further the health and wellness of the communities we live in.

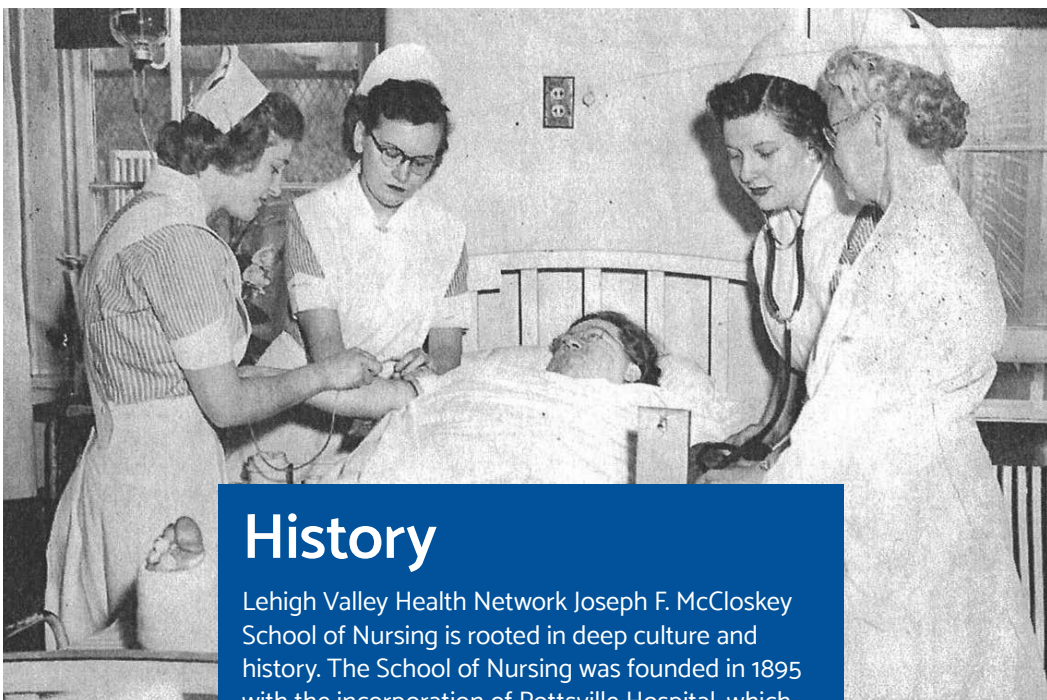
We are excited you have an interest or have invested in us with your education, and know, together, we will do wonderful things.

Tina VanBuren, DNP, MSN, RN, CCNS
Director of Nursing

Jennifer Jones-Lapp, DNP, RN, NEA-BC
Director of Strategic Development

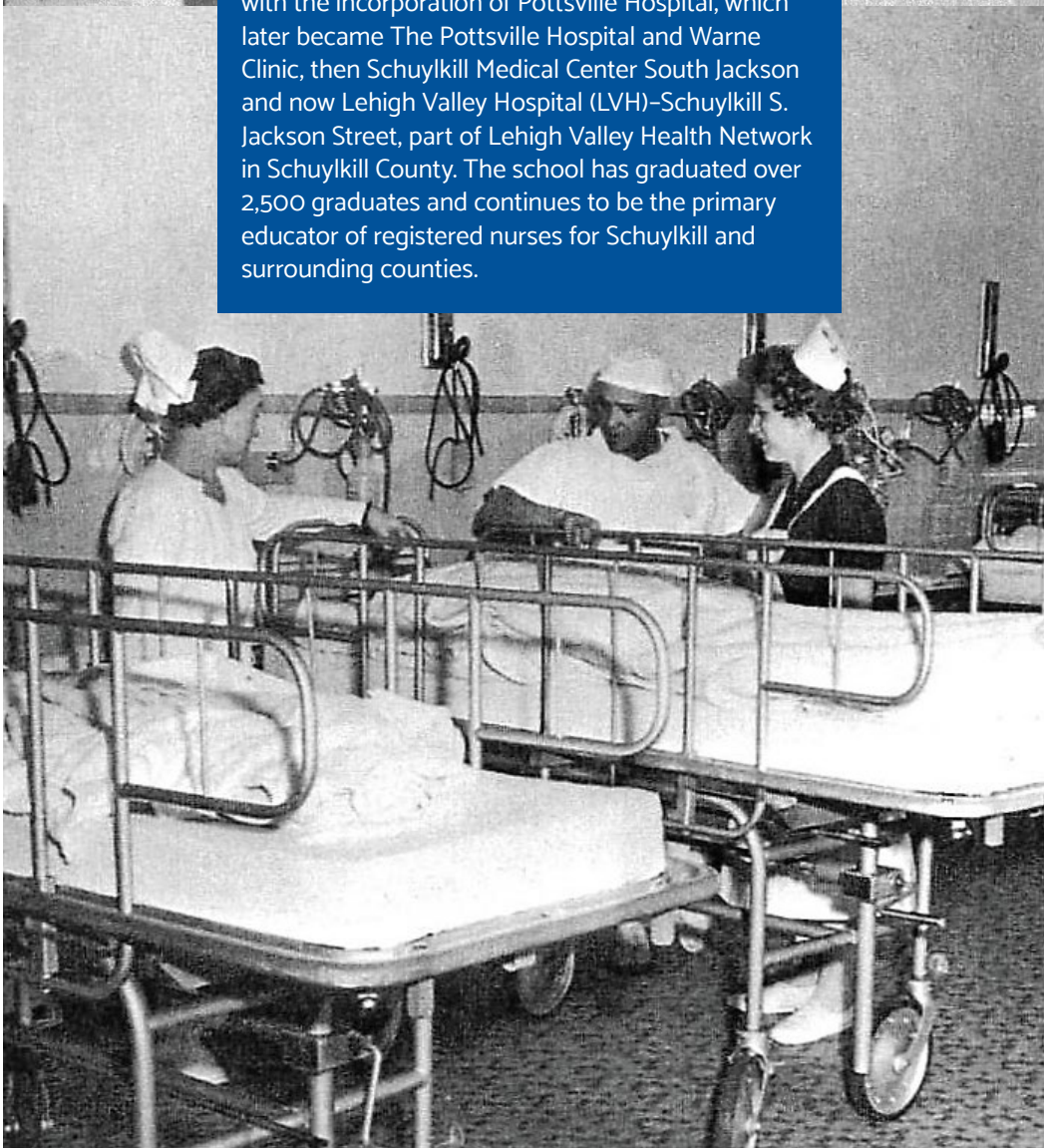
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History

Lehigh Valley Health Network Joseph F. McCloskey School of Nursing is rooted in deep culture and history. The School of Nursing was founded in 1895 with the incorporation of Pottsville Hospital, which later became The Pottsville Hospital and Warne Clinic, then Schuylkill Medical Center South Jackson and now Lehigh Valley Hospital (LVH)-Schuylkill S. Jackson Street, part of Lehigh Valley Health Network in Schuylkill County. The school has graduated over 2,500 graduates and continues to be the primary educator of registered nurses for Schuylkill and surrounding counties.



Future Students

Lehigh Valley Health Network Joseph F. McCloskey School of Nursing (LVHN-JFMSON) has a unique approach to preparing you for your future role in nursing. The school offers a wide range of clinical experiences.

The program is designed to meet the challenges that RNs (registered nurses) face every day in hospitals and other medical centers. Our classes are small and personalized, with opportunities to assist you in your success as a nursing student. The educational program consists of one year (two semesters) of university studies and two years (six terms) of nursing and university courses. Alvernia University-Pottsville College Towne's nursing course component is built on a foundation of 27 credits. If you complete related courses in other colleges or universities, they will be considered for transfer before enrollment.

The program's graduates will receive an RN (registered nurse) diploma as well as an associate degree in applied science. Graduates are eligible to take the NCLEX-RN licensure exam.

The nursing school, located at 700 Schuylkill Manor Road, is a commuter school housing classrooms, offices, laboratories, libraries, faculty and the administration.

Students get clinical experiences that complement classroom instructions and gain experience in:

- Medical-surgical perioperative
- Maternal/child
- Mental health
- Emergency care
- Home health and a variety of clinics and ancillary health services

Dual-Enrollment Program With Alvernia University

Dual enrollment means you will enroll in Joseph F. McCloskey School of Nursing's RN diploma program and Alvernia University's associate of science degree program. Graduates will

get credentials to sit for **NCLEX** after completing the program. For 33 additional credits, graduates can take Alvernia University's RN-BSN completion program online through Alvernia University.

Accreditation and Approvals

LVHN Joseph F. McCloskey School of Nursing

LVHN-JFMSON is accredited by the Accreditation Commission for Education in Nursing (ACEN). The nursing program offers education focusing on the knowledge and skill required for entry-level RN (registered nurse) practitioners, and includes clinical experiences in specialty areas such as pediatrics, maternity, mental health and intensive care.

Accreditation Commission for Education in Nursing (ACEN)

The diploma nursing program at LVHN-JFMSON, located in Pottsville, Pa., is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326
404-975-5000
acenursing.org

The most recent accreditation decision made by the ACEN Board of Commissioners for the diploma nursing program is Continuing Accreditation, with a return visit planned for 2026.

Pennsylvania State Board of Nursing

The diploma nursing program at LVHN-JFMSON is approved by the:

Pennsylvania State Board of Nursing
2525 N. Seventh St., Harrisburg, PA 17110
1-833-367-2762
dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing

Mission Statement

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.

Philosophy

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 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 health care and community settings. The patient or designee is recognized as the source of control, and the nurse is a 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 critical thinking and interprofessional collaboration, the nurse develops and implements a plan of care for preventive, supportive and rehabilitative services across the patient's life span.

EDUCATION is a lifelong 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, preparing the student for fulfillment of their 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 knowledge and understanding of the role and responsibility of nurse leaders in health care systems. The integration of theories, principles and concepts of leadership and management provides a framework for enhancement of interpersonal skills to accomplish goals that foster an environment of mutual respect. The nurse coordinates resources and nursing informatics to monitor outcomes of care and 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 the 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.

End-of-Program Student Learning Outcomes

- 1. Safety & Patient-Centered Care:** Plan and provide safe, compassionate patient-centered care and health promotion to patients, families and groups in health care and community settings.
- 2. Evidence-Based Practice & Clinical Judgment:** Students will be able to incorporate and exhibit the ability to apply evidence-based practice based on the NCSBN Clinical Judgment Model of contemporary practice.
- 3. Informatics & Quality Improvement:** Apply information literacy and quality improvement principles that incorporate best practices in care delivery, contribute to a culture of patient safety, and support the development of strategies/interventions designed to mitigate unsafe environments in diverse settings.
- 4. Teamwork & Collaboration:** Communicate and collaborate effectively when interacting with a diverse patient population, families, groups and interprofessional health care team in the planning, delivery and evaluation of high-quality person-centered care.
- 5. Leadership & Delegation:** Model principles and concepts of leadership, delegation and management in nursing practice.
- 6. Professionalism:** Demonstrate professional and ethical behaviors in varied practice care settings that are well grounded and supportive of the ANA Code of Ethics for Nurses.
- 7. Math Competency:** Critically review calculations to determine accuracy for safe administration and evaluation of prescribed medications.

Program Outcomes

Class	Completion rate (within 6 semesters)	First attempt pass rate by class	First attempt pass rate by SBON year	Placement rate (within 1 year of graduation)
2024	52%	100%	Pending	100%
2023	80%	96.7%	81.6%	100%
2022	75%	71.40%	65.52	100%

Joseph F. McCloskey School of Nursing



Curriculum

First Year – Alvernia University – 15-week semesters

#	Course Fall Semester	Credits	#	Course Spring Semester	Credits
BIO 107	Anatomy & Physiology I	3	BIO 108	Anatomy & Physiology II	3
BIO 117	Anatomy & Physiology Lab I	1	BIO 118	Anatomy & Physiology Lab II	1
ELEC	Art, Music, Theater	3	BIO 220	Clinical Microbiology / Lab	4
COM 101	Composition & Research	3	COM 103	Fundamentals of Speech	3
PSY 101	Introduction to Psychology	3	PSY 208	Growth & Development	3
		Total : 13			Total : 14

Second Year – LVHN-JFMsov – 12-week trimesters

*Alvernia Class

Total Nursing Credits = 25 / Total Credits = 31

Nursing 1 Credit = 15 hours / Nursing Clinical Credit: 1 credit = 45 hours / Theory 3 Credits = 42 hours

#	Fall Trimester	Credits	#	Winter Trimester	Credits	#	Spring Trimester	Credits
NURS 100	Principles of Nursing Theory 6 cr (90 Hours) Clinical 3 cr (135 Hours)	9	NURS 101	Medical-Surgical/ Psychosocial Nursing I Theory 5 cr (75 Hours) Clinical 3 cr (135 Hours)	8	NURS 102	Medical-Surgical/ Psychosocial Nursing II Theory 5 cr (75 Hours) Clinical 3 cr (135 Hours)	8
			BIO 216	Nutrition * Theory 3 cr (42 Hours)	3	BIO 410	Pathophysiology* Theory 3 cr (42 Hours)	3
		Total: 9			Total: 11			Total: 11

Third Year – LVHN-JFMsov – 12-week trimesters

*Alvernia Class

Total Nursing Credits = 25 / Total Credits = 31

Nursing 1 Credit = 15 hours / Nursing Clinical Credit: 1 credit = 45 hours / Theory 3 Credits = 42 hours

#	Fall Trimester	Credits	#	Winter Trimester	Credits	#	Spring Trimester	Credits
NURS 200	Advanced Medical-Surgical Nursing Theory 5 cr (75 Hours) Clinical 3 cr (135 Hours)	8	NURS 200	Advanced Medical-Surgical Nursing Theory 5 cr (75 Hours) Clinical 3 cr (135 Hours)	8	NURS 300	Transition to Professional Nursing Practice Theory 4 cr (60 Hours) Clinical 5 cr (225 Hours)	9
OR			OR			OR		
NURS 201	Maternal/Child Health Nursing Theory 5 cr (75 Hours) Clinical 3 cr (135 Hours)	8	NURS 201	Maternal/Child Health Nursing Theory 5 cr (75 Hours) Clinical 3 cr (135 Hours)	8			
PHI 105	Introduction to Philosophy* Theory 3 cr (42 Hours)	3	THE 210	Medical Moral Theology* Theory 3 cr (42 Hours)	3			
		Total: 11			Total: 11			Total: 9

Course Descriptions

BIO 107 I Anatomy and Physiology I (3.0 credits) Homeostatic mechanisms of the human body with emphasis on structure and function are studied. Gross and microscopic structures are correlated with the function of cells, tissues, organs and systems of the body. Major topics include skeletal, muscular and nervous systems. Three hours of lecture per week. **Corequisite:** BIO 117L

BIO 108 I Anatomy and Physiology II (3.0 credits) Emphasis is on structure and function of endocrine, cardiovascular, respiratory, lymphatic, digestive, urinary and reproductive systems. Gross and microscopic structures are correlated with functions of cells, tissues, organs and systems of the body. Three hours of lecture per week. **Corequisite:** BIO 118

BIO 117 I Human Anatomy and Physiology LAB I (1.0 credit) Experimental approach to the study of human anatomy and physiology is used to reinforce lecture concepts. The exercises present the core elements of the subject matter in a hands-on manner. The labs are presented at the same time the material is being discussed in lecture. One two-hour lab per week. **Corequisite:** BIO 107

BIO 118 I Human Anatomy and Physiology LAB II (1.0 credit) Experimental approach to the study of human anatomy and physiology is used to reinforce lecture concepts. The exercises present the core elements of the subject matter in a hands-on manner. Labs are presented at the same time as the material is being discussed in lecture. One two-hour lab per week. **Corequisite:** BIO 108

BIO 216 I Nutrition (3.0 credits) Overview of nutritional requirements of individuals in a healthy state as well as modification of those requirements during illness. Three hours of lecture per semester week. Does not fulfill the lab science core requirement.

BIO 220 I Clinical Microbiology (4.0 credits) Study of the morphological and physiological nature of microorganisms and their relationship to humans in both the normal and diseased states. Emphasis on bacteriological techniques such as cultivation, staining, identification and other techniques important in a clinical setting. Integrates laboratory and classroom work. **Corequisite:** BIO 220L

BIO 410 I Pathophysiology (3.0 credits) Effects of internal and external stressors on body functions are examined. Normal human physiological principles and homeostatic mechanisms are reviewed. Genetic and nutritional aspects are integrated into the discussion of disease. Three hours of lecture per semester week. **Prerequisites:** BIO 107/117L, 108/118L or permission of instructor.

COM 101 Composition and Research (3.0 credits) This course is an introduction to the critical thinking, reading, researching and writing skills that a student will encounter in an academic setting. Students will learn to develop their own ideas and respond to the ideas of others. Students will write essays in various academic modes: exposition, analysis, argumentation and research. Students will learn both APA and MLA citation styles. The course is available only after placement by departmental faculty. Students must achieve "C" or better to fulfill core requirements. Offered fall and spring.

COM 103 Principles of Public Speaking (3.0 credits) Basic course in the development of communication attitudes and skills with a view to enabling the student to feel comfortable and competent in public speaking ventures. Includes exercises in the oral interpretation of literature; the organization, delivery and evaluation of various types of speeches; and participation in panels or symposiums. Offered fall and spring.

Elective: Art, Music, or Theater (3 credits)

PHI 105 Introduction to Philosophy (3.0 credits) Historical introduction to fundamental problems and methods of philosophy based on readings in ancient, medieval and modern literature.

PSY 101 I Introductory Psychology (3.0 credits) Introduction to major concepts and findings in psychology with emphasis on basic processes underlying human behavior.

PSY 208 I Human Development Across the Life Span (3.0 credits) Focuses on physical, cognitive, social, personality and moral development through life span from infancy to old age. Cross-cultural, gender and minority issues are integrated when appropriate. **Prerequisite: PSY 101**

THE 210 Medical Moral Theology (3.0 credits) Investigation of moral problems that can arise in bioethics. Introductory survey of the basic Christian principles of morality is followed by treatment of various medical moral situations. A natural law methodology is applied throughout the course.

Classes: 12 weeks (about 3 months)

NURS 100: Principles of Nursing: (9 Nursing Credits: Theory = 6 (90 hours) Clinical = 3 (135 hours)

Nursing 100 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 (ANA) Scope and Standards of Practice, Quality and Safety Education for Nursing (QSEN) Competencies, and The Joint Commission (TJC) National Patient Safety Goals.

NURS 101: Medical-Surgical/Psychosocial Nursing I: (8 Nursing Credits: Theory = 5 (75 hours) Clinical = 3 (135 hours)

Nursing 101: Medical-Surgical Nursing I/Psychosocial 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, evidence-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, psychosocial and gastrointestinal disorders. TJC National Patient Safety Goals, QSEN Competencies, and ANA 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 community settings.

Prerequisite: NURS 100

NURS 102: Medical-Surgical/Psychosocial Nursing II: (8 Nursing Credits: Theory = 5 (75 hours) Clinical = 3 (135 hours)

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, evidence-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 and urinary, and male and female reproductive disorders. TJC National Patient Safety Goals, QSEN Competencies, and ANA 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 community settings. **Prerequisite: NURS 101**

NURS 200: Advanced Medical-Surgical Nursing: (8 Nursing Credits: Theory = 5 (75 hours) Clinical = 3 (135 hours)

Nursing 200 (Advanced Medical-Surgical and Community Nursing) introduces the student to advanced medical-surgical and community health 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 ANA Scope and Standards of Practice, QSEN Competencies, and TJC National Patient Safety Goals.

Prerequisite: NURS 102

Course Descriptions cont'd

NURS 201: Maternal/Child Health Nursing: (8 Nursing Credits: Theory = 5 (75 hours) Clinical = 3 (135 hours)

Nursing 201 (The Biopsychosocial Care of the Individual, 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 maternal and 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 TJC National Patient Safety Goals, QSEN Competencies, and ANA Standards and Scope of Practice. **Prerequisite: NURS 102**

NURS 300: Transition to Professional Nursing Practice: (9 Nursing Credits: Theory = 4 (60 hours) Clinical = 5 (225 hours)

Transition to Professional 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 as entry-level professional nurses 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 ANA Scope and Standards of Practice, QSEN Competencies, and TJC National Patient Safety Goals. The course includes class hours for comprehensive standardized testing.

Prerequisites: NURS 200 & 201

EVENING AND WEEKEND TRACK

The Joseph F. McCloskey School of Nursing (JFMSON) will be offering a full-time evening/weekend tract beginning with the class of 2024. In addition to the traditional day program, we will now offer the dual-enrollment curriculum during evening and weekend hours to accommodate students with varying schedules. This new track is designed to maintain the same rigorous academic and clinical standards as the day program, offering flexibility for students seeking a better work-life balance while preparing for NCLEX success.

The evening and weekend track will follow the same curriculum and credit structure as the current full-time, three-year program. Courses will be offered according to the following schedule:

- Fall 2024: NURS 100
- Winter 2024: NURS 101
- Spring 2025: NURS 102
- Fall 2025: NURS 200 or NURS 201
- Winter 2025: NURS 200 or NURS 201
- Spring 2026: NURS 300

The first year will consist of prerequisite courses at Alvernia University, followed by nursing coursework in the subsequent years. The evening and weekend track will maintain the current requirement of 89 credits, including 39 general education credits from Alvernia University and 50 nursing credits.

ADVANCED PLACEMENT FOR LPNs

Advanced placement for currently licensed and practicing LPNs can be requested for advanced placement into the RN program.

LPNs who have met all of the requirements of the first-year students: BIO 107, BIO 117, BIO 108, BIO 118, BIO 220, COM 101, COM 103, MAT 109, MUS 220, PHI 105, PSY 101 (or equivalent as deemed by Alvernia University), will be offered the opportunity to take the ATI (Assessment Technologies Institute) Fundamentals Mastery Assessment. A score of a level 2 or higher is required to receive advanced placement for NURS 100.

Applicants who meet or exceed the level 2 status on the exam will be granted advanced placement and will begin the nursing program in the winter term beginning at the end of each year in November in NURS 101. Those who receive less than or equal to a level 1 will begin their enrollment in NURS 100 and proceed through the program as established.

Testing fees may apply.

Health and Regulatory Requirements

For the safety of all care providers, students, faculty and patients of Lehigh Valley Health Network, Joseph F. McCloskey School of Nursing requires all students to meet health and regulatory requirements. As a student in our program, it is an expectation that you meet and maintain all guidelines in good standing. This includes criminal background checks, CPR for health care providers and fit-for-duty work status. Any changes in these statuses must be reported to the school of nursing promptly.

Background (via Castle Branch)

- Pennsylvania State Police Criminal Record check
- FBI (Federal Bureau of Investigation) fingerprint screen code: **1KG756** (Department of Public Welfare)
- Child Protective Services check (any findings under ChildLine will result in dismissal from the program)
- Drug screen

All students must have completed and have on file a Pennsylvania State Police Criminal History Clearance, a Pennsylvania Child Abuse History Clearance, an FBI fingerprint report, and drug screen before starting the first nursing course. The file will be maintained via Castle Branch account, as per professional law in Pennsylvania Act 69.

Students found to have a positive history may be prevented from beginning nursing courses.

Students acquiring a positive history during enrollment in nursing courses may be prevented from continuing in the program. It is the student's responsibility to address concerns regarding this to the Director of the School.

Clinical facilities have the right and/or responsibility to preclude students who have a history of criminal activity, child abuse and/or violation of the Older Adults Protective Services Act from the facility. Inability to complete required clinical practice will prevent students from achieving course objectives and meeting requirements for graduation.

The Pennsylvania State Board of Nursing may deny licensure based on an applicant's criminal history, child abuse history and/or fingerprint screen result.

Questions and concerns regarding these issues may be addressed to the Director of the School of Nursing and to the Pennsylvania State Board of Nursing (717-783-7142).

Student Health And Immunization Requirements

The student must provide evidence of being in good health prior to beginning the second-year nursing component of the program (prior to clinical classes). Health examination forms and requirements for immunizations are provided to the students at

a mandatory May welcome session. The student must have the following immunizations or evidence of immunity:

- Complete history and physical signed by a licensed clinician noting "fit for duty"
- Immunizations
 - **Tuberculosis:** IGRA (i.e., QuantiFERON Gold or T-spot) or baseline TB screening using two-step tuberculin skin test (TST)
 - 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 TST or positive IGRA will be exempt from tuberculin skin testing. A current chest X-ray (within six 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 first 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 first birthday).
 - **Tetanus, diphtheria, pertussis (whooping cough):** Documented administration of one dose of Tdap vaccine will be required (must be within 10 years).
 - **Hepatitis B:** Documented administration of a completed (three) dose hepatitis B vaccine series or if documentation is not available testing for positive (+) hepatitis B surface antibody will be required. (Documentation of at least one vaccine must be submitted prior to starting the program.)
 - **Influenza (flu):** Documentation of annual influenza (flu) vaccination or an approved exemption (medical/religious) will be required during flu season.
 - **COVID 19:** All students are highly encouraged to receive the COVID-19 vaccine (no boosters required) or submit an exemption request, in writing, to the JFMSON Director.
 - **All forms,** completed and signed by a licensed health care clinician (nurse practitioner, physician assistant or physician), must be uploaded into Castle Branch.
 - **Proof of current medical insurance coverage.**

Admissions

- Students at LVHN-JFMSON are carefully selected to include individuals who can meet the educational requirements for a dual enrollment registered nurse program.
- The school reserves the right to deny admission or readmission or to revoke an admission to any applicant if in the opinion of the school, it is not in the best interest of the student or school.
- LVHN-JFMSON operates without distinction of age, race, color, religion, gender, disability, sexual orientation or economic means.
- High school requirements:
 - A passing grade in the subjects listed and an earned grade of “C” or better in Algebra I and Chemistry with Lab below will be required of all applicants:
 - English: four units
 - Social Studies: three units
 - Mathematics: two units including Algebra I
 - Science: two units lab sciences including Chemistry

Criteria

- United States citizenship or documentation of proof of permanent residency (or student visa)
- High school transcript or GED equivalent official transcript
- The high school transcript must reflect three mathematics courses, algebra as one of them. Additionally, it must have three science courses with laboratory components and one of them with chemistry included.
- Failure to disclose all previous educational transcripts or employment history will result in the right to revoke admission.
- Beginning Aug. 1, 2023: All perspective students must submit a professional resume that includes: a professional goal, any coursework high school or other that supports health science learning (CPR, Lifeguard, Anatomy & Physiology etc.), and any current paid or volunteer work experience in the past five years.
- A copy of current LPN license (if applicable)
- Must be able to read, write and speak English and communicate in an understandable manner.

Every effort within reason is made to accommodate students with disabilities. Any student with a documented disability reserves the right to request special accommodation. Please read and follow steps outlined in JFMSON policy #204 Students with Disabilities and by notifying the Director of Nursing or designee.

- Contact admissions for specific details for foreign-educated students.

- Decision letters will be communicated in writing via email to applicants by the Office of Admissions. All accepted students must attend all orientation and information sessions directed by the school of nursing.

Readmission

This is the process that students requesting readmission to the school must follow:

1. Former students seeking readmission to the program must submit a written request to the admissions office.
2. Former students requesting readmission to the program will be evaluated individually.
3. Former students wishing to reenter the school must meet all course requirements for the class they are entering.
4. If readmission follows course failure, the failed course will be the first course scheduled upon reentry to the program. (See Promotion Policy.)
5. Returning students will be given the opportunity to audit previously completed courses. (See policy: Student Auditing of Courses)
6. A former student who withdrew for personal or academic reasons is allowed only one non-petitioned readmission to the school.
7. If a second failure occurs due to extenuating circumstances, a petition for readmission can be submitted to the Director of Nursing for committee review. All situations will be assessed on a case-by-case basis, and all committee decisions are final.
8. Students requesting readmission within one year do not need to repeat all background and health care requirements (except for the yearly flu vaccine). A request will be made to transfer their Castle Branch account into the new class.
9. **Students returning after one year must request and complete a new Castle Branch account, which will include redoing all admission requirements.**
10. Students who have been dismissed from the program due to acquisition of a positive criminal record, positive Child Protective Services check, and/or positive drug screening test will have no opportunity for readmission.

Transfer Credit Consideration

All applicants must submit all previous post-secondary transcripts to LVHN-JFMSON for review. All applicable transcripts are forwarded to Alvernia University for transcript review and approval. (See Transfer Policy.)

Tuition and Fees for RN Dual-Enrollment Program

JOSEPH F. McCLOSKEY SCHOOL OF NURSING AT LEHIGH VALLEY HEALTH NETWORK

Pre-Entrance Fees (nonrefundable)

Application Fee: \$50.00

Commitment Fee: \$75.00 (due with letter of intent)

Total: \$125.00

FRESHMAN YEAR ALVERNIA UNIVERSITY			JUNIOR YEAR LVHN's SCHOOL OF NURSING				SENIOR YEAR LVHN's SCHOOL OF NURSING		
	Fall Term	Spring Term		Fall Term	Winter Term	Spring Term	Fall Term	Winter Term	Spring Term
Tuition	\$6,580	\$6,580	Tuition	\$4,857*	\$4,857*	\$4,857*	\$4,857*	\$4,857*	\$4,857*
	14 credits* \$470 per credit**	14 credits* \$470 per credit**	Technology Fee	\$717	\$717	\$717	\$717	\$717	\$717
Lab Fee	\$60	\$120	Activity Fee	\$35	\$35	\$35	\$35	\$35	\$35
			Nursing Skills Lab	\$170	\$170	\$170	\$170	\$170	\$170
			Graduation	\$0	\$0	\$0	\$0	\$0	\$350
Total Cost Each Term	\$6,640	\$6,700	Total Cost Each Term	\$5,779	\$5,779	\$5,779	\$5,779	\$5,779	\$6,129

Total cost of freshman year courses: **\$13,340**

Total cost of second- and third-year nursing courses: **\$35,024**

*The tuition published is for full-time status. Full-time status is eight or more credits per term. Students transferring coursework or receiving advanced standing carrying fewer than eight credits will be billed at \$470 per credit.

**First-year students will be billed by Alvernia University only. All financial aid will be administered through Alvernia's Aid Office for that year. Junior and senior students will be billed by Joseph F. McCloskey School of Nursing. All financial aid for Junior and senior year will be administered through Joseph F. McCloskey School of Nursing. A \$25 fee will be charged to reactivate a previously reviewed application. Returning students who previously withdrew from the program will be charged \$150 fee to re-enroll into the program.

Costs are subject to increase at any time.

Notes: Junior Year – Nursing Courses

1. Students are expected to order at least two school uniforms prior to beginning the second year. Proper clinical shoes, a waterproof wristwatch with a second hand and stethoscope must also be purchased. The estimated cost of uniforms and clinical supplies is \$500.

2. Students are required to have a health examination and certain immunizations before starting the second (junior) year. It is the student's responsibility to assume the financial cost of these examinations. Health forms and directions are sent to students four months before the start of the junior year. Students are expected to have their own health insurance coverage. Proof of medical insurance coverage is required prior to beginning nursing courses.

3. Students are expected to purchase all the required textbooks and supplies needed to begin each nursing course. Textbooks purchased for fall term will also be used throughout all nursing terms. The estimated cost of textbooks is \$750 for second (junior) year, and an additional \$750 for senior year.

4. Students must have an FBI fingerprint screening, Pennsylvania Child Abuse History clearance, a Criminal Record check and a negative drug screen completed before beginning the nursing courses. Positive results could prevent matriculation into nursing courses. It is the student's responsibility to assume the financial

cost of these clearances. The estimated cost of these clearances is \$60. Further information will be provided.

Notes: Senior Year – Nursing Courses

1. Students are required to sit for the NCLEX-RN exam at the end of the program. The cost of the test is \$200.

2. Students wishing to work as a graduate RN before passing the NCLEX-RN exam will need to purchase a temporary practice permit - \$70. Students wishing to be licensed by the state of PA will need to pay a \$95 PA RN license fee. *(These fees are set by the State Board of Nursing and are subject to change.)*

Additional information regarding Joseph F. McCloskey School of Nursing tuition, fees and length of program can be obtained from:

Accreditation Commission for Education in Nursing

3390 Peachtree Road NE
Suite 1400 Atlanta, GA 30326
404-975-5000
acenursing.org

Billing and Payment

Tuition and fees for all first-year courses are billed by Alvernia University, and all financial aid is administered by Alvernia University for first-year coursework. First-year students should refer to Alvernia for directions on financial procedures at alvernia.edu/admissions-aid/office-student-financial-services.

Tuition and fees for the second- and third-year courses are billed by the School of Nursing, and all financial aid is administered by JFMSON for second- and third-year coursework (including any Alvernia courses taken during years two and three).

School of Nursing Financial Procedures

All billing, payments and receipts for second and third year are processed by the Bursar's Office located on the ground floor of the School of Nursing.

LVHN's School of Nursing Billing

Approximately 30 days (about 4 1/2 weeks) prior to each semester, all students will receive an electronic notice to their school Populi account letting them know that their account has been updated with their current academic charges.

Payments

Students must pay their tuition bills **one week** before the start of each term or sign up for the SON Payment Plan Option one week before the start of each new term. Students can make their tuition payments online via their Populi account or by mail. The school accepts personal checks, money orders and all major credit/debit cards. Checks and money orders should be made payable to Joseph F. McCloskey School of Nursing and mailed to: Bursar's Office, Joseph F. McCloskey School of Nursing, 420 S. Jackson St., Pottsville, PA 17901. Any questions should be referred to the Bursar's Office at **570-621-5448**.

Financial Disclosure

By registering for a course, or multiple courses, a student accepts responsibility for all charges associated with the enrolled term, regardless of payment method.

Federal FAFSA Codes

Alvernia University (first-year students) 003233

**Joseph F. McCloskey School of Nursing
(second- and third-year students)..... 011715**

Financial Aid Counseling

At LVHN Joseph F. McCloskey School of Nursing, we are deeply committed to supporting our students in navigating financial aid opportunities. Approximately 90% of our students receive financial aid, a testament to our dedication to making education more affordable. Our institution's active participation in federal and state financial aid programs ensures that our students have access to a wide range of financial assistance.

A dedicated Financial Aid Administrator is available to guide students through identifying financial aid sources, completing application procedures, and planning their educational expenses. Additionally, the Financial Aid Administrator provides personalized counseling and is available to answer questions or concerns related to financial aid eligibility.

We offer specialized support for veterans and their families. Our on-site VA Certifying Official assists with accessing benefits under the various VA education funding programs. This includes providing guidance on the application process and helping students maximize their veteran benefits.

Financial Aid Office Availability

The Financial Aid Office at Joseph F. McCloskey School of Nursing is here for you. We are open Monday through Friday, from 8 a.m. to 4:30 p.m. Our full-time Financial Aid Administrator is ready to meet with you in person, by phone or via email. If you have any questions or need additional assistance, don't hesitate to contact us at **570-621-5027**. We're here to help you every step of the way.



Financial Aid Application Instructions

To ensure full consideration for all types of financial aid, please be sure to complete each of the steps.

Applying for Financial Aid

1. Complete the Free Application for Federal Student Aid

(FAFSA) We strongly advise you to apply no later than May 1 so that you do not miss any deadlines. You will need to reapply each year you are enrolled as a student. The FAFSA form can be completed online at **studentaid.gov** or you can download the MyStudentAid app to complete your FAFSA application. Ensure you correctly list your educational program and grade level on the application.

2. Federal Direct Loan Program Requirements If you plan to borrow through the Federal Direct Loan Program, complete the Master Promissory Note (MPN), Entrance Counseling, and the Annual Student Loan Acknowledgement on the **studentaid.gov** website.

3. Respond to Additional Documentation Requests

The Financial Aid Office will contact you if additional documentation is required to assess your eligibility. Carefully review all correspondence from the Financial Aid Office, Federal Student Aid programs, and the Pennsylvania Higher Education Assistance Agency (PHEAA). For questions or assistance, contact the Financial Aid Office.

Sources of Financial Aid

Gift Aid

- Federal Pell Grant
- PA State Grant
- Employer Tuition Assistance
- Scholarships
- VA Funding

Loan Aid

- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Direct PLUS Loans
- Private Alternative Loans.

A complete listing and explanation of aid sources along with their eligibility requirements is available at **studentaid.gov**.

Refund Policy

First Year – Alvernia University

First-year students are directed to Alvernia University's catalog. (See refund policy.) **alvernia.edu/current-students/course-catalog**

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

If a student withdraws before the first day of the term, the school will refund 100% of the billed tuition and fees, and all scheduled financial aid will be canceled. If a student withdraws anytime up to the end of the sixth week of the term, a refund of billed tuition

and fees will be made as listed: WD during first week of classes -90%. WD during second week of classes- 80%. WD during third week of classes- 60%. WD during fourth week of classes- 40%. WD during fifth week of classes- 20%. WD during sixth week of classes- 10%. If a student withdraws after week 6 of a term, NO REFUND WILL BE MADE TO THE STUDENT. Counted weeks do not include published break weeks.

Return of Title IV Funds

If a student receiving financial aid from Federal Title IV funds withdraws or is terminated from the program, any refund due must be made to the organization providing the aid according to applicable governmental regulations before any refund can be made to the student. The refund policy is in accordance with the requirements of 34 CFR 668.22, code of Federal Regulations, which determine the amount of federal aid that has been earned and how much aid must be returned to any Title IV program. The order of repayment of Title IV funds is: (1) Federal Direct Unsubsidized Loan (2) Federal Direct Subsidized Loan (3) Federal Direct PLUS Loan (4) Federal Pell Grant (5) Other Title IV programs. If you have questions about Title IV program funds, you may contact the Financial Aid Office at **570-621-5027**.

Financial Aid Academic Progress Policy

Students at 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 earn 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 second and third year of the program.

Students enrolled in years two and three of the program must successfully complete each term with a grade of "C" 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 "C" 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 against 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 the required minimum grade and an explanation of what action the student has taken to ensure success.

Grade Level Advancement Policy for Financial Aid

Second-year students are defined as students who have completed all 28 credits of required first year courses with a grade of “C” or higher.

Third-year students are defined as students who have completed all 31 credits of required second year courses with a grade of “C” or higher, as well as all 28 credits of required first year courses with a grade of “C” or higher.

Veterans Education Benefits

Joseph F. McCloskey School of Nursing is committed to providing veterans and military students with their available VA Education Benefits. The Financial Aid Administrator at the School of Nursing is a VA Certifying Official. There is also a Certifying Official located in the Office of Student Financial Services at Alvernia University. First-year students will have all VA benefits administered from Alvernia University. Second-year and third-year students will have all VA benefits administered from the “Joseph F. McCloskey School of Nursing.”

Steps to Receiving VA Funds

There are several steps for receiving VA Education Benefits:

1. You must be accepted and enrolled in the program.
2. You must complete the required application for the GI Bill or other Department of Veterans Affairs (VA) education benefits.
3. Contact the Certifying Official at the appropriate school to submit all necessary paperwork such as your Certificate of Eligibility and DD-214.

VA Programs

- **Montgomery G.I. Bill** (Chapter 30) You are eligible if you enlisted after July 1, 1985; served at least two years on active duty; your pay was reduced by \$100 per month for the first 12 months of service; you have an honorable discharge; and you have not passed the 10-year delimiting date.
- **Post 9/11 Veterans Educational Assistance Act of 2008** (Chapter 33) You may be eligible if you served at least 90 aggregate days on active duty after Sept. 10, 2001, and you are still on active duty, in the selected reserves, or were honorably discharged from U.S. Armed Forces.
- **Montgomery G.I. Bill – Selected Reserves** (Chapter 1606) You are eligible if you incurred a six-year enlistment in the Selected Reserves or the National Guard after July 1, 1985; completed initial active-duty training; are serving in good standing in your unit; and you have not passed the 14-year delimiting date.
- **Montgomery G.I. Bill – Reserve Education Assistance Program** (Chapter 1607) You are eligible if you were a member

of the Selected Reserves or the National Guard and were deployed in a contingency operation for 90 consecutive days or more.

- **Survivors and Dependents Educational Assistance** (Chapter 35) Dependents of veterans (spouses and children ages 18-26) are eligible if the veteran has a 100% service-connected disability or the veteran’s death was service connected.
- **Vocational Rehabilitation** (Chapter 31) Veterans who suffered a service-connected disability while on active duty and need vocational rehabilitation because of their disability (normally 20% or greater) may be eligible for benefits. Contact the VA Vocational Rehabilitation Counselor at the Federal Building, Harrisburg, Pa., or call 717-221-3476 or 717-221-4445.
- **Tuition Assistance Members of the Selected Reserves and National Guard and Active-Duty** personnel may be eligible for tuition assistance from your respective service. Contact your unit of assignment or service education office for eligibility criteria and application forms.
- **Education Assistance Program (EAP)** Pennsylvania Army National Guard and Pennsylvania Air National Guard members may be eligible for 100% tuition payments for full-time attendance (12 credits or more per semester) or 50% tuition payment for part-time attendance. Contact your unit of assignment for eligibility criteria and application forms.
- **State Grant for Veterans** Former active-duty personnel who have been residents of Pennsylvania for 12 months; have an honorable discharge; have been enrolled at least one-half time in an approved program of study of at least two academic years; and are not in default of an educational loan may be eligible for the grant. Contact PHEAA at **1-800- 692-7392** for additional information and application procedures.
- **Other Financial Aid for Veterans** Additional financial aid may be available depending on your need and eligibility in the form of Federal Pell Grants, Federal Stafford Loans, Federal PLUS Loans, and college-based aid. You must complete a Free Application for Federal Student Aid (FAFSA) to apply for these programs.
- For more detailed information on VA benefits, including eligibility criteria for specific programs (e.g., Montgomery G.I. Bill, Post-9/11 G.I. Bill, and Vocational Rehabilitation), visit the Department of Veterans Affairs website or contact the School’s VA Certifying Official.
- **Memorandum of Record for VA Benefits** In compliance with the Veterans Benefits and Transition Act of 2018, Joseph F. McCloskey School of Nursing allows students receiving VA benefits to participate in educational activities while awaiting VA funding disbursement. No penalties, such as late fees or enrollment holds, will be applied due to delayed VA payments.

Student Lending Code of Conduct

- Joseph F. McCloskey School of Nursing provides students and their families with clear, accurate and unbiased information regarding student borrowing. To prevent any conflicts of interest between school personnel and education loan lenders, the school has adopted the following Code of Conduct, in full compliance with U.S. Department of Education (USDE) Title IV regulations:

- **No Revenue-Sharing Arrangements**

- Joseph F. McCloskey School of Nursing does not engage in revenue-sharing agreements with lenders. This ensures that students do not receive a financial benefit from recommending a specific lender.

- **Prohibition on Gifts**

- School officers, employees, or agents involved in financial aid processes or the administration of educational loans are prohibited from accepting gifts from lenders, guarantors or loan servicers. Gifts of nominal value, as defined by federal regulations, are not permitted.

- **Consulting or Contractual Prohibitions**

- Financial aid staff or school representatives involved in student loan administration cannot accept fees, payments or other forms of compensation from lenders or their affiliates. This includes compensation for consulting services or contracts related to educational loans.

- **Prohibition on Advisory Board Compensation**

- School officials, employees or agents may not receive anything of value in exchange for serving on an advisory board or committee organized by lenders, guarantors or

loan servicers. However, reasonable reimbursement for expenses incurred while serving on such boards is permitted provided it complies with federal guidelines.

- **Lender Selection for Borrowers**

- Joseph F. McCloskey School of Nursing does not assign or automatically recommend a specific lender to first-time borrowers. Students retain the full right to choose their lender to finance their education.

- **No Denial or Delay of Loan Certification**

- The school will not refuse to certify, deny or delay certification of a student's loan based on the student's choice of lender or guarantor. The right to select any lender remains solely with the borrower.

- **Prohibition on Private Loan Arrangements**

- The school does not request or accept offers from lenders to provide private education loans in exchange for a specified number or volume of Title IV loans or preferred lender status for federal student loans.

- **Prohibition on Lender Support for Financial Aid Operations**

- Joseph F. McCloskey School of Nursing will not request or accept staffing assistance from lenders for call centers or financial aid office operations. This ensures the integrity of the school's financial aid processes.

By adhering to this Code of Conduct, Joseph F. McCloskey School of Nursing ensures that its financial aid practices remain transparent, ethical and fully compliant with all federal regulations under Title IV. This commitment protects the interests of our students and their families while maintaining the highest standards of professional conduct.





Student Services

Library and Computer Lab Information

Health Sciences Librarian: Catherine Dieterly 570-621-5033

Library and Computer Lab Hours

The computer lab and library are always accessible to students. Access to the school of nursing is obtained by student card access via their school ID.

The school librarian is located at 700 Schuylkill Manor Road. They are available in person or via WebEx 8 a.m.-4 p.m., except for every third Tuesday when the hours of availability are 11 a.m. to 7 p.m. Meetings can be scheduled after business hours up until 7 p.m. if requested with 48 hours' advanced notice.

Available Resources and Services

- Remote access information, instructional materials, search tips for electronic resources, APA resources, email and more.
- Lehigh Valley Health Network **LIBRARY SERVICES**
e-Resources available via the LVHN (Lehigh Valley Health Network) Intranet homepage the "FIND FAST" drop down menu.
- Journals (E-Journal articles are accessed via the LVHN Digital Library website).
- Request service for journal articles (via email; PDF)

- Computer lab with 60 computers and a black-and-white printer.
- Tutor/conference room with whiteboard, desk, chairs, TV/DVD player.
- Research assistance as needed or by appointment. Can be done by phone, email, in person or Webex.

Library and Computer Lab Policies

- Be respectful in action, words and noise level, and remember, HIPAA still applies.
- Violation of rules can result in loss of privileges.
- Books can be checked out for three weeks with the option to renew (if there is no hold/reserve on the title).

Program for Advising and Guidance – Students

The Faculty Advisor program is designed to assist students in the School of Nursing to:

1. Examine their basic needs and goals.
2. Identify their responsibilities within the school.
3. Evaluate their attitudes and behaviors.
4. Become self-directed and self-sufficient through utilization of available programs.

Guidelines

1. The student is assigned to a faculty advisor.
2. All advisors will be available during the week of orientation with time slots for scheduling. The student must meet with their advisor during orientation week and at least once per semester. It is the student's responsibility to schedule mandatory appointments. A semester summary must be submitted from each advisor, or the student cannot advance to the next semester.
3. Academic and/or clinical advising is initiated by the faculty of the individual courses. Academic or clinical conferences for students on probation will be held with appropriate faculty and/or assigned advisor.
4. Additional conferences may be requested by the student with the current faculty advisor or with the Director of the School.
5. Faculty and advisors will refer students for tutoring assistance following any unsuccessful examination or curriculum concern.
6. Students may also seek tutoring assistance at any time.

Areas of responsibility

1. Director of the School

- has the responsibility for the operational leadership of the advising and guidance program.
- assigns advisees to advisors.
- changes advising assignments at the request of either the student or the advisor.
- arranges for group advising as needed.
- orients faculty members to the advising and guidance program.
- provides individual advisement and referral in special situations.

2. Faculty advisors

- Implement the program according to the philosophy of the program.
- Remain objective and nonjudgmental.
- Monitor the progress of students throughout the program.
- Refer students to appropriate resource persons, as necessary.
- Maintain confidentiality.

3. Resources

Attempts are made to secure appropriate resources as indicated. The following is a representative (but not all-inclusive) list of resources utilized by this program:

- | | |
|----------------------------------|-----------------------------|
| • Director of the School | • Adjunct tutors |
| • Student Assistance Program | • Faculty |
| • Parents and significant others | • Substance abuse counselor |
| • Financial Aid Officer | • FERPA |
| | • Annual security report |

Tutors

Adjunct faculty serve as student tutors and are available to all students to support content mastery. Students are encouraged to contact tutors to set up group study sessions, 1:1 instruction on content, and support and learning on study skills. Students will be assigned a mandatory tutor if they are not successful in an exam or have class grades of less than 78%. Students to be assigned tutors will be notified by course faculty, faculty advisor or student success specialist.

Attendance Standards (Attendance Policy)

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

Guidelines

1. Classroom and clinical practice attendance is mandatory. Unexpected absences will be handled individually.
2. It is required by the Pennsylvania Department of Health, The Joint Commission, and CDC (Centers for Disease Control) that all illnesses and injuries of employees/students MUST be tracked and trended. This is for the protection of employees, patients and the public.
 - a. 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. Students failing to follow these guidelines will be contacted by the Student Success Specialist or school administration.
3. If a student is absent from class/clinical due to illness, a health care clinician's statement verifying the illness and certifying that the student can resume classes/clinical may be required.

Attendance – Classroom

1. Students are expected to attend all classroom activities during the specifically scheduled times.
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
 - b. The Registrar/Coordinator 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 instructor 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.
2. Students who will be absent from a clinical assignment are required to contact the following prior to the scheduled start time (a minimum of two hours):
 - a. Their instructor
 - b. The assigned nursing unit/agency
 - c. The Registrar/Coordinator of the School of Nursing (570-621-5035).
 - d. Relaying messages through other students is not acceptable.
3. Students unprepared for clinical and dismissed by the clinical instructor are charged with one clinical absence that will need to be made up.
4. All clinical makeup will occur on **weekend days** based on availability of the clinical sites.
5. Students must make up all missed clinical days. If students miss more than two days per term, they will have an **UNSATISFACTORY** clinical evaluation, resulting in course failure.

Clinical Tardiness

1. A student who is tardy to clinical will be evaluated and directed accordingly by the clinical instructor.

Clinical/Laboratory Makeup

1. All makeup days for clinical/laboratory absences will occur in an equivalent clinical setting on assigned make up days or by an alternate assignment at instructor's discretion. (**These dates will be scheduled on weekend days.**)
 - a. All students will be allowed one clinical absence to be made

up at instructor convenience.

- b. A second clinical absence makeup will be scheduled at instructor convenience but will require a fee.
- c. A third clinical absence will result in **clinical failure**.

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.

Progression Standards

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

Guidelines

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; evaluation of written and oral assignments for classroom and clinical practice; and results of tests. Standardized achievement tests are used with these evaluations.

Grade Scale

Progression of the students to the next semester will require a semester GPA of 2.5 with all nursing grades to be equal to or greater than 78%.

*Highest Honors will be awarded to students with an A average of 94%-100%.

**Honors will be awarded to student with an A- average of 90%-93%.

Letter Grade	Alvernia	GPA
A	94%-100%	4.0*
A-	90%-93%	3.7**
B+	87%-89%	3.3
B	83%-86%	3.0
B-	80%-82%	2.7
C+	77%-79%	2.3
C	73%-76%	2.0
C-	70%-72%	1.7

Clinical Grades

Satisfactory clinical grade will be documented as PASS.

Unsatisfactory clinical grade will be documented as FAIL, resulting in failure of the didactic and clinical portion of the class.

More than two clinical absences will result in the failure of the didactic and clinical portion of the class.

Family Educational Rights and Privacy Act Standards

(FERPA policy)

General Policy Guidelines

We follow all federal and state regulations/policies. Please see the FERPA policy for complete details

1. All students enrolled in the School of Nursing will be notified annually of their rights under FERPA regarding 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 acknowledgement 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 about 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 the course management system email.
7. Student records will not be released unless all financial obligations are met or satisfactory arrangements made with the school.

Conduct Standards (Conduct policy)

Guidelines

- Students must adhere to all policies outlined in the student handbook and all pertinent policies of Lehigh Valley Health Network.
- Students must be in the classroom before the scheduled start time and be prepared to engage in all learning activities. Cellphones 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. Cellphone use is prohibited in the clinical practice setting.
- Students are **not** permitted to leave their assigned clinical areas to visit students, staff or patients in 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 patient's care is prohibited. Nonidentifiable patient information may be used for educational purposes in the classroom and

clinical setting. (Refer to Lehigh Valley Health Network confidentiality [HIPAA (Health Insurance Portability and Accountability) statement policy].)

Simulation Lab Guidelines

Simulation Scenarios - Simulation case scenarios in the Simulation Lab involve active participation for all students. Mannequins are to be used with respect and treated as if they are live patients. The Simulation Lab is a learning environment. Situations simulated in the lab are used as a learning tool, and no discussion of students' actions should take place outside the lab. A debriefing session will be provided for all simulation experiences.

Confidentiality

To preserve the realism of the scenarios used in the lab and to provide an equitable learning experience for each student, all persons using the lab will be required to sign a confidentiality agreement. The scenarios are not to be discussed outside of the simulation and debriefing sessions. This is to protect the value of the experience for those who will eventually take part in the clinical scenarios. If the student discloses any simulation information, it is considered cheating, and the student will receive a failing grade for the simulation, may be excluded from any further simulation experiences, and may be subject to disciplinary action outlined in the Student Handbook.

Students are expected to uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA). Students agree to report any violations to the faculty or instructor.

Lab Equipment

If a piece of equipment comes up missing or is broken, it is the responsibility of the student to report it to the faculty. Below is the list of rules each student must adhere to concerning equipment:

- When working in the Simulation Lab, students must wash their hands upon entering with gel or soap and water, if visibly dirty.
- Always use gloves when working with mannequins or task trainers.
- No jacket, coats, school bags or purses are to be placed on the patients' beds or inside the simulation rooms.
- No pens and markers allowed in the labs, only pencils.
- No eating or gum-chewing are allowed in the Simulation Lab. Beverages in a closed container only may be used in the nurses' station.
- Under no circumstances may sharps or supplies be removed from the Simulation Lab without permission from an instructor.
- All sharps must be disposed of in an appropriately labeled sharps container.
- All injuries shall be handled in accordance with the LVHN-JFM School of Nursing Policy.
- The medical and disposable equipment within the Simulation Lab should never be used for clinical purposes. However, it should be treated with the same safety precautions employed with actual clinical equipment.
- Simulation mannequins may not be moved from the beds unless in the presence of an instructor.
- The simulation rooms and the nurses' station should be cleaned after use. Trash bins for disposal are to be placed outside the room by support staff.



Facilities and Resources

The Nursing Program is located just behind the campus of Lehigh Valley Hospital–Schuylkill East Norwegian Street Pottsville, Pa. The address is 700 Schuylkill Manor Road, Pottsville, PA 17901. The off-campus instructional site is at the Center for Healthcare Education, 3900 Sierra Circle, Center Valley, PA 18034. Both facilities include classrooms, a library, computer lab, nursing simulation laboratory and faculty offices. The administrative offices are on the first and second floors of the nursing school.

The Clinical Laboratory is designed to complement classroom instruction. LVHN offers outstanding clinical laboratory facilities. Serving as a regional center for the care of patients with numerous specialties and available experiences at their main tertiary care center located in Allentown, Pa. Students are involved in community settings that provide observational experience throughout their coursework in the current curriculum. Throughout the program, qualified nursing instructors plan and supervise students in their clinical experiences.

The Nursing Simulation Laboratory provides the student with simulated clinical settings in which to practice nursing

skills and procedures. This setting enables the student to become proficient in basic and advanced skills using state-of-the-art equipment, clinical simulation, interactive learning and instruction by experienced staff. The non-threatening learning environment reinforces classroom learning and helps to prepare students for the clinical patient care assignments. The lab is available to students during the day hours, with evening hours available by appointment.

The Computer Resource Room provides computer-assisted instruction that helps the student learn and apply nursing theory in an interactive learning environment. The student can learn at a self-directed pace and can practice problem-solving, critical thinking and decision-making in a non-threatening environment. All exams at the school of nursing are completed on a computer-based platform through ATI.

The library is in the SON on the second floor. The student can utilize the library to complete research, study, access the internet, email and read a variety of professional journals associated with nursing, medicine and other allied health subjects. The students may also choose to utilize the resources at LVHN and Alvernia University.





Graduation Requirements

Guidelines

To graduate from the School of Nursing, a student must complete all program requirements as outlined below:

1. Complete all course requirements.
2. Earn at least a minimum cumulative grade point average (GPA) of 78%.
3. Complete the last three terms at the School of Nursing.
4. Fulfill all financial obligations.
5. Complete an exit interview with the Director of the School of Nursing

When 1-5 above are met, the student is eligible to receive a diploma (RN in Nursing) from Joseph F. McCloskey School of Nursing. Additionally, the class of 2024 and beyond will receive an associate in applied science degree from Alvernia University.

Permission to sit for the NCLEX- RN licensure exam is authorized by the Pennsylvania State Board of Nursing contingent on:

- a. Verification of completion of all program requirements by the Program Director.
- b. Submission of electronic application for RN license and related fees.

In addition, the student is expected to attend graduation unless extenuating circumstances exist.

If the student is unable to attend graduation, they must:

- a. Notify the Director of the School of Nursing, for planning purposes, in writing, one month before the scheduled graduation date.

Criteria for Graduation with Honors

- Highest Honors will be awarded to students with an “A” average of 94%-100%.
- Honors will be awarded to students with an “A-” average 90%-93%.

Administration, Faculty and Staff

LVHN's School of Nursing

Director of Nursing – Dr. Tina VanBuren – Second Floor SON	570-621-5035
Director of Strategic Development – Dr. Jennifer Jones-Lapp – Second Floor	570-621-5035
Financial Aid Admin – Michelle Siminitus – First Floor SON	570-621-5027
Registration/Coordinator – Sharon Lehman – First Floor Lobby Area	570-621-5084
Admissions /Bursar – Jennifer Hepler – First Floor	570-621-5448
Librarian – Catherine Dieterly – First Floor Library	570-621-5033
Student Success Specialist – Michelle Morcombe – First Floor	570-621-5535

Nursing Faculty

Judith Baker	Sim Center Third Floor Hospital – Office #1	570-621-5038
Brianne Conely	Sim Center Third Floor Hospital – Office #3	
Christiane Benner	Sim Center Third Floor Hospital – Office #8	570-621-5538
Donna Marie Cowan	Sim Center Third Floor Hospital – Office #7	570-621-5028
Sharon Weaver Gallo	Sim Center Third Floor Hospital – Office #6	570-621-5040
Jennifer Gambal	Center for Healthcare Education	
Karen Lightcap	Sim Center Third Floor Hospital – Office #5	570-621-5536
Desiree McHugh	Sim Center Third Floor Hospital – Office #3	570-621-5535
Karen Schulze	Sim Center Third Floor Hospital – Office #4	570-621-5124
Shaina Whitecavage	Sim Center Third Floor Hospital – Office #2	570-621-5039

Adjunct/Tutoring Nursing Faculty

Dr. Amber Handwerk	Amber.Handwerk@lvhn.org
Micah Kidd	Micah.Kidd@lvhn.org
Barbara Morrison	Barbara.Morrison@lvhn.org
Leslie Padilla	Leslie.Padilla@lvhn.org
Shannon Manfredo	Shannon_M.Manfredo@lvhn.org

Lehigh Valley Hospital-Schuylkill South Jackson Street

General Number (Switchboard)	570-621-5000
Dining Room	570-621-2980
Simulation Center	570-621-5454

Nurses' Stations-South

IBH	570-621-5500
AIBH	570-621-5551
SBHU	570-621-4960

Lehigh Valley Hospital-Schuylkill East Norwegian Street

General Number (Switchboard)	570-621-4000
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Nurses' Stations-East

5 North	570-621-4750 or 4752
6 North	570-621-4760 or 4761
SBHU	570-621-4724
ICU	570-621-4740
Maternity	570-621-5239
Pediatrics	570-621-4480
Stine Rehabilitation	570-621-4910
Same Day Surgery	570-621-4232
ED	570-621-4938

Alvernia University Directory

Glynis Fitzgerald, PhD, President

Leamor Kahanov, PhD, Provost & Senior VP

Cynthia Mensch, MEd

Director Pottsville CollegeTowne	570-385-2382	Cynthia.Mensch@alvernia.edu
Dr. Frank A. Franco Library	610-796-8223	library.calender@alvernia.edu
Academic Success Center (ASC)	610-796-5613	Academic.support@alvernia.edu
Accessibility Services Office	610-568-1499	Accessibility.services@alvernia.edu
Registrar's Office	610-796-8280	
Office of Student Financial Services	610-796-8201	sfs@alvernia.edu
Office of Student Accounts	610-796-8201	Student.accounts@alvernia.edu

Academic Calendar

August 19, 2024	Faculty Return
August 26, 2024	Junior Orientation Class of 2025
August 27, 2024	Junior Orientation Class of 2025
August 28, 2024	Junior Orientation Class of 2025
September 2, 2024	Labor Day Holiday / No Classes Held
September 3, 2024	Fall Term/Academic Year Begins
October 28-29, 2024	ACEN Focused Visit
November 18-21, 2024	Final Exams
November 22, 2024	Fall Term Ends
November 25-29, 2024	Fall Break
December 2, 2024	Winter Term Begins
December 21, 2024	Winter Break Begins
January 6, 2025	Winter Term Continues
March 3 – 6, 2025	Final Exams
March 7, 2025	Winter Term Ends
March 10-14, 2025	Spring Break
March 17, 2025	Spring Term Begins
April 18, 2025	No Classes Held
May 19, 2025	NCLEX Review / Comp Predictor
May 26, 2025	Memorial Day/ No Classes Held
May 28, 2025	Pinning Class of 2025
May 30, 2025	Commencement Class of 2025
June 2-5, 2025	Junior Finals
August 18, 2025	Faculty Return
August 25, 2025	Junior Orientation Class of 2026
August 26, 2025	Junior Orientation Class of 2026
August 27, 2025	Junior Orientation Class of 2026
September 1, 2025	Labor Day Holiday (No classes)
September 2, 2025	Fall Term Begins



Joseph F. McCloskey
School of Nursing

