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Welcome to the Practical Nursing (PN) Program at the EASTERN Center for Arts and Technology. The program is approved by the PA State Board of Nursing and accredited by the Middle States Commission on Secondary Schools. You have been selected to enter this program because we believe that you have the potential for success in becoming a practical nurse.

Throughout the program, opportunities will be provided for you to achieve the specific skills and knowledge for you to meet the program objectives. The faculty will identify and coordinate all necessary learning experiences so that you may reach your goal in practical nursing.

The purpose of this handbook is to acquaint you with school policies that will be your responsibility throughout the program. You will want to retain this handbook as a guide and a reference to be consulted when policy clarification becomes necessary. **The faculty reserves the right to amend or add policies at any time during the program. Students will be informed in writing about any changes and be required to sign an acknowledgement document. Student's refusal to sign acknowledgment document will not negate the policy change.**

All activities, services, education programs and employment practices at EASTERN are nondiscriminatory as required by Title VI, Title IX and Section 504 of federal law. If there are restrictions, they are based on one's ability and aptitude, not on one's sex, race, color, national origin, or disability. Additionally, students and employees with disabilities may qualify for special services or instruction and equipment modifications. Students with limited English language skills will not be denied participation in any activity or program. Complaints or concerns about discriminatory treatment and racial or sexual harassment should be directed to EASTERN's Equity Coordinators, at 3075 Terwood Road, Willow Grove, PA 19090 (215) 784-4800.

It is our hope that you will enjoy our Practical Nursing Program and experience the highest degree of achievement and satisfaction.

## Mission Statement

**The Mission of EASTERN Center for Arts and Technology, a leader in technology and in developing innovative, responsive programs, is to equip all students with the skills, knowledge and attitudes necessary to select, enter and succeed in a career and to anticipate and adapt to change by providing high-quality technical instruction and specialized services.**

## Approval and Accreditation

Pennsylvania State Board of Nursing  
Commonwealth of Pennsylvania  
Bureau of Professional Affairs and Occupations Affairs  
PO Box 2649  
Harrisburg, PA 17104  
1-717-783-7146

Middle States Association of Colleges and Schools – Commissions on Elementary and Secondary Schools (MSA-CESS)  
3624 Market Street  
Philadelphia, PA 19104  
215-662-5603

## *Policy Changes*

The faculty reserves the right to amend or add policies at any time during the program. Students will be informed in writing about any changes and be required to sign an acknowledgement document. Student's refusal to sign acknowledgment document will not negate the policy change.

## *Program Admissions*

Information about admission to EASTERN Center for Arts and Technology Practical Nursing Program may be obtained at the following:

EASTERN Center for Arts and Technology  
Practical Nursing Program  
3075 Terwood Road  
Willow Grove, PA 19090

215-784-4805  
[www.eastech.org](http://www.eastech.org)

## *Important Numbers and Websites*

Student Clinical Call Out Phone Number – **215-481-3228** and leave a message.

**Moodle** Site Address – <http://www.pnecat.expertlearning.net>

**Weather Related School Closing** – SEE Last page of Handbook

## Philosophy

Practical Nurses possess the Knowledge, Skills and Attitudes (KSA's) necessary to provide patient-centered, safe, legal, ethical, and competent quality nursing care to diverse populations in all age groups and settings which are within the Practical Nursing scope of practice. Practical Nurses apply evidenced based theoretical concepts from the sciences, nursing and technology to the patient care they provide.

Practical Nurses use KSA's to make sound clinical decisions based upon patient assessment and in collaborating with interdisciplinary team members to accept, prioritize, communicate, administer and/or delegate care to provide the best possible outcome for the patient.

Practical Nurses assist patients in meeting their individual health goals by utilizing best practices to encourage health promotion and wellness by providing health education. Practical Nurses assist patients in recovery from acute/chronic illness or injury and meet the needs of those who cannot care for themselves. Most importantly, nursing care is provided with Patient Safety and Comfort as Priority #1.

EASTERN's curriculum is developed to build upon previous learned knowledge and sequential instruction. Maslow's Hierarchy of Needs and the Body Systems model are used to help students organize the pathophysiologic curriculum concepts. Basic scientific principles, human diversity, gerontology, pharmacology and nutrition are integrated throughout the curriculum. Each nursing course addresses vocational development, current nursing issues/initiatives and management/leadership principles.

EASTERN Practical Nursing students are held to high standards, standards that reach above minimal competency. Technology, active learning principles and innovative approaches are applied in theory and clinical situations to assist the student in meeting the KSA's inherent of the Practical Nurse. EASTERN students are adult learners and are responsible for their own education and in communicating their learning needs.

Practical Nurses are accountable for the nursing care they provide and are responsible to build upon their foundational knowledge through lifelong learning by engaging in continuing education and/or career progression.

## Program Outcomes

The purpose of the Practical Nursing Program is to prepare safe, entry level practical nurses that can provide quality care in all settings where nursing takes place, under the direction of a Registered Nurse, Physician or other qualified health practitioner. At the completion of the program, the graduate practical nurse will:

1. Demonstrate appropriate clinical decision making based on critical thinking/clinical judgment in the delivery of patient-centered nursing care.
2. Contribute to the interdisciplinary team by prioritizing, accepting, delegating or supervising patient care in an efficient manner, and by communicating using positive interpersonal skills to convey knowledge, promote patient safety and continuity.
3. Provide a patient care environment that minimizes the risk of adverse events by making clinical decisions based on nursing knowledge and evidenced based practice.
4. Maintain information technology literacy and information integrity to use technology in nursing practice competently.
5. Provide patients with information needed to promote health/wellness and to effectively manage disease.
6. Accept responsibility and accountability for personal and professional development that includes legal and ethical principles and complies with the standards of nursing practice.

## Knowledge, Skills and Attitudes (KSA) of the Practical Nurse related to Program Outcomes

### **Patient Centered Care/Clinical Decision Making**

**Outcome:** Demonstrate appropriate clinical decision making based on critical thinking/clinical judgment in the delivery of patient-centered nursing care.

<b>Knowledge</b>	<b>Skills/Attitudes</b>
<b>1</b> - Identify the body systems by name, function and levels of organization within the body.	<b>1</b> - Demonstrate understanding of patients' rights.
<b>2</b> - Describe how each body system affects the body as a whole. (K2)	<b>2</b> - Recognize impact of personal attitudes, values and belief's regarding delivery of care to diverse patients.
<b>3</b> - Describe the effects of disease on each body system and the body as a whole.	<b>3</b> - Appreciates the difference between data collections and assessment.
<b>4</b> - Review the spectrum of health care settings in which patient care is provided	<b>4</b> - Demonstrate basic nursing skills, data collection and basic assessment skills related to an individual patient using proper techniques to ensure patient safety.
<b>5</b> - Understands the diversity of the human condition.	<b>5</b> - Perform a focused assessment on patients of all ages with common medical surgical/mental and maternal/child/pediatric health problems and identify deviations from normal.
<b>6</b> - Define characteristics of nursing process and clinical decision making.	<b>6</b> - Differentiate relevant vs irrelevant patient data to prioritize clinical decision making.
<b>7</b> - Relate the various elements of the nursing process to clinical decision making.	<b>7</b> - Use the steps of the nursing process when developing and evaluating plan of care.
<b>8</b> - Discuss concepts integral to the provision of safe, patient centered care: pathophysiology, nursing process, clinical judgment, advocacy, cultural sensitivity.	<b>8</b> - Include patient centered interventions in the plan of care.
<b>9</b> - Describe the use, actions, side effects, contraindications, nursing implications and patient education needs for selected drugs.	<b>9</b> - Respects the patient's perspective regarding own health.
	<b>10</b> - Apply knowledge of pharmacology, pathophysiology, and nutrition, to the care of patients with common health problems.

### **Teamwork and Collaboration/Communication**

**Outcome:** Contribute to the interdisciplinary team by prioritizing, accepting, delegating or supervising patient care, and in communicating using positive interpersonal skills to convey knowledge to promote patient safety and continuity.

<b>Knowledge</b>	<b>Skills/Attitudes</b>
<b>10</b> - Describe the scope of practice and the role of interdisciplinary healthcare team members.	<b>11</b> - Participate as a member of the interdisciplinary healthcare team within the scope of LPN practice.
<b>11</b> - Understand the principles of effective interpersonal communication through various means.	<b>12</b> - Demonstrate the use of therapeutic communication principles to facilitate the development of a caring nurse-patient relationship.
<b>12</b> - Identify the components of clear, concise interdisciplinary communication, i.e. SBAR reporting.	<b>13</b> - Document assessment and medication administration on paper and electronic documentation
<b>13</b> - Identify the LPN role and responsibility in resolving an issue/concern.	<b>14</b> - Provide a verbal incidental and SBAR report to instructor and primary nurse.
<b>14</b> - Understand the principles of accountability and delegation	<b>15</b> - Demonstrate time management and priority setting in the plan of care of one/two patient(s).

<b>15</b> - Identify effective leadership and management skills and styles.	<b>16</b> - Perform patient hygiene and daily care routines.
	<b>17</b> - Communicate patient related information to designated team members in a timely manner.
	<b>18</b> - Recognize one's own competence and consults as needed with other health professionals with appropriate competence.
	<b>19</b> - Practice civility

**Safety/Evidenced Based Practice (EBP)**

**Outcome:** Provide a patient care environment that minimizes the risk of adverse events by making clinical decisions based in nursing knowledge and evidenced based practice.

<b>Knowledge</b>	<b>Skills/Attitudes</b>
<b>16</b> - Describe the concept of evidenced-based practice.	<b>20</b> - Apply appropriate measures to prevent or minimize risk of injury to self and patients.
<b>17</b> - Identify reliable sources for evidence to plan nursing care.	<b>21</b> - Use appropriate resources when selecting interventions for the plan of care.
<b>18</b> - Discuss patient care concepts and their relationship to providing care that is safe for the nurse and patient: medication administration, documentation, body mechanics and ergonomics, and nursing process.	<b>22</b> - Administer oral, nasal, enteral, inhaled, vaginal, otic, ophthalmic rectal, and parenteral medications using the six rights.
<b>19</b> - Identify different medication classifications and their uses.	<b>23</b> - Demonstrate consistent accurate medication dosage calculations.
<b>20</b> - Define common terminology used in describing body processes, drug properties and nursing care.	<b>24</b> - Apply appropriate measures and resources to solve problems.
<b>21</b> - Define the methods, strategies and techniques for safe medication administration.	<b>25</b> - Implement nursing care that is safe and based on the established plan of care.
<b>22</b> - Identify actual and potential environmental safety risks while providing a safe environment for the patient, self and others.	<b>26</b> - Utilize medical terminology in describing body processes.
<b>23</b> - Recognizes the importance of nursing data to improve nursing practice.	

**Technology**

**Outcome:** Maintain information technology literacy and information integrity to use technology in nursing practice competently.

<b>Knowledge</b>	<b>Skills/Attitudes</b>
<b>24</b> - Define the impact of computerized information management on clinical practice and the role of the nurse.	<b>27</b> - Demonstrate effective use of information technology to access evidenced based literature as well as communicate with members of the interdisciplinary healthcare team, accurately documenting patient care in a secure and timely manner.
<b>25</b> - Understands computerized systems used in healthcare.	<b>28</b> - Access needed information accurately and efficiently.
	<b>29</b> - Adhere to patients and significant others privacy and confidentiality.

**Patient Education**

**Outcome:** Provide patients with information needed to promote health/wellness and to effectively manage disease.

Knowledge	Skills/Attitudes
<b>26</b> - Identify the characteristics that distinguish an adult learner	<b>30</b> - Meet the simple learning needs of patients and significant others.
<b>27</b> - Define different learning styles.	<b>31</b> - Participate in planning and providing the educational and safety needs of patients and their significant others, as well as reinforcing education provided by members of the healthcare team.
<b>28</b> - Identify the learning needs of patients and significant others.	
<b>29</b> - Identify the components required to prepare a patient teaching plan for an adult/older adult.	

**Professionalism**

**Outcome:** Accept responsibility and accountability for personal and professional development that includes legal and ethical principles and complies with the standards of nursing practice.

<b>30</b> - Discuss the history of nursing, the role of the nurse and scope of practice related to established code of ethics, nurse practice acts and professional registrations/certifications.	<b>32</b> - Demonstrate responsibility for own actions taken or not taken.
<b>31</b> - Recognize the Quality and Safety Education in Nursing (QSEN) and the PN curriculum competencies related to knowledge, skills and attitudes that nurses are expected to integrate into their practice.	<b>33</b> - Accept constructive criticism and evaluate personal strengths and needs.
<b>32</b> - Identify the scope of practice and professional standards for the LPN.	<b>34</b> - Adhere to ethical, legal and professional standards while maintaining accountability and responsibility for the care provided to patients and their significant others.
<b>33</b> - Discuss legal/ethical issues related to medication administration.	
<b>34</b> - Recognize own strengths and needs and how they are related to accountability.	
<b>35</b> - Describe techniques of seeking employment.	

*Performance and Promotion Processes and Policies*

Level	Courses	Full Time	Part Time
<b>Level 1A</b> – Fundamentals of Nursing	<b>Anatomy and Physiology Pharmacology Nursing 1-A</b>	13 Weeks*	26 Weeks*
<b>Level 1B</b> - Fundamentals of Nursing	<b>Nursing 1-B P and V - 1</b>	6 weeks*	12 Weeks*
<b>Level 2</b> – Medical Surgical	<b>Nursing 2</b>	20 Weeks*	40 Weeks*
<b>Level 3</b> – Maternal Child/Pediatric	<b>Nursing 3 P and V - 2</b>	9 Weeks*	18 Weeks*
		35 Hours/Week*	16 Hours/Week*



## Grading and Progression

The FT and PT programs consists of 3 levels, and 4 tuition payment periods. **Students must maintain a 75% average in each theory course, pass the course clinical component and maintain an 85% average in each Nursing course's Medication Math tests to progress to the next level and remain in the program.**

## Theory Grading Scale

Students must achieve a minimum of a 75% average in final grade to pass each course. Grading scale is as follows:

**A** = 94 – 100      **B** = 86 - 93      **C** = 79 - 85      **D** = **75** - 78      **F** = Failure (below 75)  
(Decimals of 0.50 or higher will be raised to the next highest whole number for all grade calculations).

## Report Cards

Students are given Report Cards at the end of Level 1B, Level 2 and Level 3.

## Policy for Administration of Examinations:

- All students will be expected to be present for scheduled examinations. **No student will be admitted into the classroom once the exam has been handed out to all students and the test has begun.** If a student arrives after this time, they will be considered absent.
- Faculty may seat the students as deemed necessary for examination security.
- All students' belongings will be placed in the front of the room prior to the start of the examination. The student is permitted only a pencil. Scrap paper will be provided.
- Prior to an exam +/- or review, ALL students must hand in their "turned OFF" cell phone. Calculators will be handed out by the faculty. At the end of the exam the student may then retrieve their cell phone, but it will be collected again during the exam review.
- All examinations will be answered on the designated answer sheet.
- Students may not leave the room during the examination.
- No exchanges of information or use of resources will be permitted except by the direction of the instructor. (i.e. open book examinations).
- TALKING to a classmate during the exam will be viewed as a "cheating behavior"
- Cheating will result in a ZERO grade and DISCIPLINARY action.
- Exams will not be reviewed until all class members have taken the test.
- All clinical assignments that are due **MUST** be handed in and **COMPLETED IN FULL** prior to exam. If a student fails to submit fully completed paperwork the student cannot take the test at that time and the "75 Rule" (see below) will apply to the examination once it is taken.

## Examination Makeup Policy

- If a student is unable to take an exam due to serious illness or personal crisis, the student **MUST** follow the Examination Makeup policy below:
  - Notify the instructor **PRIOR** to the start of the examination **AND AT THAT TIME** re-schedule the exam makeup with the Instructor.
  - The highest grade that may be entered for the first missed THEORY test of the level is a **75%**, a MED MATH examination is an **85%**.
  - The highest grade that may be entered for the second missed THEORY test of the level is a **70%**, a MED MATH examination is an **80%**.
  - The highest grade that may be entered for the third missed THEORY test of the level is a **65%**, a MED MATH examination is a **75%**.
- Verifiable, Documented and Extenuating circumstances may be considered individually.

**The Medication Math Policy:** is used to evaluate and ensure safety with medication administration. All students will be required to **PASS** a series of Medication Math Proficiency Tests. These tests will occur as follows:

**Level 1 B** – One (1) end of term Medication Math Proficiency test. Students must achieve an 85% or better, in order to PASS the clinical portion of Nursing 1- Fundamentals. Students are given two (2) attempts to pass this test.

**Level 2** – During Nursing 2 - Medical Surgical Nursing, a series of five (5) tests will be given. At the end of the course, the student must average an 85% or better to PASS the clinical portion of the course. Students who do not obtain the 85% will be given a comprehensive Nursing 2 Math examination in which they must obtain at least an 85% to pass the clinical portion of the course.

**Level 3** – There will be three (3) tests during Nursing 3 - Maternal Child/Pediatric Nursing. Students must achieve an average of 85% on the three (3) tests in order to PASS the clinical portion of the course. Students who do not obtain the 85% will be given a comprehensive Nursing 3 Math examination in which they must obtain at least an 85% to pass the clinical portion of the course.

**Rules for correct answering of Math Questions (ALL work must be shown to get credit)**

- Must use leading 0, not trailing zero. Example: 0.8 ml not .80 ml, (1/2 off if rule not followed).
- If the question asks the student to give 1/8 of a pill or an exorbitant number of pills, the student should write that they would question the dose and/or call the Pharmacy.
- Syringes are marked if requested.
  - If the volume is > 1 milliliter round to the 10<sup>th</sup> place (1 spot), i.e. ... 1.28 = **1.3** or 1.24 = **1.2**
  - If the volume is < 1 milliliter, round to the 100<sup>th</sup> place (2 spots), i.e. 0.654 = **0.65** or **0.135** = **0.14**
  - Incorrect rounding will lead to ½ point off question.
- If the syringe is not calibrated to meet the needs of the ordered dosage, then the answer should be to get another syringe.
- IV Gravity Drip Rates must be rounded up or down. I.e... Calculator answer is 20.8, Test answer is 21 drops per minute. (1/2 off if student puts answer as 20.8)

## Assessment Technologies Institute (ATI) Curriculum Testing

**ATI Curriculum Assessment and Remediation Testing (CARP)** are web-based curriculum examinations. These examinations will be administered throughout the program. See schedule below. The exams have 2 versions, Non-Proctored (**NP**) practice exam and Proctored (**P**) exam, both of which assist students in knowledge acquisition and computerized testing. Students must go to the [atitesting.com](http://atitesting.com) website to take the (NP) examinations. ATI Resources also include TUTORIALS which may be done at any time by each individual student or group.

Level 1	Level 2	Level 3	Proctored (P)	Non-Proctored (NP)
Critical Thinking Entrance - Exam			X	
Nurse Logic - Tutorial				
Learning Systems - Tutorial				
Video Case Studies - Tutorial				
Fundamentals - Exam			X	X
	Adult Medical Surgical - Exam		X	X
	Pharmacology - Exam		X	X
	Mental Health - Exam		X	X
	Learning Systems - Tutorial			
		Maternal Newborn Exam	X	X
		Pediatric Exam	X	X
		Leadership/Management Exam	X	
		Critical Thinking Exit- Exam	X	
	<b>This exam Is GRADED</b>	<b>Comprehensive Predictor*</b>	X	X

**\* ATI Predictor Scores**

This test is given during Professions and Vocations – 2. The *Predicted Probability of Passing NCLEX score* is 50% of the P & V-2 grade.

The PROBABILITY of PASSING grade is useful in determining readiness to take the NCLEX-PN exam. Data demonstrates that students who obtain a 93% or greater Probability score have a very good chance of passing the NCLEX-PN on the first attempt.

ATI Access Codes can be found on the ATI site and/or in PN MOODLE. Students have UNLIMITED ACCESS to NP ATI Resources for up to ONE YEAR after GRADUATION.

A **score > 90** on the (NP) exams given throughout the program must be completed prior to taking the (P) exam. The (NP) exams can be taken as many times as needed to obtain the required score. Students need to keep in mind that there is a “lock out” period between each attempt. The “lock-out” time will be determined by the Course Coordinator, but is typically 12 hours. The student must present documentation of achieving the required score on the (NP) exam and be on time to be admitted to the (P) examination. Students who are late and/or not prepared will be rescheduled.

If a student does not achieve a “Level 2” score on **any** of the (P) exams, written remediation is required in order to progress into the next program level.

Directions for written remediation are as follows:

- Print out the detailed report of your completed ATI exam.
- Highlight all items that you got wrong on the exam.
- Research the correct answer to all your wrong answers by using the ATI computer remediation resources or your own textbooks.
- Write the correct answer and the correct rationale for the answer right next to the highlighted item on your score report.
- Once completed, IN FULL, submit to Instructor.
- If not complete, Instructor will not accept it and return to student for completion.
- DUE DATE: Will be determined by Course Coordinator

**ATI Live Review**

This is a 3-Day Live Review held at the end of the program. The course reviews program content to prepare our graduates for the NCLEX-PN examination. **ATTENDANCE is MANDATORY**

## Clinical Performance

**The Clinical Point System:** is used to assist in the objective evaluation of students while on clinical to enhance student success. This is a student learning tool as it provides students with general clinical behavior expectations. Students will receive a warning, prior to accruing any clinical points. If the behavior(s) persist, points will be given.

Documenting Timeline:

- If a student is given points, the Instructor must make the student aware of the points on the same day the points were given.
- Clinical Point Sheets and/or Write-ups that document the student's behavior that warranted points must be made available to the student within 14 days.
- Full-time students have 3 days and Part-time students have 14 days to comment and/or dispute the accrual of points in writing.

The accrual of 10 points can lead to a Clinical Failure. Each student starts each level (1 A/B, 2, 3) with zero (0) points. Points do not carry over from one level to the next.

The total maximum points that can be accrued on any clinical day is six (6) points. At that time a Student Learning Directive plan will be made by the student and faculty member. The student must initiate a meeting with the faculty member for the development of this plan.

**EASTERN Center for Arts and Technology**  
**Practical Nursing Program**  
**Clinical Point System Nursing**

Student Name \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

POINT VALUE	BEHAVIORS OBSERVED	POINTS RECEIVED
	<b>PROFESSIONAL</b>	
1	Unprofessional/Negative Behavior-Verbal/Non-Verbal	
1	Lack of adherence to personal grooming policy (refer to Student Handbook)	
1	Lack of adherence to institution's policies (smoking, parking, telephone use)	
1	Inability to communicate with clients, faculty or staff	
2-4	When at AMH, did not have RN sign Student/Nurse Communication Sheet and/or failed to initial its completion on the Student Assignment Sheet (2 points 1 <sup>st</sup> occurrence, 4 points 2 <sup>nd</sup> occurrence).	
2-4	Abuse of resources at clinical sites, i.e. . . . printing off PowerPoints.	
	<b>ATTENDANCE</b>	
1	Arrive on unit by 7:29 and have informed Instructor of lateness	
2	Arrive on unit after 0700 w/o notifying instructor. Student will be sent home. The day will be considered an absent day.	
0	Notified instructor but did not arrive by 7:29. Will be sent home from clinical and will result in an absence day. No points given.	
4	Failed to call, Absent from clinical	
1	Break/Lunch extended beyond allotted time.	
1	Failure to Call out of Clinical by 6:00	
1	Left clinical after 12:00 noon, but prior to class dismissal.	
1	Forgot AJH ID and was required to go to AJH Parking and pay fee for new ID Badge. If unable to pay for new badge will be sent home and receive a clinical absent day.	
	<b>PREPARATION</b>	
2	Lack of knowledge on condition & status of client assigned the previous day	
1	Lack of knowledge regarding clinical skills	
1	No clinical skills book/supplies (stethoscope, ID Badge, watch, black pen . . .)	
2	Failure to submit a completed clinical worksheet on due date	
1	Failure to submit Personal Health Records to EASTERN PN Admissions (1 point/day)	
	<b>IMPLEMENTATION OF PATIENT CARE</b>	
1	Inability to provide basic nursing care in a timely and organized fashion (am care, medications, treatments, etc. . .)	
2-4	Unsafe practices while implementing care (falls risk, cross contamination etc. . .)	
	<b>MEDICATIONS</b>	
1	Lack of knowledge about classification, dosage, side effects and nursing Implications	
1	Lack of knowledge about current physician orders	
1	Incomplete assessment for administering medications (VS, labs . . .)	
1	Improper administration of meds (late meds, d/ced meds, etc. . .)	
1	Inaccurate or incomplete documentation of medications	
	<b>DOCUMENTATION</b>	
1	Assessments and documentation of flowsheets not completed in a timely manner	
1	Unaware of current orders (IV's, dressing changes . . .)	
1	Incomplete documentation of any treatment given or changes in patient care	
<b>Total Points for Occurrence / Total Points for Level</b>		/

Instructor Signature \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Accrual of 6 Clinical Points will require the student to meet formally with faculty. A total of 10 or more Clinical Points will result in immediate Clinical Failure for the Level.**

**Explanation of Student Clinical Performance**

**Student Strengths, Needs, Suggested Objectives/Goals for Professional Growth**

**Student Comments**

**Instructor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Student signature acknowledges that the student has read the above. **Student's refusal to sign acknowledgment document will not negate the policy change.**

## Student Clinical Evaluations

Are used to evaluate the student's ability to meet clinical objectives. In Level 1 A & B, they are completed approximately every eight (8) weeks (FT) and sixteen (16) weeks (PT). In Levels 2 and 3, clinical evaluations are completed at the end of the Level for both FT and PT programs. Instructors may provide, or students may request a clinical evaluation be completed at any other time as guidance for success. Evaluations are graded as **B** – Begins to meet objectives, **R** – Regularly meets objectives and **C** – Consistently meets objectives. At the end of the level, if the clinical evaluation objectives are graded with a **B**, clinical failure will occur. Students must have accrued Clinical Points to receive a **B** on any clinical evaluation.

Additionally, all students will receive a **Daily Clinical Evaluation**. Students will receive a Satisfactory (S), Needs Improvement (NI) or Unsatisfactory (U). Students can find their individual evaluations on the PN MOODLE site. This evaluation is a quick way to provide students feedback on their clinical performance. If a student continues to receive NI, or U for the same content area, day after day, a Learning Directive Plan and/or Clinical Points will be given to the student.

(S) Satisfactory	<ul style="list-style-type: none"><li>• Functions with minimal guidance</li><li>• Demonstrates accurate knowledge and application to clinical</li><li>• Consistently self-directed</li><li>• Demonstrates/Provides evidence of clinical preparation</li><li>• Follow directions and performs safely</li><li>• Demonstrates on-going personal and professional growth</li><li>• Uses nursing process and applies "Evidenced Based Practice"</li></ul>
(NI) Needs Improvement	<ul style="list-style-type: none"><li>• Functions safely with moderate guidance</li><li>• Demonstrates adequate knowledge and application to clinical</li><li>• Requires direction in recognizing "Learning Opportunities"</li></ul>
(U) Unsatisfactory	<ul style="list-style-type: none"><li>• Requires maximum guidance to perform activities at a safe level</li><li>• Has difficulty providing and completing nursing care</li><li>• Demonstrates gaps in knowledge and requires almost constant cueing or assistance.</li><li>• Unprepared for clinical</li><li>• Little insight into own behavior(s) or ability to identify learning needs.</li><li>• Not dependable</li><li>• Behaves in unprofessional or unethical way.</li></ul>

## Skills Lab Practicum

Are used to evaluate the student's clinical competency at the end of Nursing 1- (Level 1B) and Nursing 2. Students will be expected to successfully complete the required skills in a lab practicum setting. If a student fails to meet the passing standard in performing a skill(s), the student will be given time to remediate. After remediation the student will return to the lab to demonstrate the skill(s) again. If the student fails at the second attempt, they will fail the course and will not progress into the next level of the program. See course syllabus for more information.

## Clinical Experience Failure

A student may receive a clinical failure for the following:

- Receives total of 10 points or more utilizing Clinical Point System.
- Failure to meet the passing standard on a Medication Math Proficiency Test.
- Failure to successfully complete Skills Lab Practicum.
- Behavior that is unsafe, unprofessional, defiant or inappropriate.
- Possession of or under the influence of any controlled substance including alcohol.
- Theft
- Academic theft
- Violation of School Policy

## Attendance Policy

Students are expected to attend **ALL** scheduled classes and clinical experiences. Consistent attendance by the student, with attention to being on time and without leaving early from any of the class or clinical experiences offered, demonstrates evidence of motivation, interest, and the ability to accept responsibility. Regular attendance is crucial in a fast-paced program such as EASTERN's. New concepts are introduced daily and require students to demonstrate knowledge of concepts almost immediately on clinical and written examinations.

Students must meet the program's clock hour requirement as mandated by the State Board of Nursing and for eligibility for Title IV Direct Loan funds and Pell Grants. Students may be required to sign a daily attendance sheet. The faculty recognizes that illness, family emergencies and catastrophic events will occur over the course of the program. To allow for these problems the Program maintains a policy that provides students with an adequate allocation of excused absent days. These days are to be used for sickness, family emergencies, court days etc... The faculty will consider extenuating circumstances individually. All issues concerning student's attendance is confidential.

### **Theory-Attendance Policy**

If the student is unable to attend Class (theory), the **student must EMAIL the Instructor** of the absence. **DO NOT CALL the clinical call out line.** Class begins at 0800 for daytime classes and 1730 for evening classes. Students are responsible for printing the lecture PowerPoint off the MOODLE website prior to class.

Students will be permitted theory absences as follows:

	<b>Full Time</b>	<b>Part Time</b>
<b>Level 1 A/B</b>	5 Days	10 Days
<b>Level 2</b>	5 Days	10 Days
<b>Level 3</b>	2 Days	6 Days

**The following count as ½ Day Absence.**  
Lateness = arrive after class has started  
Early Dismissal = leave prior to the end of class.

If the student accrues above the allowable number of days, they will be dismissed from the program.

**The instructor has the right to "lock the door" when class starts. Any student who is late will have to wait until the next break to enter the classroom.**

If a student arrives late when a test is scheduled, he/she will take the test when the instructor reschedules it. **The "75/85" Rule will apply.**

If a student is absent or late for class, the student **MUST** call the appropriate instructor and leave a message. REFER to course calendar for the phone # to call.

Once all students have taken an examination, the exam will be reviewed by the class as a group. Individual exam counseling may be scheduled with the instructor. If a student is absent during the group exam review, they are NOT eligible for individual counseling.



## Clinical - Absent Time

Level	# of Absent Days		
1 A/B	2, no make-up	3 <sup>rd</sup> and 4 <sup>th</sup> absent require make-up	5 <sup>th</sup> absent day results in Level failure
2	2, no make-up	3 <sup>rd</sup> and 4 <sup>th</sup> absent require make-up	5 <sup>th</sup> absent day results in Level failure
3	1, no make-up	2 <sup>nd</sup> and 3 <sup>rd</sup> absent require make-up	4 <sup>th</sup> absent day results in Level failure

### Additional absence information:

- Early dismissals (leave after 12 noon) from clinical will result in 1 point.
- If a student leaves clinical any time prior to 12:00 noon, it is an absent day.
- If an absent day results in inability to meet a course objective, the student will be required to complete a makeup day to meet all objectives. This may postpone the student's graduation date.
- The student may be counseled by the instructor and/or meet with the faculty.
- the Coordinator may notify the student in writing about the infraction and consequences.
- The student may be subject to disciplinary action that could include probation, repeat of the level, or dismissal from the program.
- The student will be required to submit a doctor's note for any absence over three days.

## Instructions for Clinical Attendance

### Clinical experience will convene at 0650.

If absent or late for clinical, **call 215-481-3228 BY 6:00 AM** and leave a message.

- If the student arrives for clinical after 0700 **without notifying** the instructor, the student cannot attend clinical and gets sent home. The student will receive 2 points and the day will be considered a clinical absence.
- If the student arrives for clinical after 0700 and **has notified** the instructor, and can be on the unit by 0729, the student will receive 1 clinical point.
- If the student cannot be on the unit by 0729, the student will not be permitted to attend clinical and it will be counted as an absence day. No clinical points given.
- NO CALL, NO SHOWS will result in the accrual of 4 clinical points.
- **ALL** Students **must** have their EASTERN ID at all clinical site. When at Abington Hospital, students must have their Abington ID as well, if they do not have ID they can go to the Parking office, pay the fee to obtain a new ID Badge. Student will receive 1 point. If unable to get new ID, student will be sent home and receive an absence day.
- Tardiness to clinical can result in accrual of "Points" on the Clinical Point System.
- Students MUST remain (breaks and lunch) on the premises of the clinical facility where they are assigned patients until dismissed by the instructor.
- Skills Labs are a very important component of the curriculum. Skills labs are counted as **CLINICAL TIME**. Students must attend ALL Skills Labs. If any Skills lab is missed the student will be required to attend and pay for a Make-up Lab. A missed Skills Lab will be counted as a **CLINICAL ABSENT DAY**.
- Carpooling requests will be taken into consideration but are not guaranteed.
- Students are responsible for their own learning and communicating their educational needs to the instructor, i.e. maintaining their own Clinical Skills Checklist and seeking out new experiences by making needs known to instructor.

### Clinical Make-Up Time –Instructions

The date and time of the Make-Up day will be a faculty decision. The student may be required to make-up the time on a weekday or weekend.

The student will receive a Clinical Make-Up form from the faculty. This form will need to be completed **IN FULL** and submitted on the morning of the Make-Up day. **Failure to do this will result in being sent home and accruing an addition absent day.**

The student will be required to pay the Make-Up Day fee of \$100.00. This must be submitted to EASTERN's office before the scheduled day. The student must successfully meet the objectives as written on the Clinical Make-Up form during the Make-Up day. Student will be expected to complete a **FULL DAY** of clinical makeup. There are NO EXCEPTIONS.

## At Risk Students

### **At-Risk-Student Notification Letter**

Students who have not met expected academic progress, academic classroom behavior, or other non-academic or non-professional behaviors may receive an "Academic-at-risk Student Notification Letter describing the at-risk behaviors. Upon receiving the letter, the student must take the initiative to contact the faculty member for advisement and developing a plan for success.

### **Student Learning Directive Plan**

Student Learning Directive Plans will be made to assist the student to change their behavior and achieve success. A plan will be developed by the student and faculty as needed on an individual basis. Examples of behaviors that could require a Student Learning Directive are accrual of **six (6)** clinical points, attendance problems, academic failure or unsafe clinical behavior. Clinical Makeup may be required for students with a Learning Plan. The plan will be reviewed and signed by both the faculty and the student. **Student's refusal to sign acknowledgment document will not negate the plan and its directives.**

### **Tutoring Policy**

The goals of the tutoring policy include but are not limited to enhancing, reviewing and clarifying questions from class lecture, self-study, skills learned and in assisting the student in clinical preparation, note taking and/or test taking skills and time management.

### **Tutoring is NOT an alternative to class/lab attendance AND is dependent on faculty availability.**

Students may be offered or may request tutoring at NO COST. Tutoring can occur 1:1, or in small groups.

**Step 1:** Faculty encourages student to seek tutoring **OR** student requests tutoring.

**Step 2:** Faculty and student determine the topic/concept/skill the student needs assistance with.

**Step 3:** Faculty will assign a self-learning activity using accepted resources and submits for evaluation.

**Step 4:** Faculty determines if student made a substantial effort with the self-learning assignment, but still requires assistance with topic/concept/skill, they will be assigned a faculty tutor. (Faculty/PN Coordinator will assign tutor).

**Step 5:** Tutor and student determine date/time for tutor meetings.

Examples of self-learning activities.

\*ATI Nurse Logic Tutorials – Assists the student in learning how to be a better student

- Knowledge and Clinical Judgment, Nursing Concepts, Priority Setting Frameworks, Testing and Remediation

\*ATI Learning Systems Questions – NCLEX-PN style questions.

- Communication, Pharmacology, Fundamentals 1 & 2, Dermatology, Oncology, Endocrine, Gastrointestinal, Gerontology, Renal & Urinary, Musculoskeletal, Respiratory, Cardiovascular and Hematology, Neurosensory and Immune & Infections.

If a student is unable to attend the tutoring session they must call to cancel. One no call, no show or cancelling two times in a row will result in loss of tutoring privileges.

### **Suspension/Dismissal**

Suspension is a period during which a student is excluded from the program. The suspension period will be determined by the faculty following a review of the situation. The student will be notified in writing. Suspension may lead to dismissal.

Dismissal from the program is at the discretion of the faculty following a review of the situation. A letter will be sent to the student stating the reason for dismissal. **STUDENTS THAT HAVE BEEN DISMISSED FROM THE PROGRAM ARE NOT ELIGIBLE FOR READMITTANCE.**

### **Leave of Absence Policy**

It is not possible for a leave-of-absence to be granted to students in the program. A student who must resign due to illness, pregnancy, financial problems, etc... should write a letter of resignation to the PN Program Coordinator. A student who resigns but plans to return later should follow the Repeat Level/Course Policy, found below.

### **Repeat Course Policy**

Satisfactory Academic Progression (SAP) is expected of all students. If a student fails a course/level, they may request to repeat the course. Although the program goal is for every returning student to complete the program in 150% of normal time (FT – 1.5 years and PT – 3 years).

Each student will be evaluated independently as to which Steps will be required to be completed. Evaluation factors include the student's previous academic/clinical performance and the amount of time that has student has been out of the program. These steps are necessary in order to fully evaluate a student's competency to return.

**Step 1** - The student must submit a letter requesting to return. The letter must state a plan for success. Once received, the student may be scheduled to meet with the faculty to discuss their readiness to return. If approved, proceed to

**Step 2** – If returning to repeat Nursing 2, or Nursing 3, the student must obtain an 85% or higher grade on a written Medication Math examination. The examination will be at the Level in which the returning student has successfully completed.

**Step 3** – The student must pass a Skills Lab practicum. The practicum is geared to assess student competency in course/level skills that were successfully completed previously.

**Students repeating a course will not be eligible for Financial Aid funds. Tuition for repeat courses must be paid "out of pocket" by the student.**

**If the student fails a second course during the program, they will not be eligible to repeat the second failed course. A second course failure will result in dismissal from the program. "Dismissal" for any reason renders the student ineligible to return to the program.**

Repeating students will abide by the policies in the CURRENT handbook of the class in which they have reentered

## Graduation Policy

The graduation exercises are the responsibility of the Practical Nursing Program Coordinator, faculty and class members. Students who are eligible to graduate are **expected** to participate in the graduation ceremony.

Student Preparation for graduation will include:

- selection of a guest speaker and music
- selection of graduation attire (cap & gown or nursing uniform)
  - see M. McDonnell, school secretary for Cap & Gown information.

The following awards will be given by the faculty to qualified graduates:

**CINDY KALECK:** Student who has achieved the highest bedside performance.

**EMILY D. PEPPER:** Student for high achievement in clinical skills.

**SABER HEALTHCARE GROUP:** Student with the highest theory average.

School pins will be awarded with a diploma signed by the Practical Nursing Program Coordinator and school administrators indicating successful completion of the program.

## Student Policies

### **Identification Badge Policy**

EASTERN and/or ABINGTON ID Badges **MUST always BE WORN** while at EASTERN, or any of the clinical agencies. **Students will not be permitted into the EASTERN building without their EASTERN ID Badge.** Failure to have ID Badge on clinical will result in the student being sent home and receiving 1 absence day. Students forgetting ID at Abington Hospital may obtain a replacement ID from the Parking office for a fee. If this is done, the student may stay at clinical, but will receive 1 point.

### **Professional Status Boundaries**

The student nurse may not be employed as a professional or practical nurse and may not substitute for a professional or practical nurse. If employed as a nursing assistant, the student may perform only those duties assigned to others employed in that capacity. In no situation may a student nurse wear any part of the EASTERN Center for Arts and Technology Practical Nursing Program student uniform, while employed as a nursing assistant. Any infraction of this policy may be cause for disciplinary action.

### **Health Insurance Policy**

Health insurance is recommended and is the responsibility of each student. In the classroom or clinical setting, if unexpected illness or injury occurs, the student is advised to notify the instructor immediately. All Health Care costs are the responsibility of the student.

### **Liability Insurance**

In the event of any legal action following an error, negligence or omission in the performance of duties as a student practical nurse, each student is protected by EASTERN's liability insurance.

### **Confidentiality Policies**

#### **FERPA** – Family Educational Rights and Privacy Act

The Practical Nursing program is in compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) whereby students have the right to review their records that meet the Act's definition of education records. Upon written request to the Program Coordinator, students may review their records. No personally identifiable information from the student will be disclosed without prior

written consent of the student except under certain defined conditions by the Act. Demonstrations of student behaviors maybe shared between faculty members. Only school officials and authorized governmental and accrediting agencies may have access to student records. All others must provide written student permission to the PN Program Coordinator, to access individual student records.

### **HIPAA – Health Information Portability and Accountability Act**

Federal legislation mandates the confidentiality of all patient information. The legislation applies to the agencies and institutions with which EASTERN has affiliations.

The act provides for protection and respect for all patient information. Students must remember that any patient data taken from the chart (written or printed) CANNOT have any identifying patient information. This includes name, agency record numbers, room number, physician DOB etc... Additional information about a patient is limited to only the information a student needs to complete clinical paperwork on their assigned patient. Failure to comply with HIPPA can result in student disciplinary action, including dismissal from the program.

### **Student Records**

Personal records are maintained for each Practical Nursing student. It contains information such as: transcripts, report cards, admission documents, attendance records, disciplinary records, progress records, instructional documents, clinical and financial aid records. Representatives of official approval/accreditation agencies have access to these records for the purpose of their review.

Records are maintained as follows:

- Instructional records – Until after graduation.
- Financial Aid records – Three (3) years
- Student Admission File – Five (5) years
- Program Transcript – Indefinitely

**Records must be kept accurate and current. Please notify the program secretary ASAP with any name, address, phone, email, emergency contacts etc....changes.**

### **Meal/Breaks**

Students are scheduled for a 30-minute break for every four-hour class. When in the clinical facility, the student will be scheduled for a half-hour lunch period in accordance with other personnel in the cooperating agencies. Fifteen (15) minute daily breaks are scheduled; however, class activity or client care has priority for learning experiences over the break time.

### **Parking**

Free parking is available in designated areas at the school and clinical sites. A refundable deposit or small fee may be required at affiliating agencies and hospitals.

- **EASTERN** – Students are required to park in the first parking lot off the school’s Main entrance. Parking in the Rear Lot or Visitors Lot is prohibited. Failure to comply will result in disciplinary action.
- Students will be required to submit a valid Driver’s License, Car Registration and Insurance to obtain an EASTERN parking pass. Failure to do so may result in student’s car being towed.
  - Students MUST park at EASTERN. Parking in nearby lots not associated with EASTERN may result in academic disciplinary action.

### **Smoking**

Smoking is NOT permitted in or on the premises of the EASTERN Center for Arts and Technology and ALL CLINICAL SITES. Students who smoke off the premises must be considerate of others, especially hospitalized patients regarding odors associated with smoking.

### **Cellular Device Policy**

Cellular devices are permitted for EMERGENCIES only. Hospital and school regulations must be followed. During class hours cell phones must be turned off or on vibrate. If use of a cell phone in class becomes a distraction to Instructor and/or classmates, the Instructor has the right to ask the student to cease using the phone. If distracting cell phone use continues, the student will be asked to leave class. This will be counted as absent time. During clinical hours cell phones should be turned off in areas where cell phones are prohibited. If students need to take an **EMERGENCY** call while on the clinical unit, the call must be taken in an employee lounge area. Students who are observed using their cell phones, PDA's, surfing the internet, taking photos etc. in a patient care area will receive Clinical Points for unprofessional behavior and may be dismissed from the program if HIPPA is violated.

### **Computer Policy**

Students may NOT connect or download to any portable, external device to a network computer at the various clinical agencies. Additionally, students may not access any patient information on clinical agency computers, other than their assigned patient(s). Instructors have the right to remove student devices if said device is a distraction to others in the room, ie. Playing a movie not related to class content.

Failure to comply to the above is a HIPPA violation, which will result in immediate dismissal from the program, civil fines and/or criminal penalties for the agency.

### **Harassment Policy**

All forms of sexual, ethnic and/or other harassment, including bullying and cyber bullying, by EASTERN students are strictly prohibited and shall constitute a violation of this policy.

Each student shall be responsible to respect the rights of their fellow students and others with the goal of creating and ensuring an atmosphere free from all forms of prohibited harassment and bullying.

"Cyber bullying" shall mean forms of verbal or psychological bullying that occur on the Internet through email, instant messaging, or social media, etc. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of EASTERN by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures, or images, or web site posting (including blogs). All forms of cyber bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of EASTERN, offenders shall be subject to appropriate discipline.

"Ethnic harassment" includes the use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an offensive educational environment.

"Harassment" is defined as conduct where a student strikes, shoves, kicks or otherwise subjects another student, staff member or other person to physical contact or attempts or threatens to do the same or when a student commits acts or engages in a course of conduct which demonstrates (a) an attempt to place the person in reasonable fear or bodily injury; (b) an intent to cause substantial emotional distress to the person; (c) hostile, offensive or derogatory remarks; (d) physical interference with another student's movements; or (e) offensive or abusive behavior having the purpose or effect of interfering with an individual's academic pursuits or going to and from school. The term harassment includes but is not limited to slurs, jokes, bullying, hazing or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, gender, national origin, age, handicap/disability, or sexual preference.

"Sexual harassment" shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written or physical conduct of a sexual nature when such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive education or social environment for a student, staff member or other person. Examples of sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal or written abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a person's ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment.

## **Classroom Audio and Video Recording**

Students must obtain approval from the faculty prior to recording any lecture, function or meeting.

## **Transportation**

The school assumes no responsibility for transportation of students. Students must provide their own transportation to classes at school and clinical sites.

## **Classroom Dress, Uniform Regulation, Personal Grooming and Professional Behavior**

Students are required to look professional in class and clinical. Students are required to wear office casual wear or scrubs to class. Office casual wear is clothing that covers the body from "under-arms to mid-thigh". When at clinical, the EASTERN uniform is to be worn. Uniform must be clean and changed daily. School Emblem must be worn on uniform/scrub jacket sleeve and a hospital ID badge for identification. White or Black shoes must be worn. Discrete undergarments are a must.

For all student's hair will be clean with a professional style and length and off the collar. Beards and mustaches must be neat and well-trimmed. Tattoos must be covered while at clinical. Exceptions will be made for tattoos on face, hands and neck. Piercings, other than one set of small earrings is not permissible. Cultural and Religious exemptions will be considered dependent upon clinical institution policy, infection control and patient communication principles.

Cooperation is always expected. Professional adult behaviors include the following:

- excellent personal hygiene with good grooming in seasonal attire
- be aware of scents/odors emanating from your body and how it will affect others.
- good eye contact, erect posture, pleasant facial expression
- congenial demeanor/cooperative attitude
- respectful conduct
- articulate communication
- ability to follow direction

Throughout the total program, students are expected to dress professionally in all school settings. Dress/clothing should cover from underarms to mid-thigh.

Makeup and perfume should be used in moderation. Nails should be trimmed to an appropriate length as determined by the instructor to permit manual dexterity; only clear nail polish may be worn. No artificial nails permitted. Gum chewing, food and drink are not permitted in the clinical area.

## **Vacation and Holiday Time**

See "Calendar" - specific days are marked for vacation and holiday time. Students may not have any other "vacation time" other than the time allotted in the program.

## **Library Policy**

**EASTERN Library** - Books are limited due to the availability of online databases.

**Abington Jefferson Hospital Library** (Wilmer Library). **Hospital ID Badges ARE required.**

Location: Basement of the Dixon Building (Horace Avenue) on AJH's main campus

Hours: 9:00 – 3:00,

Computer Resources on all Hospital and Library Computers:

A to Z journals using CINAHL (Nursing journal/article database), Nursing Consult, MD Consult, Up to Date, Mosby Nursing Skills, Taber's Medical Dictionary, Nursing Reference Center, Google.com, AJH Intranet: nursing protocol and procedure manuals

## **Support Services**

Student Resource Guide: See Appendix

**Counseling Policy**

The Coordinator and/or Instructor will hold periodic conferences as needed for the purposes of discussing progress, or problems that may hinder educational progress, Confidentiality will be maintained. The scope of this counseling may include keeping student informed of individual progress, assisting student in becoming self-directed, encouraging student to self-evaluate strengths and needs, assisting in identifying learning strategies to help with study and test taking skills and/or recognition of the need for referral to outside agencies for student personal issues that are not covered by the scope of this policy.

**Class Organization**

Each class should choose one or two class members to act as the **Class Representative(s)**. This representative(s) or any class members are encouraged to take an active part in the governance of class concerns and activities. This includes, but not limited to:

- Attending faculty meetings to voice student concerns.
- Plan graduation activities.
- Become a member of the Grievance Committee as needed.



## **Grievance Policy**

### **A. Rationale**

To provide an orderly impartial incremental review in order to secure, at the lowest possible level, an equitable solution to a claim by the aggrieved party. All members of the Grievance Committee must abide to FERPA confidentiality policies.

### **B. Procedure**

1. A student may file a grievance **up to 15 calendar days after the Level in which the event occurred.**
2. Any student initiating a grievance shall submit it in writing in a sealed envelope to the instructor of the class who will take the following action:
  - notify the Practical Nursing Program Coordinator
3. Call for a meeting of the grievance committee; members include students from each practical nursing class and selected full time/part time faculty. The student representing the class of the individual presenting the grievance shall preside.  
The purpose of the grievance committee shall be to:
  - clarify the issue
  - clarify the expected resolution the student desires
  - make recommendations or findings to the Practical Nursing Coordinator.
4. Within five (5) days of the submitted grievance, the presiding student of the grievance committee shall deliver a written report to the Practical Nursing Program Coordinator explaining the grievance and the committee's recommendations/findings. The Coordinator will then respond within five (5) days.
5. Should the grievance be unresolved in the action of Step 4, the grievance shall then be referred, in writing, to the Director of EASTERN Center for Arts and Technology. Within five (5) days after receipt of said grievance; the Director will respond in five (5) school days.
6. If the action of Step 5 fails to resolve the grievance, the grievance shall be referred in writing to the Superintendent within five (5) school days from the date of reply from the Director. The Superintendent shall reply in writing to the aggrieved party within five (5) days after receipt of said grievance.
7. If the action of Step 6 fails to resolve the grievance to the satisfaction of the aggrieved party, the grievance shall be referred in writing to the Joint Committee and the aggrieved party shall meet at the next regularly scheduled Board Meeting for discussing and resolving the matter.



# Course Syllabi

**Course Title:** Nursing 1A/B – Fundamentals of Nursing

**Level:** 1 A and B      **Clock Hours:** *Theory:* 183 (134/49)      *Clinical:* 226 (149/77)

## **Course Description**

This course provides an introduction to nursing and roles of the nurse. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic assessment and nursing skills is presented and the student is given an opportunity to demonstrate these skills in a Skills Lab and Clinical setting. An introduction to the nursing process provides the student with a beginning framework for decision making. The course has 2 parts, N1A and N1B.

Nursing 1 A focuses on nursing care associated with patient hygiene, safety, body positioning, physical assessment, vital signs, diagnostic tests, asepsis/infection control, nutrition, oxygenation and gerontology.

Nursing 1B focused on nursing care associated with bowel/bladder elimination, musculoskeletal injury, surgery, cancer, loss and death and dying.

**Prerequisites:** None

## **Theory Competencies:**

### Patient Centered Care/Clinical Decision Making

1. Define characteristics of nursing process and clinical decision making. (K6)
2. Discuss concepts integral to the provision of safe, patient centered care: pathophysiology, nursing process, clinical judgment, advocacy and cultural sensitivity. (K8)

### Teamwork and Collaboration/Communication

1. Identify the components of clear, concise interdisciplinary communication, i.e. SBAR. (K12)

### Safety/Evidenced-Based Practice

1. Describe the concept of evidenced-based practice. (K16)
2. Identify reliable sources for evidence to plan nursing care. (K17)
3. Identify different medication classifications and their uses. (K19)
4. Define common terminology used in describing body processes, drug properties and nursing care. ((K20)
5. Define the methods, strategies and techniques for safe medication administration. (K21)

### Technology

1. Define the impact of computerized information management on clinical practice and the role of the nurse. (K24)

### Patient Education – See P &V-1

### Professionalism

1. Recognize own strengths and needs and how they are related to accountability. (K34)

## **Clinical Competencies:**

### Patient Centered Care/Clinical Decision Making

1. Demonstrate understanding of patients' rights. (SA1)
2. Recognize impact of personal attitudes, values and beliefs regarding delivery of care to diverse patients. (SA2)
3. Appreciates the difference between data collections and assessment. (SA3)
4. Demonstrate basic nursing skills, data collection and basic assessment skills related to an individual patient using proper techniques to ensure patient safety. (SA4)

### Teamwork and Collaboration/Communication

1. Participate as a member of the interdisciplinary healthcare team within the scope of LPN practice. (SA11)
2. Demonstrate the use of therapeutic communication principles to facilitate the development of a caring nurse-patient relationship. (SA12)
3. Document assessment and medication administration on paper and electronic documentation. (SA13)
4. Provide a verbal incidental and SBAR report to instructor and primary nurse. (SA14)
5. Perform patient hygiene and daily care routines. (SA16)
6. Practice Civility. (SA23)
7. Demonstrate time management and priority setting in the plan of care of one patient. (SA15)

### Safety/Evidenced-Based Practice

1. Apply appropriate measures to prevent or minimize risk of injury to self and patients. (SA23)
2. Use appropriate resources when selecting interventions for the plan of care. (SA21)
3. Demonstrate basic nursing skills, data collection and assessment skills using proper techniques and safety measures. (S18)
4. Administer oral, nasal, enteral, inhaled, vaginal, otic, ophthalmic and rectal medications using the six rights. (SA22)
5. Demonstrate consistent accurate medication dosage calculations. (SA23)
6. Utilize medical terminology in describing body processes. (SA26)

### Technology

1. Access needed information accurately and efficiently. (SA28)
2. Adhere to patients and significant others privacy and confidentiality. (SA29)

### Patient Education

1. Meet the simple learning needs of adult/older adult patients. (SA30)

### Professionalism

1. Demonstrate responsibility for own actions taken or not taken. (SA32)
2. Accept constructive criticism and evaluate personal strengths and needs. (SA33)

**Teaching/Learning Strategies:** Lecture, discussion, multimedia resources, case studies, reference materials, handouts, concept mapping, textbook Study Guides, Skills Lab, ATI Exams and Tutorials.

## Methods of Evaluation/Grading:

### Nursing 1A

1. Examinations – 5 exams, each equally weighted **100%**

### Nursing 1B

1. Examinations – 4 exams, each equally weighted **100%**  
2. Clinical Evaluation **Pass/Fail**  
2. Skills Lab Practicum **Pass/Fail**  
4. Medication Math Test **≥ 85% (2 attempts)**

### Essential Textbooks:

Burton, M., Ludwig, L. (2019). *Fundamentals of Nursing Care: Concepts, Connections and Skills* (3<sup>rd</sup> ed.). FA Davis: Philadelphia. (Study Guide Available).

Frucht, S. (2017). *Medical Terminology-Get Connected* (2<sup>nd</sup> ed.). Pearson: Upper Saddle River, NJ.

Williams, L., Hopper, P. (2019). *Understanding Medical Surgical Nursing* (6th ed.). FA Davis: Philadelphia. (Study Guide Available).

Workman, M. L. (2016). *Understanding Pharmacology-Essentials for Medication Safety* (2<sup>nd</sup> ed.). Elsevier: St Louis. (Study Guide Available).

### Grade Requirement:

This course runs over Level 1 A and B. For a total of 19 weeks (FT) and 38 weeks (PT). A student must PASS both portions of Nursing 1 to successfully complete this course.

Theory Examinations -Students must achieve a letter grade of D or better, based on the School's grading scale in order to pass the course and progress in the nursing program.

Medication Math Examinations – Student must achieve an 85% average on the 1 Medication Math Examination. If 85% not obtained on first attempt, second attempt given.

### Practical Nursing Program Grading Scale:

**A** = 94 – 100    **B** = 86 – 93    **C** = 79 – 85    **D** = 75 - 78

**Course Title:** Anatomy and Physiology

**Level:** 1 A      **Clock Hours:** *Theory:* 100      *Clinical:* 0

**Course Description**

This course focuses on basic anatomy and physiology as the theory basis for structures and processes related to health and disease. This course uses the body systems approach and the basic levels of organization found within the human body to study the effects of disease on each body system and on the body as a whole.

**Prerequisites:**                  None

**Course Competencies:**

1. Identify the body systems by name, function and levels of organization within the body. (K1)
2. Describe how each body system affects the body as a whole. (K2)
3. Utilize medical terminology in describing body processes. (SA26)

**Teaching/Learning Strategies:** Lecture, discussion, multimedia resources, case studies, reference materials, handouts, concept mapping, textbook Study Guides.

**Methods of Evaluation/Grading:**

1. Examinations – 6 exams, each equally weighted **100%**

**Essential Textbooks:**

Frucht, S. (2017). *Medical Terminology-Get Connected* (2<sup>nd</sup> ed.). Pearson: Upper Saddle River, NJ.

Thompson, G. (2015). *Understanding Anatomy and Physiology: A Visual, Auditory, Interactive Approach* (2<sup>nd</sup> ed.). FA Davis: Philadelphia. (Study Guide Available).

**Grade Requirement:** Students must achieve a letter grade of D or better, based on the School's grading scale in order to pass the course and progress in the nursing program.

**Practical Nursing Program Grading Scale:**

**A** = 94 – 100      **B** = 86 – 93      **C** = 79 – 85      **D** = 75 - 78

**Course Title:** Pharmacology

**Level:** 1 A      **Clock Hours:** *Theory:* 67      *Clinical:* 0

**Course Description**

The course provides a review of basic mathematical concepts, focusing on the ratio: proportion method of dosage calculation for safe medication administration. Introductory principles of pharmacology including pharmacokinetics, pharmacodynamics, common adverse/side effects, and contraindications will be discussed. Emphasis is placed on drug classifications and nursing care related to the safe administration of medications to patients across the lifespan.

**Prerequisites:** None

**Course Competencies:**

1. Demonstrate consistent accurate medication dosage calculations. (SA23)
2. Define the methods, strategies and techniques for safe medication administration. (K21)
3. Define common terminology used in describing drug properties. (K20)
4. Differentiate between the term's pharmacology, pharmacokinetics and pharmacodynamics. (K14)
5. Discuss legal/ethical issues related to medication administration. (K33)
6. Describe the use, actions, side effects, contraindications, nursing implications and patient education needs for selected drugs. (K9)
7. Identify different medication classifications and their uses. (K19)

**Teaching/Learning Strategies:** Lecture, discussion, multimedia resources, case studies, reference materials, handouts, concept mapping, ATI Tutorials.

**Methods of Evaluation/Grading:**

1. Examinations – 4 exams, each equally weighted **100%**

**Essential Textbooks:**

*Davis's Drug Guide for Nurses* (12<sup>th</sup> ed). 2013. FA Davis: Philadelphia.

Workman, M. L. (2016). *Understanding Pharmacology-Essentials for Medication Safety* (2<sup>nd</sup> ed.). Elsevier: St Louis. (Study Guide Available).

**Grade Requirement:** Students must achieve a letter grade of D or better, based on the School's grading scale in order to pass the course and progress in the nursing program.

**Practical Nursing Program Grading Scale:**

**A** = 94 – 100      **B** = 86 – 93      **C** = 79 – 85      **D** = 75 – 78

**Course Title:** Professions and Vocations - 1

**Level:** 1B      **Clock Hours:** *Theory:* 30      *Clinical:* 0

**Course Description**

The personal and professional qualities needed by the practical nursing student are studied as well as the ethical, legal, and moral responsibilities. Integrated within this course of study are basic communication skills. The instruction is designed to acquaint the student with the role of the practical nurse as a member of the health care team. Clinical decision making is introduced as a concept.

**Prerequisites:**                  None

**Course Competencies:**

1. Define different learning styles. (K27)
2. Identify the characteristics that distinguish an adult learner. (K26)
3. Describe the scope of practice and the role of interdisciplinary healthcare team members. (K10)
4. Identify the scope of practice and professional standards for the LPN. (K32)
5. Understands the principles of effective interpersonal communication through various means. (K11)
6. Recognize the Quality and Safety Education in Nursing (QSEN) and the PN curriculum competencies related to knowledge, skills and attitudes that nurses are expected to integrate into their practice. (K31)

**Teaching/Learning Strategies:** Lecture, discussion, multimedia resources, case studies, reference materials and handouts.

**Methods of Evaluation/Grading:**

- |                                      |            |
|--------------------------------------|------------|
| 1. Examinations – 1 examination      | <b>50%</b> |
| 2. Student Presentations and Posters | <b>50%</b> |

**Essential Textbooks:**

None

**Grade Requirement:** Students must achieve a letter grade of D or better, based on the School's grading scale in order to pass the course and progress in the nursing program.

**Practical Nursing Program Grading Scale:**

**A** = 94 – 100      **B** = 86 – 93      **C** = 79 – 85      **D** = 75 - 78



**Course Title:** Nursing 2 – Medical Surgical Nursing

**Level:** 2      **Clock Hours:** *Theory:* 280    *Clinical:* 420

**Course Description**

This course focuses on the nursing care of adult/older adult patients with common medical/surgical/mental health problems using the Body System approach as the framework. Emphasis is placed on physiological disorders and psychological and emotional stressors that require management in an acute and/or long-term care facility. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care in acute and long-term care settings. Parenteral medication administration concepts and skills, patient care management principles and professional/therapeutic communication will be developed throughout the course.

**Prerequisites:** Level 1 courses

**Theory Competencies:**

Patient Centered Care/Clinical Decision Making

1. Identify the body systems by name, function and levels of organization within the body, related to the adult and older adult. (K1)
2. Describe the effects of disease on each body system and the body as a whole. (K3)
3. Relate the various elements of the nursing process to clinical decision making. (K7)
4. Discuss concepts integral to the provision of safe, patient centered care: pathophysiology, nursing process, clinical judgement, advocacy, cultural sensitivity. (K8)
5. Describe the use, actions, side effects, contraindications, nursing implications and patient education needs for selected drugs. (K3)
6. Recognizes impact of personal attitudes, values and belief’s regarding delivery of care to diverse patients.
7. Understands the diversity of the human condition. (K5)

Teamwork and Collaboration/Communication

1. Identify the LPN role and responsibility in resolving an issue/concern. (K13)
2. Understand the principles of accountability and delegation. (K14)
3. Identify the components of clear, concise interdisciplinary communication, i.e. SBAR reporting. (K12)

Safety/Evidenced-Based Practice

1. Recognize the importance of nursing data to improve nursing practice. (K23)
2. Discuss patient care concepts and their relationship to providing care that is safe for the nurse and patient: medication administration, documentation, body mechanics and ergonomics, and nursing process. (K18)
3. Identify actual and potential environmental safety risks while providing a safe environment for the patient, self and others. (K22)

Technology

1. Understands computerized systems used in healthcare. (K25)

Patient Education

1. Identify the learning needs of patients and significant others. (K28)
2. Identify the components required to prepare a patient teaching plan for an adult or older adult patient. (K29)

### Professionalism

1. Recognize the Quality and Safety Education in Nursing (QSEN) and the PN curriculum competencies related to knowledge, skills and attitudes that nurses are expected to integrate into their practice. (K31)

### **Clinical Competencies:**

#### Patient Centered Care/Clinical Decision Making

1. Perform a focused assessment on adults/older adults with common medical surgical/mental and health problems and identify deviations from normal. (SA5)
2. Differentiate relevant vs irrelevant patient data to prioritize clinical decision making. (SA6)
3. Use the steps of the nursing process when developing and evaluating plan of care. (SA7)
4. Include patient centered interventions in the plan of care. (SA8)
5. Respects the patient's perspective regarding own health. (SA9)
6. Apply knowledge of pharmacology, pathophysiology, and nutrition, to the care of patients with common health problems. (SA10)

#### Teamwork and Collaboration/Communication

1. Document assessment and medication administration on paper and electronic documentation. (SA13)
2. Demonstrate time management and priority setting in the plan of care of one/two patient(s). (SA15)
3. Communicate patient related information to designated team members in a timely manner. (SA17)
4. Recognize one's own competence and consults as needed with other health professionals with appropriate competence. (SA18)
5. Practice Civility. (SA23)

#### Safety/Evidenced-Based Practice

1. Demonstrate consistent accurate medication dosage calculations. (SA26)
2. Administer Intravenous solutions with the scope of an LPN practicing within the state of Pennsylvania, using the six rights. (SA22)
3. Use appropriate resources when selecting interventions for the plan of care. (SA21)
4. Implement nursing care that is safe and based on the established plan of care. (SA29)
5. Apply appropriate measures and resources to solve problems. (SA24)

#### Technology

1. Demonstrate effective use of information technology to access evidenced based literature as well as communicate with members of the interdisciplinary healthcare team, accurately documenting patient care in a secure and timely manner. (SA28)
2. Adhere to patients and significant others privacy and confidentiality. (SA29)

#### Patient Education

1. Participate in identifying and planning the educational and safety needs of patients and their significant others, as well as reinforcing education provided by members of the healthcare team. (SA31)

### Professionalism

1. Adhere to ethical, legal and professional standards while maintaining accountability and responsibility for the care provided to patients and their families. (SA34)

**Teaching/Learning Strategies:** Lecture, discussion, multimedia resources, case studies, reference materials, handouts, concept mapping, textbook Study Guides, ATI Exams and Tutorials.

### Methods of Evaluation/Grading:

1.	Examinations – 15 exams	<b>100%</b>
	1 – 6 = 25%	
	Mid Term = 25%	
	8 – 14 – 25%	
	Final – 25%	
2.	Mid Term Examination	<b>25%</b>
3.	Final Examination	<b>25%</b>
4.	Clinical Evaluation	<b>Pass/Fail</b>
5.	Skills Lab Practicum	<b>Pass/Fail</b>
6.	Medication Math Examination (5 exams)	<b>≥ 85% average</b>

### Essential Textbooks:

Burton, M., Ludwig, L. (2015). *Fundamentals of Nursing Care: Concepts, Connections and Skills*. (2<sup>nd</sup> ed.). FA Davis: Philadelphia. (Study Guide Available).

Frucht, S. (2017). *Medical Terminology-Get Connected* (2<sup>nd</sup> ed.). Pearson: Upper Saddle River, NJ.

Gorman, L. (2018). *Neeb's Fundamentals in Mental Health Nursing* (5th ed). FA Davis: Philadelphia.

Thompson, G. (2015). *Understanding Anatomy and Physiology: A Visual, Auditory, Interactive Approach* (2<sup>nd</sup> ed.). FA Davis: Philadelphia. (Study Guide Available).

Williams, L., Hopper, P. (2019). *Understanding Medical Surgical Nursing* (5th ed). FA Davis: Philadelphia. (Study Guide Available).

Workman, M. L. (2016). *Understanding Pharmacology-Essentials for Medication Safety* (2<sup>nd</sup> ed). Elsevier: St Louis. (Study Guide Available).

### Grade Requirement:

Theory Examinations -Students must achieve a letter grade of D or better, based on the School's grading scale in order to pass the course and progress in the nursing program.

Medication Math Examinations – Student must achieve an 85% average on the 5 Medication Math Examinations.

### Practical Nursing Program Grading Scale:

**A** = 94 – 100    **B** = 86 – 93    **C** = 79 – 85    **D** = 75 - 78

**Course Title:** Nursing 3 – Maternal Child and Pediatric Nursing

**Level:** 3      **Clock Hours:** *Theory:* 84      *Clinical:* 126

**Course Description**

This course provides an integrative, family-centered approach to maternity and pediatric nursing, highlighting the ways in which infants and children differ from adults. Emphasis is placed on normal pregnancies, growth and development and common pediatric disorders. Clinical experiences provide the student an opportunity to apply theoretical concepts and to provide safe patient care to childbearing women and children in selected settings.

**Prerequisites:** Level 1 and Level 2 courses

**Theory Competencies:**

*Patient Centered Care/Clinical Decision Making*

1. Identify the body systems by name, function and levels of organization within the body, related to maternal child and pediatric patients. (K1)
2. Describe the effects of disease on each body system and the body as a whole. (K3)
3. Relate the various elements of the nursing process to clinical decision making. (K7)
4. Discuss concepts integral to the provision of safe, patient centered care: pathophysiology, nursing process, clinical judgement, advocacy, cultural sensitivity. (K8)
5. Describe the use, actions, side effects, contraindications, nursing implications and patient education needs for selected drugs. (K3)
6. Recognizes impact of personal attitudes, values and belief's regarding delivery of care to diverse patients.
7. Understands the diversity of the human condition. (K5)

*Teamwork and Collaboration/Communication*

1. Describe the scope of practice for an LPN in maternal/child health. (K10)
2. Identify the LPN role and responsibility in resolving an issue/concern. (K13)
3. Understand the principles of accountability and delegation. (K14)
4. Identify the components of clear, concise interdisciplinary communication, ie SBAR reporting. (K12)

*Safety/Evidenced-Based Practice*

1. Recognize the importance of nursing data to improve nursing practice. (K23)
2. Discuss patient care concepts and their relationship to providing care that is safe for the nurse and patient: medication administration, documentation, body mechanics and ergonomics, and nursing process. (K18)
3. Identify actual and potential environmental safety risks while providing a safe environment for the patient, self and others. (K22)

*Technology*

1. Understands computerized systems used in healthcare. (K25)

*Patient Education*

1. Identify the learning needs of patients and significant others. (K28)
2. Identify the components required to prepare a patient teaching plan for a maternal/child and/or pediatric patient. (K29)

### Professionalism

1. Recognize the Quality and Safety Education in Nursing (QSEN) and the PN curriculum competencies related to knowledge, skills and attitudes that nurses are expected to integrate into their practice. (K31)

### **Clinical Competencies:**

#### Patient Centered Care/Clinical Decision Making

1. Perform a focused assessment a maternal/child and pediatric patients with common obstetrical and pediatric medical surgical/mental and health problems and identify deviations from normal. (SA5)
2. Differentiate relevant vs irrelevant patient data to prioritize clinical decision making. (SA6)
3. Use the steps of the nursing process when developing and evaluating plan of care. (SA7)
4. Include patient centered interventions in the plan of care. (SA8)
5. Respects the patient's perspective regarding own health. (SA9)
6. Apply knowledge of pharmacology, pathophysiology, and nutrition, to the care of patients with common health problems. (SA10)

#### Teamwork and Collaboration/Communication

1. Document assessment and medication administration on paper and electronic documentation. (SA13)
2. Demonstrate time management and priority setting in the plan of care of one/two patient(s). (SA15)
3. Communicate patient related information to designated team members in a timely manner. (SA17)
4. Recognize one's own competence and consults as needed with other health professionals with appropriate competence. (SA18)
5. Practice Civility. (SA23)

#### Safety/Evidenced-Based Practice

1. Demonstrate consistent accurate medication dosage calculations. (SA26)
2. Administer Intravenous solutions with the scope of an LPN practicing within the state of Pennsylvania, using the six rights. (SA22)
3. Use appropriate resources when selecting interventions for the plan of care. (SA21)
4. Implement nursing care that is safe and based on the established plan of care. (SA25)
5. Apply appropriate measures and resources to solve problems. (SA24)
6. Use appropriate resources when selecting interventions for the plan of care. (SA21)

#### Technology

1. Demonstrate effective use of information technology to access evidenced based literature as well as communicate with members of the interdisciplinary healthcare team, accurately documenting patient care in a secure and timely manner. (SA28)
2. Adhere to patients and significant others privacy and confidentiality. (SA29)

#### Patient Education

1. Participate in identifying and planning the educational and safety needs of patients and their significant others, as well as reinforcing education provided by members of the healthcare team. (SA31)

### Professionalism

1. Adhere to ethical, legal and professional standards while maintaining accountability and responsibility for the care provided to patients and their families. (SA34)

**Teaching/Learning Strategies:** Lecture, discussion, multimedia resources, case studies, reference materials, handouts, concept mapping, textbook Study Guides., ATI Exams and Tutorials.

**Methods of Evaluation/Grading:**

- |  |                    |
|--|--------------------|
| 1. Examinations – 5 exams, each equally weighted | <b>100%</b>        |
| 2. Clinical Evaluation                           | <b>Pass/Fail</b>   |
| 3. Medication Math Examination (3 exams)         | <b>85% average</b> |

**Essential Textbooks:**

ATI Content Mastery Series Review Module (2017). *PN Maternal Newborn Nursing* (ed.10). ATI: Leawood, KS.

ATI Content Mastery Series Review Module (2017). *PN Nursing Care of Children*(ed.10). ATI: Leawood, KS.

Frucht, S. (2017). *Medical Terminology-Get Connected* (2<sup>nd</sup> ed.). Pearson: Upper Saddle River, NJ.

**Grade Requirement:**

Theory Examinations -Students must achieve a letter grade of D or better, based on the School's grading scale in order to pass the course and progress in the nursing program.

Medication Math Examinations – Student must achieve an 85% average on the 3 Medication Math Examinations.

**Practical Nursing Program Grading Scale:**

**A** = 94 – 100    **B** = 86 – 93    **C** = 79 – 85    **D** = 75 - 78

**Course Title:** Professions and Vocations - 2

**Level:** 3      **Clock Hours:** *Theory:* 14      *Clinical:* 0

**Course Description**

This course includes information on employment and educational opportunities available to the practical nurse. Work skills such as procuring, retaining and terminating employment are discussed, as well as personal and professional liability insurance, application for state licensing and NCLEX-PN examination, professional organization membership and continuing education.

**Prerequisites:** Level 1 and 2 courses.

**Course Competencies:**

1. Identify effective leadership and management skills and styles. (K15)
2. Develop techniques of seeking employment. (K35)

**Teaching/Learning Strategies:** Lecture, discussion, multimedia resources, case studies, reference materials and handouts.

**Methods of Evaluation/Grading:**

1. Student Portfolio (For each day late, 5 points will be deducted from assignment grade)      **50%**
2. ATI Comprehensive Predictor (*Predicted Probability of Passing NCLEX score*) on the **1st ATTEMPT 50%**

**Essential Textbooks:**

None

**Grade Requirement:** Students must achieve a letter grade of D or better, based on the School's grading scale in order to pass the course and progress in the nursing program.

**Practical Nursing Program Grading Scale:**

**A** = 94 – 100      **B** = 86 – 93      **C** = 79 – 85      **D** = 75 - 78

## Policies for Tuition and Financial Aid

### Tuition & Fees

- Application Fee (**Non-refundable**) \$ 75.00
- Tuition \$ 15,000.00

**\$1,875.00 (Non-refundable) Tuition Deposit** required at the time of acceptance to hold seat in class.

**Total amount due before school begins is \$1,875.00. This is part of tuition and is non-refundable. This amount is deducted from the total \$15,000.00 leaving a balance of \$13,125.00.**

**Other Expenses not covered by tuition:** (All costs are approximate)

- Student Uniforms \$150.00
- Personal Needs \$225.00
- Temporary Practice Permit. State Board and NCLEX fees \$330.00
- Individual personal travel, parking fees and meal expenses are the responsibility of the student.

### Tuition Policy

Tuition is set by the Joint Operating Committee upon adoption of the annual general operating budget.

Tuition for the EASTERN Center for Arts & Technology Practical Nursing Program is due before or on the Payment Period disbursement date for each of the 4 Payment Periods.

For students receiving any type of Financial Aid, tuition payments will be established according to the Title IV Clock Hour Payment Periods and "Academic Year", which consists of 900 clock hours.

All students, upon acceptance into the program, must pay a **non-refundable** tuition deposit of \$1,875.00

The remaining tuition due is **\$13,125.00. (\$15,000.00 less \$1,875.00).**

**Repeat Course Tuition** will be charged as follows:

	Course	Payment Period	Theory	Clinical	\$ if Fail *
<b>Level 1A- Fundamentals (450)</b>	Anatomy and Physiology	#1	100		\$ 980
	Pharmacology	#1	67		\$ 658
	Nursing 1A	#1	134	149	\$ 2,775
					<b>\$4,413</b>
<b>Level 1B – Fundamentals (156)</b>	Nursing 1B	#2 (156 hours)	49	77	\$ 1,236
	P and V 1	#2 (30 hours)	30		\$ 295
			<b>380</b>	<b>226</b>	<b>\$ 1,531</b>
<b>Level 2-Medical Surgical (700)</b>	Nursing 2	#2 (294 hours) #3 (315 hours) #4 (91 hours)	280	420	\$ 6,860
			<b>280</b>	<b>420</b>	<b>\$ 6,860</b>
<b>Level 3-Maternal Child/Pediatric (224)</b>	Nursing 3	#4 (210 hours)	84	126	\$ 2,058
	P and V 2	#4 (14 hours)	14		\$ 138
			<b>98</b>	<b>126</b>	<b>\$, 2,196</b>
	<b>Total Hours = 1530</b>		<b>758</b>	<b>772</b>	<b>\$15,000</b>

\*Repeat Coursework tuition = approximately \$9.80 x the number of hours in the repeat course.



**Clock Hour Payment Periods for Students Receiving Title IV Financial Aid**

**\$1,875 Deposit Due prior to start of Program.** This amount will be credited to the amount due for Payment Period #1. Financial aid application must be completed and completely certified.

Clock Hour Cost = Total Tuition (\$15,000) divided by Total Clock Hours (1,530) = \$9.80

<b>Academic Year</b>	<b>Payment Period</b>	<b>Tuition Due</b>	<b>Disbursement (approximate)</b>	<b>TOTAL Paid</b>
<b>Year 1 (900 clock hours) 19/20</b>	<b>Payment Period #1</b> (450 Clock Hours/13 weeks)	<b>\$4,412</b> Half of the \$1,875 Deposit = <b>\$937 - applied to tuition card. Leaving \$3,475</b>	<b>4 weeks after the start of the Program</b> (245 clock hours). <b>3/4/20</b> <i>Any FEDERAL funds deposited into student's tuition account that exceeds \$4,412, will be refunded to the student.</i> <i>If the amount of funds deposited into student's tuition account is less than \$4,412, the student is responsible to pay the balance by the disbursement date.</i>	<b>\$4,412</b>
<b>Year 1</b>	<b>Payment Period #2</b> (450 Clock Hours/13 weeks)	<b>\$4,412</b> Half of the \$1,875 Deposit = <b>\$938 - applied to tuition card. Leaving \$3,474</b>	<b>13 weeks after the start of the program</b> (450 clock hours). <b>5/20/20</b> <i>Any FEDERAL funds deposited into student's tuition account that exceeds \$8,824 will be refunded to the student.</i> <i>If the amount of funds deposited into student's tuition account is less than \$8,824, the student is responsible to pay the balance by the disbursement date.</i>	<b>\$8,824</b>
<b>Year 2 (630 clock hours)</b>	<b>Payment Period #3</b> (315 Clock Hours/9 weeks)	<b>\$3,088</b>	<b>26 weeks after the start of the program</b> (900 clock hours). <b>9/2/20</b> <i>Any FEDERAL funds deposited into student's tuition account that exceeds \$11,912 will be refunded to the student.</i> <i>If the amount of funds deposited into student's tuition account is less than \$11,912, the student is responsible to pay the balance by the disbursement date.</i>	<b>\$11,912</b>
<b>Year 2</b>	<b>Payment Period #4</b> (315 Clock Hours/9 weeks)	<b>\$3,088</b>	<b>35 weeks after the start of the program</b> (1215 clock hours). <b>11/18/20</b> <i>Any FEDERAL funds deposited into student's tuition account that exceeds \$15,000 will be refunded to the student.</i> <i>If the amount of funds deposited into student's tuition account is less than \$15,000, the student is responsible to pay the balance by the disbursement date.</i>	<b>\$15,000</b>

**For each Payment Period** – any money deposited into a student's tuition account **that exceeds the amount due for THAT Payment Period will be refunded to the student.** STUDENTS NEED to keep in mind that **getting a refund does not mean the total program tuition is paid in full.** It only means that the tuition for THAT Payment Period is paid.

**If a student wants to use the refund money to pay any upcoming tuition, THEY must give the money back to EASTERN via personal check or money order.**

## Tuition Refund Policy

No refunds on Employer or Personal payments until Tuition is fully paid.

The refund policy for Financial Aid funds is in accordance with the established policies and procedures of the EASTERN Center for Arts & Technology, the US Department of Education (USDE) Title IV programs and the US Department of Defense Tuition Assistance. The registration fee and tuition deposits are nonrefundable. Refunds due to program withdraw for personal reasons or academic failure are calculated on the refundable portion of each payment period's tuition. Withdrawal is determined by the last day of attendance of the student. Intention to withdraw must be addressed in writing to the Practical Nursing Program Coordinator.

A week of FT class usually consists of five (5) days, PT classes two (2) evenings a week and every-other-weekend, but may be less due to holidays, teacher in service or canceled class due to poor weather conditions.

A week of class counts toward tuition reduction regardless of attendance of the student.

All students who withdraw or take a leave of absence from the Practical Nursing Program prior to completion will have refunds processed under the following "School Refund Policy":

### **Refund Calculation for students receiving ANY TYPE of FINANCIAL AID.**

Refunds are based on Payment Period dates, not course dates.

Refunds are calculated on the "refundable" tuition paid for that Payment Period and the date of withdrawal.

Cost=	\$15,000.00
Non-Refundable Down payment =	<u>\$ 1,875.00</u>
Tuition Balance =	\$13,125.00
Payment Period #1 =	\$ 3,475.00 ( <i>plus \$937/half of deposit</i> )
Payment Period #2 =	\$ 3,474.00 ( <i>plus \$938/half of deposit</i> )
Payment Period #3 =	\$ 3,088.00
Payment Period #4 =	\$ 3,088.00

#### Payment Period #1 and #2 (450 hours each)

- Prior to the 1<sup>st</sup> day of the Payment Period (PP) will receive a refund of 100% of refundable tuition paid for that PP.
- Prior to the 5<sup>th</sup> day (days 1 – 4), of the PP, will receive a refund of 75% of refundable tuition paid for that PP.
- Prior to the 10<sup>th</sup> day (days 5 – 9), of the PP, will receive a refund of 50% of refundable tuition paid for that PP.
- Prior to the 15<sup>th</sup> day (days 10 - 14), of the PP, will receive a refund of 25% of refundable tuition paid for that PP.
- On or after the 15<sup>th</sup> day of the PP, a refund will not be issued.

#### Payment Period #3 and #4 (315 hours each)

- Prior to the 1<sup>st</sup> day of the Payment Period (PP) will receive a refund of 100% of refundable tuition paid for that PP.
- Prior to the 4<sup>th</sup> day (days 1 – 3), of the PP, will receive a refund of 75% of refundable tuition paid for that PP.
- Prior to the 8<sup>th</sup> day (days 5 – 7), of the PP, will receive a refund of 50% of refundable tuition paid for that PP.
- Prior to the 12<sup>th</sup> day (days 8 - 11), of the PP, will receive a refund of 25% of refundable tuition paid for that PP.
- On or after the 15<sup>th</sup> day of the PP, a refund will not be issued.

<b>\$15,000</b>	PP #1	PP #2	PP #3	PP #4
< 1 <sup>st</sup> day of Class	\$1,875.00 DUE Non-Refundable	\$4,412.00 DUE	\$8,824.00 DUE	\$11,912.00 DUE
< 10 <sup>th</sup> day of Class (days 1 - 9)	\$2,510.00 DUE	\$5,515.00 DUE	\$9,596.00 DUE	\$12,684.00 DUE
< 15 <sup>th</sup> day of Class (days 10 – 14)	\$3,145.00 DUE	\$6,618.00 DUE	\$10,368.00 DUE	\$13,456.00 DUE
< 20 <sup>th</sup> day of Class (days 15 – 19)	\$3,780.00 DUE	\$7,721.00 DUE	\$11,140.00 DUE	\$14,228.00 DUE
≥ 20 <sup>th</sup> day of Class	\$4,412.00 DUE	\$8,824.00 DUE	\$11,912.00 DUE	\$15,000.00 DUE

### Refund Checks

Students will receive an email when refund checks are ready for students to pick up. If the student does not pick up the refund check by the end of the day noted in the email, the check will be put in the mail (USPS).

**Please Note: All financial obligations must be met before entering the next Level.**

### Financial Obligation

For the student to graduate and be eligible to take the NCLEX-PN (State Licensing Exam), all tuition and fees must be paid in full prior to the student's graduation date.

EASTERN makes every attempt to contact each student to arrange satisfactory payment of the outstanding amount. If we have exhausted all efforts available to us and the debt is still outstanding, the unpaid account is referred to a private collection agency and reported to the national credit bureau systems.

After an account has been referred to private collection, the student is responsible for payment of all collection costs and attorney fees in addition to the original debt owed to EASTERN. Payment arrangements for amounts in collection must be made directly with the appropriate collection agency.

### General Financial Aid Information

Qualified students should have access to higher education and educational opportunities should not be limited by the financial resources of the student and the student's family. Therefore, the Financial Aid Office at EASTERN strives to assist qualified students needing financial assistance in obtaining aid to meet the financial responsibilities to attend school. This assistance includes counseling students to understand the financial expenses and responsibilities of attending school, informing students of the kinds of aid available and how to apply, and assisting students with the application process.

The Financial Aid Office at EASTERN administers the financial aid programs in accordance with federal guidelines and school policy which accords each student equal access to financial assistance. All the information in this handbook is subject to change or modification without notice due to changes or modifications in school policies and in governmental regulations or directives.

All records, correspondence, and conversations between a student and the Financial Aid Office are confidential. No information in the student's financial aid file will be discussed with or released to anyone except as provided by law. Some grantors of financial aid require periodic reports on the academic progress of recipients. Students are made aware of this requirement at the time financial aid is granted.

Students receiving financial aid will be informed of their award(s). Students must inform the Financial Aid Office of any additional aid received. If an over award occurs, the student's aid will be adjusted.

It is necessary for the School to know if the student has received financial aid at any other postsecondary school prior to enrollment. Most information can be obtained from the National Student Loan Database System (NSLDS).

[https://nslds.ed.gov/nslds/nslds\\_SA](https://nslds.ed.gov/nslds/nslds_SA)

## **Meeting the Costs of Nursing School**

Tuition Policy - Tuition for the PN Program is due on a designated date before or on each payment period date. Student tuition is supplemented by State subsidy. The annual tuition is predicated upon receipt of State revenue. In the event the state alters its subsidy to the program, the school reserves the right to recalculate the standard tuition cost for the program. Any student electing to repeat a level/course because of unsatisfactory completion will be asked to pay the tuition for a repeat course or level before attending.

Financial Aid is money to help the student meet direct educational costs, such as tuition, fees, books, and uniforms and personal living costs, such as food, housing, and transportation.

Financial Aid available at EASTERN are the Title IV Federal Direct Loans and PELL Grants. Direct Loans must be paid back to the US Government. PELL Grants are "gift" aid- money that does not have to be repaid. Eligibility is based on need, determined by completing the Free Application for Federal Student Aid (FAFSA). Scholarships may be available to certain qualifying students at different times of the year. Details of any scholarship will be discussed with the student body as they become available.

The **STUDENT BUDGET** is calculated annually and includes direct educational costs and allowable personal living costs. The calculation is called the **Cost of Attendance**. Current student budgets can be found at the end of this Handbook and the [www.eastech.org/pn](http://www.eastech.org/pn) website.

Expected family contribution is determined by a federally mandated and approved "need analysis" process. The student and family taxable and non-taxable income and assets are the major factors which influence level of expected family contribution. Other factors which influence this contribution include: household size and number of household members attending postsecondary school.

Financial need is the difference between what it costs (budget) to attend school and what the family is expected to pay towards those costs. Costs minus expected family contribution equals financial need. Your expected family contribution (EFC) is the sum of your parents and/or spouse's expected contribution and your expected contribution. Please remember that your EFC is determined by a Federally Mandated and approved "need analysis" process. The Financial Aid Officer cannot change the components of this formula.

The Financial Aid Office uses the EFC from the student's individual FAFSA along with other information submitted by the student to determine the amount of aid to be awarded.

All applicants who complete the application process will be notified of the outcome of their application with an AWARD LETTER. Each recipient will be notified of the type and amount of aid offered and the date of disbursement by the Financial Aid Office.

Financial aid may be disbursed as early as one month and at about 450, 900 and 1,215 clock hours of the program. In most cases, disbursed funds are applied directly to the student's tuition account. If the amount of financial aid is in excess of the amount due the school for tuition, a refund check will be issued within 14 days to the student to be used for related educational expenses (food, clothing, housing), or the aid will be adjusted if the grantor(s) does not allow for these expenses.

## **Determination of Dependent/Independent Student Status**

Most sources of Financial Aid which are awarded based on need require that a student be classified as dependent or independent. To determine your status:

Independent student for Federal Pell Grant Program and Federal Direct Loan Program is an individual who meets one of the following criteria:

- Were you born before January 1, 1996?
- As of today, are you married? (answer "Yes" if you are separated but not divorced).
- Do you have children who receive more than half of their support from you?
- Do you have dependents (other than your spouse) who live with you and who receive more than half of their support from you, now through 6/30/20?
- Are both of your parents deceased, or are you or were you (until age 18) a ward/dependent of the court?
- Are you a veteran of the U.S. Armed Forces or currently serving on active duty, other than training?
- Emancipated Minor
- Homeless

Dependent student for Federal Pell Grant Program and Federal Family Student Loan Program is:

- An individual born on or after January 1, 1996.
- Does not meet any one of the other criteria listed for the independent student.

### **Rights and Responsibilities of Students Receiving Financial Aid**

As a consumer of an educational product it is your right and your responsibility to carefully evaluate and understand what you are about to purchase. You have the responsibility to:

- Apply for Financial Aid 30 days, prior to the start of the program.
- Familiarize yourself with the school's financial aid program before you enroll.
- Complete all applications accurately (intentional misreporting information on financial aid forms is a violation and may be considered a criminal offense which could result in an indictment under the U.S. Criminal Code).
- Submit all applications and re-applications on time and to the right places.
- Read and understand all forms you sign (keep copies for your own records).
- Accept responsibility for all agreements you sign, including repayment of loans.
- Notify the financial aid office and/or appropriate lenders of changes in the following:
  - Name, Address, Enrollment status, marital status, personal or family financial status, any additional financial aid in the form of scholarships or grants.
- Notify the financial aid office if you have attended any other post-secondary institution during the current academic year or prior summer.
- Return all additional documentation, verification corrections, and/or new information requested by the school or the agency to which a financial aid application was submitted.
- Complete ALL documentation, corrections, etc. 30 days before the program begins.
- Use financial aid solely for educational purposes.
- Know and comply with the tuition refund policy.
- Maintain satisfactory academic progress.

### **You have the right to know:**

- The cost of attending school and the tuition refund policy.
- What financial aid is available and the application process?
- The deadlines for submitting applications.
- How financial aid is determined, and the criteria used to select aid recipients.
- The costs included in determining your educational budget.
- The resources considered in calculation of your need.
- How much of your financial need has been met, as determined by the school, and when financial aid is credited to your account.
- That the Financial Aid Officer or designee will explain the programs in your financial aid package and review your records.

- What part of your financial aid is a loan and must be repaid, the interest rate, the length of time, total amount and procedure for repayment, and when repayment begins for any loan you receive.
- What part of your financial aid is a grant/scholarship and is not repaid?
- How and when financial aid will be disbursed, how decisions on disbursement are made, and the basis for these decisions.
- That you may accept or decline any financial aid awarded.
- How the school determines whether satisfactory progress is being made and what happens if progress is not made.
- That you may appeal the cancellation of financial aid.

### Drug Violations

Title IV Eligibility (Direct Loans and Pell Grants) will be suspended if a student is convicted of a drug-related offense. If a student is convicted of a drug-related offense and loses Title IV eligibility, the school will provide written notice to the student concerning the loss of funding and ways in which the student may regain eligibility for Title IV aid.

### Federal Pell Grant

- Award Range: up to \$6,094.00 per academic year (900 clock hours).
  - Eligibility Requirements:
    - Demonstrate financial need as determined by a federally mandated “need analysis” formula – EFC.
    - Have not exceeded the 12 semester PELL grant eligibility limit.
    - Undergraduate student - no prior bachelor's degree.
    - Enrolled in an eligible participating institution.
    - U.S. citizen or eligible non-citizen.
    - Be making satisfactory academic progress.
    - Be registered with the Selective Service, if required.
    - Not be in default on any federal loan or owe a refund on any federal grant made under the Higher Education Act of 1965, as amended, at any institution.
    - Conviction of drug distribution or possession may make student ineligible.
    - Be working toward a degree or certificate.

### Federal Direct Loan Program\_(All Direct Loans subject to the US loan fee of 1.066%)

- **Subsidized** Direct Loan Maximum for the academic year (900 clock hours):
  - Annual total = \$3,500.00 (5.05% interest accrues starting 6 months after graduation)
  - Lifetime total for ALL Undergraduate students = \$23,000
- **Unsubsidized** Direct Loan Maximum per academic year (900 clock hours):
  - Annual total = \$6,000.00 (Independent)
  - Annual total = \$2,000.00 (Dependent)
    - (5.05% interest accrues as soon as funds deposited into the student’s tuition account at EASTERN).
  - Lifetime total (Sub/UnSub) for Undergraduate Dependent students = \$31,000
  - Lifetime total (Sub/UnSub) for Undergraduate Independent students = \$57,500
- Eligibility Requirements:
  - U. S. Citizen or eligible non-citizen.
    - Accepted for enrollment and making satisfactory progress.
  - Classified as at least a half-time student working toward a degree or certificate.
  - Not be in default on an educational loan or grant refund.
  - Registered with Selective Service, if required.
  - Have demonstrated financial need in order to receive a subsidized Federal Direct Loans.
  - Have not reached lifetime loan limits.

## Application Process

- Go to: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). **This is a FREE process!** Do not go to any other site to complete your FAFSA! If you are on a site and it asks for payment you are on the wrong website.
- Click on Start Here and complete the process for 2019-2020.
- When entering Student and/or Parent Tax information, you will receive a prompt that asks questions to see if you are eligible to use the IRS Data Retrieval Tool. USE THIS TOOL, it makes everything easier.
- If you are eligible to use the IRS Data Retrieval Tool, follow the directions to pull your IRS **2017** Tax Information into your 2019-20 FAFSA. Once the data has been pulled into your FAFSA, DO NOT make any changes to the information brought in.
- If you are not eligible to use the IRS Data Retrieval Tool you must submit an official copy of your 2017 IRS Tax Return Transcript
  - **Online:** [www.irs.gov](http://www.irs.gov) (Online Services page, click "Order a Tax Return or Account Transcript"). Make sure you click on TAX RETURN Transcript, **NOT** Account Transcript.
  - **Telephone:** Call the IRS @ 1-800-908-9946
- **SIGN your FAFSA with your FSA ID.** Parents of Dependent students must also obtain a FSA ID and sign the FAFSA as well.
- Complete the following AND submit to C. Duell
  - IRS Tax Return Transcript if required.
  - 2019-2020 DL Verification Worksheet (Independent or Dependent)
  - **EASTERN** Student Loan Request Form - Year 2

## Verification

- Process used by the U.S. Department of Education (USDE) to check the accuracy of information you have submitted on your application.
- EASTERN collects the required verification documents (Driver's License, Social Security Card, Citizenship documents, DL Verification Form) on all students regardless if chosen for USDE Verification. This is done to expedite the application process.
- Selection for verification does not necessarily indicate that there is something wrong on your application.

## Direct Loan (DL) and Pell Grant Disbursement

DL and Pell grants are paid in two (2) disbursement per academic year. They are applied directly to the student's tuition account to cover any outstanding tuition balance. Once any outstanding balance is paid, EASTERN will disburse the remainder of the funds to the student.

## Eligibility and Interest Benefits

Eligibility is based on family income and financial need established by standards set by the federal government. The federal government subsidizes the interest during the in- school period if the family meets the federal income and financial need standards.

## Course/Level Failure

To receive financial aid funds a student must maintain Satisfactory Academic Progress (SAP)

When a student fails, they are no longer considered SAP, and therefore cannot use Title IV Funds

(Direct Loan/Pell Grant) to pay for a repeat course/level. Once the student repeats a course/level and becomes successful (SAP) they may apply for any Title IV funds they are now eligible for.

## Loan Repayment and/or Loan Deferment

Under certain conditions Federal Direct Loan repayment may be deferred. However, deferments are not automatic. For more details about deferment, contact the Financial Aid Office or seek out deferment information.

## **Additional sources of Information on Financial Aid**

1-800- 4- FED AID (1-800-433-3243)

### **Federal Title IV and Department of Defense TA Return of Funds Policy**

1. Federal law specifies how a school must determine the amount of federal financial aid that a student earns if he/she withdraws, drops out, is dismissed prior to completing more than 60% of a payment period.
2. The amount of federal financial aid assistance that the student earns is determined on a pro-rata basis. Once the student has completed more than 60% of the payment period or period of enrollment, all financial aid assistance is earned.
3.  $\text{Percentage of Period Completed} = \frac{\text{Number of scheduled clock hours to have been completed as of the withdrawal date in the payment period up to the withdrawal date}}{\text{total clock hours in the payment period}}$
4. When a student receives federal financial aid in excess of earned aid:
  - a) the school returns the lesser of:
    - o institutional charges multiplied by the unearned percentage, or Title IV federal financial aid disbursed multiplied by the unearned percentage
  - b) the student returns:
    - o any remaining unearned aid not covered by the school.
5. When a credit balance exists on a student account because of the credit of PLUS loan funds, the school will return the credit balance to the parent borrower unless the parent authorizes the school to return the credit balance to the student.

Withdrawal date is defined as the actual date the student begins the institution's withdrawal process, the student's last date of course attendance or the midpoint of the payment period or period of enrollment for a student who leaves without notifying the institution.

The school/student must return unearned aid by repaying funds to the following sources, in order: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct PLUS Loans and Federal Pell Grants.

### **STUDENT LENDING - CODE OF CONDUCT**

Eastern Center for Arts & Technology is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and to rule out any perceived or actual conflict of interest between Eastern officers, employees or agents and education loan lenders. Eastern Center for Arts & Technology does not:

- participate in any revenue-sharing arrangements with any lender.
- permit any officer, employee or agent of the school who is employed in the financial aid office or is involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.
- permit any officer, employee or agent of the school who is employed in the financial aid office or is 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.
- permit any officer, employee or agent of the school who is employed in the financial aid office or is 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. Eastern Center for Arts & Technology 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.
- assign a servicer to any first-time borrower through financial aid packaging or any other means.



- 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.
- EASTERN recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. EASTERN 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.

### **STUDENTS RIGHT TO KNOW AND CAMPUS SECURITY ACT INFORMATION**

The "Student Right to Know and Campus Security Act," P.L. #101-542, requires all post-secondary institutions to collect data concerning the safe environment of the institution. The Act further requires that the institution "prepare, publish and distribute this information to all current students and employees, and to any applicant for enrollment or employment upon request." The following information is presented pursuant to the requirements of the Act for all post-secondary programs offered at this institution.

EASTERN Center for Arts and Technology is a non-residential, single campus, secondary and post-secondary institution located in suburban Montgomery County, Pennsylvania. The institution offers educational programs only--no athletic programs are available. Students have a predetermined time allotment for classes and the environment is monitored by staff. Periodically, the campus is patrolled by the Upper Moreland police.

- A. Reporting policies: The Director of the institution and its administrators are designated by Board Policy to receive complaints of students.
- B. The facility is unlocked and locked each day by school personnel. During the instructional period the building is monitored by staff and administration. Board policy provides that an administrator be on-site during the instructional period, the period when students are in the building.
- C. Policies concerning campus security (campus security personnel) are not applicable to this institution.
- D. The orientation for PN students includes information regarding campus security at the time each class is admitted to the program. Policies are contained in the student handbook issued students and are reviewed with students. Each student is assigned to a locker with a combination lock that must be kept locked at all times. Students are advised not to leave belongings or valuables unattended--either keeping them in their locker or on their person. Each student is assigned a parking sticker for the campus parking lot reserved for PN students. No student or other individual is permitted on the lot unless the sticker is displayed. Separate continuing education handbooks for both day and evening adult students are distributed to each registrant. These handbooks contain procedures, policies and regulations. Adult day students are issued a parking sticker for the campus parking lot reserved for post-secondary students.
- E. In accordance with the Joint Operating Committee policies, Drug Awareness policy guidelines have been established for dealing with students who possess or are under the influence of any controlled substance, including alcohol. These policies and guidelines are shared with students upon entry into the program and are published in the student handbook. The following policies and guidelines are contained in the student handbook or website.

Substance Abuse Policy

Drug Awareness: students are directed to [www.dea.gov](http://www.dea.gov)

Federal Trafficking Penalties: students are directed to [www.dea.gov](http://www.dea.gov)

Resource List--Drug and Alcohol Services: [www.findtreatment.samhsa.gov](http://www.findtreatment.samhsa.gov)

F. Campus Crime and Security statistics at EASTERN Center for Arts and Technology were reported to the United States Department of Education, Office of Postsecondary Education in Summer 2014. Institutional campus crime and security information is available to the general public at [www.ope.ed.gov/security](http://www.ope.ed.gov/security). See [www.eastech.org/practicalnursing](http://www.eastech.org/practicalnursing) for latest statistics.

G. Written policies, adopted by the governing board of the school are in force regarding the possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws and the possession, use, and sale of illegal drugs. Literature concerning the enforcement of Federal and State drug laws and of drug or alcohol abuse education programs is provided students at registration.

### **Confidential Reporting Procedures**

If you are the victim of a crime and do not want to pursue action within the criminal justice system, you may still want to consider making a confidential report. With your permission, the Nurse Administrator can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the school can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime about a location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes' statistics for the institution.

In Accordance with the "Campus Sex Crimes Prevention Act" of 2000 Eastern Center for Arts and Technology is providing a link to the Pennsylvania Sex Offender Registry. The link is <http://www.pameganslaw.state.pa.us>

The Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the school community where law enforcement information provided by a State concerning registered sex offenders may be obtained. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and violation is punishable as a class 1 misdemeanor.

### **Substance Abuse Policy** (See EASTERN policy # C 115 and C 106)

The EASTERN Center for Arts and Technology Practical Nursing Program has a responsibility to provide an environment free from drugs and alcohol. As future members of the health care team, practical nursing students are required to be physically and mentally prepared to care for clients.

If a student has been prescribed a controlled substance, they must provide a valid prescription to the Practical Nursing Program Coordinator.

Any student who demonstrates behaviors that show "cause" (behaviors listed) will be subject to evaluation by an independent laboratory or physician. If proven to be under the influence of any controlled substance/alcohol the student will be suspended from the Practical Nursing Program. Possession of a controlled substance is grounds for dismissal and local law enforcement agencies having jurisdiction will be notified.

A student showing "cause" will be referred to an appropriate facility for blood testing. The student will be transported by cab or by a supervising person. The student is not to drive themselves. The cost of any testing will be the responsibility of the student.

Substance and alcohol abuse are treatable conditions. If a student is suspended for testing positive for an illegal substance or alcohol, he/she will be referred to an approved physician for evaluation. The physician will decide regarding required treatment/rehabilitation. Treatment/rehabilitation must be successfully completed and documented before the student will be considered for return to the Practical Nursing Program. Return to the Practical Nursing Program will be at the discretion of the EASTERN Center for Arts and Technology faculty and the referring physician.

Refusal to be tested for "cause" will be considered a positive test for substance and/or alcohol. Noncompliance with the above policy is grounds for dismissal from the Practical Nursing Program.

Behaviors that give "cause" for testing to be initiated are listed but not limited to the following:

1. Sleeping in class or at other inappropriate times.
2. Disappearing from class or clinical site without explanation.
3. Slurred speech
4. Abnormal gait
5. Inappropriate behavior
6. Failure to follow direction
7. Odor of alcohol

Substance Abuse Treatment Resources: [www.findtreatment.samhsa.gov](http://www.findtreatment.samhsa.gov)

### **Sexual Assault and Prevention Policy**

Eastern Center for Arts and Technology realizes the seriousness of sex offenses. For information on sex offenses, including rape, acquaintance rape and other forcible and non-forcible sex offenses, students and staff can access the following websites:

Women Organized Against Rape (WOAR) [www.woar.org](http://www.woar.org)

Pennsylvania Coalition Against Rape (PCAR) [www.pear.org](http://www.pear.org)

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The two Philadelphia rape designated hospitals are Thomas Jefferson Hospital at 111 South 11<sup>th</sup> Street, 215-995-6000 and Episcopal Hospital at 100 E. Lehigh Avenue, 215-707-1200.

Victims of sexual assault should report the incident in a timely manner to Carol Duell, the Nursing Administrator, at 215-784-4819. Timely reporting is a critical factor for evidence collection and preservation. The Nurse Administrator can assist you in contacting the Police Department.

Notifying the Nurse Administrator does not obligate the victim to report to the police and prosecute.

If you decide to report to the police you can call 911. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests. at no expense to the victim.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

### **Disability Policy**

The Rehabilitation Act, 1973 (504), the Americans with Disability Act, 1990 (ADA) and the ADA Amendments Act, 2008 (ADAAA) prevent discrimination against persons with disabilities. The Acts define a disability as "a physical or mental impairment that substantially limits one or more of the major life activities, a record of such impairment or being regarded as having such an impairment."

It is the student's responsibility to "Self-Report" their disability to the Program Coordinator if an accommodation is requested. A student may request accommodation for a disability at any time but should be as early as possible after admission to the program. If a student does not seek an accommodation for a disability, the Program Coordinator and Instructors will assume the student is able to meet the Essential Abilities for a Practical Nursing student (see below) without the need for accommodation.

All students with disabilities that seek an accommodation of the educational program shall provide documentation that substantiates the disability, explains the impairment or functional limitations created by the disability, the type of accommodation being requested, and an explanation why the accommodation is necessary for the student to participate in the program.

In general, documentation may include educational or medical records, reports and assessments created by health care providers, school psychologists, teachers or the educational system. This information includes documents that reflect education and accommodation history, such as Individual Education Plans (IEP), Summary of Performance (SOP), and teacher observations.

The Practical Nursing Program reserves the right to make inquiries of the student, their health provider, and individuals with appropriate medical or disability accommodation expertise to determine what, if any, reasonable accommodation can be made to the program for a student.

Upon receipt of the above documentation, the student will meet with the Program Coordinator to discuss the creation of an accommodation plan designed to assist the student in meeting their educational goals. The discussion may encompass whether a student has a disability, whether accommodation is necessary and whether any requested accommodations are reasonable.

Accommodations provided during the instructional portion of the program cannot alter the curriculum or regular class standards. Moreover, the school cannot guarantee that the same accommodation offered to a student at the school will be provided by the National Council of State Boards of Nursing (NCSBN) when a student takes the NCLEX-PN licensing examination.

### **Electronic Media-Social Media/Networks Policy**

Use of electronic media, (social media/social networks - i.e., Facebook, Twitter, chat rooms, forums, etc.) have become important communication tools. However, **inappropriate** use of electronic media violates a patient's right to confidentiality and privacy (HIPPA). It may also cross the professional boundary between a nurse and his/her patient. Therefore, the following guidelines were developed to minimize the risks of using electronic media.

- Students are forbidden from:
  - Sharing, posting or otherwise transmitting any patient information, including images.
  - Identifying a patient by name or any other method (such as nickname, room number or diagnosis) that could lead to the identification of the patient.
  - Making disparaging remarks about patients, employees, instructors, other students or facilities, even if they are not identified.
  - Make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.
  - Taking photos or videos of patients on a personal device, including cell phones.
  - Disclosing confidential information about EASTERN, its employees or students.
  - Stating personal opinions as being endorsed by EASTERN.
  - Using information and conducting activities that may violate EASTERN policies, or may violate local, state, or federal laws, and regulations.
  
- Students must realize that:
  - Limiting access to postings via privacy settings is not enough to protect the patient's privacy.
  - It is not acceptable to post any information about a patient even if they are not identified.
  - Students must maintain appropriate professional boundaries with patients. On-line contact with patients or former patients blurs the distinction between a professional and personal relationship.
  - Inappropriate communication via electronic media is discouraged. This includes instances where the patient contacts the student first. If this occurs, the student should notify their instructor.
  - Anyone, including prospective employers may view postings on social media. Once information is posted on the internet, it is available to the world and cannot always be deleted or rescinded.
  - Students can be held personally liable for any violation. Such violations may result in civil and criminal penalties including fines or possible jail time in accordance with state and federal laws.
  - Inappropriate use of electronic media can lead to disciplinary action including but not limited to formal reprimand, suspension or dismissal from the program.

- Students should:
  - Students should bring content that could harm a patient’s privacy, rights, or welfare to the attention of faculty.
  - If the student has any doubt about the appropriate use of electronic media, they should contact their instructor for further guidance.

**References**

Anderson, J., & Puckrin, K. (2011). Social network use: A test of self-regulation. *Journal of Nursing Regulation*, 2(1), 36-41.

National Council of State Boards of Nursing. (2011). White paper: A Nurse’s Guide to the use of social media. Chicago, IL. Retrieved from [www.ncsbn.org/](http://www.ncsbn.org/)

**Veterans Benefits and Transition Act of 2018**, section 3679 of title 38, US Code compliance. EASTERN’s PN program will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

**ESSENTIAL ABILITIES - EASTERN’s Practical Nursing students must be able to do the following:**

- Physical and mental proficiency and energy to fulfill job description.
- Adequate vision (with correction if necessary, to read medication labels).
- Hearing (with assistive device, if necessary).
- Speech, to be understood by all persons across the life span.
- Sense of touch to feel pulses, temperature, assessments.
- Manual dexterity (of all limbs to operate equipment, syringes and switches)
- Strength to push, pull or lift greater than fifty (50) pounds.
- Ability to lift, carry, push, pull, stoop, and bend, depending on assigned unit.
- Ability to squat and crouch.
- Ability to kneel, crawl and climb.
- Ability to reach above shoulder level.
- Ability to stand and walk for long periods of time.
- Ability to organize, and effectively manage time to meet deadlines.
- Ability to perform neat, accurate work.
- Ability to respond to increasing pressure, emergencies and workloads.
- Ability to set priorities.
- Ability to apply hospital policies and procedures.
- Ability to communicate in English effectively and understandably with all health care providers and consumers using both verbal and non-verbal skills.
- Ability to communicate with acute and chronically ill patients and their significant others.
- Ability to document completely and legibly, using acceptable, professional terminology.
- Ability to use a computer system

The above list of ability requirements was compiled in accordance with clinical facilities used by the Practical Nursing Program and is not inclusive and may differ according to institutional policies.

**STUDENT COMPLETION STATISTICS**

Year	Class	FT/PT	Program Completion (% of students who completed the program in 150% of the time.
2016-2017	September #133	FT	77.2
	PBC #130	PT	45
	EE #131	PT	91.2
	February #135	FT	86.6
2017-2018	September #137	FT	92.8
	February #140	FT	75
	EE (M/W) #134	PT	80.9
	EE (M/W) #136	PT	60.8
2018-2019	September #141	FT	81.4
	EE (T/T) #138	PT	47
	EE (T/T) #139	PT	73.9
	February #143	FT	71.4
2019-2020	September #144	FT	72.4 (3 still enrolled)
	February #146	FT	66.6 (3 still enrolled)
	EE(M/W) #142	PT	69.2

**NCLEX-PN FIRST TIME PASS RATES** (EASTERN compared to PA State and US Rates)

Year	EASTERN	Pennsylvania	US
2015 – 2016	85.10	83.90	83.78
2016 - 2017	79.75	84.34	83.65
2017 - 2018	80.56	84.10	85.38
2018 – 2019	89.71	87.05	85.76

Year	Quarter	1 <sup>st</sup> Time Pass Rate	Year to Date
2017 - 2018	1 (Oct-Dec)	80	80
	2 (Jan-Mar)	88.2	82.6
	3 (Apr-Jun)	80	82.2
	4 (Jul-Sep)	--	80.56
2018 - 2019	1 (Oct-Dec)	95.83	95.83
	2 (Jan-Mar)	86.21	90.56
	3 (Apr-Jun)	85.71	89.55
	4 (Jul-Sep)	--	89.71
2019-2020			

Statistics as of 2/14/20

**Financial Aid Budget for Class #150 Full Time February program  
Year 1 (19-20) – Seven Month Budgets (30 weeks/900 clock hours)**

	<b>DEPENDENT</b>	<b>INDEPENDENT</b>
Tuition	8,820.00	8,820.00
Room and Board	2,800.00	7,000.00
Supplies and Books	1,000.00	1,000.00
Transportation	3,500.00	3,500.00
Miscellaneous Personal Expenses	1,400.00	2,800.00
Loan Fees	58.00	101.00
<b>Total</b>	<b>17,578.00</b>	<b>23,221.00</b>

**Year 2(20-21) – Five Month Budget (630 clock hours)**

	<b>DEPENDENT</b>	<b>INDEPENDENT</b>
Tuition	6,180.00	6,180.00
Room and Board	2,000.00	5,000.00
Supplies	250.00	250.00
Transportation	2,500.00	2,500.00
Miscellaneous Personal Expenses	1000.00	2,000.00
Loan Fees	48.00	78.00
<b>Total</b>	<b>11,978.00</b>	<b>16,008.00</b>

Tuition and Fees: The tuition for the 2019-20 School year is \$15,000.00. The hourly rate is \$9.80.

Room and Board: For students without dependents, living with parents, we are using the figure of \$400.00 per month.

For all other students, we are using a figure of \$1,000.00 per month (\$600.00 for rent and \$400.00 for food).

Supplies: The \$1250.00 figure is taken from the 2018-19 Cost List (\$1000.00 for Year 1 and \$250.00 for Year 2).

Transportation: We are using figure \$500.00 per month, includes the cost of insurance, upkeep and gas.

Misc. Living Expenses: For students without dependents, living at home, we used a monthly allowance of \$200.00.

For all other students, we are using a monthly allowance of \$400.00.

Loan Fees: **Dependent Students:**

Year 1 – 1.059% of \$5,500.00 = \$58.00.

Year 2 – 1.059% of \$4,560.00 = \$48.00

**Independent Students:**

Year 1 – 1.059% of \$9,500.00 = \$100.00

Year 2 – 1.059% of \$7,350.00 = \$ 78.00

Year Two: Dependent Students:

Sub: \$4,500.00

UnSub: \$2,000.00

\$6,500.00 x 630

900 = \$4,550.00

Independent Students:

Sub: \$10,500 x 630 = \$7,350.00

Year 1 = 2/3/20 – 9/1/20 (Disb Dates are 3/4/20 and 5/20/20)

Year 2 = 9/2/20 – 1/28/21 (Disb Dates are 9/2/20 and 11/18/20)

**Financial Aid Budget for Class #149 - EASTERN Evenings Part Time program**  
**Year 1(19-20 and 20-21)- 12 Month Budgets (900 clock hours)**

	<b>DEPENDENT</b>	<b>INDEPENDENT</b>
Tuition and Fees	8,820.00	8,820.00
Room and Board	4,800.00	12,000.00
Books and Supplies	1,250.00	1,250.00
Transportation	6,000.00	6,000.00
Miscellaneous Personal Expenses	2,400.00	4,800.00
Loan Fees	59.00	101.00
<b>Total</b>	<b>23,419.00</b>	<b>33,061</b>

**Year 2 (19-20 and 20-21) – Ten Month Budget (630 clock hours)**

	<b>DEPENDENT</b>	<b>INDEPENDENT</b>
Tuition and Fees	6,180.00	6,180.00
Room and Board	4,000.00	10,000.00
Books and Supplies	250.00	250.00
Transportation	5,000.00	6,000.00
Miscellaneous Personal Expenses	2,000.00	4,000.00
Loan Fees	48.00	78.00
<b>Total</b>	<b>17,477.00</b>	<b>26,507.00</b>

Tuition and Fees: The tuition for the 2019 – 2019 School year is \$15,000.00\*. The hourly rate is \$9.80.

Room and Board: For students without dependents, living with parents, we are using the figure of \$400.00 per month.  
 For all other students, we are using a figure of \$1,000.00 per month (\$600.00 for rent and \$400.00 for food).

Books and Supplies: The \$1,250.00 figure is taken from the 2018-19 Cost List (\$1,000.00 for Year 1 and \$250.00 for Year 2).

Transportation: We are using figure \$500.00 per month, includes the cost of insurance, upkeep and gas.

Misc. Living Expenses: For students without dependents, living at home, we used a monthly allowance of \$200.00.  
 For all other students, we are using a monthly allowance of \$400.00.

Loan Fees: **Dependent Students:**  
 Year 1 – 1.062% of \$5,500.00 = \$58.00.  
 Year 2 – 1.062 % of \$4,550.00 = \$48.00  
**Independent Students:**  
 Year 1 – 1.062% of \$9,500.00 = 101.00  
 Year 2 – 1.062% of \$7,350.00 = \$78.00

Loan Dates: Year 1 – 11/4/19-11/3/20 – Disb 12/11/19 and 6/24/20  
 Year 2 – 1/17/21 – 11/11/21– Disb 1/20/21 and 6/16/21



## **INSTITUTIONAL RESOURCES**

### Financial Aid Office

EASTERN Center for Arts and Technology

3075 Terwood Road

Willow Grove, PA 19090

215-784-4835

[cduell@eastech.org](mailto:cduell@eastech.org)

Hours: 9:00 a.m. to 3:00 p.m.

Payment of Tuition - 215-784-4835, mail or in person.

**PN Program Coordinator/Financial Aid Officer**  
**Financial Aid Advisor**

Carol Duell 215-784-4835

Nora Downey 215-784-4835

### Misc. Information

**School Website** – [www.eastech.org](http://www.eastech.org)

**Practical Nursing FAX number** – 215-784-4829

**Student Clinical Call Out Phone Number** – **215-481-3228** and leave a message.

**PN MOODLE** - <https://pneecat.moodle.school>



# Practical Nursing Program Resource Guide

- *Math Skills*
- *Reading Skills*
- *ESL Classes*
- *Social Support Services*
- *Etc.....*



## MONTGOMERY COUNTY

### General Information

- **Montgomery County Support Services**  
<http://www.montcopa.org>

### Child Care

- **Montgomery County's Child Care Information Services** offers FREE information for making good child care choices for your children, and free listings of licensed and regulated childcare facilities. Contact them at 610-270-3429 or 1-800-281-1116. Assistance may be available to eligible families, for the cost of childcare.

### Possible Tuition Assistance – other than AES/PHEAA/PELL Loans and Grants

- **Montgomery County Department of Career Development**  
1855 New Hope Street  
Norristown, PA 19401  
610-270-3429  
Montgomery County Department of Career Development is part of a consortium of agencies that serve as the Operator of the one-stop workforce development center known as PA CareerLink.

**Health Department** – <http://health.montcopa.org/health>

**Center for Disease Control HIV Hotline** = 1-888-HIV-4911

### English Language Support

- **Montgomery County Community College** [www.mc3.edu](http://www.mc3.edu)

BASIC COURSES - ESL 004, 005, 006 – These are non-credit courses that introduce students to basic English vocabulary and pronunciation. Includes practice in listening, speaking and writing.

INTERMEDIATE AND ADVANCED COURSES – ESL 010, 011 and 014 – Basic writing, vocabulary and reading comprehension.

## **Literacy/Reading**

- **Abington Free Library Adult Literacy Program**  
1030 Old York Road  
Abington, PA 19001  
215-885-5183  
[Ablit1@yahoo.com](mailto:Ablit1@yahoo.com)
- **Literacy Council of Norristown**  
<http://www.lcnlit.org>  
113 East Airy Street  
Norristown, PA 19401  
610-292-8515
- **Adult Literacy Center**  
<http://www.givethegoal.org>  
YMCA of Pottstown  
Pottstown, PA 19464  
610-323-1888
- **Montgomery County Library and Information Network Consortium**  
<http://www.mclinc.org>  
**Click on:**
  - Remote Databases
  - Learning Express
  - Skill Building for Adults or College Preparation
- **EASTERN Center for Arts and Technology**  
[www.eastech.org](http://www.eastech.org)  
**Click on:**
  - Continuing Education for a list of possible offerings



## **PHILADELPHIA COUNTY**

### **General Information**

- <http://www.phila.gov>
- <http://www.phillysos.org>

### **Child Care**

- <http://www.philadelphiachildcare.org>

### **Possible Tuition Assistance – other than AES/PHEAA/PELL Loans and Grants**

- **Philadelphia Workforce Development Corporation**  
1617 JFK Blvd  
13<sup>th</sup> Floor  
Philadelphia, PA 19103  
<http://www.pwdc.org>

### **Health Department** – <http://www.phila.gov/health>

**Center for Disease Control HIV Hotline** = 1-888-HIV-4911

### **English Language Support**

- **La Salle University**  
[www.lasalle.edu](http://www.lasalle.edu)
- **Philadelphia Community College**  
[www.ccp.edu](http://www.ccp.edu)

ENGL 071

Beginning Listening and Speaking for Non-Native Speakers of English

ENGL 078

Pronunciation of American English for Non-Native Speakers of the Language

ENGL 089

Fundamentals of Reading

### **Literacy/Reading**

- **Free Library of Philadelphia**

<http://www.library.phila.gov>

**Click on:**

- Programs and Services
- Adult Education



## **BUCKS COUNTY**

### **General Information**

- <http://www.buckscounty.org>

### **Possible Tuition Assistance – other than AES/PHEAA/PELL Loans and Grants**

- **Bucks County Office of Employment and Training**  
4259 Swamp Road  
Suite 303  
Doylestown, PA 18901  
Phone: 215-340-2020  
  
1260 New Rodgers Road  
Bristol, PA 19007  
Phone: 215-781-1060

**Center for Disease Control HIV Hotline** = 1-888-HIV-4911

### **English Language Support**

- Bucks County Community College  
<http://www.bucks.edu/academics/coned/lang.php>
- **Bucks County Library**  
[www.buckslib.org](http://www.buckslib.org)

### **STATE OF PENNSYLVANIA**

- Pennsylvania Career Link  
<http://www.pacareerlink.state.pa.us>
- Pennsylvania Department of Public Welfare  
<http://www.dpw.state.pa.us/>
- PA Department of Labor and Industry, Bureau of Workforce Development Partnership, Veterans Employment and Training Services, Office of Vocational Rehabilitation  
<http://www.dli.state.pa.us/>
- Health Department – [www.health.state.pa.us](http://www.health.state.pa.us)

## Medication Calculation Help and Practice Problems

<http://www.accd.edu/SAC/NURSING/math/default.html>

<http://www.math.com>

<http://www.fortwaynenurses.com/math.htm>

[www.purplemath.com](http://www.purplemath.com)

<http://www.m2hnursing.com/MedCal/index.php>

<http://www.dosagehelp.com/>

<http://www.alysion.org/dimensional/analysis.htm>

<http://academic.cuesta.edu/nursing/math.htm>

<http://webpages.chhs.niu.edu/kuczek/...alulations.htm>

<http://www.delta.edu/tlc/TLCStudySup...rsingmath.html>

<http://www.crnasomeday.com/medmath1.htm>

<http://go.dbcc.edu/hhps/nursing/medi...culations.html>

<http://www-isu.indstate.edu/mary/tutorial.htm>

<http://home.sc.rr.com/nurdosagecal/>

<http://www.testandcalc.com/quiz/index.asp>

<http://www.oaklandcc.edu/Nursing/Doc...l2PRACTICE.pdf>

### **Pediatrics**

<http://www.lww.com/promos1/karch/images/05-Karch.pdf> - tutorial

<http://www.pharmacyexam.com/news/calculation.pdf> - conversion chart

## Study Skills

Check your county library site as well – see above

### **Websites:**

<http://www.how-to-study.com/>

<http://www.studygs.net/>

<http://www.ucc.vt.edu/stdyhelp.html>

<http://www.educationatlas.com/study-skills.html>

<http://www.testtakingtips.com/>

<http://www.medi-smart.com/study-tips.htm>

[http://www.sarc.sdes.ucf.edu/documents/learning\\_skills/Study\\_skills\\_for\\_nursing\\_students.pdf](http://www.sarc.sdes.ucf.edu/documents/learning_skills/Study_skills_for_nursing_students.pdf)

<http://www.nursezone.com/Student-Nurses/study-tips.aspx>

[http://www.nсна.org/pubs/imprint/septoct05/sept-oct-05\\_backtoschool\\_studytips.pdf](http://www.nсна.org/pubs/imprint/septoct05/sept-oct-05_backtoschool_studytips.pdf)

### **Books**

Learning Strategies: Your Guide to Classroom and Test Taking Success.

**ISBN: 13-978-1-933107-99-8**

**Purchase at [www.atitesting.com](http://www.atitesting.com) \$15.00**

Nugent, P. and Vitale, B. (2012) Test Success – Test Taking Techniques for Beginning Nursing Students (6<sup>th</sup> ed). FA Davis: Philadelphia. **ISBN = 978-0-8036-2818-2**

**Purchase at local bookstore or [www.fadavis.com](http://www.fadavis.com)**

## HOTLINES

### **US Government Hotlines**

- Domestic Violence = 1-800-799-7233
- Alcohol and Drug Abuse = 1-800-662-HELP
- Child Health Insurance = 1-877-543-7669
- Department of Education = 1-800-872-5327



## Practical Nursing - School Closing Information

Can be found **3 ways:**

### **SCHOOL WEBSITE**

- [www.eastech.org](http://www.eastech.org)

### **KYW Snow #**

- KYW (Snow # is **1135 (Full Time Classes)** and **2135 (Part Time Classes)**)
- <http://kywnewsradio.com/schoolclosings>

### **TEXT or EMAIL MESSAGE**

- You can also **sign up** with **NBC 10** to get a text message sent to your cell phone or email.

To do this, please follow these steps:

Go to:            [www.nbcphiladelphia.com](http://www.nbcphiladelphia.com)

Click on:        WEATHER, will have a drop down...

Click on:        SCHOOL CLOSING ALERTS

Click on:        "Click here to sign up today!"

Complete all fields

- Step 1: Sign-up-Test Your Phone
- General Information
- Choose message format (text or email)
- Choose message group:
  - Scroll down to **Montgomery County**
  - Click on Check box for either:
    - **Eastern Center for Arts & Tech Nursing – DAY OR**
    - **Eastern Center for Arts & Tech Nursing EVE/WE**
- Follow the prompts to continue. You will get a code sent to your phone to **ACTIVATE** your subscription to the service.