Associate Degree Nursing Program

STUDENT HANDBOOK

2018 - 2019

The Handbook is intended to be a reference for students enrolled in the Edison Nursing Program. Policies and Procedures are subject to change. Notification of changes will be posted electronically.

Page Intentionally Left Blank

TABLE OF
CONTENTS

Letter of Welcome from the Program Administrator of Nursing 1

Nursing Office and Faculty 2
- Nursing Office 2
- Faculty 2

Philosophy and Program Design for Curriculum 3
- Philosophy 3
- Program Design for Curriculum 3-6

Program Accreditation and Affiliation 7
- Accreditation 7-8
- Affiliations 8

Responsibilities of Faculty, Teaching Assistants, and Preceptors in a Clinical Setting 9-10

Program Requirements 11
- Community First Aid and Safety Training and CPR Requirements 11
- Criminal Record Background Check 11-12
- Drug Testing 12
- Health Insurance 12
- Health Record 12-13
- Liability Insurance 13

Program Policies 14
- Admission Policy 14-15
- Nursing Student Illness and Injury Policy 15-19
- Readmission Procedure Policy 19-20
- Retention and Progression Policy 20-21
- Social Networking and Cell Phone Use 21
- Student Identification and Uniform Policy 21
  - Dress Code 21-22
  - Uniforms 22
- Student Success Policies 23
  - Academic Advising Policy 23
  - Attendance Policy 23-24
  - Channel of Communication Policy 24
  - Class Cancellation Policy 25
  - Conduct Policy 25-27
  - Critical Elements 27-28
  - Extra Lab Time 28
  - Grading Policy 28-29
  - Learning Outcomes 29
  - Library Services 29
  - Personal Health Risks 30
  - Phone Calls 30
  - Student Complaint Process 30-31
  - Student Health and Wellness 31

Student with Disabilities 31
Tutoring Services 31
Student Testing Policies for Administering Tests 31-32
Updated Information 32

Transfer Credit for Prior Learning 33
Military Credit 33
Transfer Policy 33

Helpful Information 34
Costs for Program 34
Fees 34
Nursing Office Hours 34
Papers 34

Personal Safety Reminders for the Clinical Experiences 35-36

Appendix 37
Influenza Policy 37
Edison State Community College Nursing Program Drug Screen Policy 38-40

Letter of Welcome from the Program Administrator of Nursing

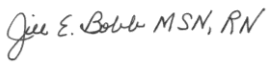
Welcome to the nursing program at Edison State Community College. We are pleased you have chosen to pursue your nursing education with us. The nursing program at Edison has a strong reputation for preparing nurses who are exemplary in their practice and who exhibit strong professional characteristics. Through our employer survey, conducted annually since 1998, we know the knowledge and skills our graduates gain through an education at Edison match the knowledge and skills local employers most want to see in their employees. Your graduation from our program will prepare you to become a valuable member of the healthcare profession.

This is an exciting beginning for you as you fulfill your goal of becoming a registered nurse. The path ahead will be exciting, exhilarating, and challenging. We are committed to your success and encourage you to connect with your course faculty, advisors, and classmates since a strong support system can make the path from start to finish smoother and more enjoyable. Our faculty members bring a wealth of knowledge and experience to the classroom and are eager to help you develop into a top-notch nurse.

This handbook provides easy access to the nursing program policies that may affect you during your time with us. I encourage you to be sure to keep it close at hand and become familiar with its contents.

Best wishes for a rewarding experience during your time with us. We will be there cheering with you when you walk across stage at commencement, participate in your pinning ceremony, and get your first nursing job!

Sincerely,



Jill Bobb, MSN, RN
Program Administrator of Nursing

Nursing Office and Faculty

Nursing Office

Jill Bobb, MSN, RN
Program Administrator of Nursing
Room 027E
Phone: 937-381-1527
jbobb677@edisonohio.edu

Mary Jo Taylor
Academic Project Specialist
Room 027C
Phone: 937-778-7824
mtaylor4@edisonohio.edu

Faculty

Michelle Dancer, MS, RN
Room 027J, ext. 7919
mdancer@edisonohio.edu

Marci Langenkamp, MSN, RN,
Room 027A, ext. 1531
mlangenkamp1808@edisonohio.edu

Rick Roberts, MS
Room 027B, ext. 1513
rroberts@edisonohio.edu

Carla Strater, MSN, FNP, RN
Room 027M, ext. 7941
cstrater@edisonohio.edu

Susie Wise, MS, LSW, RN
Room 027I, ext. 7929
swise@edisonohio.edu

Kerry Dowling, MSN, RN
Room 027G, ext. 7923
kdowling@edisonohio.edu

Peggy Montgomery, MSN, RN
Room 027F, ext. 7858
pmontgomery@edisonohio.edu

Leah Shreves, MSN, RN
Room 027L, ext.152
shreves@edisonohio.edu

Julie Willenbrink, MSN, RN
Room 027H, ext. 1520
jwillenbrink@edisonohio.edu

Philosophy and Program Design for Curriculum

Philosophy

PERSON

We, the nursing faculty of Edison State Community College, believe that a person is a holistic being with dignity and worth. A person has human needs. The person interacts with the environment within the context of his/her ethnic, cultural, and social background. We believe that a person, along with his/her family or surrogates, retains control and is a full partner in care.

SOCIETY

Societal influences are viewed as regional, national and global. Globalization affects the flow of wealth, information, ideas, and people transforming healthcare. Informatics affects retrieval of information through databanks, health records, and interdisciplinary team communications.

HEALTH

We recognize health as the ability to maintain optimal patterns of functioning in meeting human needs within the context of patient's ethnic, cultural, and social background.

NURSING PRACTICE

Nursing care requires clinical judgment. In partnership with the client and his/her family or surrogates, the nurse assesses, diagnoses, plans, intervenes, and evaluates nursing care. Patient-centered care requires interpersonal communication, emotional support, attention to physical comfort, and health counseling and teaching. Team-work and collaboration among health care providers enhances the well-being and safety of the patient. Nursing promotes safety which minimizes risks to patients and staff through both system effectiveness and individual performance standards. Nursing utilizes computer informatics to seek evidence, manage health records, promote safety, reduce risks, promote quality of care, and provide cost effective care. The nurse follows professional standards including ethical and legal standards and valuing mentorship.

NURSING EDUCATION

The faculty is committed to engaging the student in the process of acquiring the knowledge, skills and attitudes needed for the practice of registered nursing as defined by law. A base of knowledge is derived from nursing art, science, history, trends, and law; and knowledge of humanities, physical, biological, social, behavioral and technological sciences. The associate degree nurse functions in three distinct roles: provider of care, manager of care, and member of the profession.

Program Design for Curriculum

NURSING

The program design for curriculum supports the mission of the college and the nursing program philosophy and outcomes. The curricular elements are designed to develop knowledge, skills and attitudes necessary for the practice of registered nursing. The quality and safety competencies developed by QSEN (Quality and Safety Education in Nursing) are emphasized in each course along with a human needs perspective and the work of NANDA for Nursing Diagnosis

Course and clinical outcomes are organized by the three major constructs reflecting the role of the Associate Degree Nurse as provider of care, manager of care and member of the profession.

Competence in the role of provider requires clinical judgments made by culturally sensitive application of the nursing process and evidenced-based decision making. Furthermore, competence requires knowledge, skills and attitudes that promote mutually set patient outcomes identified through interpersonal communication, attention to physical comfort and emotional support, health counseling and teaching. Nursing diagnoses as developed by the North American Nursing Diagnosis Association (NANDA) are used as the taxonomy for describing actual or potential health problems. Informatics is utilized to evaluate evidence and manage health records.

Competence in the role of manager of care requires knowledge, skills and attitudes to promote intra-team communication and resolve conflict. The manager uses informatics to promote safety, reduce risks, promote quality care and evaluate cost effectiveness. Additionally, the role requires the safe direction, delegation and supervision of others.

Competence in the role of member of the profession requires knowledge, skills and attitudes of professional standards, including ethical and legal standards, participation in research, and actions that value safety, mentorship and access to quality care.

TEACHING LEARNING

Curriculum and instruction are designed to actively engage the student and educator in a process that facilitates learning. Learning is facilitated by a process of sharing, trust and active participation of both learner and educator. An environment of open communication nurtures creativity, curiosity, assertiveness and the spirit of inquiry.

Teaching strategies are selected to engage the student in the learning process. General education courses support an understanding of mathematics, reading and writing, health, acute and chronic health changes, life-span development, nutrition, cultural and ethnic sensitivity, social background, interpersonal communication, and informatics. The art and science of nursing is provided in each nursing course. Community partnerships support nursing education and promote health-care goals in the region.

Bloom's Taxonomy (knowledge, comprehension, application, analysis, synthesis and evaluation) provides a useful framework for leveling outcomes.

End of Semester Two and graduate level outcomes identify progression in learning from introduction of supportive knowledge, skills and attitudes in the first nursing course, through the program, to the final capstone experience where clinical judgment is practiced under the guidance of a nurse mentor/preceptor.

Student Learning Outcomes—End of Semester Two

PROVIDER OF CARE

1. Uses current knowledge in the sciences, humanities and nursing for the promotion of wellness and identification of changes in health status.
2. Describes patient-centered care within the context of the patient's ethnic, cultural and social background.
3. Uses clinical judgment too safely:
    a. Assess a patient of wellness/health status.
    b. Identify nursing diagnoses.

c. Identify goals with patient and his/her surrogates to develop outcomes incorporating patient preferences and values.
d. Use evidence-based therapeutic interventions to identify levels of scientific evidence to achieve outcomes.
e. Participate with others to identify outcomes and adjust interventions as needed.

4. Demonstrates clinical competence.
5. Demonstrates basic communication to provide emotional support and physical comfort.
6. Demonstrates basic communication to provide health teaching and counseling.
7. Discusses the use of informatics to communicate, manage health data, promote safety and reduce risks.

MANAGER OF CARE

8. Describes interdisciplinary team collaboration used to achieve outcomes and resolve conflict.
9. Identifies roles related to safe direction, delegation and supervision of others.
10. Identifies areas of care to reduce risks to both patients and team members.
11. Identifies the elements of cost-effectiveness of team actions.
12. Describes use of informatics to promote quality.

MEMBER OF THE PROFESSION

13. Acts within professional standards including ethical and legal standards of nursing.
14. Identifies research and recognizes differences between clinical opinion and levels of scientific evidence to make and evaluate practice decisions.
15. Lists regional, national and global implications affecting quality, safety and access in health care.
16. Acknowledges responsibility for personal learning, growth and serving as a mentor.

Student Learning Outcomes- Graduate

PROVIDER OF CARE

1. Synthesizes knowledge in the sciences, humanities and nursing for the promotion of wellness and identification of changes in health status.
2. Demonstrates patient-centered care within the context of the patient's ethnic, cultural and social background.
3. Uses clinical judgment to safely:
    a. Assess wellness/health status.
    b. Formulate nursing diagnoses.
    c. Collaborate with patient and his/her family or surrogates to develop outcomes incorporating patient preferences and values.
    d. Provide evidence-based therapeutic interventions, differentiating between clinical opinion and levels of scientific evidence, to achieve outcomes.
    e. Evaluate outcomes and reformulate interventions as needed.
4. Demonstrates clinical competence.
5. Demonstrates effective communication to provide emotional support and physical comfort.
6. Demonstrates effective communication to provide health teaching and counseling.
7. Uses informatics to communicate, manage health data, promote safety and reduce risks.

MANAGER OF CARE

8. Demonstrates interdisciplinary team collaboration to achieve outcomes and resolve conflict.
9. Coordinates care to safely direct, delegate and supervise others.
10. Appraises care to reduce risks to both patients and team members.
11. Evaluates cost-effectiveness of team actions.
12. Uses informatics to promote quality.

MEMBER OF THE PROFESSION

13. Demonstrates professional standards including ethical and legal standards of nursing.
14. Uses research and recognizes differences between clinical opinion and levels of scientific evidence to make and evaluate practice decisions.
15. Analyzes regional, national and global implications affecting quality, safety and access in health care.
16. Demonstrates responsibility for personal learning, growth and serving as a mentor.

New End of Program Student Learning Outcomes to begin with 2018FS NUR 135S Course

1. Value clients and their support systems as an integral part in decision-making when providing compassionate care.
2. Integrate leadership skills, demonstrating professional judgment and accountability to perform actions within standards of nursing care.
3. Apply evidence - based practice in the delivery of optimal health care.
4. Utilize measures of quality improvement at an individual and systems level to ensure delivery of safe care.
5. Utilize information and technology in an ethical manner to provide communication, examine information, reduce the risk of errors, and support decision making.
6. Communicate accurately and effectively to deliver safe care in collaboration with other members of the health care team.
7. Respond to the larger health care system and its impact on the delivery of care.

Program Accreditation and Affiliation

Accreditation

ACEN

The Accreditation Commission for Education in Nursing (ACEN) is responsible for the specialized accreditation of nursing education schools and programs, both post-secondary and higher degree. The Commission has authority and accountability for carrying out the responsibilities inherent in the application of standards and criteria, accreditation processes, and the affairs, management, policy making, and general administration of the ACEN. ACEN is a nationally recognized specialized accrediting agency for all types of nursing programs. Edison's program is fully accredited through 2019. Accreditation Commission for Education in Nursing and/or ACEN, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 at www.acenursing.org.

OHIO BOARD OF NURSING

All nursing students should be aware that the Board of Nursing establishes the Rules and Regulations governing the practice of nursing in Ohio. These Rules and Regulations originate in Section 4723 of the Ohio Revised Code. (See Conduct section for an example.)

The mission of the Ohio Board of Nursing is to actively promote and protect the health of the citizens of Ohio through the safe and effective practice of nursing as defined by law. Measurable ends to achieve this mission include competent practitioners, informed public, and a law which accurately reflects the dynamic practice of nursing. Edison State's nursing program was granted full approval until March 21, 2023. Ohio Board of Nursing, 17 S. High St. Suite #660, Columbus, Ohio 43215 at www.nursing.ohio.gov.

All students applying for the nursing program and/or those students who desire to take the Ohio nursing licensure examination are hereby notified of and advised to review Ohio Revised code, 4723.28 (or other provision(s) if the provision(s) are amended), which sets forth the requirements of application and licensure by the Ohio Board of Nursing. All applicants seeking Ohio licensure are required to submit a criminal record background check as part of the application process.

Further, the Ohio Board of Nursing may deny, revoke, suspend or place restrictions on a student's ability to take the licensure examination, any nursing license, certificate of authority, or dialysis technician certificate issued by the Board. The statute sets forth numerous reasons that the Board may take such action which includes, but is not limited to:

- Conviction of, please of guilty to, a judicial finding of guilt resulting from a plea of no contest to, or a judicial finding of eligibility for intervention in lieu of conviction for, any felony or any crime involving gross immorality or moral turpitude;
- Conviction of, plea of guilty to, a judicial finding of guilt resulting from a plea of no contest to, or a judicial finding of eligibility for intervention in lieu of conviction for, an act in another jurisdiction that would constitute a felony or crime of moral turpitude in Ohio;
- Conviction of, plea of guilty to, a judicial finding of guilt resulting from a plea of no contest to, or a judicial finding of eligibility for intervention in lieu of conviction for, an act in another jurisdiction that would constitute a misdemeanor in Ohio;
- Conviction of, plea of guilty to, a judicial finding of guilt resulting from a plea of no contest to, or a judicial finding of eligibility for intervention in lieu of conviction for, violating any municipal, state, county, or federal drug law;
- Habitual indulgence in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice;

- Impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of physical or mental disability or habitual or excessive use of drugs, alcohol or other chemical substances to an extent that impairs ability to practice.

Students shall review the Ohio Revised Code and/or consult the Ohio Nursing Board for comprehensive list of reasons that the Ohio Board of Nursing may deny a student the ability to apply for licensure and/or take the licensure examination.

Affiliations

The program is affiliated with the following facilities:
(New facilities are added regularly)

1. Hospitals:
    a. Children's Medical Center
    b. Kettering Health
    c. Mary Rutan Hospital
    d. Mercer Health
    e. Premier Health
    f. Reid Health
    g. Wayne Health
    h. Wilson Health
    i. St. Rita's Health
2. Long Term Care Facilities:
    a. Brethren Retirement Community
    b. Dorothy Love Retirement Center
    c. Spring Meade Health Center
3. Community Care and Services:
    a. Bradford City Schools
    b. Catholic Social Services/PASSPORT
    c. Elizabeth New Life Center
    d. Fidelity Health
    e. Hahn-Hufford Center of Hope
    f. Health Partners Free Clinic
    g. Hospice of Miami County
    h. Piqua City Schools
    i. State of the Heart Hospice
    j. Wilson Home Care Service

Responsibilities of Faculty, Teaching Assistants, and Preceptors in a Clinical Setting (OAC 4723-5-20)

(A) A faculty member of a nursing education program is responsible for planning the student's clinical experience and for evaluating the student's performance. Clinical nursing experiences are assigned by faculty based on course objectives and student learning needs. Faculty, teaching assistants or preceptors shall supervise student practice by providing guidance, direction, and support appropriate to the clinical situation.

(B) Supervision of a nursing student shall be provided for each clinical experience involving the delivery of nursing care to an individual or group of individuals. This supervision shall be provided only by a faculty member, teaching assistant, or preceptor who meets the qualifications set forth in rule 4723-5-10 of the Administrative Code for a registered nursing education program, or rule 4723-5-11 of the Administrative Code for a practical nursing education program.

(C) All experiences for a nursing student in a clinical setting involving the delivery of nursing care to an individual or group of individuals shall be performed under the direction of a faculty member who functions only as a faculty member during the nursing student's clinical experience. The faculty member providing direction shall:

(1) Establish clinical objectives or outcomes within the framework of the course in which the student is enrolled;
(2) Communicate clinical objectives or outcomes to:
    (a) The student;
    (b) The teaching assistant and preceptor, if utilized; and
    (c) The staff at the clinical site;
(3) Provide for orientation of each student to the clinical site, including introduction to staff;
(4) Make assignments, in conjunction with the teaching assistant or preceptor, if utilized, for the student's experience, consistent with the specific objectives or outcomes of the course in which the student is enrolled;
(5) Provide for supervision of each student in accordance with this chapter; and
(6) Evaluate the student's experience, achievement, and progress in relation to the clinical objectives or outcomes, with input from the teaching assistant or preceptor, if utilized.

(D) The faculty member may assign an observational experience as appropriate to meet course objectives.

(E) The faculty or teaching assistant to student ratio for direct patient care experiences shall be no greater a ratio than ten students to one faculty or teaching assistant, or a smaller ratio in clinical settings where necessary to ensure the safe delivery of nursing care.

(F) The teaching assistant or preceptor providing supervision of a nursing student shall at least:
(1) Have competence in the area of clinical practice in which the teaching assistant or preceptor is providing supervision to a student;
(2) Design, at the direction of a faculty member, the student's clinical experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled;
(3) Clarify with the faculty member:
    (a) The role of the teaching assistant or preceptor;
    (b) The responsibilities of the faculty member;
    (c) The course and clinical objectives or outcomes;
    (d) The clinical experience evaluation tool; and

(4) Contribute to the evaluation of the student's performance by providing information to the faculty member and the student regarding the student's achievement of established objectives or outcomes.

(G) A preceptor shall provide supervision to no more than two nursing students at any one time, provided the circumstances are such that the preceptor can adequately supervise the practice of both students.

Program Requirements

Community First Aid and Safety Training and CPR Requirements

Evidence of Community First Aid and Safety Training and CPR certification for the Professional Rescuer shall be acquired prior to the first day of the first nursing course by NUR 135S nursing students. CPR Certification for the Professional Rescuer shall be acquired prior to the first day of NUR 265S by LPN Transition Students. Certification may be obtained through the American Heart Association, the American Heart Association Resuscitation Quality Improvement (RQI), the American Red Cross, or the American Safety and Health Institute at the student's convenience. Online Certifications are not acceptable.

All certifications must remain current until graduation from the nursing program and it is the student's responsibility to provide the nursing office with updated CPR cards and health records. Students without required documentation will not be permitted to attend clinical and may be dismissed from the program. Students can access their health information through their CastleBranch account or the nursing office.

Criminal Record Background Check

The Nursing Program requires clinical laboratory experiences in a variety of settings where registered nurse students will give care to clients of all ages. The Ohio Revised Code requires those who care for children or older adults pass a criminal background record check. All nursing students are required to have both an Ohio BCI and FBI background check. Edison registered nurse students are assigned care of older adults in three out of four semesters and children in at least one semester. Therefore, all students enrolled in the Nursing Program will have a criminal background record check run. The record will be conducted prior to enrollment in the first nursing course and in subsequent semesters as needed. The background check will be conducted at the agency designated by the Program and the cost is covered by student lab fees. Background check reports from other agencies will not be accepted. If the student has been convicted of, or has plead guilty to a violation of one of the Ohio Revised Code disqualifying offenses under Senate Bill 38 and Senate Bill 160 that student will be unable to begin the nursing program and complete the clinical laboratory experiences and will have to withdraw from the Program.

Students who are convicted of, plead guilty to, or have a judicial finding of guilt for any crime subsequent to enrollment should immediately notify the Nursing Office in order to determine whether such action will negatively impact their ability to complete the program.

The Ohio Board of Nursing requires an additional criminal background records check at the time of graduation to be eligible to take the licensing examination (NCLEX-RN). Each student individually arranges for this background check and is responsible for the payment. This background report must validate that the applicant for licensure has not been convicted of, has not plead guilty to, or has not had a judicial finding of guilt for the following offenses: Aggravated Murder, Murder, Voluntary Manslaughter, Felonious Assault, Kidnapping, Rape, Aggravated Robbery, Aggravated Burglary, Sexual Battery, Gross Sexual Imposition, Aggravated Arson, or a substantially similar law of another state. These crimes are automatic bars to licensure. Further the board may deny an application for licensure for the following; any felony (that is not an absolute bar), a crime involving gross immortality or moral turpitude, a misdemeanor drug law violation; or a misdemeanor in the course of practice.

The Board does not have the authority to make a determination or adjudication until an application has been filed so other than the automatic bars to licensure described above, the Ohio Board of Nursing is unable to give definitive answers regarding licensure prior to entry into or during participation in a nursing education program. If an applicant has a criminal history, the Board conducts a thorough investigation at the time the licensure application is filed. The Board may consider whether the applicant has made restitution and/or has been rehabilitated. The Board's primary mission is protection of the public so the Board must determine an applicant's risk to the public as a licensed registered nurse.

Drug Testing

To provide a safe working environment, area hospitals and other institutions are requiring individuals who provide care to patients to undergo drug testing. For this reason, students in the nursing program will undergo similar testing. The Drug Screen Policy is included in the appendix of this handbook.

Health Insurance

Students shall furnish their own health care insurance and provide proof of insurance to the nursing office prior to the start of the nursing program. Edison State Community College assumes no responsibility for student health care expenses. While clinical facilities will provide emergency care for nursing students when necessary, students are responsible for payment of care provided and any transportation required. Students are not insured by the Worker's Compensation Act.

Health Record

Prior to entry into the first nursing course with a clinical component, all students must provide documentation of a physical examination. The physical exam must be conducted by a physician or nurse practitioner within 12 months of the first course or within a year of readmission. Minimum acceptable mental and physical qualifications are based on a professional nursing position and the common essential functions of such a position, including the following:

- Frequently work in a standing position and do frequent walking.
- Lift and transfer patients up to 6 inches from a stooped position, then push or pull the weight up to 3 feet.
- Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
- Physically apply up to 10 pounds of pressure to bleeding sites, or in performing CPR.
- Respond and react immediately to auditory instructions/requests/minor equipment, and perform auditory auscultation without auditory impediment.
- Physically perform up to a twelve-hour clinical laboratory experience.
- Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.
- Discriminate between sharp/dull and hot/cold when using hands.
- Perform mathematical calculation for medication preparation and administration.
- Communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, and word usage.
- Make quick decisions under stressful situations.

Any student who has a disability and thinks he or she may need a reasonable accommodation to be able to meet these qualifications should register with Edison's Department of Disability Services.

The student must also provide documentation of testing and/or immunizations for various communicable diseases as follows:

- 2-Step Mantoux tuberculin screen*
- Measles, mumps and rubella immunization/titer
- Chickenpox immunization/titer
- DT (within the last 10 years) Tetanus
- Hepatitis B vaccines/Titer
- Annual influenza vaccine**

*Within one year of the two-step Mantoux, students shall file a record of a tuberculin screen (1 step) PPD.
**See influenza vaccine policy in Appendix. Exemptions are only granted according to the procedure noted in the policy.

Students enrolled in the Nursing Program must abide the Drug Screen Policy and the results of the drug screen are considered part of the student's health record. The Drug Screen Policy in included in the Appendix of this handbook.

All health requirements must be current. Should health status change, the student must provide a record of such change.

Students must have all health requirements updated and on file in the nursing office on or before the expiration date in order to begin and continue in the nursing program and to attend clinicals. Students are responsible for ensuring that all requirements have been uploaded to CastleBranch if they are in the Castlebranch System.

Authorization to Release Health Records to Clinical Agency

The nursing program may be required to provide a clinical agency with a copy of the student's health record as a condition of the student's participation in the clinical experience. The agency may request a copy of a student's health record to verify that the clinical agency's health requirements are met.

Therefore, to be eligible to participate in the clinical portion of the program, each student accepted into the nursing program will need to authorize Edison State Community College to release his/her health requirement documentation if such documentation is required by the clinical agency to which the student is assigned. The authorization form will be signed upon entry into the nursing program and will remain in the student's file in the nursing office.

Liability Insurance

All students are required to have liability insurance before attending a clinical experience.

Payment of liability insurance is included in the clinical course's lab fee. Liability insurance provides protection to the student in event of malpractice initiated by a client. Edison's policy provides $1,000,000 per claim ($500 deductible).

Program Policies

The following are policies of the Edison State Community College Associate Degree Nursing Program. Students in the Nursing Program shall abide by these policies. Nursing Student policies are subject to change and the Nursing Student Handbook will be revised as needed. Students will be informed of policy changes via individual emails sent through their Edison email account. It is the student's responsibility to know affiliating agency policies. Any changes to agency and nursing program policies will be posted on Blackboard and reviewed with each class.

Admission Policy

Competitive Admission Process Time Line

The RN and LPN-RN program admit students twice a year in the fall and spring semester. Application for program admission will be accepted over a five month period as indicated in the table below.

Desired Entry Term	Program Application and Documentation Must be Received in the Nursing Office on or Before:	Application Available Online	Applications Accepted	Acceptance or Denial Letter Emailed on or Before
Fall 2019	January 31, 2019	September 1, 2018	September 1, 2018-January 31, 2019	March 30, 2019
Spring 2019	July 31, 2019	March 1, 2019	March 1, 2019-July 31, 2019	September 30, 2019

Minimum Criteria for Application

Registered Nursing Option

To be considered for acceptance into the RN Program, students must meet the following minimum criteria for application:

1. Complete an Edison State Community College application (not required if previously submitted)
2. Provide official high school transcript or GED report to Student Services. High school seniors should submit a 6 or 7 semester transcript. A final transcript is required after graduation from high school
3. Request official ACT score report be sent to Edison if taken within the last 5 years and not on high school transcript
4. Provide official transcripts from all colleges and universities previously attended.
5. Have an overall college GPA or H.S. GPA (if no college courses have been taken) of 2.5 or higher
6. Meet the following minimum academic requirements for admission:
    a. Have satisfactorily completed CIT 100S Introduction to Computers or passed CIT 100S proficiency exam
    b. Have satisfactory math assessment score, a grade of "B" or higher in MTH 097D Beginning Algebra, or a grade of "C" or higher in MTH 098D Intermediate Algebra I

c. Have successfully completed one year of high school chemistry. Applicants may take CHM 110S Introduction to Chemistry as an equivalent course
d. Have satisfactory assessment scores in reading and writing to be ready to take ENG 121S Composition I or successfully completed ENG 091D Basic Writing and ENG 093D College Preparatory Reading

7. Complete Associate Degree Nursing Program Application
8. Applicants having failed two or more nursing courses (can be the same course or different courses) at any college within the last three years will not be considered for admission.
9. Students must be at least 17 years of age to enter the nursing program. Parental signatures will be required for clinical forms if the student is under the age of 18.

LPN /ADN Transition Program

To be considered for acceptance into the LPN/ADN Program, students must meet the following minimum criteria for application:

1. Be a graduate of an approved LPN Program
2. Provide proof of Ohio LPN license
3. Complete an Edison State Community College application (not required if previously submitted)
4. Provide official high school transcript or GED report to Student Services
5. Request official ACT score report be sent to Edison if taken within the last 5 years and not on high school transcript
6. Provide official transcripts from all colleges and universities previously attended
7. Provide official transcripts from approved LPN Program
8. Meet the following minimum academic requirements for admission:
    a. Have satisfactorily completed CIT 100S Introduction to Computers or passed CIT 100S proficiency exam
    b. Have satisfactory math assessment score, a grade of "B" or higher in MTH 097D Beginning Algebra, or a grade of "C" or higher in MTH 098D Intermediate Algebra I
9. Have successfully completed prerequisite courses as follows:
    a. CHM 111S Basic Chemistry of Life Processes with a grade of "C" or higher. (Note: High school chemistry or CHM 110S Introduction to Chemistry is prerequisite for BIO 125S and CHM 111S)
    b. ALH 151S Healthcare Medical Terminology (or receive transfer equivalency)
    c. BIO 125S Anatomy & Physiology I
    d. PSY 121S Introduction to Psychology
10. Submit an LPN/ADN Transition Program application for admission

Nursing Student Illness and Injury Policy

ILLNESS IN THE CLASSROOM

The Edison Emergency Procedures Manual outlines appropriate responses to illness or injury in the classroom.

1. Major Medical Emergencies
   If there is a situation where a person's health or life may be at risk:
    a. Immediately call 911 and ask them to send an ambulance. Do not delay! If you do not have access to an outside phone line or cell phone, find an emergency phone on a wall and dial 911.
    b. Call Security at Ext. 7820 from an Edison phone or 778-7820 from a cell phone. That will enable Security to help direct the emergency squad to the correct location.
    c. If someone is having difficulty breathing or if there is any other sign of a heart attack, tell Security so that they can either take the AED (Automated External Defibrillator) to the scene

of the emergency or ask Maintenance to do so.

d. If anyone at the scene is qualified to use the AED, they may retrieve the AED and use it. The AED is located on the wall outside the entrance to Student Health Service (Room 060 next to the cafeteria).
e. After the incident, Security will fill out an incident report form, and Administration & Finance will inform Student Health Service that a medical incident occurred.
f. Maintenance and/or Security will be responsible for returning the AED and First Aid Kit to Student Health Service.

If you are not sure if the situation is a major medical emergency requiring an ambulance, assume that is and call 911. It is always better to err on the side of caution. **Never transport someone yourself to the hospital.** No one on campus is authorized to transport anyone to the hospital.

2. Minor Medical Emergencies

A minor medical emergency is an illness or injury which is clearly not life-threatening. Examples include, but are not limited to:

- Minor cuts, scrapes, or abrasions
- A twisted ankle or strained back from a fall
- A non-life threatening illness that requires a student or staff member to return home

If you are uncertain whether a situation is life threatening, assume that it is and call 911 for an ambulance to transport the injured or ill person to the hospital. It is always better to make a mistake and send an ambulance away empty than to make a mistake by not calling an ambulance when it is needed and risking a person's life.

3. In case of a minor injury or illness that requires first aid, you may:
    a. Provide first aid if you feel qualified or comfortable doing so.
    b. Call Student Health Services (our campus nurse) at x7840 or through the Operator/Call Center by dialing zero (or 778-8600 from a cell phone).
    c. However, our nurse is only on campus for limited hours, so she might not be available. The operator will know if the nurse is on campus and how to reach her.
    d. Find someone else with the necessary skills who is readily accessible and willing to manage the situation.
    e. Contact the Operator/Call Center by dialing zero (or 778-8600 from a cell phone) to ask them to find a friend or relative of the injured student to transport them to the hospital if they need to be transported. However, remember that is only for minor injuries or minor illness. For anything else, dial 911 and request an ambulance.
    f. You may not transport the injured person to a hospital under any circumstances.
    g. If the injury was the result of an accident, you must: Call the Operator/Call Center by dialing zero (or778-8600 from a cell phone) to request Security to fill out an Accident Report form.
    h. Emergency Procedures Manual is located at http://stage.edisionohio.edu/digipub/emergencyproceduresmanual/index.html

ILLNESS IN THE CLINICAL

The student should strive to maintain good personal health and hygiene and not come to clinical if sick. A student experiencing an acute infectious process (e.g. febrile illness, acute respiratory infection, gastroenteritis, or bacterial conjunctivitis) will be restricted from clinical practice until the infectious process is resolved.

Herpes Simplex Virus (HSV) Infections: Students with oral herpes lesions will not be permitted to provide care for immunosuppressed patients (cancer, chemotherapy, HIV infection, high-dose steroids), infants under the age of 28 days, NICU patients, patients with open or weeping wounds or burn patients. Care may be provided to patients not meeting the above criteria if a mask is worn to avoid direct contact with the infected lesions. Herpes whitlow (sores on finger) – no direct patient contact is allowed.

Students with evidence of active HSV infections (i.e. cold sores, fever blisters, herpetic Whitlow) must notify their instructor or preceptor and the department director of the presence of active lesions. Students may not be assigned to the care of any high-risk patient until the lesion(s) is dry and crusted. Examples of patients at high-risk for serious complications should transmission occur include:

- Patients less than 6 months of age.
- Recipients of solid organ and bone marrow transplants.
- Patients receiving cancer chemotherapy and/or radiation therapy.
- Patients receiving high dose steroids.
- Patients with widespread skin disorders such as burns or scalded skin syndrome.
- Any immunocompromised patient.

Students with active lesions of the face (e.g. cold sores, fever blisters), must strictly observe hand hygiene procedures and must wear a mask to cover the lesions when working within 3 feet of a patient. Students and instructors with herpetic Whitlow (i.e. painful HSV infection of the finger) are prohibited from patient contact until the lesions are crusted and dry.

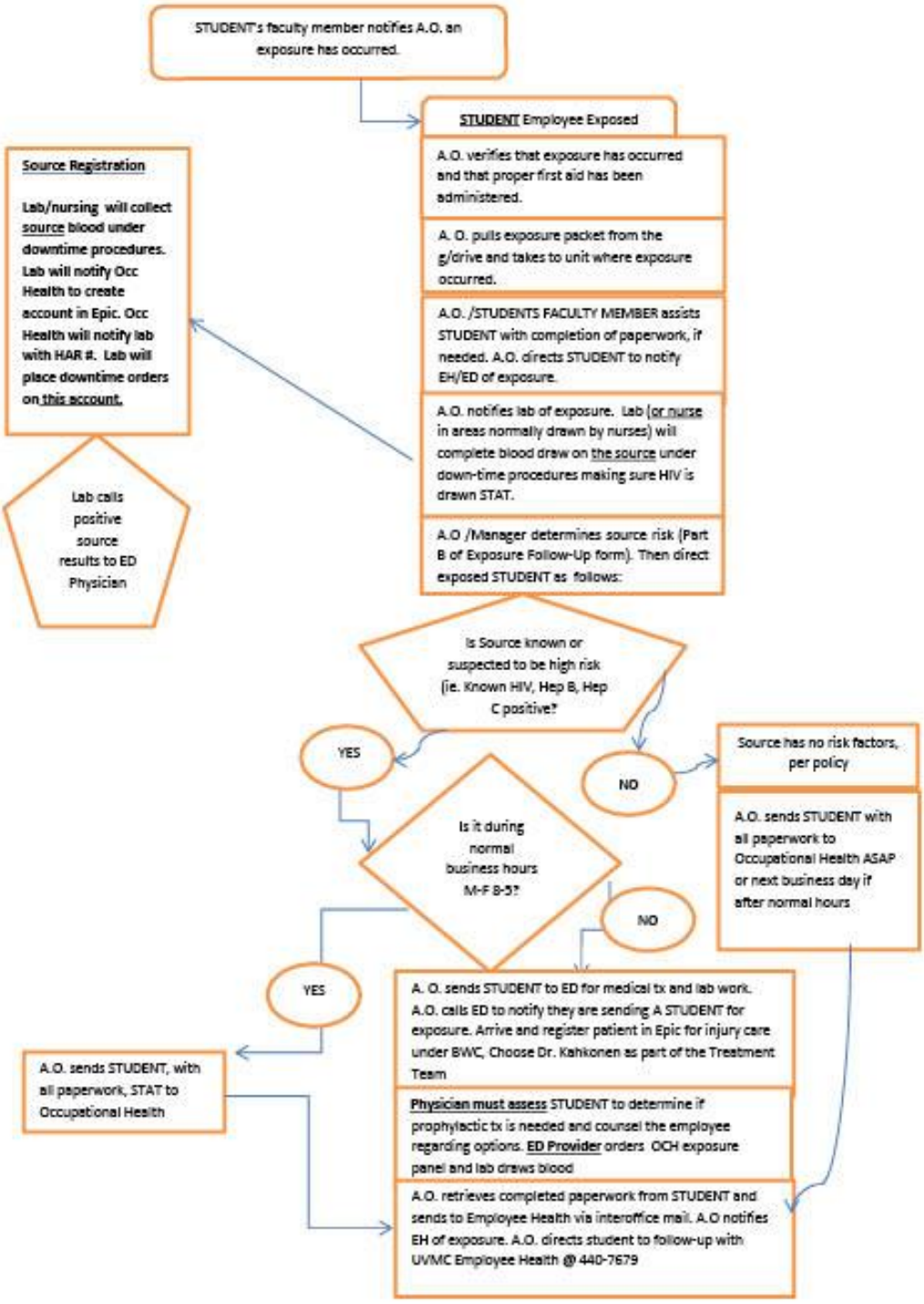
POST-EXPOSURE MANAGEMENT

Blood and Infectious Body Fluids

In the event a student experiences a percutaneous or mucous membrane exposure to a patient's blood or other potentially infectious body fluids, the flowing procedure should be followed:

- Wash the injury site with soap and water and apply an antiseptic.
- Irrigate involved mucous membranes with copious amounts of saline or water.
- Report the exposure to the clinical instructor who should contact infection control, employee health, school and/or any other appropriate authority to facilitate and "exposure risk assessment". Exposures determined to be "high-risk" for potential exposure to HIV must be triaged to a knowledgeable health care provider who can provide counseling and anti-retroviral prophylaxis in keeping with the Public Health Service Guidelines for the Management of Healthcare Worker Exposure to HIV.
- Anti-retroviral prophylaxis should be started within about two hours of the "high risk" exposure to HIV positive blood.
- The exposed student should consult the clinical instructor or supervisor for post-exposure follow-up.
- Typically, an exposure is not a life threatening situation; therefore, an Emergency Department follow-up is not required unless emergency care is deemed necessary (i.e. sutures).

STUDENT Exposure Treatment Flowchart Overview



Other Communicable Diseases

Students who sustain a significant exposure to the following communicable diseases in the course of their student role should notify the clinical instructor/clinical manager of the unit (who will in turn contact infection control, employee health, and/or any other appropriate authority) for evaluation and management.

- Pertussis
- Meningococcal disease (Neisseria meningitis)
- Mycobacterium tuberculosis
- Potentially infectious skin disorders such as Norwegian scabies or syphilis lesion

Readmission Procedure Policy

A student who has failed a nursing course, withdrawn from a nursing course, or not maintained the course sequence may petition for readmission according to the readmission procedures and is subject to the conditions and limitations which follow. The Program Administrator of Nursing and Faculty will act on all requests which are properly submitted. Each student is reviewed on an individual basis. Petition for readmission does not guarantee readmission.

1. An individual who wishes to be considered for readmission to the Nursing Program must first notify the nursing office by email requesting readmission. Students will be given the contact information. The "Student Request for Readmission" form will be emailed to the student requesting readmission. The "Student Request for Readmission" form must be completed and returned to the nursing office in person, by postal mail or by email.
2. Each petition for readmission will be reviewed by the Program Administrator of Nursing and nursing faculty for approval or non-approval. The Program Administrator of Nursing and Nursing faculty, using their judgment and expertise, will make a determination about readmission based on a review of the student's actions and previous academic performance. If a lapse of one year or greater occurs between the last successfully completed nursing course and the date of readmission, the student may be required to retake the last successfully completed nursing course as a condition of readmission.
3. All readmission decisions are dependent on space available in the nursing course where entry is requested. Students will be notified by the nursing office of the decision of the Program Administrator of Nursing and nursing faculty by email.
4. The student must respond to the Nursing office with their decision to accept or decline the readmission no later than three weeks prior to the start of the semester. The final readmission decision will be made by the Program Administrator of Nursing. Each decision is on a case-by-case basis.
5. Readmitted students must meet the curriculum requirements effective at the time of readmission.
6. If space is not available for the semester in which the student has requested readmission, a new "Student Request for Readmission" form will need to be turned in to the Nursing office if the student wishes to be considered for the following semester.
7. Admitted nursing students who choose to skip a semester may return the following semester if they have requested readmission. If a student does not return within one semester, that student must reapply.
8. A student is not eligible for readmission if:
    - A grade of "less than a C" is earned in any two nursing courses (can be the same course or different courses)
    - The student withdraws twice with a grade of "failing" (in the nursing office) from any nursing course.
    - A combination of the two items above occurs. For example, a student withdraws failing from one course and later on earns a "D" or "F" in a second course.
    - The student fails to maintain a 2.0 GPA.

A student who needs to withdraw from a nursing course due to an unavoidable/unforeseen circumstance of a serious nature which prevents completion of the course (e.g. automobile accident) and is failing at the time of the withdrawal may petition the Program Administrator of Nursing for an administrative withdraw.

If approved, an administrative withdraw will not count as a "withdraw failing" for readmission consideration.

A student who was previously ineligible for readmission may apply to the program again after an absence of 3 years from the beginning of the semester in which the second failure occurred and will be considered for acceptance based on the selection criteria in effect at the time of application. If accepted, the student will begin the program again with the first nursing course in the program of study.

Retention and Progression Policy

Policies related to nursing progression and/or program completion will be identified in the Nursing Student Handbook which is updated at the beginning of each academic year. Policies related to student progression and/or program completion in place at the time of student entry into the nursing program (enrollment in NUR 135S or NUR 210S) will remain in effect for the duration of the student's enrollment in the program unless the student fails to progress for any reason and is readmitted. If a student petitions for readmission and is accepted, the student will re- enter the program and must meet the requirements of the program at the time of readmission.

This policy clarifies that the program will not implement changes to policies related to student progression and/or program completion for those students who are enrolled in the program at the time the changes are adopted by the program.

To remain and progress in the nursing program, a student shall:

- Be placed in the program by the Nursing Selection Committee.
- If a new student has an Edison GPA and it falls below 2.5 (due to taking additional classes) before they start the nursing program, they will be dropped and will need to reapply once they improve their GPA to a 2.5 or above.
- Students selected to start the nursing program who decide to withdraw before they begin the nursing program, must reapply. They cannot ask to start the next semester.
  (This creates a "waitlist" if they keep withdrawing and asking to be added to the next semester.)
- New students who do not meet the Health Requirements submission deadline date will be dropped from the program. Students who fail to meet this date must submit a written explanation detailing why the deadline was not met. After review, the Director of Nursing may grant a three working day grace period to complete the required tasks.
- Students moving from NUR 210 to NUR 265 must have all Health Requirements submitted by the end of the first week of class in order to remain in the program. Students who fail to meet this date must submit a written explanation detailing why the deadline was not met. After review, the Director of Nursing may grant a three working day grace period to complete the required tasks.
- Comply with college policies on academic standing and graduation requirements.
- Maintain a cumulative 2.0 GPA from Edison State Community College.
- Furnish medical and immunization records, renewed annually, as required by clinical facilities prior to attending a clinical experience at the facility.
- Furnish proof of current CPR certification and First Aid course completion if applicable.
- Maintain a satisfactory background check.
- Maintain no less than a "C" in each nursing course, Anatomy and Physiology courses (BIO 125S & 126S), Microbiology (BIO 240S & 241S), Chemistry course (CHM 111S), and Statistics (MTH 125S).

- Maintain a satisfactory evaluation for campus/clinical lab practices in NUR 135S, 165S, 210S, 265S, and 275S.
- Maintain the sequence of courses as listed in the nursing program.
- Maintain Professional Standards of Behavior – See Student Conduct in the Edison State Community College Student Handbook and/or in the Edison State Community College Nursing Student Handbook.

A student may be dismissed from the nursing program as a result of noncompliance with any of the above.

Social Networking and Cell Phone Use

Nursing student cell phone use, including camera and text functions, during clinical time is prohibited. Personal contact with patients and families is prohibited through social networking systems (i.e. Facebook). Confidentiality must be maintained along with maintaining professional boundaries through all social networking systems.

Patient privacy is a primary concern. A student shall not share any information or post any pictures concerning a client and his/her family and/or any information related to the care of patients observed in the clinical experience in any social networking sites such as Twitter, Facebook, My, or others. The student shall not provide any type of identifying information, including details from medical records. The student shall not share a general account of a patient encounter or a clinical situation when the post includes enough information to single out a specific individual.

Facilities used for clinical sites must be protected. A student is not permitted to post anything that represents a clinical facility, including their opinions about an organization or harassing a clinical facility employee on social media sites.

Student Identification and Uniform Policy

Dress Code

In addition to the OBN expectations for nursing students, clinical agencies expect students to always be in proper uniform, including appropriate identification badges to be visible at all times and worn between the shoulder and waist, no badge lanyards may be worn. Head scarf must be either navy or white. It is imperative that a well-groomed and professional appearance is maintained. All clothing must be clean, neat, and well kept. It is never appropriate to wear stained, wrinkled, frayed or revealing clothing in the clinical setting. Safety and infection control principles must be satisfied.

Jewelry

- Hoop earrings are not permitted
- No more than 2 earrings per ear are allowed
- Jewelry must be able to be worn with a gloved hand
- Only one ring or ring set per hand is allowed
- Necklaces that do not interfere with patient care may be worn
- Bracelets or armbands are not permitted unless they are Medical Alerts
- Watches are permitted

Piercing

- Body piercing hardware must be covered or taken out when in the clinical setting, except for earrings (see above).

- A clear spacer may be inserted in the piercing while at the clinical setting as long as it is not obvious.

Tattoos

- Tattoos must be covered unless doing so creates an infection control risk.

Nails

- Artificial or excessively lengthened nails are prohibited.
- Natural fingernails are to be well groomed and no longer than ¼ inch.
- Nail polish, if used, should be clear or a pale, natural color.

Hair

- Only natural shades of hair color are permitted.
- Must satisfy infection control standards and maintain patient and personal safety.

Socks or hose must be worn. Open toe shoes or sandals are not acceptable in any patient care area.

Examples of unacceptable attire include, but are not limited to: Obvious absence or presence of undergarments, excessive pockets or zippers on pants, or long sleeve shirts under scrub top that are not white or navy.

Excessive fragrances, body odors, or smell of smoke/tobacco products are prohibited.

Uniforms

Uniforms are required for all nursing courses with a clinical component and for on-campus laboratory experiences. Students are advised to limit wearing uniforms outside of campus lab or clinical experiences.

Uniforms must be purchased from the Edison Bookstore. Uniforms consist of a white top and navy pant. A white or navy blue shirt, preferably short-sleeve, may be worn under the white top. A ¾ or long- sleeve white or navy blue shirt may be worn, if necessary. Lab coats are not permitted and uniforms are not to be altered in any way except for hemming.

One uniform is required; two uniforms are recommended. A clean uniform must be worn to clinicals. Clean white shoes, with enclosed toe and heel, are part of the uniform. Any style that is professional in appearance will be acceptable. Plain or white hose are required with dresses. Plain socks may be worn. Students will also need bandage scissors (provided in the skills kit) and a watch with a sweep second hand.

Photo ID badges are a part of the uniform and are to be worn when in any clinical areas. No other pins or tags are to be worn. The cost of replacement name badges is the student's responsibility.

Student Success Policies

Academic Advising Policy

Edison offers a variety of advising options. Students are directed to a success advisor in the Advising Resource Center in Student Services when they apply to the college for advising on how to begin their journey at Edison. http://www.edisonohio.edu/Campus-Services-Advising.

Current students will be served by a team of success advisors from the Student Affairs Office and faculty advisors from the Nursing Department.

- **Faculty Advisors**—Faculty advisors offer unparalleled expertise in their respective field of study. Your faculty advisor will make sure that you take courses in the correct sequence, and connect you with opportunities to excel through internships and other career builders. Your faculty advisors will work with you and help keep you on track towards graduation.

Edison advisors also help students navigate transferring to another college to complete a Bachelor's degree and can direct students to the Edison State Job Board. This is a collection of job postings and job services that allows employers to advertise current job openings and students can upload their resume for review.

Each student admitted to the Nursing Program is assigned a nursing faculty advisor. The advisor will:

1. Indicate to advisees the advisor's office hours.
2. Help advisees develop an individualized learning plan and periodically review students' individualized learning plans, academic progress and discuss with students any problems.
3. Periodically review student's academic progress and discuss with the student any problems.
4. Verify program requirements by signing the advisee's class schedule /registration forms.
5. Help advisees gain maximum use of the College resources by referring them to individuals who can help with such services as financial aid, student activities, library resources, tutoring, career placements, etc.
6. Advise students in long-range career planning.
7. Help advisees explore alternatives.
8. Office hours for advisors are posted on Blackboard. Voice mail is also available by calling the college at 1-937-778-8600 and asking for the extension number you want.

Attendance Policy

Attendance in nursing classes is necessary to achieve the objectives for learning.

CLASSROOM THEORY

If the student is unable to attend class or participate in the scheduled online testing on the day of an announced test due to an emergency situation, he/she is responsible for calling the instructor prior to the class or testing hour. Failure to follow this line of communication will result in a loss of points up to 20% of the possible score for that test. The instructor(s) teaching the course will determine the loss of points. Tests shall be made up on the first day of return to campus nursing class or as determined by the instructor. Policies regarding unannounced testing are stated in course syllabi.

CAMPUS LAB/CLINICAL

Students are expected to be present in campus and clinical lab, and be prepared to actively participate in their own learning. Each student is responsible for meeting campus/clinical objectives in a satisfactory manner.

Clinical Experience: If an emergency prevents the student from attending a clinical experience as scheduled, it is his/her responsibility to leave a message for the clinical instructor. Guidelines are provided during orientation for each clinical and lab experience.

Evaluation of a student's performance in the campus lab/clinical setting is made by assessing whether or not the student meets the clinical objectives/outcome criteria for the course. To enable faculty to evaluate student performance and determine attainment of the clinical outcomes, a maximum number of clinical absences permitted in a course will be determined by faculty.

Should circumstances arise when a student is unable to attend a clinical experience, it is the student's responsibility to demonstrate that he/she has met the learning objectives for that experience.

The student shall contact the individual instructor to arrange alternative learning experiences. Contact with the instructor shall to be made as soon as the student is able to return to class. In the event that the instructor determines the student's success in meeting outcome criteria requires a written plan for making up the missed experience(s), the student, working with the instructor, shall develop the plan and submit it to the instructor for approval. The plan may take the form of a written assignment and/or an alternate clinical assignment. The alternative learning experience (which will be graded as either satisfactory or unsatisfactory) will be evaluated by the instructor.

The instructor may require a student to leave a campus lab or clinical experience if the student is unprepared, if the student has health problems which may jeopardize the health of others, or if the student's behavior is unacceptable or inappropriate. The student should take appropriate action for the health problems. Such actions may include contacting the Piqua campus health nurse. The instructor will determine unacceptable or inappropriate behavior by observation and/or input from agency staff. The circumstances described constitute an absence. A physician's permission will be required to return to clinical experience for situations which might alter the student's ability to safely achieve the campus lab or clinical experience objectives.

Channel of Communication Policy

Important information is posted on individual class Blackboard pages. The student should make checking Blackboard and email a habit. All communication to students will occur through their Edison email account. No personal email accounts will be used. Changes in program policy will be given in as timely a manner as possible.

Lines of communication are in place to help the student deal with concerns that may arise. For a question about academic advising, the student shall seek the assistance of his or her assigned faculty advisor (see Academic Advising). A concern related to class or clinical performance shall be discussed with the instructor of that class or clinical group.

The student who remains unsatisfied after taking a concern to the faculty advisor, class or clinical instructor shall contact Jill Bobb, Program Administrator of Nursing and Health Sciences in room 027E. The student wishing to pursue the matter further shall then contact the Dean of Professional and Technical Programs.

Class Cancellation Policy

When college classes are canceled because of weather or other emergencies, all nursing classes and clinical will be canceled. Check the Edison Website for weather related class or college closures. Each clinical group will arrange a notification method (call lists, email list, etc.) to inform students of any cancellations. Edison State Community College has partnered with Rave Mobile Safety to provide an emergency alert system capable of delivering messages to your Edison State Community College and personal email addresses, as well as your cell phone and land line by text or voice.

We have enrolled you in the program using your Edison State Community College e-mail. We encourage you to login to the Rave Mobile Safety site to add telephone numbers and any additional e-mail addresses where you would like to receive Edison Alerts, and choose your notification preferences. (Note that your cellular phone provider may charge a per-text message fee for the delivery of emergency notifications to your phone). To manage your account, please visit https://www.getrave.com/login/edisonohio.

You may sign in using your current Edison State Community College email address. You will then be prompted to complete the registration process. Once logged in, you can manage your account (for example, you can choose to receive text and/or voice alerts). It is very important that you complete the registration process, because Edison Alerts is used to communicate emergency notifications and weather-related closing announcements.

Conduct Policy

A student shall adhere to the Student Code of Conduct found in the Edison State Community College Student Handbook, https://www.edisonohio.edu/uploadedFiles/_Web_Assets/Documents/Handbooks/Student_Handbook_2014.pdf, and to behave in a professional and ethical manner while enrolled in the Nursing Program.

A student is expected to represent Edison State Community College and all affiliated hospitals and clinical settings in a positive manner to others, bringing issues of quality or practice forward to the faculty or Program Administrator of Nursing.

The program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723 of the Revised Code and the rules adopted thereunder, including, but not limited to the following:

- A student shall, in a complete, accurate and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client's response to that care.
- A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports or time records, reports, and other documents related to billing for nursing services.
- A student shall implement measures to promote a safe environment for each client.
- A student shall delineate, establish, and maintain professional boundaries with each client.
- At all times when a student is providing direct nursing care to a client the student shall:
    - Provide privacy during examination or treatment and in the care of personal or bodily needs;
    - Treat each client with courtesy, respect, and with full recognition of dignity and individuality;
- A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B) (20) of section 4723.28 of the Revised Code for a registered nurse and division (F) of section 4723.01 and division (B) (21) of section 4723.28 of the Revised Code for a practical nurse;

- A student shall use universal blood and body fluid precautions established by Chapter 4723.20 of the Administrative Code;
- A student shall not:
    - Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client:
    - Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse;
- A student shall not misappropriate a client's property or:
    - Engage in behavior to seek or obtain personal gain at the client's expense;
    - Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
    - Engage in behavior that constitutes inappropriate involvement in the client's personal relationship; or financial matters.
    - Engage in behavior that may reasonably be interpreted as inappropriate involvement in a client's personal relationships or financial matters.

  For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.
- A student shall not:
    - Engage in sexual conduct with a client;
    - Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
    - Engage in any verbal behavior that is seductive or sexually demeaning to a client; or
    - Engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a client.

  For the purpose of this paragraph, the client is always presumed incapable of giving free, full or informed consent to sexual activity with the student.
- A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
  (a) Sexual contact, as defined in section 2907.01 of the Revised Code;
  (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning;
- A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student;
- A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice;
- A student shall not have impairment of the ability to practice according to according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice;
- A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;
- A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;
- A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice;
- A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide, without a certificate issued by the board.

- A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;
- A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
- A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty, teaching assistants, preceptors, or to the board.
- A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
- To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Critical Elements

For a thorough understanding of the evaluation of clinical performances, the student is referred to the clinical evaluation form found in each clinical course's syllabus. In no way shall the student expect that the presence or absence of critical elements is a complete clinical evaluation. Evidence of meeting the minimum standards is required in the first semester and progression demanded in each succeeding semester.

Critical elements are those aspects of nursing care which affect the safety of the client's biophysical, psychosocial, and/or spiritual well-being. These elements must be adapted for clients who are in a variety of clinical settings. Any action or inaction which does not meet established standards of care, thus seriously threatening the client's well-being, is a failure to provide safe nursing care.

Students are responsible for knowing and successfully performing the critical elements specific to each clinical course. In the event of an infraction of any one critical element, the student will be counseled about the behavior and the incident will be documented. Repeating the same infraction will result in the student failing the clinical experience. In the event of (3) infractions of unrelated critical elements, the student will fail the clinical experience.

A copy of the infractions of critical elements will be held in the nursing office. Students who demonstrate a pattern of critical element infractions from course to course will be counseled by the faculty and/or the director. A contractual agreement for student improvement will be developed. Continuation of the pattern of unsafe care can result in dismissal from the program.

An infraction of the critical elements having occurred will be documented in the following areas:

- Maintain client confidentiality and privacy.
- Practice in a manner consistent with a code of ethics for registered nurses.

- Recognize limitations of self/others and seek assistance.
- Intervene as appropriate for unsafe care.
- Provide care within the legal scope of practice.
- Act in the role of client advocate.
- Report concerns about the client.
- Provide report on assigned client(s).
- Protect a client from injury.
- Facilitate appropriate and safe use of equipment.
- Apply principles of infection control.
- Properly use patient identifiers when providing care.
- Report an error/event/occurrence.
- Use clinical decision-making/critical thinking in a situation related to a security threat.
- Follow requirements for use of restraints and/or safety device.
- Identify a client in crisis or a life-threatening situation.
- Act in a professional manner.
- Monitor a client to prevent potential or actual injury.
- Prepare and administer medication(s), using the "Rights" of medication administration.
- Review pertinent data prior to medication administration.
- Reassess a client following intervention (e.g., following a PRN medication).
- Accurately document care that was delivered.
- Perform calculations needed for safe medication administration.
- Follow policy and procedure of the institution/agency.
- Other

Extra Lab Time

If a student needs extra time to practice skills, the Nursing Lab in room 020A is often available when classes are not in session. The doors are kept locked but a student, using a lab pass issued by the course instructor, may be granted access to the lab. Students may go to the IT Help Desk with their lab pass between 4:30-7:00 pm M-Th. Friday campus closes at 4pm. Saturday between 7:30 am-5:00 pm students may call Security at 418-9570 to have labs opened up.

Grading Policy

Faculty evaluate students throughout the semester using a variety of methods. Each nursing course has three separate components, class, campus lab, and clinical experience. A satisfactory grade in each component must be achieved in order to successfully complete the course. A satisfactory grade in the class is designated by a letter grade. A letter grade of "C" or better is passing. A satisfactory grade in campus lab or clinical lab is an "S". The campus/clinical lab grade is not reported separately from the overall course grade but included in it.

Evaluation methods may include the following:

- Tests/Comprehensive Final Exam
- Lab Quizzes
- ATI Quizzes
- Clinical Nursing Process Papers /Portfolios
- Dosage Calculation Test and Quizzes
- Clinical Evaluation
- Clinical Reflective Journal

The student will be given a satisfactory/unsatisfactory clinical grade based on achievement of the clinical objectives. An unsatisfactory grade in clinical will be reported as a "D" unless the student has earned an "F" in theory. If a student earns a "D" in the clinical portion of the course the student automatically fails the course. The student may choose to remain in the course but must complete all of the didactic requirements. This includes taking quizzes, tests, and completing all assignments. The final course grade will be posted as a "D" regardless of course points earned unless the student earns an "F" then the final course grade will be recorded as an "F".

Grades are determined by total course points. There is no rounding of points on individual exams, quizzes or assignments. A student must achieve 779.5 points to pass the class. Total course points will be rounded to the nearest whole number to determine the students' letter grade in the course.

It is expected that students will submit all written assignments on the date designated by the instructor. Grades will be available within one week of taking the exam. No changes in grades will be made after this time.

Exams and quizzes should account for a minimum of 80% of course grade. Peripheral assignments should account for no more than 20% of the course grade. In other words, a student cannot pass a course based on peripheral grades.

Continuation in and graduation from the Nursing Program is contingent on the student earning a grade of at least a "C" in each Nursing, Anatomy and Physiology, Microbiology, Chemistry, and Statistics course.

FINAL GRADE STANDARD

Grade	Percentage	Points
A	93-100	**4.0**
B	85-92	**3.0**
C	78-84	**2.0**
D	70-77	**1.0**
F	69-below	**0.0**

Learning Outcomes

Opportunities for learning are available through a variety of resources. The student is responsible for taking advantage of experiences provided and completing assignments promptly. Outcomes provide an outline of the course content and are the basis for testing, whether or not a particular outcome is discussed in class. For these reasons, the student must develop the habit of reading the outcomes, textbook references, web information, Blackboard postings, and viewing audio-visual material prior to class presentation.

Library Services

The Edison State Library encourages students, faculty and staff, as well as community members—to explore and utilize their elaborate array of academic resources. The library houses books, periodicals, audiovisual materials, computer with access to the internet along with Edison State Databases and Ohio LINK electronic research databases.

Personal Health Risks

Nursing students have learning experiences in health care facilities and provide nursing care for clients who are ill. It is possible that clinical experiences will include caring for clients with infectious diseases. It is the responsibility of the student nurse to meet the health requirements and to practice universal precautions (taught prior to clinical learning experiences) to minimize the risks to one's personal health. By enrolling in the nursing program, the student acknowledges these risks.

A pregnant student is notified that the fetus may be exposed to risks in a clinical facility. These risks should be discussed with the student's physician. The nursing faculty, especially the clinical instructor, shall be notified as soon as pregnancy is suspected.

Phone Calls

A student may only receive a phone call if it is an emergency; otherwise, a message will be taken and delivered if the call is received at a time when you are in class. If you are at clinical, the Nursing Office will try to contact the clinical instructor who will deliver the message. If you anticipate illness of a child or family member, please make back-up plans in the event we are unable to contact you.

Student Complaint Process

Should you find yourself in conflict with a college process or policy—academic or non-academic—or if you are dissatisfied with the delivery of services provided by a college faculty or staff member, you can fill out a **Student Complaint Form** to seek resolution. Please read the following guidelines prior to filing a complaint. You can fill out a complaint form located online at http://www.edisonohio.edu/Student-Complaint-Form-Process/ below or you can pick up a form in the Vice President of Academic Affairs' Office | Room 312.

Academic Complaint Procedures

If you have a **classroom-related** problem, please follow these guidelines:

1. When appropriate, talk directly with the instructor and try to resolve the issue informally.
2. If dissatisfied with the outcome, complete all of the appropriate sections of the **Student Complaint Form** below. If completing the form online, click "Submit" to email the completed form. Written forms may be returned to the Vice President of Academic Affairs' Office | Room 312. You will be contacted within two business days concerning an appointment with the Vice President of Academic Affairs.
3. If still dissatisfied, schedule an appointment with the Provost.

Non-Academic Complaint Procedures

If you have a problem that is **not classroom or academic** related with either the college and/or with another student, please follow these guidelines:

1. When appropriate, attempt to resolve the complaint informally with the person who may be responsible for the dissatisfaction.
2. If dissatisfied with the outcome, complete the appropriate sections of the **Student Complaint Form**. If completing the form online, click "Submit" to email the completed form. Written forms may be returned to the Vice President of Student Affairs' Office. You will be contacted within two business days concerning an appointment with the appropriate supervisor.
3. If steps 1 and 2 do not resolve the complaint, schedule an appointment with the Vice President for Student Affairs.
4. If still dissatisfied, schedule an appointment with the Provost.

Based upon the nature of the written complaint, the respective Vice President will meet with all parties involved and will issue any decisions/actions in writing.

NOTE The basis on which a grade has been awarded may not be challenged under this complaint procedure. (See "Student Academic Grievance Procedure"). Disciplinary matters are kept confidential to the extent required by law.

Student Health and Wellness

Counseling. Students who have questions or concerns regarding their health and wellness are directed to the Coordinator of Health and Wellness Services.

Health and Wellness Services are available on the Edison State Piqua campus. The program is dedicated to providing resources that promote healthy lifestyle choices for our students, faculty and staff.

The following services are open to all students, staff and faculty at low or no cost:

- minor injury and illness care
- health screenings
- health information and educational resources
- Health Wise newsletters
- seasonal flu vaccines
- community referrals
- educational presentations or speakers for any health topic, customized to meet the needs of any classroom or student activity

The Student Health and Wellness Center can also provide area resources for students for health and medical needs. These are found along with other information at http://www.edisonohio.edu/HealthWellness/

Student with Disabilities

Edison Community College will make reasonable accommodations for students with documented disabilities. Any student who feels that he or she may need an accommodation based on the impact of a disability should contact Velina Bogart privately with a Self-Identification Letter to discuss specific needs. If a student does not have a Self-Identification Letter, the student should contact the Coordinator of Disability Services, Velina Bogart, at 937-778-7854 in room 160 West Hall or vbogart@edisonohio.edu. For additional information, visit the Disability Services website. All requests for accommodations must be renewed each semester.

Tutoring Services

Tutoring services are available in the Learning Resource Center. These services are provided free of charge. Tutoring is provided by professional and student tutors. You may visit the Learning Resource Center to locate the schedule of tutors at http://www.edisonohio.edu/Learning-Center/. The nursing department also has a faculty member dedicated to tutoring the nursing students.

Student Testing Policies for Administering Tests

1. All student possessions (backpacks, cell phones, water bottles, hats, etc.) must be left in a designated area that is a distance from the computer used for testing. The student may have nothing but a pencil, scrap paper (issued by the instructors), and a calculator (as applicable) by the computer the student is using to take the test. Food, drinks, gum, and candy are not permitted.

2. Students will take classroom tests in the location and within the timeframe designated by the instructors.
    a. Students may not leave the testing environment during the test unless permission is given by the proctor. Leaving the room without permission constitutes completion of the exam.
3. Each cohort will conduct a formal test review in a timely manner following the completion of the test. The goal of the review is to provide feedback to the student to identify problematic test-taking or content areas.
    a. The format utilized will be determined by the instructors and may include:
        i. Each student reviews his/her individual test and corresponding correct answer.
        ii. Each student participates in a group review in which a small group reviews the test (not their individual tests) and discusses answer choices, rationale behind the answer selections, etc. amongst the group members. The test may be computerized or a secured hard copy.
            1) If a cohort utilizes the group review format, each student shall be given the opportunity to review his/her individual test. This individual review is usually conducted during a student appointment with an instructor. Students that scored lower than a "C" on the test shall be given priority appointment times/dates.
            2) For each cohort, the faculty may determine if additional test points will be awarded for the test taken by the small group during group test review.
            3) An individual worksheet form or worksheet may be utilized by the instructors to allow students to analyze testing errors that were made (such as misreading a question, overlooking a key word in the question, etc.) and to identify content areas that need further review by the student and/or clarification.
4. Any student that does not progress in a course shall be given the opportunity to review the tests that were administered.
5. If a student is absent from a test, the student may be given a test different from the one administered to the class. The test may consist of different questions than the original test or may be of a different format (essay, short-answer, etc.)
6. If a technical issue prevents a student from answering a question a test, the student is instructed to notify the room proctor immediately. The student shall write down the question and the answer(s) the student chose on the scrap paper. The instructor will review the written information and will enter the points manually as appropriate. For technical issues experienced while taking an online quiz, test, or assignment, the student must notify the instructor immediately after the issue occurs, describing the events that created the difficulty. It is at the instructors' discretion as to actions taken in the event of technical issues.

Updated Information

When you have a change in address, phone number or name, you shall notify Enrollment Services and the Nursing Office. Address and phone number changes can also be made through WebAdvisor. It is important to have this correct information for the forms we fill out for the Ohio Board of Nursing.

Transfer Credit for Prior Learning

Military Credit

The college policy awarding Military Credit is as follows:

Edison may award credits to veterans for military training and experience. To be considered for credit, please order a copy of your **Army/AARTS** transcript, or **Sailor/Marine/ARTS** transcript or **Air Force/CCAF** transcript, and provide a copy of your DD214 to the Registration and Records office. There is no charge for posting of military credit. The award will appear on your transcript as transfer credit noted as military credit.

For students interested in entering the nursing program, the Program Administrator of Nursing and Health Sciences in collaboration with the Nursing faculty will review all military education, training, and service of applicants for transfer credit. Credit will be awarded to the applicant for military education or skill training that is substantially similar to the curriculum.

Transfer Policy

To petition for transfer from another accredited institution of higher learning the prospective student must:

- Communicate intent to Jill Bobb, Program Administrator of Nursing, via email at jbobb677@edisonohio.edu .
- Meet the minimum requirements for admission to the nursing program and Edison State Community College.
- Meet the college's requirements for at least 20 of the last 30 credit hours in a degree program to be taken at Edison State Community College.
- Meet all prerequisites and co-requisite courses applicable to the semester in which the student is placed.
- Request official transcripts from other institutions of higher learning not on file at ESCC (send to Registration and Records).
- Provide the course content (course description and syllabi) of all nursing courses taken elsewhere for consideration by the faculty.
- Submit a letter from the Program Administrator of Nursing or director of the former nursing program that addresses the student's: theoretical standing, clinical standing, and eligibility for readmission to that program.

The Program Administrator of Nursing and Nursing faculty, using their judgment and expertise, will make a determination about transfer acceptance and placement level in the nursing program. All placement decisions are dependent on space available in the nursing course where entry would occur. Further information is available from the Nursing Office and shall be communicated to the student petitioning for transfer.

Students who have unsuccessfully completed two nursing courses (at other institutions) with a clinical component will not be considered for transfer.

Helpful Information

Costs for Program

Approximate costs for RN and LPN nursing students are:

	RN Students	LPN Students
Replacement Name Badge(s)	$5	$5
Uniform (1 set)	$55	$55
Shoes	$70	$70
Watch	$25	$25
Stethoscope	$95	$95
CPR Certification	$35	$35
Community First Aid & Safety Certification	$35	N/A
Drug Screening	$50	$50
Books and Skills kit	$1,300	$910
Tuition and lab fees (includes summer)	$11,173	$7,223 w/o pre-req's $9,283 w/ pre-req's
Pearson VUE NCLEX registration fee	$200	$200
Ohio Board of Nursing NCLEX registration fee	$75	$75
Criminal Record Check (for OBN)	$75	$75
TOTAL	$13,193	$8,818 w/o pre-req's $10,878w/ pre-req's

Fees

Please make sure you keep your payments and fines/fees paid. If they are not fully paid by graduation, you cannot receive your degree and will not be able to take the licensing exam.

Nursing Office Hours

Nursing office hours during the Fall and Spring semesters are 8:00 a.m. to 4:30 p.m. Monday through Thursday and 8:00 a.m. to 4:00 pm Friday; Closed Saturday and Sunday. Please check the Edison Website for summer semester hours.

Papers

Instructors in each course will inform students of the process to follow for submission of written work.

Personal Safety Reminders for the Clinical Experiences

There is risk of personal injury when working in community health in modern urban and suburban neighborhoods. Often a student's close family members- parents, spouses share safety concerns. All community health care providers, staff or student, should take certain sensible measures for safety—measures which will enable her/him to carry out a most rewarding job.

You are responsible for your safety. Continue to apply the safety knowledge and advice that you have learned over your lifetime. Share safety ideas with your fellow students. The instructors would like you to consider the following safety reminders as a way of helping you maintain your safety in the clinical experiences. Let us know additional safety tips and we will add them to the list.

- Use Universal Precautions.
- If any situation occurs that raises your concern for your safety, go to a safe place and call for help.
- Never place yourself at risk. This includes hazardous driving conditions. As an adult, you are to be the judge of safe road conditions where you live. Very rarely is the Edison campus closed and the Piqua radio stations will carry the announcement. Students should also register their cell phone to receive Edison Alerts. Therefore, call local authorities about road conditions and make your personal decision.
- Inform your instructor and the assigned clinical area of your absence for any reason.
- Use your judgment in approaching and entering a home or building. Trust your intuition.
- Do not give out personal information (last name or address) unless you are comfortable doing so. This rule strictly applies in the psychiatric setting where all personnel are referred to on a first name basis. You may use your judgment in other settings. You do not need to feel obligated to share this information. You may refer anyone to your instructor.
- Make sure that your family or a friend is aware of your schedule; where you are going and when you will return. Your instructor may not be aware of your absence.
- Be safe in your car. Keep it in repair. Keep the gas tank full.
- Lock all doors while traveling and when parked.
- Wear your safety belt at all times.
- Leave nothing of value in a car.
- Be careful not to lock your keys in the car.
- Allow yourself adequate time.
- Remind yourself to focus on driving.
- Have your keys in hand when returning to your car to avoid delay. Look inside the car before getting back into the car.
- Know the way—travel the route with your family or a friend before the assigned time.
- Drive safely.
- Do not carry a purse. Have money and I.D. in your pockets.
- In case of an accident or if you are a victim of a crime, call the police and inform your instructor as soon as reasonably possible.
- Police advise that in a robbery, allow the person to take your purse, money, package without resistance.
- Travel, when possible, in a pair or group.
- Do not stop your car to give a stranger a ride or lower your window to respond to someone who approaches your car.
- When stopping your car at a stop sign or light, stay one car length behind the next car so you can safely pull away if necessary.

- Do not linger in a neighborhood. Do your visit and go on.
- Have someone watch you as you return to your car.
- Always carry a charged cell phone or prepaid phone card and a few dollars.
- Keep a blanket and other winter emergency supplies in your car.
- Wear sensible shoes, modest dress or uniform, minimal jewelry, and do not flash money.

Appendix

Influenza Policy

Influenza is a highly contagious acute viral disease of the respiratory tract and is spread from person to person by droplets or by direct contact with environmental surfaces and items recently contaminated by respiratory secretions.

It is in the best interest of patient safety to prevent the transmission influenza virus and this is most effectively accomplished by health care providers receiving an influenza vaccine. Many hospitals and other health care agencies are now requiring mandatory vaccination for personnel and students. Therefore, effective fall semester 2012 all students currently enrolled in a nursing course or scheduled to begin the nursing program in January 2013 will be required to obtain the influenza vaccine.

POLIC Y: All students enrolled in the nursing program or scheduled to begin the nursing program will be required to provide written documentation of influenza vaccination by October 31st each year. Should a student enter the program after October 31st the vaccination should be obtained upon enrollment.

PROCEDURE DOCUMENTATION: Flu season runs from October 1st to March 31st. Written documentation of influenza vaccination must be submitted to the nursing office no later than **October 31st each year.** The documentation must include the student name and date of vaccination.

WHERE and WHEN TO GET VACCINATED: Influenza vaccines are offered through local health departments, doctor's offices, and pharmacies such as Kroger's and Walgreens. Students may choose where to receive the vaccine and are responsible for the cost incurred. The cost of receiving the influenza vaccine varies depending on the provider but generally local health departments will offer the vaccine at a lower cost than a private provider. Influenza vaccine is usually available starting in September or October and students are encouraged to receive the vaccine as soon as they become available so protective antibodies are in place before flu activity is at its highest.

TYPE OF VACCINE TO OBTAIN: Three types of vaccines are available and acceptable: intramuscular, intradermal, and nasal-spray. The nasal-spray flu vaccine may be received as long as the student is not scheduled to begin clinical experiences within a week of receiving the vaccine. The nasal spray is approved for use in healthy individuals who are 2 through 49 years of age and not pregnant.

EXEMPTIONS: A student requesting a religious or medical exemption from receiving the vaccine will be required to submit the applicable forms, as well as supporting documentation to the nursing program office **no later than September 24th**. The nursing office will forward the completed forms to Upper Valley Medical Center for review by the Influenza Vaccination Review Board. The review board will make a decision regarding an individual's exemption from the vaccination requirement and the nursing program will accept this decision as final. If an exemption is denied the student must comply with the influenza vaccination policy to remain in the program. The exemption forms may be obtained from the nursing program office (Room 027D).

ADDITIONAL INFORMATION: To find out more about influenza vaccination please visit the following: Centers for Disease Control and Prevention website: http://www.cdc.gov/flu/.

Edison State Community College
Nursing Program
Drug Screen Policy

Education of health profession students at Edison State Community College requires collaboration between the college and clinical agencies in order to provide quality clinical experiences and many clinical affiliation agreements require drug screen testing. Additionally, the college shares an obligation with the clinical agency to provide safe patient care and to protect, to the extent reasonably possible, against unsafe care due to a student who is under the influence of illegal drugs or alcohol while in the clinical setting. Therefore, it is the policy of Edison State Community College that students enrolled in the nursing program submit to drug testing.

"Drug test" or "test" means any chemical, biological, or physical instrumental analysis, for the purpose of determining the presence or absence of alcohol, drugs or its metabolites, as well as for substitution, adulteration, or dilution of the sample. Tests are based on urine or breath samples and are conducted by qualified personal".

Students enrolled in the nursing program at Edison State Community College must abide by the program's drug screen policy and will receive notice of the drug screen policy prior to enrollment in their first nursing course. Nursing students are subject to drug screening as follows:

- As part of the mandatory health requirements for enrollment in the first nursing course (NUR 135S for generic students; NUR 210S for LPN-RN students or initial course for transfer students). Upon readmission to the program students may be required to take another drug test as part of updating health requirements.
- As a pre-clinical screening to fulfill contractual obligations with certain clinical agencies.
- For reasonable suspicion testing if the student exhibits behaviors indicative of substance abuse anytime while enrolled in the nursing program.

I. HEALTH REQUIREMENTS

1. Prior to entry into the first nursing course, students must provide documentation of meeting health requirements as specified in the Nursing Student Handbook. Drug screen testing is part of the health requirements.
2. Drug Screens are to be completed at Upper Valley Medical Center Occupational Health and the cost of the test is the student's responsibility. Instructions for completion of the test will be provided to students at the initial orientation meeting.
3. If a student has a positive test result or fails to complete a drug screen by the specified deadline he/she will not be permitted to begin the nursing program and will forfeit their placement in the program. If the student chooses to reapply to the program, documentation of a negative drug screen may be required prior to acceptance into the program.

II. PRE-CLINICAL SCREENING

1. Students assigned to certain clinical agencies will be required to complete a drug screen prior to the first clinical assignment as specified by the agency in order to meet contractual agreements.
2. Drug screening will be scheduled by the Academic Project Specialist who will notify students when to report to Upper Valley Medical Center Occupational Health for the drug screen.
3. The drug screen fee is the responsibility of the student and is to be paid directly to UVMC Occupational Health.

4. Dilute or inconclusive results will require the student to retest within 24-48 hours of notification. The student is responsible for the cost of the screening.

III. REASONABLE SUSPICION SCREENING

1. Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the nursing program and/or clinical agency while participating in clinical experiences. Reasonable suspicion is defined as but not limited to the following behaviors:
    a. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; such as, but not limited to, unusual, slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent diarrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
    b. Abnormal conduct or erratic behavior on the clinical unit, absenteeism, tardiness or deterioration in performance;
    c. Evidence of tampering with a drug test;
    d. Information that the individual has caused or contributed to an incident in the clinical agency;
    e. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while enrolled in the nursing program.
    f. Odor of Alcohol:
2. If a faculty member or clinical agency staff member observes such behavior, the faculty member must dismiss the student from the educational or clinical setting immediately and contact the Program Administrator of Nursing who will determine if there is reasonable suspicion to screen the student. If the Program Administrator of Nursing is not available the faculty member will contact the Dean of Professional and Technical Programs who will determine if there is reasonable suspicion to screen the student.
    a. If the decision is made to screen the student the Program Administrator of Nursing or Dean of Professional and Technical Programs will direct the faculty member to make arrangements to have the screening performed immediately. The student will be responsible for obtaining transportation to the designated lab for screening; the student will not be allowed to drive to the designated lab. A student's failure to consent to the screening will result in immediate dismissal from the nursing programs. Reasonable suspicion testing includes a witnessed urine drug test and/or breath alcohol testing.
    b. Students will be informed of the screening results by the Program Administrator of the Nursing Program.
    c. The drug screen fee will be the responsibility of the college.

IV. CONSEQUENCES FOR A CONFIRMED POSITIVE DRUG TEST, REFUSAL TO BE TESTED or DILUTE SPECIMENS CONSIDERED POSITIVE

1. Definition of a positive test: A positive drug test is defined as "The presence in the test sample of illegal drugs and/or metabolites, or of prescriptions drugs and metabolites for which the student does not have a current prescription at levels exceeding current testing guidelines. A dilute specimen that is positive for drugs is considered to be a positive specimen for those drugs detected. A breath alcohol test result of 0.04 or greater alcohol concentration is considered a positive test
2. Failure to complete drug screening or confirmation of a positive result as specified in sections II and III above will result in immediate dismissal from the nursing program and a grade of "F" will be reported for the currently enrolled course.

A student dismissed from the program as a result of noncompliance with the drug screen policy may petition for readmission to the program (if academically eligible) after successful completion of a substance abuse treatment program that meets the definition of an "approved treatment program" as defined by the Ohio Board of Nursing. Documentation of successful completion must be sent directly to the Program Administrator of Nursing by the substance abuse program. Results of a drug screen completed one month prior the petition for readmission must also be received by the Program Administrator of Nursing from Upper Valley Medical Center.

3. If a positive drug test result is confirmed and the circumstances indicate a standard of student conduct was violated, the Program Administrator of Nursing will submit a report of the student's violation to the Provost. To be considered for readmission to the nursing program the student must satisfy all corrective actions as specified by the Non-Academic Misconduct Procedure.
4. If a student holds a LPN license and has engaged in a clinical experience while impaired (a positive drug screen) the Program Administrator of Nursing will make a report to the Ohio Board of Nursing as required by Chapter 4723 of the OAC.

V. STUDENT DRUG SCREEN PROCEDURES

1. Policies and procedures related to drug screen testing at UVMC will be followed which includes submission of a photo ID and social security number at the time of specimen collection.
2. The collector will be a licensed medical professional or technician who has been trained for collection in accordance with chain of custody and control procedures.
3. Urine specimens will be screened for ten (10) classes of drugs as per the standard 10 panel pre-employment test.
4. Drug detection through urine drug testing is related to the quantity of metabolites present in the urine. A dilute specimen is invalid for determining the absence of drugs in a specimen. If the Program Administrator of Nursing is notified of a dilute specimen that is negative, the student will be contacted and must repeat the drug screen within a specified timeframe (generally 24-48 hours) and at his/her own expense. The student will be requested to refrain from drinking excessive amounts of fluid prior to testing.
5. Positive screens will be confirmed by the Medical Review Officer at UVMC.
6. Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved testing device. If the initial test indicates an alcohol concentration of 0.04 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test will be observed and performed between fifteen minutes and no more than 30 minutes form the completion of the original test.
7. All drug screen results will be sent to the Program Administrator of the Nursing Program.

VI. CONFIDENTIALITY

The Program Administrator of the Nursing Program will receive all test results. Confidentiality of the test results will be maintained with only the Program Administrator for Nursing, and the Nursing Academic Project Specialist, and the student having access to the results with the exception of legal actions which require access to test results or upon the request of clinical agencies for the purpose of clinical placement.

VII. CONSENT

Each nursing student is required to sign a statement indicating that he or she has received a copy of the drug testing policy and consents to provide urine specimen(s) for the purpose of analysis. If the nursing student is under eighteen (18) years of age, the nursing student's parent or legal guardian must sign the drug testing consent form in addition to the nursing student. The original signed consent form will be maintained in the student's file in the Nursing Office.