Mahoning County Career and Technical Center

MCCTC

Adult Career Center

Practical Nursing Student Handbook
Graduating Classes of Aug. 2027 FT

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MCCTC PRACTICAL NURSING PROGRAM

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FORWARD

The Director, faculty, and staff welcome you to the Practical Nursing Program and to the career of nursing. We wish you success in your endeavor to reach your goal as you work toward a meaningful career in nursing.

This Student Handbook describes various aspects, policies, and procedures associated with the Practical Nursing Program. The Director and faculty reserve the right to change, revise, and update any portion of the program, policies, or procedures described in this Student Handbook. You are required to read and follow this handbook.

HISTORY OF THE HANNAH E. MULLINS SCHOOL OF PRACTICAL NURSING

Founded in 1957, the Hannah E. Mullins School of Practical Nursing (HEMSPN) was established following the closure of the Salem City Hospital's diploma program for registered nurses. The school was housed in the Charles S. Bonsall residence, formerly used by the diploma program and purchased in 1918 by Mr. Mullins, who named the school in memory of his mother. Mrs. Marie G. Durand served as the first director until her retirement in 1975.

The Bonsall residence included classrooms, a skills lab, a library, offices, and dormitories. Clinical experiences were initially provided at Salem Community Hospital and Akron Children's Hospital. After the hospital's pediatric expansion in 1964, all core clinicals were consolidated locally.

In 1970, HEMSPN became the second practical nursing program in Ohio to earn accreditation from the National League for Nursing (NLN), which later became National League for Nursing Accrediting Commission (NLNAC) in 1997 and then changed its name to Accreditation Commission for Education in Nursing (ACEN) in 2013.

In 1978, the school relocated from the Bonsall home to a modern facility within Salem Community Hospital. Dormitory housing remained available until 1991.

In 1991, HEMSPN affiliated with the Salem City School District, enabling state funding and program expansion. Facilities were divided between the MRI Annex and the hospital, and clinical sites were extended to include long-term care and community health settings.

Subsequent relocations occurred in 1997 to Salem Senior High School and Adult Education facilities, and again in 2006 to the Kent State City Center (formerly Salem Middle School), which allowed for further program growth.

HEMSPN has continually evolved, expanding its clinical partnerships and introducing additional programs, including a part-time track and a State Tested Nursing Assistant (STNA) program. Although the STNA program paused in 2020 due to COVID-19, it was reinstated in 2024. That fall, the program transitioned to a four-day week and reduced total instructional hours to 1,200.

In 2025, the Practical Nursing Program relocated to the Mahoning County Career and Technical Center (MCCTC) in Canfield, Ohio. The school remains accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by both the Ohio Board of Nursing and the Ohio Department of Higher Education.

The Practical Nursing program continues to uphold the HEMSPN long-standing tradition of excellence in nursing education.

THE PRACTICAL NURSING PROGRAM

PROGRAM DESCRIPTION

The Practical Nursing Program offers a full-time 44 week or part-time 88 week, educational and experiential program for a total of 1200 hours. The program requires American Heart Association BLS PROVIDER CPR certification as this prepares the graduate for a career in nursing. Both programs have breaks and holidays incorporated into the academic schedule.

Following completion of the program, the graduate who has met the additional State Board of Nursing requirements is eligible to take the NCLEX-PN, a national licensing exam. After successfully passing this exam, the Practical Nursing graduate is able to provide care as a licensed practical nurse (LPN) or licensed vocational nurse (LVN) within the scope of nursing practice as defined by the licensing state. Employment opportunities for the LPN include hospitals, long-term care facilities, healthcare provider offices, clinics, schools, and home health care agencies, etc. The Practical Nursing graduate also obtains a firm foundation in nursing which enables him/her to pursue higher nursing education, if desired.

PROGRAM PHILOSOPHY

The philosophy of the Practical Nursing Program is based upon the following beliefs of the founders, Director and faculty:

- Individuals are unique, culturally diverse, holistic, ever evolving beings with basic human needs who continually interact with the environment and adapt to change. The individual's environment includes all external conditions along with family, community, and society that influence the development of the individual.

- Society is multi-cultural and is composed of people of all ages and ethnic groups with varied socio-economic, religious, educational, and racial backgrounds.

- Health is the highest attainable level of physical, mental, emotional, and social wellbeing. It is not the mere absence of disease or infirmity.

- Nursing is a service performed by skilled professionals. It encompasses (a) health promotion screening and teaching, (b) caring for the ill and for those with special needs, (c) rehabilitative and restorative support services, and (d) emotional and physical support for the dying. Nursing care/services extend to the individual, the family, and society. The nursing process is the framework that provides the nurse with an organized and scientific method to alleviate, minimize, or prevent actual or potential health problems.

- Today the need for nurses and nursing care is changing along with the total delivery of health care. This change necessitates varied educational preparations for nursing personnel. Consequently, the LPN, at the direction of the registered nurse, licensed physician, dentist, podiatrist or chiropractor, has a unique, distinct, integral, and essential place on the contemporary health care team and in a variety of health care settings.

- Nursing education is viewed as a continuing and continual process that integrates practical experience with formal learning. Therefore, it is felt that all nursing educational programs should be structured to provide seamless articulation in order to facilitate the professional growth, evolution, and mobility of all nurses.

- Practical nursing education is the means for individuals to acquire the knowledge, skills, and attitudes necessary for safe, effective licensed practitioners. This education also prepares the individual to be an ethical and legally responsible member of the health care team.

- The teaching-learning process is a necessary component for a nursing educational program and requires a cooperative effort between the Director, faculty, and staff. Learning is the planned integration of theory with clinical experiences. This integration progresses from simple to complex on the wellness-illness continuum. Completion of this nursing program is not an endpoint, but an integral part of the student's lifelong learning experience.

MISSION STATEMENT

As a premier educational center, the mission of MCCTC is to create lifelong learners through dynamic, relevant curriculum that encompasses advanced technology, rigorous academics, college credit options, industry credentials and strategic partnerships.

PROGRAM MISSION STATEMENT

The mission of the Practical Nursing Program is to provide high quality nursing education so that, once licensed, graduates may enter the workplace as competent practitioners and/or pursue higher education in nursing. This mission is accomplished through evidenced based nursing theory, and community partnerships for clinical experience, and observation.

PROGRAM CONCEPTUAL FRAMEWORK

The Practical Nursing Program was developed within a conceptual framework that implements the philosophy and student learning outcomes. The foundation for the curriculum is formed by three major concepts: (a) basic human needs drawn from the theory of Virginia Henderson, (b) wellness-illness continuum throughout the life span, and (c) the nursing process. As the student progresses through the program, the concept of the individual as a holistic being with eleven basic human needs develops. These basic needs are:

1) Breathe normally
2) Eat and drink adequately
3) Eliminate wastes
4) Move and maintain desirable posture
5) Sleep, rest and maintain comfort
6) Promote hygiene as well as dressing and undressing appropriately
7) Maintain body temperature within normal range
8) Safety
9) Communicate effectively and enrich spiritually
10) Achieve a sense of accomplishment through work and play
11) Learn to enhance problem solving and growth

The curriculum, designed to progress from simple to complex knowledge and skills, begins with the well individual and incorporates health promotion. It advances to complex concepts as the student learns how to care for individuals who (a) are experiencing illness, (b) have special needs, (c) need rehabilitative care, and (d) are dying. Health concepts are taught from the wellness-illness continuum throughout the phases of the life span.

In addition to the three major concepts, the following conceptual threads are correlated and integrated throughout the curriculum; this threading maintains consistency and continuity in all nursing courses and clinical experiences. The conceptual threads are identified as:

1) Ethical/Legal concepts
2) Cultural diversity
3) Pharmacology
4) Assisting with patient teaching
5) Community resources
6) Effective communication
7) Continued professional growth
8) Clinical judgment and critical reasoning
9) Appropriate delegation

The nursing student, with guidance from an instructor, utilizes the nursing process within the scope of practice to meet the basic human needs of the individual. Progressing from simple to complex, nursing concepts are taught in the classroom and integrated throughout clinical learning experiences and community services.

END OF PROGRAM STUDENT LEARNING OUTCOMES (EPSLO)

Upon successful completion of this program, the Practical Nursing program graduate will demonstrate the following entry-level competencies of practical nursing:

1) Value each individual as a unique, culturally diverse, holistic being with basic human needs.
2) Display clinical judgment to safely meet the basic human needs of each individual.
3) Support the nursing process for individualization of nursing care in diverse health care settings.
4) Initiate nursing care within the scope of practice as defined by the nurse practice act of the licensing state.
5) Act as an ethical, legally responsible, and accountable member of the health care team.
6) Evaluate variations in health by using the wellness-illness continuum throughout the lifespan.
7) Practice effective communication principles in written, oral, and electronic modes of communication.
8) Integrate informal and formal educational opportunities for continual professional growth.
9) Synthesize technology in the nursing care of patients in diverse healthcare settings.
10) Perform evidence-based patient teaching.

PROGRAM CURRICULUM

The Practical Nursing curriculum provides for the student's mental, physical, social, and spiritual development in preparation for the implementation of quality nursing care in a safe, effective, and efficient manner. It is also designed to stimulate the student toward attainment of his/her nursing career goals. The clinical component of the program incorporates supervised experiences in medical, surgical, obstetric, pediatric, community, and geriatric nursing.

The curriculum progresses from simple to complex concepts for the theoretical courses and for the implementation of nursing care. The curriculum foundation is based upon three major concepts: (a) basic human needs, (b) wellness-illness continuum throughout the life span, and (c) the nursing process. These concepts are introduced at the beginning of the program and expanded throughout. Formal classroom instruction correlates with concurrent supervised clinical experiences in which the student progresses from providing basic nursing care to advanced complex care. The amount and variety of clinical experiences provides the Practical Nursing Program student with opportunities to (a) apply knowledge, (b) develop clinical judgment, and (c) build upon improving his/her nursing skills.

CURRICULUM SUMMARY

The program is divided equally into junior and senior levels of theory and clinical learning experiences. To satisfactorily progress through the program, the student must earn a grade of 78% or greater for each theory course and receive satisfactory final clinical evaluations for each clinical rotation, meet all competencies, and simulation lab evaluations.

The Junior Level is composed of two equal quarters; the clinical focus for both quarters is long-term/rehabilitative care. The first quarter correlates clinical experience with theory in *Nursing Fundamentals.* During this quarter, anatomy, physiology, and nursing related concepts are also taught. After satisfactorily meeting designated theory, simulation lab and clinical student learning outcomes, the student advances to the second quarter, which correlates *Nursing Care 1* theory with its clinical application. During the second quarter, the student also learns the principles and nursing skills for medication administration and IV therapy in *Pharmacology.*

The Senior Level is composed of two equal quarters; the clinical focus for both quarters is providing students with advanced clinical experiences. These quarters correlate clinical experiences with the following theory courses (a) *Nursing Care 2*, (b) *Maternal Child Nursing: Pediatrics*, (c) *Nursing Care 3* (d) *Maternal Child Nursing: Obstetrics*, and (e) *Personal and Vocational Relationships*, and (f) Medication Administration and IV therapy clinical components of *Pharmacology* from Junior Level.

The clinical learning experiences are provided through the cooperation and collaboration with a variety of healthcare agencies including acute care facilities, long term care facilities, community health care agencies, and local school districts.

FULL-TIME OPTION CURRICULUM PLAN

Full time First Quarter (weeks 1 – 11, Junior level)	Theory Hours	Lab Hours		Clinical Hours	Total Hours
		Skills hrs.	Sim hrs.		
Anatomy & Physiology - FT002	108				108
Nursing Fundamentals – FT003	108	54	10	20	192
Total	**216**	**54**	**10**	**20**	**300**
Full time Second Quarter (weeks 12 – 22, Junior level)		Skills hrs.	Sim hrs.		
Nursing Care 1 – FT005	118	17	3	98	236
Pharmacology – FT006	52	12	0		64
Total	**170**	**29**	**3**	**98**	**300**
Full time Third Quarter (weeks 23 – 33, Senior level)		Skills hrs.	Sim hrs.		
Nursing Care 2– FT007	112	8	8	62	190
Maternal Child Nursing: Pediatric - FT008	43	0	0	21	64
Medication Administration – FT006C		0	4	42	46
Total	**155**	**8**	**12**	**125**	**300**
Full time Fourth Quarter (weeks 34 – 44, Senior level)		Skills hrs.	Sim hrs.		
Nursing Care 3 – FT010	84	0	7	112	203
Maternal Child Nursing: Obstetric – FT011	43	14	7	0	64
Personal & Vocational Relationships – FT012	33				33
Total	**160**	**14**	**14**	**112**	**300**
Program Total	**701**	**105**	**39**	**355**	**1200**
		Total lab hrs. 144			

PART-TIME OPTION CURRICULUM PLAN

Part-time First Quarter A (weeks 1 - 11, Junior Level)	Theory Hours	Lab Hours		Clinical Hours	Total Hours
		Skills hrs.	Sim hrs.		
Anatomy & Physiology – PT002	59				59
Nursing Fundamentals – PT003	64	27	0		91
Total	**123**	**27**	**0**	**0**	**150**
Part-time First Quarter B (weeks 12 - 22, Junior Level)		Skills hrs.	Sim hrs.		
Anatomy & Physiology –PT002	49				49
Nursing Fundamentals – PT003	44	20	10	20	101
Total	**93**	**37**	**10**	**20**	**150**
Part-time Second Quarter A (weeks 23 – 33, Junior Level)		Skills hrs.	Sim hrs.		
Nursing Care 1- PT005	59	10	0	49	118
Pharmacology – PT006	26	6	0		32
Total	**85**	**16**	**0**	**49**	**150**
Part-time Second Quarter B (weeks 34 – 44, Junior Level)		Skills hrs.	Sim hrs.		
Nursing Care 1 – PT005	59	7	3	49	118
Pharmacology - PT006	26	6	0		32
Total	**85**	**13**	**3**	**49**	**150**
Part-time Third Quarter A (weeks 45 – 55, Senior Level)		Skills hrs.	Sim hrs.		
Nursing Care 2 – PT007	57	3	5	21	86
Maternal Child Nursing: Pediatric – PT008	18	0	0	0	18
Medication Administration – PT006C		0	4	42	46
Total	**75**	**3**	**9**	**63**	**150**
Part-time Third Quarter B (weeks 56 – 66, Senior Level)		Skills hrs.	Sim hrs.		
Nursing Care 2 – PT007	55	5	3	41	104
Maternal Child Nursing: Pediatric – PT008	25	0	0	21	46
Total	**79**	**8**	**12**	**62**	**150**
Part-time Fourth Quarter A (weeks 67 – 77, Senior Level)		Skills hrs.	Sim hrs.		
Nursing Care 3 –PT010	42	0	2	75	117
Maternal Child Nursing: Obstetric- PT011	33	0	0		33
Total	**75**	**0**	**2**	**75**	**150**
Part-time Fourth Quarter B (weeks 78 – 88, Senior Level)		Skills hrs.	Sim hrs.		
Nursing Care 3 – PT101	42	0	5	37	86
Maternal Child Nursing: Obstetric – PT011	10	18	3	0	31
Personal & Vocational Relationships – PT012	33				33
Total	**85**	**18**	**8**	**37**	**150**
Program Total	**701**	**109**	**35**	**355**	**1200**
		Total lab hrs. 144			

PROGRAM SCHEDULE

The Practical Nursing Program is initiated with the admission of students in the full-time option twice per year – in September and March. The curriculum is divided into four equal quarters with a one to three-week break following each quarter. The part-time option enrolls every other year (depending on demand). The curriculum is divided into four equal quarters with a one to three-week break every 11 weeks. Some national and customary holidays (i.e., Memorial Day, Christmas, etc.) are incorporated into the academic schedule.

Classes and related clinical experiences are divided into two equal levels – Junior and Senior Levels; which consist of 600 clock hours for a program total of 1200 hours.

The full-time option is designed to be Monday through Thursday with an occasional Friday from the hours of 8:00 a.m. to 4:00 p.m. for theory/classroom days. Clinical hours vary depending on the clinical site; times are generally scheduled between the hours of 6:30 a.m. and 2:00 p.m. Depending on the point in the program, clinical experiences can be 2 – 3 days per week. Some clinical experiences could include afternoon and evening hours as well as Saturdays and/or Sundays. These afternoon/evening hours and/or weekend experiences are minimal.

The part-time option is designed to be three days per week with 4 - 4.5 hours per day for theory/classroom days. Clinical hours vary depending on the clinical site; times are generally scheduled between the hours of 6:30 a.m. and 12:00 p.m. Depending on the point in the program, clinical experiences can be 1 – 2 days per week. Some clinical experiences could include afternoon and evening hours as well as Friday, Saturday, Sunday, or Mondays. These afternoon/evening hours and/or weekend experiences are minimal.

Lunch and periodic breaks are scheduled for days the student attends theory/clinical/simulation lab experiences. The student receives tentative schedules for class, clinical, and laboratory experiences at the beginning of each course and clinical rotation.

VACATIONS AND HOLIDAYS

Generally, the Practical Nursing student receives a one (1) week break in February and May, and November two (2) weeks in December, and three (3) weeks following the August graduation. The student also receives a day off for the following holidays:

New Year's Day
Labor Day
Memorial Day
Christmas Eve and Day
Martin Luther King Jr. Day
Independence Day
President’s Day
Thanksgiving Thursday
Juneteenth

COURSE DESCRIPTIONS FULL-TIME AND PART-TIME

Anatomy and Physiology – FT002, PT002

Theory Hours: 108

Course Description:

Anatomy and Physiology is a foundation course, with related terminology, that stresses the concepts of normal body structure and function. It progresses from simple to complex in the study of the organization of the body, its functions, and how a stable internal environment is maintained. This course serves as a foundation and reference for nursing procedures, baseline data, and health deviations for the succeeding nursing courses, i.e. Nursing Care, Maternal Child Nursing.

Nursing Fundamentals – FT003, PT003

Theory Hours: 108, Clinical/Lab Hours: 84
Planned Clinical hours: 20
Planned Lab Hours: 64

Course Description:

Nursing Fundamentals introduces the nursing student to the nursing profession as a whole with emphasis on the integral role of the practical nurse. Nursing history and trends in nursing and health care are discussed. Legal aspects of practice, ethical issues, the influences of diversity and effective communication are explored in relation to recognizing and meeting the basic human needs of individuals. It will also provide the student with the basic scientific principles and nursing techniques that form the foundations for nursing care. Nursing informatics is integrated throughout this course. Human growth and development from child to adult is introduced, along with health promotion. Gerontology/Geriatrics is looked at closely along with trends, issues and theories of aging using the National League for Nursing's ACES cases introduced in this course and the class avatar.

Clinical Simulation Lab allows time for the student to practice and perform a graded return demonstration of each procedure. The actual initial implementation of the nursing skill occurs during the assigned clinical experiences for Nursing Fundamentals and Nursing Care 1.

Informatics introduces students to the use of computers for enhancement of their study of nursing as well as to develop electronic documentation skills. Students are given basic information about the operation of the computer equipment. Supervised laboratory practice allows students to demonstrate proficiency, so they may independently complete required software programs and utilize the computer as a learning resource. Informatics is taught via lecture, demonstration, and hands-on experience in the lab and/or on the students own device.

Nursing Care 1 –FT005, PT005

Theory Hours: 118, Clinical/Lab Hours: 118
Planned Clinical Hours: 98
Planned Lab Hours: 20

Course Description:

NC 1 (Nursing Care 1), a theoretical course with a clinical component, explores and expands concepts related to health, illness, and the basic care of the adult patient. It utilizes the student's knowledge of (a) anatomy and physiology, (b) normal nutrition, and (c) human development through the life cycle as a basis for assessment and nursing care of patients with alterations in health. The course provides a more in-depth use of the nursing process to present and discuss pertinent nursing interventions while studying the alterations in health of selected body systems. It also encompasses the study of common diagnostic and laboratory tests, specific manifestations of alterations in health, and treatments that include relevant medications and diet therapy.

Active learning activities enable the student to adapt clinical judgement to the human responses to individual conditions and to correlate them with evidence-based nursing practices. Procedures with related principles are taught using formal classroom presentation, demonstration by the instructor, and a graded return-demonstration by the student in the clinical simulation laboratory. Speakers from community agencies are utilized to expand the student's knowledge of available resources. The student is prepared to use a nursing process format to write basic nursing plans of care for selected patients in the clinical setting.

Pharmacology - FT006, PT006

Theory Hours: 52, Clinical/Lab Hours: 58
Planned Clinical Hours: 42
Planned Lab Hours: 16

Course Description:

This course introduces the student to the theory and techniques for safe administration of medications, including IV therapy. It begins with a review of basic arithmetic needed to calculate medication dosages. The various forms of drugs, their actions, adverse reactions, legal control, and safe methods for medication administration are studied. Medication Administration, the clinical component, consists of supervised medication administration during the third quarter of the program. For the medication administration experience, the nursing process guides the student through safe nursing care of the patient in relation to medications.

Maternal Child Nursing

Obstetric Course Description: - **FT011, PT011**

Theory Hours: 43, Clinical/ Lab Hours: 21
Planned Clinical Hours: 0
Planned Lab Hours 21

This course is designed to introduce the student to the process of identifying the basic human needs of the evolving family utilizing the nursing process. This is attained by building on the student's past knowledge of anatomy, physiology and nutrition. Obstetric clinical experiences are selected to assist the student in meeting basic human needs of the intrapartum and postpartum woman and newborn.

Pediatric Course Description: - **FT008, PT008**

Theory Hours: 43, Clinical/Lab Hours 21
Planned Clinical Hours: 21
Planned Lab Hours: 0

This course offers the student an opportunity to study both wellness and health alterations specific to the basic human needs of children. It is designed to build upon the student's knowledge of anatomy, physiology, and nutrition. Basic principles of growth and development from infancy through adolescence are explored, as well as the nutritional needs specific to these developmental age groups. Emphasis is placed upon the prevention of illness as well as the implementation of nursing care for children experiencing common alterations in health. Using the nursing process, students learn how to facilitate meeting the basic human needs for children and their families. Previously learned nursing skills are adapted to the child. The community settings provide clinical experiences for the student.

Medication Administration – FT006C, PT006C

Theory Hours: 52, Clinical/Lab Hours: 58
Planned Clinical Hours: 42
Planned Lab Hours: 16

Clinical Course Description:
Medication Administration is the clinical component of Pharmacology. During the weeks of clinically supervised medication administration, the student will utilize the nursing process, clinical judgment skills, and culturally sensitive communication skills while safely and accurately administering a variety of medications via several routes. Students will relate the drug classifications, desired actions, adverse reactions, and individualized nursing measures for each administered medication. Prior to the clinical experience, students will have a simulation lab experience.

Nursing Care 2 –FT007, PT007

Theory Hours: 112, Clinical/Lab Hours: 78
Planned Clinical Hours: 62
Planned Lab Hours: 16

Course Description:

Nursing Care 2 (NC 2), a theoretical course with a clinical component, is a continuation of Nursing Care 1. It utilizes the nursing process and critical reasoning skills to determine how to meet basic human needs of the adult patient who are experiencing pathophysiologies of specific body systems. Included in the course are the related pharmacology therapies including IV therapy and therapeutic diets.

Nursing Care 3 –FT010, PT010 Theory Hours: 84, Clinical/Lab Hours: 119
Planned Clinical Hours: 112
Planned Lab Hours: 7

Course Description:

Nursing Care 3 (NC 3), a theoretical course with a clinical component, is a continuation of Nursing Care 2. The nursing process and critical reasoning skills are utilized to learn how to meet the basic human needs of the adult patient experiencing specific and more complex alterations in health including alterations in mental health. Related drugs, IV therapy, therapeutic diets, leadership and organizational skills are included in the course.

Personal and Vocational Relationships – FT012, PT012 Theory Hours: 33

Course Description:

Personal and Vocational Relationships (P&VR) is a capstone course in Quarter 4. The following areas are explored to prepare the graduate nurse for successful entry into the nursing profession: Leadership skills and delegation, LPN and RN safe nurse practice standards, application for NCLEX-PN, career opportunities, steps and procedures in securing the right position, maintaining currency in practice, continuing education, and professional organizations. Participation in a 3-day live review provided by the school is a requirement of this course.

Equipment / Facilities Description

The Practical Nursing Program students and faculty occupy several classrooms and labs at MCCTC, offering a conducive learning environment. Below is a detailed description of the spaces:

- **Classroom #1**:
  Half of the main classroom in the Wellness and Education Center will serve as Classroom #1, featuring a movable electric soundproof wall for flexibility. This room is fully equipped with its own audio-visual systems and accommodates 38 students, with additional seating at the rear. The classroom is also equipped with a hospital simulation room with audio/visual capabilities, and four more patient care areas. Measures 50’ X 50’.
- **Classroom #2**:
  The other half the main classroom in the Wellness and Education Center, Classroom #2, mirrors Classroom #1 in design and size. The only difference is there is an ambulance bay instead of a simulated hospital room. Measures 50’ X 50’.
- **Lab #1**:
  It is conveniently located next to Lab #2 and Lab #3, and measures 28’ X 30’. The space also has an office for faculty. This lab provides space for skills training and validation.
- **Lab #2**:
  Located adjacent to Lab#1, Lab #2 measures 16’x 56’. This lab provides ample space for practical training in various nursing techniques.
- **Lab #3**:
  Also connected to Lab #1, Lab #3 spans 24’x 30’ and serves as an additional space for hands-on student training.
- **Office Space**:
  Faculty and Administrative offices are provided in the main Adult Education office area, in the office annex, and in the Wellness and Education Center.

<u>Student Lounge/Lunchroom</u>

- Students have access to the cafeteria, snack shop as well as the on-site restaurant, The Bistro. There are additional lounge areas throughout the building and outside on the building grounds.

<u>Learning resource center (Library)</u>

- The student learning resource center houses reference material and periodicals for the students to use.
- Access to student success coach (tutoring)

PRACTICAL NURSING POLICIES AND PROCEDURES

Policy Changes

The Director will utilize several different modes to communicate policy changes to students. Addendums will be handed out for student signature and filed in student file. Policy change will also be communicated verbally and electronically. Policies that affect student progression or requirements for completion of the program will not be changed during the student's first enrollment.

Academic Honesty

Honesty as well as personal moral and ethical integrity is foundationally essential for the implementation of safe, therapeutic nursing practice as identified and expounded by the Licensed Practical Nurses Association of Ohio (LPNAO) and the Ohio Board of Nursing (OBN). This honesty and integrity translate into the Practical Nursing Program classroom, laboratory, and clinical setting while participating in Practical Nursing Program learning experiences. To maintain high academic standards and to ensure each student independently meets those standards, Practical Nursing Program does not and will not tolerate academic or nursing dishonesty, e.g. cheating, lying, plagiarism, false documentation of nursing care, etc. Academic or nursing dishonesty will be grounds for dismissal. For additional information, see "*Unethical Conduct*. Also see "*Plagiarism"* and the Code of Conduct Rule 11 in the MCCTC Student Catalog. Students are required to sign an Academic Integrity Statement upon enrollment.

Students may use AI (artificial intelligence), such as ChatGPT, on assignments but must cite the source using the following format; what AI was used, month, day, and year accessed. "ChatGPT 6/17/24". Failure to disclose AI usage is grounds for dismissal. AI in any form, may not be used for test taking or quizzing, doing so is a violation of the academic integrity standards is grounds for dismissal.

Dismissal

A student who is dismissed must meet with the Practical Nursing Program Director to review options for readmission and to sign a student dismissal form. The student will receive a letter detailing their financial aid status and school account balance. Any agency that provided financial aid will be notified of the student's withdrawal, dismissal or change of hours.

The student **will** be dismissed from the program for any or all of the following behaviors. This list is not all inclusive:

- *Academic*: Failure to achieve a final grade of 78.0% or higher for each theory course and/or a minimally accumulative GPA of 2.3 or higher by graduation.
- *Clinical/Lab*: Failure (a) to meet clinical/lab expectations, student learning outcomes, or quarter clinical competencies, (b) maintain current American Heart Association BLS PROVIDER CPR certification, (c) maintain an up-to-date annual Mantoux test, and (d) other required immunizations that may expire.

The student **may** be dismissed from the program for any or all of the following behaviors. This list is not all inclusive: These are in addition to the MCCTC policies in the Student Catalog. See Code of Conduct and Disciplinary Action Procedure in the Student Catalog.

- *Recent Criminal Activity*: Recent criminal activity is defined as criminal charges or arrests filed during the time period that the individual is a Practical Nursing Program student and after the initial fingerprint/background check. Should the Practical Nursing Program student or designee not notify the Practical Nursing Program Director within 10 calendar days of a recent criminal activity, that student is subject to dismissal from the program.
- *Ethical*: Any violation of the National Association of Practical Nurse Education and Services' (NAPNES), Standards of Practice (See Appendix) or the National Association of Licensed Practical Nurses (NALPN) *Nursing Practice Standards* (See appendix) is grounds for dismissal including permanent dismissal. In other words, any student who is found to be cheating, lying, falsifying records, abusing patients/residents, breaching confidentiality, stealing, abusing alcohol or drugs, or behaving in a disorderly manner in the school, hospital or cooperating healthcare agencies will be subject to dismissal including permanent dismissal. (See "*Unethical Conduct, Unacceptable Behavior/Attitude*".)
- *Professionalism*: Any student, who repeatedly violates the policies, procedures, rules, and regulations of the healthcare agencies or The Practical Nursing Program, will be subject to dismissal including permanent dismissal for unprofessional behavior. (See "*Professionalism*" in the Practical Nursing Student Handbook).
- *Violation of the Ohio Board of Nursing Standards of Practice for Practical Nursing Student, the student will be subject to dismissal including permanent dismissal.*

A student dismissed for any of the above reasons will be dismissed for the entire quarter and not given credit for any coursework, lab or clinical within that quarter.

Unofficial Withdrawal from the Program

See MCCTC Student Catalog Withdrawal and Refund Policy.

Readmission

The student must complete the curriculum within 150% of the time or 66 weeks (full-time) or 132 weeks (part-time) of initial instruction, including any readmissions. The student will be readmitted into the beginning of the quarter in which they were dismissed and must repeat all the coursework, lab and clinical for the entire quarter.

In order to be considered for readmission the student must meet the curriculum requirements effective at the time of readmission:

- Must achieve an 78% on a comprehensive exam that includes information from the quarters/courses successfully completed
- Must achieve a satisfactory on clinical comprehensive skills validation
- Must sign and send letter of agreement with readmission fee by deadline (see below)
- Must pay any outstanding balances before readmission or enrollment
- If unsuccessful or chooses not to take comprehensive exam:
    - Can restart the program after 180 days with the next cohort start
    - Must follow all enrollment criteria

A student may exit and return to the program once within the 150% time period. If a student withdraws or is dismissed again, they will have to wait a year from the time of dismissal/withdrawal to reapply to the program. They then may enroll with the next enrolling cohort. All current admission criteria apply. Placement is not guaranteed, it will be determined by seats available.

The student is financially responsible for maintaining current healthcare provider cardiopulmonary resuscitation (CPR) certification, immunizations, a two-step Mantoux tuberculosis test, and criminal background check.

The returning student will be responsible for the nonrefundable $50.00 readmission fee. The student is responsible for tuition, lab and supply fees for any portion of the pay period not yet successfully completed. The student will abide by the current Practical Nursing Student Handbook for the class which they are being readmitted. This includes maintaining 90% attendance. Student will be sent a letter of agreement which must be signed and returned to the school along with the $ 50 readmission fee by the deadline specified for readmission and class placement.

A student seeking federal financial aid may repeat coursework they failed or did not complete. However, for students repeating coursework, they must complete the program within the maximum time frame allowed.

The student who drops out and returns to school must first have their financial aid reviewed if they received financial aid funds during their previous enrollment. Students who return within 180 days will be considered in the same payment period they were in when they left school. Students will have to complete the hours remaining in the payment period for which they were previously paid before an additional payment of Pell Grant funds will be made. If it is determined that funds were returned under the Federal "Return to Title IV Policy" for a payment period that the student must complete upon returning to school, these funds will be re-requested. The school must also cancel any overpayments assessed the student as a result of the prior withdrawal.

Students returning after 180 days will be considered in a new payment period and will be eligible to receive additional funds as a new student up to the award year limit. If the school gives the student credit for hours previously attended, the school will treat the hours remaining in the program as if they are the student's entire program. For example: A student withdraws after completing 250 hours of a 900-hour program. If the student returns after 180 days and receives credit for the completed hours, the student will be paid for the remaining 650 hours as an advanced standing student. However, if the student is repeating the entire **program**, the student may be paid for the entire program up to the award year limits.

Attendance and Make-up Work

The Practical Nursing Program attendance policy underlines the personal and professional responsibility that the student has to pursue their education by taking full advantage of all scheduled learning experiences. Therefore, attendance during the program is carefully monitored and students are expected to attend each program hour. In general, the student must maintain attendance in order to complete

the program within 150% of the normal time frame. A clinical learning experience absence will also count against the required hours of the program. Attendance is monitored closely by the Financial Aid office to ensure eligibility of financial aid. **Student's financial aid will be delayed until required hours are met.**

Any hours missed up to the 10% of the total program hours are excused absences. Clinical attendance policies supersede these guidelines.

Students who are not maintaining 90% of the scheduled 1200 hours will be dismissed. This includes theory, lab and clinical hours. Students who are tardy or leaving class early must sign themselves in and out indicating the exact time. Falsification can lead to dismissal from the program. The student will be dismissed if more than 10% of the scheduled 1200 hours are missed or the student has missed more than 5 clinical experiences (whichever comes first). Students are encouraged to track their own time.

To successfully progress through the program, the student is required to meet all course, lab, and clinical learning student learning outcomes. Absenteeism will jeopardize the student's successful achievement of these student learning outcomes. If these course/clinical student learning outcomes are not met, the student will be dismissed from the program.

A student who misses greater than five (5) clinical experiences during the program will be dismissed. After three (3) missed clinical experiences, the student will receive a written anecdotal and must pay 50 dollars per hour to make up clinical experiences four and five. This make-up experience does not erase the absence. The make-up clinical time will be on Fridays when possible. The experience, and facility will be determined by the faculty. The student readmitted at the quarter 3 will be prorated three (3) clinical absences. Clinical experience is defined as a scheduled clinical day regardless of the hours.

If student has an emergent health situation during clinical (seizure, etc) as determined by faculty, and the clinical experience is more than 50% complete, the student will not be counted as absent.

If a clinical experience is canceled by the Practical Nursing Program Director, that experience will need to be made-up at no charge to the student. The make-up experience will be at the discretion of the administration. The make-up experiences will be day or evening shift or weekends.

Students are expected to take all quizzes. In the event of a student's absence or tardiness for a quiz, there will be no makeup quizzes. Any missed quizzes, including take-home quizzes, will be graded as a zero. One quiz grade will be dropped in each course.

If a unit test or final exam is not taken at the scheduled time due to absence or tardiness then a make-up test must be taken after school on the first day back to class unless other arrangements have been made by the instructor or Director. Five percentage points will be subtracted from the makeup test. Five percentage points will be subtracted from the makeup test each day it is not completed after; a) the student returns to class or b) the arranged time.

Make up tests/finals will cover unit/course content similar to the missed test/final however, the format will be different i.e., essay, write out etc. See also Computerized Quizzing and Testing.

It is the student's responsibility to obtain all course/clinical related materials and assignments if absent from any learning experience. This includes assignments, testing dates, handouts, schedule changes, etc. It also is the responsibility of the student to make an appointment with the instructor to discuss the absence and/or to reschedule learning activities, tests, etc.

A student who misses any skills/simulation lab experience must make the lab up during open lab periods which will be on Fridays and will be made up hour for hour. A make-up fee of 50 dollars per hour will be charged for every hour missed. If the lab experience is not made up, the student will fail the associated course. This includes make-up labs for unsatisfactory performance. Lab attendance will also count towards the course grade in quarters 1 and 2. The scores will be averaged and counted as either a test or a quiz grade at the instructor's discretion.

The student will receive;

100% = Attended all parts of lab with no tardiness
78% = Absent or tardy for up to 50% of the lab per day, not per subject/skill
0% = Absent for greater than 50% of lab per day, not per subject/skill

If the student misses any part of the mandatory 2–3-day live review, the student will have to take a NCLEX practice exam and write out the remediation and turn it in. They will also lose the corresponding course points for the part they missed.

Absence Related to Pregnancy, Extended Illness, or Injury

As soon as possible, a student must notify the Practical Nursing Program office (330) 729-4100 of any pregnancy, extended illness or injury. The student is required to submit a healthcare provider's statement regarding the pregnancy, extended illness or injury stating that the student can return to school (it is implied that the student may return without restrictions unless written as such).

Email Communication Policy

Emails to the school (director, instructors, financial aid, administrative assistant etc.), will be answered during scheduled school hours on scheduled school days. Emails will also be answered for the weekend on Sunday evening before 2000.

- Emails sent/received outside of these hours will be answered on the next scheduled school day.
- Although, emails will only be answered at these times, emails can be sent at any time.
- Consideration must be taken for technical and bandwidth problems that are out of the Practical Nursing Program's control.

Email Etiquette

All emails to the school (director, instructors, financial aid, secretary etc.) will have a salutation and a signature. It is unprofessional to address a school official by anything other than the appropriate title. Emails without a signature are **not valid and will not be addressed.**

Portable Electronic Devices (PED's) *

This policy is specific to the Practical Nursing Program students.

*Includes **Cell Phones/Smartphones, smartwatches, smart glasses, iPod, iPad, Laptop Computers, Notebooks, ear buds, Air Pods, headphones, Pagers, Readers such as Kindles, and/or any other Audio/Visual Recording Devices**

Clinical and Laboratory:

No PEDs or any other audio/visual devices are permitted to be used in the clinical facilities except in the designated area during lunch. At all other times, PEDs and other audio/visual devices must be powered off and kept in the student's car or clinical bag during clinical. During laboratory experiences, PEDs must be in a wall pocket on silent or mute (not vibrate). The only exception is when the student is assigned to use them.

Classroom:
PED's are not permitted in the classroom other than laptops or tablets. Cell phones must be in the wall pocket on silent or mute (not vibrate). Laptops, tablets, individual recorders can be used as a learning device only, no texting or personal use.

During tests, quizzes and test reviews only the laptop or tablet required for testing may be used. All other devices must be in the wall pocket.

At the instructor's discretion, if a PED becomes a distraction to the classroom environment, the student will be asked to remove the PED from the room.

In the event of an emergency, the student's family, daycare, etc, must contact the MCCTC Adult Ed. office at 330-729-4100 to have your message relayed to the Practical Nursing Program then to the student.

MCCTC cannot and will not accept responsibility for damaged, lost, or stolen cell phones, tape recorders, laptop computers or any other electronic devices that are left in book bags, briefcases, cars, classrooms, clinical areas, purses, etc.

Using a PED to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PED to violate the privacy rights of another person are subject to dismissal.

Students shall have no expectation of confidentiality with respect to their use of PEDs on school premises/property or when it involves the Practical Nursing Program and/or any of its associations.

Students may not use a PED in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See student Code of Conduct in the MCCTC Student Catalog. In particular, students are prohibited from using PEDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement as required by law.

The consequence for violating any part of the PED policy:

- During a test or quiz, the student will receive 5 percentage points off their test/quiz score.
- During clinical/lab, the student will receive marginal points on the clinical or simulation evaluation.

Audio or Video Recording

Audio and video recording is permitted in the Practical Nursing Program classroom only (Recordings not permitted in Simulation labs and Skills labs **unless assigned)**

1. The student must have instructor permission to record a lecture and must inform instructor when recording.
2. The student will not copy or share recordings or transcripts of the recordings with anyone except other Practical Nursing Program students in the same course and graduating class.
3. The recordings and transcripts of the recordings may not be used for any purpose other than for educational purposes to replace or supplement notes taken in class.
4. The student will stop recording when the instructor requires for reasons of confidentiality, privacy, topics that involve personal discussion, or self-disclosure.
5. The student will erase all audio and video recordings at the end of each theory course.
6. The student will not profit financially from the audio or video recording.
7. The student must be present in class; this is not a substitution for attendance.
8. Any violations of this policy in full or part will result in losing the ability to record and/or may have repercussions that fall under the *Unethical/Unacceptable Behavior/Attitude* section of the Practical Nursing Student Handbook and/or the MCCTC Student Catalog *Code of Conduct.*

Video Recording Nursing Skills

Videotaping may be assigned by the instructor for a specific skill. The student must videotape with audio and turn in to Google Classroom by the due date and time. See the following guidelines:

1. Videotaping with audio will be mandatory for the assigned skill.
2. The student will record at home **on their own time**. Some skills will need a partner and someone to record.
3. Under certain circumstances the student may be permitted to record the skill in the lab during open lab periods.
    a. The instructor must assign the specific skill to be performed in lab.
    b. The recording device (phone or camera) is permitted **only for this assignment**, otherwise the PED policy applies to all labs.
4. Instructor grading period follows the same grading length as a project (7 days)
5. For a failed attempt, the student will be remediated and then perform the skill in lab in front of an instructor.

Criminal Background Check

The OBN requires a cleared criminal background check through the Ohio Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI) to be completed within one year at the time of application for licensure and permission to take the national licensing examination. Clinical healthcare facilities also are requesting completion of the background check prior to the student's clinical learning experience. The prospective student will come to the school for fingerprinting before enrollment. Original results for this BCI and the FBI record checks are sent directly to the MCCTC. Fingerprinting is redone as necessary to stay current depending on program length. The cost for the first background check is an out-of-pocket expense for the student. Any further background checks are part of the lab and supply fee. Original results for the second BCI and the FBI record checks are sent directly to the OBN and copies to the Practical Nursing Program. Also, the Practical Nursing Program is required to share all background checks and drug screen results with the clinical facilities of those who are admitted.

See OBN Website for List of Potentially Disqualifying Offenses.
https://nursing.ohio.gov/static/uploads/Compliance%20and%20Regulation/List-of-Potentially-Disqualifying-Offenses-4.12.2021.pdf

Disabilities

The practical nursing student, under the supervision of faculty, essentially performs the same physical, mental, and emotional activities as licensed practical nurses. The Practical Nursing Program, in compliance with the Americans with Disabilities Act (ADA), does not discriminate against qualified individuals with documented disabilities. The student who enters the nursing program with a disability does so with the complete understanding that they will be expected to meet every course, clinical simulation laboratory, and clinical requirements and expectations as identified in the program, level, course, and clinical student learning outcomes. They must also attend, participate and complete satisfactorily all assigned clinical experiences. The Practical Nursing Program will make reasonable accommodations for medically diagnosed and documented disabilities. See Auxiliary Aids and Services for students with disabilities in the MCCTC Student Catalog.

Essential Functions – Required

The Practical Nursing Program, in compliance with the Americans with Disabilities Act (ADA), does not discriminate against qualified individuals with documented disabilities. The essential functions are also considered essential for successful completion of the Practical Nursing Program. (See the current Admission Packet for more information).
A person qualified for the Practical Nursing Program is one who has met academic standards and is able, with or without reasonable accommodation, to meet the essential functions of the licensed practical nurse. Other specific requirements and competencies are outlined in various course syllabi. See Auxiliary Aids and Services for Students with Disabilities in the MCCTC Student Catalog.

Dress Codes

Introducing students into the professional role, the Practical Nursing Program has dress codes for the classroom, laboratory, and clinical setting. The Practical Nursing Program students are required to be in complete uniform for all classroom, laboratory, and clinical experiences unless otherwise directed by faculty. There are no acceptable substitutions to the official Practical Nursing Program uniforms.

Prohibited attire includes any printed garments, articles, shoes, and patches that are deemed by faculty and the Director to be offensive, sexually suggestive, condoning violence, an advertisement for drug/alcohol/tobacco use, condoning suicide, and vulgar or suggestive language. Additional dress code stipulations for the classroom, clinical simulation lab, and clinical settings include the following:

Classroom and Clinical Simulation Laboratory:
Acceptable attire for the classroom/lab setting is the Practical Nursing Program designated classroom uniform only.

- Hygiene
  - Acceptable standard of personal hygiene including hair
  - No highly scented products
- Uniforms
  - Clean, pressed and in good repair.
  - Odor free
  - May wear a long or short-sleeved shirt underneath
  - In classroom, closed toed shoes
  - In lab, shoes cannot be mesh, no holes, closed toe and heel.
  - Only the official Practical Nursing Program sweat/tee shirt/hoodie
  - May wear a Practical Nursing Program jacket or other appropriate jacket/sweater
  - Navy blue scrub pants/tops purchased by student from any source
  - The wearing of hats, caps, or scarfs is **not** permitted
- Hair (in lab)
  - Must be off the face and collar and under control.

Clinical Setting:
Acceptable attire for the clinical setting is the Practical Nursing Program designated uniform only.

- Hygiene (as above)
  - Students shall be clean-shaven or have beards/mustaches that are short and neatly groomed
  - Nails shall be clean, clipped so they cannot be seen from the palm side of the hand.

  - No nail polish or artificial nails
  - Make-up shall be in moderation and natural in appearance
  - **Chewing gum is prohibited**
- Uniforms
  - Clean, pressed and in good repair.
  - Odor free –absolutely no smoking in uniform
  - May wear a long or short-sleeved shirt underneath (White or Navy blue)
  - Practical Nursing Program specific embroidered lab jacket may be purchased at student's expense (optional)
  - Clinical shoes must be white, not mesh, closed toe and heel.
  - Skirts, no shorter than bend of knee and worn with plain white hose
  - Socks must be worn
  - Senior Pin
- Hair
  - Must be off the face and collar and under control.
  - Only natural (brown, black, blonde, etc.) hair colors are permitted for chemically treated hair
  - Necessary clips, barrettes, hair ties, headbands etc. shall be plain (no ornamentation or prints) and a neutral color, blue, or a color that matches the student's hair.
- Jewelry/tattoos
  - No jewelry except for a plain wedding band
  - No piercings or gauges, may use clear spacers.
  - Arm tattoos are to be covered.
  - Only clear pimple patches
- Clinical Watch
  - Smartwatches/Smartglasses not permitted
- Must have a non-digital, professional, non-ornamental, white, blue, black or metallic wristwatch with second hand.
- Visiting family and/or friends is not permitted during school hours or while in the Practical Nursing clinical uniform
- Students must have the following for all clinical experiences
  - A non-erasable fine or medium tip, black ballpoint ink pen
  - Bandage scissors
  - Stethoscope
  - Blood Pressure Cuff
  - Clinical watch
  - Gait belt
  - Pen light
  - Clinical Toolkits
  - Validation Packet(s)
  - Goggles
  - Black Sharpie

❖ Religious and cultural variation of the dress code will be reviewed on a case-by-case basis.

Preparedness

To take full advantage, the student must be fully prepared for each learning experience. If the student is not fully prepared for the clinical experience, they will be given time to correct the deficiency, and this will be reflected on the daily clinical evaluation.
Fully prepared means but is not limited to the following:

- Students are expected to competently perform all previously learned skills.
- Clinical paperwork is completed accurately, thoroughly, and by the designated due date and time.

Punctuality

Punctuality is a professional expectation for all clinical experiences. Tardiness for the Practical Nursing Program is defined as up to 5 minutes after the scheduled start time.

- Grace for 1st occurrence for tardiness up to 5 minutes. Any tardiness over 5 minutes will be sent home.
- Second tardiness up to 5 minutes will be reflected on evaluation as reduction in professionalism points
- Any further occurrences regardless of time will be sent home. (ie. will be sent home at 0630)

All other clinical policies apply.

This will be tracked on Clinical Evals.

Reporting Off from Clinical

When unable to attend clinical experiences, the student is required to notify the clinical instructor prior to 6:00 a.m. It is the student's responsibility to meet with faculty for his/her assignment and to be prepared for the next clinical experience. It should be noted that:

(1) There is no acceptable reason for not reporting off. Failure to report off (no call/no show) by the end of the assigned clinical experience is unprofessional behavior and will result in a "0" on the clinical evaluation for all SLO for the day. A second failure to report off will result in dismissal from the program.
(2) Discussing circumstances with an instructor, the clinical instructor, or the Practical Nursing Program Director prior to the clinical experience does not inherently give the student permission to be absent from or to not call/report off.
(3) "Reporting off" for one clinical experience does not equal "reporting off" for the next or any other clinical experience.

For appropriate methods and telephone numbers to be utilized for reporting off, the student shall refer to the Clinical Toolkit and consult with the appropriate faculty member.

Drug Free Policy

Marijuana

Marijuana is illegal on the federal level and is considered a Schedule I drug. Also, the Ohio Board of Nursing does not recognize medical or recreational marijuana as a legal substance. Lastly, clinical facilities do not allow students who have a positive drug test to practice in their facilities, this includes testing positive for marijuana. A student who tests positive for marijuana will be dismissed from the program.

Drug Screening - Mandatory

To ensure accuracy and fairness of drug testing individuals who are associated with the Practical Nursing Program, all testing will be scheduled by the Program Nursing Program and performed by an authorized agency.

(1) Each Practical Nursing Program student, as a condition of admission, will be required to participate in periodic, random, and/or scheduled testing upon selection or request of the Practical Nursing Program Director/faculty member.
(2) All drug-testing information will be maintained in the student file. It may be shared with the clinical agencies. The substances for which testing will be done are amphetamine, methamphetamine, barbiturate, benzodiazepine, cannabinoid, cocaine and opiates which include phencyclidine, oxycodone, methadone.
(3) Any Practical Nursing Program student or employee who tests positive will be dismissed immediately from the Practical Nursing Program.
(4) A Practical Nursing Program student or employee will be subject to the same consequences of a positive test if he/she:
    a. Refuses the screening or the test;
    b. Adulterates or dilutes the specimen;
    c. Substitutes the specimen with that from another person or sends an imposter;
    d. Will not sign the required forms;
    e. Refuses to cooperate in the testing process in such a way that it prevents completion of the test; or
    f. Refuses to searches as defined above.

Billing and Payment Schedule

Tuition, Lab and Supply Fees will be charged according to payment periods, a payment period is ½ of the academic year. The Practical Nursing Program tuition and fees schedule is as follows,

Pay Period (PP)	Tuition	Lab/Fees Full Time	Lab/Fees Part Time	Hours in PP
1st Academic Year PP 1	450 Hours	450 Hours	450 Hours	450 Hours
1st Academic Year PP 2	450 Hours	450 Hours	450 Hours	450 Hours
2nd Academic Year PP	300 Hours	300 Hours	300 Hours	300 Hours
	Total Tuition	Total Lab Fee	Total Lab Fee	1200 Hours

Students who are dismissed or withdrawn will be provided final paperwork and advised that any outstanding balance is due within thirty (30) days of withdrawal or dismissal

For more information on repayment see the MCCTC Student Catalog.

Veteran Benefits and Transitions Act of 2028
Veterans Affairs: Isakson and Row Section 1018

For the school policy please see the MCCTC Student Catalog.

Refund Policies

For the schools refund policy please see the MCCTC Student Catalog.

Financial Aid

For Financial Aid information see MCCTC Student Catalog Addendum a Financial Aid Procedures

Payment Procedures for Financial Aid Recipients

For payment procedures for Financial Aid Recipients see the MCCTC Student Catalog.

Grades and Satisfactory Progress

To successfully advance through the program, the student must maintain satisfactory progress. Satisfactory progress is defined as a final grade of 78.0% or greater for all theory courses or 2.3 (minimally cumulative GPA) and as satisfactorily meeting all clinical/laboratory course student learning outcomes and expectations. Course grades of 77.5% through 77.9% are not rounded up to meet this requirement. If the score for any unit test is below 78.0%, it is the student's responsibility to seek out and meet with the instructor.

Learning Enhancement / Student Retention Policy

A student will be considered "at risk" if he/she meets one or more of the below criteria. The "at risk" student will be **required to participate in the learning enhancement to remain in the nursing program.** The "at risk" status will be reevaluated at the end of each quarter to determine the need for continuation in learning enhancement. Reevaluation can also occur at any time at the discretion of the Associate Director of Nursing.

- A returning student while in the quarter being repeated
- Has an individual course average that drops below 78%
- Has agreed to a provisional learning plan as a condition of enrollment based on pre-entrance exam scores

Learning Enhancement Guidelines

Weekly Check-in:

- Meet weekly with Associate Director of Nursing or designee

Study Sessions:

- Meet weekly with a Success Coach in the Learning Resource Center. See MCCTC Student Catalog for guidelines

Reporting of Grades

Grades for tests, and quizzes will be posted within 48 hours after administration not counting weekends or holidays. Grades for written assignments or virtual simulation assignments will be posted within 7 days after the due date, due to the increase length of time in grading. Grades will be posted in the student's online grade book. In compliance with the Family Education Right to Privacy Act (FERPA), neither faculty nor staff members are permitted to give grades over the phone or to individuals other than the student.

Computerized Quizzing and Testing

All students are required to have a laptop computer/tablet (not a phone) that meets the ExamSoft specifications and has a camera and microphone. Computer specifications are provided with the enrollment packet and Admission packet. Quizzes and Tests are administered through ExamSoft.

1. Per the enrollment agreement the student must have a compatible computer as per the specifications given or be dismissed from the program.
2. All testing/quizzing policies per Practical Nursing Student Handbook apply.
3. All testing/quizzing policies per course syllabus apply.
4. The test/quiz must be downloaded the day before the test/quiz or when the instructor releases it. Failure to download the quiz/test prior to the start of the quiz/test will result in five percentage points taken off the grade of the test or quiz.
5. It is the student's responsibility to make sure the test/quiz is downloaded and report to instructor before deadline if it is not available. If student does not follow through #4 applies.
6. No phones or other PEDs (this includes earbuds, headphones etc. (unless required for testing purposes) during the test/quiz (see PED policy for policy related to quiz/test policies)

ATI Integration and Testing Policy

Integration of ATI Products

ATI products are used in all courses at the Practical Nursing Program including theory, lab and clinical. The extent of use will vary but the minimum use will be as follows:

- Quarter 1 – a minimum of one active learning activity per course per week
- Quarters 2-4 - a minimum of one active learning activity per unit per course

ATI Testing

The Practical Nursing Program uses the ATI Content Mastery Series (CMS) and the Comprehensive Predictor throughout the program. The specific exams for each course will be in the course syllabi.

- Quarter 1 – does not have any CMS exams.
- Quarters 2 – 4 has CMS exams where they fit into the curriculum.
- The CMS assessments scores (based on a grading rubric) will count as a test score if the course has 5 tests or more; otherwise, it will be a quiz score.
    - Practice A exam will occur during week 6 of the quarter with remediation assignments due after a minimum of 4 days, if a level 2 or higher proficiency score is obtained per ATI guidelines, the remediation is waived for this assignment.
    - Practice B exam will occur during week 8 of the quarter with remediation assignments due after a minimum of 4 days, if a level 2 or higher proficiency score is obtained per ATI guidelines, the remediation is waived for this assignment.
    - Proctored Assessment exam will occur during week 10 of the quarter with remediation assignments due after a minimum of 4 days, if a level 2 or higher proficiency score is obtained per ATI guidelines, the remediation is waived for this assignment.
    - If a Retake of the Proctored assessment is required, it will be taken during finals week.
- The Comprehensive Predictor will follow the same policy as above (using its own grading rubric) and will be offered during P & VR.

Progression

The student receives clinical student learning outcomes at the beginning of each clinical rotation. To continue in and satisfactorily progress through the program, the student must be able to meet those student learning outcomes satisfactory by fully participating in all clinical learning experiences as scheduled by faculty. The student receives a final evaluation at the end of each clinical rotation. The student must earn a "satisfactory" final clinical evaluation to pass the clinical component of the course. Satisfactory is defined as an overall proficient score of 6 or better. Failure to do so will result in the student's dismissal from the program regardless of theory grades (see "Evaluation of Clinical Performance"). **The student must also satisfactorily meet all clinical competencies for that clinical rotation, regardless of the final clinical evaluation score. Failure to meet a clinical competency will result in a clinical failure.**

The student may petition for readmission into a future class. The student must receive a 78% in each theory course within a quarter in order to progress to the next quarter. If a 78% is not achieved for each course, the entire quarter must be repeated, see readmission policy.

Evaluation of Clinical

For all clinical requirements, the student's performance is evaluated on a numeric scale with an overall score of 6 or above being satisfactory related to the clinical student learning outcomes and must meet all clinical competencies. Faculty maintains clinical evaluations for each clinical experience; these become a permanent part of the student's record.

Evaluation of Clinical Simulation Lab

For all Clinical Simulation lab requirements, the student's performance is evaluated on a numeric scale with an overall score of 6 or above being satisfactory related to the Clinical Simulation lab learning student learning outcomes. Faculty maintains lab evaluations for each lab experience; these become a permanent part of the student's record. It is the expectation of the Practical Nursing Program faculty that the student will complete all necessary pre-lab assignments/videos and have practiced the skills prior to validation labs. Students who attempt to validate and are not successful after the two attempts will have to participate in formal remediation and repeat at another time designated by the instructor. See attendance/make-up work policy.

Graduation / Progression to Senior Level

The progression requirements are as follows:

- Earned a grade of 78.0% or greater for all theory courses
- Earned a minimum cumulative GPA of 2.3
- Had an overall satisfactory score related to clinical student learning outcomes (minimum of a 6.0)
- Passed all clinical competencies
- Had an overall satisfactory score related to simulation lab student learning outcomes (minimum of a 6.0)
- Met all attendance requirements
- Paid all MCCTC and Practical Nursing Program related fees
- Student's files are current and complete

Senior Level students who have completed all of the above requirements, will receive a certificate, and have a letter of completion sent to the Ohio Board of Nursing. They will also be eligible to apply for licensure in any state within the United States of America and take the NCLEX-PN, a national practical nursing licensure examination.

Junior Level students who have met all progression requirements will progress to the senior level.

Student Governance

Any student is invited to the beginning of the 1st faculty/staff meeting of each month. In addition, at least twice each quarter a lunch meeting is held for student input. The student who wishes to contribute to the organization and governance of student policies may do so by:

- By reviewing the Practical Nursing Student Handbook.
- Discuss potential policy revisions based on student body perspective for improvement.

- Evaluate policy changes by using class input.

Complaint and Grievance Procedures

See MCCTC Student Catalog for complaint and grievance procedures.

Health Insurance, Physical and Mental Health Care

Nursing, as well as other health care professions, place students and practitioners at risk for contracting communicable diseases and for physical injury. Although the Practical Nursing Program faculty makes every attempt to promote safe nursing implementation and to protect the nursing student, there are times when this is not possible, or when circumstances prevent them from doing so. The Practical Nursing Program is unable to provide health insurance or to rearrange class and clinical schedules for the student. THEREFORE:

1. It is the responsibility of each student to cover the cost of healthcare providers and hospitalization fees incurred while enrolled in the program. In addition, any healthcare fees incurred as a result of any Practical Nursing Program policies, procedures, or experiences are the sole responsibility of the student. Consequently, it is strongly recommended that each student carry adequate medical/health insurance.
2. Should a student become ill/injured during hours of instruction, i.e.: regular school hours in theory, laboratory or clinical, the student must report to a faculty member or Practical Nursing Program Director immediately. If the illness/injury is a threat to the student's or their classmates' or their patient's safety, health or wellbeing, the student must leave the classroom, laboratory, or clinical setting.
3. If the illness/injury is severe, EMS will be activated, and the emergency contact person will be called. For illness/injury not requiring immediate attention the student may leave of own accord or call emergency contact person.
4. If student has an emergent health situation during clinical (seizure, etc) as determined by faculty, and the clinical experience is more than 50% complete, the student will not be counted as absent.
5. All expenses incurred are the responsibility of the student.
6. The Practical Nursing Program does require follow-up health care and a medical release stating student may return to school, to ensure the safety of the student, peers, and potential patients when the student returns to clinical experiences. (It is implied that the student may return without restrictions unless written as such.)
7. When an illness or injury is deemed an actual or potential threat to the safety of the student, classmates, or potential patients/patients, then the Practical Nursing Program Director and faculty will determine if the student can remain in the program. A medical release is required following illness or injury and when patient safety or the student's ability to meet course/program requirements is questionable. Concurrence by a professional health counselor or another healthcare provider will also be required if deemed appropriate by the Practical Nursing Program Director.
8. The Practical Nursing Program student is not an employee of MCCTC or associated healthcare agencies; therefore, they are not entitled to Worker's Compensation Benefits. As stated above, the student is financially responsible for any medical or healthcare treatment incurred. However, it is required that any student illness or injury, especially that which occurs during clinical experiences, be reported immediately to a faculty member or the Practical Nursing Program Director.
9. Except in the case of an emergency, appointments with private healthcare provider or health clinics shall be made at times that do not conflict with class, laboratory, or clinical experiences.

Pregnancy

To protect the health of mother and fetus, the pregnant student is required to notify the Director and faculty of pregnancy as soon as possible. A written statement from the attending healthcare provider that indicates the student's ability to continue the nursing program must be submitted after each pre-natal visit. If the healthcare provider indicates the student cannot continue in the program, then the student will need to withdraw from the program. The student can then follow the process for readmission. Failure to submit written healthcare provider statements during pregnancy will result in dismissal from the program. During pregnancy, the student is required to maintain appropriate attire and grooming. This includes necessary alterations to the student's uniform. Following delivery and postpartum recovery, a written statement from the attending healthcare provider indicating the student's ability to resume clinical responsibilities must be submitted prior to returning to clinical. (It is implied that the student may return without restrictions unless written as such)

Health Records

The forms must be filled out completely, correctly, and submitted to the office. These forms must be submitted and approved by the deadline. Failure to meet this requirement may result in the student becoming ineligible for enrollment to current class.

(a) The pre-admission "Physical Examination Report"
(b) An "Essential Functions Questionnaire"
(c) A "Personal Health Record"
(d) Dates of immunizations and titers must be written on the form

Immunizations

According to the Center for Disease Control (CDC) and/or the Occupational Safety and Health Administration (OSHA), specific immunizations are required or recommended for all individuals entering the field of healthcare. Therefore, the Practical Nursing Program requires specific immunizations be up to date for admission into the program (see the current *Practical Nursing Program Admission* Packet for more information). In accordance with this policy, a two-step Mantoux tuberculin skin test must be documented prior to admission with date administered and read clearly documented. Once admitted it is the student's responsibility to maintain a current Mantoux, this is also required for readmission. Also, the Influenza yearly vaccine is required and will be made available once enrolled.

COVID-19 vaccination is highly recommended and encouraged for all students, faculty, and staff.

Licensure

The Practical Nursing Program graduate is eligible to apply for licensure in any state or district of the United States in accordance with the requirements of the respective state or district licensing authority. The respective Board of Nursing will issue a license to the applicant who has met all of the licensure requirements. One of the requirements for licensure is the passage of the NCLEX-PN, a national licensure examination.
In addition to the above, a graduate who, because of a disability, has special needs for taking the examination must provide the Board of Nursing written documentation of the disability, documentation that substantiates the disability, and a request for specific modifications to the examination materials or procedures. The requested modifications may be granted, but only in accordance with National Council of State Boards of Nursing procedure and only if approved by the Board of Nursing and the National Council of State Boards of Nursing.

Parking

Parking for class and laboratory days see the MCCTC student catalog. Practical Nursing students may park behind the Wellness and Education Center. Please refer to Clinical Toolkits for parking at clinical facilities.

Professionalism

Professionalism is defined as the projection of ethical and moral values of empathy, integrity, and trustworthiness while competently performing as a professional practitioner. The term 'professional' is used to describe/identify a person as one who approaches the chosen career with seriousness, has a high level of integrity, and can be trusted to maintain high personal and professional standards. Therefore, a nursing professional is one who:

(a) demonstrates empathy, integrity, and trustworthiness;
(b) is responsible and accountable for own actions, and
(c) meets the standards of care as well as practices within the legally defined boundaries while performing safe, efficient, patient-centered nursing care.

While providing nursing care, the Practical Nursing Program nursing student shall demonstrate the above stated behaviors of a nursing professional and must meet the Ohio Board of Nursing Standards of Practice for the Licensed Practical Nurse. In addition, the students shall conduct themselves according to the following Ohio Board of Nursing requirements which are reproduced from the Ohio Administrative Code §4723-5-12*(C)*

(C) In addition to the policies required in paragraph (A) of this rule, 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 under that chapter, including, but not limited to the following:

(1) 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 patient, and the patient's response to that care.

(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any patient 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, time records or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each patient.

(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

(6) At all times when a student is providing direct nursing care to a patient the student shall:

(a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and

(b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

(7) 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;
(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:

(a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

(b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:

(a) Engage in behavior to seek or obtain personal gain at the patient's expense;

(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

(c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or

(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

(a) Engage in sexual conduct with a patient;

(b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;

(c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;

(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) 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.

(13) 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, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.
(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) 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.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) 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.

(20) 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.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) 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.

(25) 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.

(26) 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 students assigned clinical responsibilities.

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Additionally, the nursing student shall maintain the confidentiality of patient information obtained during the course of nursing practice according to the Health Insurance Portability and Accountability Act (HIPAA) and demonstrate the standards in the National Association of Licensed Practical Nurses' (NALPN) *Nursing Practice Standards for the Licensed/Vocational Nurse* and the Standards of Practice of the National Association of Practical Nurse Education and Services (NAPNES).

Unethical Conduct, Unacceptable Behavior / Attitude

Ethics refers to the moral or philosophical principles that society defines actions as being right or wrong. Nursing ethics identify how nurses must conduct themselves in relation to their profession, to the patients/residents for whom they provide nursing care, to other members of the health care team, and to the community. Standards in the Standards of Practice of the National Association of Practical Nurse Education and Services, Inc. (NAPNES) reflect the high ideals that the practical nurses and practical nursing students integrate into their nursing practice.

Unethical professional conduct is any behavior that violates a profession's Code of Ethics. For the Practical Nursing Program, it encompasses any behavior that violates the NAPNES Standards of Practice (See Appendix). Such behavior includes, but is not limited to:
(a) cheating;
(b) lying;
(c) falsifying records;
(d) breaching confidentiality;
(e) stealing;
(f) abusing alcohol or drugs;
(g) abusing patients/residents;
(h) behaving in a disorderly manner within the school, hospital, or cooperating healthcare agencies;
(i) providing nursing care outside the standards of care for licensed practical nurses; and
(j) not forthcoming to the Practical Nursing Program Director regarding recent criminal activity following the fingerprint check/while enrolled in the Practical Nursing Program.
(k) abandonment - Strickland defines it as “accepting the assignment and then leaving the unit without notifying a qualified person; going off the unit without notifying a qualified person and arranging coverage of your patients.” (Abandonment: What It Is and Is Not, 2024)

An undesirable behavior or attitude of the Practical Nursing Program student is defined as the inability to work and cooperate with co-workers and peers, continual antagonism of instructors or classmates, repeated cause for dissension among classmates or co-workers, and/or verbal/nonverbal/electronic communication which, in the opinion of faculty members or the Director, negatively affects the learning environment (see MCCTC Student Catalog *Code of Conduct*). Furthermore, disrespectful, or insubordinate behavior towards the faculty or staff of MCCTC will not be tolerated.

Any of the behaviors identified in the previous paragraphs are unprofessional and/or unethical and are grounds for dismissal including permanent dismissal.

Healthcare Agencies

The student is responsible for reading and abiding by each institution's and healthcare agency's policies and procedures.

Record Retention

Each current Practical Nursing Program student will have an academic file housed in the main office. The files will contain no less than:
(a) Admission and financial aid records;
(b) Transcript;
(c) Clinical evaluation tools.

Graduate files are housed on the school premises in locked file cabinets and/or electronic file, and will have no less than one copy of a completed transcript that indicates the credential awarded and the date the individual successfully completed the program. Additional student records will be maintained on-site for those students who started but did not successfully complete the program.

Transfer Credit / Advanced Standing for Military

The Practical Nursing Program is a technical school that does not transfer credit for courses taken at another school, college, or university. All students must successfully complete all Practical Nursing courses to graduate and receive a certificate.

One exception to this policy is for those individuals who receive financial aid benefits from the United States Veterans Administration (VA). For veterans receiving VA benefits, the Practical Nursing Director, with assistance from the faculty, will review course work successfully (a grade of "C" or better) completed at another post-secondary school, college, or university to determine equivalency of content and possible acceptance of one or more courses for one or more of the Practical Nursing courses. Skills and other training will also be evaluated to determine equivalency to one or more of Practical Nursing Courses thus allowing for advanced placement into the program. If equivalency is determined, the veteran may be asked to take and successfully pass (a grade of 78.0% or better) the final exam(s) thereby ensuring the veteran has a solid foundation for successful progression through the program as well as perform skills testing to assure accurate and safe performance of said skills.

Hours transferred from another institution will be considered to be part of the student's attempted hours and reduce the maximum time frame for completion of the program.

Appendix A- List of Potentially Disqualifying Offenses.

See OBN Website for List of Potentially Disqualifying Offenses.
https://nursing.ohio.gov/static/uploads/Compliance%20and%20Regulation/List-of-Potentially-Disqualifying-Offenses-4.12.2021.pdf

Appendix: B

National Association of Licensed Practical Nurses (NALPN)

Nursing Practice Standards for the Licensed Practical/Vocational Nurse

I. "NURSE PRACTICE STANDARDS" for the LPN/LVN

"Nursing Practice Standards" for the Licensed Practical Nurse/Licensed Vocational Nurse (LPN/LVN) is an avenue that NALPN meets the goals of its By-Laws to address Ethical and Principle Standards and to meet "Article II Objective" of the NALPN By-Laws as well, to explicate the Standards of
Practical/Vocational Nursing. In our ever-changing world, LPN's and LVN's have adjusted their practice to support those changes. As LPN's/LVN's practice in expanding roles in health care, "Nursing Practice Standards" are an imperative practice for LPN's, LVN's, as well as PN and VN students and their educators; all who practice with LPN's and LVN's.

II. PREFACE

The Standards of Practice were developed and incorporated by the NALPN Board of Directors to provide an essential benchmark to deliver the quality of health services, nursing care, and nursing services given by LPN's/LVN's which may be measured and assessed. These "Nurse Practice Standards" are applicable in all practice settings. The individual needs of the patient, the particular type of health care agency or other services, and the community resources, will vary according to the degree to which individual standards are applied.
The "Scope of Practice" of the Licensed Practical Nurse/Licensed Vocational Nurse has extended into specialized nursing services. These specialized fields of nursing services are provided below.

III. CODE

The code for the Licensed Practical Nurse/Licensed Vocational Nurse
was incorporated by NALPN in 1961 with a revision in 1979. The code provides a motivation for establishing, maintaining, and elevating professional nurse standards. As set forth in this code, upon entering the profession, each LPN/LVN, has the responsibility to adhere to the standards of ethical practice and conduct.
Each are to:

1. Know the "Scope of Practice" to maximize utilization of the LPN/LVN, as specified by the Nursing Practice Act and function within this "Scope of Practice".
2. Provide health care to all patients regardless of race, creed, cultural background, disease, or lifestyle.
3. In personal appearance, language, dress, and demeanor, uphold the highest standards.
4. Accept the responsibility for safe nursing by keeping mentally and physically fit and up to date educationally to practice safely.
5. Stay informed about issues affecting the practice of nursing, the delivery of health care. Where appropriate, participate in government and policy decisions.
6. Accept responsibility of membership of NALPN, participate to maintain the "Nurse Practice Standards", and employment of policies which lead to quality patient care.
7. Safeguard confidential information about the patient acquired from any source.

IV. SCOPE

Licensed Practical Nurses/Licensed Vocational Nurses are a specialized field who represent the entry into the nursing practice profession. Practicing in places exists where different professions unite in their particular skills in a team effort. This effort is set to improve a patient's function and to protect the health and safety of the patients. Career advancement opportunities are present within the profession academic education, expansion of knowledge, expertise through both academic/continuing education and certification.

V. EDUCATION STANDARDS

The "Licensed Practical Nurse/Licensed Vocational Nurse"

1. Shall complete an educational program approved by the state nursing authority in practical nursing.
2. Shall successfully pass the National Council Licensure Examination for Practical Nurses.
3. Shall participate in the employing institution an initial orientation.

VI. LEGAL & ETHICAL

The "Licensed Practical Nurse/Licensed Vocational Nurse"

1. Shall recognize and have a commitment to meet the moral and ethical practice of nursing obligations.
2. Shall not perform or accept professional responsibilities/duties which (s)he knows is not competent to perform.
3. Shall take responsibility in actions should situations arise where there is unprofessional conduct by a peer or other health care provider.
4. Shall hold a current LPN/LVN license to practice nursing in accordance with the law of their employment state.
5. Shall know and practice the scope of nursing practice instated by the Nursing Practice Act in their employment state.
6. Shall have a personal commitment to conform to the legal responsibilities essential for good nursing practice.

VII. PRACTICE

The "Licensed Practical Nurse/Licensed Vocational Nurse"

1. As an accountable member of the health care team; shall accept assigned responsibilities.
2. As related to the assigned duties; shall function within the limits of educational preparation and experience.
3. With other members of the health care team; shall function in promotion of and in maintenance of good health. Shall aide in preventing disease and disability. Shall care for and rehabilitate individuals who are experiencing an altered state of health. Shall contribute to the ultimate quality of life until death.
4. For the individual patient or group; shall know and utilize the nursing process in planning, implementing, evaluating.
   a. Planning: The planning of nursing includes:
      - assessment and data collection of health status of the patient, the family, and community groups.
      - reporting information received from assessment.
      - identifying health goals.
   b. Implementation: The plan for nursing care is put into practice to achieve the stated goals and this includes:
      - Observing, reporting and recording significant changes which require different goals or intervention.
      - Apply skills and nursing knowledge to help promote and maintain health, to help prevent disease and disability, and to optimize functional capabilities of a patient.
      - Encouraging self-care as appropriate and assisting the patient and family with activities of daily living.
      - Carrying out therapeutic protocols and regimens prescribed by personnel in conjunction to state law.
   c. Evaluations: The plan for nursing care and its implementations are evaluated to measure the progress toward the stated goals and will include appropriate person and/or groups to determine:
      - The relevancy of current goals in relation to the progress of the patient.
      - The recipient's involvement of care in the evaluation process.
      - The nursing action quality in implementation of the plan.
      - New goal setting or changing priorities in the care plan.
      - Shall participate in peer review and other evaluation processes.
      - Shall participate in the development of policies concerning the health, nursing needs of society, and in the roles and functions of the LPN/LVN.

VIII. CONTINUING EDUCATION

The "Licensed Practical Nurse/Licensed Vocational Nurse"

1. Shall seek and participate in continuing education activities that are accredited and offered by the National Association of Licensed Practical Nurses (NALPN) or other accredited organizations.
2. Shall take advantage of continuing education and/or certification opportunities which will lead to professional development and personal growth.
3. Shall regularly review career goals and choose continuing education activities that help to achieve these goals.
4. Shall be responsible for maintaining the highest possible level of professional capacity at all times.

IX. SPECIALIZED NURSING PRACTICE

The "Licensed Practical Nurse/Licensed Vocational Nurse"

1. As set forth in this document, shall meet all standards of practice.
2. For practice in the chosen specialized nursing area, candidate shall present personal qualifications that demonstrate potential abilities.
3. At the staff level, shall have had at least one year nursing experience.
4. Shall provide documentation of completion of an approved agency course or program providing the knowledge and skills necessary for adequate nursing services in the specialized field.

National Association of Licensed Practical Nurses'. (2023 *Nursing Practice Standards for the Licensed Practical/Vocational Nurse.* Retrieved from National Association of Licensed Practical Nurses: https://nalpn.org/wp-content/uploads/2023/06/NURSE-PRACTICE-STANDARDS-05.30.2023.pdf

Appendix: C

National Association of Practical Nurse Education Services' (NAPNES) Standards of Practice and Educational Competencies of Graduates of Practical/Vocational Nursing Programs

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These standards and competencies are intended to better define the range of capabilities, responsibilities, rights, and relationship to other health care providers for scope and content of practical/vocational nursing education programs. The guidelines will assist:

- Educators in development, implementation, and evaluation of practical, vocational nursing curricula.
- Students in understanding expectations of their competencies upon completion of the educational program.
- Prospective employers in appropriate utilization of the practical/vocational nurse.
- Consumers in understanding the scope of practice and level of responsibility of the practical/vocational nurse.

A. Professional Behaviors

Professional behaviors, within the scope of nursing practice for a practical/vocational nurse, are characterized by adherence to standards of care, accountability for one's own actions and behaviors, and use of legal and ethical principles in nursing practice. Professionalism includes a commitment to nursing and a concern for others demonstrated by an attitude of caring. Professionalism also involves participation in lifelong self-development activities to enhance and maintain current knowledge and skills for continuing competency in the practice of nursing for the LP/VN, as well as individual, group, community, and societal endeavors to improve health care.

Upon completion of the practical/vocational nursing program the graduate will display the following program outcome:

Demonstrate professional behaviors of accountability and professionalism according to the legal and ethical standards for a competent licensed practical/vocational nurse.

Competencies which demonstrate this outcome has been attained:

1. Comply with the ethical, legal, and regulatory frameworks of nursing and the scope of practice as outlined in the LP/VN nurse practice act of the specific state in which licensed.

2. Utilize educational opportunities for lifelong learning and maintenance of competence.
3. Identify personal capabilities and consider career mobility options.
4. Identify own LP/VN strengths and limitations for the purpose of improving nursing performance.
5. Demonstrate accountability for nursing care provided by self and/or directed to others.
6. Function as an advocate for the health care consumer, maintaining confidentiality as required.
7. Identify the impact of economic, political, social, cultural, spiritual, and demographic forces on the role of the licensed practical/vocational nurse in the delivery of health care.
8. Serve as a positive role model within healthcare settings and the community.
9. Participate as a member of a practical/vocational nursing organization.

B. Communication

Communication is defined as the process by which information is exchanged between individuals verbally, non-verbally and/or in writing or through information technology. Communication abilities are integral and essential to the nursing process. Those who are included in the nursing process are the licensed practical/vocational nurse and other members of the nursing and healthcare team, client, and significant support person(s). Effective communication demonstrates caring, compassion, and cultural awareness, and is directed toward promoting positive outcomes and establishing a trusting relationship.

Upon completion of the practical/vocational nursing program the graduate will display the following program outcome:

Effectively communicate with patients, significant support person(s), and members of the interdisciplinary health care team incorporating interpersonal and therapeutic communication skills.

Competencies which demonstrate this outcome has been attained:

1. Utilize effective communication skills when interacting with clients, significant others, and members of the interdisciplinary health care team.
2. Communicate relevant, accurate, and complete information.
3. Report to appropriate health care personnel and document assessments, interventions, and progress or impediments toward achieving client outcomes.
4. Maintain organizational and client confidentiality.
5. Utilize information technology to support and communicate the planning and provision of client care.
6. Utilize appropriate channels of communication.

C. Assessment

Assessment is the collection and processing of relevant data for the purposes of appraising the client's health status. Assessment provides a holistic view of the client which includes physical, developmental, emotional, psychosocial, cultural, spiritual, and functional status. Assessment involves the collection of information from multiple sources to provide the foundation for nursing care. Initial assessment provides the baseline for future comparisons in order to individualize client care. Ongoing assessment is required to meet the client's changing needs.

Upon completion of the practical/vocational nursing program the graduate will display the following program outcome:

Collect holistic assessment data from multiple sources, communicate the data to appropriate health care providers, and evaluate client responses to interventions.

Competencies which demonstrate this outcome has been attained:

1. Assess data related to basic physical, developmental, spiritual, cultural, functional, and psychosocial needs of the client.
2. Collect data within established protocols and guidelines from various sources including client interviews, observations/measurements, health care team members, family, significant other(s), and review of health records.
3. Assess data related to the client's health status, identify impediments to client progress and evaluate response to interventions.
4. Document data collection, assessment, and communicate findings to appropriate member/s of the healthcare team.

D. Planning

Planning encompasses the collection of health status information, the use of multiple methods to access information, and the analysis and integration of knowledge and information to formulate nursing care plans and care actions. The nursing care plan provides direction for individualized care, and assures the delivery of accurate, safe care through a definitive pathway that promotes the clients and support person's(s') progress toward positive outcomes.

Upon completion of the practical/vocational nursing program the graduate will display the following program outcome:

Collaborate with the registered nurse or other members of the health care team to organize and incorporate assessment data to plan/revise patient care and actions based on established nursing diagnoses, nursing protocols, and assessment and evaluation data.

Competencies which demonstrate this outcome has been attained:

1. Utilize knowledge of normal values to identify deviation in health status to plan care.
2. Contribute to formulation of a nursing care plan for clients with non-complex conditions and in a stable state, in consultation with the registered nurse and as appropriate in collaboration with the client or support person(s) as well as members of the interdisciplinary health care team using established nursing diagnoses and nursing protocols.
3. Prioritize nursing care needs of clients.
4. Assist in the review and revision of nursing care plans with the registered nurse to meet the changing needs of clients.
5. Modify client care as indicated by the evaluation of stated outcomes.
6. Provide information to client about aspects of the care plan within the LP/VN scope of practice
7. Refer client as appropriate to other members of the health care team about care outside the scope of practice of the LP/VN.

E. Caring Interventions

Caring interventions are those nursing behaviors and actions that assist clients and significant others in meeting their needs and the identified outcomes of the plan of care. These interventions are based on knowledge of the natural sciences, behavioral sciences, and past nursing experiences. Caring is the "being with" and "doing for" that assists clients to achieve the desired outcomes. Caring behaviors are nurturing, protective, compassionate, and person-centered. Caring creates an environment of hope and trust where client choices related to cultural, religious, and spiritual values, beliefs, and lifestyles are respected.

Upon completion of the practical/vocational nursing program the graduate will display the following program outcome:

Demonstrate a caring and empathic approach to the safe, therapeutic, and individualized care of each client.
Competencies which demonstrate this outcome has been attained:

1. Provide and promote the client's dignity.
2. Identify and honor the emotional, cultural, religious, and spiritual influences on the client's health.
3. Demonstrate caring behaviors toward the client and significant support person(s).
4. Provide competent, safe, therapeutic, and individualized nursing care in a variety of settings.
5. Provide a safe physical and psychosocial environment for the client and significant other(s).
6. Implement the prescribed care regimen within the legal, ethical, and regulatory framework of practical / vocational nursing practice.
7. Assist the client and significant support person(s) to cope with and adapt to stressful events and changes in health status.
8. Assist the client and significant other(s) to achieve optimum comfort and functioning.
9. Instruct client regarding individualized health needs in keeping with the licensed practical/vocational nurse's knowledge, competence, and scope of practice.
10. Recognize client's right to access information and refer requests to appropriate person(s).
11. Act in an advocacy role to protect client rights.

F. Managing
Managing care is the effective use of human, physical, financial, and technological resources to achieve the client identified outcomes while supporting organizational outcomes. The LP/VN manages care through the processes of planning, organizing and directing.

Upon completion of the practical/vocational nursing program, the graduate will display the following program outcome:

Implement patient care, at the direction of a registered nurse, licensed physician, or dentist through performance of nursing interventions or directing aspects of care, as appropriate, to unlicensed assistive personnel (UAP).

Competencies which demonstrate this outcome has been attained:

1. Assist in the coordination and implementation of an individualized plan of care for clients and significant support person(s)
2. Direct aspects of client care to qualified UAPs commensurate with abilities and level of preparation and consistent with the state's legal and regulatory framework for the scope of practice for the LP/VN.
3. Supervise and evaluate the activities of UAPs and other personnel as appropriate within the state's legal, and regulatory framework for the scope of practice for the LP/VN as well as facility policy.
4. Maintain accountability for outcomes of care directed to qualified UAPs.
5. Organize nursing activities in a meaningful and cost-effective manner when providing nursing care for individuals or groups.
6. Assist the client and significant support person(s) to access available resources and services.
7. Demonstrate competence with current technologies.
8. Function within the defined scope of practice for the LP/VN in the health care delivery system at the direction of a registered nurse, licensed physician, or dentist.

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Appendix: D

Student Agreement Regarding MCCTC Practical Nursing Program Policies, Mandatory Drug Screening, and Criminal History Record Check/Felony Preclusion

- I have read and understand the statements concerning chemical dependency and the Practical Nursing Program's policy in regard to chemical dependency and mandatory drug screen testing, as well as MCCTC's policies on drug free schools.

- I understand that the clinical learning facilities require drug testing as preparation for student learning experiences. I understand that such testing will consist of a breathalyzer, urinalysis, saliva, and/or blood test. If results of the drug screen indicate the presence of a prescribed drug, I do hereby give my permission for Practical Nursing Program or the authorized agency to contact the prescribing healthcare provider for verification of the prescription. If testing indicates the presence of non-prescribed and/or illegal drugs, I understand that I will be disqualified from student clinical experiences, ultimately resulting in my dismissal from MCCTC Practical Nursing Program. I hereby give my consent to Practical Nursing Program or the authorized agency to administer any or the entire above drug testing procedures to me and to use the results thereof in further determining my eligibility for student clinical participation. I also consent to the Practical Nursing Program or the authorized agency of reasonable cause testing as outlined in the **MCCTC's Drug Free Policy.** I further consent to the PRACTICAL NURSING PROGRAM OR THE AUTHORIZED AGENCY's release of my test results to an independent laboratory for result confirmation. I give further consent to the PRACTICAL NURSING SCHOOL OR THE AUTHORIZED AGENCY's release of my test results to the Practical Nursing Program Director and to other clinical learning facilities.

- I agree to submit to a Bureau of Criminal Investigation and Federal Bureau of Investigation criminal record checks as stated in the Practical Nursing Student Handbook. I attest that I have not been previously convicted of, pled guilty to, or had a judicial finding of guilt for an egregious felony in Ohio or another jurisdiction which would preclude me from initial licensure or certification.

- I have read the Practical Nursing Student Handbook along with MCCTC's student catalog and agree to the following terms as conditions of my continuing in and progressing through the Practical Nursing Program.

- I agree to:
    - Abide by the Rules and Regulations of the Practical Nursing Program and MCCTC while enrolled.
    - Pay tuition and school fees as scheduled.
    - Accept the refund policy as printed.
    - Accept financial responsibility for any and all personal medical expenses incurred by me while I am a student.
    - Accept the joint decisions made by the Practical Nursing Program's Faculty and Program Director regarding dismissal for the following:
        - Failure to comply with policies listed in the handbook including, but not limited to,
        - Failure to meet the School's accepted passing grade in theory and/or in clinical/lab performance.
        - Unprofessional behavior, unacceptable behavior or unethical conduct.
        - Failure to comply with drug and alcohol policies.
        - Absenteeism as defined in the Attendance Policy.
        - Failure to maintain the confidentiality of patient information obtained in the course of nursing practice.

Appendix: E

Informed Consent Waiver

The faculty and staff of the Practical Nursing Program would like to advise and ensure those individuals who are choosing a career in nursing and are entering the Practical Nursing Program know there is an inherent health risk especially during their clinical education.

The risks are related to bodily injury and exposure to communicable viruses and diseases that include, but are not limited to:

(a) hepatitis B virus (HBV),
(b) tuberculosis (TB),
(c) human immunodeficiency virus (HIV),
(d) acquired immune deficiency syndrome (AIDS), and
(e) childhood infections (ie., chicken pox, measles),
(f) coronavirus.

The clinical learning experience requires students to implement various levels of nursing care and skills in a variety of healthcare settings for patients/patients across the lifespan. Although the Practical Nursing Program faculty ensures student have minimal competency prior to actual implementation, the inherent nature of nursing does expose individuals to bodily injury (cuts, bruises, sprains, backaches) and communicable diseases. It is also recognized that that level of competency is minimal until some degree of clinical implementation has been achieved. Therefore, the Practical Nursing Program strongly cautions entering students:

1) the aforementioned risk does exist;
2) every effort will be made to decrease the exposure to or consequences of such a risk;
3) such efforts may be hampered by available information, knowledge, and treatment at the time of the potential risk; and
4) refusal to implement clinical procedures/treatments or refusal to participate in any or all aspects of an assigned clinical experience may result in the student's dismissal from the program.

Appendix: F

Theory and Clinical Syllabi / Toolkit

I understand it is my responsibility to have and understand all theory and clinical syllabi and student learning outcomes before the start of each course and clinical rotation.

Appendix: G

Academic Integrity Statement

Academic integrity requires individuals to:

- Be truthful and accountable
- Refuse to participate in cheating behaviors with others
- Be accountable for the known actions of others (duty to report)
- Consistently abide by this honor code in all circumstances; no exceptions
- Students are not to share information about exams/quizzes in any form of communication
- Cheating results in a zero on this exam/quiz and possible further disciplinary action per Practical Nursing Student Handbook.