

Chester County Intermediate Unit

PRACTICAL NURSING PROGRAM STUDENT HANDBOOK

2024-2025



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Approved by the Pennsylvania State Board of Nursing

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Sponsored by Chester County Intermediate Unit

PRACTICAL NURSING PROGRAM STUDENT HANDBOOK

This student handbook is designed to acquaint the student in the Practical Nursing Program with the policies and regulations of the program.

The Practical Nursing Program is approved by the Pennsylvania State Board of Nursing and the Pennsylvania Department of Education. It is accredited by the Accreditation Commission for Education in Nursing and sponsored by Chester County Intermediate Unit.

MISSION

The mission of the Practical Nursing Program is to provide a quality, innovative, cost-effective, and student-focused curriculum to a diverse population, preparing graduates to practice as competent licensed practical nurses.

Our beliefs in support of this mission are:

- ***Customer Service***
We are committed to exceeding customers' expectations.
- ***Partnership***
We collaborate with partners to assure a seamless career pathway of life-long learning and a robust, diverse nursing workforce.
- ***Innovation***
We promote change to meet evolving needs and foster innovation.
- ***Leadership***
We embrace a leadership role in assuring quality holistic nursing education and in fostering interaction with community partners.
- ***Advocacy***
We serve as an advocate for our students, nursing education, and practical nursing at large.
- ***Professional Commitment***
We maintain the highest standards of conduct.
- ***Organizational Culture***
We provide an environment that fosters flexibility, teamwork, creativity, professional growth, high morale, opportunity, and pride in all we do.

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ADMINISTRATION

Executive Director	Dr. George F. Fiore
Assistant Executive Director	Dr. Steve Gerhard
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Gigi Hayes, MSN, RN	Leslie Waltz, MSN, RN

AFFILIATING INSTITUTIONS

ACCELeRate + Exton
Arbor Terrace at Exton
Barclay Friends
Bayada Pediatrics
Chester County Intermediate Unit
Coatesville School District
Inn @ Freedom Village
Jenner's Pond
Kendal Crosslands Retirement Community
Lion Healthcare Management (Manatawny Manor)
Main Line Health Bryn Mawr Rehabilitation Hospital
MLHC Family Medicine at Exton Square, West Chester, & West Goshen
Main Line Health Urgent Care at Concordville & Exton
Penn Medicine Chester County Hospital
Pocopson Nursing Home
Recovery Centers of America (Devon)

Resilio Mental Health Solutions
Shannondell at the Meadows Rehabilitation
Tower Health Phoenixville Hospital
Tel Hai Retirement Community

PROGRAM PHILOSOPHY

The Practical Nursing Program faculty believes that:

Individuals have the right within their unique capabilities and limitations to an education that will allow them to work effectively as contributing members of society.

Society has the right to expect quality health care from competent practitioners, knowledgeable in safe health care interventions.

Education is a life-long process resulting in behavioral changes occurring through the acquisition and development of knowledge, skills, attitudes, interests, and values. The student is motivated to learn when the material proceeds from the simple to the complex, the known to the unknown. Satisfaction is gained from the learning experience when the material is meaningful, and the student is the center of the learning process.

Nursing is an art and a science drawn from biological and behavioral research. Nursing addresses holistic needs of the individual and family: all personalized care, disease prevention, health maintenance, recovery from illness, and coping with dying. It is performed in the hospitals, homes, extended care facilities, schools, or the community. Practical nursing follows the nursing process of assessment, planning, intervention, and evaluation in performance of selected nursing procedures in the care of the ill, injured, or infirm which do not require the specialized skills, judgment, and knowledge needed in professional nursing. Practical nurses' function under the direction of a licensed professional nurse, a licensed physician, or a licensed dentist.

Education for practical nursing is a formal, faculty-guided program that prepares selected individuals to participate with the health care team as licensed practical nurses. The program correlates educational clinical experiences with classroom theory and lab practice. The faculty plans, implements, and evaluates the learning experience. Evaluation by both students and faculty is a continuous process used to determine the pertinence of the teaching and progress of each student. The program grants equal opportunity according to ability and interest following a strictly adhered to and well-publicized non-discriminatory policy. Diversity is valued in the program contributing to an enriched classroom environment and clinical experience.

NON-DISCRIMINATION POLICY

Publication of our non-discriminatory policy is in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973.

Inquiries should be directed to:

Beth Ann Puckett
Director of Practical Nursing Program
Chester County Intermediate Unit Practical Nursing Program
Technical College High School Brandywine Campus
443 Boot Road
Downingtown, PA 1 9335

The Chester County Intermediate Unit will not discriminate in employment, educational programs, or activities based on actual or perceived race, color, creed, religion, ancestry, national origin, age, sex, gender identity, gender expression, handicap, disability, pregnancy status, marital status, parental status or because a person is a disabled veteran or a veteran of the Vietnam era. Reasonable accommodations will be provided for employees and program participants who are disabled.

For information regarding civil rights or grievance procedures
contact:

Maureen Linahan
Title IX and Section 504 Coordinator
(484) 237-5086/DeafRelay@cciu.org

or in writing at:

Chester County Intermediate Unit
455 Boot Road
Downingtown, PA 19335

END-OF-PROGRAM STUDENT LEARNING OUTCOMES

A. End-of-Program Student Learning Outcomes

Upon completion of the Practical Nursing Program, the graduate will:

1. Practice as a novice healthcare team member within the framework established by the Nurse Practice Act of the State of PA.
2. Develop a spirit of inquiry to promote personal and professional growth.
3. Utilize the nursing process to provide safe, holistic care to diverse populations in a variety of settings.
4. Integrate clinical reasoning and evidence-based practice to promote high quality, safe and effective care.
5. Demonstrate collaborative communication to advocate for the clients, families, and groups.
6. Apply leadership and management principles to achieve quality and safety.

Revised: 9/93, 8/6/02, 6/20/17, 3/29/18, 5/1/19

Reviewed: 8/30/99, 8/24/00, 8/28/01, 4/10/02, 8/6/02, 7/31/03, 8/16/04, 8/10/05, 6/16/06, 8/3/07, 10/3/08, 6/12/09, 7/9/10, 8/5/11, 6/16/12, 7/19/13, 6/30/14, 6/10/15, 7/20/16, 6/20/17, 7/10/18, 7/8/20, 5/26/21, 9/30/21, 8/1/22, **8/1/24**

B. Expected Outcome Competencies

The National Association for Practical Nurse Education and Service, Inc. specifies expected outcomes for new graduates from accredited practical nursing educational programs.

The expected outcome competencies of the Chester County Intermediate Unit Practical Nursing Program and its other sites are to prepare an individual who shall be eligible to apply for licensure as a practical/vocational nurse. Graduates of practical/vocational nursing programs practice under the guidance of a registered nurse or licensed physician/dentist. The primary role of the practical/vocational nurse is to provide nursing care for clients in structured healthcare settings who are experiencing common, well-defined health problems. In their role as members of the discipline of nursing, practical/vocational nurses actively participate in and subscribe to the legal and ethical scope of practice of the profession.

The graduate practical/vocational nurse demonstrates the following entry-level competencies:

1. Assessment

- a) Assesses basic physical, emotional, spiritual, and socio-cultural needs of the health care client.
- b) Collects data within established protocols and guidelines from various sources.
 - i. Client interviews
 - ii. Observations/measurements
 - iii. Health care team members, family, and significant others
 - iv. Health records
- c) Utilizes knowledge of normal values to identify deviations in health status.
- d) Documents data collection.
- e) Communicates findings to appropriate health care personnel.

2. Planning

- a) Contributes to the development of nursing care plans utilizing established nursing problems for clients with common, well-defined health problems.
- b) Prioritizes nursing care needs of clients.
- c) Assists in the review and revision of nursing care plans to meet the

changing needs of clients.

3. Implementation

- a) Provides nursing care according to:
 - i. Accepted standards of practice
 - ii. Priority of client needs
 - iii. Individual and family rights to dignity and privacy.
- b) Utilizes effective communication in:
 - i. Recording and reporting.
 - ii. Establishing and maintaining therapeutic relationships with clients, families, and significant others.

4. Evaluation

- a) Seeks guidance as needed in evaluating nursing care.
- b) Modifies nursing approaches based on evaluation of nursing care.
- c) Collaborates with other health team members in the revision of nursing care plans.

5. Professionalism of the Graduate

- a) Complies with the scope of practice as outlined in the nurse practice act of the state in which licensed.
- b) Describes the role of the licensed practical/vocational nurse in the health care delivery system.
- c) Utilizes educational opportunities for continued personal and professional growth. Identifies personal potential and considers career mobility options.
- d) Identifies personal strengths and weaknesses for the purpose of improving performance. Adheres to a nursing code of ethics.
- e) Functions as an advocate for the health care consumer.

6. Managing/Supervision

- a) Assumes responsibility for managing their own actions when providing nursing care for individuals and groups of clients.
- b) Is accountable for nursing care delegated to unlicensed health care provider.

7. Political Activism

- a) Is aware that the practical nurse, through political, economic, and societal activities can affect nursing and health.

ADMISSION

A. Requirements

The course is open to any interested person who:

- 1. Is a resident of Pennsylvania. Residents of other states will be considered for admission. Cost of tuition is increased for out -of-state residents.
- 2. Is a high school graduate with an official transcript from an accredited high school or its equivalent. The applicant must have completed and passed two math courses (one which must be Algebra) and two science courses (both science courses must have a lab component).
- 3. Is in good health. Health related enrollment requirements also apply. See pre-enrollment/ enrollment health policy in the Student Handbook for details.
- 4. Manifests ability to learn as indicated by interview, references, and transcripts.
 - a) Minimum scores must be achieved on the pre-entrance exam.
 - b) The pre-entrance exam is administered online via ATI Testing. Pre-entrance scores from other facilities will be accepted.
 - c) Remediation will be suggested as needed.
 - d) The pre-entrance test may only be attempted three times, and applicant must wait a minimum of one month (30 days) to retake the exam.
 - e) If the minimum score is not achieved, the applicant will not be admitted.
- 5. Has required, current CPR certification (professional level with AED, adult, & pediatrics) before and during enrollment.
- 6. Has a Pennsylvania criminal record check, child abuse history clearance, and FBI fingerprint clearance. All must be less than one year old at the time of enrollment.

The Pennsylvania criminal record check and child abuse must remain current throughout enrollment in the program. In addition, students are under a continuing obligation to notify PNP administration of any criminal contacts (including but not limited to: citation, arrest, conviction, etc.) at the first possible opportunity. Failure to disclose this information in a timely fashion may impact the student's status in the PNP as well as future licensure by the State Board of Nursing.

7. Has evidence of legal immigration or citizenship to be eligible. We do not enroll students with F-1 immigration status.
8. Mandatory drug screening is required for enrollment and must be updated yearly while enrolled. In addition, drug screening may occur periodically or on a random basis while enrolled in the program.

Candidates for advanced standing in the Practical Nursing Program will be evaluated on an individual basis. Enrollment is restricted due to academic and clinical space availability.

9. A student with a criminal history or child abuse history will be evaluated by the director of the program and acceptance committee. No one will be admitted if their conviction is listed below:
 - i. An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as The Controlled Substance, Drug, Device, and Cosmetic Act.
 - ii. An offense under one or more of the following provisions of 18 Pa. C.S. (relating to crimes and offenses):

Prohibitive Offenses Contained in Act 169 of 1996 as Amended by Act 13 of 1997 Criminal Offense

<u>Offense Code</u>	<u>Prohibitive Offense</u>	<u>Type of Conviction</u>
CC2500	Criminal Homicide	Any
CC2502A	Murder I	Any
CC2502B	Murder II	Any
CC2502C	Murder III	Any
CC2503	Voluntary Manslaughter	Any
CC2504	Involuntary Manslaughter	Any
CC2505	Causing or Aiding Suicide	Any
C2506	Drug Delivery Resulting in Death	Any
CC2702	Aggravated Assault	Any
CC2901	Kidnapping	Any
CC2902	Unlawful Restraint	Any
CC3121	Rape	Any
CC3122.1	Statutory Sexual Assault	Any
CC3123		Any

CC3124.1	Involuntary Deviate Sexual Intercourse	Any
CC3125	Sexual Assault	Any
CC3126	Aggravated Indecent Assault	Any
CC3127	Indecent Assault	Any
CC3301	Indecent Exposure	Any
CC3502	Arson and Related Offenses	Any
CC3701	Burglary	Any
CC3901	Robbery	
CC3921	Theft	
CC3922	Theft by Unlawful Taking	
CC3923	Theft by Deception	
CC3924	Theft by Extortion	
CC3925	Theft by Property Lost	Any One (1)
CC3926	Receiving Stolen Property	Felony or
CC3927	Theft of Services	Two (2)
CC3928	Theft by Failure to Deposit	Misdemeanors
CC3929	Unauthorized Use of a Motor Vehicle	within the
CC3929.1	Retail Theft	3900 Series
CC3929.2	Library Theft	(CC3901- CC3934)
	Unlawful Possession of Retail or Library	
CC3930	Theft Instruments	
CC3931	Theft of Trade Secrets	
CC3932	Theft of Unpublished Dramas or	
CC3933	Musicals Theft of Leased Properties	
CC3934	Unlawful Use of a Computer	
CC4101	Theft from a Motor Vehicle	
CC4114	Forgery	Any
	Securing Execution of Documents by	Any
	Deception	Any
CC4302	Incest	Any
CC4303	Concealing Death of a Child	Any
CC4304	Endangering Welfare of a Child	Any
CC4305	Dealing in Infant Children	Any
CC4952	Intimidation of Witnesses or Victims	Any
CC4953	Retaliation against Witness or Victim	Any
CC5902B	Promoting Prostitution	Felony
CC5903C	Obscene or Other Sexual Materials to Minors	Any
CC5903D	Obscene or Other Sexual Materials	Any
CC6301	Corruption of Minors	Any
CC6312	Sexual Abuse of Children	Felony
CS13A12	Acquisition of Controlled Substance by Fraud	Felony
CS13A14	Delivery by Practitioner	Felony
CS13A30	Possession with Intent to Deliver	Felony
CS13A35	Illegal Sale of Non-Controlled Substance	Felony
(i),(ii),(iii) CS13A36	Designer Drugs	Felony
CS13Axx*	Any Other Felony Drug Conviction Appearing on a PA Rap Sheet	Felony

10. The decision to admit an applicant with a criminal history (other than one of the above listed convictions) will be made on a case-by-case basis.
11. Applicants with criminal histories are encouraged to consult the Act 53 of 2020 Best Practices Guide and related Preliminary Determination procedures (available at <https://www.dos.pa.gov/ProfessionalLicensing/Pages/ACT-53-2020.aspx#:~:text=The%20board%20will%20determine%20whether,of%20licens e%20you%20are%20seeking>) with regard to the impact that a criminal conviction may have on licensure upon graduation from the PNP.

B. Application Procedure

1. Complete electronic application for the CCIU Practical Nursing Program and submit the required \$75 fee.
2. Request high school to send one copy of your official transcript to the Practical Nursing Program. Applicants with foreign transcripts should contact the director of the program regarding possible additional requirements.
3. Take the pre-entrance exam (TEAS) and complete with a minimum score of 45% overall.
4. Complete electronic application and all required documents online.
5. Acceptance Committee will make the final selection of students on the basis of accumulated pertinent data.
6. Applicants will be notified in writing via email of acceptance or reasons for denial.
7. Applicants who applied and were accepted more than two years ago must repeat the admissions procedure. Records are retained for two years only.
8. At the time of the pre-admission's aptitude testing, applicants must read and sign a statement from the Practical Nursing Law, Pennsylvania State Board of Nursing prohibiting licensure until ten years has past and total rehabilitation can be proven following conviction of a crime involving drugs and/or alcohol. Some licensure restrictions may be required by Pennsylvania State Board of Nursing related to some felonies and misdemeanors.
9. Obtain PA criminal history clearance online through CastleBranch account.
10. Obtain FBI Fingerprint Clearance through CastleBranch account.

11. Obtain child abuse history clearance through CasteleBranch account.
12. Applicants must be informed of the crime rate on campus for the past three years as well as the success rate of students according to Public Law 101-542 and 102-26, 1991 "Student's Right to Know and Campus Security." The policy statement is as follows:

"Student's Right to Know and Campus Security" Policy P.L. 101-542 and 102-26, 1991 requires all post-secondary college and university programs to collect all data relating to any campus crimes or violence.

An applicant is to be informed of the crime statistics of the past three years when considering enrollment in this post-secondary program. All incidents are documented at the Practical Nursing Program's Downingtown campus and West Grove and Phoenixville satellites by the Principal of Student Services in close and constant networking with School Board, administration, faculty, staff, students, and local and state police agencies.

Evidence of the documented statistics are compiled and presented to interested nursing applicants at the time of the pre-admission aptitude testing for their consideration and signature.

In the event that any student is concerned about behavior that might be considered criminal, it must be reported immediately to the director of the program.

ENROLLMENT

A. Protocol for Enrolling Applicants and Continued Enrollment

1. Accepted applicants will be informed by email. An accepted applicant will be placed in the earliest possible class available considering all components of application, application date, academic ability (e.g., minimum entrance test score met or exceeded), motivation, moral character (e.g., criminal history and child abuse clearance, drug testing, reliability), and clinical and classroom space availability.
2. An applicant may be placed on an alternate class list, where enrollment depends on an accepted student dropping from the class list due to unforeseen circumstances.
3. Acceptance packets are distributed by email and/or at the general orientation seminar.
4. A **\$350** non-refundable admissions registration fee (used to update equipment and educational supplies) is required upon receipt of acceptance letter.
5. The child abuse, criminal history clearance and the FBI Fingerprinting report should be on file and be less than one year old relevant to the class start date. All three clearances must be renewed each year throughout enrollment in the program.
6. All health and CPR (certification maintained throughout the program) information to be submitted to the nursing program administration office or CastleBranch link by the date specified at general orientation seminar or the applicant would be unable to continue with the enrollment process. Tuberculosis screening must be maintained throughout the enrollment period (See Pre-Enrollment/ Enrollment Health Policy.) Mandatory drug screening is required for enrollment and must be updated yearly while enrolled. In addition, drug screening may occur periodically or on a random basis while enrolled in the program. In addition, students are under a continuing obligation to notify PNP administration of any criminal contacts (including but not limited to: citation, arrest, conviction, etc.) at the first possible opportunity. Failure to disclose this information in a timely fashion may impact the student's status in the PNP as well as future licensure by the State Board of Nursing.
7. Reliable transportation is a necessity.
8. Books will be available on first day of class.

B. Pre-Enrollment/Enrollment Health Policy

1. Before enrollment date, student should submit physical assessment and immunization update (all located in CastleBranch site).
 - a) Measles. ALL students, regardless of age, must do one of the following:
 - i. Present documentation of two doses of measles-containing vaccine (measles, rubella (MR), or measles, mumps, rubella (MMR) given on or after twelve months of age. The two doses must be separated by at least one month.
 - ii. Present laboratory evidence of measles immunity.
 - iii. Present documentation of physician-diagnosed measles disease.

Any student who does not have evidence of immunization or immunity must be given two doses of measles vaccine. The second dose should be given one month later. Prospective students who are pregnant at the time of admission must defer vaccination until after delivery.

- b) Mumps. ALL students, regardless of age, must do one of the following:
 - i. Present documentation of two doses of mumps-containing vaccine (mumps or MMR) given on or after twelve months of age.
 - ii. Present documentation of physician-diagnosed mumps disease.
 - iii. Present laboratory evidence of mumps immunity.

Any student who does not have evidence of immunization or clinical history must be given one dose of mumps-containing vaccine. Prospective students who are pregnant at the time of admission must defer vaccination until after delivery.

- c) Rubella. ALL students, regardless of age, must do one of the following:
 - i. Present documentation of one dose of rubella-containing vaccine (rubella, MR, MMR) given on or after twelve months of age.
 - ii. Present documentation of physician-diagnosed rubella disease.
 - iii. Present laboratory evidence of rubella immunity.

Any student who does not have evidence of immunization or immunity will have a titer. If titer result is not adequate, the student must receive one dose of rubella-containing vaccine. Prospective students who are pregnant at the time of admission must defer vaccination until after delivery.

- d) Tetanus/Diphtheria/ Pertussis. ALL students, regardless of age, should have received primary immunization with diphtheria tetanus pertussis (DPT) or tetanus toxoid. If a tetanus booster has not been given within the last ten years, it should be given. Td is the preferred preparation for active

tetanus immunization of adults because a large proportion of them lack protective levels of circulating antitoxin against diphtheria. All students must show evidence of one dose of Tdap and current Td immunization.

- e) Varicella. ALL students, regardless of age, should have a titer drawn to determine immunity to chicken pox or must provide proof of immunization. If a student is exposed to chicken pox while in the program, it might necessitate taking a leave of absence since he/she will be unable to attend clinical from day seven (7) - day (21) post exposure to chicken pox.
2. ALL students, regardless of age, must maintain screening throughout enrollment through one of the following:
- a) Two-step PPD. Receive first injection and go back after 48 to 72 hours to have it read. One to three weeks after the first injection was read, receive the second injection and return after 48 to 72 hours to have it read. Document dates and results on immunization form.
 - b) Proof of a continuous succession of PPDs. Show two consecutive years of PPD screenings. Document dates and results of each screening.
 - c) QuantiFERON

If Mantoux is positive or if student has a health history of cardiopulmonary disease, a chest x-ray is required. **Chest x-ray is valid for two years.**

3. Seasonal influenza immunization required by clinical facilities for clinical rotations.
4. Also, strongly **urged** by Center for Disease Control (CDC) is a series of three Hepatitis B vaccinations. Students must provide documentation of all three vaccinations or a positive titer. Students may begin the series at enrollment but must complete the series while enrolled or sign a "hold harmless" statement. Student nurses have the right of refusal; however, a "hold harmless" statement must be signed negating our program, school, or clinical practice sites of any causal relationship. Hepatitis B is a very infectious disease. CDC emphasizes the importance of this issue.
5. Covid-19 Vaccination: The COVID-19 vaccination is a new expectation in the healthcare industry. All of our clinical sites are mandating and requiring the COVID-19 vaccination for all their employees and students that visit the sites. The clinical sites are not accepting any medical or religious exemptions. If a PNP student chooses to not receive the COVID-19 vaccination, then they will be unable to meet clinical objectives for their clinical requirements according to the State Board of Pennsylvania Nursing. All PNP students are required to receive the COVID-19 vaccination in order to remain in the program due to clinical site requirements. For new student cohorts, the COVID-19 vaccination will be

required prior to the first day of class. If a student is unvaccinated and chooses to not receive the COVID-19 vaccination, they will be unable to remain or enroll (if new student) in our Practical Nursing Program due to the State Board of Pennsylvania Nursing clinical hour requirements.

6. Laboratory tests are required only if physician recommends as a result of pre-enrollment physical.
7. CPR certification must remain current. Professional certification (Healthcare Provider) must include AED training and adult and pediatric CPR. Online CPR courses are not acceptable.
8. If a student refuses to receive any of the above required immunizations, their ability to meet clinical objectives and successfully complete the program may be in jeopardy. The final decision will be at the discretion of the director.
9. It is the responsibility of the applicant/student to inform the director regarding any existing or new latex sensitivity. The following procedure will be followed:
 - a) Latex sensitivity will be described by the health care practitioner on the student's physical exam. Specific precautions related to the latex allergy will be detailed by the health care practitioner. If the director is notified of the latex allergy during the course of the program, precautions from a health care practitioner are required to continue practice in the clinical area.
 - b) The necessary precautions stated by the health care practitioner will be evaluated by the director. The student will be counseled appropriately, which can include a recommendation not to seek enrollment in the program.
 - c) Non-latex powder-free gloves are the recommended alternative to latex gloves. These gloves will be available for purchase through the school. The cost is the sole responsibility of the student. The student is not allowed to be in the clinical area unless he/she is prepared to deliver care with latex-free gloves.
10. It is mandatory that all affiliating clinical students have health insurance. The health insurance form must be completed and submitted to the nursing school office by the announced due date.

C. Disability Services

The Practical Nursing Program of the Chester County Intermediate Unit will not discriminate in employment, education programs, or activities based on actual or perceived race, color, creed, religion, ancestry, national origin, age, sex, gender identity, gender expression, handicap, disability, pregnancy status, marital status, parental status or because a person is a disabled veteran or a veteran of the Vietnam era.

Every effort will be made to assist anyone with a handicap to enroll and succeed in the program.

However, because of the expected outcome competencies of a graduate practical nurse, we must accept applicants with strong communication, psychomotor, visual, and auditory skills as they relate to patient safety and ability to assess, plan, intervene, and evaluate nursing care.

Access to the program will not be prevented if these skills are possible with prostheses and/or supportive aids.

Functional ability of each individual applicant must be determined. The specific areas of concern are:

1. Speech - must be able to communicate verbally.
2. Hearing - must be able to hear speech and sounds through an amplified stethoscope or other suitable device.
3. Vision - must be able to observe visually and read medication orders with 100% accuracy.
4. Mobility - must be able to get to and from all clinical practice settings independently.
5. Manual dexterity - must be capable of handling small and technical equipment with 100% accuracy.

We are committed to providing an equal educational opportunity for all students who meet the academic admission requirements.

Students with disabilities are encouraged to notify the faculty member of each course of their needs, provide the required documentation, and formally request the specific accommodation.

Documentation of the disability is required. Assessments must have been completed within the last three years. Documentation of a learning disability and recommended accommodations must be completed by a psycho-educational specialist, i.e., clinical psychologist, psycho-neurologist, or school psychologist.

Documentation of other types of disabilities (e.g., medical) will be completed by an appropriate health care practitioner relevant to the disability. The director and/or faculty

and student will discuss the suggested accommodations and formulate a plan to assist the student in reaching their goals. The student may appeal any decision through the regular appeals process. Significant consideration of allowable accommodations when taking NCLEX-PN is discussed when formulating the plan. Accommodations provided during school do not guarantee the same accommodations will be provided when taking the NCLEX-PN.

C. Advanced Standing Policy

1. Individuals with recent, previous nursing education with grades of C or better, may request advanced standing status in the program. The cost to apply for advanced standing is **\$200** (non- refundable). If the only course being reviewed is Anatomy and Physiology, the cost is **\$50** (non- refundable). The student must meet the regular admission requirements of the program and submit all necessary documents and payment for requesting advanced placement prior to the first day of the enrolling class.
2. To determine whether an individual can receive credit for Level 1, the applicant must:
 - a) Meet all admissions requirements.
 - b) Review all previous course work with our faculty.
 - c) Submit **official** transcripts and course descriptions from any educational programs attended. University/college technical level nursing courses taken within the past two years and Anatomy and Physiology taken within the past five years may be accepted in transfer.
 - d) Have been engaged in direct health care activities such as a student or professional nurse, medical corpsman, etc. for at least three months.
 - e) Submit employer/instructor evaluation forms of the individual's performance in the work/educational setting as requested.
 - f) Demonstrate safe competencies in clinical health care practices as evidenced by transcripts.
 - g) Take challenge exams at the discretion of the faculty to demonstrate knowledge base.

For the individual to receive credit for Level I, the above evaluations must satisfy the faculty of the Practical Nursing Program.

3. To determine whether an individual can receive credit for Level II, the applicant must have met the Level 1 requirements plus:
 - a) Have been engaged in rendering nursing care in a medical-surgical healthcare setting.
 - b) Have all previous course materials evaluated by the faculty.
 - c) At the discretion of the director and faculty, spend sufficient time in the clinical area with an instructor to determine clinical proficiency.

For the individual to receive credit for Level II, the above evaluations must satisfy the faculty of the Practical Nursing Program.

4. Credit for more than the first two levels of the program is granted only by a collaborative faculty decision.
5. Formal, signed articulation agreements are honored as executed.

TUITION / FINANCIAL AID

A. Tuition, Fees, & Supply Costs

1. Tuition, fees, and supply costs must be paid in full before the first day of the current level of studies. In lieu of tuition payment, eligibility for Title IV (Federal Financial Aid) must be determined by the PNP Financial Aid Consultant and accepted by the student. A student may be eligible for a PELL Grant, Subsidized Federal Direct Loan, or Unsubsidized Federal Direct Loan (as determined by FAFSA- Free Application for Federal Student Aid).
2. If there is a current level balance after the application of financial aid, the balance must be paid in full on or before the first day of class.
3. If the level balance after the application of financial aid is less than \$500.00, the student must pay the balance on or before the first day of class.
4. If the level balance after the application of financial aid is greater than \$500.00, a student may request to establish a level payment plan with the Practical Nursing Program Bursar. The first payment (25%) must be paid on or before the first day of class, with subsequent payments spaced out during the course of the current level studies.
5. A \$50.00 fee will be charged to initiate a PNP payment plan for each level.
6. If a payment is late, the student will incur a \$50.00 late fee.
7. Tuition, fees, & supply costs are subject to change.
8. Tuition and program payments may be made over the phone using only Visa or MasterCard. Payments can also be made by Money Order, made payable to CCIU. PNP does not accept cash or personal checks.
9. Additional fees apply for registration fee, Castlebranch account, uniforms, license applications, and other program requirements and are not covered in the cost of tuition or by financial aid.
10. Tuition, fees, and supply costs must be paid in full two (2) weeks before final exams. If a student still has a tuition balance, they will not be permitted to take final exams, which

will result in a failure for the course. (Students will have one option to re-enroll at the entire cost to the student. Financial aid is not permitted to be used with repeat coursework).

B. Financial Aid Refunds

Issuance of Title IV Funds

If a student's total amount of financial aid exceeds the amount charged for tuition and fees, they will be eligible for a refund. All refund checks will be issued within 14 days of the funds being credited to their account. All refund checks must be used for educational related expenses (such as housing costs, living expenses, transportation, childcare). If a student's tuition and fees are not completely covered by financial aid, they will need to make arrangements to pay the balance on their student account.

All types of eligible federal financial aid (Pell Grants and/or Federal Direct Loans) are applied directly to a student's account Pell Grants and Federal Direct Loans are disbursed twice per award year (as long as the student remains in good academic standing). The Practical Nursing Program consists of two financial aid award years which total 1,635 clock hours. Award year 1 includes the first 900 clock hours of the program and award year 2 includes the final 735 clock hours of the program. It is very important that students complete all required financial aid paperwork in a timely manner so that funding can be applied to the student's account and a determination can be made if a student is due a refund.

Return of Title IV Funds

If a student withdraws from the program, their Title IV funds may be adjusted. The financial aid office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence on or before the 60% point of the level. The federal Title IV financial aid programs must be recalculated in

these situations. Return policies apply to students that withdraw on or before the 60% point of the level. For students that withdraw after the 60% point in time, there is no unearned financial aid.

If a student leaves the institution on or before the 60% point of the level, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following federal return of Title IV funds formula:

Percentage of payment period or term completed equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned equals 100% of the aid that could be disbursed minus the percentage of earned aid multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. When Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to the student, the institution would owe the student a post-withdrawal disbursement, which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- a) Unsubsidized Federal Direct Loans
- b) Subsidized Federal Direct Loans
- c) Federal PLUS loan (for parents)
- d) Federal Pell grants for which a return of funds is required.
- e) Federal supplemental opportunity grants for which a return of funds is required.
- f) Other assistance under this title for which a return of funds is required (e.g., LEAP)

Students who receive a refund of financial aid prior to withdrawing from the program may owe a repayment of those funds. Students will be contacted by the financial aid office in such situations and will be given 45 days to repay the funds to the program. Students who fail to return the unearned portion of federal financial aid funds given to them will become ineligible for continued receipt of financial aid until such time as the repayment is made.

School Refund Policy

Applicable to the first and second award years, tuition and/or fees will be refunded according to the following withdrawal date schedule:

	Non-refundable
Registration fee	
Prior to the first day of class	100%
First calendar week	100%
Second calendar week	75%
Third calendar week	50%
Fourth calendar week	25%

After the fourth calendar week

0%

Examples of how return of Title IV funds works in conjunction with the school's refund policy are available in the Practical Nursing Program's financial office.

FINANCIAL AID

The Chester County Intermediate Unit Practical Nursing Program is nationally accredited by the Accreditation Commission for Education in Nursing (ACEN), approved by the Pennsylvania State Board of Nursing and the Pennsylvania Department of Education. Reports of review by official agencies are available upon request.

1. Financial aid is available in the form of grants and loans. Aid is determined by financial need. Students with bachelor's degrees will not be eligible for a federal grant. The Free Application for Federal Student Aid (FAFSA) is used by the Chester County Intermediate Unit Practical Nursing Program to determine eligibility for financial need.

The main responsibility for meeting the student's educational expenses rests with the individual student. Parents of dependent students are expected to contribute according to their means, taking into account their income, assets, number of dependents, and other pertinent information. Both dependent and independent students are expected to contribute from their own assets and earnings.

2. Administration cooperates fully to assist students with private financial aid programs of tuition reimbursement, Veterans Administration educational assistance programs, etc.
3. Students apply for financial aid AFTER acceptance to the program and before enrollment. Students must complete a Federal Direct Loan Entrance Counseling session online at <https://studentaid.gov>. The Entrance Counseling session is required of all students who borrow under the Federal Direct Loan Program. The Entrance Counseling session will provide important details regarding loan repayment options, borrower's rights and responsibilities, debt management and loan default consequences.
4. Academic Year Definition: The Practical Nursing Program is **1,635** clock hours in length. The first academic year is defined as the first thirty weeks in the program or 900 clock hours. The second academic year consists of the remaining weeks or 735 clock hours. The second academic year is not a full academic year. Year two financial aid is prorated accordingly.

Federal funds are disbursed according to payment periods. The first academic year is made up of two payment periods (September/December enrollment). Year two consists of two payment periods (September/December enrollment). Students are given award letters which list the total awards for the academic year, disbursement amounts by payment period, and estimated disbursement date.

2024-2025 PELL Grant - Award Range: Up to \$7,395 per year

The Pell Grant is a need-based award that does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's degree. The Financial Aid Office determines the actual award amount based on your cost of education, enrollment status, and Student Aid Index (SAI).

Eligibility Requirements:

1. Demonstrated financial need as determined by federally mandated and approved need analysis.
2. Undergraduate student - no prior bachelor's degree.
3. Enrolled in an eligible institution on at least a half-time basis and otherwise meets eligibility criteria (6 credits per semester or 450 clock hours).
4. U.S. citizen or eligible non-citizen.
5. Satisfactory academic progress.
6. Not be in default on any loan or owe a refund on any grant made under the Higher Education Act of 1965, or amended, at any institution.

Application Fee: None

Application Form: Free Application for Federal Student Aid (FAFSA)

Application Form Availability: FAFSA on the Web - <https://studentaid.gov>

Application Process: Complete the **2024-2025** FAFSA on the Web online at <https://studentaid.gov>

This is the fastest and easiest way to apply for aid. In order to sign the FAFSA online, you will need a **Federal Student Aid (FSA) ID**. An **FSA ID** can be obtained online at <https://studentaid.gov>.

In approximately 3-5 days you will receive a Student Aid Report (SAR) with your 'Student Aid Index' (SAI) via email.

Application Deadline:

The FAFSA needs to be completed one month prior to class start date. Earlier is beneficial. To apply for federal financial aid, all students must complete the Free Application for Federal Student Aid (FAFSA) **each academic year**. The FAFSA can be completed online at <https://studentaid.gov>

YOU MUST indicate CCIU's federal school code (**007529**) on the **FAFSA**.

Application Form: Federal Direct Loan Master Promissory Note (MPN)

Federal Direct Loans are low-interest loans for students to help pay for the cost of a student's education. The lender is the U.S. Department of Education rather than a bank or other financial institution. The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the Department. It also explains the terms and conditions of your loan(s).

Application Form Availability:

You can complete the Federal Direct Loan Master Promissory Note (MPN) online at <https://studentaid.gov>

Federal Direct Loan Application Process:

The MPN should be completed 30 days before the start of class. The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the Department. It also explains the terms and conditions of your loan(s). In most cases, once you've submitted the MPN and it's been accepted, you won't have to fill out a new MPN for future loans you receive. You can borrow additional Direct Loans on a single MPN for up to 10 years.

Eligibility and Interest Benefits:

Eligibility is based on family income and financial need established by standards set by the federal government. The federal government subsidizes the interest on the Subsidized Loans while in school and during the grace period. For Unsubsidized Loans, the student is responsible for paying the interest on the Unsubsidized Loan while enrolled in school and during the grace period.

Federal Loan Type	Interest Rate	Origination Fee
Federal Direct Subsidized Loan (Disbursed on or after 7/1/24 and before 7/1/25)	6.53%	1.057% (On or after 10/1/20 to before 10/1/25)
Federal Direct Unsubsidized Loan (Disbursed on or after 7/1/24 and before 7/1/25)	6.53%	1.057% (On or after 10/1/20 to before 10/1/25)
Federal Direct PLUS Loan (Disbursed on or after 7/1/24 and before 7/1/25)	9.08%	4.228% (On or after 10/1/20 to before 10/1/25)

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FEDERAL DIRECT LOAN MAXIMUMS

Dependent Undergraduates	Base Loan Amount Subsidized or Unsubsidized Loans	Additional Unsubsidized Eligibility	Total Loan Amounts
First Year	\$3,500	\$2,000	\$5,500
Second Year	\$4,500*	\$2,000*	\$6,500*
Independent Undergraduates			
First Year	\$3,500	\$6,000	\$9,500
Second Year	\$4,500*	\$6,000*	\$10,500*
TOTAL AGGREGATE LIMITS			
Dependent Undergraduates	\$31,000**		
Independent Undergraduates	\$57,500**		

*Second year loans are pro-rated based upon the number of clock hours in year two.

**No more than \$23,000 may be subsidized loans.

Loan Deferment:

Repayment of Federal Direct Loans can be postponed while a student is enrolled in an approved educational institution on at least a half-time basis and during a specified grace period. It is the student's responsibility to contact Direct Loan Servicing at (800) 848-0979 to process deferment paperwork, resolve questions about your loan, update address/name changes, repayment estimates, repayment plan changes, deferment and forbearance forms.

Federal Direct PLUS Loan:

Federal Direct PLUS Loans are low-interest loans for parents to help pay for the cost of a student's education. The lender is the U.S. Department of Education rather than a bank or other financial institution. The PLUS loan is available to credit-worthy parents of dependent students, regardless of financial need. Parents can borrow up to the cost of attendance minus other financial aid received.

Denial of a Federal Direct PLUS Loan

If a parent of a dependent undergraduate student is denied for the PLUS Loan due to an adverse

credit rating, the federal government automatically allows the student to apply for an additional Federal Direct Unsubsidized Loan. The Financial Aid Office must receive the denial notice annually to process the additional Federal Direct Unsubsidized Loan.

Annual Limits: Federal Direct PLUS Loans are limited to the difference between the Cost of Attendance (COA) minus other financial aid received, including Federal Direct Loan assistance for which the dependent student is eligible.

Application Form: PLUS Loan Master Promissory Note (MPN)

Application Form Availability:

To apply for the Federal Direct PLUS Loan, go online to **<https://studentaid.gov>**.

A parent must complete the PLUS Loan Master Promissory Note (MPN) and a PLUS loan request form.

Application Process:

The Financial Aid Office provides student access to scholarship sources throughout each academic year. Students are advised to apply directly to private organizations and groups sponsoring scholarships or other education assistance programs. We encourage all students to check with their Human Resource office where they work for scholarships. All aid received from sources outside the Practical Nursing Program must be reported to the financial aid office.

Having Problems With Your Federal Direct Loans?

Your first resource is the Financial Aid Office at the school you are attending. Next would be Direct Loan Servicing. After you have exhausted these resources, if you are still unable to resolve your situation, the Department of Education, Office of Student Financial Assistance (OSFA) has an Ombudsman who works informally with student borrowers to resolve loan disputes and problems. They help borrowers having problems with the following loans: Federal Loans, Subsidized and Unsubsidized and Federal Perkins Loans.

You can contact the OSFA Ombudsman at:

Internet: **www.studentaid.ed.gov/repay-loans/disputes/prepare/contact-ombudsman**

Phone: 1-877-557-2575

Fax: 606-396-4821

Mail: US Dept of Education
FSA Ombudsman Group
PO Box 1843
Monticello, KY 42633

NSLDS Student Access Web Site

What is the National Student Loan Data System (NSLDS)?

NSLDS is the U.S. Department of Education's (ED's) central database for student aid records. NSLDS provides a centralized, integrated view of your federal Title IV education loans and grants, tracking from when they're approved through when you pay off your loans.

What is the NSLDS Student Access Web Site?

The NSLDS Student Access Web Site was designed for student and parent borrowers to track and manage their federal student loans and/or grant amounts, outstanding balances, loan status, and loan amounts you receive. Both student and parent borrowers can use it.

What is the Web Site address?

<https://studentaid.gov> (View Dashboard)

You can use it 24 hours a day, 7 days a week. Sometimes database maintenance occurs during weekends or late-night hours; scheduled maintenance hours are posted ahead of time.

Common Student Application Errors:

1. Not answering every question on the application(s).
2. Not affixing proper signatures on the application(s).
3. Checking wrong year in school. Levels I and II students should circle first year. Levels III and IV should circle second year.
4. Incorrectly identifying number in household and number in college. The student is included if students provide more than 50% of this person's support. Number in college cannot include the parents of the dependent student.
5. Using wrong year tax return or no tax return for calculating figures. Remember, you will use:

2022 tax return for 2024-2025 school year's aid application.

6. Using wrong lines on IRS form(s).
7. Using tax refunds as part of taxes paid.
8. Using incorrect number of itemized deductions.
9. Not proofreading application after completion.
10. Not retaining copies of tax returns.
11. Not reporting changes in family situation to financial aid office.
12. Missing deadline.

Additional Common Errors:

1. Attachment of unsolicited letters and documents - only those materials specifically requested in the instructions should be attached to the application.
2. Failure to complete the "white" (unshaded) sections of the application, particularly in the income sections - All applicants must complete these items.
3. Entering the year that the GED was received rather than the projected year of high school graduation. A GED recipient should enter the year he/she would have graduated had the student not withdrawn.

Process and Time of Distribution: Students' loans are credited to a student's account within 3 days of receiving the funds, verifying enrollment if satisfactory academic and clinical progress is evident. *First time students are subject to a 30-day delay in receiving loan funds.*

When electronic fund transfers are received, students are notified and intended educational use of the money is explained and credited to their account. When all costs have been met at school, refunds of extra money are given to the student within **14** days after the loan funds have been received and credited to the student's account card.

Satisfactory Academic Progress: Continued eligibility for financial assistance is dependent upon the financial resources of the student as determined by federal formulas and the ability of the student to maintain satisfactory academic progress. Because the courses are sequential in nature and offered in a structured framework, a student **MUST** complete all phases of each level of instruction before the next level can be attempted. The details of academic progression are listed on pages 45-47 of the Practical Nursing Program Handbook.

Should a student fail to complete the requirements of any level, **the student must repeat the failed course(s) at their own expense.** When the requirement has been successfully completed, financial aid eligibility may be reestablished, and the student may again participate in the financial aid programs if he/she is eligible.

For financial aid purposes, the student must complete the program within the time frame required for six levels.

Program Interruptions: A student in good standing who withdraws from a level due to health problems, family illness, or other extenuating circumstances shall be eligible to apply for aid for the completion or repetition of not more than one partially completed semester.

Appeal Procedure: In the event of highly unusual or extenuating circumstances which result in the student not maintaining satisfactory progress, the student may appeal to have their eligibility status reviewed by the financial aid officer. The appeal should be in writing and state the reasons why the student did not achieve the required academic standard and why aid should not be terminated. If students feel

they are not judged fairly, they have the right to appeal through the school's regular grievance procedure which is in the Student Handbook.

The program does **not** offer work study programs to assist with costs. We cannot offer articulation with foreign studies.

Entrance and Exit counseling are mandatory for each student receiving financial aid. Students can complete the online Entrance Counseling session online at <https://studentaid.gov>. The Exit Counseling session can be completed online at <https://studentaid.gov>.

The school has a stairless entry and an elevator to assist in wheelchair transportation. Students with qualified handicaps can be accommodated in the nursing program (see page 22 of Student Handbook).

All costs of attendance are made available to any interested parties in the program brochure, at the applicant's interview, and at the financial aid seminars and with acceptance packet (see attached). Also, students are billed for costs by year one and year two. Account cards are available from the Bursar at any time.

Sample Financial Aid Budget - The following example illustrates how an institutional expense budget and other factors impact on a student's financial aid package. This example, of course, is hypothetical, for each student's aid package is determined on an individual basis.

Hypothetical Budget Expense:	1st Year Dependent Full-time Student	1st Year Independent Full-time Student
Educational Costs	\$25,525	\$34,163
Expected Family	0	0
Financial Need	\$25,525	\$34,163
Resources		
Pell Grant	-\$7,395	-\$7,395
Adjusted Financial Need	\$18,130	\$26,768
Recommended Federal Direct Subsidized Loan	-\$3,500	-\$3,500
Recommended Federal Direct Unsubsidized Loan	-\$2,000	-\$6,000
Remaining Need	\$12,630	\$17,268

Determination of Last Day of Attendance:

- a. Faculty will report absences to the practical nursing administrative assistant. Any pattern of absence or absences exceeding two days will be communicated to the nursing program director. A student may withdraw at any point within the program. It is required that the student notify the nursing director regarding their withdrawal. It is recommended that the student submit in writing their intent to withdraw. If a letter or oral communication is not received and the director determines a student will not return; the administrative assistant will prepare a withdrawal/leave of absence form indicating the official date of absence and the director will sign the form.
- b. If no call/no show status continues for five days, the student is considered "**WITHDRAWN**" from the program as of the last day of attendance and is notified by mail. In the event of extenuating circumstances (considered to be "extenuating" by the faculty and/or director) and if the student's attendance previous to this has been good and he/she is making academic/clinical progress, an **INCIDENCE of ABSENCE** request from the student will be considered by the Practical Nursing Director and faculty. If the "Incidence" is granted, the absence is reduced to one (1) day. This one absent day will need to be made up and the student will be given direction on what the assignment will be from their instructor.
- c. The withdrawal/leave of absence form will be given to the Financial Aid Officer to enable completion of exit interviews, return of Title IV funds calculation, and to the administrative assistant to perform accounting adjustments as necessary.

In the event of withdrawal, faculty, financial aid, and student academic files will all receive notification of the Last Day of Attendance (the last day the student was in class or in clinical).

Employment/Job Placement:

Greater than **90%** of graduates are employed in health care delivery. Average starting salaries are approximately \$60,000. The graduates are employed in the following areas:

Extended Care Facilities
Acute Care
Home Care
Schools

Behavioral Health Facilities
Physician Offices
Correctional Facilities
Urgent Care

Campus Security/Students' Right to Know:

Principal of Student Services is responsible for campus security. In our continuing concern for the safety and welfare of our 2,240 students and 75 staff members on campus, we do not tolerate misconduct. Close networking with all levels of administration and law enforcement help keep crime rate at a minimum with semiannual reporting to Pennsylvania Department of Education. All adults in the building must have a State Police Criminal / Child Abuse Clearances. Policies of Drug / Alcohol Abuse and Criminal Conduct are strictly enforced.

All crime witnessed or experienced at the school, must be reported immediately to staff.

The Student Right to Know and Campus Security Act PL 101-542 and 102-26 1991 amendments require you to be informed of the following information:

Please refer to Appendix E page 90 for current Student Rights & Safety Report.

Verification

Verification is a process where the financial aid officer must verify that information reported on the aid application is true and correct.

Applicants are selected for verification at **random** through computer edits.

Specific items to be verified are:

- Household size
- Number enrolled in post-secondary schools
- Adjusted gross income and taxes paid from a Signed Federal Tax return
- Untaxed income and benefits

Documentation required:

1. IRS Tax Return Transcript (www.IRS.gov - "Get your tax record" or 800-908-9946)
2. Verification worksheet (provided by Financial Aid Office)
3. Other financial documents as requested by Financial Aid Office

Selected students are required to provide documentation as specified by letter from the financial aid office within **14** days of receipt of notice. Failure to do so will result in the cancellation of all financial aid. Students will be responsible to pay for tuition costs.

Students will be notified in writing of award changes through a revised award letter.

The criteria listed below is used to determine student status:

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

1. Be 24 years of age or older by December 31 of the Award Year.
2. An orphan or ward of the court, or both your parents are deceased.
3. A veteran of the Armed Forces of the United States.
4. An individual with legal dependents other than a spouse (must get more than half of their support from the student).
5. A graduate or professional student
6. A married person.

Please Note: Students with special circumstances not addressed in the criteria above should in all cases contact the Financial Aid Officer for advice.

When appropriate, the financial aid administrator may require verification information from a student.

Specific codes requiring verification/clarification of social security numbers, draft registration for males, alien registration card, etc. on the Student Aid Report will require additional information from the student to assure eligibility to receive financial aid.

Student Rights and Responsibilities

Student Rights - You have the right to:

- Know what financial assistance is available, including information on all federal, state, and institutional financial aid programs.
- Know the deadlines for submitting applications for each of the financial aid programs available.
- Know the cost of attending the institution and the school's refund policy.
- Know the criteria used by the institution to select financial aid recipients.
- Know how the school determines your financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc. are considered in your budget.
- Know what resources (such as parental contribution, other financial aid, your assets, etc.) are considered in the calculation of your need.
- Know how much of your financial need, as determined by the institution, has been met.
- Know how and when you will be paid.
- Request from the financial aid office an explanation of the various programs in your student aid package. If you believe you have been treated unfairly, you may request reconsideration of the award which was made to you.
- Know what portion of the financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin.
- Know how the school determined whether you are making satisfactory progress and what happens if you are not.
- Know the names of the school's accrediting agencies.
- Know about the school's curriculum, attrition rates, instructional facilities, and the faculty.

Student Responsibilities - It is your responsibility to:

- Review and consider all information about the school's program before you enroll.
- Complete all application forms accurately and submit them on time to the right place.
- Pay special attention to and accurately complete your application for student financial

aid. Errors can result in long delays in your receipt of financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.

- Return all additional documentation, verification, corrections, and/or new information requested by the financial aid office or the agency to which you submitted your application.
- Read and understand all forms that you are asked to sign and keep copies of them. Accept responsibility for all agreements you sign.
- If you have a loan, notify the lender of changes in your name, address, or school status. Know and comply with the deadlines for application or reapplication for aid.
- Know and comply with your school's refund procedures.
- Students receiving financial aid must assume responsibilities for maintaining their aid from term to term. If the following criteria are not met, financial aid will be canceled.
- Maintain satisfactory progress.
- Financial aid recipients are also required to submit honest and accurate information concerning enrollment and family financial circumstances. **Any changes** in the number of courses enrolled, name, address, marital status, financial status or withdrawal from school should be reported to the financial aid office promptly.
- Students should notify the financial aid office when withdrawing from school or completing the program. If loans have been taken, the student is required to complete an online entrance and exit counseling session.
- Applicants with criminal histories are encouraged to consult the Act 53 of 2020 Best Practices Guide and related Preliminary Determination procedures (available at <https://www.dos.pa.gov/ProfessionalLicensing/Pages/ACT-53-2020.aspx#:~:text=The%20board%20will%20determine%20whether,of%20license%20you%20are%20seeking>) with regard to the impact that a criminal conviction may have on licensure upon graduation from the PNP.

Veterans Benefits

The Department of Veterans Affairs determines the eligibility of educational benefits to which students are entitled. Chester County Intermediate Unit, Practical Nursing Program is dedicated to assisting veterans and their dependents as they reach personal, professional and academic goals. If you have any questions regarding the application for your benefits, remaining entitlement, or any other general benefits questions, please contact the Veteran's Affairs Office of the Philadelphia Education Department at 1.888.GI-BILL-1 (1.888.442.4551) or visit www.gibill.va.gov.

Below are some of the different benefits available:

- Chapter 33 – Post 9/11 GI Bill ®
- Transfer of Post 9/11 GI Bill ® Benefits to Dependents (TEB)
- Chapter 30 – Montgomery GI Bill ® - Active Duty

- Chapter 31 – Vocational Rehabilitation
- Chapter 35 – Dependents Educational Assistance

You may be eligible to use VA educational benefits at Chester County Intermediate Unit, Practical Nursing Program. If you are, you must select which benefit to receive. You cannot receive payment for more than one benefit at a time. If you are eligible for more than one benefit, you should contact the VA to discuss your educational plans.

VA Student Responsibilities:

- Be accepted for enrollment or currently enrolled at Chester County Intermediate Unit, Practical Nursing Program.
- Submit the Certificate of Eligibility (COE) provided to them by the VA to Chester County Intermediate Unit, Practical Nursing Program’s School Certifying Official (SCO).
- Submit a written request to be certified by Chester County Intermediate Unit, Practical Nursing Program’s SCO for each level of enrollment. The SCO will submit enrollment, tuition and fee information for each semester of enrollment to the VA.
- It is the responsibility of the VA student to provide the SCO with any changes to enrollment (add, drop, withdraw from a course) each level on a timely basis. This can be done by emailing the SCO.
- Whenever you add, drop or withdraw from a course, it may affect your VA benefits. The VA will notify you if the change in enrollment resulted in a debt to the VA. You will be responsible for paying any debt back to the VA.
- Chester County Intermediate Unit, Practical Nursing Program will hold a student responsible for any portion of tuition and other fees not covered by the VA.

In accordance with Title 38 US Code 3679 subsection (e), Chester County Intermediate Unit, Practical Nursing Program adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

Chester County Intermediate Unit, Practical Nursing Program will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

Policy for the Veterans Benefits and Transition Act of 2018

This policy complies with Title 38 United States Code Section 3679(e) School Compliance Form. This policy pertains to a Covered Individual which is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post 9/11 GI Bill® benefits.

Chester County Intermediate Unit, Practical Nursing Program will permit any Covered Individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a Certificate of Eligibility (COE) for entitlement to educational assistance under chapter 31 or 33 (a certificate of eligibility can also include a Statement of Benefits obtained from the Department of Veterans Affairs (VA) website, e-Benefits, or VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Chester County Intermediate Unit, Practical Nursing Program will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33. The COE or VAF 28-1905 must be presented to the institution no later than the first day of class.

Chester County Intermediate Unit, Practical Nursing Program will not drop any Covered Individual after the SCO receives a copy of the VAF-281905 or receives a chapter 33 Post 911 eligibility form from the certifying official who do not have additional charges above the tuition and fees. The Covered Individual still must sign the payment plan, but will not be dropped if VA covers 100%. If extra charges do not have a payment plan, that student may be dropped for lack of a payment.

Chester County Intermediate Unit, Practical Nursing Program will not hold a loan or Pell Grant as collateral to any Covered Individual which meets the criteria above, while the institution is awaiting payment by VA. Chester County Intermediate Unit, Practical Nursing Program will disburse loans and Pell Grants with the same schedule as the student population. If the student has additional charges above tuition and fees, the Bursar will hold Pell Grants and loans until the entire extra charges are paid (at the discretion of the Bursar). If VA does not pay the institution, the student is responsible for ALL debts resulting from reductions or terminations of the student's enrollment, even if the payment was submitted directly to the school on the student's behalf.

The Chester County Intermediate Unit, Practical Nursing Program's SCO will certify time periods in accordance with VA Auditors and existing VA policies. Chester County Intermediate Unit, Practical Nursing Program reserves the right to require an additional payment or impose a

fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

Policy for the Veterans Access, Choice, and Accountability Act of 2014

The Veterans Access, Choice, and Accountability Act of 2014 (Public Law 113-146) changed the amount of tuition and fee charges which can be reported to the U.S. Department of Veterans Affairs (VA). Effective July 1, 2015, public institutions of higher education must charge qualifying veterans and dependents tuition and fees at the rate for in-state residents. Any institution not meeting this requirement will be disapproved by VA for the Post-9/11 GI Bill ® and Montgomery GI Bill.

Individuals qualifying for in-state tuition under Public Law 113-146 are:

- A Veteran receiving benefits under the Montgomery GI Bill (Chapter 30) or the Post-9/11 GI Bill ® (Chapter 33) who lives in the state in which the institution is located (regardless of his/her legal state of residence) and enrolls in the institution within three years of discharge from a period of active duty service of 90 days or more.
- A spouse or child using transferred benefits under the Post-9/11 GI Bill® (Chapter 33) who lives in the state in which the institution is located (regardless of his/her legal state of residence) and enrolls in the institution within 3 years of the transferor's discharge from a period of active duty 45 service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state in which the institution is located (regardless of his/her legal state of residence) and enrolls in the institution within three years of the Servicemember's death in the line of duty following a period of active duty service of 90 days or more.

If the veteran or dependent enrolls within three years after the veteran's discharge, the requirement to charge no more than the in-state tuition rate would apply for the duration the individual remains continuously enrolled at the institution.

Federal law permits public institutions of higher education to require eligible veterans or dependents to demonstrate intent to establish residency in the state by means other than satisfying a physical presence requirement. For example, institutions can request documentation such as a driver's license, car registration or voter registration, signed lease or rent receipt to help establish an applicant's intent to establish residency in Pennsylvania. Please note that the federal law does not include a durational residency requirement, nor does it include a requirement that eligible veterans demonstrate an intent to remain in Pennsylvania indefinitely.

Finally, please note that the federal law does not bar institutions from requiring eligible veterans to meet other requirements, unrelated to residency, in order to be eligible for the in-state tuition rate.

"GI Bill ®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

Applying for your VA education benefits can be done in just a few steps:

- **Apply online for the benefit you want to use:
<http://www.benefits.va.gov/gibill/apply.asp>**
- **Visit your nearest VA regional office to apply in person.**
- **Consult with the VA Certifying Official-the Financial Aid Office can help you at CCIU, Practical Nursing Program.**
- **Call 1-888-GI BILL-1 (888-442-4551) to have the application mailed to you.**

CCIU, Practical Nursing Program's SCO:

Jeanne Cavalieri-Grover

VA Certifying Official

Chester County Intermediate Unit, Practical Nursing Program

443 Boot Road

Downingtown, PA 19335

(P) 484-593-5950

(F) 484-593-5951

Federal School Code: 007529

Facility Code: 18004638

JeanneGr@cciu.org

ACADEMIC PROGRAM

A. Program Options

The Practical Nursing full-time program is **1,635** hours. There are **four (4)** levels. Various enrollment options exist:

1. Downingtown Campus: Full Time - Days
 - a. Enrolls fall & winter or spring of each year.
 - b. Class/clinical meets five days a week, Monday through Friday.
 - c. Summer recess is approximately mid-June through late August.
 - d. Each Level is approximately 12 to 13 weeks in length relevant to scheduled holidays and inclement weather.
 - e. Total program is over 15 months (12 months academic with summer months off).

2. Phoenixville Campus: Full Time - Days
 - a. Enrolls winter of each year
 - b. Class/clinical meets five days a week (Monday through Friday)
 - c. Summer recess is approximately mid-June through late August.
 - d. Each level is approximately 12 to 13 weeks in length relevant to scheduled holidays and inclement weather.
 - e. Total program is over 15 months (12 months academic with summer months off).

3. West Grove Campus: Full Time- Days
 - a. Class enrolls fall or winter of each year
 - b. Class/clinical meets five days a week (Monday through Friday)
 - c. Summer recess is approximately mid-June through late August.
 - d. Each level is approximately 12 to 13 weeks in length relevant to scheduled holidays and inclement weather.
 - e. Total program is over 15 months (12 months academic with summer months off).

B. Academic Year Definition

The Practical Nursing Program is **1,635** clock hours in length. The first academic year is defined as the first 30 weeks in the program or 900 clock hours. The second academic year consists of the remaining weeks or 735 clock hours. The second academic year is not a full academic year. Year two financial aid is adjusted accordingly.

Federal funds are disbursed according to payment periods. The first academic year is made up of two payment periods. The second academic year also consists of two payment periods. Students are given award letters that list the total awards for the academic year, disbursement amounts by payment period, and estimated disbursement dates.

C. Promotion

Tests and quizzes are timed to help students prepare for National Council Licensing examination (NCLEX).

1. Complete all course requirements.
2. Pass each course within the present level with a grade of **75%** or above. During the course, if academic progress is not evident (80 or below for current course grade), the following process will be implemented:
 - a. The faculty will notify the student if the student's scores are below 80.
 - b. The student and faculty member will discuss a plan of action to show improvement.
 - c. The student will be expected to seek out remedial help.
 - d. A referral to the program tutor (if available) will be recommended by the instructor and initiated by the student by sending an email request to **PNPReview@cciu.org**.
 - e. Given an extenuating circumstance, an incomplete may be assigned by the administrator. An incomplete converts to a course failure if course outcomes are not achieved within four (4) weeks from course completion date.
3. Each level or course may only be repeated once. If a passing grade of 75% or higher is not achieved in a course, the student will be allowed to re-enroll & re-take the course once (one additional time). If the course is not passed the second time successfully, then the student is dismissed from the program permanently with no further option to re-enroll. (See **additional information on Termination & Suspension pages 70-72**).
4. Receive a satisfactory clinical evaluation. Specific guidelines are listed on the clinical evaluation form and the related course outline.
5. Not exceed a total of 21 hours of absence per level. (Greater than 21 hours of absence per level will result in dismissal from program. (See **attendance policy, page 49-54**). Maximum score for a make-up test due to absence is 75%.
6. Pass Integrated Pharmacology test in Level II, III, and IV. The expected role of the LPN in our community health care facilities places heavy importance on clinical skills and pharmacology.
 - a. Failure of Integrated Pharmacology Levels II and III:
 - i. A student who does not achieve a passing score in Integrated Pharmacology tests (75% overall average) in Levels II and III will have their progression delayed.
 - ii. The student will be encouraged to complete their current courses and then take 4-8 hours to remediate with a tutor.

- iii. After a minimum of 4-8 hours to remediate & review, the student must take the Integrated Pharmacology Challenge Exam in which a passing score of 80% is required.
- iv. If 80% is not achieved, another 4-8 hours of remediation with a tutor will occur and a second Integrated Pharmacology Challenge Exam will be taken by the student. A passing score of 80% is required.
- v. If a passing score is still not earned, the student is required to repeat the most recent medical-surgical course (Level II - Medical Surgical I; Level III - Medical Surgical II). The academic portion as well as the clinical portion must be repeated at the student's own expense.
- vi. When an 80% is earned on the Integrated Pharmacology Challenge Exam, the student may progress with the courses in the program when it is next offered.
- vii. There is a charge of \$50 per Integrated Pharmacology Challenge Exam.

b. Failure of Integrated Pharmacology Level IV:

- i. A student who does not achieve a passing score in Integrated Pharmacology tests (75% overall average) in Level IV will have one opportunity to remediate while continuing in the level.
- ii. The student will need to remediate & review a minimum of 4-8 hours with a tutor and then must take the Integrated Pharmacology Challenge Exam in which a passing score of 80% is required.
- iii. If 80% is not achieved on the Pharmacology Challenge Exam, then the student is required to repeat the Medical-Surgical Nursing III course. The academic portion as well as the clinical portion must be repeated at the student's own expense.

- 7. Pass skills testing and meet all other lab objectives. Refer to course outlines for specifics.
- 8. Achievement of a 92% or greater predicted probability of passing NCLEX (or the equivalent) on a PN comprehensive predictor exam is a course requirement for Medical Surgical. Nursing III (see Medical Surgical III outline). If a student does not pass the first 2 Predictor attempts with a score of 92% or higher than the student will have an "Incomplete" in Medical Surgical III.

The student will be required to complete 75% of Virtual- ATI work within 4 weeks from date of last day of class before they can retake predictor (attempt #3). The 75% Virtual ATI work consists of engagement with your coach each week & completion of Medical-Surgical, Maternal Newborn & Nursing Care of Children, and Mental Health modules. The student's progress report in ATI must show documentation that the student has met the 75% requirement.

If a score of 92% or greater is not achieved on the 3rd attempt of the predictor, a 4th

attempt may be required at the discretion of the director. If the student has achieved at least an 88% or above on one of the three predictor attempts, then their Nurse Education Verification (NEV) will be submitted to State Board of Nursing. The completion date will be the date of the third predictor attempt. If the student has not achieved at least an 88% on one of the three predictor attempts, then they will be required to take a 4th attempt of the predictor.

If a student does not have 75% of Virtual ATI work completed prior to the predictor retake (3rd attempt) and/or has not taken a predictor retake within the 8 weeks from date of last day of class, then the student will not have completed the program and will have to repeat Medical-Surgical III to receive diploma and satisfy course outcomes. Student will have to self-pay to repeat Medical-Surgical III (financial aid not applicable for repeat courses).

Students will be responsible for cost of \$75.00 for predictor retake exam (3rd & 4th attempt).

D. Penalty for Late Assignment

1. Student Assignments

Students shall receive a schedule for assignments at the beginning of each Level.

- a. If an assignment is submitted up to one week late, the highest grade the student could receive for that assignment would be an 85%.
- b. If an assignment is submitted up to two weeks late, the highest grade the student could receive for that assignment would be a 75%.
- c. After two weeks, the student would be unable to submit the assignment, and would receive a 0% for that assignment.
- d. Student must have an overall average of 75% or greater on all care plans. If a student's overall care plan average is not 75% or greater, than they may not advance to the next level & will need to repeat the Fundamentals or Medical Surgical course at the cost of the student (financial aid not applicable for repeat courses).

E. Re-Enrollment

1. When a student is unsuccessful at completing one of the courses, they will have the opportunity to meet with the primary instructor to discuss recommendations which would facilitate success once the student returns to school. These verbal or written recommendations could be clinical and/or academic in nature.
2. The student can meet with the director to discuss financial obligations based on the guidelines set forth by the primary instructor.
3. The students currently enrolled will receive priority regarding clinical space.

4. Students may request re-enrollment when space is available. This may or may not be when the course is next offered.
5. If a student does not return within a year to repeat the course, re-enrollment and additional prerequisites will be at the discretion of the director and the instructors.
6. A **\$50** re-enrollment fee will be due three months prior to re-enrollment to assure a slot in the upcoming class. This fee is non-refundable.

F. Satisfactory Academic Progress

1. Continued eligibility for financial assistance is dependent upon the financial resources of the student as determined by federal formulas and the ability of the student to maintain satisfactory academic progress.
2. Because the courses are sequential in nature and offered in a structured framework, a student **must** complete all phases of each level of instruction before the next level can be attempted. The details of academic progression are listed under "Promotion" of the student handbook.
3. Should a student fail to complete the requirements of any level, **the student must repeat the failed course(s) at their own expense.** When the requirement has been successfully completed, financial aid eligibility will be reestablished, and the student may again participate in the financial aid programs for which they are eligible.
4. For financial aid purposes, the student must complete the program within the timeframe required for six levels.
5. Failure to comply with these requirements may result in loss of eligibility for financial aid programs (Title IV).
6. Program Interruptions: A student in good standing who withdraws for a term or terms due to health problems, family illness, or other extenuating circumstances shall be eligible to apply for aid from the school for the completion or repetition of not more than one partially completed semester.
7. Appeal Procedure: In the event of highly unusual or extenuating circumstances which result in the student not maintaining satisfactory progress, the student may appeal to have their eligibility status reviewed by the financial aid officer. The appeal should be in writing and state the reasons why the student did not achieve the required academic standard and why aid should not be terminated. If students feel they are not judged fairly, they have the right to appeal through the school's regular grievance procedure which is in the student handbook on page 68-69.

G. Graduation Requirements

To be eligible to sit for Medical-Surgical Nursing III final examination, **all** program financial obligations must be met and/or paid.

Upon successful completion of all academic and clinical requirements and fulfillment of all financial obligations, a diploma of practical nursing will be awarded. Underclass officers are invited and expected to attend all graduation ceremonies while they are enrolled. Any absences must be excused by the director.

H. Diploma, Transcript, and Reference Services Policy

The graduating student will receive their diploma only when all academic, clinical, financial, and attendance obligations have been satisfactorily completed.

All academic transcripts are kept at the school and issued to the student upon request. Requests for transcripts and/or references will be honored and mailed from the school only if the graduate's student financial aid repayment schedule is in good standing (not in delinquency or default). In addition, transcripts may not be released for a student with an account balance. There is a transcript charge of **\$10 per transcript**. Requests for transcripts are made online on the PNP website (<https://www.cciu.org/pnp>).

I. Honor Society Achievement Award Procedure

Any student who has a cumulative average at the end of Level III of **85% or above** and has successfully completed all clinical components of Level I, II, and III will be recommended for induction into the National Association of Licensed Practical Nurses, Inc. (NALPN) Honor Society. Students will be recognized at their graduation ceremony.

ATTENDANCE

A. Philosophy

This is an intense program. Attendance in the classroom and in the clinical area is **mandatory**. Absence and tardiness will be monitored closely by the faculty. The theory and clinical school hours are reviewed at the beginning of each level.

Professional work ethics are expected by your school and your future employers. Attendance will be noted by your faculty when references are requested.

100% perfect attendance is our goal.

B. Policy

The Practical Nursing Program knows that attendance and punctuality are essential for optimal learning and are important aspects of professional and personal accountability.

The Practical Nursing Program at Chester County Intermediate Unit is a 1,635 clock hour based program according to the Pennsylvania State Board of Nursing regulations.

Attendance and lateness are continually monitored each day. Instructors will observe and document full-day absences, late arrivals, late arrivals from breaks, and early departures. The option to dispute this is not available.

An absence is defined by missing a full day of lecture, lab, or clinical.

Lateness is defined by not being physically present in the classroom/clinical/lab for any of the scheduled time. Classroom start time is 0800, clinical start time is 0700, and lab 0730.

- To assure program success, it is recommended that students do not exceed **21** hours (3 days) of attendance time per Level.
- If a student uses all of their attendance time in the program, they will be notified that they are on attendance probation and will be required to meet with the Director of Nursing, where a final written warning will be issued. If the student is late and/or absent again after the attendance probation meeting, the student will be dismissed from the Practical Nursing program with an option to re-enroll one time with a different class/cohort. The student will have to re-enroll at the beginning of the level they lost attendance time in. **(A student's financial aid could be impacted due to re-enrollment and timeframes).**
- When a student re-enrolls, if they use all of their attendance time again, they will be sent a formal letter and dismissed permanently from the Practical Nursing program with no option to re-enroll further.
- One minute past the scheduled start time of classroom, clinical, and lab is considered late and will result in a 1.4 hour reduction of time.
- To assure quality patient care, any student assigned to a patient care area who is unable to be present a minimum of 30 minutes after the start of their clinical rotation, may not report to clinical and is documented as absent. If a student arrives at clinical 30 minutes late, this will result in the student being sent home by the instructor and results in a full day of absence.
- If a student is reporting late or anticipates missing clinical, they must inform the instructor via email, prior to the start of the day. Failure to report will result in a clinical warning.
- If a student returns late from scheduled breaks, this will account for lateness for the day

and result in a 1.4 hour reduction of attendance.

- If late/absent on proctored exam day, you will be required to take a make-up test, at a time per instructor's discretion, which will result in a maximum grade of 75%. If a test is not taken within 1 week from date of exam, the student will receive a 0%. A test can be scheduled prior to an absence to achieve grade earned.
- Sleeping in class or disruption of the class can be considered an absence.
- The faculty will notify the director if the student is absent more than three scheduled classes. Dismissal is at the discretion of the director.
- Disciplinary action, up to and including termination from the program permanently may be taken if a pattern of tardiness and absence is noted and not corrected.
- If 21 hours of clinical/lab time is missed, the student must be able to meet clinical objectives as defined by the program director and will be required to make up that time based on staffing and site availability.
- The only absences that can be excused are:
 - a. A call to duty in the armed forces.
 - b. Jury duty.
 - c. Subpoenaed court appearances and court ordered appearances to non-courtroom meetings.
 - d. Naturalization ceremonies (U.S. citizenship).
 - e. Bereavement leave for a death in the immediate family (defined as spouse, child, son/daughter-in-law, parent, step-parent, parent-in-law, sibling, sibling-in-law, grandparent or grandparent-in-law).
 - f. Incidence of Absence.

The above are excused absences and will not be counted as an absence. Documentation of all such instances **must be certified in writing** by the appropriate agency and sent to the Director of Nursing. Length of bereavement and other extenuating bereavement issues are at the discretion of the director.

C. Procedures

1. Absences or late attendance on class, lab, or clinical days must be reported by emailing the instructor. Students not reporting off by emailing the instructor will receive disciplinary action up to and including dismissal. Students must email the instructor before the start of the class, lab, or clinical day. Failure to notify the instructor of intended lateness or absence on a clinical day will result in a clinical warning.
2. Faculty/staff will document absences based on the following criteria:

Late Documentation (documents late arrival/leave early)

Student arrival within one and a half hours of class/clinical start time equal one late.
Student departure within one and a half hours of class/clinical end time equals one late and will be documented as 1.4 hours absent.

Half Day Documentation (documents half day attendance)

Student is in attendance less than 50% of the designated class/clinical day equals half day.

Full Day Absence

No attendance for the class or clinical day equals one day.

Examples:

Class is scheduled 8 AM to 3 PM

Student arrives 8:01 to 9:30 AM, faculty/staff documents one late.
Student in attendance less than 3.5 hours, faculty/staff documents half day.
Student leaves between 1:31 and 3 PM, faculty/staff documents one left early.

3. The school may request a physician's certificate prior to returning to school following an illness, pregnancy, or injury.
4. It is the student's responsibility to contact their instructor if he/she has or is exposed to a contagious disease or incur any physical limitations. This may prohibit attendance at class/clinical. A physician's note may be required to return to class/clinical. The Director of Nursing will determine if absence is warranted and the duration of the absence.
5. If abuse of attendance is evident, consequences can be expected, including dismissal. Dismissal can occur for excessive absences, late arrivals, or repeatedly leaving early.

D. Incidence of Absence

1. In the event of serious illness or extenuating circumstance that causes a student to miss multiple days of school a request of an incidence of absence may be made in writing to the director with proper documentation **within one week**.
2. The decision to grant an incidence of absence is at the discretion of the director and the faculty and is final. If approved, a multiple-day absence may count as one seven (7) hour absence (1 day).
3. The student must continue to meet the course objectives.
4. If a prolonged incident occurs preventing the student from achieving clinical objectives or delaying graduation, make-up time may be mandated by the faculty, or the course may need to be repeated. The cost will be the responsibility of the student.

5. An incidence of absence request from the student will be considered by the director and the faculty if:
 - a. Extenuating circumstances are determined by the director and/or faculty.
 - b. No disciplinary action related to the attendance policy has occurred.
 - c. The student is making academic/clinical progress.

E. Leave of Absence

1. A student making adequate academic progress may request a leave of absence due to personal or physical reasons.
2. A leave of absence will not be granted for lack of academic progress.
3. Any requests for a leave of absence must be presented in writing to the director.
4. The student may reenter the program subject to the following conditions:
 - a. Leaves shall be limited to two per student.
 - b. The student requesting to re-enter following a leave of absence must present a written request to the director.
 - c. All financial and academic requirements of the previous level must be completed before applying to re-enter the program.
 - d. Any student requesting re-entry may need to satisfactorily (75%) complete a comprehensive exam of the material presented in the previous level at the discretion of the director.
 - e. A **\$50** re-entry fee is required. The fee is non-refundable.
 - f. The student will repeat the level in which the leave of absence was granted.
 - g. Clinical space must be available for the student to return.
 - h. The re-entering student will be assessed the current tuition rate. Update of clinical requirements may be required.
 - i. Re-enrollment arrangements must be made within one year of leave of absence. Re-enrollment greater than one year will be at the discretion of the Director of Nursing.
 - j. A specific plan may need to be developed to demonstrate retained competencies.
 - k. If more than two comprehensive exams are administered, the total cost will be \$200 for re-entry. This fee is non-refundable.
 - l. If leave of absence extends beyond 60 days, it is referred to as a “withdrawal” for financial aid purposes.
5. A student who requests a leave of absence for **child rearing** shall be granted such a leave and may re-enter the Practical Nursing Program subject to the conditions of the leave of absence policy.

F. Withdrawal

1. A student may withdraw at any point within the program. It is required that the student submit in writing their intent to withdraw. If a letter or oral communication is not received and the director determines a student will not return, the administrative assistant will prepare a withdrawal/leave of absence notification form.
2. If no call/no show status continues for five days, the student is considered withdrawn from the program as of the last day of attendance and is notified by email and mail.
3. An incidence of absence request from the student will be considered according to the policy noted above.
4. The withdrawal/leave of absence form will be given to the financial aid officer to enable completion of exit interviews and to calculate Title IV funds to be returned. The program bursar will perform accounting adjustments as necessary.

HEALTH POLICY

A. CPR Certification

CPR certification must remain current. Health Care Professional certification is required and must include AED and adult and pediatric CPR. On-line courses and courses without "hands on training" are not acceptable. The only approved courses are as follows:

- **American Safety and Health Institute** - CPR Pro for the Professional Rescuer. (bottom corner reads, "*BLS for Healthcare Providers*")
- **American Heart Association** - Basic Life Support (BLS) for Healthcare Providers.
- **American Red Cross** - CPR/AED for Professional Rescuers and Health Care Providers.

B. Blood-Borne Pathogen Policy

1. All students will be instructed in blood-borne pathogen risk and prevention in Fundamentals of Nursing curriculum.
2. If a student receives a needle stick during clinical or lab practice, it is their responsibility to immediately notify the faculty. The faculty notifies the director of the program and supervisor at the clinical site when indicated. A facility incident report and appropriate Chester County Intermediate Unit Practical Nursing Program incident report will be completed and filed.
3. All incident/accident reports will be filed immediately, and follow-up care is at the student's expense. The faculty will instruct the student to be seen by their healthcare practitioner within two hours if the patient is identified as "high risk" by the clinical facility and within 24 hours for all other patients. (If the student does not have a health care practitioner, he/she will be referred to Med Center 100 or the student can choose another urgent/emergency care facility which is available to provide the care

as needed. The cost is the student's responsibility.)

4. It is the student's responsibility to continue with follow-up. 1-888-HIV-4911 is a resource for post- exposure health care worker follow-up.
5. A statement that the student was initially seen by a health practitioner related to needle-stick exposure is necessary to return to the clinical area.

C. Illness

1. Students becoming ill or receiving an injury during the day are to report to their instructor. If the instructor is not available, report to the director.
2. During periods of clinical assignment, the emergency facilities of the affiliating institution are available with the student responsible for costs.
3. Students must assume responsibility for all medical or surgical treatments they need during their tenure in the Practical Nursing Program. The school bears no financial or other responsibility for accidents or injuries the student sustains during the course of study in the program.
4. Health insurance is mandatory during enrollment. Low-cost student health insurance information is available from the office.

D. Drug and Alcohol Use/Abuse

The Pennsylvania Drug and Alcohol Control Act of 1972 provides that a minor can give consent for his treatment or even refuse it without the consent of the parents or legal guardian. If a student has a drug problem, the school wants to help and will provide them with all available resources. Students should communicate directly with their primary instructor following the chain of command.

Standard operating procedures are:

1. Medical emergency will include prompt medical attention and notification of appropriate persons in accordance with existing school policy.
2. Students will be referred to *PA Nurse Peer Assistance Program (PNAP)*. Confidentiality will be maintained.
3. Student possession of drug or alcohol and use or (suspicion of) will be dismissed from clinical or class. The director will be notified and the student may be directed to get a drug test that day at the expense of the student. A meeting with the student, faculty member, and Director of Nursing will be required, whereby the student will be encouraged to consult a drug counselor if needed.

4. If the student's drug screen is positive, the student will be dismissed from the program with an option to re-enroll after a minimum of 6 months or at discretion of director and receipt of receiving treatment and certification of successful completion of treatment and rehabilitation.

5. Possession and use of non-prescribed controlled substances constitutes illegal conduct which leads to termination from the Practical Nursing Program. Pennsylvania State Board of Nursing may prohibit anyone from writing the NCLEX licensure examination for ten years if he/she has been convicted of a crime involving alcohol abuse or abuse of a controlled substance. The local law authorities may be contacted as indicated.

GENERAL STUDENT POLICIES

A. Employment Policy

In accordance with the rules and regulations for practical nursing programs of the State Board of Nursing, the following student employment policy is effective:

1. Students are discouraged from working full time while in the program except over the summer break when school is not in session.
2. The maximum recommended number of hours a student may be employed is 24 hours per seven-day week.
3. Students who are employed may not arrive at school late or leave school early to accommodate their jobs.
4. In cases where the faculty and director feel that the student's health, scholastic progress, or ability to deliver safe health care is impeded by the employment, the student will be counseled to decrease employment hours.
5. Students who are employed in health agencies are cautioned that it is illegal for them to perform functions normally assigned to a licensed nurse.

B. Building Policies

1. Emergency School Closing

In the event it becomes necessary to close school because of bad weather conditions or an emergency, announcements will be made over local radio and television stations, as follows:

- a. Chester County Technical College High School **Brandywine** Campus - **Downingtown** Campus
- b. Chester County Technical College High School **Pennock's Bridge** Campus - **West Grove** Campus
- c. Chester County Technical College High School **Pickering** Campus - **Phoenixville** Campus
- d. The student will be notified by the director and/or faculty via email.

2. Safety Drills

Fire, lock down, and shelter-in-place drills are an important phase of the school's safety program. At the sound of the fire signal (a steady ringing of the bell), everyone is to leave the building in a quiet and orderly manner in accordance with the instruction of teachers. Students are not to take books, supplies, unless the drill is pre-announced. Students may take their purses. Directions for exits are posted in each

class area and throughout the building. Guidelines for other drills will be posted in classrooms.

3. **Building Entrances**

- a. Chester County Technical College High School **Brandywine** Campus (Chester County Intermediate Unit Practical Nursing main office site). Entrance doors are locked and fob access only. Students will be notified as to which entrance to use at orientation.
- b. Chester County Technical College High School **Pennock's Bridge** Campus (Practical Nursing West Grove site). Entrance doors are locked and fob access only. Students will be notified as to which entrance to use at orientation.
- c. Chester County Technical College High School **Pickering** Campus (Practical Nursing Phoenixville site). Entrance doors are locked and fob access only. Students will be notified as to which entrance to use at orientation.

4. **Parking Areas**

Use the parking areas designed for pupils. Parking tags, if being utilized, must be visible at all times on all three campuses.

- a. Chester County Technical College High School **Brandywine** Campus (Chester County Intermediate Unit Practical Nursing main office site). Students are to park in the area designated by administration.
- b. Chester County Technical College High School **Pennock's Bridge** Campus (Practical Nursing West Grove site). Students are to park in the area designated by administration.
- c. Chester County Technical College High School **Pickering** Campus (Practical Nursing Phoenixville site). Students are to park in the area designated by administration.

5. **Smoking**

Absolutely **NO** smoking in the building, property, or parking lot at the Chester County Technical College High School **Brandywine** Campus/Chester County Intermediate Unit Practical Nursing Program and the **West Grove** and **Phoenixville** sites. The nonsmoking rule applies to all school personnel, including high school students, adult students, and staff members.

Smoking policies at clinical sites will be reviewed during orientation. All students must adhere to these regulations.

Possession or use of tobacco in any school building, bus, or property can result in fines up to \$50 plus court cost and conviction of a summary offense. Act 145, 12/96.

6. **Breaks**

When students are in class, they may leave the building during the breaks. The break will be approximately 15 minutes and the lunch/dinner break will be 30 minutes.

Practical nursing students assigned to a clinical area will follow the protocol established by the individual institution and will take their breaks in accordance with the institution's policies.

7. **Food**

- a. No food is permitted in the classrooms or lab area.
- b. No food is permitted to be eaten during class time.
- c. No food or drink (whether in a closed container or not) is permitted near school computers.
- d. No food is permitted to be consumed in the hallway. Students will be directed as to where lunch may be consumed.
- e. Food being transported in the hallway from outside the suite or classroom must be carried in a closed container.
- f. Drinks in closed containers may be consumed during instructional time.

8. **Telephone**

- a. The office phone may be used for **emergency** calls only. The telephone is not to be used during the hours class is in session.
- b. Cellular phones, etc. must be **TURNED OFF** during instructional hours, in instructional areas, and building hallways.

9. **Change of Address and Telephone Number**

All changes of address or telephone number must be reported to the Practical Nursing Program administrative assistant - **within one week**. When giving an address change, the zip code plus four must be included.

10. **Lost and Found**

Call the Practical Nursing Program office at 484-593-5950.

11. **School Calendar**

Located on the student CANVAS site.

C. Dress Codes

1. School Dress Code

Students must dress appropriately for a professional setting.

- a. Shall not lead school officials to believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities.
- b. Shall not create a health hazard to the student's safety or the safety of others.
- c. Shall not conflict with secondary dress code guidelines listed below:
 - i. Tank tops, tube tops, halters, midriffs, or strapless dresses without a covering shirt, blouse, or jacket are inappropriate.
 - ii. Shorts must be mid-thigh when seated.
 - iii. Jeans with holes (without patches) on them shall not be worn.
 - iv. Miniskirt must come to mid-thigh when seated. (Administrators will deal with any disciplinary actions concerning skirt length problems.)
 - v. Spandex pants will only be allowed under a skirt that meets the appropriate length requirement. No see through leggings.
 - vi. Hats, caps, hoods, and non-prescription sunglasses are not to be worn inside the building. Any kind of head cover or forehead bands are to be removed when the student enters the building.
 - vii. Any garment with decorations, patches, lettering, advertisements, etc. that may be considered obscene, offensive, or lewd is not to be worn to school. This includes any garment or accessory with any drug emblem, tobacco product, beer, wine, or any type of alcoholic beverage advertisement on the garment.
 - viii. Transparent and/or see-through material are not permitted. Shirts and blouses must cover the entire torso at all times, even in movement. A shirt should cover the entire crown of the shoulder.
 - ix. Any garment which causes a disruption in the classroom and interferes with learning is inappropriate.
 - x. ID Badge must be worn at all times.

2. Uniform Policy

The following uniform code is in effect for students of the Practical Nursing Program:

- a. Unless otherwise designated, the student must always be in complete school uniform, with sleeve insignia, when in the lab or clinical area. When the student is in certain special areas of the hospital, special garb is necessary. Each student, however, must wear a complete uniform (including appropriate name badge) to and from the hospital/clinical site.

- b. Students may wear modest jewelry that does not pose a health safety or infection control risk to themselves or clients. Examples of prohibited jewelry include, but are not limited to, dangle earrings, necklaces, bracelets, and raised gemstones rings. Facial piercings should remain discreet and facial jewelry should be plain and flat. When in the clinical setting the facilities policy will be followed.
- c. The student's hair must be neat, clean, pulled back and secured. Hair should not fall forward when giving client care. Hair ties, hair bands, and hair coverings (for religious purposes) must be burgundy, gray, white, or black.
- d. A student with facial hair must keep it neatly trimmed.
- e. Students must be clean and free of odors, utilizing good personal hygiene. No perfume or scented powder is allowed.
- f. Makeup is to be professional at all times.
- g. Nails are to be trimmed no longer than the fingertips when viewed from the palm side of the hand, clean, polish is to be limited to natural and nude colors only. No artificial or gel nails of any kind are permissible in the clinical area.
- h. Professional white nursing duty shoes which are supportive, comfortable, and clean are required in the clinical areas. "Cros" or shoes without a secure heel strap are not permitted.
- i. White support stockings are strongly recommended. Plain white sport socks can be worn with pants. Socks that match the uniform (burgundy) are also permissible.
- j. A PNP uniform jacket and/or black, burgundy, white, or gray undershirt is allowed. It **must** be clean. No vests are allowed.
- k. Pregnant students must wear burgundy maternity slacks and tunic top with the school I.D. patch sewn on, name badge, and regulation duty shoes.
- l. Underclothing should not be visible through a student's white uniform.

Students who violate the uniform policy may be dismissed from clinical and/or lab and marked absent for the day.

D. School Resources

1. Resource Library

Books, pamphlets, magazines, software, videos, and current articles are available in the resource library at the PNP main office @ TCHS Brandywine campus. This material is for the use of all students.

a. Resource information policy

- i. Magazines and articles must remain in the assigned area.
- ii. Books may be signed out for one week.
- iii. At the main campus, resource library hours are 8:00 a.m. to 4:00 p.m. - Monday through Friday. Resources are also available through the faculty by request or via **CANVAS**.
- iv. The honor system will be used, and students will be responsible for materials signed out.
- v. Student suggestions for additional resource information room purchases are welcome.
- vi. Books not returned must be paid for by the borrower.
- vii. Two books maximum may be borrowed by a pre-enrollment candidate: a \$35 deposit must be left with the PNP administrative assistant.

b. Resource library procedure

To check out a book:

- i. Find book needed.
- ii. Write name of book, student name, phone #, and date on “check out list”
- iii. Keep books one week

When returning book:

- i. Write name of book, student name, & date on “check-in list”
- ii. Place book back on shelf.

If books are not returned properly within one week, students will be charged **\$1.00 per week until book is returned**. If book is not returned within six weeks, **total price of book will be charged**.

2. Lab/Classroom Etiquette Policy

Constructive classroom behaviors are those that support learners and teachers in an environment that promotes trust, respect, and collaborative learning. Any form of incivility is unacceptable at PNP. Incivility is defined as disruptive, ill-mannered, or offensive behavior contrary to the well-being of the classroom community. This

includes any and all forms of disrespect or disregard for instruction, the instructor, or a fellow student.

- a. No visitors and/or family members are allowed in the nursing suite. Guests must go directly to the main office. We cannot disturb classes. No personal phone calls can be accepted at any time other than extreme emergencies.
- b. Reminder: **NO SMOKING** in building or on the grounds.
- c. No student nurse is allowed on or in the lab beds or exam chairs unless purposefully practicing procedures with the instructors or peers.
- d. Students using the lab equipment will leave the lab in neat, tidy, orderly condition when finished. Manikins, beds, equipment are all extremely costly. Great care must be used when practicing in the skills lab. Needle-stick precautions as instructed in Fundamentals of Nursing need to be followed.
- e. Cell phones, etc. must be **TURNED OFF** during instructional hours and in the hallways. Exceptions are considered only at the discretion of the director.
- f. Safety regulations regarding standard precautions, OSHA regulations of blood-borne pathogens, disposal of needles, and locking of medications/injection devices will be strictly enforced.
- g. All instructional and related areas are to be left clean, neat, and tidy at the end of each class day.
- h. Clean up after yourself every day.
- i. Be supportive of classmates.
- j. Be participative in class activities.
- k. If you have a concern with a faculty member, please schedule a meeting with the faculty member first. If no resolution has been reached after the meeting, please make an appointment to see the director.
- l. Bullying is defined as repeated behaviors where the balance of power is uneven. Bullying other students will not be tolerated.
- m. Student behavior or speech that disrupts the instructional setting or is clearly disrespectful of the instructor or fellow students will not be tolerated. Disruptive conduct may include but is not limited to:
 1. rude or disrespectful behavior

2. unwarranted interruptions
3. failure to adhere to instructor's directions
4. vulgar or obscene language, slurs, or other forms of intimidation
5. physically or verbally abusive behavior

3. **Internet Policy**

The internet is a useful educational tool available for student use provided all of the following steps are completed. All of these steps must be completed in order for the student to be eligible to use the internet at school.

The student must sign the CCIU PNP Policies at time of orientation.

Students may only access internet sites that enhance learning and education. Accessing sites that contain violence or sexual connotations are not acceptable.

When the contract is signed by the student, it becomes legally binding. Violations of this policy will result in the loss of internet privileges for a period of time dependent upon the seriousness of the policy violation. In addition to suspension of privileges, other disciplinary actions may be taken. These include but are not limited to suspension, restitution, and referral to the appropriate law enforcement agencies.

4. **Laptop Policy**

In order to maintain the security and integrity of all CCIU networks and systems, student-owned laptops are to have a quality anti-virus program installed for protection.

- a. The student must have a signed CCIU Internet Policy Contract on file in the school office.
- b. If a student needs to borrow a laptop, they must reach out to the director and complete laptop loaner agreement paperwork.
- c. The student must agree to do nothing that would compromise the school's network or systems. Violation of this policy may result in disciplinary action and the loss of computer privileges.

CLASS RESPONSIBILITIES & ORGANIZATION

A. Class Organization

1. Class Officers

- Class officers will be nominated and elected by each cohort in Level 1.
- Class officers representing their cohorts will function as role models and demonstrate the following professional qualities: leadership, initiative, kindness, respectfulness, trustworthy, and integrity.
- President's role is to be a facilitator, for the parliamentary procedures of class meetings, be a communicator, and be one who delegates.
- Vice president's role is a facilitator, communicator, and delegator.
- Secretary's role is to record content of class meetings and decisions, assist with class organization, and update the white board agenda.
- Treasurer's role is to keep account of class money for expenses.
- Resource Library representatives assist with books, videos, software, suggestions of new purchases, communicate with upperclassmen. Assures computers are returned to cart properly, placed on charger, and cart is locked at the end of each school day.
- Other officer responsibilities:
 - a. Represent class cohort as identified by above officer qualities and responsibilities.
 - b. Attend student/faculty liaison meetings to share class suggestions. Class President will also attend Advisory meetings.
 - c. Attend graduation ceremonies.
 - d. Updated classroom bulletin boards and postings.
 - e. Organize and facilitate class functions.

2. Class Organization Policy

The organization of each class will create an opportunity for the student to:

- a. Share in the election process.
- b. Participate in parliamentary procedure.
- c. Practice democracy and leadership.
- d. Gain experience in group dynamics.

3. **Bylaws**

- a. Election of officers will be held by paper ballot during Level 1.
- b. Each class will elect a president, vice president, secretary, treasurer, and representative to the resource committee.
- c. Meetings will be held at stated intervals and between intervals, as necessary.
- d. Robert's Rules of Order shall be used for conducting meetings, with the president acting as facilitator and mediator.
- e. Officers automatically become members of the student/faculty liaison committee.
- f. Minutes of each meeting shall be recorded and maintained by the class secretary.

4. **Student/Faculty Liaison Committee**

- a. **Purpose.** It is the intent of this committee to act as liaison between students and faculty of the Practical Nursing Program in order to:
 - i. Facilitate channels of communication between students and faculty.
 - ii. Bring to the attention of the faculty differences or gaps between theory and application of curriculum. Curriculum suggestions are welcomed from students, but decisions are faculty responsibility.
 - iii. Establish basis for recommended policy changes for faculty review and comment.
 - iv. Discuss individual or group problems in relation to didactic or clinical experience.
 - v. Any student grievance, either individual or collective, that cannot be resolved by this committee may be appealed through the student grievance process.
- b. **Membership.** Membership shall consist of all elected class officers of each class. In addition, the program's staff, administration, and faculty members will be present.
- c. **Meetings, suggested times.** Representatives will meet a minimum of twice a year with other meetings as necessary or requested.
- d. **Minutes.** Minutes shall be kept and recorded by the PNP administrative assistant and the class secretary.

6. PNP Student Ambassador

Students who would like to represent the program at internal or external community events in addition to their regular class or clinical hours demonstrating professionalism.

OPERATIONAL POLICIES/CODES OF CONDUCT

A. Student Rights Policy

Following the chain of command, the student should communicate directly with their primary instructor when a problem arises. The student in the Practical Nursing Program has the following rights:

1. The right to due process under the law.
2. The right to equal opportunity according to ability and interest without discrimination in employment, education programs, or activities based on actual or perceived race, color, creed, religion, ancestry, national origin, age, sex, gender identity, gender expression, handicap, disability, pregnancy status, marital status, parental status or because a person is a disabled veteran or a veteran of the Vietnam era.
3. All privileges and responsibilities as stated in the program policies.
4. Access to student's own records.
5. The right to retake an individual course (academic and clinical) at a prorated fee.
6. The right to retake and repeat a complete level once if SAP (satisfactory academic progress) is not achieved at the current tuition rate if clinical space is available.

B. Student Grievance/Appeals Process

1. **Purpose:** The program recognizes that students have the right to request redress of complaints. Further, the program believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be recognized, and appropriate appeal procedures provided.
2. **Definition:** For purposes of this policy, a student "complaint" shall be any such complaint (academic/classroom) that arises out of actions that directly affect the student's participation in this approved educational program.
3. **Authority:** The program or its employees will recognize the complaints of the

students provided that such complaints are made according to procedures established by program policy. Grievance beyond the first step of an academic nature or concerning clinical performance will be referred to the faculty and director.

4. Steps of Due Process

- a. The student will make the complaint known to the primary instructor most closely involved and both shall attempt to resolve the issue informally and directly. The director may be requested to assist in achieving a resolution.
- b. For complaints, moving beyond the first step, the student shall prepare a brief signed written statement of their complaint within five school days which shall be set forth:
 - i. The specific nature of the complaint and a brief statement of the facts giving rise to it.
 - ii. The manner in which, and extent to which, the student believes he or she has been adversely affected.
 - iii. The relief sought by the student.
 - iv. The reasons the student feels he or she is entitled to the relief sought.
- c. The complaint will be submitted, in turn, to the director, who will call a meeting with the student and the instructor within five school days. Each party will be given full opportunity to present evidence, explanations, and relevant witnesses.
 - i. Each meeting held in an attempt to resolve the concern will be in an objective manner. Accurate minutes will be recorded, read, reviewed, and signed by the student and the director at the completion of the meeting. A formal written documentation of the outcome of the meeting will be provided to the student via email or mail.
 - ii. The student presenting the grievance may request to have a supportive representative in attendance as well as witnesses. The supportive representative provides **silent support**. Information presented at all meetings must be factual and objective. Decisions are not to be made arbitrarily or in a capricious manner. The final decision will be made by the PNP Director after the meeting. The student and faculty involved will be notified of the final decision in writing via email or mail.
 - iii. Grievance of an academic nature or concerning clinical performance will include faculty and the director.
- d. If the issue is not resolved, the student filing the grievance may submit a brief signed written statement with the facts giving rise to the complaint to the Division Director of Career Technical and Customized Education within five school days, who will call a committee meeting within five school days with the director, the faculty involved, the student with the complaint, and all parties concerned. All

will be afforded the opportunity to be heard personally with evidence, facts, and witnesses. The parties concerned will be notified of the results.

- e. The decision of the Division Director will be final. (Chester County Intermediate Unit, 1002 South Chestnut Street, Downingtown, PA 19335.)

C. Professional Conduct and Accountability Policy

1. The student nurse's behavior, dress, and conversation are to be of the highest professional quality at all times. The student represents CCIU school, our program, and the nursing profession. As a result, integrity, dependability, and reliability are expected. All nursing care is to be delivered with utmost accountability. Any behavior less than this will be addressed by the director and the faculty and may lead to a dismissal from the program. (See Discipline Procedure-Definitions).
2. Students are expected to conduct themselves with integrity and dignity at all times including professional behavior, language, and clothing. If a student uses poor judgment in their behaviors/language, disciplinary procedures will be implemented.
3. Confidentiality is expected to be maintained at all times as outlined in the confidentiality policy (see **Student Handbook appendice A- page 84**). A student found to have violated this policy will be subject to disciplinary action, up to and including dismissal from the program with no option to re-enroll.
4. Deepest of respect must be shown to administrators, staff, faculty, all students here in school, and to staff and patients/families in all clinical facilities. Any insubordinate behavior will not be tolerated and will require intervention of the director. Two documented episodes of insubordination will result in dismissal from the program with no option to re-enroll.

D. Counseling Program

1. **Philosophy**: The faculty believes that counseling is an inherent part of the educational program, and that counseling should be available to the student on a prescribed schedule and as requested by the student or faculty member.
2. **Objectives**: Through counseling the student will:
 - a. Understand and be informed of progress in the program and be encouraged to develop the ability to evaluate self.
 - b. Develop the ability to be self-directive and grow professionally.
 - c. Develop good personal relationships and be provided assistance with personal problems.
 - d. Develop techniques in finding employment and evaluating job opportunities.

3. Counseling Procedures:

- a. The instructor and/or director hold informal clinical conferences with each student throughout the program.
- b. Informal conferences with the student are planned by the instructor at the conclusion of each clinical evaluation.
- c. Additional conferences relating to academic progress, clinical progress, and/or personal concerns are held by the director or instructor as necessary.
- d. In the event of any clinical, academic, or personal problems, the student should follow the chain of command by speaking directly with their primary instructor.
- e. All faculty members are available during the school day for counseling as needed.
- f. If the need for professional counseling should arise, the student will be referred to appropriate counseling services. The program has an agreement with EAP, West Health Advocate Solutions, Inc. Their contact number is 1-877-240-6863. Website is: **HealthAdvocate.com/members**. Email is: **answers@HealthAdvocate.com**. Students may request information from any faculty or school staff member.

E. Termination and Suspension

1. Commitment Contract

Before enrollment to the Practical Nursing Program the enrollee must sign a commitment contract which is a contract of understanding between the student and the school specifying certain anticipated behaviors. Failure of the student to comply with any of the statements of anticipated behaviors may result in termination or suspension from the program, with no option to re-enroll.

2. Guidelines

- a. Each level or course may only be repeated once. A maximum of two re-enrollments related to course failure are allowed in the entire program. A student in the final level of the program (Level IV) may request consideration to re-enroll in Level IV (i.e., Enrolling in Level IV will exceed the maximum of two re-enrollments). This request will be evaluated by the director and faculty (represented by at least 50% of the practical nursing program faculty) based on the information presented by the student and information contained in their academic record. The decision will be determined by a written vote of this group. See the section under “Promotion” for faculty counseling throughout this process. Dismissal will result if academic/clinical failure exceeds the above limits set.
- b. Any student who jeopardizes a patient’s health and/or safety will be terminated with no option to re-enroll.

- c. Any student who violates attendance policy (see **attendance policy pages 49-54**).
- d. Any student convicted of a crime may be terminated at the discretion of the director. Student may be terminated permanently, with no option to re-enroll. (Refer: Practical Nursing Law, P.L. 1295.)
- e. Any student who continues to display abusive, disruptive, or unprofessional behavior or uses profane or vulgar language to faculty, staff, peer, patients, or visitors after guidance has been provided to correct such demonstrated deficient behavior will be terminated from the program with no option to re-enroll.
- f. Termination or suspension can occur for non-adherence to the contents of the student handbook in its entirety.

3. **Definitions**

- a. Termination means immediate dismissal from the Practical Nursing Program with no option to re-enroll.
- b. Suspension may be defined as dismissal from the program for a period of one to ten (1-10) days. The director will determine the time. All time missed is required to be made up by the student. The student may be dismissed from their current cohort and will need to re-enroll with another cohort. Financial aid implications are at the cost of the student.
- c. Counseling is generally considered a function of the faculty; however, the director may enter into the counseling process upon request by the student or faculty.
- d. Unprofessional behavior is defined as unethical behavior or breach of the Practical Nursing Code of Conduct, which may lead to permanent dismissal from the program, with no option to re-enroll.

F. **Drug/Alcohol Abuse Prevention Policy**

1. **Definition**

- a. **Controlled Substance.** This terminology means a controlled substance in Schedule I through V of Section 202 of the Controlled Substance Act (21 USC812) and as further defined by regulation of 21 CFR1300, 11 through 1300.15. Examples include:

- i. Opiates (e.g., heroin, morphine, codeine, methadone)
 - ii. Cocaine
 - iii. Cannabinoids (e.g., marijuana, hashish, CBD oils, THC)
 - iv. Amphetamines
 - v. Barbiturates
 - vi. Other narcotics and hallucinogens (e.g., Phencyclidine (PCP), Methaqualone (Quaalude), and Peyote (LSD))
 - vii. Benzodiazepines (e.g., Valium, Librium)
- b. Also, encompassed by these definitions are substances not sold as drugs or medicines, but that are used for mind- or behavior-altering effect.
- c. **Conviction.** This term means a finding of guilt (including a plea of nolo contendere) or imposition of sentence or both by any judicial body charged with the responsibility to determine violations of federal or state criminal drug/alcohol statutes.

Chester County Intermediate Unit Practical Nursing Program and other sites operate drug-free campuses with signs posted and established policies and procedures published and distributed to all faculty and students annually (included in the student handbook). Possession, use, or distribution of illegal drugs and alcohol by students on campus or school-related activities is absolutely forbidden.

2. **Controlled Substance Policy**

- a. All enrolling students are required to obtain a drug test at any Quest lab center within three (3) months of enrollment. The applicant incurs the cost. The procedure to follow is:
- i. Order urine drug screen on Castlebranch account
 - ii. Report to Quest with photo ID and your payment.
 - iii. Complete confidential drug testing consent form.
 - iv. Results will be reported to the Chester County Intermediate Unit Practical Nursing Program administrative office.
 - v. All test information will remain confidential.
 - vi. Positive results may result in inability to enroll in the program. The director has the final decision.
 - vii. A urine drug screen expires in 1 year and is required each year in the program.
- b. Random or periodic drug testing can occur. Positive results can result in immediate dismissal.

- c. A "dilute" drug test may be repeated only once within 24 hours. A second dilute is viewed as a positive result.
 - d. A student shall not knowingly possess, use, transmit, sell, distribute, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, inhalant, or any controlled substance of any kind:
 - i. On the school grounds.
 - ii. Off the school grounds at any school activity, function, or event.
 - iii. On any vehicle designated or used by the school for transport of students.
 - iv. Off the school grounds at any designated clinical sites.
 - e. Use by the student of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. Medical marijuana and CBD oils are **NOT** allowed, even if the student has a medical prescription from a licensed physician. Currently, the federal government regulates drugs through the Controlled Substance Act, which does not recognize the difference between medical and recreational use of marijuana. Under federal law, marijuana is a Schedule 1 controlled substance, which means that it is considered to have no medical value. Practitioners may not prescribe marijuana for medical use under the federal law.
 - f. Violations of the controlled substance regulation may be reported to the local police authorities and school disciplinary proceedings may be brought against the student regardless of the status of any criminal prosecution. In addition, a criminal conviction related to possession or sale of a controlled substance may impact the student's ability to receive financial aid. It is mandatory that any student violating this policy be evaluated by an outside consultant. That student must follow the assessor's recommendation for treatment. This could include upon re-enrolling in school, receipt of certification of successful completion of treatment and rehabilitation. Failure to comply with the assessor's recommendations may result in an inability to re-enroll in school.
3. Administration, faculty, and students of the Practical Nursing Program share the responsibilities to identify and constructively deal with addictive diseases. To function professionally and effectively, students must be drug free and recognize the ethical, moral, and legal obligation to report peers in need of addictive disease assistance.
4. The unlawful use of illicit drugs and alcohol abuse may result in dismissal from the program and will result in sanctions and referral for prosecution.

5. Drug/Alcohol Agencies Funded by Chester County Drug Commission

COAD (Chester County Council on Addictive Diseases)	610-363-6164
Help Counseling Center, Phoenixville	610-933-0400
Help Counseling Center, Kennett Square	610-444-0555
Counseling Network, Downingtown	610-873-1280
Center for Addictive Diseases, Exton	484-565-1130
Outpatient Gaudenzia, Coatesville	1-833-976-4357
Chester County Drug/Alcohol Commission, West Chester	610-344-6620

6. Additional information

PA Nurse Peer Assistance Program (PNAP) Substance 1-877-298-7627
 Abuse and Mental Health Services Admin.National 1-800-662-HELP
 Clearinghouse for Alcohol and Drug Information 1-301-468-2600
 988 Suicide and Crisis Helpline Call or text 988

7. Procedure for Students in the Nursing Program

- a. If a faculty member or student suspects drug abuse of a student, submit written documentation of questionable behavior to the director.
- b. If a faculty member or student suspects drug abuse of a student, submit written documentation of questionable behavior to the director.
- c. Questionable behavior is defined as:
 - i. Accident-causing school damage
 - ii. Injury requiring greater than basic first aid
 - iii. Involvement in an incident causing harm or potential harm to a client
 - iv. A verbal/physical altercation
 - v. Slurred speech
 - vi. Alcohol breath odor
 - vii. Marijuana odor on person
 - viii. Unsteady gait/movement
 - ix. Unusual behavior
 - x. Possession
- d. If administration decides to have a student tested, they will be tested immediately (at the student's expense if positive) at any FDA approved laboratory (to be chosen by Practical Nursing Program staff) in the presence of a faculty member. Student is suspended pending results. Refusal to test will result in immediate dismissal with no option to re-enroll.

- e. Students entering any clinical health programs are required to have laboratory screening for drug and alcohol upon admission to the program and on a yearly basis while participating in the clinical experiences. As per current policy, if the results are positive, the student will be dismissed from the program. Students using medical marijuana will not be eligible to participate in clinical placement and therefore the PNP program due to the current discrepancy between state and federal law regarding the Drug Free Workplace Act and the MMA.
- f. If the student's drug screen is positive, the student will be dismissed from the program.
- g. Re-enrollment may be considered after a minimum of 6 months or at the discretion of the director and receipt of receiving treatment and certification of successful completion of treatment and rehabilitation. As a last chance agreement, the student must agree to random body fluid testing through to graduation (cost at student's expense). Refusal to test will result in denial of re-enrollment.

8. Procedure for Return to School

- a. Students will attend AA/NA meetings, showing attendance documentation to faculty. School may require a minimum number of meetings per week.
 - b. Random urine drug testing can be expected at a designated Quest center.
 - c. Students will avoid over-the-counter medication and prescription mood-altering medication that could alter random urine test results. If a student is prescribed medication by their physician, they are responsible for making the director aware of what their prescriptions are.
 - d. Student's physician will submit in writing proof of the student's medical ability to return to school. (Students do not begin school unless letter is in file).
 - e. Student's therapist will submit in writing proof of the student's psychological ability to return to school, proof of the student's participation in formal treatment, and identification of all substances upon which the student has been dependent in the past. (Students do **not** begin school unless letter is in file).
 - f. This monitoring agreement which continues for the entire length of program may be reviewed and revised upon request of either party.
 - g. Progress reports may be requested by administrator/faculty periodically.
 - h. This monitoring agreement which continues for the entire length of program may be reviewed and revised upon request of either party.
9. This drug/alcohol abuse prevention policy is presented to faculty and students annually (student handbook).

DISCIPLINE CODE

REGULATIONS ON STUDENT DISCIPLINE

Student Conduct

- a. The Practical Nursing Program has developed a set of rules to govern student behavior. It is important, therefore, that students assume responsibility for helping to sustain an educational and social community where the rights of all are respected. This includes conforming their behavior to standards of conduct that are designed to protect the health, safety, dignity, and the rights of all. Community members also have a responsibility to protect the possessions, property, and integrity of the institution as well as of individuals. We refer to this as the discipline code. It contains a system of corrective measures up to and including dismissal from the program.
- b. The intent of this code is to provide students with a definition of the limits of acceptable behavior and to equip school personnel for their disciplinary responsibilities. The code shall be interpreted by the administrator and their designees in a manner which they deem just, given the circumstances of the individual case. Additionally, students must understand that administrators shall have the authority to prescribe other reasonable disciplinary action which they find warranted by situations not covered by this code.
- c. Certain behaviors cannot be tolerated. At the Practical Nursing Program, students who exhibit those behaviors must be removed from the school environment for their own improvement as well as the welfare of the entire school community.
- d. The student is expected to read the discipline code, become familiar with it, and follow it. We will answer your questions and help you to understand it. **The code will apply to you while you are in school, participating in extracurricular activities, clinical, or any other school-sponsored activity.**

Student Discipline Philosophy

Chester County Intermediate Unit Practical Nursing Program believes in a safe school environment, one that fosters an atmosphere of mutual respect and trust and allows all students to develop to their fullest potential. An orderly school environment requires a code of conduct that clearly defines the individual responsibilities, classifies unacceptable behaviors and provides appropriate disciplinary responses. The student code of conduct:

- Is preventive in nature
- Promotes self-discipline
- Concerns itself with the welfare of the individual as well as that of the school community as a whole

- Promotes a close working relationship between students and the school staff
- Differentiates between minor and serious offenses, as well as between first time and repeated offenses emphasizing that this is a nursing program
- Promotes disciplinary responses that are appropriate and timely to the misbehavior
- Is cumulative in progression. This means that each time there is an additional disciplinary infraction, the offense is considered to be a higher-level offense, resulting in more stringent consequences. This is known as progressive intervention.
- Focuses on the nursing student's professional development
- Is administered by all in a way that is fair, firm, reasonable and consistent
- Complies with the provisions of federal, state, and local laws

Test Taking Requirements

Faculty adheres to the following guidelines for testing:

- Student desk is clear.
- Only things on the desk should be pen/pencil and a calculator that the faculty provides.
- **NO CELL PHONES OR OTHER ELECTRONIC DEVICES (this includes smart watches). Cell phones and smart watches are required to be in the classroom caddy during the test.**
- No book bags in the vicinity
- All personal items in front of the classroom, i.e., water bottles, coats, blankets, bookbags
- Time and date of the test will be announced
- Late arrivals: refer to attendance policy
- Students cannot share calculators
- Students may not leave the classroom during a test
- No talking during the test
- No roving eyes during the test
- All scrap paper needs to be handed into the instructor at the end of the test
- No cap with brim, sunglasses, hoodies, or headphones or earbuds in while taking the test
- Students are to raise their hand for any concerns regarding a question and the instructor will clarify with the student
- In the event exam review occurs the same test taking requirements will apply

Academic Integrity

- Academic integrity is the expectation that students and all members of the academic community act with honesty trust, fairness, respect, and responsibility.
- Violations of academic integrity includes cheating, plagiarism, fabrication, or altering records, assignments, or examinations.

- Cheating is an act or an attempted act of deception by which a student seeks to misrepresent their mastery of information or skills being assessed.
- Academic dishonesty includes, but is not limited to:
 - b. Copying from others during an examination
 - c. Communicating exam/assignment answers and/or questions with another student, past or present, during or after the completion of an examination.
 - d. Offering another person's work as one's own, is considered plagiarism. This can include but is not limited to words, ideas, data, visual representation of ideas, audio, video, and digital materials. All sources should be acknowledged through caption or direct reference.
 - e. Creating or augmenting data, evidence, or statistics to support or represent your original research, i.e. fabricating patient data for a care plan.
 - f. Taking an examination for another student or having someone take an examination for you.
 - g. Sharing answers for assignments.
 - h. Acquiring, without permission, tests or other academic material belonging to a member of the faculty or staff.
 - i. Taking or sharing images of test questions.
 - j. Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is subject to discipline for academic dishonesty.
- For each offense of academic dishonesty:
 - a. The student will be required to meet with the Director of Nursing
 - b. A failing mark of zero will be given for any dishonest examination and/or assignment. There will be no option to make-up or retake the examination or assignment.
 - c. A second offense of academic dishonesty will result in expulsion from the nursing program. Re-enrollment will not be permitted.
- Procedure for reporting academic dishonesty:
 - a. Students aware of a breach in academic dishonesty will email the instructor and/or the director of the program as soon as they are aware of the breach.
 - b. The Director of Nursing will then investigate the breach and will proceed with disciplinary action as applicable. The reporting student will remain anonymous.

Discipline Procedures

The discipline code shall be interpreted by the program director and their designees in a manner, which they deem just, given the circumstances of the individual case. In addition, students must understand that administrators shall have the authority to enforce other reasonable disciplinary action, which they find warranted by situations not covered.

Violations

Potential violations of PNP's Code of Conduct include, but are not limited to, the following:

- Academic dishonesty
- Any attempt to compromise or attack the Intermediate Unit server or network
- Arson
- Assault resulting in serious injury
- Bullying
- Commission of any other act punishable under the PA Crime Codes
- Computer use violation
- Directly striking, pushing, or threatening an employee
- Dress code violations
- Electronic device violation
- Emotional/Verbal Abuse
- Ethnic/racial intimidation
- False fire alarm
- Fighting
- Forgery
- Harassment
- Hazing
- Horseplay
- Inappropriate display of affection
- Infringing on the educational rights of others
- Insubordination
- In unauthorized area/Trespassing
- Jeopardizing the safety of self or others
- Lateness/Attendance
- Major misuse of Internet
- Obscene conduct
- Parking violations
- Possession and/or use of tobacco on school grounds
- Possession of an explosive device
- Possession of deadly/offensive weapons
- Possession, use, sale, or distribution of alcohol or controlled substances or paraphernalia
- Profanity
- Reckless use of automobile
- Risking a catastrophe
- Sexual assault
- Simple assault
- Sleeping in class

- Terroristic threats/acts
- Theft
- Theft/possession of stolen property
- Threatening/intimidation
- Unpreparedness of class

Definitions

Aggravated Assault - An unlawful attack by one person upon another in which the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness. This also includes assault with disease (as in cases when the offender is aware that they are infected with a deadly disease) by biting, spitting, etc.

Arson - Arson is defined as intentionally starting a fire or causing an explosion or aiding/counseling/paying another to cause a fire or explosion.

Bullying – Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, verbal words, or more subtle actions.

Controlled Substances - Controlled substances are defined as: all controlled substances prohibited by federal and state law, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law, prescription or patent drugs. For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

Extortion - Extortion is the act or practice of obtaining or attempting to obtain money or property from a person by intimidation, threat or force.

Fighting (Mutual Altercation) - A student confrontation with another person in which the altercation is mutual, requiring physical restraint or resulting in injury or property damage. If the incident does not rise to that level, the incident should be classified as minor disruptive behavior or a minor infraction. Mutual participation in a fight involving physical violence, where there is no one main offender and no major injury. This does not include verbal confrontations, tussles or other minor confrontations. Law enforcement officers may refer to this offense as simple assault.

Harassment – is defined as offensive conduct that may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference

with academic performance.

Hazing - Is defined as any intentional, knowing, or reckless act direct against a student that endangers the mental or physical safety OR causes willful destruction or removal of property with the purpose of gaining or maintaining membership into an organization.

Insubordination – The act of willfully ignoring, disobeying, or refusing to follow direction from an authority figure or group.

Intimidation - Intimidation is, in most cases, any attempt to influence the behavior of another by threat or by the appearance of a threat.

Possession of a weapon is defined as a weapon being found on the person of a student, or under a student's control, in a student's possession, on school property or at any school activity, or when the student is traveling to or from school property or a school sponsored activity or when the student is using transportation service sponsored by the school.

Professionalism – encompasses the development of nursing identify embracing the values of integrity, dependability, accountability, dignity, altruism, inclusivity, compassion, courage, humility, advocacy, caring, autonomy, and social justice.

Sexual Harassment - Consists of unwelcome sexual advances; request for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Sexual assault, dating violence, domestic violence, or stalking.
4. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from educational programming or activities.

Simple assault - is the unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Terroristic Act - shall mean an offense against property or involving danger to another person.

Terroristic Threat - shall mean a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Theft - All crimes in which a person intentionally and fraudulently takes personal property of another without permission or consent. Robbery (taking by force), burglary (taken by entering unlawfully), and embezzlement (stealing from an employer or organization) are all commonly thought of as theft, they are distinguished by the means and methods used, and are separately designated as those types of crimes in criminal charges and statutory punishments.

Tobacco - Tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking products including vaping; and smokeless tobacco in any form or look-alike of any of the above. The school prohibits tobacco use and possession by students at any time in a school building and on any property or school transportation. Students are prohibited from possessing tobacco in personal vehicles when on school property. The school prohibits tobacco use and possession by students at school sponsored activities that are held off school property. Disciplinary measures include issuing citations for which conviction could result in fines plus court costs and/or out-of-school suspension.

Vandalism - Vandalism means any act of intentional or reckless damage to the property of another or an attempt to damage the property of another or the causing of damage while committing an act contrary to this code or to the law. Graffiti is considered vandalism. Each person using school property, equipment or supplies is responsible for its proper use and care. Those charged with vandalism may be subject to legal action beyond that indicated here. For the purpose of this code, "property" means all school property, whether on or off school premises, and all personal property, either on or off school premises while the owner is engaged in school business.

"Weapon" includes, but is not limited to:

- Any knife, cutting instrument, cutting tool, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.
- Any firearm which is not loaded or lacks a clip or other component to render it immediately operable, and components which can readily be assembled into a weapon.
- Any destructive device, including any explosive, incendiary or poison gas bomb, grenade, rocket, missile ammunition or similar device.
- Any "look-alike" of any items listed above.
- Any item intended to be used or being used, offensively or defensively, to harm or threaten or harass students, staff members, parents or patrons.

Disciplinary Actions

Potential disciplinary outcomes are contingent upon the severity of the violation committed, the violating student's disciplinary history, if any, and the impact on other students and faculty members within the program. Potential disciplinary outcomes include, but are not limited to:

- Verbal reprimands
- Temporary removal from classroom/clinical settings
- Suspension from the program
- Referral to law enforcement
- Dismissal from the program, with no option for re-enrollment

Disciplinary Procedures

In the event that discipline beyond a verbal reprimand or temporary removal from a classroom/clinical setting is recommended, the following shall occur:

- 1) The PNP Director or Designee will meet with the student personally to discuss the alleged violation/misconduct and an opportunity for the student to provide an explanation;
- 2) Upon conclusion of this meeting, the PNP Director or Designee will notify the student, in-writing, of their ultimate recommendation;
- 3) The student may appeal any recommend discipline to the Division Director of Career, Technical & Customized Education and request a hearing on the merits (**See Steps of Due Process pages 67-69**). In such instances, the student will be afforded the opportunity to:
 - a. Representation at their own cost;
 - b. Present evidence or witnesses in their defense;
 - c. Inspect or challenge the evidence against them through cross-examination;
 - d. Receive a transcript of the hearing at their own cost.
- 4) The Division Director shall issue a final written decision within one week of time after the hearing which shall be dispositive of the matter.

CONFIDENTIALITY POLICY

Confidentiality is a patient's right and the responsibility of the nurse, nursing student, and health care team members. Any information in written, oral, or electronic form about a patient's physical, emotional, or mental health or treatment is considered confidential and should be shared only in a private area among healthcare providers involved in the care and treatment of the patient. This information must be handled discretely and privately and protected against theft, loss, or inappropriate disclosure.

Nursing students, by virtue of the educational process, will routinely have access to **protected health information (PHI)** of patients under their care at a variety of clinical agencies. In accordance with the requirements of the Health Insurance Portability and Accountability Act of 1996, nursing students will participate in annual educational review sessions regarding confidentiality and **HIPAA** regulations.

Documentation of participation in the review sessions will be retained in the student's file. Students sign a confidentiality agreement upon entrance into the nursing program which is retained in their file.

Students will comply with the Confidentiality Policies and HIPAA regulations at the clinical agency where they are assigned for clinical lab.

Assignments that include patient-related information must be handled securely to avoid unnecessary or inadvertent disclosure and will not include patient identifying information.

Students suspected of violating patient confidentiality will be suspended from clinical and an investigation will be conducted by the Director. A student found to have violated patient confidentiality will be subject to disciplinary action, up to and including dismissal from the program.

APPENDIX A

CONFIDENTIALITY AGREEMENT

I, _____, affirm/reaffirm my commitment to protect the confidentiality of health information which I have access to by virtue of my nursing education. I have received education related to the Health Insurance Portability and Accountability Act and its associated regulations related to the confidentiality of Protected Health Information (PHI).

I understand that, throughout the course of my nursing education, I will have access to health information regarding patients under my care. I will consider this information confidential and handle all written, oral, and electronic communication of said information securely and privately.

I agree to seek assistance from the nursing faculty, if at any time, I am unsure of the proper way to handle communication related to health information. I understand that breaches of confidential health information, via written, oral or electronic means, are unlawful and may result in civil/criminal penalties and disciplinary action up to and including dismissal from the nursing program.

My acknowledgment below indicates that I understand the conditions of this agreement and my responsibility related to protection of confidential health information.

My acknowledgement also affirms that I have been provided with a copy of the Chester County Intermediate Unit Practical Nursing Program Confidentiality Policy and that I have read and understand the document, and that any questions related to this policy have been answered to my satisfaction. A copy of the Confidentiality Policy can be found in the Student Handbook.

APPENDIX B *(This page for informational use only. Student signs copy with orientation paperwork.)*

Chester County Intermediate Unit Practical Nursing Program

Home Computer Requirements

Web Browser-Go to <http://www.getfirefox.net> and click on Download Firefox. Once you download Firefox, you need to load it on to your personal computer

Adobe Reader- Go to <http://get.adobe.com/reader/> and click on Download the latest version of Adobe reader. Once you download Adobe, you need to load it on to your personal computer.

CANVAS Web Based Learning Platform

Web Address: pnp.instructure.com/login/canvas

Canvas Username:

Canvas Password:

PNP Student E-Mail

E-Mail Access: <http://mail.pnp.cciu.org>

Email Username:

Email Password:

ATI

Web Address: <http://www.atitesting.com>

Username:

ATI Password:

COURSE OF STUDY

As of 7/6/21

The Practical Nursing Program is **1,635** hours of study with classes entering a minimum of twice each year. There are four levels. The levels are 393 to 414 hours in length. Each level consists of individual courses. Each course must be completed successfully and in sequence. All snow days must be made up. The program offers multiple enrollment options at three different sites, the main campus in Downingtown and the West Grove and Phoenixville satellite sites.

Clinical experience is concurrent and sequential with classroom instruction through the cooperation of affiliating institutions.

Level I: 393 Hours *(All coursework must be completed successfully to enroll in Level II).*

		Theory	Clinical	Self-Directed Learning	Clinical Lab (Clinical Simulation)	Level Totals
1	Fundamentals of Nursing	105	42	15	34	196
2	Anatomy & Physiology	92		10		102
3	Pharmacology	38		9	14	61
4	Foundations in Nursing Education	25		9		31
						393

Level II: 414 Hours *(All coursework must be completed successfully to enroll in Level III.)*

		Theory	Clinical	Self-Directed Learning	Clinical Lab (Clinical Simulation)	Level Totals
1	Medical-Surgical Nursing I	160	196	16	42	414
						414

Level III: 414 Hours *(All coursework must be completed successfully to enroll in Level IV.)*

		Theory	Clinical	Self-Directed Learning	Clinical Lab (Clinical Simulation)	Level Totals
1	Medical-Surgical Nursing II	49	91	8	14	162
2	Maternal & Child Health Nursing	126	98	14	14	252
						414

Level IV: 414 Hours

		Theory	Clinical	Self-Directed Learning	Clinical Lab (Clinical Simulation)	Level Totals
1	Medical-Surgical Nursing III	112	196	13	42	363
2	Issues in Nursing Practice	15				15
3	I.V. Therapy	22			14	36
						414

TOTAL HOURS	744	623	94	174	1635
TOTAL HOURS IN PROGRAM				1635	1635

At the beginning of the level, course outlines and objectives for each subject are reviewed.

Pennsylvania State Board Approved and Accreditation Commission for Education in Nursing (ACEN) Accredited
3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326 – Phone – 404-975-5000 – Fax – 404-975-5020

Chester County Intermediate Unit Practical Nursing
Program PRACTICAL NURSING PROGRAM

STUDENT RIGHTS & SAFETY

Vocational-Technical Supervisor and Chester County Intermediate Unit Safety Coordinator are responsible for campus security. In our continuing concern for the safety and welfare of our 700 students and 70 staff members on campus, we do not tolerate misconduct. Close networking with all levels of administration and law enforcement help keep crime rate at a minimum with semi- annual reporting to Pennsylvania Department of Education. All adults in the building must have State Police Criminal/Child Abuse Clearances. Policies of Drug/Alcohol Abuse and Criminal conduct are strictly enforced.

All crime witnessed or experienced at TCHS Brandywine, must be reported immediately to staff.

The Student Right to Know and Campus Security Act P.L. 101-542 amendments and 102-26 1991 requires you to be informed of the following information:

1. Statistics of on campus crime reported to law enforcement agencies:

	2018	2019	2020	2021	2022
Murder	0	0	0	0	0
Rape	0	0	0	0	0
Theft	0	0	0	0	0
Student Assault	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Weapons on Campus	0	0	0	0	0

2. Drug/Alcohol Related:

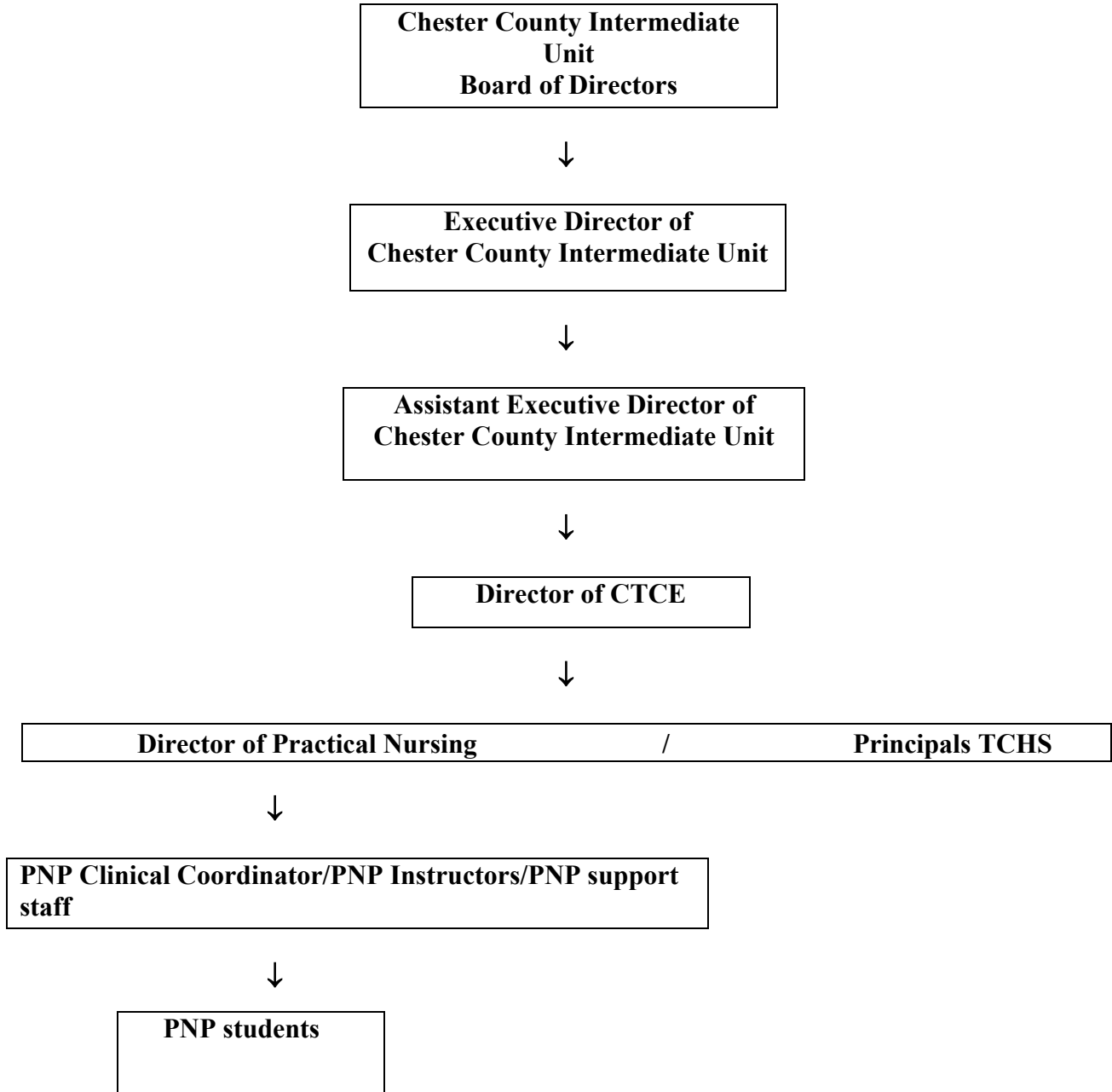
	2018	2019	2020	2021	2022
Discipline Actions	0	0	0	0	0
Treatment Referrals	0	0	0	0	0
Incidents of Vandalism	0	0	0	0	0
Student Assault	0	0	0	0	0
Students/Employees in Self Help Counseling	0	0	0	0	0

I have read this Student Right to Know and Campus Security Information.

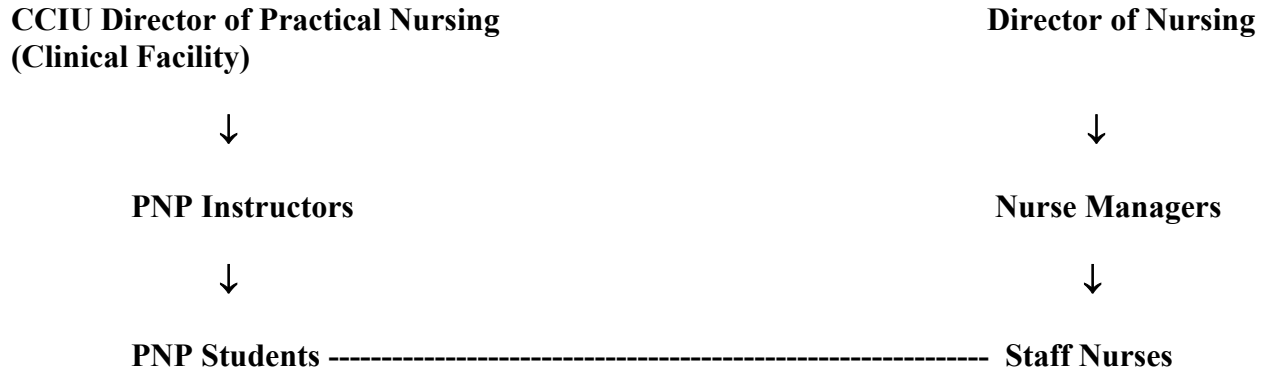
Applicant: _____ Date: _____

Print Name: _____

**Organizational Chart
Chester County Intermediate Unit
Practical Nursing Program**



**Organizational Chart
Chester County Intermediate Unit
Practical Nursing Program
Clinical Affiliation Institutions**



****PNP students have dotted line with Clinical Facility Staff Nurses, but are overseen by PNP Instructors**

List of Affiliation Institutions:

- Arbor Terrace (Exton)
- ACCErerate Skilled Nursing & Rehabilitation (Exton)
- Barclay Friends
- Bayada Pediatrics (Delaware, Norristown, & West Chester)
- Chester County Intermediate Unit-School Nurse rotations
- Coatesville School District
- Inn @ Freedom Village
- Jenner's Pond
- Kendal Crosslands Retirement Community
- Lion Healthcare Management (Manatawny Manor)
- Main Line Health Bryn Mawr Rehabilitation Hospital
- Main Line Health Family Medicine (Exton, West Chester, & West Goshen)
- Main Line Health Urgent Care (Concordville & Exton)
- Penn Medicine Chester County Hospital
- Pocopson Nursing Home
- Recovery Centers of America (Devon)
- Resilio Mental Health Solutions
- Shannondell at The Meadows
- Tel Hai Retirement Community
- Tower Health Phoenixville Hospital