Dear Practical Nursing Student:

The Administration and Nursing Faculty of Isabella Graham Hart welcome you to the Practical Nursing Program. We are certain that the vocation you have chosen will prove to be both exciting and rewarding. The Faculty’s goal is to facilitate your learning in order to help you achieve your goal of becoming a Licensed Practical Nurse. We sincerely hope that the outcome of your learning experiences will result in positive career possibilities for the future.

This Student Handbook was designed to provide you with useful information regarding the nursing program. In order to create a successful educational environment, program policies/regulations and general guidelines are presented in this document for your review.

As we discuss your Student Handbook with you, please ask questions or seek clarification for any information that you do not understand. At the end of our discussion, you will be required to sign a Declaration Form stating that you understand and will comply with all policies/regulations of the LPN program. If there are future issues that arise regarding LPN Program policies or regulations, this Student Nurse Handbook will be used for any issue clarification.

Best wishes for every success in your upcoming LPN program.

Sincerely,

The Faculty of IGH
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<th>Administrative Support</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Main Office</td>
<td>585-922-1400</td>
</tr>
<tr>
<td>Fax</td>
<td>585-922-1473</td>
</tr>
<tr>
<td><strong>Attendance Hotline</strong></td>
<td><strong>585-922-1404</strong></td>
</tr>
<tr>
<td>Program Administrator</td>
<td></td>
</tr>
<tr>
<td>Deb Finley-Cottone, MS, RN</td>
<td>585-922-1424</td>
</tr>
<tr>
<td>Administrative Coordinator</td>
<td></td>
</tr>
<tr>
<td>Tamara Gladstone</td>
<td>585-922-1401</td>
</tr>
<tr>
<td>Financial Aid Advisor</td>
<td></td>
</tr>
<tr>
<td>Toni Greenlee</td>
<td>585-922-1431</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Ruth Fee Blackmore, MSN, RN, CNOR</td>
<td>585-922-1409</td>
</tr>
<tr>
<td>Mark Donoghue, MSN, RN</td>
<td>585-922-1394</td>
</tr>
<tr>
<td>Tammy Labonte, MSN, RN</td>
<td>585-922-1423</td>
</tr>
<tr>
<td>Cathy Magowan, MSN, RN</td>
<td>585-922-3206</td>
</tr>
<tr>
<td>Andrea Palmer, BSN, RN, PCCN</td>
<td>585-922-1428</td>
</tr>
<tr>
<td>Katie Maxey-Brock, RN, MSN, ONC</td>
<td>585-922-1422</td>
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**Rochester Regional Health**

**Vision**

Lead the evolution of health care to enable every member of the communities we serve to enjoy a better, healthier life.

**Mission**

To enhance lives and preserve health by enabling access to a comprehensive, fully integrated network of the highest quality and most affordable care, delivered with kindness, integrity and respect.

**Values**

**Quality:** By setting and surpassing higher standards, we will continue to build a smarter, faster, more efficient organization that delivers excellent, appropriate care in the right place at the right time.

**Compassion:** Our culture of caring will be unmistakable in every personal interaction as we treat individuals, families and colleagues with empathy, honesty and openness.

**Respect:** We will treat every individual with caring consideration and value the diverse perspectives each one brings.

**Collaboration:** By working together across disciplines and locations to share knowledge and skills, and through constant communication with those we serve and their families, we will create a unified, integrated approach to care.

**Foresight:** We will anticipate the challenges tomorrow may bring and develop new and innovative ways to inspire healthier communities.
Isabella Graham Hart School of Practical Nursing

IGH Mission

To provide an evidence-based educational program that would enable a nursing professional to begin to practice in an ever-changing health care community.

IGH Vision

Lead the evolution of health care education to enable graduates to practice nursing excellence, develop a professional identity and to become life-long learners.

Isabella Graham Hart School of Practical Nursing Philosophy

The Isabella Graham Hart (IGH) Program believes that practical nursing practice is grounded in the biological, psychological, sociological and spiritual sciences practiced under the supervision of a registered nurse or other qualified health care professional. Nursing is devoted to promoting, maintaining and restoring the health of individuals and families, as well as promoting a peaceful, dignified death. Licensed Practical Nurses (LPNs) care for diverse individuals and families across the lifespan in a variety of inpatient and community-based settings by providing safe, culturally sensitive, individualized, patient/relationship centered care.

Professional values guide interactions with individuals, families, and the health care team. LPNs demonstrate professional behaviors by exhibiting accountability for their actions, by meeting the health care needs of patients and by assuming legal responsibility for the care they provide. LPNs demonstrate professional identity by upholding their commitment to the public and by adhering to an established code of ethics.

As providers of care, LPNs contribute to the promotion of wellness, use nursing judgment to identify current and emerging patient problems and function as advocates for individuals and families.

In addition, LPNs demonstrate leadership by guiding and directing other LPNs and unlicensed assistive personnel to provide safe, quality patient care within their state’s scope of practice. They provide selected patient education using established protocols and reinforce education provided by other members of the health care team to achieve positive clinical outcomes.

IGH believes that students who graduate from this program must be ready to practice in a complex and changing clinical environment. To assure that students are ready for their role as an LPN, IGH measures eight student learning outcomes with identified competencies which the student must successfully complete to demonstrate proficiency in their role as a graduate of IGH.
Isabella Graham Hart School of Practical Nursing Conceptual Framework

The Isabella Graham Hart School of Practical Nursing’s (IGH) conceptual framework is student centered and is based on adult learning principles. The framework describes the following eight concepts: informatics, professionalism, safety, leadership, quality improvement, patient/relationship centered care, interdisciplinary collaboration and evidence based practice. These concepts are derived from the IGH philosophy and guide the curriculum.

The next level represents the overarching concepts that the IGH graduate should exhibit: caring behaviors, practice excellence, embrace lifelong learning and have the ability to practice in an ever changing environment.
Program Concepts, Outcomes and Competencies

At the end of the program the student is expected to understand and demonstrate through a variety of ways the following outcomes and competencies.

Concept: Patient/Client Relationship Centered Care

Outcome
- Practice nursing that is patient relationship centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of clients

Competencies
- Gather, organize and prioritize data of clients across the lifespan experiencing common health problems with predictable outcomes in selected settings
- Contribute to the development, implementation, and evaluation of individualized client-centered plans of care for clients across the lifespan experiencing common health problems with predictable outcomes in selected settings
- Provide culturally sensitive care to individuals and families from diverse populations
- Provide rationale for judgements used in the provision of safe, quality care and for decisions that promote health of patients within a family context
- Advocate for individuals and families regarding nursing care issues
- Use verbal and nonverbal communication that promotes caring, therapeutic relationships with individuals and families

Concept: Interdisciplinary collaboration

Outcome
- Serve as a member of the interdisciplinary health care team to promote continuity of client care

Competencies
- Participate in collaboration with the health care team to provide care for clients
- Communicate client related information to designated members of the healthcare team in a timely manner
Program Concepts, Outcomes and Competencies

Concept: Evidence-based practice

Outcome
• Use current evidence from scientific and other credible sources as a basis for nursing practice and clinical judgement

Competencies
• Recognize resources that recommend best practice related to client care
• Use established evidence-based practice in the provision of optimal client care

Concept: Quality improvement

Outcome
• Promote quality improvement by contributing to the implementation of care-related plans to improve health care services

Competencies
• Identify client care concerns related to quality care
• Participate in activities to promote quality improvement

Concept: Safety

Outcome
• Provide a safe environment for clients, self, and others

Competencies
• Identify and report actual and potential safety risks in the health care environment
• Implement actions that promote safe practice and a safe environment for clients, self, and others
Program Concepts, Outcomes and Competencies

Concept: Informatics

Outcome
• Use information technology in the provision of client care

Competencies
• Use information technology to communicate with other members of the health care team
• Use information technology to securely and accurately document the provision and outcome of client care
• Use information technology to access current knowledge that supports client care

Concept: Professionalism

Outcome
• Practice nursing in a professional, ethical, and legal manner

Competencies
• Practice nursing in accordance with the PN/VN Nurse Practice Act, established standards of practice, and institutional policies and procedures
• Use an established nursing code of ethics, the Patient Bill of Rights, and the Self Determination Act as a framework for practice
• Maintain professional accountability in the delivery of client care

Concept: Leadership

Outcome
• Use leadership skills in the provision of safe, quality client care

Competencies
• Use organizational and priority setting skills in the provision of client care
• Appropriately assign client care tasks to assistive personnel and supervise their performance to enhance delivery of care
Attendance

Attendance is necessary for successful learning. All missed time, regardless of circumstance, will count as an absence, including tardiness. Tardiness is not being present for class or clinical at the stated start time.

Tardiness is not acceptable and is deemed unprofessional behavior. Failure to attend classes/clinical on time seriously jeopardizes an individual’s eligibility to remain in the program.

If absence exceeds 50 hours and the student has no extenuating circumstances he/she will be dismissed from the program. A pattern of absence or tardiness will result in a verbal warning. A continued pattern or tardiness or absence will result in a written warning.

Advanced Placement Students: If absence exceeds 25 hours and the student has no extenuating circumstances he/she will be dismissed from the program.

Any clinical time missed must be made up in the clinical setting. Academic time can be made up in a variety of ways, such as: case studies, community service, volunteering for designated organizations. Students will work with their assigned advisors on make-up time.

In order to graduate and be eligible to take the NCLEX-PN Licensure Exam, it is necessary to complete the program requirements of 1200 hours of instruction.

Reporting of Absence

Absent or Late: **Call 585-922-1404 – NO EXCEPTIONS**

**Excused absence:**

Leave a brief, clear message. State your name. Give an explanation for the absence or tardiness. All tardiness, illness or absence must be reported on the attendance line. Any student who knows he/she cannot be present must call prior to class or clinical.

**Non Excused absence:**

- Failure to call will be considered a no call/no show and will result in a verbal warning for the first instance.
- Additional no call/no show will result in written warning.
- Further no call/no show absences will lead to dismissal.
- Two consecutive days of no call/no show will be interpreted as a student’s intent to withdraw from the program.

If you call in late and fail to attend class or clinical without a second call, it will result in a no call/no show and a verbal or written warning will be given.
Extenuating Circumstance for Absence

A student may apply for an extenuating circumstance within two weeks of the occurrence. The student must apply in writing (not e-mail), with documentation related to the absence, to the Program Administrator to be considered for extenuating circumstance.

Examples of extenuating circumstances are birth of a baby, surgery, medical illness greater than 2 days, legal court dates.

To be eligible for extenuating circumstance the student must be making satisfactory academic and clinical progress. If granted, the student will be notified and a make-up plan will be developed with his/her advisor.

If the student is approved for an extenuating circumstance, they are allowed to make-up the hours that were granted. The student will be charged $30 per hour for the approved make-up time.

Bereavement

Students will be granted three consecutive calendar days leave for a death in the immediate family. Bereavement time will count towards total hours of absence.

- Immediate family would include: death of parents, spouse, children, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, or grandchildren.
- Students may request leave for the death of extended family members, but are not granted bereavement time.
- The student is to follow the procedure for extenuating circumstances and attach a notice of death.
- Make-up time is allowed for the bereavement hours missed at no cost to the student.
- A make-up plan for total hours of absence will be developed with the student’s advisor if needed.

Attendance and Federal Financial Aid

Federal student aid recipients must attend all of the hours in the current payment period before they become eligible for the next payment period’s federal financial aid disbursement. However, excused absences (see definition on page 13) will count toward that payment period’s total number of completed hours.

The program beginning in August consists of two payment periods, each 600 clock hours and 20 weeks in length. The program beginning in January has three payment periods: the first two are 450 clock hours and 14.5 weeks each, then a final period of 300 hours and eleven weeks.
Jury Duty

Students who receive a summons for jury duty are encouraged to defer jury duty while attending IGHSPN. If the student is unable to defer jury duty, the student must present the summons to the administration office. Students are expected to call the Attendance line daily to update the school regarding jury status.

Active Duty in Armed Forces

Students called to active or reserve duty while in school will be eligible for readmission.

Severe Weather Policy

IGHSPN closure for severe weather will be based on the discretion of the Program Administrator.

Closure of the school will be announced on the following:
TV stations: WHEC channel 10, Time Warner Cable 1, WHAM 13

A message will be sent to each student’s learning management account.

All canceled class and/or clinical time will be rescheduled based on adherence to the 1200 clock hours required for program completion.
Grading

Academic:

An average of 75% or above is required in Anatomy and Physiology.

- Students who have taken and successfully passed A&P at another college within the last five years with a grade of C or better are exempt from testing.

1. Students are required to participate in class and complete homework assignments.

2. Grading will be pass or fail. Students receiving a failing grade will be required to take a comprehensive A&P exam. Students must achieve 75% or higher on the exam to progress in program.

An average of 80% or above is required in Practical Nursing I, II and III.

A clinical assignment grade is calculated into the student’s average as a test grade.

Demonstration of understanding and application of nursing concepts in the clinical setting is extremely important in evaluating students’ progress. Therefore a grade of 80% or above is required in Practical Nursing I, II and III.

Exams

If a student is present, but chooses not to take the scheduled exam (e.g. citing lack of preparation), he/she will receive a score of zero for that exam. Absence will be counted for the time the student is not in class.

A student who is present in class on an exam day and leaves school and does not take the exam must contact the course instructor and call the attendance line. If this procedure is not followed the student will receive a zero on the exam.

Exams will be made up the day the student returns to class or at the discretion of the instructor.

Exam grades will be posted to the student’s learning management account within one week after all students have taken the scheduled exams.
Assignments

All assignments are due at 8 AM on the scheduled date with the exception of Davis Edge and Prep U, which are due at the start of the exam in which they are due.

Assignments/presentations that are turned in after the due date are considered late and will receive a **10 point** reduction in grade. Any assignment/presentation not turned in within 48 hours of the due date will receive a grade of **zero**.

Assignment grades will be posted to the student’s learning management account within two weeks of the due date.

**Final course grades will be posted on the learning management system upon receipt of the course evaluation.**

Math Proficiency

Students will demonstrate knowledge of math skills and dosage calculation by receiving a grade of 90% or higher on the Medication Calculation exam. The student will have four opportunities to achieve this grade.

Assessment Technologies Institute, TM, LLC (ATI)

ATI is a learning system that is used to assess a student’s mastery of content and to prepare the student for the NCLEX PN. IGHSPN utilizes practice and proctored assessments that allow students to monitor their achievement of content mastery. IGHSPN utilizes the Comprehensive Predictor Assessment to determine a student’s probability of passing their NCLEX PN. Results of assessments contribute to a percentage of the student final grade for the semester.

- Semester II, PN 2 is 10% of the final grade
- Semester II, PN 3 is 10% of the final grade

**All semester requirements need to be met before the student can progress to the next semester or to graduate.**
Remediation Policy

Students failing the academic component of any clinical or non-clinical course may be eligible for remediation if their final average is within one percentage point of passing.

- Practical Nursing I, II, III is 78.5%
- Anatomy and Physiology course is 73.5%

Remediation consists of re-testing the student on material previously failed within a course. It is allowed one time per semester. Remediation will be offered only if students are maintaining satisfactory clinical performance and must be completed within a time frame specified by the faculty.

Students are accountable to make arrangements with the faculty to review failed material prior to completion of the re-test.

Students must achieve an 80% on the remediation exam for PN I, PN II, and PN III and a 75% on the remediation exam for Anatomy and Physiology.
Clinical:

Clinical Performance/Evaluation

There are four clinical evaluations of student performance in the program. The Clinical Evaluation Scale below describes how the student is evaluated.

<table>
<thead>
<tr>
<th>S = Satisfactory</th>
<th>D = Developing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Never Requires (&lt;10% of the time)</td>
<td>Almost Always Exhibits (&gt;90% of the time)</td>
</tr>
<tr>
<td>- Direction</td>
<td>- A focus on the client or system</td>
</tr>
<tr>
<td>- Guidance</td>
<td>- Accuracy, safety &amp; skillfulness</td>
</tr>
<tr>
<td>- Monitoring</td>
<td>- Assertiveness and initiative</td>
</tr>
<tr>
<td>- Support</td>
<td>- Efficiency and organization</td>
</tr>
<tr>
<td></td>
<td>- An eagerness to learn</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NI = Needs Improvement</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Occasionally requires (25% of the time)</td>
<td>Very often exhibits (75% of the time)</td>
</tr>
<tr>
<td>- Direction</td>
<td>- A focus on the client or system</td>
</tr>
<tr>
<td>- Guidance</td>
<td>- Accuracy, safety &amp; skillfulness</td>
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<tr>
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<tr>
<td></td>
<td>- An eagerness to learn</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>U = Unsatisfactory</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Often requires (50% of the time)</td>
<td>Often Exhibits (50% of the time)</td>
</tr>
<tr>
<td>- Direction</td>
<td>- A focus on the client or system</td>
</tr>
<tr>
<td>- Guidance</td>
<td>- Accuracy, safety &amp; skillfulness</td>
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<tr>
<td></td>
<td>- An eagerness to learn</td>
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<table>
<thead>
<tr>
<th>NO = Not Observed</th>
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<tbody>
<tr>
<td>- Will be given in any area that is not observed during a clinical rotation</td>
</tr>
</tbody>
</table>

*For a more detailed description of the evaluation process refer to the clinical syllabus.*
• The student will be required to demonstrate satisfactory performance of student learning outcomes and clinical competencies appropriate to each level (PN 1, PN II, and PN III) and to meet the stated objectives of each clinical rotation.

• The student’s performance in meeting clinical competencies will be documented by the clinical instructor.

• The student will also be required to submit written course assignments associated with the clinical rotation and must achieve a clinical assignment average of 80%. If not met, the student will receive an overall clinical grade of NI (Need Improvement). A second occurrence will result in and Unsatisfactory grade and dismissal from the program.

• Upon completion of a rotation the student is required to meet with the instructor for a clinical evaluation conference. During the conference, the evaluation of the student’s clinical performance is read, discussed and signed by the student and instructor. When the student signs the evaluation, it indicates that he/she has read the document.

• The student has the option to disagree in writing with the instructor’s evaluation and to explain his/her rationale at the time of the evaluation.

**Clinical Failure**

_Students who do not meet the standards in the areas listed below will result in an unsatisfactory (U) clinical performance evaluation and dismissal from the program._

• Safety
  - placing a patient in physical, emotional, and/or social jeopardy

• Asepsis
  - Knowingly violating principles of medical or surgical asepsis
  - A violation of Standard Precautions

• Interpersonal Relationships
  - to include patients, families, staff members, faculty, and peers

• Professional Behavior
  - language or behavior unbefitting a professional nurse

• Refusing patient care as assigned by the instructor

• Failing to perform clinical competencies appropriate to the level of preparation

• Requiring constant guidance and supervision during clinical rotation

• Failing to notify the clinical instructor and/or designated floor personnel more than once regarding tardiness or absenteeism for clinical, within a **minimum** time frame of one hour before the start of the shift

• Patient abandonment including wandering to unassigned areas of the facility

• Inappropriate interactions with peers or staff

• Not achieving a clinical assignment grade of 80% after receiving an NI (Needs Improvement) for 1st occurrence
Procedure for Clinical Improvement:

The instructor will inform the student of unsatisfactory performance verbally and in written form.

Students who receive an overall clinical evaluation rating of NI will have the opportunity to improve their status by the following means:

- Performance Improvement Plan given to the student who receives a Needs Improvement by the instructor. Student will have to the end of the next rotation to demonstrate improvement.
- Collaboration with the instructor for guidance and the use of a documented set of attainable goals for the student.

Students are allowed ONE Needs improvement while in the nursing program.

Clinical Skills Lab Attendance Policy:

You must attend all scheduled lab days. You are only required to be present for your scheduled lab time, unless otherwise instructed. The remainder of the day is independent study time. Total time counted for skills lab is 6.0 hours.

Tardiness:

- The student is required to arrive 15 minutes before the scheduled time in full uniform and with the required equipment.
- If a student is greater than 15 minutes late he/she will need to arrange a make-up time with the lab coordinator within one week. They will also be considered absent for the day resulting in 6.0 hours missed.

Absences:

- If a student is absent, the student will need to arrange a make-up time during open lab or lunch break with the lab coordinator within one week.

  Failure to make up a missed lab day within two weeks will result in a written warning.

Unprepared:

Failure to arrive in full uniform with the proper equipment will result in an absence for the day.

To be considered prepared for lab you need to have / have done the following:

- Reviewed Skills Lab Video
- Reviewed procedure checklist for that skill
- Be in full uniform including proper undergarments and shoes
- Have a watch with a second hand
- Have a black pen
- Have any other equipment needed for the skill (The instructor will inform you when this is necessary.)
Clinical Skills Lab Performance:

Skills lab performance is graded as pass or fail. All students must successfully pass all skills for progression to the next semester or graduation.

A student who fails two skills test outs will receive a written warning. If a student has a 3rd unsuccessful skills test out, they will meet with the program administrator to review academic/lab/clinical performance and may be placed on a performance improvement plan or dismissed from the program.

Remediation Process for Unsuccessful Test Out:

1. **Required Practice**: Student MUST sign up during open lab time or request time with faculty within one week of original skills test out date.
2. **Repeat testing**: Student MUST request an appointment for re-demonstration within two weeks of original skills test out date.

If unsuccessful:

**1st Attempt** –

a. Mandatory practice with faculty.

b. Submit appointment requests within one week of unsuccessful attempt to the identified faculty member.

c. Student must complete a written one paragraph summary including identifying the potential/actual implications the unsuccessful performance would have on the patient outcomes. The student must include a reference related to the unsuccessful portion of the skill (i.e. effects of the mediation errors, increased costs due to nosocomial infection, etc.). The reference can be from a professional journal, nursing reference book or textbook.

d. Student must submit a reflection identifying barriers that may have influenced the unsuccessful attempt and how they will overcome them.

**2nd Attempt** -

a. Mandatory practice with an instructor for a minimum of 30 min.

b. Students must submit a typed one page case study that reflects the potential/actual implications the unsuccessful performance would have on the patient outcomes. The reference can be from a professional journal, nursing reference book or textbook.

**3rd Attempt** -

a. If Student is unsuccessful after 3rd attempt there is no remediation, this requires a meeting with the program manager and advisor, which may result in dismissal of the program.

Simulation

Simulation lab is part of your semester II learning experiences. Simulation is a teaching method that enhances active student learning. It engages students in real-life scenarios in which they can connect theory to clinical practice. The simulation mannequin that the students utilize recreates lung sounds, bowel sounds, a pulse, and a blood pressure. The mannequin can speak as a patient and much more. The scenarios are evidence-based and support best practices. It also provides students with a safe and supportive learning environment. SIM Lab students will be videotaped. The videotape is only used for learning purposes. Videotapes will not be used for media/publication purposes.
**Advisement**

Each student is assigned to a faculty advisor for guidance. The Advisor’s role is to:

- Assist students to identify stressors which may interfere with satisfactory progress
- Guide students to work to their fullest potential
- Assess academic difficulties and encourage students to use available resources
- Guide students in developing effective interpersonal relationships
- Encourage students toward continued professional growth
- Make appropriate referrals when necessary
- Keep students informed regarding academic progress, clinical progress and attendance; Students will be advised of potential academic/clinical failure
- The Advisors have posted office hours and are available by appointment during school hours. A written record of conferences with students will be maintained in the student record. Academic guidance/conference records are not part of the student’s final record.

**Problem Resolution and Grievance Policy**

Open, direct communication leads to resolution of most conflicts in an informal way.

The School of Nursing respects each student’s right to express his or her views and opinions. Learning to express one’s opinions in a constructive manner is part of professional growth.

If any student or a Student Association representative has a complaint regarding adherence to policies, procedures, or any aspect of school academic/clinical activities, the following grievance procedure is implemented:

- The concern is addressed in writing to the Program Administrator. Unsigned or anonymous complaints will not be considered for the formal resolution process.
- A grievance advisory panel is convened to review and clarify the issue from all perspectives. The grievance advisory panel is composed of members of the faculty, student body, nursing manager, Program Administrator and a Human Resources representative. If a student is less than 18 years of age the student has the right to have an advocate and to be represented by a person of their choice (e.g. parent, guardian). As this is not a formal process, attorneys are not allowed.
- The grievance advisory panel will review the issue and make a recommendation for resolution within two weeks.
- If the complainant is still dissatisfied, the issue/concern is forwarded at the discretion of the grievance advisory panel to the RGH Nurse Executive and/or Vice President of Human Resources for final resolution.

There is absolutely no recrimination or discrimination against any student as the result of presenting his or her views or issuing a grievance. The goal is problem resolution and continued excellence.
Graduation Requirements

Candidates must meet the following criteria in order to be eligible for graduation:

- Successful completion of all required course work with cumulative average of 80% in PN I, PN II, PN III and 75% in Anatomy and Physiology
- Satisfactory completion of clinical
- Achievement of a minimum grade of 90% on the Medication Calculation exam
- Demonstrates passing performance on all lab test outs
- Completion of all financial obligations to IGHSPN including an exit interview with our Financial Aid Advisor

A student who has been convicted of a crime (felony or misdemeanor) should understand that the State Board of Nursing determines eligibility for the admission to NCLEX-PN testing. Graduation from IGHSPN does not guarantee admission to the exam or subsequent issue of a license.

Health Policies

In order to participate in the Practical Nursing Program, the student must be in good health, free from communicable diseases, and physically and emotionally capable of performing all of the required responsibilities of clinical experiences in order to meet program requirements. Students must also meet the health requirements of affiliating sites as stated in clinical affiliate agreements and/or clinical affiliate policies.

At IGHSPN a physical exam form will be distributed to each accepted student. This form consists of a medical history, an immunization record and a physical examination. The health report shall be of sufficient scope to ensure that no person shall assume his/her duties unless he/she is free from a health impairment which is of potential risk to patients or personnel or which might interfere with the performance of his/her duties, including habituation or addiction to depressants, stimulants, narcotics, alcohol or other drugs or substances which may alter the individual’s behavior. The health care provider must complete the required physical and immunization record.

IGHSPN has established the following specific guidelines for physical and emotional health in conjunction with the NYS Public Health Law, the NYS Hospital Code, NYS Education Department and the New York State Department of Health Law:

- The student must have adequate visual acuity (with or without corrective lenses) sufficient hearing (with or without hearing aids), and communication skills necessary to meet objectives of the program
- The student must have sufficient physical ability and manual dexterity to meet program requirements including: the physical ability to stand, walk, kneel, lift, bend, push, carry, hold, grasp without assistance, and draw up solutions in a syringe
- Any student who is pregnant at the time of enrollment or who becomes pregnant during the course of study must provide a written statement to the Program Administrator from her
physician stating that she is physically able to participate in classroom, lab and clinical experiences without restriction; Updated every 30 days

- Any student with a seizure disorder must present certification from his/her attending physician of being seizure free for one year prior to beginning the program
- Any student who has been treated, hospitalized, or absent due to pregnancy, surgery, injury, serious physical and/or mental illness or emotional disorders must present medical documentation of:
  - Ability to participate without restriction in classroom, laboratory and clinical areas
  - Adequate physical, mental, and/or emotional ability to continue in the program of study
- Any student who, because of medical restriction (with or without reasonable accommodation), is unable to meet program objectives will be required to withdraw from the program
- Students must have submitted proper documentation of all required health information or provide a documented statement of medical religious exemption prior to commencement of classes

No Smoking Policy

Rochester Regional Health (RRH) policy prohibits smoking on any campus during class and clinical time. This includes the sidewalks in front of RRH parking lots and while in cars on RRH property. Infractions of the policy will result in a verbal warning. Additional infractions will lead to a written warning and may lead to possible program dismissal.

Drug-Free Environment

Rochester Regional Health and IGHSPN are committed to programs that promote safety for students, faculty, clients, and families at the school, in all client care at the hospital, or any clinical affiliation. Consistent with the spirit and intent of this commitment, the hospital and school have developed this policy statement regarding the sale, use, possession, or distribution of drugs and alcohol by all employees and students. Student involvement with drugs and alcohol adversely affects performance, morale, safety, and client care.

The following will apply when drug, alcohol, or substance abuse problems are suspected and/or confirmed to exist.

- The possession, sale, distribution, or use of drugs or alcohol by any student while in the health care facility, on school property, or while in uniform will be cause for immediate dismissal from the program.
- Illegal substances will be confiscated and the appropriate law enforcement agencies notified.
- For reasonable cause, the system reserves the right to carry out searches of students and their property, including, but not limited to, book bags, computer bags, lunch boxes, and private vehicles on RRH property.
Reasonable Suspicion Drug Screening

This policy refers to the use/misuse of, or being under the influence of: alcoholic beverages, any drugs, legal or illegal, which impair judgment while in any health care facility, school, institution or other location as a representative of the Nursing Program.

When a faculty/clinical instructor perceives the odor of alcohol or observes behaviors such as, but not limited to, slurred speech, unsteady gait, or confusion, and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by alcohol or drugs, the following steps are taken:

- The instructor will remove the student from the class or clinical setting and notify the Program Administrator
- Upon the student’s oral consent, the instructor will arrange for student transport to a designated medical service facility contracted by the program
- The student is to have a picture ID in his/her possession
- After testing, the student may call for transportation home
- If the student admits to alcohol or drug use, he/she will still require drug screening

Negative Test

- If the results of the test(s) are negative for drugs, alcohol, or other illegal substances, or for non-prescribed legal substances, the student shall meet with the Program Administrator within 24 hours of the results to discuss the circumstances surrounding the impaired behavior. If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the school
- If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms; A medical referral for evaluation may be indicated
Guidelines for Accommodating Students with Disabilities

The faculty of the Isabella Graham Hart School of Practical Nursing values the process by which individuals achieve their highest level of functioning. The faculty also is interested in attracting the widest possible group of talented individuals who can successfully enter the profession if appropriately supported. These values are balanced by the responsibility to the public to prepare only those professional nurses who will provide safe and effective care. The Americans with Disabilities Act (ADA) provides legal framework to guide these responsibilities (AACN, 2001).

Reasonable Accommodations

Students with documented accommodative needs may require reasonable accommodation in the classroom and clinical setting. However, there are some impairments that preclude participation in professional nursing. An individual may be able to master content and pass classroom examinations but possess certain limitations or conditions that cannot be surmounted with present technology (AACN, 2001). All requests for reasonable accommodation are handled on an individual case-by-case basis.

Students who need special accommodation or services must fill out a request form and provide required documentation to the Program Administrator. Accommodation request forms are available on the IGH website or from Administrative Coordinator.

References:


IGH website: Technical requirements for nursing school
Student Right to Know and Campus Security Act

Policy: Rochester Regional Health is charged with the responsibility of protecting and keeping safe all of the students and employees of the Isabella Graham Hart School of Practical Nursing.

Procedure: To ensure compliance with the Campus Security Regulations, the following procedures are established:

- All students will receive identification badges at the beginning of the school year.
- Badges will be worn above the waist at all times when on campus and at clinical sites. ID badges will be returned at the end of enrollment/dismissal. Lost or stolen badges will be replaced at the student’s expense.
- The Riedman Campus is locked at all times and swipe card access is required for entry. Faculty has keys to the classrooms and lab. Students may only be on campus during school hours or with special permission from faculty.
- An RRH Safety and Security officer is on the premises 24 hours, 7 days a week. Call RRH at 585-922-4300 if no one is present at Riedman. The Safety and Security Officer may be contacted for all safety and security concerns at 520-4721. The RRH Safety and Security department oversees the Riedman Campus and will be notified of any security incidents that occur on campus. The Security Management Program is enforced by the Safety and Security Department at RRH and coordinated through the Program Administrator. However, at any hour, all emergencies and/or criminal activity can be reported to the Rochester Police Department by calling 911.
- Students and staff review school policies annually concerning law enforcement procedures, fire safety, drug free environment, sexual harassment, workplace violence, and no smoking policy.
- Criminal Activity Statistics occurring on campus will be posted on the IGH website.
Notification of Rights under FERPA for Isabella Graham Hart School of Practical Nursing

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the Isabella Graham Hart School of Nursing (IGHSPN) receives a request for access. A student should submit a written request that identifies the record(s) the student wishes to inspect. The IGHSPN Program will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
   - A student who wishes to ask IGHSPN to amend a record should write to the Program responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
   - If IGHSPN decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to file a grievance regarding the request for amendment. Additional information regarding the grievance procedures will be provided to the student when notified of this right.

3. The right to provide written consent before IGHSPN discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent in the following circumstances:
   - The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by IGHSPN in an administrative, supervisory, academic, research, or support staff position serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of IGHSPN who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for IGHSPN.
FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within IGHSPN whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
• Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

• To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

• To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

• To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

• The student maintains the right to file a complaint with the U.S. Department of Education concerning alleged failures by IGHSPN to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue, SW
  Washington, DC 20202

*Numbers cited are from education law.*
Code of Conduct

Prohibited Student Conduct
IGHSPN expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. The IGHSPN faculty, however, recognizes the need to make rules for student conduct specific and clear. The rules of conduct listed below are not all-inclusive. They are intended to focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. Discipline may be imposed on students who engage in the following:

Disorderly Conduct: Examples of disorderly conduct includes but are not limited to:
- Running in hallways
- Making unreasonable noise
- Using language or gestures that are profane, lewd, vulgar or abusive
- Obstructing vehicular or pedestrian traffic
- Engaging in any willful act which disrupts the normal operation of the school community
- Computer/electric communications misuse, including any unauthorized use of computers, software, or internet account; accessing inappropriate websites; or any other violation of the RRH acceptable use policy
- Bringing to school or having in his/her possession any item considered a nuisance (audio or other personal music devices), dangerous (firearms, weapons, chains, sharp objects, firecrackers) or immoral (pornographic material)

Insubordinate Conduct: Examples of insubordinate conduct include:
- Failing to comply with the reasonable directions of teachers, school administrators or other school personnel or otherwise demonstrating disrespect
- Lateness for, missing or leaving a class or school, school grounds or a clinical site without permission
- Entering any area without authorization
- Refusing to leave any classroom, lab or clinical site after being directed to do so by IGHSPN authorized personnel

Disruptive Conduct: Examples of disruptive conduct include:
- Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students
- Physically restraining or detaining any other person or removing such person from any place where he/she has authority to remain
- Obstructing the free movement of persons and vehicles in any place where such movement is authorized or permitted
- Bringing children, family, or friends to school during class hours
**Violent Conduct:** Examples of violent conduct include:

- Committing an act of violence such as: hitting, kicking, punching, scratching, spitting or biting (this is not an exhaustive list) upon a teacher, administrator, or other school employee, or attempting to do so; Committing an act of violence upon another student, or any other person lawfully on RRH property or attempting to do so
- Possessing a firearm or weapon; Authorized law enforcement officials are the only persons permitted to have a firearm or weapon in their possession while on RRH property or at a school function
- Displaying what appears to be a firearm or weapon
- Threatening to use any firearm or weapon
- Intentionally damaging or destroying the personal property of a student, teacher, administrator, other employee or any person lawfully on school property
- Intentionally damaging, destroying or defacing school property

**Endangering the Safety, Morals, Health or Welfare of Others:** Examples of prohibited conduct include:

- Lying to school personnel
- Stealing the property of other students, school personnel, or any other person lawfully on RRH property or attending a school function
- Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them
- Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation, or disability as a basis for treating another in a negative manner
- Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as, ridiculing, demeaning, or threatening
- Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm
- Selling, using, or possessing obscene material
- Using vulgar or abusive language, cursing, or swearing
- Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either; “Illegal substances” include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as “designer drugs”
- Inappropriately using, selling, or sharing prescription and over-the-counter drugs
- Gambling
- Indecent exposure, that is, exposure of the private parts of the body in a lewd or indecent manner
- “Sexting”, which includes the sending, receiving, or possession of sexually explicit messages, photographs, or images by electronic devices
• Cyber bullying, which includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs)

• Initiating a report of fire or other catastrophe without valid cause, misuse of 911, tampering with or discharging a fire extinguisher

• Engaging in any act which is in violation of an established IGHSPN/RRH rules or policy, willfully inciting others to commit any of the acts herein, or engaging in irresponsible behavior or conduct contrary to decent, polite, honorable, and honest standards

**Students Who Engage in Academic Misconduct:** Examples of academic misconduct include:

- Plagiarism
- Cheating
- Copying
- Altering records
- Assisting another student in any of the above

**Program Dismissal:** Infractions that may constitute immediate dismissal from the program:

- Endangering the safety of a client through an act of omission or commission, including medication or dosage error
- Failure to secure an instructor when preparing and administering medications for a client
- Any action that results in the affiliating facility prohibiting a student from clinical participation at that site
- Any actions (or lack of) that result in notification of the NYSDOH by a client/family or agency
- Repeated disruption or involvement in a verbal or physical altercation in classroom or clinical settings
- Academic dishonesty including cheating or plagiarism
- Endangering the safety of a patient or violating the school's Student Code of Conduct may result in an immediate academic dismissal at any time during the student’s enrollment; The student is not eligible for re-admission into the nursing program

**Professionalism**

The nursing profession has high standards that include appropriate conduct and personal appearance. These standards are to be met at all clinical facilities and at school.

Being unprofessional refers to any behavior that violates the Patient’s Bill of Rights, HIPAA requirements, or reflects negatively on RRH, Isabella Graham Hart School of Practical Nursing, or the nursing profession.
Student Responsibilities

During ACADEMIC hours, students are expected to:

• Be on time for all classes
• Prepare for class by reading assigned material and to be able to answer pertinent questions related to the subject matter
• Participate in discussions and request clarification when unsure about concepts
• Take responsibility for own academic performance
• Recognize the need for help in any of the course work and to make an appointment with the course instructor
• Submit all written material on time
• Take advantage of study/lab hours that are provided for individual student preparation, practice, and faculty assistance
• Seek their own learning experiences
• Turn all cell phones OFF and secure them out of sight; Students may not send text messages during class
• Obtain written permission to record/video any or all lectures; Recording without written permission will result in dismissal from the school
• No food is allowed in the classrooms during class
• During exams all books and learning material will be removed from desks
• Refrain from messaging instructors or administrative coordinator during class hours. Use of you computer during class is for following power points and taking notes

During CLINICAL hours students will:

• Arrive at the clinical area on time and appropriately attired in full uniform
• Perform safely in all areas of client care
• Obtain daily clinical assignments from the instructor and prepare for nursing care
• Obtain pertinent information regarding their patient care assignment; Copying or printing a patient’s record is prohibited, as it is a breach of confidentiality
• Evaluate their own nursing care performance and determine areas where the assistance of the clinical instructor is necessary
• Share learning experiences in conferences; Sharing knowledge and experiences that benefits the student as well as other students
• Always follow Standard Precautions
• Do not bring cell phones to patient care area
• Do not access electric EMR/paper medical record of a client to whom they are not assigned
DRESS CODE

Classroom
- Students will wear school designated scrubs to class. Appropriate footwear is sneakers or uniform shoes.

Lab and Clinical Attire
- Students should only wear uniforms to lab and clinical
- Uniforms must be laundered, neatly pressed, and free of stains
- No sweaters are permitted; Plain white t-shirts may be worn under uniform
- Clean white shoes or sneakers with white socks or stockings; No open-heeled clogs
- Bandage scissors, black ink pen, watch (with second hand), pen light, and stethoscope
- Hair must be tied back, off the face, and is to be worn at or above the collar; Students having a mustache or beard must keep it short, neat, and clean; Facial hair must be able to fit under or be completely covered by a surgical mask
- Fingernails are to be kept short and clean, not to extend beyond the fingertips, and nail polish must be in good repair
- White/neutral undergarments ONLY are to be worn under the clinical uniform
- Wedding bands and small earrings (limit of two) are permitted
- Tattoos must be covered
- No non-natural colored hair (i.e. pink, green, bright red, blue)

The following are NOT permitted:
- Use of perfumes and aftershave
- Artificial nails
- Facial piercings of any kind

Non-compliance with dress code: The first incident will result in a verbal warning. The second incident will result in a written warning. The third incident will result in the student being sent home with time missed. A student can be sent home at any time at the discretion of the instructor.

Personal Belongings

Do NOT bring personal belongings of value with you to the clinical unit and Do NOT leave personal belongings of value in the classroom or lab. Space is limited and there are no secured areas at these facilities to keep personal belongings.

IGHSPN is not responsible for lost or stolen articles.
Photo Identification

- Students will be furnished with a photo ID prior in the beginning of the program
- All students must wear a picture ID when participating in classroom, lab, and clinical experiences
- Any student who does not have a photo ID may be sent home from the clinical or classroom experience with corresponding number of hours deducted
- Lost picture ID must be replaced by contacting the Parking office at 585-922-9803 prior to the next clinical or classroom day
- The cost of ID replacement is $5.00, payable at the time of ID replacement
- ID must be worn above the waist

Financial Information

Isabella Graham Hart School of Practical Nursing wants all students to be fully aware of the financial policies and procedures that are in effect during the 2016 - 2017 academic year. Full information on all of these is located on the “Financial Information” page of the school’s website. www.rochesterregional.org/igh. See Toni Greenlee if you would like a paper copy of any of these policies.

- Tuition and Fees
- Refund Policy
- Detailed financial aid information
- Financial aid deferment and disbursement procedure
- Satisfactory academic progress standards students must meet to maintain eligibility for federal student aid (Pell Grant and Stafford Loans)
- Satisfactory academic progress standards students must meet to maintain eligibility for New York State grants (TAP, etc.)
- Treatment of federal student aid for those who withdraw before completion
- Distribution of IRS Form 1098T to calculate federal and NYS tax credits
- Gainful Employment: Information on cost of school and success of graduates; Also includes links to jobs
- Link to C.A.S.H program information, to have federal and NYS tax returns prepared for free

Dining Facilities

Dining facilities are available at Riedman Campus and at the clinical facilities. There are several vending machines located at the academic and clinical sites. The Riedman Campus Cafeteria is available from 7:00 am to 2:30 pm Monday through Friday. The student lounge has a refrigerator and microwave available for student use.
Communications

Bulletin Boards:
- Current notices, schedule changes, and important information will be posted on the bulletin boards on an ongoing basis. Only faculty-approved items will be posted, and once information is posted on the bulletin board the student is accountable for that information.

Student folders:
- Student mail folders are located in the IGH classroom for each student. Students are to check their mail folders each day they are on campus. Assignments and faculty communication are placed in the faculty mailboxes.

Email:
- Each student will maintain a current email address while a student at IGH. Communications will be sent to your learning management account by faculty. Students are expected to check their email account at least once a day.

Copying:
- Students will have access to a copier/printer in the computer lab. Each student will be given a monthly number of copies. If the student exceeds his/her copy/printing allowance there will be an additional charge.

Soliciting
No soliciting is allowed during class, lab, or clinical hours (e.g. Girl Scout Cookies, Avon products, jewelry, etc.).

Lab and Reference Rooms
Open during school hours or with prior arrangement with an instructor.

The Werner Medical Library at Rochester General Hospital
The Werner Library, located on the lobby level at RGH, is an excellent resource for finding current literature and research. All students receive an orientation tour of this facility and have access to medical librarians for assistance. Books and journals at the Werner Library may be signed out with an appropriate school ID, or may be submitted online.
Telephone

Emergency messages for students should be directed to the school office at (585) 922-1400 on class days. Emergency messages during clinical hours will be made through the instructor’s cell phone.

Computer Lab at Riedman Campus

Computer access is available in the Computer classroom to supplement learning.

**Note:** This classroom is shared with employees of RRH and at times is not available to students. Public WiFi is available.

Parking

Riedman Campus: use South Entrance - Lot closest to Ridge Road. For clinical: follow clinical agency requirements for parking.

Academic Records and Transcripts

Official transcripts are sent to another school or to an employer for a fee of $5.00 each. Transcript release forms are available online at www.rochesterregional.org/IGH.
**Student Association & Activities**

In order to encourage a student’s participation in school affairs and community events, a Student Association is formed by each class. All students are members. Elections of officers and meetings are held according to the bylaws. The Student Association is a vehicle for input and discussion of student issues, including input to curriculum and student life decisions. The Student Association sponsors various student functions.

**Student Association Bylaws**

Definition: Bylaws - Laws or rules governing the internal affairs of an organization

**Article I. Name**

The name of this organization shall be the Student Association of the Isabella Graham Hart School of Practical Nursing of Rochester Regional Health.

**Article II. Authorization**

The Student Association shall be authorized by the faculty of this School of Practical Nursing and shall carry out the activities specified in the following bylaws, subject to the approval of the faculty.

**Article III. Purpose of Student Association**

**Section 1:** The purpose of this non-profit organization shall be to aid in the development of the student practical nurse as a democratic citizen by broadening the member’s horizons as an individual and as a member of a group.

**Section 2:** To encourage the student practical nurse to promote and maintain high educational and professional standards, and provide opportunity for exchange of ideas and self-expression.

**Section 3:** To provide a close bond and unified spirit among student practical nurses, and promote professional and social unity within the School of Practical Nursing.

**Section 4:** To help prepare the student nurse for understanding, interest, and membership in the graduate practical nurses organization.

**Section 5:** To provide a channel of communication between Faculty of the School of Practical Nursing and the student body of this Association.
Article IV. Membership

Section 1: The officers of this Association shall consist of a president, a vice-president, a secretary, and a treasurer for each class.

Section 2: A candidate to be eligible for office shall have these qualifications:

- Qualities of a leader
- Interest in school activities
- Initiative
- Good rapport with all fellow students
- Acceptable scholastic and clinical standing

Section 3: Duties of Officers

The president shall:

- Preside at all meetings of this Association
- Appoint special committees and faculty liaison representatives
- Serve as ex-officio member of all committees
- Attend IGHSPN Advisory Council meetings
- Speak at graduation

The vice president shall:

- Assume the duties of the president in case of the inability of the president to act
- Be chairperson of the Committee on Bylaws
- Attend faculty meeting fourth Wednesday of the month throughout the school year

The secretary shall:

- Record the minutes of all meetings of this Association
- Keep on file as a permanent record all papers, reports and documents submitted to the secretary from other sources
- Sign, with the president, such organization papers as come into their executive and administrative spheres
- Conduct the general correspondence of the Association
- Distribute a copy of the minutes of each meeting to persons designated by the president, i.e.: officers, committee members, faculty members

The treasurer shall:

- Be responsible for collection and deposit of money
- Keep financial records

Section 4: All officers shall deliver to the class advisor all records, papers, or other properties belonging to this association at the final meeting.
Article V. Elections

Section 1: The officers of this Association shall be elected after the first six weeks and not later than the tenth week.

Section 2: All elections shall be by ballot.

Section 3: A plurality vote of all members present entitled to vote and voting shall constitute an election. In case of a tie, a revote shall be taken.

Section 4: The president pro-tem (faculty advisor) shall preside at the initial meeting of the Association and shall appoint two tellers who shall supervise the voting and count the ballots.

Article VI. Meetings

Section 1: Meetings of this Association shall be called by the president upon the request of a majority of the members of this Association or at his/her discretion. There will be a minimum of one meeting each term. However, more meetings may if necessary be called.

Section 2: Notices of all meeting shall be posted, setting forth the place, date, time and purpose of the meeting at least 24 hours in advance.

Section 3: Attendance at all meetings of the students’ Association is required of all members. Illness shall be the only acceptable excuse for being absent from a meeting. A faculty advisor must attend each meeting.

Section 4: A quorum (the minimum number of members of an organization who must be present for valid transaction of business) shall consist of the majority of the members of the class plus two officers.

Article VII. Order of Business - How meetings will operate

Section 1: Agenda order:
- President – call the meeting to order
- Secretary – give report and reading of the minutes of the Student Association
- Treasurer’s report
- Communications - i.e. vice-president (Bylaws), upcoming events, news
- Report of the current standing committees – i.e. social committee, social affairs, faculty liaison representatives
- Unfinished business
- New business
- Adjournment
Article VIII. Representation

Section 1: The voting body of all meetings of this Association shall consist of a majority.

Article IX. Standing Committees

Section 1: Standing committees shall be composed of not less than two nor more than six members of this Association, and shall assume such duties as assigned by the president and specified in the bylaws.

Section 2: The standing committees shall report to the Student Association at each meeting and shall submit a report of their activities at the final meeting and at such other times as requested by the president.

Section 3: There shall be the following committees:

- Committee on the Bylaws
- Committee on Social Affairs
- Committee on Student Affairs

Section 4: The Committee on Bylaws shall:

- Receive all proposed changes or amendments to these bylaws
- Present the proposed changes or amendments to the votes
- Submit the bylaws and proposed changes to the faculty advisor(s) for review and then to the faculty for approval
- The vice president shall be the chairperson of this committee and there shall be two volunteer members

Section 5: The Committee on Social Affairs shall:

- Initiate plans for specific social functions.
- Submit proposed plans to the student body of this Association for majority vote.
- Implement final arrangements for social functions after approval. The Social Affairs chairperson shall be elected from the student body at the initial meeting. The committee shall consist of volunteers organized as needed by the class.

Section 6: The Committee on Student Affairs:

- There shall be a total of four members including one chairperson, one recording secretary, and two members from the class to be selected at the initial meeting.
- One faculty member will attend each meeting and will offer suggestions, when needed, concerning actions of this committee.
- A committee member shall be asked by the committee to resign his/her position if at any time his/her actions are detrimental to the committee and when such a decision is deemed necessary. Another representative would be elected upon his/her resignation.
Special meetings of this committee shall be to:

- Formulate or revise any rules, regulations or policies pertaining to the Student Association.
- Bring problems of the student body to the attention of the faculty.
- Identify member(s) of the class to function as faculty liaison representatives involved in curriculum/policy revision.

Section 7: A written report of the activities of a committee shall be submitted to the president when the chairperson of that committee is unable to attend a meeting.

ARTICLE X. Fiscal Year

Section 1: The fiscal year of this Association shall be the length of the program.

ARTICLE XI. Parliamentary Authority

Section 1: All meetings of this Association shall be conducted according to parliamentary law as set forth in Robert’s Rules of Order Revised where the rules apply and are not in conflict with these bylaws.

ARTICLE XII. Amendments

Section 1: All proposed amendments shall be prepared by the Committee on Bylaws.

Section 2: A copy of all proposed revisions of amendments shall be posted and a copy sent to the faculty advisor two weeks prior to the next meeting.

Section 3: A copy of the bylaws and proposed amendments should be sent to the faculty.

Section 4: An amendment to these bylaws shall become effective immediately upon its approval by the faculty and members of this Association, unless the amendment specifies a different effective date.
The Isabella Graham Hart School of Practical Nursing assures equal opportunity to all candidates regardless of gender, age, ethnic identity, national origin, religious affiliation, creed, disability, sexual preference, marital status, or veteran status, in admissions, employment, and treatment of students or employees.

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Program Code 91042