



# Student Handbook



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. Our goal is to facilitate your learning in order to help you achieve your goal of becoming a Licensed Practical Nurse.

This Student Handbook was designed to provide you with useful information regarding the Practical Nursing Program. To support a successful educational environment, program policies/regulations and general guidelines are presented in this Student Handbook.

During orientation, 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 Isabella Graham Hart School of Practical Nursing Program. When and if there are issues that arise, regarding program policies and regulations, this Student Handbook will be used for clarification.

Best wishes for every success in your upcoming LPN program.

Sincerely,

A handwritten signature in cursive script that reads "Gloria Berent".

Gloria Berent, MSHA, BSN, RN, CNOR, NEA-BC  
Sr. Director, Isabella Graham Hart School of Practical Nursing

## Table of Contents

Academic Advisement.....	19
Academic Record and Transcript Information.....	33
Accommodative Services.....	23
Assessment Technologies Institute (ATI) .....	16
Attendance Policy.....	12
Bulletin Boards.....	32
Cafeteria/Vending.....	32
Clinical .....	17
Code of Conduct and Civility.....	26
Computer Lab.....	33
Conceptual Framework.....	9
Copying.....	32
Dress Code.....	30
Drug Free Environment.....	21
Email.....	32
FERPA Notification of Rights.....	24
Financial Information.....	31
Grading .....	15
Graduation Requirements.....	20
Health Policies.....	20
IGH Mission and Vision.....	8
IGH Philosophy.....	8
Math Proficiency.....	16
No Smoking Policy.....	21

Parking.....	33
Grievance Policy.....	20
Professionalism.....	29
Program Concepts, Outcomes and Competencies.....	10
Reference Room.....	32
Remediation Policy.....	18
Rochester Regional Health Vision, Mission, and Values.....	7
Soliciting.....	32
Student Association and Activities.....	33
Student Folders.....	32
Student Responsibilities – Academic/Clinical.....	29
Student Right to Know.....	23
Werner Medical Library.....	32

## IGHSPN School of Practical Nursing Directory

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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 (IGHSPN)**

### **IGHSPN 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.

### **IGHSPN 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.

### **IGHSPN Nursing Philosophy**

IGHSPN 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.

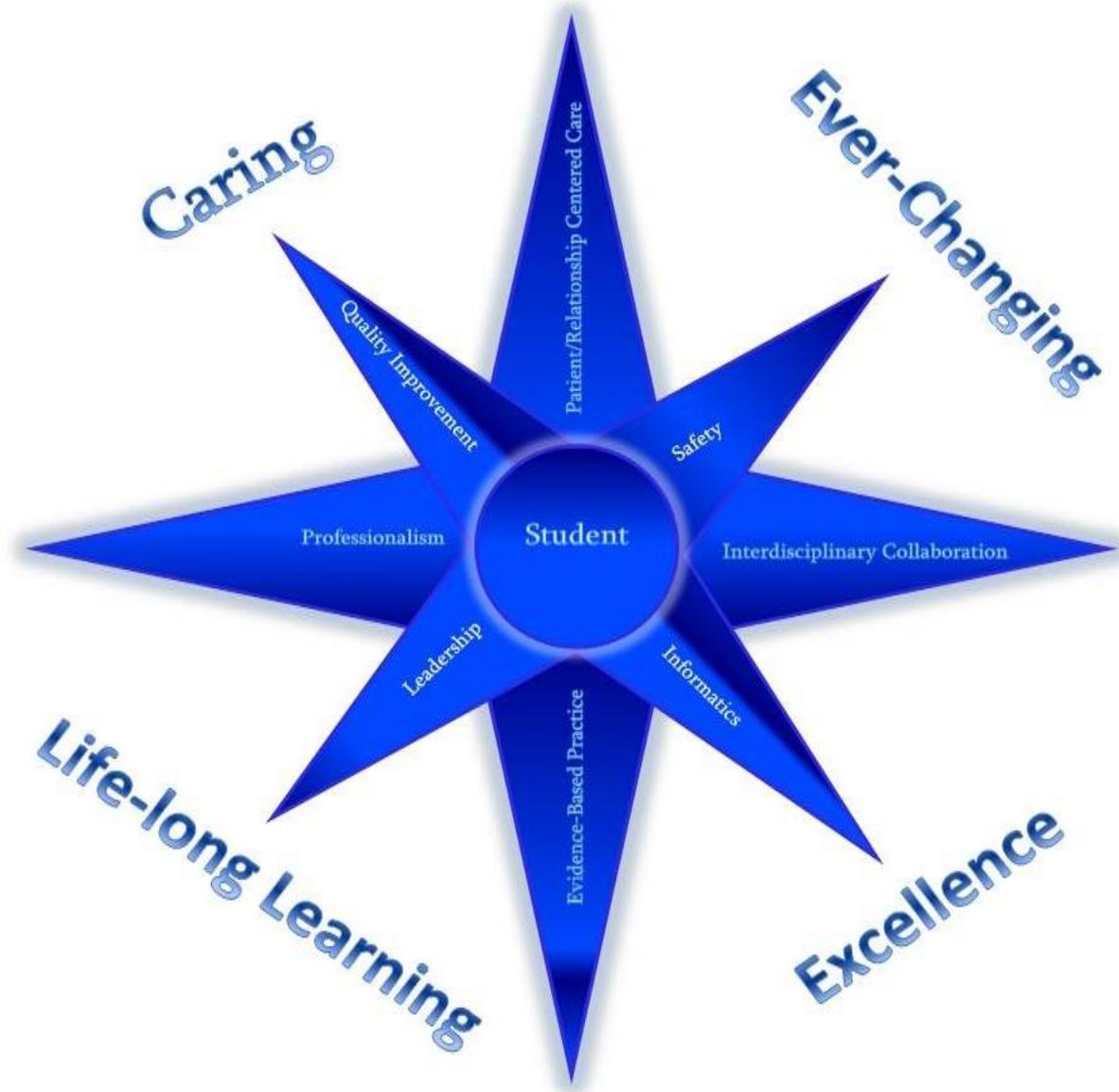
Professional values guide interactions with individuals, families, and the health care team. LPNs demonstrate professional behaviors by exhibiting accountability for their actions, by meeting the health care needs of patients and by assuming legal responsibility for the care they provide. LPNs demonstrate 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.

## Conceptual Framework



### Isabella Graham Hart School of Practical Nursing Conceptual Framework

The Isabella Graham Hart School of Practical Nursing's (IGHSPN) 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 IGHSPN philosophy and guide the curriculum.

The next level represents the overarching concepts that the IGHSPN 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 judgments 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

### **Concept: Evidence-Based Practice**

#### **Outcome**

- Use current evidence from scientific and other credible sources as a basis for nursing practice and clinical judgment

#### **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

## **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 Policy

Practical Nursing programs in New York State are under the supervision of the State Education Department, Office of Professional Education Program Review. IGHSPN is able to offer the LPN program under their direction and approval. 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. This is a national examination which, when passed, enables the graduate to apply for licensure throughout the United States.

Students are expected to attend all scheduled classes, laboratory and clinical experiences. The objectives for each level must be fulfilled before the student may progress in the program. There is a direct relationship between performance and attendance.

Students are required to be prepared prior to the start of class, skills lab, and clinical. This includes compliance with dress code and assigned pre-work. See syllabi for specific course requirements.

Abuse or lack of attention to attendance requirements will result in some type of departmental action up to and including administrative dismissal. Students should realize that attendance behaviors also relate to professional expectations of employers after graduation. The development of good work ethic practices, including attendance, begins in school.

Tardiness is not acceptable. Arriving late or leaving early from class, laboratory, or clinical can be considered unprofessional behavior. All students must call the attendance line and the clinical instructor for absence/tardiness on clinical days. Failure to comply with call in procedure will be considered no call no show (refer to attendance line procedure).

The program allows for a total maximum of **50 hours** of absenteeism (traditional students)

- **35 hours** of absence from class and/or lab (**recommended** no more than 17.5 hours per semester)
- **15 hours** (1 clinical day for PN 1 and 1 clinical day for PN 2)

The program allows for a total maximum **25.5 hours** (advanced placements students)

- **18 hours** of absence from class and/or lab
- **7.5 hours** (1 clinical day) of absence from clinical time

If absence exceed 50 hours **OR** clinical absence exceeds 7.5 hours in PN 1 or PN 2 and the student has no extenuating circumstances he/she will be dismissed from the program.

Advanced placement students: if absence exceeds 25 hours **OR** clinical absence exceeds 7.5 hours and the student has no extenuating circumstances he/she will be dismissed from the program.

Extenuating Circumstances are specifically defined as death in immediate family, jury duty, active duty in armed forces, unplanned surgery or hospitalization or birth of a baby.

In support of meeting all students' quality learning outcomes:

**Classroom:** the class door will be closed/locked at the exact start of class, 8 am. Late students will be allowed entrance to the classroom at scheduled break times. Missed time will be accumulated and counted as absenteeism in 15 minute increments regardless of actual arrival time.

**Skills Lab:** Each Lab Group is assigned a scheduled skills lab start time. Late arrival, up to 15 minutes, from scheduled skills lab start time will result in the following:

- 1<sup>st</sup> occurrence student will be allowed to attend skills lab and will be given a verbal warning for being tardy; missed time will be counted toward absenteeism and must be made up at the discretion of the Faculty Lab Coordinator or Associate Director.

- 2<sup>nd</sup> occurrence student will be allowed to attend skills lab and will be given a written warning for being tardy; missed time will be counted toward absenteeism and must be made up at the discretion of the Faculty Lab Coordinator or Associate Director.
- 3<sup>rd</sup> occurrence student will be sent home, given a final written warning for being tardy; missed time will be counted toward absenteeism and must be made up at the discretion of the Faculty Lab Coordinator or Associate Director.
- 4<sup>th</sup> occurrence will result in dismissal from the program.

Students who arrive at Skills Lab more than 15 minutes late from scheduled start time will be dismissed for the day; 7.5 hours of missed time will be counted in absenteeism and must be made up at the discretion of the Faculty Lab Coordinator or Associate Director.

Dismissal for the day will be counted as 7.5 hours of Academic Time. All missed skills lab time must be made up at the discretion of the Faculty Lab Coordinator or Associate Director and made up within one (1) week of scheduled missed time.

**Clinical:** Clinical day begins at 7:30 am. Late arrival after 7:30 but before 7:45 am will result in the following:

- 1<sup>st</sup> occurrence student will be allowed to attend clinical day and will be given a verbal warning; missed time will be counted toward absenteeism and must be made up at a rate of \$35.00/hr.
- 2<sup>nd</sup> occurrence student will be allowed to attend clinical day and will be given a written warning; missed time will be counted toward absenteeism and must be made up at a rate of \$35.00/hr.
- 3<sup>rd</sup> occurrence student will be sent home, given a final written warning; missed time will be counted toward absenteeism and must be made up at a rate of \$35.00/hr.
- 4<sup>th</sup> occurrence will result in dismissal from the program.

Students who arrive at clinical after 7:45 am will be dismissed for the day and 7.5 clinical hours of absentee will be counted.

Dismissal for the day will be counted as 7.5 hours of clinical absence. Student is allowed one clinical absence per semester before dismissal from the program. In support of student learning outcomes for clinical competency, all clinical time must be made up and fees assessed at \$35.00/hour. Missed clinical time, less than 1-hour will be made up in a 1-hour increment. Missed clinical time, great than 1-hour will be made up as 7.5 hour clinical day or at the discretion of the Sr. Director and Associate Director.

All missed clinical time must be made up and clinical make up fees paid prior to taking the final exam for that semester. Special situations will be considered on an individual basis at the discretion of the Sr. Director and Associate Director.

### **Extenuating Circumstance for Absence**

A student may apply for an extenuating circumstance **within two week of the occurrence**. The student must apply in writing, with documentation related to the absence, to their Faculty Advisor to be considered for extenuating circumstance (if unavailable present to Associate Director). The Faculty Advisor will discuss with Associate Director and together will bring recommendation to Sr. Director. Extenuating Circumstances are specifically defined as death in immediate family, jury duty, active duty in armed forces, unplanned surgery or hospitalization/illness or birth of a baby.

To be eligible for extenuating circumstance the student should 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 faculty advisor for all missed hours over 50 hours and all clinical hours.

## **Bereavement**

Students will be granted three days leave for a death in the immediate family. Bereavement time will count towards total hours of absence, however; is eligible, with proper documentation, for extenuating circumstances.

- Immediate family would include: parents, spouse, children, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, or grandchildren.
- Appropriate documentation can include: obituary, memorial, or copy of the death certificate.
- Make-up time is allowed for the bereavement hours missed at no cost to the student.

## **Jury Duty**

Students who receive a summons for jury duty may consider requesting a postponement of jury duty if the jury duty assignment conflicts with attendance at IGHSPN. It is advisable, in such cases, that students request jury duty to be deferred until a break from the program so as not to interfere with classes, clinical work, or other program requirements; if student enrollment verification is required as part of the postponement process, students can request a program certification form from their Faculty Advisor.

If student chooses not to request postponement of jury duty, the student must present the summons to their Faculty Advisor as evidence to support their written request for extenuating circumstance. Students are expected to call the attendance line daily to update the school regarding jury status. All missed clinical time must be made up and no fee shall be assessed.

## **Active Duty in Armed Forces**

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

## **Hospitalization**

Any illness/injury resulting in unplanned hospitalization or surgery is eligible for extenuating circumstances with appropriate request and documentation. Appropriate documentation includes but is not limited to physician/provider's note with dates care was provided.

Extended illness/injury or surgery that does not extend beyond the student's allowable absences will necessitate a physician/provider's release with no restrictions or limitations before the student can return to class or clinical assignment.

If due to extended illness/injury, student is unable to fulfill 1200 clock hours, student can withdraw from the program and are eligible for readmission at a later date.

Circumstance surrounding the birth of a child will be considered on a case by case basis in consideration of the amount of time needed to be absent. Students having to withdraw due to the birth of a child while in the program will be eligible for readmission at a later date.

## **Severe Weather Policy**

IGHSPN closure for severe weather will be based at the discretion of the Sr. Director. Generally, a clock hour program only closes during a state of emergency as governed by state/county officials. The school's jurisdiction is in Monroe County.

**Closure of the school will be announced on the following:**

**TV stations: WHEC Channel 10 and WHAM 13**

A closure message will be posted to the learning management system and IGHSPN Facebook page.

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

### **Attendance and Federal Financial Aid**

Federal student aid recipients must attend all of the hours in the current payment period before they are eligible for the next payment period's federal financial aid disbursement. However, excused absences will count toward that payment period's total number of completed hours.

There are 450 clock hours in 15 weeks in each of the first two semesters, PN I and PN II, of the program, and 300 hours in 11 weeks in PN III

### **Attendance Line Procedure**

Absent or Late: Call 585-922-1404

All tardiness or absence must be reported on the attendance line. Leave a brief, clear message stating your name, the date, time of the call and expected amount of time you will be missing.

Failure to call will be considered a no call/no show and will result in a verbal warning for the first instance. Second instance of no call/no show will result in written warning and may lead to dismissal from the program.

- Third instance of no call/no show will result in to final written warning which may lead to dismissal from the program.
- Students who are no call no show for three (3) consecutive program days, without notice and subsequent satisfactory explanation, will be deemed to have voluntarily withdrawn from the program.

### **Grading**

Grading is a mechanism to evaluate student level of learning. The student will be evaluated for classroom learning, laboratory competencies, and clinical performance. The student is responsible for assigned reading material, written assignments, active participation, demonstration of employability skills, in class/lab/clinical activities, and for seeking clarification of concepts that seem questionable. Students will be assessed with the use of quizzes, comprehensive exams, homework, and lab/clinical competencies. These assessments allow the student to identify those areas that need reinforcing or further study.

Because successful completion of the State Board Examination, which is necessary for licensure, becomes improbable when grades fall below the 80% range, it is required that the student will maintain a minimum 80% average in all nursing course content and 75% in Anatomy and Physiology (A&P).

### **Academic Requirements**

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

An average of 80% or above is required in all clinical rotations.

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

### **Anatomy and Physiology (A&P)**

Students who have successfully passed A&P with a grade of C or greater at an accredited college within the last five years are exempt from testing.

Exempt students are required to attend and participate in class and complete all homework assignments.

Grading for exempt A & P student is based on homework average. Student must achieve a 75% or greater to pass course.

## **Exams**

Regular attendance is an expectation of the program. If you are absent or tardy on the exam day, make up exams must be taken within 24 hours. Failure to report absence or tardiness prior to the exam will result in a grade of zero on the exam and no makeup exam will be available. If the next day is a lab or clinical day, the exam will be taken immediately at the conclusion of the lab or clinical day. The maximum grade the student will receive on the exam will be 75%. A student is allowed one make up exam per semester. Additional absence or tardiness on exam days will result in the student receiving a grade of zero on that exam. Extenuating circumstances will be reviewed on a case by case basis by the Sr. Director and Associate Director.

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. 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 I, PN I is 5% of the final grade
- Semester II, PN II is 10% of the final grade
- Semester II, PN III is 5% of the final grade

## **Remediation**

Because successful completion of the State of New York Board Examination (NCLEX PN), which is necessary for licensure, becomes improbable when grades fall below 80% range, it is required that the student maintain a minimum 80% average in all subjects (75% in A & P).

If student receives a grade of less than 80% on a unit/course exam, student will have the option to remediate (retake) that exam. However, students will only be able to retake 2 exams per semester during PN I and PN II. Anatomy and Physiology exams are not eligible for remediation. Student must notify the faculty of the unit/course, in writing, 24 hours after grade is posted of their intent to remediate. There will be one remediation exam date available per unit/course. Remediation dates will be posted in advance on

the learning management system. The maximum grade a student can achieve on a remediation exam is 80% and will replace the prior exam grade. Remediation is not applicable to make up exams.

**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.

<b>S = Satisfactory</b>	
<p>Almost Never Requires (&lt;10% of the time)</p> <ul style="list-style-type: none"> <li>• Direction</li> <li>• Guidance</li> <li>• Monitoring</li> <li>• Support</li> </ul>	<p>Almost Always Exhibits (&gt;90% of the time)</p> <ul style="list-style-type: none"> <li>• A focus on the client or system</li> <li>• Accuracy, safety &amp; skillfulness</li> <li>• Assertiveness and initiative</li> <li>• Efficiency and organization</li> <li>• An eagerness to learn</li> </ul>
<b>D = Developing</b>	
<p>Occasionally requires (25% of the time)</p> <ul style="list-style-type: none"> <li>• Direction</li> <li>• Guidance</li> <li>• Monitoring</li> <li>• Support</li> </ul>	<p>Very often exhibits (75% of the time)</p> <ul style="list-style-type: none"> <li>• A focus on the client or system</li> <li>• Accuracy, safety &amp; skillfulness</li> <li>• Assertiveness and initiative</li> <li>• Efficiency and organization</li> <li>• An eagerness to learn</li> </ul>
<b>NI = Needs Improvement</b>	
<p>Often requires (50% of the time)</p> <ul style="list-style-type: none"> <li>• Direction</li> <li>• Guidance</li> <li>• Monitoring</li> <li>• Support</li> </ul>	<p>Often Exhibits (50% of the time)</p> <ul style="list-style-type: none"> <li>• A focus on the client or system</li> <li>• Accuracy, safety &amp; skillfulness</li> <li>• Assertiveness and initiative</li> <li>• Efficiency and organization</li> <li>• An eagerness to learn</li> </ul>
<b>U = Unsatisfactory</b>	
<p>Very often requires (75% of the time)</p> <ul style="list-style-type: none"> <li>• Direction</li> <li>• Guidance</li> <li>• Monitoring</li> <li>• Support</li> </ul>	<p>Occasionally Exhibits (25% of the time)</p> <ul style="list-style-type: none"> <li>• A focus on the client or system</li> <li>• Accuracy, safety &amp; skillfulness</li> <li>• Assertiveness and initiative</li> <li>• Efficiency and organization</li> <li>• An eagerness to learn</li> </ul>
<b>NO = Not Observed</b>	
<p>- Will be given in any area that is not observed during a clinical rotation</p>	

\*For a more detailed description of the evaluation process refer to the clinical syllabus.

Clinical evaluation is comprised of two (2) components; students must successfully complete both components to be eligible to progress in the program and be eligible for graduation.

1. Clinical performance (SIM Lab and Clinical Rotation)
2. Weekly and graded assignments

1.1 The student will be required to demonstrate Developing (D) or Satisfactory (S) performance of student learning outcomes and clinical competencies appropriate for PN I and PN II and meet the stated objectives of each clinical rotation. If a student receives a Needs Improvement (NI) for clinical competency, they will be placed on a Performance Improvement Plan (PIP). Any student on a PIP must obtain a Developing (D) or Satisfactory (S) on the following clinical rotation. If not achieved, student will receive an unsatisfactory grade and be dismissed from the program. For PN III, student must receive a clinical performance of Satisfactory (S) and meet the stated objectives to be eligible for graduation.

2.1 The student will also be required to submit written course assignments associated with the clinical rotation. Student must achieve a clinical assignment average of 80% by the end of the clinical rotation. If an average of 80% is not met, the student will receive an overall clinical grade of Need Improvement (NI) and be placed on a performance improvement plan (PIP). Any student on a PIP must obtain a clinical average of 80% in the following rotation. If not achieved, student will receive an unsatisfactory grade (U) and will be dismissed from the program.

A student is allowed a grade of Needs Improvement (NI) once in PN I OR PN II but must achieve a satisfactory in PN III to be eligible for graduation.

Periodic faculty feedback will be given throughout the clinical rotation. A student's final clinical evaluation and average grade will be presented to the student by their clinical faculty at the end of each rotation.

### **Clinical Skills Lab Performance:**

Skills lab performance is graded as meets competency or does not meet competency. All students must successfully meet competency for all skills to progress to the next semester and graduation.

A student who is not successful with a skill test out the **first** time will be given an opportunity for a second attempt but must complete the following:

1. Required Practice: Student must sign up for remediation during open lab time or request time with skills lab coordinator within one week of original skills test out date.
2. Remediation Homework: Skills lab coordinator will tailor remediation homework to the student's learning needs, within one week of original skills test out date.
3. Repeat Testing: Student will be scheduled for re-demonstration by skills lab coordinator within one week of original skills test out date.

A student who is not successful with a skill test out the **second** time will be given the opportunity for a third attempt but must complete the following:

1. Required Practice: Student must sign up, within a week of first attempt, with the skills lab coordinator for a minimum 30 minutes practice of the skill session.
2. Remediation Homework: Skills lab coordinator will tailor remediation homework to the student's learning needs, within one week of the first re-demonstration date.

3. **Reflection:** Student must submit a written journal reflection, within one week of the first re-demonstration date, to skills lab coordinator, identifying barriers that may have influenced the unsuccessful attempt and strategy to overcome the barrier(s). Student must also include a summary identifying the potential/actual implications this continued performance would have on patient outcomes.
4. **Repeat Testing:** Student will be scheduled for re-demonstration by skills lab coordinator within one week of the second re-demonstration date.

A student who is not successful with a skill test out the **third** time will be given a **fourth and final** opportunity but must complete the following:

1. **Required Practice:** Student must sign up, within a week of third attempt, with the skills lab coordinator for a minimum 30 minutes practice of the skill session.
2. **Repeat Testing:** Student will be scheduled for re-demonstration by skills lab coordinator within one week of the third re-demonstration date. Student will be video recorded during this fourth and final test out. Video recording the test out allows for concrete, timely feedback on the skill and eliminates any subjectivity from the viewer. All final test outs will be recorded and available for viewing by the student, faculty, advisor and Sr. Director. The video can only be used for review as stated and will not be released for media/publication purposes.

If student does not meet competency after 4th attempt it will result in dismissal from the program.

## **Simulation**

Simulation (SIM) lab is part of your 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 SIM 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 without student written consent.

## **Advisement**

Each student is assigned to a faculty advisor for guidance. The advisor's goal is to assist the nursing student in achieving academic and clinical practice success. The faculty advisor will work with student to ensure both are informed regarding academic progress, clinical progress and attendance.

The advisement of the student is a partnership between nursing faculty and student. The successful student will be able to recognize the need for academic assistance and remediation along with the guidance of nursing faculty.

The Faculty Advisors have posted office hours (before, during, and after school hours); student is expected to schedule an advisement appointment during posted office hours.

In addition to posted office hours, students are required to meet with their advisors periodically during the program. These times include but are not limited to: welcome to the program session, end of each academic semester, and at the end of each clinical rotation.

## **Grievance Policy**

The following procedure has been established for any person who has been involuntarily withdrawn from the IGHSPN program and chooses to grieve the decision of the involuntary withdrawal. The concern must be submitted in writing to the Sr. Clinical Director and Associate Director within 24 hours of involuntary withdrawal. 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 will be composed of members of the faculty, student body, nurse manager from governing organization, Sr. Clinical Director, Associate Director and a Human Resources representative.
- If a student is less than 18 years of age, the student has the right to be represented by a person of their choice (e.g. non-legal advocate, parent, and guardian). As this is not a formal proceeding, attorneys are not allowed. (signed FERPA consent is required)
- The grievance advisory panel will review the grievance and make a recommendation for resolution or uphold the initial decision within one week.

There is absolutely no recrimination or discrimination against any student as the result of presenting his or her views or issuing a grievance.

## **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 competency
- Achievement of a minimum grade of 90% on the Medication Calculation exam
- Demonstrates passing performance on all skills 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.

For admission to IGHSPN a medical history, physical exam, and immunization record review must be completed by an approved Rochester Regional Health Occupational Medicine Provider and Site. The forms along with approved Rochester Regional Health Occupational Medicine location will be included in the student Admission Packet.

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.

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 Sr. Clinical Director from her physician stating that she is physically able to participate in classroom, lab and clinical experiences without restriction; this form must be 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

### **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 disciplinary action as described in Code of Conduct.

### **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 anywhere in the hospital system, 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 Sr. Clinical Director and/or Associate Director
- The Sr. Director and/or Associate Director will arrange for student transport to a designated medical service facility contracted by the program for drug and/or alcohol screening
- The student is to have a picture ID in his/her possession
- After testing, the student may call for transportation home or be provided a ride home
- If the student admits to alcohol or drug use, he/she will still require drug screening

### **Positive Test**

If the results of the test(s) are positive for drug, alcohol, or other illegal substances, or for non-prescribed legal substances, the student will be dismissed from the program.

### **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 Sr. Clinical Director within 24 hours of the results to discuss the circumstances surrounding the impaired behavior.

### **Guidelines for Accommodating Students with Disabilities**

The Administration and faculty of the IGHSPN value the process by which individuals achieve their highest level of functioning. The Administration and faculty are also 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 disabilities may require reasonable accommodation in the classroom and clinical setting. All requests for reasonable accommodation are handled on an individual case-by-case basis.

Students who need special accommodation or services must be seen at an approved Rochester Regional Health Occupational Medicine Provider and site. Accommodation request forms are available on the IGH website or from the Administrative Coordinator.

### *References:*

American Association of Colleges of Nursing. (January, 2001). Guidelines for accommodating students with disabilities in nursing. [www.aacn.nche.edu/education/ada.htm](http://www.aacn.nche.edu/education/ada.htm)

National Council of State Boards of Nursing. (July, 2011). Uniform core licensure requirements - A supporting paper.

<http://www.ncsbn.org/regulation/nursingpractice-nursing-practice-licensing.asp>

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 (ID Badge) at the beginning of the school year.
- ID 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.
- Students may only be on campus during school hours or with special permission from Administration and faculty.

The parking lot at the Learning Center is on the list of patrolled sites by the Rochester Regional Health Safety and Security team. In addition, if our students require assistance with their vehicles such as needing assistance with dead batteries or a lock out, please contact the 24/7 dispatcher at **922-4300**. We will make every attempt to send our patrol car from Rochester General Hospital to assist. Please note, if security officers are responding to an emergency at the hospital, the dispatcher will advise the student to call AAA for assistance. If there is any type of emergency on the Learning Center campus, please **contact 911 first** with a backup call to Safety and Security at 922-4300. As with any Rochester Regional Health site, please do not prop open any doors on the campus and wear your ID badge at all times. If you see any suspicious activity on the campus, call 911 immediately.

- **Remember if you see something, say something.**
- **Call 911 with a backup call to Safety and Security at 922-4300.**
- 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

\*Cited from FERPA Law

## **Code of Conduct**

### **Prohibited Student Conduct and Policy**

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 assume and accept responsibility for their own behavior, as well as the consequences of their misconduct. The IGHSPN Administration and faculty, however, recognize the need to set rules for specific and clear student conduct. 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 do not accept responsibility for their behavior and violate school rules will be required to accept the penalties for their conduct.

Consequence for the violation of any policy or required behaviors (excluding attendance) will generally result in progressive and cumulative discipline and may lead to dismissal. Progressive discipline steps include:

- First violation of any policy – verbal coaching
- Second violation of any policy – written warning
- Third violation of any policy – final written warning
- Fourth violation of any policy – dismissal from the program

However, the IGHSPN Administration reserves the right to impose a higher level of discipline or combine disciplinary consequences depending on the facts of each situation and the nature of the offense.

See Attendance Policy for specific requirements and consequences of attendance.

The following are guidelines used for determining disciplinary action and may be used in determining immediate dismissal from the program. The following may not be all inclusive therefore any offenses outside the below will be reviewed on a case by case basis. Discipline will 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 employees or otherwise demonstrating disrespect
- Missing or leaving a class, 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
- 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 without permission

**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:** Additional 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, HIPPA requirements, Code of Conduct 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 your 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;
- 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 electronic or 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. IGHSPN issued identification badge is to be worn above the waist at all times.

**Lab and Clinical Attire**

- Students should only wear uniforms to lab and clinical
- Uniforms must be laundered, neatly pressed, and free of stains
- Identification Badge worn above the waist
- No sweaters are permitted; Plain white long or short sleeve t-shirts may be worn under uniform or approved non-hooded jacket
- Clean white shoes or white 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 white clinical uniform
- Wedding bands and small earrings (limit of two) are permitted
- Tattoos of offensive nature must be covered
- No non-natural colored hair (i.e. pink, green, bright red, blue) is not permitted

The following are **NOT** permitted:

- Use of perfumes and aftershave
- Artificial nails/Gel Polish

**Non-compliance with dress code:** The first incident will result in a verbal warning. Any additional incidents will result in student being sent home, time docked as missed and may be grounds for dismissal.

### **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 in the beginning of the program which is considered part of official uniform
- All students must wear the 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 Rochester General 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 at all times

### **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 appropriate academic year. Full information on all of these is located on the “Financial Information” page of the school’s website.

[www.rochesterregional.org/igh](http://www.rochesterregional.org/igh). If student would like a paper copy of any of these policies they may request from administrative coordinator or financial aid officer.

- 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**

A student café is located on campus fully equipped with refrigerator, microwaves, vending machines, coffee/tea and water.

### **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. Students may seek approval of items to post through their faculty advisor, class advisor, or Associate Director.

#### **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 may be 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.

#### **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 Rochester General Hospital, 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**

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

## **Parking**

The Learning Center Campus: Students may park in parking lot and have badge access through the front or north doors. 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](http://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 I:** 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 meeting of this Association shall consist of a majority.

## **Article IX. Standing Committees**

**Section 1:** Standing committees shall be composed of not less than two or 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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