



Isabella Graham Hart
**SCHOOL OF
PRACTICAL
NURSING**

Student Handbook

ROCHESTER
REGIONAL HEALTH



Welcome!

This is the start of your nursing journey and we at Isabella Graham Hart School of Practical Nursing (IGHSPN) are honored and proud to have you in our program. This journey will be exciting and challenging and will prepare you to be a safe, competent, caring nurse. Our goal is to facilitate your learning and 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. Note that this Student Handbook applies to students of Isabella Graham Hart School of Practical Nursing only. Employees should refer to applicable Rochester Regional Health policies.

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, as applicable.

Best wishes for every success in your upcoming LPN program.

Sincerely,

Tammy Labonte MS, RN
Associate Director
Isabella Graham Hart School of Practical Nursing

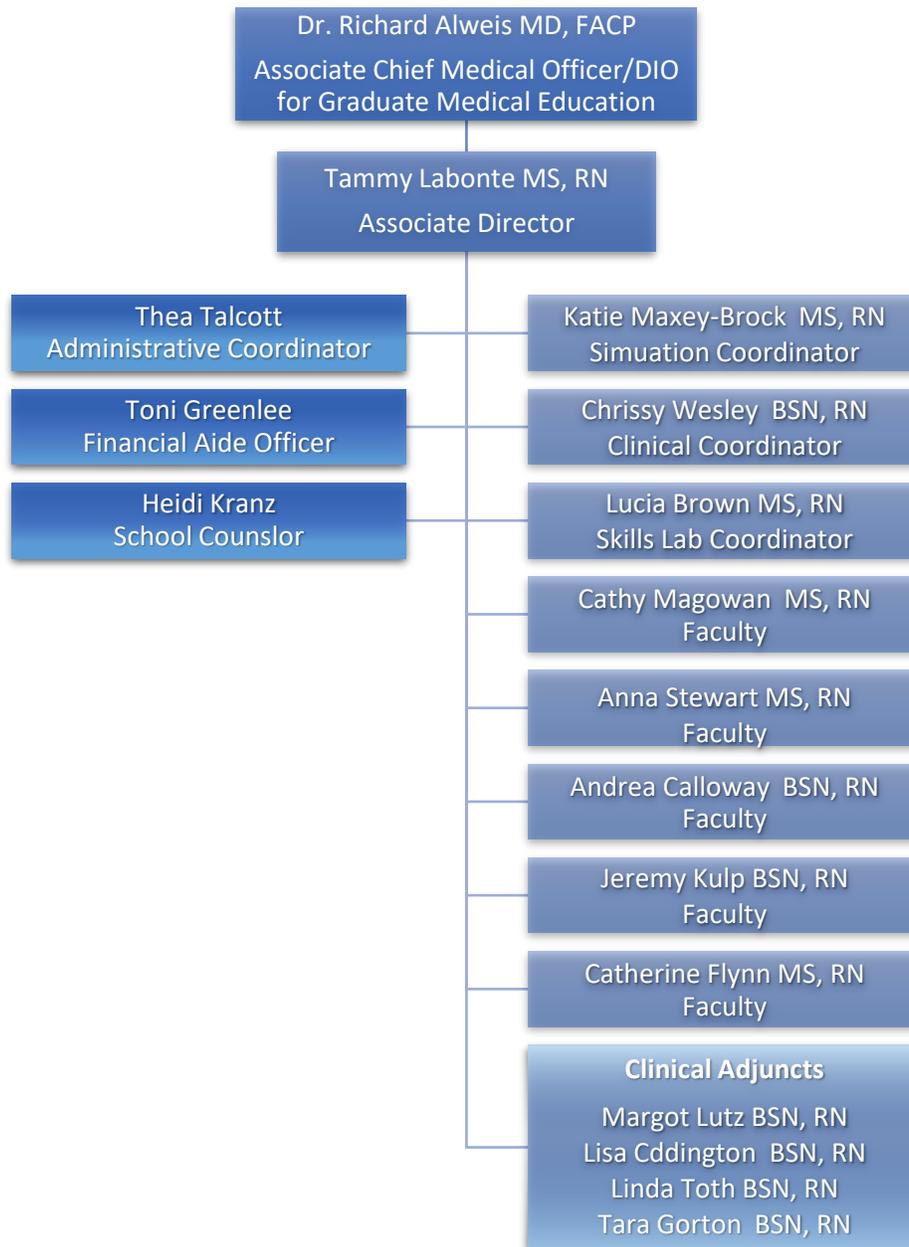
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Isabella Graham Hart School of Practical Nursing Directory

Administrative Support	
Tammy Labonte MSN, RN Associate Director	585-922-1423
Dorothea Talcott Administrative Coordinator	585-922-1401
Heidi Kranz Counselor/Student Support Services	585-922-4819
Toni Greenlee Financial Aid Advisor	585-922-1431
Tammy Stewart Admissions Coordinator	585-922-1381
Faculty	
Lucia Brown MSN, RN, PCCN Skills Lab Coordinator	585-922-1428
Andrea Calloway BSN, RN	585-922-1661
Catherine Flynn, MS, RN	525-922-1666
Jeremy Kulp BSN, RN, CCRN	585-922-0264
Cathy Magowan MSN, RN	585-922-3206
Katie Maxey-Brock MSN, RN Simulation Coordinator	585-922-1422
Anna Stewart MSN, RN	585 922-1408
Chrissy Wesley BSN, RN Clinical Coordinator	585-922-1394
Other	
Main Office	585-922-1400
Fax	585-922-1473
Attendance Hotline	585-922-1404

Isabella Graham Hart School of Practical Nursing Organizational Chart



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.

IGHSN Philosophy

The 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 professionals. 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.

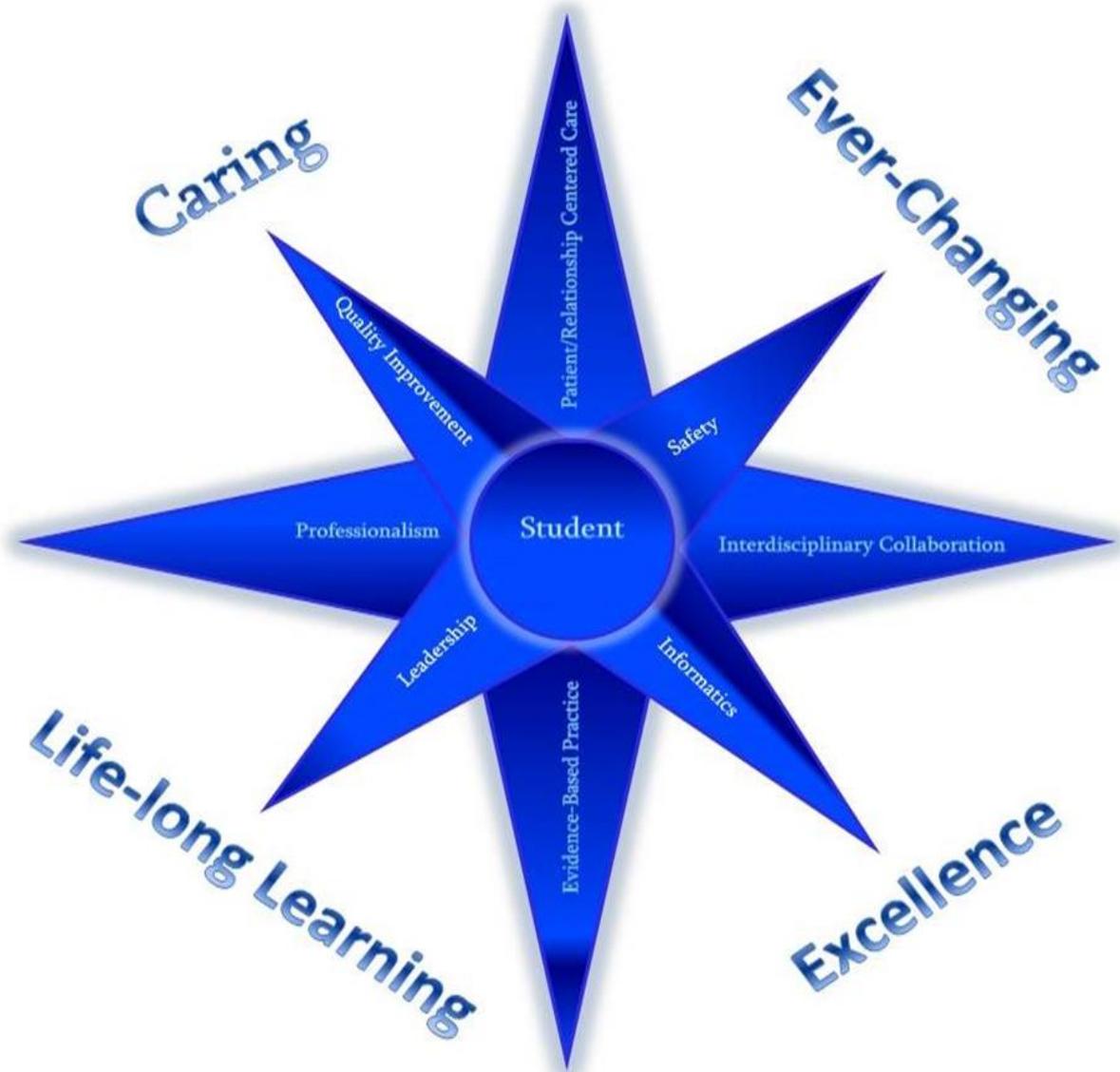
Professional values guide interactions with individuals, families, and the health care team. LPNs demonstrate professional behaviors by exhibiting accountability for their actions, meeting the health care needs of patients, and assuming legal responsibility for the care they provide. LPNs demonstrate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

IGHSPN believes that students who graduate from this program must be ready to practice in a complex and changing clinical environment. To verify that students are ready for their role as an LPN, IGH measures eight student learning outcomes with identified competencies by which the students must successfully complete to demonstrate proficiency in their role as a graduate of IGH.

IGHSPN Conceptual Framework



IGHSPN's 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 drive 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.

IGHSPN Program Concepts, Outcomes and Competencies

Upon completion of the program the student is expected to understand and demonstrate through a variety of ways the following outcomes and competencies. These outcomes and competencies revolve around and include eight concepts that are derived from the IGHSPN philosophy and drive the curriculum, evaluation methods and program outcomes.

Upon completion of the program the IGHSPN graduate should exhibit: caring behaviors, practice excellence, embrace lifelong learning and have the ability to practice in an ever changing environment.

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 patients/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 Policies

Practical Nursing programs in New York State are under the supervision of the New York State Department of Education and the New York State Office of Professions. 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 clock hours of instruction.

There is a direct relationship between performance and attendance. Students are expected to attend all scheduled classes, laboratory and clinical experiences to gain every opportunity to learn and practice nursing and to meet the program outcomes. Tardiness is not acceptable. Arriving late or leaving early from class, laboratory, or clinical is considered unprofessional behavior. Abuse of or lack of attention to attendance requirements will result in 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.

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

- **35 hours** of absence from class, lab and/or simulation
 - it is **recommended** that no more than 17.5 hours per semester is missed
 - **15 hours** of absence from clinical
 - 1 clinical day (7.5 hours) for Semester I and 1 clinical day (7.5 hours) for Semester II
- If absence exceeds 50 hours **OR** clinical absence exceeds 7.5 hours in Semester I or Semester II and the student has no extenuating circumstances he/she will be dismissed from the program.

The program allows for a total maximum **25.5 hours** of absenteeism for advanced placements students

- **18 hours** of absence from class, lab and/or simulation
 - **7.5 hours** of absence from clinical
 - 1 clinical day (7.5 hours) of absence from clinical time
- If absence exceeds 25 hours **OR** clinical absence exceeds 7.5 hours in Semester II and the student has no extenuating circumstances he/she will be dismissed from the program.

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.

Note: There are 450 clock hours in 15 weeks in Semester I and Semester II PN II, of the program, and 300 hours in 11 weeks in Semester II PN III.

Attendance Line Procedure

(585) 922-1404

All tardiness or absence(s) 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. Students are expected to call 30 minutes prior to start of class/clinical/skills lab/simulation lab.

- 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 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.

Classroom Attendance

In order to support achievement of student learning outcomes it is important to decrease distractions and maximize learning opportunities in the classroom. It is recommended that students report to class 15 minutes prior to the start of class. The classroom door(s) will be closed and locked at the exact start of class at 8:00 am and 12:00 pm. Late students will be allowed entrance to the classroom at 8:15 am and 12:15 pm and at scheduled break times. Missed time will be accumulated and counted as absenteeism in 15 minute increments regardless of actual arrival time.

Skills Laboratory Attendance

Attendance is necessary to successfully meet the student learning objectives of the laboratory component of program. Passing of skills laboratory objectives is not possible if faculty determine that student absence resulted in failure to meet the student learning objectives.

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

- 1st 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 Skills Lab Coordinator or Associate Director.
- 2nd 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 Skills Lab Coordinator or Associate Director.
- 3rd 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 Skills Lab Coordinator or Associate Director.
- 4th 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 Skills Lab Coordinator or Associate Director.

Dismissal for the day will be counted as 7.5 hours of skills lab time. All missed skills lab time must be made up at the discretion of the Skills Lab Coordinator and made up within one (1) week of the day that was missed.

All student time is unpaid in accordance with federal and state law.

Simulation Lab Attendance

Attendance is necessary to successfully meet the simulation student learning objectives and to learn how to apply theory to clinical practice. Passing of the simulation objectives is not possible if faculty determine that student absence resulted in failure to meet the clinical learning objectives.

All students must call the attendance line and the clinical instructor for absence/tardiness on clinical days. Failure to comply with the attendance line procedures will be considered no call no show (refer to attendance line procedure).

The simulation lab begins at 7:30 am. Late arrival after 7:30 am but before 7:45 am will result in the following:

- 1st occurrence: student will be allowed to attend the lab 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 at the discretion of the Faculty or Associate Director.
- 2nd occurrence: student will be allowed to attend the lab 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 at the discretion of the Faculty or Associate Director.
- 3rd 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 at the discretion of the Faculty or Associate Director.
- 4th occurrence: will result in dismissal from the program.

Students who arrive to simulation lab after 7:45 am will be dismissed for the day and 7.5 simulation lab hours of will be counted as absenteeism and must be made up at a rate of \$35.00/hr at the discretion of the Faculty or Associate Director.

- Missed simulation lab time, less than 1 hour will be made up in a 1 hour increment at the discretion of the Faculty or Associate Director.
- Missed simulation lab time, greater than 1 hour will be made up as 7.5 hour clinical day or at the discretion of the Faculty or Associate Director.

All missed simulation lab time must be made up and simulation lab 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 Associate Director.

All student time is unpaid in accordance with federal and state law.

Pre-Simulation Assignments

The student will be required to complete some pre-simulation work. The pre-work is to assist the student during the simulation scenario and to enhance knowledge base. Pre-work may consist of a concept map on the medical diagnoses for the simulation day, medication template(s) and/or anything else the instructor assigns.

The student is required to bring completed pre-work to simulation lab. If the student does not have the pre-work completed, the student will be considered unprepared for the day.

Students who are unprepared for simulation lab will be sent home and the time will be counted against them as described in the simulation attendance policy.

Clinical Attendance

Attendance is necessary to successfully meet the clinical student learning objectives and to learn how to apply theory to clinical practice. Passing of clinical objectives is not possible if faculty determine that student absence resulted in failure to meet the clinical learning objectives.

All students must call the attendance line and the clinical instructor for absence/tardiness on clinical days. Failure to comply with the attendance line procedures will be considered no call no show (refer to attendance line procedure).

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

- 1st occurrence: student will be allowed to attend the 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 at the discretion of the Faculty or Associate Director.
- 2nd occurrence: student will be allowed to attend the 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. at the discretion of the Faculty or Associate Director.
- 3rd 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 at the discretion of the Faculty or Associate Director.
- 4th occurrence: will result in dismissal from the program.

Students who arrive to clinical after 7:45 am will be dismissed for the day and 7.5 clinical hours of will be counted as absenteeism and must be made up at a rate of \$35.00/hr at the discretion of the Faculty or Associate Director.

Students are 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 at a rate of \$35.00/hr. at the discretion of the Faculty or Associate Director.

- Missed clinical time, less than 1 hour will be made up in a 1 hour increment at the discretion of the Faculty or Associate Director.
- Missed clinical time, greater than 1 hour will be made up as 7.5 hour clinical day or at the discretion of the Faculty or 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 Associate Director.

Extenuating Circumstance(s) for an Absence

A student may apply for an extenuating circumstance **within two weeks of the occurrence**.

1. The student must apply in writing, the extenuating circumstance, the dates for the request and documentation related to the absence, to his/her Faculty Advisor to be considered for extenuating circumstance (if unavailable present to Associate Director).
2. The Faculty Advisor will discuss with Associate Director.
3. The Associate Director will determine if extenuating circumstances will be granted.

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 Faculty Advisor for all missed hours over 50 hours and for all clinical hours missed.

Extenuating Circumstances are specifically defined as:

- death in immediate family (see bereavement policy)
- jury duty
- active duty in armed forces
- unplanned surgery
- hospitalization/illness
- birth of a baby

Other Absences

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 includes: 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, memoriam, 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 IGHSNP. 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 his/her 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 is 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 are eligible for readmission at a later date.

Severe Weather Policy

To reduce potential travel hazard for students, the Nursing Program may be closed for class, lab and/or clinical experiences at the discretion of Associate Director. IGNSPN is a clock hour program that generally only closes during a state of emergency as governed by state/county officials. The school's jurisdiction is in Monroe County. A decision will be made by 5:45 am and will be announced on the following:

- TV stations: WROC Channel 8, Spectrum News Channel 9, WHEC Channel 10, WHAM 13
- A closure message will be posted to the learning management system and IGHSPN Facebook page.

It is the students' responsibility to check for closures utilizing the above.

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

Grading is a mechanism to evaluate student levels of learning. The student will be evaluated for classroom learning, skills laboratory competencies, and clinical performance. The student is responsible for assigned reading material, written assignments, active participation, demonstration of employability skills, in class/skills 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 skills lab/clinical competencies. These assessments allow the student to identify those areas that need reinforcing or further study.

Success on the NCLEX-PN State Board Examination is necessary for licensure to practice nursing. This may become improbable when grades fall below 80%.

The student must maintain the following:

- A minimum 80% average in all nursing content courses
 - Semester I, Semester II PN II, Semester II PN III
- A minimum 75% average in Anatomy and Physiology
- Obtain a 90% or greater on the Math Calculation Exam
- A minimum 80% average for all clinical rotations

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 only.

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 a requirement of the program. If you are absent or tardy on the exam day, make up exams must be taken within 24 hours. 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%.

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.

Additional absence(s) 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 Associate Director.

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

Exam environmental includes all personal belongings be placed in the front of the classroom until the end of the exam.

Assignments

All assignments are due at 8:00 am on the scheduled date. Assignments that are turned in within 48 hours from the due date are considered late and will receive a **10 point** reduction in grade. Any assignment not turned in within 48 hours of the due date will receive a **zero** for the assignment.

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 must demonstrate knowledge of math skills and dosage calculation by receiving a grade of 90% or higher on the Dosage Calculation Exam.

The student will have four opportunities to achieve this grade. If a 90% is not achieved on the fourth attempt, the student will be dismissed from the program.

Assessment Technologies Institute (ATI) ^{TM, LLC}

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 his/her 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

Success on the NCLEX-PN State Board Examination is necessary for licensure to practice nursing. This may become improbable when grades fall below 80% in nursing content courses and a 75% in Anatomy and Physiology. It is a requirement for completion of the program for the student to maintain a minimum 80% average in all subjects and a 75% in Anatomy and Physiology.

Students will have the option to remediate or retake 2 exams per semester if a student receives a grade of less than 80% on a unit/course exam. The student must notify the faculty 24 hours after the grade is posted in writing stating the unit/course exam they would like 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.

Anatomy and Physiology does not offer remediation of exams, however, students will have the option of taking a comprehensive exam at the end of the course to earn points that will be added to their average.

Points:

- Score 90 – 100% (proficiency level three): two points added
- Score 80 - 90% (proficiency level two): one point added
- Score 75 – 80% (proficiency level one): 0.5 points added
- Score below 75% (proficiency level <1): 0 points added

Skills Lab Evaluation and Performance Policies

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 videos will be available for viewing by the student, faculty, advisor and Associate Director. The video must 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 Lab Evaluation and Performance Policies

Simulation (SIM) lab is part of the student 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. Students will run through a scenario that is evidence-based and support best practices and 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.

Students are evaluated on their performance during the scenario and will debrief afterwards with the Simulation Faculty to discuss performance, critical thinking skills, procedures and communication skills.

Students obtain a grade for SIM Lab by completing any required pre-work and post-work. This grade will get averaged into the overall semester average. Please see simulation syllabus for more details.

Clinical Evaluation and Performance Policies

A core component of nursing education is the clinical experience. Students participate in supervised learning sessions in real world health care environments, which provide them with the opportunity to put what they've learned in the classroom into practice.

Student clinical evaluation is based on clinical performance and clinical assignments. The student must obtain a clinical performance rating of developing or satisfactory and a clinical average of 80% or greater to progress through the program to graduation.

Clinical Performance Evaluation

There are four clinical evaluations of student performance in the program. The student is evaluated and coached throughout each clinical rotation. A summative evaluation is done at the end of each clinical rotation with the clinical faculty. The Clinical Evaluation Scale below describes how the student is evaluated.

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

*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
2. Weekly and graded assignments

The student is required to demonstrate Developing (D) or Satisfactory (S) performance of student learning outcomes and clinical competencies appropriate for PN 1 and PN II and meet the stated objectives of each clinical rotation. If a student receives a Needs Improvement (NI) for clinical competency, he/she 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.

The student is also 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 Semester I OR Semester II PN II and must achieve a satisfactory in Semester II to be eligible for graduation.

Graduation Requirements

Students 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 Semester I, Semester II PN II, Semester II PN III and 75% in Anatomy and Physiology
- Achievement of a minimum grade of 90% on the Medication Calculation exam
- Demonstrates passing performance on all skills lab test outs
- Satisfactory completion of clinical competency
- Completion of all financial obligations to IGHSPN including an exit interview with our Financial Aid Advisor
- Completion of program requirements of 1200 clock hours of instruction

A student who has been convicted of a crime (felony or misdemeanor) must 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.

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 at any time**
- 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

Classroom

- Students must only wear designated uniforms to class. Students also have the option to wear an IGHSPN approved warm up jacket and/or plain, long sleeve white shirt for additional comfort.
- Appropriate footwear is sneakers or uniform shoes **only**. Other shoes such as sandals, flip-flops, boots etc., may not be worn in class. They may be taken off and kept on the shoe rack in the classrooms.
- IGHSPN issued identification badge must be worn above the waist at all times.
- No hats are permitted in the classroom.

Lab and Clinical Attire

- Students must only wear approved uniforms to lab and clinical.
- Uniforms must be laundered, free of wrinkles, and free of stains.
- Identification Badge worn above the waist at all times.
- Plain, white, long or short sleeve t-shirts may be worn under uniform.
- Approved warm up jacket.
- Clean white shoes or white sneakers; No open-heeled clogs or shoes with holes in them (like Crocks).
- White socks or stockings.
- Bandage scissors, black ink pen, watch (with second hand), and stethoscope.
- Hair must be tied back, off the face, and is to be worn at or above the collar at all times.
- 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.
- Undergarments may not be visible through the clinical uniform.
- Wedding bands and small earrings (limit of two per ear) 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:

- First violation of any policy: verbal coaching.
- Second violation of any policy: written warning, student is sent home, 7.5 hours of time missed.
- Third violation of any policy: final written warning, student is sent home, 7.5 hours of time missed.
- Fourth violation of any policy: dismissal from the program.

If you believe you may need an accommodation, please contact the Associate Director at 585-922-1423.

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 (subject to change), payable at the time of ID replacement.
- ID must be worn above the waist at all times.

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.

Code of Conduct

Prohibited Student Conduct and Policy

All IGHSPN students must 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 specific and clear rules for 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.

Consequences 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 will generally 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.

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:

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, the Code of Conduct, HIPAA requirements, or reflects negatively on RRH, Isabella Graham Hart School of Practical Nursing, or the nursing profession.

Cell Phone Use

Use of cellular phones or any other electronic communication devices for any purpose during class or clinical hours is prohibited by IGHSPN. Cell phone use, ringing and texting, use of social media such as Facebook, Twitter, etc., are unacceptable during class hours. If there is an emergency, students can receive phone calls via the IGHSPN main office number (585) 922-1400 or quietly remove themselves from class in order to take the emergency phone call. Disciplinary actions will be taken against those who are unwilling to adhere to school phone policy.

Disorderly Conduct: Examples of disorderly conduct include 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 inappropriate (e.g., 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
- Accessing medical records without permission, including but not limited to HIPAA violations.

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
- Recording of lectures without written permission from RRH
- Sending text messages or using phone during class
- Eating during class

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, disability or other protected status 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

Advisement

Each student is assigned to a faculty advisor for academic 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 verify 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); students are asked to schedule an advisement appointments 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.

Students also have access to a School Counselor/Success Coordinator. The School Counselor provides counseling, assessment, mental health consultation as well as family and community outreach for students.

Accommodating Students with Disabilities

The administration and faculty at 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 may be asked to be seen at an approved Rochester Regional Health Occupational Medicine (RRH OccMed) Provider and site, as needed as part of the interactive process. Students will be directed to bring their primary physician information to RRH OccMed for accommodation consideration as it pertains to the School of Nursing.

References:

American Association of Colleges of Nursing. (January, 2001). Guidelines for accommodating students with disabilities in nursing. 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>

IGHSPN website: Technical requirements for nursing school

Additional Policies

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 will be 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 his/her choice (e.g. non-legal advocate, parent, or 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. Retaliation is strictly prohibited. Students who have a concern that discrimination or retaliation has occurred must promptly report that concern to Tammy Labonte, the Associate Director and Title IX Coordinator at 585-922-1423.

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 must be of sufficient scope to verify 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 have provided 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 the 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 unauthorized or illegal 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 as determined by RRH, 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 Associate Director
- The 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 must have a picture ID in his/her possession
- After testing, the student will 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 illegal or unprescribed drugs, 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.

Additional Information

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 by students, 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 IGHSPN classroom for each student. Students must 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 IGHSPN. Communications will be sent to your learning management account by faculty. Students must 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.

Student Association

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 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, e.g.: officers, committee members, faculty members

The treasurer shall:

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

Section 4:

All officers will keep the class advisor apprised of class business at all times and will not hold unscheduled meetings without the class advisor.

All officers shall deliver to the class advisor all records, papers, or other properties belonging to this association at the final meeting.

All officers are encouraged to attend meetings with the Associate director as scheduled and participate in advisory council meetings.

All officers are encouraged to participate in the graduation of the other cohort by being ushers.

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.

Student Right to Know and Campus Security Act / Anti-Violence Policy

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. RRH does not tolerate violence of any kind and will take reasonable efforts to prevent and address violent acts on its property.

Procedure: To verify 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 must be worn above the waist at all times when on campus and at clinical sites. ID badges must 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 faculty.
- The parking lot at the Wegman Center for Workforce Development 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. Please notify the Safety and Security Department and/or law enforcement of any threats, acts of violence, aggressive behavior and/or the possession of weapons on RRH property.
 - **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, anti-harassment, anti-violence, and no smoking policy.
- Criminal Activity Statistics occurring on campus will be posted on the IGHSPN website.

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 also 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 federal regulations.

Equal Educational Opportunity and Anti-Harassment

(Notice of Non-Discrimination)

All students have equal educational opportunities at IGHSPN and all employees have equal employment opportunities at IGHSPN without regard to any legally-protected category under federal or state law, including but not limited to race, color, sex, age, disability, religion, citizenship, national origin, ancestry, military status or veteran status, marital status, domestic violence victim status, sexual orientation, predisposing genetic characteristics and genetic information. Moreover, harassment against students or employees on the basis of sex or other protected category will not be tolerated. IGHSPN is required by Title IX of the Education Amendments of 1972 not to discriminate on the basis of sex in the education programs and activities it operates.

If you believe you or another person has been discriminated against, harassed or denied an opportunity on the basis of any protected category, please promptly contact Tammy Labonte, the Title IX Coordinator, at 585-922-1423, 1630 Portland Avenue to report your concerns. All concerns reported will be promptly and thoroughly investigated/reviewed. Appropriate corrective action will be taken, as determined by IGHSPN. Confidentiality will be maintained to the greatest extent possible under the circumstances.

Retaliation against persons who raise concerns is strictly prohibited. If you believe you have suffered reprisal for raising concerns, please contact:

Tammy Labonte, the Title IX Coordinator

585-922-1423
1630 Portland Avenue
Office 124

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. More information on these is located on the “Financial Information” page of the school’s website.

www.rochesterregional.org/igh. If student would like a paper copy of any of these policies he/she 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

The Isabella Graham Hart School of Practical Nursing provides equal opportunity to all candidates regardless of gender, age, ethnic identity, national origin, religious affiliation, creed, disability, sexual preference, marital status, veteran status or other legally-protected status, in admissions, employment, and treatment of students and employees.

Accredited by

Accreditation Commission for Education in Nursing, Inc.

3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

www.acenursing.org



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89 Washington Avenue

Albany, New York 12234-1000

(518) 474-1449

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