



**Cincinnati State**  
**HEALTH AND PUBLIC SAFETY**  

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**Practical Nursing**

**2024-2025**  
**Student Handbook**



**CINCINNATI STATE TECHNICAL & COMMUNITY COLLEGE**  
**| 3520 CENTRAL PARKWAY, CINCINNATI, OH 45223**



Dear Student:

On behalf of the Cincinnati State Great Oaks School of Practical Nursing, the faculty and staff would like to welcome you to the Practical Nursing Certificate (PNC) program. Nursing is a fulfilling and challenging profession. You will never be bored, you will be presented with many challenges, and your job duties will require immense responsibility. The Cincinnati State Great Oaks School of Practical Nursing will prepare you for this amazing career. The PNC program is demanding and challenging. To do well, you will need the help of family and friends, and you will need the support of others who are going through the program with you. The faculty and staff are committed to helping you succeed; however, it is important for you to take responsibility for your learning. An example of this would be to seek help at the first sign that you are struggling, so that the faculty and staff can help you in a time frame that will allow you to accomplish your goals. This is a great school with a rich heritage and, with the right motivation and commitment, you will succeed.

Throughout your coursework you will learn the practical nurse's scope of practice to provide nursing care to individuals with a variety of health care concerns. You will be responsible to provide the appropriate nursing care while assisting people during critical and vulnerable moments of their lives.

The information contained within the student handbook is based on the academic and student policies of Cincinnati State, the Health and Public Safety Division, and the Cincinnati State Great Oaks School of Practical Nursing. These resources will serve you very effectively as guidelines during the time that you are a student in the PNC program. Congratulations! Welcome and best wishes as you successfully complete the Practical Nursing Certificate program.

Sincerely,

The Faculty and Staff of  
Cincinnati State Great Oaks School of Practical Nursing

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This Practical Nursing Program is **approved** by:

The Ohio Board of Nursing  
8995 E Main St  
Reynoldsburg, OH 43068  
Telephone (614) 466-3947  
<http://www.nursing.ohio.gov/>

## **Disclaimer**

In the event that a student is a minor, all notifications will be sent to the parent/s or legal guardian.

Policies, guidelines, curricula, and schedules are subject to change as deemed necessary by the Director and Faculty of the Cincinnati State Great Oaks School of Practical Nursing.

The Practical Nursing program does not discriminate against students regardless of age, marital status, creed, ethnic origin, race, religious beliefs/practices, gender, sexual orientation, disability, or veteran status.

An applicant may not be admitted to the program if a handicap or physical disability will significantly increase the occupational hazards affecting either the person with a handicap or disability, employees, other students, the general public served, or facilities in which the work is to be performed.



## **Mission**

Cincinnati State Technical and Community College provides access, opportunity, and support in achieving success for individuals seeking exceptional technical, transfer and experiential/cooperative education and workforce training.

## **Institutional Values**

As a College Community...

- We embrace experiential and lifelong learning, personal growth, and employability.
- We create and promote a civil and respectful environment.
- We anticipate and effectively respond to changing stakeholder expectations.
- We honor the diversity of people and ideas.

## **Vision**

Cincinnati State will be the technical and community college of choice in our region, nationally recognized for academic excellence, cooperative education, and workforce development.

## **Mission Statement of the Practical Nursing Certificate Program**

We will provide students an educational opportunity for delivering evidenced based nursing care while creating a foundation for independent life-long learning.

## Philosophy of the Practical Nursing Certificate Program

The philosophy of the faculty is consistent with the mission statements of the Cincinnati State Technical and Community College. Faculty facilitates a program which educates an increasingly diverse student population and prepares them to practice effectively in a dynamic health care system. Educators provide an environment of mutual respect for the positive exchange of ideas and participation in activities which meet the changing needs of the community and student.

The nursing faculty members share these beliefs:

- **Nursing** is a profession based on development of caring for self and others in a helping, trusting, and authentic relationship. Compassionate, genuine caring is an essential component of the art of nursing. The nurse promotes, advocates for, and strives to protect the health, safety and rights of the patient. Clinical reasoning, basic knowledge and skills, and the integration of best current evidence are core factors in delivering optimal health care. Individual nurses, using open communication and shared decision-making to achieve quality patient care, function effectively within nursing and inter-professional teams. Information and technology are used to communicate, obtain and apply knowledge, minimize error, and support decision-making. The nurse uses data to monitor the outcomes of care processes and uses quality improvement methods to continuously enhance the quality and safety of health care systems. Coordinated nursing care focuses on patients' preferences, values and needs.
- **The patient** is a human being to be valued, cared for, respected, nurtured, understood and assisted. The patient or designee is an active participant and a full partner in determining his or her own health care. The patient may be an individual, family or group. Each individual's health is based on his or her cultural perceptions and beliefs of health and wellness and the individual's ability to adapt to internal and external environmental forces.
- **Holistic health** is a dynamic state of physical, mental, social and spiritual existence and functioning. The individual's need for healthcare is determined by his or her position on the health-wellness continuum.

The teaching and learning process involves joint participation between faculty and student in planned activities which utilize the cognitive, psychomotor and affective domains. A variety of methods are used to meet the needs of adult learners with various learning styles. Learning is motivated by the individual's own needs and goals and is evaluated by both the learner and the teacher. Students and educators bring to the educational environment their own unique knowledge and experiences. The positive exchange of ideas between students and educators is facilitated by mutual respect which enhances the teaching-learning process. The educational program is responsive to changing health care issues and the changing needs of the community and student. A commitment to developing teaching strategies to meet an increasingly diverse student population is a core value of the educational process.

Learning is a lifelong process which continues past the completion of the formal nursing education program. The nursing faculty supports continued education towards future professional degrees and self-development of both student and teacher.

### **Practical Nursing Certificate Program Outcomes**

1. Collaborate effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
2. Integrate best current evidence with clinical competence and patient/family preferences and values for delivery of optimal health care.
3. Demonstrate effective clinical reasoning skills, critical thinking skills, teaching practices and cost-effective nursing strategies.
4. Promote safety of both patients and health care providers through individual performance and system effectiveness.
5. Use information and technology to communicate, obtain and apply knowledge, prevent error, and support decision making.
6. Practice professional nursing behaviors incorporating personal responsibility and accountability.
7. Demonstrate caring behaviors that foster well-being, a sense of self-worth and dignity in patients, families and others in the healthcare environment.

### Program Faculty and Staff

<b>Faculty/Staff Member</b>	<b>Position</b>	<b>Phone Number</b>	<b>E-mail Address</b>
Smith, Bonnie	Dean of Health and Public Safety Program Director	513-569-1662	bonnie.smith@cincinnatiastate.edu
Ratliff, Barb	Program Chair/Professor of Nursing	513-569-1282	barbara.ratliff@cincinnatiastate.edu
Howard, Dr. Nikki	Professor of Nursing	513-569-5803	nikki.howard@cincinnatiastate.edu
Tyler, Dr. Jennifer	Professor of Nursing	513-569-4252	jennifer.tyler@cincinnatiastate.edu

Revised May 2024

## Support Services and Helpful Resources

### Academic Advising Services

#### Goal:

To assist students in identifying /clarifying and meeting their academic and career goals

#### Purpose:

- To provide holistic, developmentally appropriate advising services in accordance with NACADA (National Academic Advising Association).
- To provide students with an overview of the PNC program pre-requisites requirements and curriculum.

#### General Academic Advising:

Contact your advisor for academic advising issues.

### Legal Issues Related to Licensure:

Direct questions to Program Director

#### Non-Nursing Courses:

Speak with your instructor

### Health Excel Services

#### Purpose:

Health Excel Services is a *free* student support service available to *all* students enrolled in a Health and Public Safety Division program it provides a comprehensive range of educational support services designed to enhance student success.

#### Goal:

To assist students in meeting their academic and career goals.

#### Services:

- Academic, Career, and Personal Advising
- Tutoring: Individual and group tutorial provided by qualified instructors or peers.
- Time Management, Stress Management, Test Anxiety, and Study Skills
- Communication Skills
- Scholarship Information
- GPA Counseling
- Achieving Life Balance
- Choosing the Right Health Career
- Understanding Progression
- Encouragement and Support
- Assistance with the Book Loan Program

#### Getting Started is Easy:

- Students need to be enrolled in a degree or certificate program in the Health and Public Safety Division.
- Students must schedule an appointment with a Health Excel Advisor. Appointments can be made via Starfish after logging into MYCSTATE or by stopping at the Health and Public Safety reception desk (HPB 312) or by calling 513-569-1670

#### For More Information on Health Excel Services contact:

Refer to Health and Public Safety Division Student Handbook or contact Lisa Lucas, Health Excel Services Coordinator [lisa.lucas@cincinnatiastate.edu](mailto:lisa.lucas@cincinnatiastate.edu), call 513.569.1670 appointments or 513-569-1224 tel.

## **Counseling Services**

### Purpose:

To promote students learning and development by providing counseling and referral Services that address the developmental career and mental health needs of Cincinnati State students. This service is available at no cost.

### Services:

- Personal Counseling: Enrolled students may take advantage of free, one-on-one, short-term counseling to help navigate and cope with personal and emotional challenges that may be interfering with school, relationships, and other responsibilities.
- Campus and Community Referral: Available to students who may need access to community resources. Not every student concern is necessarily served best by the College's Counseling Services. If it is determined that a student may be better served through other resources, the student is referred to a related on-campus service or to a community resource or agency.
- Consultation and Assessment: Available to students, faculty, and administrators. Counseling Services provide help in identifying a student's needs, appropriate campus services, and possible referral for community resources.
- Career Counseling: This service is intended to help students clarify interests and values, assess skills, learn about the world of work, and continuing education opportunities.

## **Tutoring Services**

### Tutoring Center:

Tutoring is available in the Tutoring Center at Cincinnati State. Ask for assistance of your instructor(s). For more information, email [debbie.greenlee@cincinnatiastate.edu](mailto:debbie.greenlee@cincinnatiastate.edu) at the Tutoring Center, Room 261 Main building or phone 513-569-1614. You may also submit a tutoring request form online or email at [tutoring@cincinnatiastate.edu](mailto:tutoring@cincinnatiastate.edu)

### Writing Center:

The Writing Center has qualified, experienced writing instructors who are familiar with the requirements and expectations of courses involving writing. Limited walk-in service is available, so it's to your benefit to make appointments based on your assignment due dates. To make an appointment, stop by Room 235 Main Building or call 513-569-1736.

### English as a Second Language (ESL):

If English is not your native language you will find the ESL program will help improve your English proficiency. For more information about ESL, please call 513-569-4848 or email (preferred method): [andrea.cheng@cincinnatiastate.edu](mailto:andrea.cheng@cincinnatiastate.edu).

## **Special Needs**

Any student with a disability necessitating accommodations prescribed by the Americans with Disabilities Act or Section 504 of the Rehabilitation Act must meet with a member of the Office of Disability Services, prior to participating in classroom or laboratory activities. They will be the primary resource to determine what accommodations are necessary to provide the appropriate learning opportunity for the student. The office may be contacted at 513-569-1775.

## **Requesting NCLEX Testing Accommodations (Ohio)**

For candidates with disabilities defined by the “American Disabilities Act” (ADA), accommodations are authorized only by the Ohio Board of Nursing (OBN) and the National Council of State Boards of Nursing. The OBN recommends that the applicant notify the OBN, in writing, six months prior to program completion. The applicant is required to submit the following documentation:

1. Letter from the applicant specifying requested accommodations;
2. Letter from the Director/Designee of the nursing education program specifying accommodations granted by the nursing program;
3. Documentation from a qualified professional practitioner confirming the specific diagnosis of the disability with testing having occurred within the last three years.

Contact the OBN and request “Process for Obtaining Accommodations in the NCLEX Examination Administration Procedures” for detailed information. You may download information from

<https://nursing.ohio.gov/licensing-and-certification/types-of-applications/licensure-by-examination-nclex>

**tab: Request for Accommodations for the NCLEX® Examination**

### **Special Needs:**

Any student who has questions about whether disability services might be appropriate is encouraged to work with the Office for Disability Services personnel as soon as possible.

Any student with a disability necessitating accommodation prescribed by the Americans with Disabilities Act or Section 504 of the Rehabilitation Act must meet with the Special Needs Counselor prior to participating in classroom or laboratory activities. The advisor will be the primary resource to determine what accommodations are necessary to provide the appropriate learning opportunity for the student. The Disabilities Services number is 569-1773.

### **Office of Disability Services:**

Pursuant to the Americans with Disabilities Act, each testing institution must provide reasonable accommodations to individuals with a documented disability that hinders their ability to take any assessment under standard conditions. It is the responsibility of each administering institution to determine how the disability will be reasonably accommodated in the testing process and for the proctor to ensure that the approved accommodation is in place.

**Please contact the office of disability services (see course syllabus) when ADA accommodations are indicated. The office of disability services will notify faculty of required online testing accommodations. Faculty are unable to make any accommodations to online testing unless instructions are received from the office of disability services.**

Examples of requests for testing accommodations that may be provided include, but are not limited to, the following: • Use of an electronic reader. • Providing for a reasonable extension of testing time. Please note that, while time extensions may be permitted, the total allocated time must never be split over more than one day. No accommodation should be provided that would compromise the security or integrity of the exam or require the testing institution or proctor to violate any of the test administration requirements.

**Prohibited Accommodations** The following accommodations are prohibited: • Use of a camera or any other recording device. • Providing verbal or other clues or prompts. • Permitting the use of any electronic device (no phones, iPads, etc.). Note: The exam is written and administered in the English language, and a lack of facility with the English language is not considered a disability. Interpreters should not be permitted inside the exam room for purposes of translating the test from English into another language for a student.

### **Nursing Student Organization (N.S.O.)**

All students in the nursing and practical nursing program are members of the Nursing Student Organization (NSO). The NSO is a virtual community for students supported by the Faculty-Student Committee of the Nursing Program. Officers are elected annually. The purpose is to encourage students and faculty to share information, program-specific issues, and concerns. The NSO link is located under the College Community tab on the college's Web site at MYCSTATE. Please check the website frequently for general nursing student updates, college and community activities and events, employment opportunities, and scholarship information.

### **Practical Nursing Resource Center**

The Practical Nursing Resource Center, located in Room 266 of the MAIN Building, is open to all practical nursing students enrolled in the practical nursing program. Divided into a classroom area, open lab area, and testing area, the Center has bedside care stations, computers, nursing reference library, and interactive bulletin display boards. Student access to the classroom area is limited as practical nursing courses are scheduled in this portion of the Center. The open lab area, however, is available to all practical nursing students during all the Center's open hours. Scheduled open hours require faculty monitoring and will be posted in the college's learning management system of each course.

Both interactive software nursing programs and internet access are available through the Center's computers. Library reference textbooks can be used in the Center and can also be signed out for short-term periods through the Lab manager. All software programs, reference material, videos, tapes, and bulletin board displays, located in the Center, are designed to reinforce learning in the nursing courses.



## **Clinical Site and Ohio Board of Nursing Licensure Requirements**

### **Clinical Site Screening Compliance**

Successful completion of a criminal background check is required for admission and continuation in the nursing program.

#### Disclaimers

- Successful completion of a criminal background check for the Health and Public Safety (HPS) program does not ensure eligibility for licensure or future employment.
- Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility.
- Clinical agencies can conduct additional background checks at their discretion.
- If a student is found to be ineligible for clinical placement at any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

Any questions about these requirements should be addressed to the Program Director.

The clinical site to which you will be assigned may require background checks, release of the student's social security number, fingerprinting, urine drug testing, or other requirements per the school contract with the facility. A positive urine test or felony conviction will prevent clinical placement, which will result in dismissal from the program

### **Criminal Background Check Policy**

The use of background checks for individuals working in clinical settings is one of the means agencies use to help protect their clients/patients. While obtaining background checks is not new for clinical agencies, The Joint Commission has recently added to their Human Resources standards (HR.1.20) a section related to criminal background checks. The Joint Commission standard requires agencies to include nursing students in criminal background checks when required by state law, regulation, or hospital policy ([www.jointcommission.org](http://www.jointcommission.org)).

Ohio is one the many states in the country to mandate criminal background checks. In 1993, Senate Bill 38 (SB 38) was passed and codified in Section 3701 of the Ohio Revised Code (ORC). SB 38 requires criminal records check for potential employees working in positions of responsibility for the care, control or custody of children. Senate Bill 160 (SB 160), effective January 27, 1997, requires entities to request a criminal records check of each applicant under final consideration for a position that involves care to a person age 60 and older. The law requires the record checks be requested from the Bureau of Criminal Identification and Investigation (BCII) and prohibits hiring an applicant who has been convicted of certain offenses or who fails to provide the information necessary for a records check.

**There are three primary reasons for performing these checks.**

1. A criminal record may prevent you from receiving a professional license upon completion of an educational program. Most state licensing boards perform a criminal background search as part of the licensure process, and it would be unfortunate to complete an education, yet be unable to be granted a license.
2. Health care facilities/clinical sites in which you work as part of your clinical rotations are required to have a background check report on file for all providers of hands-on care, whether they are employees of the hospital or not (this includes students).
3. There have been cases where the person may have a criminal record and is not aware of it. For instance, an old conviction that is eligible to be purged from the student's record must be expunged following a written request. If the student does not submit the written request, the conviction will remain on the student's record even though it is eligible for removal. Such a conviction could prevent licensure or future employment. Finding out now allows the student to take the necessary steps to make proper amends. Also, if it is not possible to remove a conviction at present, it is recommended that the conviction be disclosed so that employment or licensure is not denied for providing false information.

**Timing of Background Check Completion**

Each Health and Safety Program (HPS) may have individual policies regarding when a background check must be completed. Background checks must be completed and submitted by all nursing students prior to the start of the PN 102 course. It is initiated after the application for Health Program Progression. If a background check was completed greater than twelve months before starting this course, the background check must be repeated.

**Procedure for Obtaining Background Checks**

Background checks (BCI & I and FBI) using code 4723 09 must be mailed to the Health Division at the Cincinnati State Main campus address:  
Bonnie Smith  
Cincinnati State  
3520 Central Parkway, HPB 312  
Cincinnati, OH 45223

Background checks may be obtained at the Hamilton County Justice Center, or call your local BMV to see if they accommodate this request.

**Types of Convictions that Would Make a Student Ineligible for Clinical Experiences:**

Any conviction that would bar you from licensure will exclude you from the nursing program. Refer to **Compliance Questions Asked at time of Licensure Application**. Additionally, any of the following may bar you from clinical:

- Felony convictions
- Violent offenses
- Domestic Violence offenses
- Assault offenses
- Drug offenses
- Theft offenses
- More than one conviction of the same classification or type of misdemeanor/felony offense

Ohio Revised Code, Section 3701 will be used to guide decisions on convictions that would bar a student from clinical placement. These decisions may vary by program related to differing licensure and clinical site requirements.

### **Procedure When a Conviction Appears on a Background Check**

Convictions will be reviewed to determine if licensure or clinical placement may be affected. The student will be contacted and will be asked to provide further information as needed. A decision will be based on licensure restrictions, clinical site restrictions and ORC Section 3701. If the Associate Dean/Director of Nursing, Health and Public Safety Division determines that the conviction would prevent clinical placement or licensure, the Associate Dean/Director of Nursing responsible for the program will be asked to also review the case before a final decision is made.

### **Background Check at time of Licensure Application**

#### **Ohio**

Candidates who wish to sit for the NCLEX-PN examination will be required to submit their fingerprints to the Bureau of Criminal Identification and Investigation (BCI&I) and Federal Bureau of Investigation (FBI). More information will be distributed to all students during the curriculum.

The Ohio Board of Nursing Rules and Regulations are available at [http://www.nursing.ohio.gov/Law\\_and\\_Rule.htm](http://www.nursing.ohio.gov/Law_and_Rule.htm)

#### **Kentucky**

A background check is required by the state of Kentucky. Information is available at <http://kbn.ky.gov/license/> .

#### **Indiana**

A background check is required by the state of Indiana. Information is available at <https://secure.in.gov/pla/nursing.htm> .

### **Federal Fraud/Sexual Offender Background Checks**

In addition to the FBI/BCI & I background checks, organizations require that all students complete background checks that assess if they have been placed on the Federal

Medicare/Medicaid Fraud and Sexual Offender database. This background check is completed through Verify Students. Your program chair and clinical coordinator will provide you with information when it is time to submit.

### **Additional Provisions**

Background checks will be valid for the length of time the student is enrolled in the program, although supplemental background checks may be required by the clinical site. If a student leaves a program for any reason, the background check process will need to be repeated, if the check on file is more than one year old once the student is ready to resume classes. Once enrolled in the program, the student is responsible for notifying the Program Chair of any changes in his or her criminal record. Failure to do so may result in dismissal from the program.

Please also refer to the 2022-2023 Health and Public Safety Division Handbook regarding background policy pages 29-31.

### **Drug and Alcohol Screening Policy**

Students enrolled in any Health and Public Safety program have placed themselves into a relationship where there is a special concern relative to the possession or use of drugs, alcohol, or controlled substances. If a student in a Health and Public Safety program appears to be functioning in any impaired manner, exhibiting inappropriate behavior in the classroom or clinical setting, or demonstrating any unprofessional conduct or negligence, the faculty or clinical affiliate representative responsible for that student, using professional judgment, will remove the student, document the circumstances and report the alleged violation immediately to the Associate Dean/Director of Nursing, Health and Public Safety Division.

Clinical facilities may require Health and Public Safety Division students to undergo drug and alcohol screening prior to placement. Refusal to submit to screening when requested will result in dismissal from the Health and Public Safety Division program due to inability to progress in curriculum. The screening will be done by a third-party administrator. Instructions regarding when and how to complete a drug screen will be issued to students by their faculty member. Students will be responsible for the cost of the drug screen. Results of the drug screen will be forwarded directly to the Associate Dean/Director of Nursing, Health and Public Safety Division. Confirmation of a positive drug screen will result in the student being immediately withdrawn from the clinical course and may result in dismissal from the program of study.

### **Student Health Records**

A written report from a health care professional (physician, physician assistant, or nurse practitioner) is **required** in order to enter or re-enter the Practical Nursing Certificate (PNC) program. This exam must have been **within the past year**. The written documentation of the immunizations and tests listed must include the actual dates for each immunization or test. Please note that all immunizations and tests listed on the report are required by clinical facilities where clinical laboratory experiences are scheduled. Please see health form on website.

## **Immunizations and Certifications**

Immunization requirements are based on the Center for Disease Control (CDC) immunization recommendations for health-care workers. All immunizations must be kept up-to-date. Failure to do so may prevent students from attending clinical experiences. All required documentation must be submitted to Castlebranch (compliance management system).

Some program requirements, immunizations and tests require **periodic updates** while the student is in school. For instance, **CPR certification which specifies BLS Provider or Healthcare Provider through American Heart Association or American Red Cross Only**, the series of a two-dose vaccine against hepatitis B infection, with doses administered one month apart or all other hepatitis B vaccines that are available only as three-shot series over six months, and a tetanus booster is required every ten years. A PPD skin test is required **every year** while enrolled in the PNC program, and the influenza vaccine is due by November 1<sup>st</sup> annually. It is the students' responsibility to know when his/her immunizations or certifications will expire and provide the program with updated documentation before the expiration date.

**Students who do not maintain and submit proper verification of immunizations/vaccines and certifications are not eligible to attend experiences at clinical facilities which may result in course failure.**

### **General Health Policy**

At any time, the Practical Nursing Director may request a physician's statement as to the status of an illness, injury, pregnancy or suspected communicable disease. In order for the student to continue the program, the student must substantiate this statement. Continuation in the program will be contingent upon the student's ability to maintain safe standards of nursing care. This is essential for the health and safety to all students and clients. This information will be regarded as confidential.

### **Cincinnati State Great Oaks School of Practical Nursing Requirements for Statement of Health**

#### **I. Health Record**

Students selected to progress must complete a Statement of Health form. The Cincinnati State Health and Public Safety Division Student Physical Evaluation Form must be used for documentation of recent physical and immunizations.

#### **II. Immunizations**

Immunization requirements are based on the Center for Disease Control (CDC) immunization recommendations for health-care workers. All immunizations must be kept up-to-date. Failure to do so may prevent students from attending class or clinical experiences. Students will not receive specific clinical placements to accommodate for site specific vaccination, background, or drug testing policies. All required documentation must be submitted through Castlebranch (compliance management system).

These are the current minimum recommendations but are subject to change.

### **Tetanus, Diphtheria, Pertussis (Tdap)**

- Documentation of Tetanus, Diphtheria, Pertussis (Tdap) vaccination.

### **Hepatitis B Vaccine**

Students must submit proof of Hepatitis B immunity by either:

- A series of 3 vaccinations.  
The initial vaccination and second vaccination (one month later) must be complete prior to going into the clinical setting or a two-dose vaccine against hepatitis B infection, with doses administered one month apart or
- Proof of immunity to Hepatitis B by submitting a laboratory test with a positive titer level.

### **Tuberculosis: TB Tests (PPD)**

- One 2-step TB test must be done initially.
- Step #1 is given and read within 48 to 72 hours.
- Step #2 is given 7- 21 days later and read within 48-72 hours.
- Both tests should be completed in three weeks. After you complete the 2 step TB test, an annual TB test is given thereafter. For individuals who miss their yearly test, the process will have to be restarted; and another 2-step TB test will be given. If any TB tests results are positive, follow-up documentation of the positive result must be provided (i.e. chest x-rays).
- If annual TB tests are done, documentation of the past two annual TB tests is required.

### **Measles (Rubeola), Mumps, and Rubella**

Students must submit proof of Measles, Mumps, and Rubella immunity by either:

- Proof of 2 doses of the MMR (Measles, Mumps, Rubella) vaccine given at least 4 weeks apart one of which must have been given after December 31, 1979, **or**
- Proof of immunity for Measles (Rubeola), Mumps, and Rubella by submitting laboratory tests with positive titer levels in all 3 areas.
- If the titer does not demonstrate immunity, the MMR vaccination is required.

### **Varicella (Chicken Pox)**

Students must submit proof of Varicella by either:

- Proof of 2 doses of the Varicella vaccine given at least 4 weeks apart, **or**
- Proof of immunity to Varicella by submitting a laboratory test with a positive titer level.
- If the titer does not demonstrate immunity, two Varicella injections or two injections of the MMRV vaccination is required.

### **MMRV (Combined Vaccinations of Measles, Mumps, Rubella and Varicella)**

- Proof 2 doses of the MMRV vaccination given at least 4 weeks apart  
(Student can obtain the MMRV shot instead of taking MMR and Varicella immunizations separately.)

### **Influenza Vaccine**

- Proof of annual vaccination must be provided by November 1 annually.

### **COVID -19 Vaccine**

- Proof of being fully vaccinated against COVID-19 including booster(s) when indicated. This is subject to change based on facility requirements.

## **Health Insurance Requirements**

The Health and Public Safety Division has affiliation agreements with area hospitals, health care agencies, fire service organizations, and other educational programs to provide clinical and experiential learning opportunities for students. To ensure the safety of students and others, Health and Public Safety students are required to comply with criteria set forth by affiliating partners prior to participation in clinical and experiential learning. Cincinnati State requires students to obtain personal health insurance coverage. Some clinical sites require proof of coverage under a policy of health insurance prior to the first clinical assignment. Consequently, health insurance during clinical experience is a requirement of most Health and Public Safety Division programs. Please be aware that lack of coverage may impact a student's eligibility to participate in the clinical learning experience. Refer to your specific programs for further information. Guidance on purchasing affordable health insurance coverage can be found at the following websites:

### ***Health Insurance Websites***

1. [www.healthpocket.com](http://www.healthpocket.com)
2. [www.ohio-health-care.org](http://www.ohio-health-care.org)
3. [www.gradguard.com/health](http://www.gradguard.com/health)
4. [www.healthcare.gov](http://www.healthcare.gov)
5. [www.ehealthinsurance.com](http://www.ehealthinsurance.com)
6. [www.gohealthinsurance.com](http://www.gohealthinsurance.com)
7. [www.hcjfs.com](http://www.hcjfs.com)

## **Practical Nursing Skills and Activities**

The National Council of State Boards of Nursing has identified the following skills and activities as common to all practicing nurses. The Cincinnati State Great Oaks School of Practical Nursing faculty believes that student nurses should be able to perform these core skills and activities, with or without reasonable and appropriate accommodations.

Prior to beginning class/clinical courses students who perceive that they may have difficulty meeting these requirements will:

1. Submit documentation to the Office for Disability Services regarding:
  - Medical and other factors related to the disability.
  - Specification of the reasonable and appropriate accommodations needed
2. Develop a disability accommodation plan in conjunction with the college's Counselor/Special Needs.

- Schedule an appointment to review this plan with the Nursing Faculty.

In the event that a student currently in clinical courses becomes permanently disabled and unable to perform core skills and activities, the same process outlined above must be followed.

**All students are reminded that the Ohio Board of Nursing has very specific requirements for anyone seeking modifications of the NCLEX examination procedures. The process to be followed may be found on the Board’s web site: <https://nursing.ohio.gov/licensing-and-certification/types-of-applications/licensure-by-examination-nclex>**

**tab: Request for Accommodations for the NCLEX® Examination**

Any student who has questions about whether disability services might be appropriate is encouraged to work with the Office for Disability Services personnel as soon as possible.

Functional ability categories that affect your ability to practice nursing an require accommodation(s) to allow you to perform essential functions fall into four (4) categories: Physical, sensory, cognitive, and interactive

<b>Functional Ability</b>	<b>Core Performance Standard</b>
<b>PHYSICAL</b> Gross Motor Skills	<ul style="list-style-type: none"> <li>• Move within confined space</li> <li>• Sit and maintain balance</li> <li>• Stand and maintain balance</li> <li>• Reach above shoulders (IVs)</li> <li>• Reach below waist (plug-ins)</li> </ul>
Fine Motor Skills	<ul style="list-style-type: none"> <li>• Pick up objects with hands</li> <li>• Grasp small objects with hands</li> <li>• Write with pen or pencil</li> <li>• Key/type (use a computer)</li> <li>• Pinch/pick or otherwise work with fingers (syringe)</li> <li>• Twist (turn knobs with hands)</li> <li>• Squeeze with finger (eye dropper)</li> </ul>
Physical Endurance	<ul style="list-style-type: none"> <li>• Stand (at client side during procedure)</li> <li>• Sustain repetitive movement (CPR)</li> <li>• Maintain physical tolerance (work entire shift)</li> </ul>
Physical Strength	<ul style="list-style-type: none"> <li>• Push and pull 25 pounds (position clients)</li> <li>• Support 25 pounds of weight (ambulate client)</li> <li>• Lift 25 pounds (transfer client)</li> <li>• Move light objects up to 10 pounds</li> <li>• Move heavy objects weighing from 10 to 50 pounds</li> <li>• Defend self against combative client</li> <li>• Carry equipment/supplies</li> <li>• Use upper body strength (CPR, restrain a client)</li> <li>• Squeeze with hands (fire extinguisher)</li> </ul>



Mobility	<ul style="list-style-type: none"> <li>• Twist</li> <li>• Bend</li> <li>• Stoop/squat</li> <li>• Move quickly</li> <li>• Climb (ladder, stools, stairs)</li> <li>• Walk</li> </ul>
<b>SENSORY</b> Visual	<ul style="list-style-type: none"> <li>• See objects up to 20 inches away</li> <li>• See objects up to 20 feet away</li> <li>• See objects more than 20 feet away</li> <li>• Use depth perception</li> <li>• Use peripheral vision</li> <li>• Distinguish color</li> <li>• Distinguish color intensity</li> </ul>
Tactile	<ul style="list-style-type: none"> <li>• Feel vibrations (pulses)</li> <li>• Detect temperature</li> <li>• Feel differences in surface characteristics (skin turgor)</li> <li>• Feel differences in sizes, shapes (palpate vein)</li> <li>• Detect environmental temperature</li> </ul>
Smell	<ul style="list-style-type: none"> <li>• Detect odors from client</li> <li>• Detect smoke</li> <li>• Detect gases or noxious smell</li> </ul>
Hearing	<ul style="list-style-type: none"> <li>• Hear normal speaking level sound</li> <li>• Hear faint voices</li> <li>• Hear faint body sounds (BP)</li> <li>• Hear in situations not able to see lips (when using masks)</li> <li>• Hear sound alarms</li> </ul>
<b>COGNITIVE</b> Reading	<ul style="list-style-type: none"> <li>• Read and understand written documents</li> </ul>
Arithmetic Competence	<ul style="list-style-type: none"> <li>• Read and understand columns of writing (flow sheets)</li> <li>• Read digital displays</li> <li>• Read graphic printouts (I&amp;O)</li> <li>• Calibrate equipment</li> <li>• Covert numbers to/from metric</li> <li>• Read graphs (vital sign sheets)</li> <li>• Tell time</li> <li>• Measure time (duration)</li> <li>• Count rates (pulse rate)</li> <li>• Use measuring tools (thermometer)</li> <li>• Read measurement marks (scales)</li> <li>• Add, subtract, multiply, divide</li> <li>• Compute fractions (medication dosages)</li> <li>• Use a calculator</li> <li>• Write number in records</li> </ul>

Analytical Thinking Skills	<ul style="list-style-type: none"> <li>• Transfer knowledge from one situation to another</li> <li>• Process information</li> <li>• Evaluate outcomes</li> <li>• Problem solve</li> <li>• Prioritize tasks</li> <li>• Use long term memory</li> <li>• Use short term memory</li> <li>• Identify cause and effect relationships</li> </ul>
Critical Thinking Skills	<ul style="list-style-type: none"> <li>• Plan/control activities for others</li> <li>• Synthesize knowledge and skills</li> <li>• Sequence information</li> </ul>
<b>INTERACTIVE</b> Emotional Stability	<ul style="list-style-type: none"> <li>• Establish therapeutic boundaries</li> <li>• Provide client with emotional support</li> <li>• Adapt to changing environment/stress</li> <li>• Deal with unexpected (crisis)</li> <li>• Focus attention on task</li> <li>• Monitor own emotions</li> <li>• Perform multiple responsibilities concurrently</li> <li>• Handle strong emotions (grief)</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>• Negotiate interpersonal conflict</li> <li>• Interact respectfully with individuals, families, and groups</li> <li>• Relate to/Establish rapport with clients, families and co-workers with caring and sensitivity</li> </ul>
Communication Skills	<ul style="list-style-type: none"> <li>• Communicate in English with accuracy and clarity</li> <li>• Convey oral and written information efficiently</li> <li>• Demonstrate computer literacy</li> </ul>

Revised Date: July 2016

## Practical Nursing Certificate Curriculum

<b>Division</b>	HPS		
<b>Degree Code</b>	CT1	<b>Program Code</b>	PNC
<b>Program Name</b>	Practical Nursing Certificate		
<p><b>All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State. Students seeking admission to the Practical Nursing Certificate program must complete specific progression requirements. Students should meet with their academic advisor to discuss progression eligibility and deadlines.</b></p>			
<b>Footer</b>	<p>Students may take BIO 151 and BIO 152 in place of BIO 117 and BIO 127. Students who choose to take these courses must complete BIO 117/127 or BIO 151/152 by the end of the second semester.</p>		

Students are encouraged to take general education courses prior to 3<sup>rd</sup> semester.

Semester	Subject	Course	Course Title	Lecture Hrs.	Lab Hrs.	Credit Hrs.
<b>Semester</b>	FYE	1**	First Year Experience	1-3	0	1-3
<b>Semester 1</b>	PN	101	Practical Nursing Concepts	5	9	8
<b>Semester 1</b>	BIO	117	Human Body in Health and Disease	3	0	3
<b>Semester 1</b>	BIO	127	Human Body in Health and Disease Lab	0	2	1
<b>Semester 2</b>	PN	102	Practical Nursing Concepts 2	7	9	10
<b>Semester 2</b>	PSY	110	Introduction to Psychology	3	0	3
<b>Semester 3</b>	PN	103	Practical Nursing Concepts 3	4	6	6
<b>Semester 3</b>	MCH	100	Healthcare Informatics	2	0	2
<b>Semester 3</b>	PN	185	Practical Nursing Role Transition	2	8	2
<b>Semester 3</b>	ENG	101	English Composition	3	0	3
				30-33	34	39-42

FYE 100 1 Credit Hour  
 FYE 105 2 Credit Hours  
 FYE 110 3 Credit Hours

## **Admission and Progression for Practical Nursing Program Practical Nursing Program Competitive Admission Process**

Students who declared practical nursing (PNC) as a major will be admitted to the program based upon the Health Program Progression (HPP) policy.

Students are accepted into the program every Fall and Summer semester. Applicants will be ranked based on PNC Progression criteria. Those who are admitted will be notified by email and given deadlines to meet program requirements. Specific dates for application deadlines will be publicized on the program website or given to students during advising appointments.

### **Program Admission and Progression**

#### **Practical Nursing Certificate Progression Requirements:**

To apply to the PNC program, you must complete the college admission process and declare Practical Nursing Certificate as your major. Students will progress to the core curriculum once he/she has met the progression requirements.

### **College Admission Process**

Complete an online Application for Admission ([https://apply.cincinnati.state.edu/page\\_who\\_are\\_you.aspx](https://apply.cincinnati.state.edu/page_who_are_you.aspx)).

- Submit an official high school transcript. The transcript must be sent directly to the Office of Admissions from the institution. High school seniors may submit a high school transcript before graduation, but must also submit an official final transcript after graduation.
- Applicants who are not high school graduates must submit a state-approved alternative to high school graduation, such as scores from the General Educational Development (GED) test. This document must be sent directly from the school or agency to the Office of Admissions.
- Applicants who have completed college work at a regionally accredited higher education institution must also submit an official transcript. The transcript must be sent directly to the Office of Admissions from the institution. If a degree is earned from a regionally accredited college or university, the high school transcript is waived.
- A \$15 non-refundable admission fee is charged to the student's first registration bill. Cincinnati State does not charge a fee when the admission application is submitted.
- Meet with an advisor to determine mathematics and English placement.
- All required College Prerequisite courses must be completed prior to being eligible to apply for progression into the Practical Nursing Certificate program.

### **Academic Advising**

#### **Academic Advisors help students in these ways:**

- Provide support in achieving your educational goals
- Work with you to develop an academic plan and an appropriate schedule of classes
- Help you understand College policies and procedures
- Monitor and help you address academic challenges
- Make strategic referrals to campus support services
- Educate you on meeting requirements for graduation

### **New Student Advising**

New or returning students enrolled in a degree/certificate program should meet with your

Academic Advisor before registering for classes. If you are a new student, check your Admission letter to confirm the academic division where you should schedule your advising appointment.

### **Program Advising**

Students who have completed all (or were not required to complete) requirements for curriculum courses are seen by a program advisor in the Health and Public Safety division office, Room 312 Health Professions Building. To schedule an appointment with a program advisor, students should call the Health and Public Safety Division office at (513)-569-1670.

### **Cohort Advising**

Students who have met all Practical Nursing progression requirements and have attended an orientation for a Practical Nursing cohort/class and those students currently in the Practical Nursing course sequence are seen by the program chair.

### **PNC Admission Policy/Process: PNC Select Admission Requirements**

- Cumulative GPA 2.5 and above through the start of PN 101
- STNA – State Tested Nurse Aide - All students entering the PNC program must verify that they are in good standing on a state Nurse Aide registry.
- Complete PNC Progression Application
- If applicable, documentation of healthcare work history on company letterhead
- If applicable, documentation of military service on form DD-214

### **PNC Progression Application Process**

1. Apply for the Practical Nursing Program during the open application period only by submitting a PNC Progression packet. There will be a specific application period for each semester. Please refer to the Cincinnati State PNC website for dates. Once applications are reviewed, applicants are moved forward in the progression process and offered a seat in the program based upon the applicant's PNC Progression worksheet scores and are notified of the below additional requirements/documents for the program.

2. Prior to entering PN 102 all the following requirements/documents below must be submitted to Castlebranch (compliance management portal). Failure to submit these documents by the deadline will result in dismissal from the program. Revised Date: August 2022

#### **a) CPR Certification**

Certification must be for Healthcare Provider or Professional Rescuer for adults, infants, children and AED through American Heart Association or American Red Cross only. Online certifications with hands on demonstration accepted through the above programs. Cards must be signed.

#### **b) The Cincinnati State Health and Public Safety Division Student Physical Evaluation Form with current immunizations**

Student must submit a completed Cincinnati State Health and Public Safety Division Student Physical Evaluation Form with current immunization records.

Revised Date: August 2019

#### **c) Criminal Background Check**

Student must complete both a BCI&I and FBI background check when selected to progress.

Background checks must be for the nursing profession and care of children and adults. The background checks must be received by the Health Division by the established deadline. Failure to complete paperwork in appropriate timeframe will be ground for dismissal from the program. Students should be aware that many facilities also require drug screening and additional background restrictions.

Cincinnati State Technical and Community College  
 Health and Public Safety Division – HPB 312  
 ATTN: Bonnie Smith: The Practical Nursing Program  
 3520 Central Parkway  
 Cincinnati, OH 45223

**d) Health Insurance**

Student must submit documentation of health insurance.

**PRACTICAL NURSE CERTIFICATE Progression Scoring Guidelines  
 PNC Progression Scoring Guidelines**

**I. Cumulative Grade Point Average (GPA)**

Applicants must have at least a 2.5 Cincinnati State cumulative GPA. Applicants are awarded points based on the most recent attended institution; whether college or high school.

**Maximum of 25 points:** \_\_\_\_\_

Cumulative GPA Range	Progression Points Awarded
2.50-2.74	15
2.75-2.99	17
3.0-3.49	20
3.5-3.79	23
3.8-3.89	24
3.9-4.0	25

**II. High School Biology Course**

Applicants will receive progression points based on his/her biology course grade. The grade may be a High School biology, College biology or Biology course 117/151 grade.

\*Applicants will receive a 1- point deduction for repeated courses.

**Maximum of 12 points:** \_\_\_\_\_

Prerequisite Biology Grade	Points
A	12
B	9
C	6

**III. Military Service Documentation**

Applicants receive 3 points for military service. Applicants must submit a DD-214 form with his/her progression application.

**Maximum of 3 points:** \_\_\_\_\_

**IV. Healthcare Experience Documentation**

Applicants receive 1 point for documentation of a minimum of a 1000 hours of work experience for every calendar year of employment for positions that provide direct patient care. Applicants must submit documentation with his/her progression application. Documentation must be on company letter head and have the applicants name, position, length of employment and the employer’s name.

**Maximum of 5 points:** \_\_\_\_\_

**V. Cincinnati State Curriculum Experience Points**

Applicants receive curriculum experience points. Term courses must equate to semester credit. If multiple term courses are necessary to equate to semester credit, the term courses are averaged to obtain semester grade. Transfer credit does not count. \*Applicants will receive a 1-point deduction for each repeated course.

**Points are awarded for each course completed. A=4, B=3, C=2, D/F=0**

**Maximum of 20 points:** \_\_\_\_\_

Eligible Cincinnati State Curriculum Courses	Grade Received	Points
Anatomy & Physiology 1 (BIO 151)		
Anatomy & Physiology 2 (BIO 152)		
OR		
Human Body in Health & Disease Lab (BIO 127)		
Human Body in Health & Disease (BIO 117)		
Healthcare Informatics MCH 100		
OR		
NUR 101 (MCH 100)		
English Composition (ENG 101 or ENG 101A)		
Introduction to Psychology (PSY 110)		

**IV. Prior Degree/Certificate Documentation**

Applicants that have a degree or certificate will be awarded progression points for the highest degree achieved.

**Maximum of 5 points:** \_\_\_\_\_

Highest Degree Received	Points Awarded
Certificate, Less than 30 credit hours	1
Certificate, MORE than 30 credit hours	2
Associates Degree	3
Bachelor's Degree	4
Master's Degree	5

Revised Date:

August 2019

## Transfer/Military Credit Policy

Credits from other institutions will transfer based on the policies and the procedures documented in the college catalog. The transfer of nursing course credits will be assessed on a case by case basis using student learning outcomes, course requirements and the curriculum plan to determine eligibility. The program reserves the right to determine the acceptability of nursing transfer credits in accord with its mission and goals. **Transfer credit for nursing courses will not be considered for transfer if the student has failed any nursing courses in their previous programs.**

Military credit will transfer if appropriate to the requirements of the curriculum plan for the program. The Joint Services Transcript will be used to determine transfer credit eligibility.

### Progression for Practical Nursing Courses

- I. **Minimum Passing Grades:** A minimum grade of “C” or “S” must be earned in all practical nursing courses curriculum.
- II. **Grading Scale:**
- |                |               |
|----------------|---------------|
| A = 90% - 100% | Excellent     |
| B = 81% - 89%  | Above Average |
| C = 75% - 80%  | Average       |
| D = 70% - 74%  | Failure       |
| F = below 70%  | Failure       |

**Evaluation of Student’s Progress:** Student’s academic progress may be evaluated by alternative assignments (oral and/or written assignments and projects), and test/examinations. A **test/examination average** of 75% or greater must be achieved to pass the course. A student must achieve a grade average of 75% or greater in each theory practical nursing course and satisfactory in lab/clinical I courses to remain in the Practical Nursing Certificate program and progress from one term to another. **Grades are not rounded.** An unsatisfactory grade in lab results in a “F” for the course.

- S = Satisfactory attainment of lab/clinical objectives. Demonstrates competency of selected nursing skills in the lab and safe nursing practice in the clinical site. Completes required clinical paperwork.
- U = Unsatisfactory attainment of lab/clinical objectives. Unable to demonstrate competency of selected nursing skills in the lab or demonstrates unsafe nursing practice in the clinical setting. Has exceeded the maximum number of late arrivals to lab or clinical, absence or incomplete/late paperwork.

#### **Final Course Grade Determination:**

A satisfactory rating must be achieved in all course components. Students must achieve a passing grade of 75% (C) or better for PN testing components. Students must achieve a Satisfactory Rating for both the lab and clinical component in order to receive a passing final letter grade. Failure to achieve a “Satisfactory rating” in any one of the course components will result in course failure. Satisfactory rating for each component is defined below:



75% (C) or greater in Lecture  
“S” rating in all skills performance in clinical  
“S” performance in meeting objectives in Lab  
Completion of required ATI proctored testing

**Faculty Feedback:**

Students are provided with feedback about their classroom and lab/clinical achievement in a timely manner. Lab skill check-offs are shared with students at time of demonstration and clinical evaluations are completed by faculty and shared with students at midterm and/or final.

**Faculty Responsibilities:**

Faculty are responsible for consistent application of the grading policy and for following grading procedures. Faculty who wish to change grading policy or deviate from it in any way must submit proposed changes with documentation to the PNC Faculty Organization Committee (FOC). Changes must be approved by the FOC.

Students must be informed of how they will be evaluated at the beginning of each course via the syllabus. A portion of each first class of each course will be used to verbally explain evaluation methods stated in the syllabus.

Grades are to be submitted to the Office of the Registrar in accordance with college policy. Final grades must be posted by the designated deadline.

The instructor will maintain a grade book for each course. A record of clinical absences, make-ups, and last date of attendance is also to be maintained by the instructor during each course.

**Continuation and Completion Policy**

All courses must be completed in sequence.

**Continuation Policy**

If a student does not successfully complete a course required for the Practical Nursing Certificate program, the student may repeat the course ONE time. Students must take both the theory course and the clinical course with the same name concurrently and pass both courses before progressing to the next set of theory and clinical courses. Both courses must be repeated even if only one portion was not successfully completed. If a student is unsuccessful in any PNC course during two semesters they will be dismissed from the program.

Students may repeat ONE (PN) course throughout the program. A second failure of a course results in dismissal from the program.

All courses required in the curriculum must be completed with at least a grade of “C” or “S”.

**Completion Policy**

To be eligible for program completion the following criteria must be met:

1. All courses required within the curriculum must be completed with at a least grade of “C” or “S”.

2. A grade point average of at least 2.0 is required in order to graduate from the nursing program.
3. Students are not eligible to be placed on waiting lists for a nursing course until all pre-requisites are completed with at least grades of "C" or "S"
4. Co-requisites must be taken either before or in the same term as the nursing course for which they are required.
5. Co-requisites become pre-requisites for the next term's nursing course.

## **Nursing Courses**

### **All Students**

1. Minimum grades of "C" or "S" are required to successfully pass all nursing courses. Although a grade of "D" may be given, it is not considered a passing grade.
2. Students must pass all modules of nursing courses to achieve a passing grade for the semester.
3. A specific nursing course can only be attempted twice by a student. Students who fail or withdraw are considered to have attempted the course.
4. All immunization requirements of the program and current certification in CPR must be maintained throughout the clinical coursework.

### **Readmission Policy**

Applicants previously enrolled in the program who have been dismissed due to two (2) unsuccessful semesters of PN courses must reapply to the PN program. Applicants may reapply after 1 full year or 3 semesters and must meet current admission, financial aid requirements, and encouraged to complete a Health Excel workshop. We strongly encourage students to meet with a financial aid advisor before applying for readmission. Applicants must meet the curriculum requirements effective at the time of readmission (OAC 4723-5-12).

Individuals requesting readmission to the program, after withdrawal for health-related issues, will submit a physician's statement regarding ability to return to nursing school. Additional information may be requested by the Director of the Practical Nursing Program.

**Re-Entry Student:** Based on the selective student re-entry policy below, if readmission has been offered, the student may defer re-entry one time. If the student declines the second opportunity or has not met the criteria to return after a year, or if a year has lapsed related to the student not requesting to re-enter, the student is required to restart the program and must reapply to the Practical Nursing Program, meeting the selective admission criteria at that time.

#### **Selective Readmission Policy:**

- When a student fails a course and wishes to re-enter the course, he/she must complete the following:
- Submit a letter or email requesting to re-enter the program to the assigned PN faculty and the Program Chair.
- Meet with a Financial Aid Advisor to determine financial eligibility for the remaining course work in the program.
- Ensure all required documentation (e.g. immunizations, CPR certification) must be kept up to date.
- Encouraged to complete a Health Excel workshop

Repeating a course is contingent on seat availability.

- If seat availability is limited students will be offered re-entry to the program based on the following criteria in the order listed below:
  1. Any student who withdraws within the first 2 weeks of the semester.
  2. Medical withdrawal: submit documentation.
  3. Course Grade: At time of withdrawal or at end of the semester the student with the higher grade will take precedence for readmission.

The student will be subject to the policies, procedures, and curriculum in effect during the semester they are readmitted.

### **Records Retention**

Student and graduate records are retained in the following manner:

Current students: Files will be available hard copy

Graduates: Upon graduation the files that will be retained as hard copy are:

Copy of unofficial college transcript (official transcript on file in registrar's office upon request) and Competency report. Effective Date: July 2016.revised Aug 2021

### **Articulation Information**

At some point in the future you may consider enrolling in another school to further your education. You can facilitate the process of transferring credit to another institution by keeping good records of your work at Cincinnati State. Here are some suggestions:

- Save the **College Catalog** for the time you are in school. It provides information about school and program accreditation, course descriptions, curriculum components, and degree requirements.
- Save **all course documents, classroom objectives, outlines, and handouts**. This is especially important for nursing courses.

These materials will help you to prove to another institution that the courses that you successfully completed did contain particular information, and should be transferred.

Note that when you attempt this process several years from now, the school will not be able to provide you with specific course handouts, other than the catalog course description.

### **Transferring General Education Courses**

It is fairly easy to transfer passing credits (grade of C or better) in general education and science courses. The difference or difficulty may be in the number of credits required, whether or not there was a lab, or perhaps how long ago the credits were earned. For example, in the Health and Public Safety Division, we will not accept science credits that are more than seven years old, and we will not give credit for an Anatomy & Physiology course that does not include a lab.

### **Transferring Nursing Credit without Completing the Program**

It is very difficult to transfer nursing courses from school to school. There is no universal curriculum in nursing, even within the same state. That is, the content of Nursing 101 at one school is *not necessarily* the same as the content of the first term of Nursing at another school.

Additionally, most nursing schools have policies regarding:

- how many transfer credits may be awarded in nursing?
- whether transfer credits in nursing can be given to a student who has failed a nursing course at another school?
- how many nursing credits must be taken “in residence” in order to earn the degree from that school?

### **Additional Information and Policies**

Additional information and policies are found in the Health and Public Safety Handbook and College catalog related to:

General Information

Admission, Fees, Financial Aid, and Scholarships

Academic Policies and Procedures

Student Rights and Responsibilities

### **Rules for Use of Calculators by Students during Tests**

A simple calculator may be used when taking a test in nursing classes which will be provided by the instructor. This includes “math tests,” written skills lab tests, as well as other tests (unit tests and exams) that contain math problems.

A “simple” calculator is a non-programmable, solar- or battery-powered calculator that can generally be obtained for less than ten dollars. A scientific calculator is NOT acceptable, and a palm-held or laptop computer is NOT acceptable. Any device that requires a plug and cord to an electric outlet is NOT acceptable.

Course faculty have the final word in determining whether a particular calculator is acceptable or not. In order for this determination to be made before the start of the test, students must be on time for the test session. The student must show the calculator to the faculty member before receiving a test.

Course faculty may clear the calculator memory when inspecting the calculator for appropriateness prior to the beginning of each test.

Each student must use a separate calculator –there is to be no sharing of calculators during the test, or passing of the calculator to another student who is taking the test.

The calculator must be removed from any case or holder, and placed on the desk at the beginning of the test. No written or printed directions for use of the calculator are permitted, and no notes or directions may be affixed to the calculator.

The calculator must be positioned and held in a manner that does not allow other students to the side or the back of the student using it to have a view of the answer screen.

Answers from the calculator must be immediately transcribed onto the test answer sheet, so that the answer can also be “cleared” from the screen.

Students are responsible for following test directions for “rounding” answers to the appropriate place.

When a “standardized” or commercially available test is used (such as ATI or HESI) it is possible that calculator use may NOT be allowed, according to the publisher’s directions for administering the test.

Faculty will provide clarification to students whenever such a test is scheduled.

### **Notification of Program Policy Changes**

Practical Nursing Handbook (policies) are reviewed annually and prior to all start dates.

- No program changes in the Practical Nursing Handbook policies or procedures will be implemented for student progression, or requirements for completion of the program regarding students enrolled at the time the changes are adopted.

Changes involving these policies or procedures of this nature will be implemented at the start date of any future practical nursing program.

Notification of Students of Changes in Program Policies

- Revisions or updates to the Practical Nursing Handbook will be addressed as follows: The policy will be revised/updated and an addendum will be distributed to all practical nursing students with two (2) copies to sign that acknowledge receipt of the changes and the effective date. One copy will be given to the student and the other copy will be kept in the students file.

Effective Date: July 2016

### **Attendance Policy for the Practical Nursing Certificate (PNC) Program**

A. Student attendance for all laboratory/clinical experiences is mandatory

1. **Lab:** Late/Tardy is defined as arriving up to 15 minutes after the designated start time and/or leaving 15 minutes or less before the designated end time of any assigned lab.

2. **Lab** Absence is defined as arriving 15 minutes or more after the designated start time of any assigned lab.

3. **Clinical:** Late/Tardy is defined as arriving up to 15 minutes after the designated start time and/or leaving 15 minutes or less before the designated end time of any assigned lab or clinical that is less than 6 hours in length.

Late/Tardy is defined as arriving up to 30 minutes after the designated start time and/or leaving 30 minutes or less before the designated end time of any assigned lab or clinical that is 6 hours or greater in length.

4. **Clinical:** Absence is defined as arriving 30 minutes or more after the designated start time of any assigned lab or clinical.

B. The instructor will take attendance at the beginning of each clinical or lab session.

- Late arrival to the laboratory/clinical experience is defined as arrival after the laboratory/clinical experience has begun. Three (3) late/tardy arrivals or early leaves within a semester will result in an absence.
- An absence is incurred when the clinical experience is missed or the student misses more than thirty (30) minutes of clinicals six hours or greater in length. If clinical or lab is less than

six (6) hours, missing greater than fifteen (15) min will result in an absence. Leaving the premises during a lab/clinical experience is prohibited and will result in an absence. Students must notify the clinical instructor of an absence prior to the student's scheduled clinical or lab experience.

- **No Call No Show (NCNS)**. NCNS is defined as not notifying the clinical instructor of an absence within one hour after the scheduled start of the clinical. Two (2) NCNS within the program will result in failure of the clinical experience.

C. A student who is not able to present the assigned work at the **beginning** of the clinical experience (or upon arrival if late) is considered unprepared. This lack of preparation will result in an absence from clinical. The student may not be allowed to remain and participate in the clinical experience. If the student is unprepared a second time, it will result in an unsatisfactory (U) meaning course failure. If failure of the course occurs, the student is not permitted to proceed in the PNC program.

D. Lab Assignments are due at the **beginning** of the lab or as assigned. Lab assignments turned in late two (2) times in the semester will result in an unsatisfactory grade for lab experience. All assignments must be completed within the current semester.

E. The student who is unable to attend a clinical experience must notify the designated faculty member to report a clinical absence or tardy one (1) hour prior to the experience. Students may leave a voice message by calling the instructor's office number or by following the instructions from their instructor.

F. The faculty has the right to prohibit a student from participation in a laboratory activity/clinical experience, if, in the faculty's opinion, the student is too ill to participate or is unprepared for the activity. In these situations, a laboratory/clinical absence is counted.

G. The maximum number of absences for the lab experience may not exceed three (3) days for PN 101 scheduled lab. The maximum number of absences for the laboratory/clinical may not exceed one (1) day of scheduled lab and not to exceed one (1) day of clinical time for PN 102 and PN 103. Lab attendance will be maintained and reviewed by the faculty throughout the semester, however it is the student's responsibility to maintain their own attendance status in lab. If over the maximum number allowed the student will receive an unsatisfactory (U) grade for the course, resulting in course failure. If a student exceeds this number of lab absences, the student will be counseled to withdraw and repeat the course. Failure to withdraw will result in the student being awarded an unsatisfactory (U) grade for the course, resulting in course failure. If failure of the course occurs, the student is not permitted to proceed in the PNC program.

H. Clinical attendance will be maintained and reviewed by the faculty, however it is the student's responsibility to maintain their own attendance status in clinical. For the **ONLY ALLOWABLE** day of a missed clinical, the student is required to make up the clinical hours. The clinical hours will be completed in the clinical setting during the final week of the semester. The date, time and location will be arranged by the classroom instructor. Failure to complete the make-up clinical hours will result in a "U" unsatisfactory in the clinical component of the course, resulting in course failure. Clinical objectives for the course remain the student's responsibility

Students whose laboratory/clinical absences near the course limit may be referred to Health Excel Services. revised Aug 2020

A student must achieve a letter grade of C/S in concurrent courses to be eligible to progress in the PNC program. Failure of one concurrent course requires repeat of both courses.

### **Clinical Supervision**

One instructor is assigned to each clinical area to provide clinical supervision. The instructor and students are provided a clinical rotation schedule and the name of each clinical group prior to each clinical rotation. The instructor is available to the students and clinical department at all times during assigned hours. The student receives his/her individual assignment from the instructor during pre-clinical conference. The student and instructor review and/or discuss the assignment for any clarification which is required. A student may not perform any clinical skill without the instructor present or prior instructor verification of the competency. The skills performed are in direct relationship to the clinical objectives of each rotation. The instructor completes a midterm and final evaluation of the student's performance. This is shared with and signed by the student and maintained by the instructor. The clinical evaluation is based upon this record.

### **Supervision of a Nursing Student Policy**

According to standard 4723-5 Ohio Administrative Code (OAC):

- a) "Supervision of nursing student" means that a faculty member, teaching assistant, or preceptor shall be immediately available to the nursing student at all times to provide guidance and evaluation of the student's performance.
- b) Supervision of a nursing student shall be provided for each clinical experience involving the delivery of nursing care to an individual or group of individuals. This supervision shall be provided only by a faculty member, teaching assistant, or preceptor who meets the qualifications set forth in rule 4723-5-11 of the Administrative Code.
- c) Faculty or instructional personnel in a practical nursing education program may assign to a staff nurse who is a licensed practical nurse, to supervise the performance of a nursing task by a nursing student in a practical nurse education program during a clinical experience involving the delivery of nursing care to an individual. The direction of this supervisory responsibility shall be limited to the one-time performance of the specified nursing task only on the individual identified by the faculty or instructional personnel. The faculty will remain responsible for planning the student's clinical experience and for evaluation of the student.

Effective Date: July 2016

### **Code of Conduct**

The Student Code of Conduct is promulgated under the provisions of Ohio Revised Code section 111.15, amplifies Chapter 3346.21 and modifies Ohio Administrative Code Rules 3367:4-1-98 and 3357:4-52 as they apply to student behavior and conduct. (Adapted from the Journal of College and University Law. Published by the National Association of College and University Attorneys and the Notre Dame Law School). Questions about this code should be directed to:

Vice President, Enrollment and Student Development  
Cincinnati State Technical and Community College  
Cincinnati, Ohio 45443-2690

Refer to the college catalog for additional information.

### **Guidelines for the Promotion of Academic Honesty**

To promote academic honesty in the classroom, lab, and online, these procedures will be implemented before and during test taking. Exceptions to this policy may be made under special circumstances at the faculty's discretion. revised Aug 2020

Faculty will:

- Determine student seating for each test
- Provide calculators
- Proctor each test actively
- Assure that all belongings are placed on either side of the room or secured under desks/tables in the classroom
- Respond to any student who has a question at the student's seat
- Provide scratch paper for the test as needed
- Remain in the classroom during a test
- Use different versions of a test at their discretion
- Determine whether students stay quietly at their desks or leave the room after completing their tests

Students will:

- Turn off all electronic devices
- Remove any "smart" watches
- Take only 2 pencils, & purse/wallet to seat
- All personal items must be placed on the side or the back of the room
- Remain quiet during test distribution until exiting the room
- Follow the Academic Integrity Policy as stated in the college catalog
- Remain in their seats until their test is completed; if allowed to leave may not return until testing is completed.
- Close all browsers
- Remove all headsets/head phones that are connected to their computers

revised Aug 2022

Students will not:

- Wear sunglasses, ball caps, headphones
- Share anything with other students
- Leave the room during a test until the student's test is completed unless permission given by faculty
- Expose the student's test booklet, answer sheet, or computer screen
- Reenter the room until the test is completed



Please see the college catalog for a list of consequences for violating the Academic Integrity Policy of Cincinnati State

Cincinnati State Academic Integrity Policy:

<http://catalog.cincinnati-state.edu/academicpoliciesandprocedures/academicintegritypolicy/>

### **Professionalism Standards**

Professionalism is a very important part of the Cincinnati State Great Oaks School of Practical Nursing Certificate Program and should be demonstrated in every aspect of the student's education. The student's professionalism is assessed during classroom and laboratory time, particularly when there are skills performed and during the clinical experience. The minimum standards of professionalism which are listed below provide students with a basic understanding of how to conduct themselves in a professional manner during all aspects of the program.

#### **Attitude**

- Student projects a positive attitude
- Student exhibits civil behavior toward the instructor, fellow classmates, patients, staff, and all others

#### **Appearance**

- Student's uniform is complete at all times
- Student's hair is appropriately groomed
- Student wears only the appropriate jewelry
- Student shows only appropriate piercings and no body art when in uniform/clinical

#### **Initiative**

- Student makes good use of class, lab, and clinical time
- Student is well organized and has proper materials prepared before starting an activity in both the lab and in the clinical setting
- Student comes prepared to
  - ✓ class by having read the assigned readings and completed any assignments given
  - ✓ lab by having reviewed the content for the lab
  - ✓ clinical by having completed the assignment(s)
- Student accepts responsibility for completing assigned tasks
- Student participates in pre and post-conference by sharing learning experiences with classmates
- Student uses professional language

#### **Promptness**

- Student completes and submits assignments on time
- Student is present when class, lab or clinical begins and is present the entire time

#### **Teamwork**

- Student is cooperative with instructors and fellow classmates as well as others as needed
- Student interacts well with classmates
- Student works in harmony with group members
- Student is respectful to all individuals (faculty, staff, patients, fellow students, visitors, etc.) in class, lab, and clinical
- Student complies with all CSGOSPN and clinical facilities policies

- Student is respectful of the surrounding environment (parking, not smoking, etc.)

As students adhere to the above standards, they will be able to work well with those around them enabling them to develop the standards required in the professional world.

### **Expectations for Student Behavior in all Clinical Experiences**

**In accordance with Chapter 4723-5-12 of the Revised Code of the Ohio and the rules adopted under the chapter the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:**

- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- (3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each patient.
- (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
- (6) At all times when a student is providing direct nursing care to a patient the student shall:
  - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
- (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
- (8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
- (9) A student shall not:
  - (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to

a patient;

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

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

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

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

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

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

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

(11) A student shall not:

(a) Engage in sexual conduct with a patient;

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

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

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

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

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

(a) Sexual contact, as defined in section 2907.01 of the Revised Code;

(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

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

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

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

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

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

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

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Effective: 02/01/2014

R.C. 119.032 review dates: 10/15/2016

Promulgated Under: 119.03

Statutory Authority: 4723.07

Rule Amplifies: 4723.06

Prior Effective Dates: 02/01/1996, 04/01/1997, 02/01/2002, 02/01/2004, 02/01/2007, 02/01/2008, 02/01/2012

### **Dress Code**

Cincinnati State Great Oaks School of Practical Nursing requires that students conduct themselves in an appropriate and professional manner. Effective school and job performance may be enhanced by appropriate, professional appearance. Adherence to the dress code adds considerably to the educational process by creating an environment that is focused on learning.

#### **Dress Code**

**All students shall be neat and clean and shall dress in a manner that is not unduly distracting to others or that interferes with or disrupts the educational process.**

Students are to dress in a manner that would satisfy and be acceptable to future employers. Personal grooming is an expression of inner attitudes and is a part of any recommendation to employers. The purpose of the dress code is to “dress for success” and come to school properly prepared to participate in the educational process.

The dress code includes, but is not limited to hair, clothing, buttons, badges, insignia, words, pictures, jewelry, or other items or symbols or expression (“student dress”).

#### **DRESS GUIDELINES**

The following are dress guidelines students are expected to follow:

- a. All clothing must meet professional standards and be clean and in good condition.
- b. All students shall wear footwear.

Student dress is prohibited if such dress:

- a. Causes, intends to cause or is likely to cause material disruption of the educational process;
- b. Infringes on the rights of other students and the faculty
- c. Prevents employees or agents from discharging its obligations or undermines educational or other programs undertaken in accordance with same;
- d. Causes, intends to cause, or is likely to cause accidents or endangerment of the health or physical well-being of the student or faculty; or
- e. Causes, intends to cause, or is likely to cause a profane, obscene, hostile, intimidating, degrading offensive, harassing or discriminatory environment.
- f. Depicts or infers tobacco, drugs or alcohol or are sexually suggestive.

### **Student I.D. Cards**

The student shall be responsible for his/her own I.D. card and the cost of securing a replacement if lost. **Student IDs shall be visibly displayed at all times when on school property and in the clinical setting.**

### **Clinical Dates and Times (including Role Transition)**

Clinical dates and times may be held on any day of week including Saturday

Role Transition clinical days in PN 185 does include week-ends

Effective Date: Aug 2018

### **Clinical Dress Code**

Regulation green scrubs and an optional white lab coat with the school emblem embroidered to the left upper chest and student I.D. badge are required. Footwear must have a closed toe and closed heel and be solid black or white leather type shoes. The uniform should **not** smell of smoke in the clinical setting. All students must be in uniform in the clinical setting.

Students may wear solid white or black short sleeved or long-sleeved shirt underneath the uniform top. No printing on the shirt may be visible.

Students should wear solid black or white socks only.

Hair is to be clean and neatly groomed at all times. Hair must be pulled back away from the face in such a way it does not fall forward, neatly arranged off the neck and above the collar. Only necessary scrunches, coated elastic bands in either white black, or color of hair may be worn to hold hair in place. All other hair accessories are not allowed. Fashion headscarves or skull caps are not permitted. A solid white, black or green (matches uniform color) head scarf may be worn as a part of the nursing uniform for religious purposes. Beards, mustaches, facial hair and sideburns must be neatly trimmed. Students without beards are expected to be cleanly shaven. Further requirements may be made based on organizational/clinical agency requirements regulations.

No sweaters, hoodies, or other covering are to be worn.

No perfume, cologne or strong after-shave to be worn with the uniform.

Fingernails are to be clean and short that do not extend beyond the tip of your finger. Clear un-chipped nail polish is permitted. No artificial nails, acrylic overlays, or shellac nails are permitted.

**Greater restrictions may be required at individual clinical facilities.**

Gum chewing is not permitted in the clinical area.

**A functional watch with second hand is required in the lab and clinical setting at all times.**

### **Jewelry:**

A single chain of yellow or white metal may be worn inside the neckline of the uniform.

Wedding sets may be worn or single ring may be worn. Risk of patient injury may require the removal of all rings.

No visible body art or piercings are permitted in the clinical settings. Body art must be covered with clothing as per dress code policy.

Small post earrings must not exceed **TWO** matched pairs in the earlobe. No other ear, facial piercing or tongue piercing is permitted.

Revised Date: Aug 2019

### **Special Student Status**

On occasion, a student may be allowed the opportunity to complete all or a part of a course that could not be completed utilizing the regular progression of course due to extreme extenuating circumstances. When such circumstances exist, all of the parties involved must have a clear understanding of the terms under which the student is allowed to meet course objectives. These terms will constitute a written contract between the student and the Practical Nursing Certificate Program. The concerned parties will include the:

1. Student
2. Course Instructor
3. Practical Nursing Program Director
4. Health Excel Services

To maintain clear, concise methods for completion of the course, the following will occur:

1. A contract will be written that clearly outlines all requirements for satisfactory course completion. Both the expected date of completion and the grading scale will be included in the contract.
2. The student and the instructor will discuss the terms of the contract prior to the start of the course. All points of the contract will be clarified during the discussion.
3. The instructor and the student will sign and date the contract.
4. The Practical Nursing Program Director will initial and date the contract prior to the start of the course.
5. The original contract will be maintained in the student's file
6. A copy of the contract will be provided for the student and the instructor prior to the start of the course.

All parties are expected to adhere to the terms of the contract for satisfactory completion of the course requirements, thus allowing the student the opportunity to meet the course objectives.

All parties involved prior to the amending of the contract must agree upon, any deviations from the contractual agreement in writing.

**PLEASE NOTE: THIS TYPE OF CONTRACTUAL AGREEMENT IS RESERVED FOR EXTREME EXTENUATING CIRCUMSTANCES. IT IS NOT INTENDED TO BE USED IN LIEU OF THE ESTABLISHED CURRICULUM PLAN.**

## **Retention/Remediation Plan**

**Objective:** Faculty and students consistently engage in a defined process to support student success in the PN Program.

**Procedure:** 1. The instructor(s) in the course use the college approved Starfish software to notify students, advisors, and college department by documentation of issues and problems that arise with attendance, grades, behavioral issues, and failure to complete assignments. Students who have a grade of less than 75% at week 4, 8, and/or 12 are encouraged to meet with the course faculty to formulate a plan of action utilizing the remediation/plan of action form.

**Re-Entry Student:** Based on the selective student re-entry policy below, if readmission has been offered, the student may defer re-entry one time. If the student declines the second opportunity or has not met the criteria to return after a year, or if a year has lapsed related to the student not requesting to re-enter, the student is required to restart the program and must reapply to the Practical Nursing Program, meeting the selective admission criteria at that time.

**Selective Re-Entry Policy:**

- When a student fails a course and wishes to re-enter the course, he/she must complete the following:
- Submit a letter or email requesting to re-enter the program to the assigned PN faculty and the Program Chair.
- Meet with a Financial Aid Advisor to determine financial eligibility for the remaining course work in the program.
- Ensure all required documentation (e.g. immunizations, CPR certification) must be kept up to date.
- Encouraged to complete a Health Excel workshop
- Repeating a course is contingent on seat availability.
- If seat availability is limited students will be offered re-entry to the program based on the following criteria in the order listed below:
  1. Any student who withdraws within the first 2 weeks of the semester.
  2. Medical withdrawal: submit documentation.
  3. Course Grade: At time of withdrawal or at end of the semester the student with the higher grade will take precedence for re-entry.

The student will be subject to the policies, procedures, and curriculum in effect during the semester they are readmitted.

2. Plan of Action: The student will discuss a plan of action which may include but is not limited to action steps for future success upon their return. Revised Date: Aug 2018



## **Program Expectations**

### **Parking**

Parking at Main campus requires a Cincinnati State permit or a daily charge.

### **Fees for Graduation**

Students in PN 103/185 are responsible for payments of the OBN application and Pearson Vue fees, and a criminal background check prior to completion of the program

Effective: Aug 2020

### **Health Services: Student Illness in the Classroom and Clinical Settings**

#### **Medical Emergency in the Classroom Setting**

When a medical emergency arises at Cincinnati State Main Campus

- Report all accidents and medical emergencies immediately to Campus Police, 569-1558.
- The reporting person must stay on the phone until he/she is released by the Campus Police Dispatcher.
- Campus Police will provide first aid.
  - If necessary, Campus Police will call the "local EMS" who will provide preliminary treatment and transportation to a local medical facility.

#### **Illness That Occurs in the Classroom Setting**

The instructor will follow the above policy for a Medical Emergency depending on the severity of the illness. The student will be asked to leave the classroom setting when an illness (not an emergency) occurs. The instructor will recommend a visit to the student's personal physician. This will count as an absence according to the Attendance Policy.

#### **Illness That Occurs During Clinical Setting**

The student will be instructed to leave the clinical setting when an incapacitating illness occurs. The instructor will recommend a visit to the student's personal physician. This will count as an absence according to the Attendance Policy.

#### **Injury to a Nursing Student in the Clinical Setting**

In the event of an injury, the instructor should be notified immediately. The clinical facility policy may be followed regarding completion of an Incident Report. The injury may require treatment with consent of the student (as fees may be assessed). A report of the incident should be completed and placed in the student file.

The program director should be notified of the student's injury as soon as possible. Clinical facilities should not file student claims under Workman's Compensation as students are not considered employees.

PLEASE NOTE: If the student receives treatment at the clinical facility, the student's private insurance company should be billed. If the student has fees above that covered by the student's health insurance, the student, or instructor, may obtain an insurance claim form in the Health and Public Safety office. The student must complete this form and return it to the Health and

Public Safety Office as soon as possible after the incident occurs.

### **Computer Access/Email**

In addition to the other requirements, all students must be able to access the college online teaching platform, Blackboard, and must be accessible via an electronic mail address. We will not use personal email addresses. All correspondence will be sent via the students' Cincinnati State email account. Students may utilize any of the computers on any campus to create and check their email accounts and to access Blackboard. Blackboard and email accounts should be checked frequently at least 3 times/week for messages, assignments, and/or announcements. Students are responsible for keeping their demographic information current by updating their personal information as needed.

### **Cell Phone Usage**

Using a cell phone during class is disrespectful unprofessional behavior and therefore not to be used or out and visible. If phones are on in the classroom, they must be on silent. Cell phones are allowed in the clinical setting for academic reference to be used outside a patient room and/or according to facility policy. First offense of the violation of this policy will be a documented verbal warning; second offense will be a documented written warning and third offense will result in disciplinary action.

### **Inclement Weather**

Below are the guidelines to use regarding the Cincinnati State Great Oaks School of Practical Nursing (CSGOSPN):

- When Cincinnati State Technical and Community College (CSTCC) cancels/delays classes due to inclement weather, all classes for CSGOSPN are canceled/delayed.
- If the student is in the clinical setting when it is determined that the school is closing, the clinical experience may continue based on faculty discretion related to local weather conditions.

Revised Date: August 2022

### **Assessment Technologies Institute (ATI), Remediation Requirements for the Practical Nursing Certificate (PNC) Program**

The ATI system (Assessment Technology Institute) has been implemented to assist each student in recognizing areas of strength and weakness to remediate those areas that need improvement, and to subsequently demonstrate mastery of nursing content. Supplemental books/eBooks, tutorials, practice and proctored assessment tests, and remediation (focused review), will be available to every student.

Details about the ATI requirements for each nursing course will be explained during the first week of class and documented in each course syllabus. Students will take the required practice assessment test(s) and complete individualized remediation (focused review) prior to taking the proctored assessment test(s).

### **Final Semester ATI Requirements:**

The **ATI Capstone Course** and the **ATI Comprehensive Predictor Proctored Test** will be given during the final semester in the Practical Nursing Program.

**ATI Capstone Course:**

Students must achieve 80% of the total possible points for the ATI Capstone Course to receive a Satisfactory “S” in the lab component of PN 103. If the student does not attain 80% of the total possible Capstone points, the student will receive an Unsatisfactory “U” which results in failure of the clinical/lab component of PN 103, resulting in failure of PN 103 and the student will not be permitted to proceed in the PNC program.

**ATI Comprehensive Predictor Proctored Test:**

The ATI Comprehensive Predictor Proctored Test will be given as a PN 103 Unit Exam, the score on the ATI Comprehensive Predictor Proctored Exam is assigned a percentage grade based on the predicted probability of passing the NCLEX-PN taken from the *ATI Probability of Passing Expectancy Table*. Revised Date: August 2021

**Title IX**

Cincinnati State is dedicated to the advancement of knowledge and learning and to the development of ethically responsible individuals. Cincinnati State students are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. Student conduct is expected to be in accordance with all federal, state, and local laws, and Board of Trustees and College rules, regulations, and policies. As a result, Cincinnati State has a Student Code of Conduct for which all students are held accountable.

Please use this form to report violations of the Student Code of Conduct, Title IX violations, Academic Integrity violations, and general student behavior concerns.

<https://publicdocs.maxient.com/incidentreport.php?CincinnatiState>

While you should feel comfortable coming forward with issues you may be struggling with or concerns you may be having; please be aware that there are some mandatory requirements at Cincinnati State. For example, if you report an issue of sexual harassment, sexual violence, and/or other forms of prohibited discrimination, the information will be kept as private as possible, but it is *required* to be brought to the attention of the college’s Title IX Coordinator, Falonda Rogers.

If you or someone you know has experienced prohibited discrimination, sexual harassment, or violence (including assault, domestic or dating violence, and gender or sex-based bullying and stalking), we encourage you to tell someone promptly. Help and support are available. For more information, please contact Falonda Rogers directly at 513-569-1759. She can also be reached by email at [falonda.rogers@cincinnatiastate.edu](mailto:falonda.rogers@cincinnatiastate.edu)

**Absence for Religious Observance:**

Students are permitted to request up to three days each semester for an excused absence from class for observance of a religious holiday (or to take part in organized activities conducted under the auspices of a religious or spiritual belief system) that is part of your sincerely held religious beliefs and practices.

You must notify me in writing within fourteen (14) days of the first day of instruction of this course if you plan to be absent for a religious holiday, using the eForm available at [https://web3.cincinnati.state.edu/eforms/eform.aspx?preview=true&form\\_id=2122](https://web3.cincinnati.state.edu/eforms/eform.aspx?preview=true&form_id=2122). You also must talk to me about a process and schedule for making up required work you miss.

Additional information about this policy is on the College website (<https://www.cincinnati.state.edu/catalog-academic-policies/religious-observance-policy>).

### **Student Problem Resolution Process**

When a problem or issue arises, you have the right to seek assistance and resolution of the problem. Follow the steps below when a problem arises. See the college catalog to determine your rights and responsibilities when making a complaint, initiating an academic appeal, or grievance.

Cincinnati State Technical and Community College has adopted the following procedures to ensure students with legitimate concerns about academic processes (hereafter called “academic appeals”) can resolve these concerns equitably. A student is expected to first attempt to resolve concerns directly with the instructor, within the semester immediately following the semester when the grade is issued.

A student is expected to bring his or her academic appeal first to his or her a faculty advisor (Program Chair or Cooperative Education Coordinator)

If the concern cannot be settled at this level the student is expected to bring his or her academic appeal to the division dean or the dean’s designee.

It is expected that most academic appeals will be resolved at the division level. However, if the concern cannot be resolved by the division dean, the student may continue the academic appeals process by meeting with an academic appeals panel. To initiate this process, the student must submit a written request to appeal the decision of the division dean, including a statement of the concern that is to be addressed, and pertinent documentation, to the Provost. The Provost reviews all pertinent information in order to determine whether the appeal merits the formation of a panel. If the Provost determines that an appeals panel should appropriately be formed, the process continues to step four. If the Provost does not feel the student’s appeal merits the formation of a panel, he/she meets with the student involved and relays his/her findings and recommendations.

If an academic appeals panel is convened, it is composed of one dean (excluding the dean of the division involved in the appeal), appointed by the Provost; and two faculty members, appointed by the Faculty Senate. The designated dean chairs the panel, solicits appointment of the faculty representatives, convenes meetings of the panel, and provides copies of necessary documentation to the other panel members. Documentation includes:

The student’s written statement and other material the student wishes to submit.

A written summary of the disposition of the case at the division level, prepared by the division’s dean.

The student’s transcript, or any other related materials the panel may wish to examine.

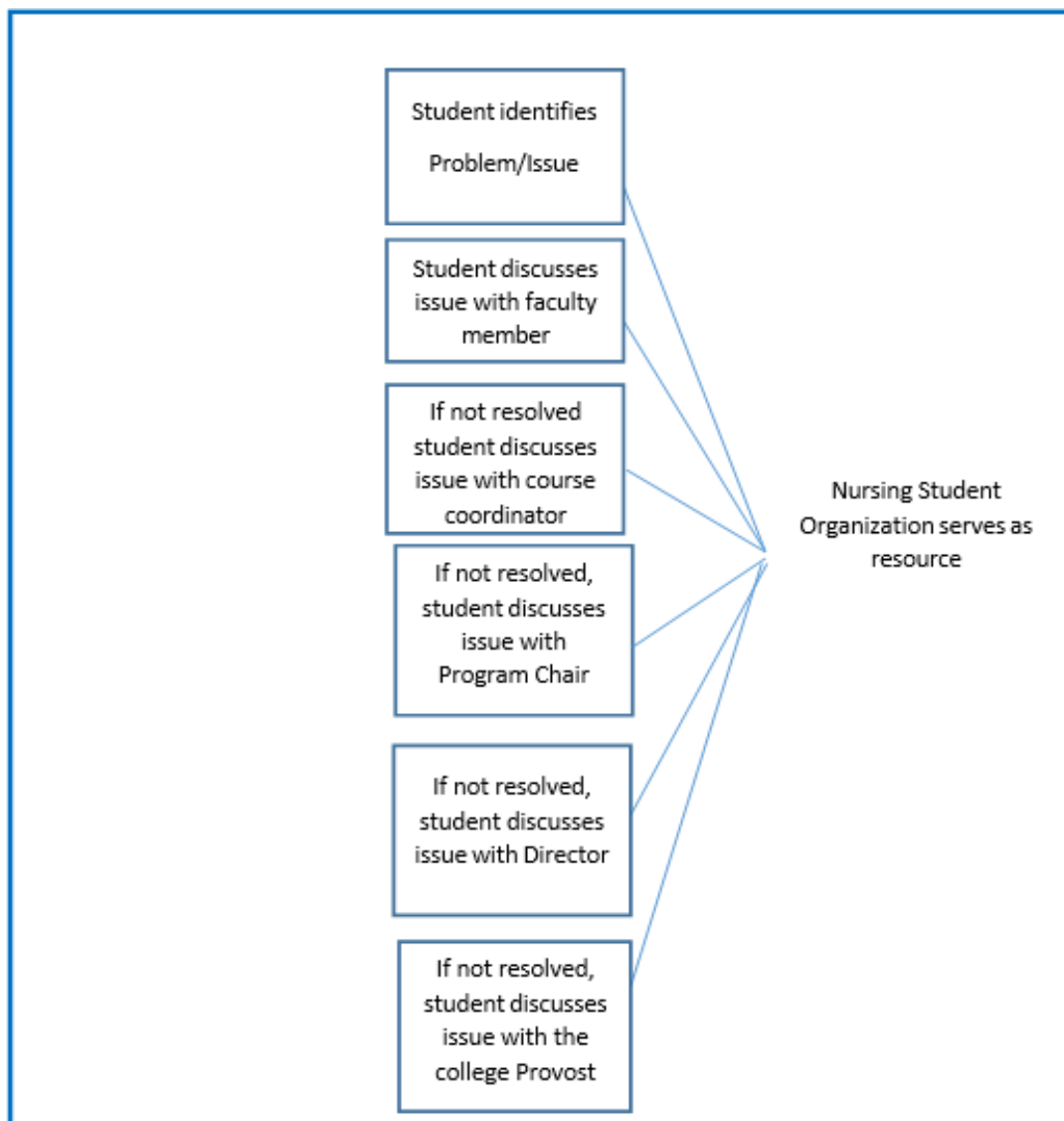
The chair will convene a meeting that includes the student, the members of the panel, and other

participants the panel may choose to invite to the meeting. The student has an opportunity to present his or her concern, and the panel members have the opportunity to ask questions and seek clarification. If the panel determines there are issues involved which are not academic concerns, the panel informs the student of appropriate measures to be taken.

The panel may, at its own discretion, refer the matter to the Academic Policies & Curriculum Committee (APCC) for advice and recommendations.

If the APCC is convened to review the appeal, the panel chair must ensure that all related documentation is submitted to the APCC chair one week prior to the APCC meeting. Any recommendations made by the APCC are submitted to the academic appeals panel for consideration.

The chair of the academic appeals panel forwards a recommendation along with all related documentation to the Provost. The Provost makes the final determination regarding the appeal and notifies the dean of the division involved in the appeal. That dean communicates this determination to the student who initiated the appeal.



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**Sheet for Drug Screening and Background Check**

Facilities where clinical experience or practicums are scheduled may have the following expectations:

1. Student information including immunizations, background checks date of birth and last 4 of social security number may be required for students to enter clinical experiences at the facility.
2. A student may be required to sign a statement that he/she has not been convicted of a felony and/or is not engaging in any illegal drug use. Clinical facilities may also require a student to undergo a drug screening and/or a criminal background check.
3. A positive outcome of either screening without reasonable explanation may prevent completion of a particular program and limit a student’s career opportunities in the health field.

See student code of conduct policy for additional information.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Receipt of HPS Handbook**

I have received a copy of or have electronic access to the 2024-2025 Cincinnati State Technical and Community College Health and Public Safety Division Student Handbook. I will read the handbook and consult a faculty member if I have questions regarding the contents of the Health and Public Safety Division Handbook. These policies are in addition to the general policies included in the College catalog and any policies specific to my program.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Receipt of Handbook**

I have received a copy of or have electronic access to the 2024-2025 Cincinnati State Great Oaks School of Practical Nursing Handbook. I will read the handbook and consult a faculty member if I have questions regarding the content. I will abide by the contents of the Practical Nursing Student Handbook and understand that failing to do so could result in disciplinary action up to and including dismissal from the nursing program. I understand that these policies are in addition to those contained in the college catalog and the Health and Public Safety Student Handbook.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_