

# Welcome to the Practical Nursing Program Penn College at Wellsboro



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## **Welcome to the Penn College at Wellsboro Practical Nursing Program**

We are privileged to have you here. It is our desire that your educational experience be rewarding and enjoyable; we want our students to be successful.

This handbook has been prepared for you as a tool in helping you to achieve your goal to become a Practical Nurse; *please read* it and let any of the staff answer questions for you. Contents of this handbook are subject to change; if changes are made, you will receive written notification.

We look forward to helping you this year, and hope that this will be just the beginning of a fulfilling career in nursing.

*Lauren Scheetz BSN, RN*

Coordinator, Penn College at Wellsboro Practical Nursing Program

*Pennsylvania College of Technology is committed to providing an educational environment that provides equal access to all students. Penn College prohibits discrimination or harassment against any person because of race, color, religion, national origin, sex, gender identity or expression, disability/handicap, age, sexual orientation, political affiliation, status as a protected veteran, genetic information, or any characteristic against which discrimination is prohibited by applicable law.*

*The College also reserves the right to deny admission or readmission or to rescind an acceptance to any student if, in the opinion of the College authorities, his/her admission is not in the best interest of the student or the College.*

## DIRECTORY

Penn College at Wellsboro  
22 Walnut Street  
Wellsboro, PA 16901

**Phone:** (570) 724-7703  
**Fax:** (570) 724-5890

- Dr. Jason Zielewicz, DHSc, MHSA, NRP  
*Director, Workforce Development at Wellsboro*
- Lauren Scheetz BSN RN *Coordinator*  
*Penn College at Wellsboro Practical Nursing Program*
- George Ann Foreman MSN RN  
*Instructional Specialist, Penn College at Wellsboro Practical Nursing Program*
- Marie Van Ess  
*Clerical Worker/Assistant, Penn College at Wellsboro*

### Emergencies

If an emergency situation (for example, a fire) occurs at any of the classroom or clinical sites which require the evacuation of the building, all students and staff must report to the areas which have been designated by those agencies. This will be reviewed specifically on the first day of class, as well as during orientation at the various clinical sites.

If an emergency situation (for example, a fire or a disaster) occurs which requires the evacuation of the building, all students and staff must report to the parking lot of The Green Home, to the rear of the white Occupational Health building.

This handbook does not constitute a contract between the program and the student. The student will acknowledge that he/she understands the contents of the handbook by providing electronic signatures through Plato,

The program reserves the right at its discretion to change or amend a program policy at any time. If a policy is changed or amended, the policy will be reviewed orally and in writing with current students and will include the effective date. Students will be asked to electronically sign and date the new policy, which will be filed on Plato.

## September 2020 Student Calendar

**Monday, September 21, 2020 Level I begins**  
**Thursday, November 26, 2020 College Closed**  
**(Thanksgiving)**  
**Friday, November 27, 2020 College Closed**  
 Friday, December 11 Make-up day  
**December 19, 2020 – January 3, 2021 College Closed**  
**(VACATION)**  
**Monday, January 4 Classes resume**  
**Monday, January 18 College Closed (Martin Luther**  
**King Holiday. Make-up day, if needed)**  
**Thursday, January 21, 2021 End of Level I**  
 Friday, February 19 Make-up day  
 Friday, March 19 Make-up day  
 Friday, April 16 Make-up day  
**Thursday, May 13, 2021 End of Level II**  
**May 15 – May 23 VACATION**  
**Monday, May 24, 2021 Level III begins**  
**Monday, May 31 College Closed (Memorial Day)**  
**Monday, July 5 College Closed (Independence Day)**  
 Friday, August 27 Make-up day  
**Monday, September 6 College Closed (Labor Day)**  
**Thursday, September 9, 2021 End of Level III**  
**GRADUATION**

**Scheduled make-up days will be used for days that Penn College at Wellsboro is closed due to inclement weather. These days can also be used per instructor discretion.**

**Graduation will be held in Wellsboro.**



### **Weather Disruptions**

The Practical Nursing program has the responsibility of offering and delivering a quality educational program. As long as the College designates it will remain open, the College will continue to offer classroom and clinical experiences and will expect the student's attendance. The College is concerned about the student's ability to meet course objectives if the student is not present for scheduled class or clinical experiences. The College is committed to offer a quality education despite the hardships that weather causes. The College strongly encourages the student to anticipate the weather. A student must plan and make alternate arrangements to ensure safety, which is of utmost importance to the College.

Penn College at Wellsboro, as part of Workforce Development, does not typically follow college closings. Closings on clinical days are by phone-chain only. Closings on class days will follow Wellsboro Area School closings unless otherwise determined by the Coordinator. Always be safe and make sound decisions about traveling in poor weather conditions.

If the student cannot attend a class or clinical experience, the College and/or the instructor must be informed promptly (570-724-7703). Students need to inform the College of current phone number and address in the event of an emergency or class cancellation.

## MISSION, VISION, & VALUES

Pennsylvania College of Technology is a special mission affiliate of The Pennsylvania State University, focused on applied technology, and is granted the benefits and responsibilities of The Pennsylvania State University as a state-related institution and an instrumentality of the Commonwealth of Pennsylvania.

### MISSION STATEMENT

Pennsylvania College of Technology is a public institution offering *degrees that work* — grounded in a comprehensive, hands-on technical education — that empowers our graduates for success.

### VISION STATEMENT

Pennsylvania College of Technology, a nationally recognized leader in applied technology education.

### PENN COLLEGE VALUES

These core values guide students to accomplish our mission and achieve our vision.

- **Hands-on Education:** We create a learning environment emphasizing applied instruction in small classes and labs with state-of-the-art equipment, led by skilled faculty with real-world experience.
- **Student-Centered Environment:** We promote a holistic experience that fosters lifelong learning through physical, personal, and social development.
- **Community of Respect:** We celebrate our diversity and are committed to inclusiveness, recognizing that mutual respect for individual differences is the foundation of our learning community.
- **Business and Industry Partnerships:** We partner with business and industry to keep our curriculum, technology, and equipment current, preparing our graduates to compete successfully in the global economy.

## NURSING PROGRAM PHILOSOPHY

Penn College at Wellsboro's Practical Nursing Program operates within the framework of the philosophy of Pennsylvania College of Technology. While the specific convictions of the practical nursing instructors are more detailed, they are nonetheless an outgrowth of the basic tenets upheld by the College.

THE PRACTICAL NURSING INSTRUCTIONAL STAFF believes:

1. Nursing is an art and a progressive science dedicated to the betterment of human welfare. Its aim is to assist the individual or family in the prevention of illness, restoration to

health, adaptation to long-term illness and provision for comfort when return to health is no longer possible.

2. All individuals, regardless of age, race, religion, creed, ethnic origin, marital status, sex, or handicap, have dignity and worth. Individual differences, human rights, and corresponding responsibilities must be acknowledged. All students possess talents and abilities that can be developed to their greatest potential.
3. Education is the ongoing acquisition of knowledge, which results in behavioral change and a democratic process that provides equal opportunity for all and encourages the development of individual potentialities. Instructors shares the belief that education is a lifelong process.
4. Practical nursing education is a continuous process of learning through which a student acquires knowledge, skills, attitudes, and judgment to provide safe, legal, ethical, and competent nursing care under the direction of a licensed professional nurse, licensed physician, or a licensed dentist.
5. The curriculum is the framework for the implementation of our stated philosophy. The conceptual model is based upon the concepts of Body Systems, Basic Needs, and Nursing Process as interdependent vehicles for providing direction and structure to the curriculum. The curriculum facilitates a humanistic approach to nursing and education, providing a base of knowledge and experience necessary for entry into the practice of practical nursing.
6. The instructional staff is responsible for the practical nursing curriculum. It is planned, implemented, and evaluated by Penn College at Wellsboro administration and the instructors, with input from the Advisory Board, graduates, and employers, to provide concurrent and sequential theoretical knowledge and clinical experience necessary for progressive learning to take place within our conceptual framework.
7. There is a real need and place for the practical nurse as a member of the health care team, sharing in the care of patients within the scope of practice of the LPN.
8. The best atmosphere for learning exists when:
  - a. The curriculum is based on scientific principles, planned to meet the needs of the students, and is constantly revised to keep abreast of the changing scientific developments, and educational trends, and social needs. Emphasis is on applied, real world instruction with hands-on experience.
  - b. Students admitted to the program are those who demonstrate academic and psychological potential for this learning.
  - c. The student has the responsibility in the learning process to meet the goals and outcomes of the program.



- d. The environment is conducive to learning.
- e. The instruction provides for differences in individual needs, interests and abilities, and expression of feelings.
- f. Collaboration and communication among the Penn College community, including instructors and students, are promoted and expected.

The implementation of the program based on these beliefs is the responsibility of the Coordinator of the Penn College at Wellsboro Practical Nursing Program, under the administration of the Board of Trustees and the administrators of Pennsylvania College of Technology.

### **PROGRAM GOALS / OUTCOMES**

1. 80% of those enrolled at the beginning of the program will graduate.
2. 100% of the graduates are satisfactory in clinical competencies and the end-of-program portfolio.
3. The program’s 3-year mean for the licensure exam pass rate will be at or above the national mean for the same 3-year period.
4. 80% of the graduates actively seeking employment in nursing will be employed in practical nursing six months after graduation.
5. 80% of the surveys returned by graduates, six months post-graduation, will rate the nursing program as average or above in meeting student learning outcomes and achievement of competencies and skills.
6. 80% of the surveys returned by employers, six months post-graduation, will rate graduates as average or above in the ability to safely function as an entry-level PN.

### **Student Learning Outcomes**

<p>Following graduation from the Practical Nursing Program, the graduate should be able to:</p>	<ol style="list-style-type: none"> <li>1. Utilize, under supervision, scientific knowledge, mathematical skills, and technical skills necessary to plan and provide safe and comprehensive client-centered nursing care.</li> <li>2. Use effective communication skills with clients, their families, and members of the health care team.</li> <li>3. Participate in the planning, implementation, and evaluation of nursing care in settings where nursing takes place.</li> <li>4. Utilize critical thinking and problem-solving skills to make decisions concerning the nursing care of individual clients and families experiencing multiple health states in acute and long-term health care settings.</li> <li>5. Function as a member of the health-care team within the discipline of nursing.</li> </ol>
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## ADMISSION POLICIES

Individuals must meet the following requirements for consideration of acceptance into the Penn College at Wellsboro Practical Nursing program:

1. Must be 17 years of age or older.
2. Must be a graduate of an accredited high school or Pennsylvania GED equivalent. Recommended high school subjects include three years of Science, Math every year, including Algebra, and English and Social Studies every year.
3. Must have completed an admission application with a non-refundable application fee. Those applicants with current certifications in nursing assistant, EMT, or medical office assistant must include documentation as described in the application for the PN program.
4. Satisfactory completion of the pre-entrance assessment exam (TEAS). An essay will be required after the successful completion of the TEAS (guidelines will be given).
5. Evidence of good mental and physical health as determined by a medical exam and documentation of immunizations required, to be completed before the first clinical day; see Student Health Program in Student Handbook, posted on our website <https://www.pct.edu/business/workforce-development-continuing-education/penn-college-at-wellsboro>
6. Two letters of character reference with name, address, and contact number of the person making the recommendation.
7. FBI, State Police, and Child Abuse Clearances need to be completed and clear of prohibitive (in compliance with clinical facilities) and will need to be kept current through the program. Students who have not been a resident of Pennsylvania for a minimum of two years may also need to complete an Area Agency on Aging clearance. Clearances may need to be repeated during the program year to meet clinical agency requirements. Acceptances are conditional until receipt of satisfactory clearance results.
8. An interview with the program coordinator and/or instructors.

Applications for prospective students not accepted into the program will be kept on file for one year (for those who need to remediate, for those who are accepted into the program but decline for various reasons, and those on a waiting list from the previous year). Health records of accepted students are kept on file for five years before being shredded. It is the student's responsibility to update the nursing program with any phone number and address changes.

## COURSE DESCRIPTIONS

### LEVEL I: (16 weeks)

#### **LPN 100: Medical Terminology Survey** 16 hours

Medical terminology is the language used by all members of the health profession. This basic, one-credit course, is designed to develop the student's ability to read, to understand, and to write the language of medicine. Students will develop skills to enable them to function and communicate within a chosen medical field. **No Prerequisite Co-Requisite: LPN 115; LPN 201**

#### **LPN 115: Anatomy and Physiology I** 96 hours

Introduction to human anatomy and physiology as it relates to the body in health and disease. The relationship between the structure and function in each body system is emphasized. Students explore the interrelationships among body systems for the maintenance of homeostasis. Laboratory assignments (in both LPN 115 and 200) reinforce the theory. LPN 200 is taught concurrently with LPN 200 Fundamentals of Practical Nursing. Reproductive, Endocrine, and Lymphatic Systems structure and function are taught in HSC 201 Nursing Care of the Adult and Child I (Level II). **No Prerequisite Co-Requisite: LPN 100, LPN 201**  
**\*\*Students who complete LPN 115 in Level I and LPN 125 (taught within LPN 202) successfully will be eligible for eight credit hours that can be used at Main Campus for entry into the LPN to RN program.**

#### **LPN 201: Fundamentals of Nursing Practice** 144 class hours / 256 clinical hours

An introduction to the Practical Nursing Program including objectives and requirements, responsibilities of the student nurse, communication skills, basic nursing knowledge, legal and ethical aspects for nursing, and skills common to all areas of nursing practice. The course emphasizes the basic needs of clients of all ages including physical hygiene, comfort, rest, nutrition, mobility, safety, developmental needs, and concepts of asepsis and sepsis. Students learn the process of developing, implementing, and evaluating care plans. The study of drug preparation and administration is initiated, as well as math for pharmacology. Clinical instruction takes place in the nursing lab and the long-term care facility. **No Prerequisite Co-Requisite: LPN 115; LPN 100**

Upon completion of this course, the student should be able to:

1. Identify principles, explain the rationale, and select appropriate equipment and administer safe effective nursing care to clients with long-term nursing needs.
2. Use effective communication skills with clients, their families, and members of the health care team.
3. Practice safely, legally, and ethically according to the standards set by the American Nurses Association Code of Ethics for Nurses.
4. Apply introductory concepts of the nursing process to resident care.
5. Incorporate critical thinking in meeting the needs of residents with simple nursing problems.

**LEVEL II: (16 weeks)****LPN 125: Anatomy and Physiology II**

Introduction to human anatomy and physiology as it relates to the body in health and disease. The relationship between the structure and function in each body system is emphasized. Students explore the interrelationships among body systems for the maintenance of homeostasis. Laboratory assignments (in both LPN 115 and 201) reinforce the theory. LPN 125 is taught concurrently with LPN 202. Reproductive, Endocrine, and Lymphatic Systems structure and function are taught in LPN 201 Nursing Care of the Adult and Child I (Level II). **Prerequisite: LPN 100, 115, 201 Co-Requisite: LPN 202**

**LPN 202: Nursing Care of the Adult and Child I 256 class hours / 256 clinical hours**

The study of nursing care of adults and children continues the basic medical-surgical concepts studied in Level I. The course begins with an introduction to the disease process as it affects the individual through the life span. Concepts of family-centered maternity nursing and pediatrics are studied. A systematic approach to diseases and disorders follows including reproductive, muscular-skeletal, endocrine, and respiratory systems. Mental health and illness concepts complete the course. Clinical instruction takes place in the hospital and acute care setting and students are expected to function progressively as a contributing member of the health care team, developing and implementing client-centered nursing care plans. **Prerequisite: LPN 100, 115, 201 Co-Requisite: LPN 125**

Upon completion of this course, the student should be able to:

1. Utilize, under supervision, scientific knowledge, mathematical skills, and technical skills necessary to plan and provide a safe and comprehensive client-centered nursing care in all settings where nursing takes place.
2. Use effective communication skills with clients, their families, and members of the health care team.
3. Participate in the data collection, planning, implementation, and evaluation of nursing care in settings where nursing takes place.
4. Incorporate critical thinking in meeting the needs of clients with simple to moderately complex nursing problems.
5. Function as a member of the health-care team within the discipline of nursing.

**LEVEL III: (16 weeks)****LPN 203: Nursing Care of the Adult and Child II**

128 class hours / 384 clinical hours

A continuation of Level II, which includes advanced principles of medical-surgical nursing as related to the disease process. Systems studied include cardiovascular, urinary, nervous, sensory, and skin. Issues and trends in nursing, nursing organizations, job-seeking skills, and the role of the LPN in society complete the course content. Clinical assignments in the hospital setting become progressively more difficult and client-centered care plans are required. Students also

serve in a med-pass and with a charge nurse, in a long-term care facility. **Prerequisite: LPN 100, 115, 201, 202/125 Co-Requisite: None**

Upon completion of this course, the student should be able to:

1. Utilize, under supervision, scientific knowledge, mathematical skills, and technical skills necessary to plan and provide safe and comprehensive client-centered nursing care.
2. Use effective communication skills with clients, their families, and members of the health care team.
3. Participate in the planning, implementation, and evaluation of nursing care in settings where nursing takes place.
4. Utilize critical thinking and problem-solving skills to make decisions concerning the nursing care of individual clients and families experiencing multiple health states in acute and long-term health care settings.
5. Function as a member of the health-care team within the discipline of nursing

**TOTAL: 640 class hours**

**896 clinical hours**

**1536 TOTAL HOURS**

#### **BOOKLIST (required)**

<b>Author</b>	<b>Title</b>
Davies.	Illustrated Guide to Medical Terminology, 2 <sup>nd</sup> ed. Bundle
Mosby	Medical Nursing & Allied Health Dictionary (provided for student use)
deWit	Fundamental Concepts & Skills for Nursing Current Edition
deWit	Study Guide for Fundamental Concepts & Skills for Nursing
Cohen & Taylor	Memmler's The Human Body in Health and Disease, Current Edition & Study Guide
Leifer	Introduction to Maternity and Pediatric Nursing, Current Edition & Study Guide
deWit	Medical-Surgical Nursing; Concepts and Practice Current Edition (Study guide is optional)
	Dosage and Calculation text (to be determined by instructional staff)

***The above books are included in tuition and can be ordered for you, or you may purchase on your own; please ask the Coordinator for the correct ISBNs.***

## **FINANCIAL AID**

Recognizing that the cost of education is often greater than the student can afford without help, the Financial Aid Office helps students obtain financial assistance in a variety of aid programs. The first step in this process is for the student to fill out an FAA (Financial Aid Application). Complete by going on the Financial Aid page on the College website at [Penn College Financial Aid Page](#)

Completing the 2020/2021 FAFSA and 2021/2022 FAFSA( available October 2020) at [FAFSA.gov](#) will help to determine the student's eligibility for a federal grant (Pell) and will allow the students to apply for the Federal Direct Loans.

Most students receive a combination of types and sources of financial aid. Some of these include Subsidized/Unsubsidized loans, alternative loans, Penn College Annual Fund Scholarship, WorkForce Investment Act Funds, and VA Benefits. Additional information can be obtained at [Penn College Admissions and Aid Page](#)

## **TUITION RESPONSIBILITY**

Students are responsible for any tuition and costs not covered by third-party funding or financial aid. The FAFSA must be completed by the first day of class. Students are also responsible for payment of any balance that results from withdrawal from the program, dismissal from the program, or changes in financial aid. In the event of an overpayment by the student, the College will refund the overpayment once the disbursements are processed.

## **REFUND POLICY**

The application fee and \$350 deposit are non-refundable except if the class is canceled by the College due to insufficient enrollment. Please allow 2 – 4 weeks for the College to process the refund. If for any reason a student withdraws or is administratively withdrawn from the program, tuition refunds will be calculated according to the following schedule: Up to and including the first day of classes – all tuition will be credited to the student's account. The second day through the end of the third week – the student is responsible for 30% of the tuition. After the third week of the semester, the student is responsible for 100% of the tuition.

## **TRANSCRIPTS**

Official transcripts may be requested for the program are to be requested from Sue Manzitti at (800) 367-9222 ext. 7680 (Workforce Development in Williamsport).

## STUDENT SERVICES

The nursing instructors and the College work together to assist the students in becoming active, responsible, and successful learners. Many support services can be accessed through the college website. The following table identifies the websites for contact information regarding frequently used services. Please check the college websites for other support services available.

Student Service	Online Web Address
Academic Success Center	<a href="#">Penn College Academic Success</a>
Career Placement	<a href="#">Penn College Career Services</a>
Financial Aid	<a href="#">Penn College Financial Aid</a>
Personal Counseling	<a href="#">Penn College Counseling</a>
Disability Services	<a href="#">Penn College Disability Services</a>

The College maintains a Tutoring Center at the Main Campus; information can be obtained at [Penn College Academic Success Center](#) and on Plato.

Additionally, students are encouraged to view study strategies at [The Study Guide Center](#)

## STUDENT NURSING POLICIES

***Failure of the student to comply with student policies may result in disciplinary action, including dismissal from the program.***

### **Parking**

Students may park in the parking lots adjacent to the Penn College at Wellsboro building on class days. Additional parking is available along Central Avenue. Students should park at the designated areas at the clinical sites when scheduled for clinical experience, not at the school.

### **Student Conduct**

Upon admission to the program, the student accepts unqualified commitment to conduct him/herself at all times, both on and off the campus, responsibly and professionally conforming to generally accepted standards of adult behavior. It is expected that students of Penn College at Wellsboro will show common courtesy and respect for college and

public school officials, fellow students, instructors, employees, and all persons in the cooperating institutions. Students are expected to understand and accept the program and all health-care facility regulations and to respect the directives of those authorized to enforce the regulations. A student conducting him/herself in a manner contrary to the best interest of the program and/or health care facilities will be subject to penalties as the circumstances justify, including dismissal. Professional conduct is expected in both the classroom and clinical.

A student may be dismissed for improper conduct, failure to comply with College regulations, academic dishonesty, HIPAA violations, habitual absences, possession of or being under the influence of alcoholic beverages, illegal drugs, or any medication that can impair judgment, or under other circumstances as determined by the instructional staff, program coordinator, and/or Director. If a Practical Nursing student is expelled for making terroristic threats or committing terrorist acts, the student loses the privilege of reentry into the Practical Nursing program or any other programs offered by the College.

Students whose conduct – such as academic dishonesty, plagiarism, disruption of class – violates academic integrity or the instructional process may be terminated from class/es and be assigned “F” grades. Students who otherwise violate reasonably accepted standards of the College and community at large may be terminated from the College and can be assigned “F” grades.

As part of the larger community, Penn College respects the laws of the land and expects its members to adhere to them. While affording reasonable aid to its members in difficulties with the law, Penn College provides no immunity from the consequences of illegal acts.

As an academic community, Penn College has a special interest in the prevention of certain modes of conduct that are in contrast to its inherent efforts to facilitate responsible inquiry and educational growth. Accordingly, instances of the kinds of conduct listed in these regulations are to be regarded as a violation of College regulations, to which the sanctions indicated may be applied. Although certain policies are included in this handbook, all students are expected to adhere to the policies of the student body at large as published on the Pennsylvania College of Technology website at [Student Rights and Responsibilities Page](#)

## Cell Phones and Computer Use

**The use of cellular phones, pagers, and beepers or any electronic device is prohibited in both the classroom (during class time) and clinical areas. This includes texting.** Personal laptops may be used in the classroom (not clinical) for note-taking purposes if approved by the instructor and if not a distraction to other students. Sound must be turned off. Computers are provided for students to use for classroom activities. Personal use of any computer or laptop shall be limited to break times only. Various clinical sites may provide student access



to computers for clinical use only. The use of personal tablets by students is prohibited at clinical.

Students may carry their cell phones with them to class, but the cell phone must be turned off. Students may use their phones during break times. If the student is expecting an urgent call on class days, the student may adjust the sound setting to “vibrate” after receiving approval from the instructor; if the urgent call should come through during class time, the student will leave the classroom and step into the nursing lab/break room to take the call.

*Signing the Student Agreement on Plato serves as a verbal warning regarding cell phones; in the event, a student is found to have a cell phone turned on during class, he/she will be asked to leave class without the option for makeup. The student will receive a non-clinical deficiency and a zero for all work missed on the day he/she was sent home.*

Students are not to have a cell phone on their person during clinical hours. Cell phones are prohibited at all clinical sites, which includes hospitals, long-term care, School Nurse, Physician Offices, and any other assigned clinical site. If the student brings a cell phone or electronic device to clinical in error, the student should contact the instructor as soon as possible so that the instructor can place the device in a safe place.

*Signing the Student Agreement on Plato serves as a verbal warning regarding cell phones; in the event, a student is found to have a cell phone on his/her person at clinical, he/she will be asked to leave clinical without the option for makeup. The student will receive a clinical deficiency and a zero for all work missed on the day he/she was sent home.*

It is the student’s responsibility to let his/her family know that he/she will be at clinical and that if the family needs to notify the student of an emergency, Penn College at Wellsboro will be able to contact the clinical instructor or the coordinator. The office should only receive very important/emergency messages to relay to you. Also, by law, we cannot divulge the location of you, your class, or your schedule to anyone. This is for your protection. **ONLY** emergency phone calls should be received at Penn College at Wellsboro. Please remember: we are not an answering service.

In the event of an emergency during the evening clinical hours, the family should call the hospital directly and have the instructor paged.

## **Personal Appearance and Dress Code**

The personal appearance and demeanor of practical nursing students at Penn College at Wellsboro reflect both the College and Program Standards and are indicative of the students’ interest and pride in their profession. The Coordinator and Instructors at Penn College at Wellsboro reserve the right to determine if an appearance on the part of the student is appropriate or inappropriate.

The uniform dress code is one mutually agreed upon by the Penn College at Wellsboro Practical Nursing Program and its clinical affiliating agencies. White lab coats may be worn with uniforms in the clinical area.

Any student reporting to the clinical agency must be in uniform or appropriate attire. Practical nursing students will wear their uniforms only for clinical assignments or when officially representing the Penn College at Wellsboro Practical Nursing Program.

## **Clinical Dress Code**

School uniform fitted properly, of appropriate length, and in good repair, clean and without wrinkles. Shoes must be clean at all times.

We suggest that students purchase at least two uniforms.

A solid white or black turtleneck or crew neck shirt may be worn under the burgundy uniform top. No cleavage should be revealed or tattoos exposed.

Burgundy uniform pants may have knit cuffs and cargo pockets; denim is not allowed.

White Lab Coat is to be worn in the nursing lab and when in the clinical site to obtain assignments.

A white embroidered Penn College Nursing logo will be applied to the burgundy uniform top.

The burgundy embroidered logo will be applied to the white lab coat.

Bandage scissors, stethoscope.

Black pen. No felt tip or erasable pens will be permitted.

Watch with second hand or appropriate digital watch.

Name badge provided by the school to be worn as part of the official uniform.

No nail polish will be permitted; nails must be trimmed to the tip of the finger. Artificial nails are prohibited by health agencies.

No chewing gum is permitted while at the clinical agencies.

Rings - a wedding band will be permitted. No body jewelry of any type is allowed.

Small post earrings will be permitted (limited to two pairs per ear).

Hair must be neat, clean, and worn off the collar or neatly pulled back and tied at the nape of the neck. Extreme hairstyles and/or colors are not permitted.

Facial hair must be trimmed and clean and following the health-agency policy.

White stockings (full length) with the uniform dress (that corresponds to school uniform) may be worn.

White or black shoes with clean shoestrings (“safety” or “non-slip”; no clogs or shoes with open toes or backs). White, black, or burgundy socks without decoration must be worn.

Use of perfume, strong deodorants, etcetera, may cause untoward effects in the patient and/or staff members; therefore, they should not be used.

Tattoos/body art must be covered.

No visible implants.

## **Classroom dress code**

Any clothing that interferes with or disrupts the educational environment is unacceptable.

Clothing that reveals cleavage (breasts and buttocks), the back, chest, abdomen, underwear, or

that is otherwise sexually provocative, is not appropriate in either the classroom, clinical, or daycare rotations. Shorts are permitted in the classroom, but the length should be at or below the student's fingertips when the student's arms are fully extended at the student's side. Extreme hairstyles and/or colors are not permitted.

The Coordinator and/or instructors and staff shall be responsible to monitor student grooming and enforce the guidelines in this handbook, imposing only the minimum necessary restrictions on the exercise of the student's taste and individuality. Students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the Coordinator of Practical Nursing.

The following are examples of unacceptable dress, but not limited to:

- Hats, hoods, or bandannas inside the school/clinical building
- Spandex, leggings, tights (unless appropriately covered)
- Wallets with chains
- Shirts or jewelry that is offensive and vulgar, or clothing promoting alcohol, drugs, tobacco, or violence
- Clothing that exposes cleavage, midriff, or underwear
- Extreme hairstyles and/or colors are not permitted

## **Dress Code for Daycare**

Students are typically scheduled for Daycare Rotations in the summer. Recognizing that their rotations may include playground activities, students are required to wear clothing appropriate to the daycare setting. Each daycare may provide for more specific dress code requirements, but it is appropriate for all students to wear capris, T-shirts, and sneakers. Please use discretion in choosing T-shirts (no offensive language allowed; to be on the safe side, wear a plain t-shirt.). No tank tops or midriff tops are allowed. Photo ID must be worn for security reasons. Daycare providers have the authority to ask the student to leave if the student's clothing does not comply with these standards.

## **STUDENT HEALTH PROGRAM**

1. Health screening measures are required for all students who are or will enroll in the Practical Nursing Program. The requirements have been developed to maximize both student and client health safety. Students' admission and continuation in the practical nursing curriculum are conditional until health requirements are met. The applicant must show evidence of good health including meeting the School of Health Sciences Technical Standards (attached to the Health Questionnaire) and immunity to certain communicable diseases by submitting a recent (less than one year old) physical from his/her physician. Current CDC Guidelines/schedules for required immunizations will be followed. The Practical Nursing office distributes the forms for the physical examination and must be received by the Coordinator two weeks before the start of clinical. The physician recommends any necessary treatment for corrections. Students are urged to have any defects corrected to the best of their ability before entering the program.

2. Emergency health care can be obtained at Soldiers & Sailors Memorial Hospital, Cole Memorial, or facility of student's choice.
3. Students are encouraged to contact their personal physician for health care.
4. Any student who experiences a change in medical condition will be required to submit a physician's approval to return/remain in the Practical Nursing program. For example, if the student becomes pregnant or has surgery, a physician's approval is needed for the student to return/remain in the program.
5. The student's health record is retained for five years. Health records are held in strict confidence, separate from academic records, with access permitted only by Coordinator or her designee.
6. Neither the College nor the Clinical Facility is responsible in the event of injury or illness. Students are requested to carry health insurance; in the event that students for some reason are not covered by health insurance, they must sign a waiver to indicate that they are responsible for any medical costs incurred as the result of an injury or illness related to their education.
7. Students must report all injuries to the instructor immediately. Any injuries sustained during the clinical component of the Practical Nursing courses will be reported to the local emergency room. Such injuries will be acted upon according to individual health agency policy.
8. Seasonal flu vaccine is required by our clinical sites; please plan accordingly and give documentation of the vaccine to the Coordinator.

Copies of laboratory results must be attached to the health form. Physical exams, including required lab work and immunizations, must be completed prior to the first day of clinical.

### **ATTENDANCE REGULATIONS**

Regular and prompt attendance at all classes, clinical, and at scheduled conferences with instructors is mandatory. It is the responsibility of the student to contact the instructor to obtain assignments from classes that have been missed. This applies to all absences regardless of the reasons. The student is allowed to miss eight (8) hours of each level. Absences above 8 hours may require appropriate documentation at the discretion of the Coordinator or instructor. This documentation must be given to the instructor prior to the next class or clinical day. Make-up assignments/ requirements will be satisfied within one month of the absent hours. Make-up assignments for class and clinical will be made by the instructor or coordinator. Make-up assignments will be completed at the school or clinical site. All assignment and attendance obligations must be fulfilled prior to the beginning of the next level. Exceeding 10% of the total hours in each level will result in administrative withdrawal of the student from the program. Extenuating circumstances will be taken into consideration. Other attendance requirements are stated in each course syllabus.

Missed clinical hours exceeding 16 hours will be made up as follows:

The Coordinator will schedule a make-up date. The student(s) will pay \$250.00 for the clinical make-up day, payable by check to *Pennsylvania College of Technology*; the check with the correct amount will be given to the administrative assistant (Marie Van Ess) at least 48 hours prior to the scheduled make-up day. A summary of the day will be completed and submitted by 0800 the day following the make-up day.

If more clinical hours are needed to be made up, the above procedure will be followed for each occurrence. Extenuating circumstances will be taken into consideration. Absence due to documented illness (physician excuse required) may result in a student being rescheduled for specific experiences if scheduling permits; otherwise, alternative accommodations may be made to allow the student to meet course objectives.

Rescheduling clinical experiences due to absenteeism will be attempted, but may not be possible. This could place the student at risk for not meeting student learning outcomes.

The clinical day schedule varies in time and place with each level's schedule. Any student late to the clinical area may be reassigned to the nursing laboratory or an alternative clinical assignment for the day or sent home.

Doctor and dental appointments should not be made during school hours. At the discretion of the instructor, a physician's certificate may be requested for a questionable condition of illness. Penn College at Wellsboro will maintain a cumulative health record as required by the State Board of Nursing with appropriate health information.

In the event a student is going to be absent or late on a class day, the student must call Penn College at Wellsboro (570-724-7703) or the Potter Education Council (814-274-4877) by 0730. If absent or late on clinical days, the student must call the instructor as specifically outlined in the clinical requirements. All assignment and attendance obligations for both class and clinical MUST be fulfilled prior to the beginning of the next level.

Bereavement Leave

Bereavement leave for a death in the family (parent, parent-in-law, brother, sister, brother/sister-in-law, grandparents, grandparent-in-law, spouse, significant other, or child, or step-relations) will be considered on an individual basis, not to exceed five days. All classroom and clinical activities and assignments must be met before the end of the level. However, perfect attendance percentage points will not be added to the final grade.

Other Excused Absences

Students may request an absent day for observances of religious holidays not included in the program's calendar. Although all classroom and clinical activities and assignments must be met, the student will not have those days counted against his/her attendance.

Up to four days absence for emergency surgery is permitted. Any request for make-up time for unforeseen or extenuating circumstances requiring the student to miss class/clinical should be accompanied by appropriate documentation (physician note, etc.)

All classroom and clinical activities and assignments must be met before the end of the level. However, perfect attendance percentage points will not be added to the final grade.

## **SCHOLASTIC POLICIES FOR NURSING**

### The Academic Grading System

Since nursing is an art and a progressive science dedicated to the betterment of human welfare, the Practical Nursing program stresses excellence in all areas.

The educational curricula of the practical nursing program is planned and implemented by the program administration and instructors and provides concurrent and sequential theoretical knowledge. It is only in this way that the high quality of nursing education can be maintained.

As part of this important process, the following grading system is used to support excellence and is applicable to all courses with the *LPN* assignment:

- A = 94 – 100%
- B = 86 – 93.9 %
- C = 78 – 85.9%
- F = 77.9% and below – student has not met minimal requirements

Grades will not be rounded (curved). In all courses, students must earn a final grade of “C” in order to progress and meet graduation requirements. Students who receive an “F” in any course must remove the “F” by repeating the course prior to resuming and progressing in the program. Any student earning an “F” in any course on two occasions will be terminated and not allowed to re-enter.

Summative clinical and theory evaluations are performed at midlevel and at the end of each level. Students must achieve a satisfactory rating in the clinical lab/practicum portion of the course; students must also achieve a 78% in the theory portion of the course. Receiving a failing grade in either the clinical/lab portion or the theory portion of the level will result in failure of the program.

Student Performance Evaluation is based upon specified levels of competencies and skills and provides an opportunity for guidance and assistance when student improvement is deemed necessary. The nursing instructor and/or program coordinator will discuss all evaluations with the student. The student will also be expected to do self-evaluations.

### Clinical Requirements

Case studies and special assignments must be completed and will be graded according to the course requirements. All required assignments must be completed and submitted to the instructor as stated in the course requirements. Clinical requirements will be given to students prior to clinical rotations.

Student progress is measured according to course and clinical outcomes for each level of the program. Students receiving a clinical deficiency (not meeting the level outcomes) will be required to meet with the clinical instructor and/or the program coordinator within 24 hours of receiving the clinical evaluation. The student and instructor or the program coordinator will review the clinical deficiency form and devise a remediation plan with a timeline, including the option of an accountability paper. If a second clinical deficiency is received during a level, the student will receive a clinical deficiency form, may be removed from clinical for one day per instructor's discretion, and remediate as the instructor defines. If a third clinical deficiency is received during a level or the student receives four clinical deficiencies throughout the program, the student will be dismissed from the program.

Nonclinical deficiencies may also be given to students for areas of concern in the classroom and clinical; if three nonclinical deficiencies are received in a level, or four throughout the program, the student will be dismissed from the program. Any combination of three clinical or nonclinical deficiencies per level or four for the program will result in dismissal from the program. Three documented evidences of unsafe practices will mean dismissal at any time from the Practical Nursing program.

## **STUDENT EVALUATION**

Students of the Practical Nursing program are evaluated on their performance in written examinations and evaluations of their clinical skills.

Students must maintain a 78% average in all courses and satisfactory in clinical to continue in the program. These standards are described clearly in the policies prepared for the students and are explained to the students at the beginning of the program. Course syllabi, course requirements, and the Practical Nursing Student Handbook also define performance standards and expectations. Grades are posted on Plato, to which the students have access.

Student performance is reviewed, as previously stated, on a continuing basis. If in the opinion of the instructor, a problem or potential problem exists with student performance, the instructor informs the Coordinator of Penn College at Wellsboro Practical Nursing. The instructor will intervene, in an attempt to resolve the issue at that level. If a more severe problem exists, or the instructor is unable to resolve the problem, the Coordinator will assist.

Two reviews of performance, in addition to final grades, will be completed during each level. The first review is called the Early Alert System. During the fourth week of the level, students are given early alert cards if the instructor has a concern about study habits, grades, attendance, or other issues. Midterm grades are distributed the eighth week of the level. In addition to theory grades, students are continually evaluated by the instructor on a daily basis in the clinical setting.

Students who are having academic difficulties are to meet with the instructor to formulate a plan for improvement. Special tutoring services will be arranged at the student's expense, if necessary. To continue to be eligible to receive financial aid students must maintain satisfactory academic progress toward the completion of the certificate.

## CODE OF CONDUCT

Upon admission to Penn College, students make the unqualified commitment to responsible conduct, both on and off campus, which conforms to the generally accepted standards of adult behavior within an academic community. Students are expected to show courtesy and respect for instructors, staff, and fellow students, in all personal contacts. Students must understand and accept the necessity for various College regulations and comply with directions of those individuals authorized to enforce the regulations. Violations of these regulations and/or conduct that are contrary to the best interest of the College community or its individual members will subject the student to action and penalties as the circumstances justify, including suspension or expulsion from the College.

Academic concern includes, but are not limited to, academic dishonesty, favoritism based on kinship, academic fairness, and attendance. In matters relating to student behavior, on or off campus, the Director of Workforce Development at Wellsboro and the Coordinator of Practical Nursing assume jurisdiction. Specific prohibited conduct, sanctions, and protocol are established in associated procedure, PR 4.43 (Adapted to Penn College at Wellsboro from [Student Code of Conduct](#).)

Behaviors that are evaluated include attendance, professionalism, initiative, documentation, knowledge, performance of skills, clinical judgment and accountability, use of the nursing process, and clinical preparation / assignments. The Coordinator, instructors, and staff are responsible to monitor the following behaviors and reserve the right to send the student home. Unacceptable professional behaviors will be documented with nonclinical deficiencies. The following are examples of expected acceptable and unprofessional behaviors of a nursing student.

<u>Acceptable Professional Behaviors</u>	<u>Unacceptable unprofessional behaviors</u>
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On time for class/clinical	Late (tardy) to class/clinical
Calling the school/clinical if going to be late or absent	No call/no show
Observing break and lunch times	Late returns from breaks and lunch
Awake, alert during class/clinical	Sleeping during class/clinical
Following dress code	Non-adherence to dress code
Professional interactions with staff, clients and/or co-students at the campus and/or clinical sites	Unprofessional interactions with staff, clients and/or co-students at the campus and/or clinical sites
Motivated to learn	Unmotivated to learn
Proper, accurate, and timely documentation	Inaccurate or false documentation
Transfers knowledge from class to clinical	Inability to transfer knowledge from class to clinical
Skills performed according to standards of practice	Skills not performed according to standards of practice



Safe, effective, and accurate practice	Unsafe practices (behavior that places a client at risk for physical or emotional harm)
Proper communication with staff, clients and/or co-students	Improper communication with staff, clients and/or co-students
Respect for others.	Disrespect in the classroom and/or clinical toward instructors, other students, college staff, and staff at clinical sites
Adequate clinical preparation and classroom assignments	Inadequate clinical preparation and classroom assignments
Appropriate classroom/clinical conversations or social networking (see Social Networking section, page 33)	Inappropriate classroom/clinical conversations or social networking
Adherence to HIPAA regulations	HIPAA violations
Cell phone usage on break times (class days)	Cell phone usage/talking and/or texting on cell phones other than at break times (class days)
No cell phone on in the classroom, no cell phone with the student at the clinical site, or if the student inadvertently brings the phone to clinical, gives it to the instructor	Cell phone turned “on” and/or in one’s possession in class or clinical
Appropriate, nonthreatening conversations and social networking	Bullying of any type, including cyber bullying. Any speech or action that disrupts the harmony of the classroom, including tardiness and dominating classroom discussion, can be considered bullying. The definition of cyber bullying, from <a href="http://Stopbullying.gov">Stopbullying.gov</a> can be defined as “willful and repeated harm inflicted through the use of computers, cell phones and other electronic devices.”

If an unacceptable, unprofessional behavior is noted by the instructor, staff at Penn College at Wellsboro, the Potter County Education Council staff, or staff at any of the clinical sites, the student will receive a verbal warning; repeated occurrences and disregard of professional behaviors will be documented through a nonclinical deficiency. Unsafe practices and HIPAA violations are subject to immediate dismissal from the program.

## SOCIAL NETWORKING

The use of social media such as Twitter, Facebook, Snap Chat, Instagram YouTube, My Space, Allnurses.com blogs, etc. provide the opportunity for students to communicate with and receive support from their peers.

However, students need to be aware that publishing information on these sites may be public for anyone to see and could be traced back to the individual posting information. Nursing students are preparing for a profession that is rated at the top of the ethical behavior charts; ethical behavior includes protecting confidential material at all times (HIPAA). Information concerning patients/clinical rotations, staff at Penn College at Wellsboro or any clinical site must not be posted in any online forum or webpage; this is in violation of Professional Standards in Nursing. Students are legally responsible for anything that may be posted in social media forums. Misuse of any social media may result in dismissal from the program. (adopted from Perdue University student nursing handbook)

Please read the College Policy Statement concerning Social Networking at [Penn College Policy and Procedures Page](#)

## OTHER INFORMATION

Students will participate in rotations at the designated clinical agencies. Rotations may include Med/Surg, OB, SDS/SPU, OR, ICU, ER/ED, Behavioral health, physicians' offices, dialysis, home health, and school nurse. Students may enter information in the medical record without an instructor's co-signature, once reviewed and approved by the clinical instructor; there may be instances where medications need to be co-signed with the clinical instructor. **Medications will not be administered without the direct supervision and co-signature of the instructor.**

Students can reach the instructor by phone or by using a paging system if provided by the clinical facility. If unable to reach the instructor, the student should call the Coordinator at Penn College at Wellsboro (570-724-7703). Reasons to call the instructor include any questions regarding the standards of nursing conduct or functions of the practical nursing student/student policies.

The College assumes no responsibility for theft. Lockers may be provided for the student's use and a minimum of valuables should be carried. Students are expected to provide their own locks for lockers. In the cooperating institutions, personal belongings will be left only in assigned areas.

***Smoking and the use of tobacco products is prohibited anywhere on the grounds (including private vehicles when parked at these sites) of Penn College at Wellsboro and the Potter County Education Council. UPMC Susquehanna (including the Laurel Health Centers), UPMC Cole, and Guthrie are also smoke-free and tobacco-free. Students are not allowed to smoke anywhere on the grounds of any clinical facility, including their private vehicles, when parked at these facilities.***

Students will not visit patients in areas other than those to which they are assigned. Permission may be obtained from the instructor and charge nurse in the event a relative is a patient and the student wishes to visit.

Transportation to and from hospitals and other clinical resources and sites is the responsibility of the student.

Breaks will be assigned while in a clinical agency, limited to 15 minutes. Meal breaks will be assigned when appropriate, limited to 30 minutes. It is the student's responsibility to take the scheduled break and provide coverage for his/her client.

Students must abide by all the rules and regulations of the cooperating agencies.

Students may not leave the clinical site for reasons other than client care.

Students must maintain current BLS Healthcare Provider certification, PPD testing (TST), clearances, and liability insurance throughout the program as required by the clinical agencies.

Throughout a student's tenure in the Practical Nursing Program for instruction instructional purposes and the provision of quality clinical nursing care, physical contact between the instructor and the students or between students may occur. The students may be asked to role-play as a patient in the classroom or nursing lab to enhance learning.

The College does not maintain student housing facilities at Penn College at Wellsboro.

Photographs of students displaying the Penn College logo (including embroidered logo and/or photo ID) are prohibited. Photos of students during college activities are allowed with a signed waiver.

### **What are the ATI Skills Modules and how are they used?**

- The ATI Skills Modules Series are available online and are a self-study approach to nursing skills. The student can explore content at his or her own pace as a foundation for performing in a clinical situation.
- Each ATI Skills Module includes: pre and post-testing with rationales, terminology, and enunciation, accepted practice guidelines, step-by-step videos, evidence-based research, case studies, frequently asked questions, and documentation.
- Instructors may assign specific modules as a required course assignment. A posttest grade of 90% or higher for assigned modules may be required for check-offs on the assigned skill (after initial ATI Orientation).

### What is PassPoint and how is it used?

PassPoint, an adaptive learning program available through Lippincott, is purchased for the students using tuition costs. The instructional staff chose the *NCLEX-PN* program for the following purposes:

- Practice quizzes, taken from the content taught in class, can be developed by instructors.
- Practice quizzes can also be taken by the student for more practice and learning.
- The questions are written to give students more practice taking NCLEX style questions.
- Students' performance on the quizzes determines whether subsequent quizzes are more difficult.
- Students can work at their own pace toward a higher mastery level.
- Mastery levels are a combination of the number of questions answered, the difficulty levels of those questions, and whether they are answered correctly or incorrectly.
- Instructors can monitor each student's overall performance and progress.
- Specific strengths and weaknesses are identified for both the student and instructor use.

### ACADEMIC FAIRNESS COMPLAINT PROCEDURE

Students are protected against improper/unfair academic evaluation or treatment through the Academic Fairness Complaint Procedure (see [Student Rights and Responsibilities](#))

If a student has a complaint in connection with the program, the student should follow the procedure in the above policy. More specific to the Penn College at Wellsboro Practical Nursing Program are the following:

More specific to the Penn College at Wellsboro Practical Nursing Program:

- ✓ The student should discuss the problem with the instructor in an attempt to resolve the issue informally. If they agree upon a solution, the process is concluded.
- ✓ If the problem remains unresolved, within 5 business days of the alleged infraction, the student should make an appointment to discuss the problem with the Coordinator of the nursing program.
- ✓ If the problem remains unresolved, the student must submit a formal complaint in writing to the Director, Workforce Development at Wellsboro within ten (10) calendar days.
- ✓ When the formal complaint is received, a meeting between the Coordinator of the nursing program or designated representative, and the funding organization representative (if appropriate) will be scheduled by WDCE within five (5) working days.
- ✓ If the problem remains unresolved, the formal complaint will be given to the Executive Director, Business Development for processing/resolution.

### ACADEMIC DISHONESTY

Academic dishonesty, by definition of the College, is “deceptive behavior or actions concerning data, records, submitted works, exams, or other materials related to participation in a course or other academic exercise; these actions include, but are not limited to, cheating, plagiarism,

multiple submissions, misrepresentation of academic records, may take many forms, including that of deliberate plagiarism, falsification of any course-related documents, facilitation of academic dishonesty, by others, unfair advantage, violation of know safety requirements and ethical misconduct. Cheating is defined as “using or attempting to use unauthorized assistance (e.g., asking someone for an answer during a test, copying answers from another student’s test, etc.), using unauthorized study aids during an exam (e.g., “cheat sheets” or books/notes), or submitting the work of another as one’s own. Plagiarism is defined as “using the idea, data, or language of another without specific or proper acknowledgment.” All published and unpublished material, whether in printed or electronic form, is covered under this definition. This definition applies whether the material is presented orally, or in writing, or if the content includes visual information. The definition also applies to the reuse of one’s work without proper citation—this is known as self-plagiarism. Facilitating Academic Dishonesty is defined as “knowingly helping (or attempting to help) another student to commit academic dishonesty.” Academic dishonesty is strictly prohibited by the College and the nursing program. The Academic Dishonesty Complaint Procedure can be found at [Student Rights and Responsibilities](#).

If a student has a complaint in connection with academic dishonesty, the student should follow the policy. More specific to the Penn College at Wellsboro Practical Nursing Program are the following:

- ✓ The student should discuss the problem with the instructor in an attempt to resolve the issue informally. If they agree upon a solution, the process is concluded.
- ✓ If the problem remains unresolved, within 5 business days of the alleged infraction, the student should make an appointment to discuss the problem with the Coordinator of the nursing program.
- ✓ If the problem remains unresolved, the student must submit a formal complaint in writing to the Director of Workforce Development at Wellsboro within ten (10) calendar days.
- ✓ When the formal complaint is received, a meeting between the Coordinator of the nursing program or designated representative, and the funding organization representative (if appropriate) will be scheduled by WDCE within five (5) working days.
- ✓ If the problem remains unresolved, the formal complaint will be given to the Executive Director for Workforce Development for processing/resolution.

## COUNSELING SERVICES

Students should consult with instructional staff regarding any problems or questions they may have related to the program of study. Instructors will share pertinent information with the Coordinator of Practical Nursing so that a plan can be formulated to assist the student. Students desiring counseling services for reasons other than academic will be referred to Main Campus or:

Bush Campus Center	570-327-4765
Harbor Counseling	570-724-5272
Tioga Counseling	570-662-7600
Lambs Creek Counseling	570-662-7788
Various sites in Potter County as needed	

## **DRUG/ALCOHOL SCREENING PROCEDURE STATEMENT**

The mission of the Penn College at Wellsboro Practical Nursing Program is to provide a quality educational program to a diverse student body, to participate in scholarly activities, and to provide service to the College, the profession, and the public. The College accomplishes this by providing a caring, engaging environment for the empowerment of student learning potential, the professional development of instructors, and the promotion of the Practical Nursing Program. Therefore, to uphold the highest standards, Workforce Development has adopted a drug and alcohol-free environment. As a condition of admission to the Practical Nursing Program, each student will be required to submit to drug testing, and to submit, as requested, to additional alcohol or drug tests once enrolled in the program.

### **Drug Testing upon Admission to the Practical Nursing Program**

Students applying for admission to the Practical Nursing Program will complete a drug screening no more than 30 days before the scheduled start of the program. Students selected for admission to the Practical Nursing Program are admitted pending a negative drug test. Admission will be withdrawn from a student with a confirmed positive drug test.

### **Procedure for Drug Testing**

Students selected for admission to the program will be notified of the procedure to follow for the drug test in their letter of admission. Students will be required to follow the procedures established by the College and should not obtain a drug test before being notified. The drug screen should be completed no more than 30 days before the first day of class. All costs associated with testing are the responsibility of the student. A drug screen will be conducted by Pennsylvania College of Technology Student Health Services, if the student so desires, using established methods and procedures. Students may also use their family doctor or Occupational Health to obtain the drug screen. Confidentiality of the student as well as the integrity of the urine sample will be protected. The procedure for collection, as determined by the collection site, will involve a witness of the sample, securable containers, and chain of custody procedures. A drug test will be presumed positive if any of the drugs listed in Appendix A (attached hereto) are found. Presumed positives will be confirmed by a second test from the original sample. If the test is positive, the available evidence, including health history, will be used to determine the presence or absence of drug abuse. Test results must be sent to the Coordinator of the nursing program, who will ensure the confidentiality of results by making the information available only to the student and appropriate instructional staff or Workforce Development administrators.

## **DRUG/ALCOHOL SCREENING PROCEDURE STATEMENT**

### **Drug and Alcohol Testing after Admission**

Drug or alcohol testing for any student in the Practical Nursing Program can be requested by program administrators and instructors of the Practical Nursing Program at any time during the program. The cost of this testing will be borne by WDCE. The procedure for testing as described in the above section, Drug Testing Procedure, will be followed. Refusal by a student to submit to testing will result in that student's dismissal from the Practical Nursing Program. A student with a positive result from a drug or alcohol test will result in dismissal from the Practical Nursing

Program. Other appropriate disciplinary or legal action by the College may be initiated as necessary.

Students entering or matriculated into the Penn College at Wellsboro Practical Nursing Program should be aware that clinical institutions have the right to bar students from their facilities in the event a positive drug or alcohol test is documented. (Under contractual agreements for Penn College students to be at clinical sites, agencies have the right to ask for drug testing and background checks.)

The incapability to gain clinical education experiences will result in failure to meet program objectives and outcomes. The inability to meet objectives and outcomes will result in failure and termination from the program.

Students desiring entrance into health-care professions or occupations should be aware that the presence of a criminal record can result in licensing/certification/ registration agencies refusing to issue the credential that will allow the graduate practitioner to practice.

*If the student is taking a prescribed medication that has the potential for altering judgment (e.g. pain medication), he/she should notify the Coordinator or instructor. The student should not take this type of medication before class/clinical without knowing the effect on his/her person. The student will be allowed to remain in class as long as he/she is not demonstrating disruptive behavior. Clinical may require an alternate assignment.*

This policy has been adapted specifically for the Penn College at Wellsboro Practical Nursing Program; students should review the Specific Restrictions and Obligations page at [Student Rights and Responsibilities](#).

**Students should be aware that, if convicted of a federal or state drug offense, they become ineligible for federal student aid, if the offense occurred while receiving federal student aid.** See <https://studentaid.ed.gov/sa/eligibility/criminal-convictions#drug-convictions>

In addition to the Drug and Alcohol Testing Policy found in the PN Student Handbook and at [Student Rights and Responsibilities](#), the following policy is in effect:

For purposes of this policy, controlled substances shall include all:

1. Controlled substances that are prohibited by state and federal law
2. Look-alike drugs
3. Alcoholic beverages
4. Anabolic steroids
5. Drug paraphernalia
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law, such as but not limited to herbal incense or other products containing synthetic cannabinoids.
8. Prescription or patent drugs, except those for which permission for use in school has been granted by the program coordinator.

For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

### Resources/Help

Students with drug dependency or substance abuse problems are encouraged to seek help with the condition. Assessment can be done by a professional in the drug/alcohol field. This can determine what, if any, treatment is needed for the student. Treatment may include detoxification, in-patient or out-patient counseling, support groups, etc. Health insurance may or may not cover the costs. Help is available. Make the call.

Alcohol & Drug Abuse Services Inc. 814-274-9745  
Harbor Counseling 570-724-5272  
Drug and Alcohol Abuse 24-hour Confidential Hotline 800-486-7620  
ABANDON ADDICTION 1-866-558-3681  
[Pennsylvania Nurse's Peer Assistance Program Page](#)  
Recovery Revolution, P.O. Box 252, Mansfield, PA 16933

### **Admission/Readmission after a Positive Drug or Alcohol Test**

A student whose admission is withdrawn or who is dismissed from the Practical Nursing Program due to a positive drug or alcohol test will be considered for readmission if the following conditions are met; however, conditions are not all-inclusive:

1. Participation in the PA Nurse Peer Assistance Program.
2. Submission to a drug and/or alcohol test before admission/readmission. This test will be at the student's expense. A positive drug or alcohol test at this point will result in ineligibility for admission/readmission.
3. Submission to random and/or reasonable suspicion drug or alcohol testing as requested by the Coordinator after re-admittance to the program. A subsequent positive drug or alcohol test will result in **permanent dismissal** from the Practical Nursing Program.

## **Appendix A**

The Practical Nursing Student Drug Screen includes common street drugs and those drugs that health care workers have access to and abuse. Drugs monitored may include but are not limited to:

- Amphetamines
- Cannabinoids - Marijuana products
- Cocaine
- Opiates
- PCP -Phencyclidine
- Methamphetamines



- Benzodiazepines
- Barbiturates
- Methadone
- Methaqualone- Quaaludes
- Oxycodone
- Propoxyphene-Darvocet

### STUDENT EMPLOYMENT

It is recommended that students who are not maintaining at least an 80% average should limit employment. Students employed in a health care agency may not be employed as practical nurses and may not wear the student uniform or nametag. Students may function as nursing assistants with responsibilities according to the institution where they are working. Employment will not interfere with attendance at campus classes or clinical.

### CERTIFICATION/LICENSURE TRAINING DISCLAIMER

Pennsylvania College of Technology cannot guarantee that any student will pass a certification or licensing exam. Your success will be determined by several factors beyond the instruction you are given in the classroom including your test-taking skills, your willingness to study outside of class, and your satisfactory completion of appropriate practice exams for NCLEX-PN. Certification and licensure exam questions are drawn from databases of hundreds of possible questions; therefore, a thorough understanding of the subject matter is required. The goal of the Penn College at Wellsboro Practical Nursing Program is to provide you with a foundation for your studies as you prepare for the exam.

Issuing a Temporary Practice Permit and License rests with the Pennsylvania State Board of Nursing. Penn College cannot guarantee that, although the student has completed the Penn College at Wellsboro Practical Nursing Program, he/she will be issued a Temporary Practice Permit and License.

### STUDENT COMPLETION STATISTICS

#### Completion Rates by Class

Year	End of Program Month	Number of Students Entered	Number of Students Graduated	Percentage Rate of Graduates
2016	December	20	14	70%
2017	December	16	14	87.5%
2018	March (part-time Potter County Program)	16	13	81%
2018	December	14	12	85.7%

Year	End of Program Month	Number of Students Entered	Number of Students Graduated	Percentage Rate of Graduates
2020	January	28	22	78%
2020	August	24	18	75%

Statistics are as of December 2018

## **READMISSION INTO THE PRACTICAL NURSING PROGRAM**

### **READMISSION POLICY LEVEL I**

In the event a student leaves the Penn College at Wellsboro Practical Nursing Program after unsuccessful completion of Level I, the following criteria need to be met before readmission:

1. A student must have had a satisfactory grade in either Fundamentals of Nursing Practice (both clinical and theory) or Anatomy and Physiology I. A satisfactory grade in Medical Terminology Survey must have been achieved.
2. There must be an open seat in the program.
3. If the student is retaking Anatomy and Physiology I, the student must demonstrate satisfactory proficiency in selected clinical skills from Level I by performing those skills for a nursing instructor in the skills lab.

Other stipulations:

1. Re-entry must occur within one year of the original withdrawal.
2. The student is responsible for any costs incurred in the re-entry process, including:
  - a. uniform changes instituted by the program
  - b. updated or revisions of the required texts/books
  - c. tuition costs
3. Before starting Level II, the student must update the following:
  - a. Health form requirements, including PPD/TST
  - b. Child abuse, FBI and state police clearances
  - c. ATI/Adaptive Learning System costs as determined by the Director, Workforce Development at Wellsboro.

## **READMISSION POLICY LEVEL II**

In the event a student leaves the Penn College at Wellsboro Practical Nursing Program after successful completion of Level I, the following criteria need to be met before re-entry at the beginning of Level II:

1. The student must have had satisfactory grades in both clinical and theory (including Fundamentals of Nursing Practice, Anatomy and Physiology I, and Medical Terminology Survey) upon completion of Level I.
2. There must be an open seat in the program.
3. The student must demonstrate satisfactory proficiency in all clinical skills from Level I by performing those skills for a nursing instructor in the skills lab.

Other stipulations:

1. Re-entry must occur within one year of the original withdrawal.
2. The student is responsible for any costs incurred in the re-entry process, including:
  - a. uniform changes instituted by the program
  - b. updated or revisions of the required texts/books
  - c. remediation (individual)
  - d. instructor fees for skills proficiency testing, not to exceed \$250.00
  - e. current health form requirements, including PPD/TST
  - f. current child abuse, FBI and state police clearances
  - g. tuition costs
  - h. ATI/Adaptive Learning System costs
  - i. Online orientation training for UPMC
  - j. Current AHA BLS for Healthcare Providers

## **READMISSION POLICY LEVEL III**

In the event a student leaves the Penn College at Wellsboro Practical Nursing Program after successful completion of Level II, the following criteria need to be met before re-entry at the beginning of Level III:

1. The student must have had satisfactory grades in both clinical and theory upon completion of Level I & II.
2. There must be an open seat in the program.
3. The student must demonstrate satisfactory proficiency in all clinical

skills from Level I & II by performing those skills for a nursing instructor in the skills lab.

Other stipulations:

1. Re-entry must occur within one year of the original withdrawal.
2. The student is responsible for any costs incurred in the re-entry process, including:
  - a. uniform changes
  - b. updated or revisions of the required texts/books
  - c. remediation (individual)
  - d. instructor fees for skills proficiency testing, not to exceed \$250.00
  - e. current health form requirements, including PPD/TST
  - f. current child abuse, FBI, and state police clearances
  - g. tuition costs
  - h. ATI/Adaptive Learning System costs
  - i. Online orientation training for UPMC
  - j. Current AHA BLS for Healthcare Providers

## **CAMPUS SAFETY**

Pennsylvania College of Technology completes an annual safety and security report, which includes Penn College at Wellsboro, in compliance with the Clery Act. This report is available at <https://www.pct.edu/files/imported/campuslife/safety/docs/AnnualSecurityAndFireSafetyReport.pdf#zoom=75>

## **FELONIOUS OR MISDEMEANOR ACTS**

Following Section 16 of the Practical Nurse Law, Act of March 2, 1956, P.L. 1211, as amended, the Pennsylvania State Board of Nursing May refuse to issue a license to any applicant convicted of a felony or crime of moral turpitude. If you have a concern regarding a previous misdemeanor or felony conviction, please contact the Commonwealth of Pennsylvania, Bureau of Professional and Occupational Affairs, State Board of Nursing, PO Box 2649, Harrisburg, PA 17105-2649. Phone: (717) 783-7142.

### **Nurse Practice Act Section 5. Fee; Qualifications of Applications**

No application for licensure as a licensed practical nurse shall be considered unless accompanied by a fee determined by the board of regulation. Every applicant for examination as licensed practical nurse shall furnish evidence satisfactory to the board that he or she is eighteen years of age or over, is a citizen of the United States or has legally declared intention to become such, is a good moral character, has completed at least twelve years of education with a diploma in public,

parochial, or private school, or its equivalent as evaluated by the Department of Education; and has satisfactorily completed a program in practical nursing prescribed and approved by the board in a school, hospital, or other educational institution, of not less than fifteen hundred hours and within not less than twelve months, or completed a program considered by the board to be equal to that required in this Commonwealth at the time such program was completed. The board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device, and Cosmetic Act,” or convicted of a felony related to a controlled substance in a court of law of the United States or any other state, territory, or country unless:

1. At least ten (10) years have elapsed from the date of conviction.
2. The applicant satisfactorily demonstrates to the Board that he or she has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violations; and
3. The applicant otherwise satisfies the qualifications contained in or authorized by this act.

As used in this section the term “convicted” shall include a judgment, an admission of guilt, or a plea of nolo contendere. An applicant’s statement in the application declaring the absence of a conviction shall be deemed satisfactory evidence of the absence of a conviction unless the Board has some evidence to the contrary.

Students are required by law to notify the coordinator of the Penn College at Wellsboro Practical Nursing Program of any misdemeanor, or felony arrest or conviction of Pennsylvania Consolidated Statutes, Title 18 Crimes Code, and Title 75 Traffic Laws as soon as possible. Additionally, clinical sites have the right to refuse students with a criminal conviction in clinical education at their facility.

### **STUDENT SEXUAL MISCONDUCT AND HARASSMENT POLICIES**

See College Policy at [Student Rights and Responsibilities](#).

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Students have access to their academic records; any information released follows FERPA guidelines found at <https://www.pct.edu/students/registrar/ferpa/what-is-ferpa>

Students must examine their records with the Coordinator or an instructor present and cannot delete any information from their academic file.

NOTE: Practical Nursing Students MUST notify the Director, Workforce Development at Wellsboro, Penn College at Wellsboro, instead of the Registrar at Main Campus.

## INFORMATION TECHNOLOGY SERVICES

See College Policy at [Student Rights and Responsibilities](#).

**The IT Resources Acceptable Use Policy will be followed by students using computers at any classroom or clinical site.**

## NURSING SKILLS LAB USE

1. No food or drink will be allowed in the lab at any time.
2. Each student will be held responsible for using equipment properly, and for returning it to the proper storage area.
3. Beds are to be used for learning experiences only as approved by the instructor.
4. Students are to conduct themselves professionally in the lab at all times. White lab coats are to be worn when practicing skills in the lab.
5. Only nursing students and instructors are permitted to be in the nursing lab during class and skills practice time.
6. Only basic nursing texts should be brought to the lab; other texts should be stored elsewhere.
7. Please report any equipment that is not working properly for the instructor.
8. No equipment is to be removed from the nursing lab **at any time** without the permission of the instructor.

## USE OF RESOURCE MATERIALS

1. All books, articles, and periodicals must be signed out by the student.
2. Any student who purposely fails to sign out material taken from the Resource closet shall forfeit his/her right to sign out any further material. Please utilize the sign-out sheet located in the resource area.
3. All materials must be returned in good condition.
4. All books, articles, and periodicals must be cited properly (APA format) for references.

5. Books may be signed out for three weeks at a time.
6. Please report any computer or printer problems to the coordinator or nursing instructor.

### **STUDENT REPRESENTATIVES**

Three students will be elected by the class to represent the class. The representatives shall bring problems, concerns, and suggestions to the Coordinator of Practical Nursing and nursing instructors at the mid-level meetings, as well as assist in curriculum development and evaluate learning resources (resources and media). The representatives shall also work with the coordinator to set up committees or delegate responsibilities for community service, activities, and graduation. Student representatives' duties are not intended to interfere with classroom and clinical experience, nor are the duties intended to take the place of the program's policies and procedures.

### **SIGNATURE POLICY**

Students will be asked to sign Student Agreements on Plato (after Plato training the first week of class). Refusal to sign Student Agreements does not negate the adoption of this handbook.

### **WITHDRAWING FROM THE PN PROGRAM**

If a student chooses to withdraw from the PN program or fails to meet the objectives of the level/program; he/she will return ID badges from Penn College and any clinical agencies. The student will be charged \$5.00 for each item not returned.

### **WEATHER DISRUPTIONS**

The Practical Nursing program has the responsibility of offering and delivering a quality educational program. As long as the College determines it will remain open, the nursing program will continue to offer classroom and clinical experiences and will expect the student's attendance. If the student is not present for a scheduled class or clinical experience, his/her ability to meet course objectives will be compromised. The College is committed to offering a quality education despite the hardships that weather causes. The College strongly encourages the student to anticipate the weather. A student must plan and make alternate arrangements to ensure safety, which is of utmost importance to the College. Always be safe and make sound decisions about traveling in poor weather conditions.

In the event it is necessary to cancel or delay classes as a result of weather or other unforeseen circumstance, the Coordinator of the Penn College at Wellsboro Practical Nursing Program will activate the phone chain. **Penn College at Wellsboro does not follow all announced Penn College closings.** Practical nursing class days will follow the closings and delays of Wellsboro Area School District. Cancellation or delay on clinical days will be by phone chain only. The Coordinator of Practical Nursing reserves the right to override the decisions made by WASD.

## **FIRE DRILL/EMERGENCY**

If an emergency (for example, a fire or a disaster) occurs which requires the evacuation of the building, all students and staff must report to the parking lot of The Green Home, to the rear of the white UPMC building (25 Walnut Street).

## **VISITORS**

For the protection of our students, instructors, and staff, all visitors must check-in at the office. Visitors of the Practical Nursing Program will not interrupt classroom instruction. Prospective students should schedule an appointment with the Coordinator.

## **PROHIBITED CONDUCT**

Pennsylvania College of Technology recognizes the danger that terrorist threats and acts by students pose to the safety and welfare of district students, staff, and community. See [Prohibited Conduct](#) on the Student Rights and Responsibilities link. If a Practical Nursing student is expelled for making terroristic threats or committing terrorist acts, the student loses the privilege of reentry into the Practical Nursing program or any other programs offered by the College.

### **Additional Acknowledgements** (to be signed on Plato during the first week of class)

I, \_\_\_\_\_, an accepted student in the Practical Nursing Program, agree to pay the cost of the tuition for the **September 2019** program, due as determined by the College. I understand that the application fee and deposit are non-refundable unless the College cancels the class. I understand that I will be billed for any costs not covered by PELL grants, student loans, or other outside funding agencies and that if I withdraw or am administratively withdrawn for any reason, I will be billed for the outstanding balance due. The College reserves the right to use an outside collection agency for all unpaid accounts. See College Policy 5.23.

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### **WAIVER FOR USE OF TAPE RECORDERS IN THE CLASSROOM**

I hereby acknowledge that other students may be tape-recording the presentations, questions, and discussion in lectures for the Practical Nursing Program for their personal use in studying. Additionally, if I am using a tape recorder in the classroom, I acknowledge that the presentation questions and discussions recorded are confidential and shall not be disclosed to third parties.

I hereby agree to such recording and release Pennsylvania College of Technology, its instructors, administration, and other students from any claims arising from such recordings.



## **HEALTH LIABILITY RELEASE**

My signature indicates that I am personally responsible for any injuries sustained while performing duties and assignments as a student at Penn College at Wellsboro, either on campus or at affiliating clinical sites. Neither the College nor the clinical agency is responsible in the event of injury.

## **STUDENT INFORMATION RELEASE**

My signature indicates that the following forms can be released to The Green Home, Soldiers & Sailors Memorial Hospital, Broad Acres, Sweden Valley Manor, Cole Memorial, and/or any other agency directly associated with my clinical or learning experience. Only those forms which are required by the clinical agency will be released, but may include:

- Health Forms, including immunizations, titers, and TST results
- Drug Screening results
- Health Insurance Coverage
- Student Professional Liability Insurance Coverage
- Pennsylvania State Police Criminal Background Check
- Pennsylvania Child Abuse History Clearance
- FBI Clearance
- Pennsylvania Area Agency on Aging Clearance (if applicable)
- Auto Insurance (if applicable)

## **ACADEMIC PROGRESS DISCLAIMER**

I give my permission to Penn College at Wellsboro Practical Nursing Program to release my academic progress records from my student file to any institution helping me finance my tuition for continued funding.

## **DRUG & ALCOHOL TESTING CONSENT**

I, the student signing below, certify that I have been fully informed of the reason for drug and alcohol testing for the identified substances and I do freely give my consent. I also understand that the results of this test may be used by, and relied upon, by the Penn College at Wellsboro Practical Nursing Program in providing assurances necessary to permit me, as a student, to participate in Penn College at Wellsboro's clinical affiliations, and for any purpose related thereto. I further understand that the cost of this testing is at my expense.

I hereby authorize these test results to be released to the Coordinator of the Penn College at Wellsboro Practical Nursing Program.

## **CELL PHONES**

Students are not to have a cell phone turned "on" in the classroom or on their person during clinical hours. Cell phones are prohibited at all clinical sites. Clinical includes all of our clinical sites, including hospitals, long-term care, School Nurse, Physician Offices, and any other assigned clinical site.

Signing this agreement serves as a verbal warning regarding cell phones; in the event, a student is found to violate this policy, he/she will be asked to leave without the option for makeup. The student will receive a zero for all work missed on the day he/she was sent home.

Personal laptops or any electronic devices are not to be used during clinical time (ask permission from the instructor to use during post-conference activities).

### **PERSONAL PHONE NUMBER EXCHANGE**

My signature allows my phone number to be placed on a phone chain for school closing notifications. My number will only be used by staff and students for this purpose.

### **PHOTOGRAPHS**

Photographs of students displaying the Penn College logo (including the embroidered logo and/or photo ID) are prohibited. Photos of students during college activities are allowed with a signed waiver.

### **STUDENT AGREEMENT**

I agree to follow the additional policies on these pages. The policies and procedures are subject to change during my course of study and it is my responsibility to keep abreast of these changes. Failure to follow the policies and procedures of the Penn College at Wellsboro Practical Nursing Program may result in termination from the program.