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Welcome from Director of Nursing

Congratulations on your acceptance into Medical Careers Institute’s Practical Nursing Program! We are excited to have you as a new addition to our PN program family. This program is packed with many opportunities for hands-on-skills, didactic instruction, and client interaction. It is certain to challenge you personally and professionally. On behalf of Medical Careers Institute’s administration, faculty, staff, and students, we would like to welcome you to the PN program where you will “experience the rewards of caring”.

Sincerely,
Director of Nursing Education, PN Program

USE OF NURSING HANDBOOK

This Student Handbook is representative of the Practical Nursing Program’s standards and expectations. Each Practical Nursing student is expected to read, become knowledgeable, and comply with the contents of this handbook. It is recommended that students frequently refer to this handbook and ECPI University Catalog for guidance and clarification of policies and expectations. ECPI University reserves the right to make changes at any time to academic programs. Please refer to the University Catalog: http://ecpi.smartcatalogiq.com/2017/Catalog/Academic-Policies

STUDENT CONTACT INFORMATION

All students are required to keep their contact information at the University current. Should phone numbers, addresses, or emails change while enrolled at the University the Student Records Coordinator should be notified.

VISION

The Practical Nursing program at ECPI University (hereafter will be referred to as “ECPI”) is a leading provider of practical nurse education. ECPI creates an environment that promotes effective teaching and successful learning.

PROGRAM PURPOSE

The nursing program will:
1. Prepare a competent, beginning practitioner of practical nursing to function effectively in acute, long-term and ambulatory settings.
2. Provide a collaborative learning environment in which the students will demonstrate the ability to apply principles of systematic reasoning through critical thinking.
3. Guide the student in the continuing process of personal and professional growth.
4. Continue to achieve its purpose through systematic planning and evaluation by fostering mutually beneficial relationships within the community.
5. Prepare student, through didactic and clinical experiences, to be successful on the NCLEX-PN examination.

PHILOSOPHY

The following belief of ECPI’s faculty provides a foundation that guides the program of learning:

1. The individual is a unique being. Nursing focuses on the bio-psychosocial-cultural aspects of an individual or family regardless of age, race, color, or creed.
2. Individuals, families, and communities form a society for the purpose of monitoring human needs. Individuals interact within larger interdependent systems of the family, community, and society.
3. Practical nursing as a discipline assists patients/families in the achievement of optimal function. Practical nursing is conceptualized as a dynamic health care service that blends science and the humanities with a caring response.
4. Practical nursing education utilizes instruction in the basic sciences, communication skills, care-giving activities, critical thinking, concepts of the nursing process and collaboration, and prepares graduates who can focus on safe, patient-centered care using evidence-based practice.
5. Following licensure, the LPN functions as a member of the health care team performing dependent practical nursing actions, commensurate with his/her education and demonstrated competencies within the statute defined scope. They provide care to patients in a variety of settings.
6. Learning is a self-directed, life-long, personal process resulting in a change in affective, cognitive, and psychosocial behavior. A collaborative practice environment in which the teacher and student share responsibility for the educational process enhances learning. The faculty plans, implements, and evaluates the curriculum in cooperation with the student. The curriculum model, which utilizes information to emphasize and value individuality, respects and responds to individual and professional needs.
7. Practical nursing education is the integration of planned theory, critical thinking, and evidence-based clinical experience through which the student progresses within the practical nursing practice.
PRACTICAL NURSING
CONCEPTUAL FRAMEWORK

Collaboration

Nursing Knowledge

PRACTICAL NURSING PRACTICE

Patient Safety

Health Promotion

Medical Careers Institute, College of Nursing of ECPI University
Nursing Philosophy and Conceptual Framework

The philosophy and terminal objectives of the PN program are congruent with and integrate the concepts of the mission and goals of ECPI. The conceptual framework of the PN program incorporates the philosophy of the school of practical nursing and is integrated throughout the curriculum to promote the achievement of the terminal objectives. The framework envisions the practical nursing practice as a reflection of nursing knowledge, patient safety, health promotion and collaboration.

**Nursing Knowledge** is a specific body of nursing theory and applied knowledge from the biological, behavioral and social sciences. Nursing knowledge incorporates a caring interpersonal process and the application of cognitive, affective and psychomotor skills to the practice of practical nursing. Nursing knowledge provides the basis of practical nursing care and is integrated into the processes of critical thinking and clinical problem solving. The clinical application of nursing knowledge enables the practical nurse to collect basic health data and to participate (assist) in the development, implementation and evaluation of the plan of care with members of the health care team.

**Patient Safety** refers to the provision of practical nursing care that minimizes the risk of harm to patients and providers by the effective use of technology and standardized (institution specific) practices that support safety and quality. Patient safety includes both physical and psychosocial safety. The following practices promote the delivery of safe, optimal health care: the use of information management tools to monitor outcomes of care, the inclusion of evidence-based practices in care that acknowledges patient/family preferences and values, knowledge and critical thinking skills to provide for the recognition of potential/actual problems and the resulting plan of care. The practical nurse is technically competent and complies with legal and ethical guidelines to promote patient safety.

**Collaboration** is a process which uses communication (verbal and non-verbal) skills, critical thinking skills and knowledge sharing among and between health care providers and the patient/family unit. The purpose of collaboration is to address the unique (individual) health care needs, priorities and preferences of the patient/family unit. The practical nurse also uses effective documentation skills to assist in the development, implementation and evaluation of the individualized nursing care plan.

**Health Promotion** encompasses practical nursing interventions that address risk reduction and the maintenance and restoration of health. The teaching-learning process is a means of providing for holistic care that addresses cultural and spiritual influences and assists the patient/family unit in achieving an optimal level of health, wellness, and functioning.
Nursing Practice is a reflection of nursing knowledge, collaboration, health promotion and patient safety.

(The following tables show the linkages between our PN program philosophies, program objectives, conceptual framework, etc.).

<table>
<thead>
<tr>
<th>Program Philosophy</th>
<th>Conceptual Framework Concepts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Nursing Knowledge; Health Promotion</td>
</tr>
<tr>
<td>2</td>
<td>Nursing Knowledge; Collaboration</td>
</tr>
<tr>
<td>3</td>
<td>Nursing Knowledge; Health Promotion</td>
</tr>
<tr>
<td>4</td>
<td>Nursing Knowledge; Collaboration; Patient Safety</td>
</tr>
<tr>
<td>5</td>
<td>Nursing Knowledge; Collaboration</td>
</tr>
<tr>
<td>6</td>
<td>Nursing Knowledge</td>
</tr>
<tr>
<td>7</td>
<td>Nursing Knowledge; Patient Safety</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Conceptual Framework</th>
<th>Program Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Knowledge</td>
<td>1,2,3,4,5</td>
</tr>
<tr>
<td>Collaboration</td>
<td>1,2</td>
</tr>
<tr>
<td>Health Promotion</td>
<td>1,2</td>
</tr>
<tr>
<td>Patient Safety</td>
<td>1,2,3,4,5</td>
</tr>
</tbody>
</table>

PROGRAM OUTCOMES
The diploma program prepares the student for licensure and entry-level employment as a practical nurse. Students perform as a member of a healthcare team and function under the supervision of an advanced practice registered nurse, registered nurse, licensed physician, licensed dentist, or other practitioner authorized by law to supervise LPN practice. The program includes classroom, laboratory/simulation, and patient care learning experiences in a clinical setting. All practical nurse graduates must successfully pass the National Council Licensing Exam for Practical Nurses (NCLEX-PN) before being able to practice as a LPN.

Upon successful completion of the program, the student will:
- Function within the role of the practical nurse in the delivery of care to clients and families.
- Communicate with clients, families, and members of the health care team.
- Use critical thinking to safely perform requisite cognitive, psychomotor and affective nursing skills.
- Integrate ethical, professional, legal responsibility and accountability into actions and decisions.
- Assume responsibility for personal and professional growth.
PRACTICAL NURSING PROGRAM PROGRESSION

The Practical Nursing Curriculum is presented in four semesters. Each semester must be taught in sequence to allow progression from basic concepts of practical nursing to more complex practice and role transition.

The first semester offers foundation courses that support the framework of the curriculum (Freshman Orientation, Nursing Math, Anatomy and Physiology, Pharmacology I). Practical Nursing is introduced through the presentation of its components: nursing knowledge, patient safety, health promotion and collaboration (Foundations of Nursing I and II). Practical nursing theory and related, basic cognitive, psychomotor and affective skills are taught in the classroom and clinical laboratory setting. This semester provides the basic knowledge and clinical skills required as preparation for actual clinical experiences (practice) for the practical nursing student.

The second semester focuses on health promotion (risk reduction, health maintenance and health restoration) of the individual with basic needs or with an alteration in physical or mental health. The student begins this semester with a continuation of practical nursing theory and clinical laboratory courses (Foundations of Nursing III, Pharmacology II). Basic concepts of the nursing process are introduced. The student applies prior and current knowledge to the care of individuals in the clinical setting (Foundations of Nursing IV, Medical-Surgical Nursing I).

The third semester focuses on the integration of concepts of the nursing process to the care of the patient/family unit across the life span (Medical-Surgical Nursing II & III). The practical nursing student progresses to care for the patient/family unit with chronic, acute and complex health care needs. More complex cognitive, affective and psychomotor practice skills are introduced (Acute Care Nursing I). The clinical nursing courses extend care from that of the individual to that of the patient/family unit. The Normal Lifespan course provides the student with an understanding (appreciation) of normal growth and development and its applicability to the practice of practical nursing.

The fourth and final semester continues the integration of concepts of the nursing process to the care of the patient/family unit with acute and complex health care needs (Acute Care Nursing II and III). In Acute Care Nursing III, students will begin to change the focus of their clinical experiences to prepare them for the work place post-completion of the program. At least forty-five (45) hours of clinical experience in Acute Care Nursing III and at least forty-five (45) hours of clinical experience in Role Transition will focus on preparing the student to transition from the student role to that of the licensed practical nurse in the market place. Legal aspects of practical nursing, employment opportunities and responsibilities as well as preparation for the NCLEX-PN licensing exam are included. Clinical experience in the long term health care setting provides further exposure to the legally defined role of the licensed practical nurse.
PLEASE REFER TO THE COLLEGE CATALOG FOR THE FOLLOWING:

- Admissions Policy
- Honor Code
- Academic Integrity Policy And Plagiarism
- Audit Courses
- Academic, Judicial, And Financial Review Boards
- Academic And Graduation Requirements
- Commencement Ceremonies

ADMISSION REQUIREMENTS

The nursing program is open to applicants who have earned at least a high school diploma or GED. Applicants are required to request official copies of high school and college transcripts. Applicants are responsible for providing ECPI University with the authorization to secure transcripts and assume the costs for related fees.

To apply for admission, applicants are required to take an admissions test. Advanced preparation is not required for testing. In addition to meeting the academic acceptance criteria the financial terms as specified on Enrollment Agreements must also be agreed upon. Applicants agree to submit all information required by ECPI University to determine the financial acceptance of enrollment terms.

In addition to the standard admissions procedures of the college, nurse education applicants are required to meet in person with the Director of Nursing for the purpose of introducing to them the program from the perspective of the Director of Nursing. The nursing program requires a complete physical assessment to include proof of titers and immunization prior to entry into NUR 105. Nursing candidates must undergo criminal background checks and drug screening tests. Conviction of a crime (other than a minor traffic violation) could make the student ineligible to take the licensing exam required by the profession upon graduation.

Applicants may be required to provide medical documentation regarding any disability or physical limitation they have prior to beginning class. The rationale for these additional admission requirements is to provide reasonable assurance to the public that they are capable of performing the duties required of a practical nurse upon graduation and successful completion of the NCLEX.

ECPI University is an affirmative action/equal opportunity institution that does not discriminate on the basis of race, sex, color, age, religion, national origin, physical handicap, or political affiliation. Each applicant is considered for enrollment on an individual basis.
RETENTION AND PROGRESSION
Nursing course content is planned in a sequential manner so that each course builds upon previous course content. Students must complete all courses sequentially as outlined in the syllabi. The numerical grade of 80 (B-) is the minimum passing grade for the course. Students who fail one course while in the Practical Nursing program will be allowed to repeat that course contingent upon class availability. Due to class size there is no guarantee that a student will automatically be able to cycle back into the PN curriculum if the subsequent class is full. If a student fails a PN course, he/she must meet with the Director of Nursing (DON). If a student fails two PN classes he/she will meet with the Director of Nursing to determine future endeavors in the program. Due to the fast-paced nature of this program, it is highly recommended that students seek tutoring early in the term. Tutoring is available and mandatory for students who score below 80% at mid-point. Students’ performance throughout the curriculum will constantly be monitored by the primary instructor and the DON. If a student fails to meet the objectives of any portion of a course, i.e. didactic, clinical, and/or skills lab, he/she must repeat the entire course.

GRADE SCALE

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 – 100</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 92</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83 – 86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80 – 82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77 – 79</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73 – 76</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70 – 72</td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td>65 – 69</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>64 and below</td>
<td>0</td>
</tr>
</tbody>
</table>

1. A score of 80 is passing for graduate students, Practical Nursing, core courses and COR101 in Associate Degree Nursing, and medical BIO courses including BIO105/ BIO105L Microbiology, BIO111/111L Anatomy & Physiology I with Medical Terminology, BIO116/116L Anatomy & Physiology II with Medical Terminology. Grades earned below the minimum of 80 in all of the above courses will be awarded an F.
2. A minimum of 73 is required for courses with the following prefixes: DEN (Dental Assisting), DMS (Diagnostic Medical Sonography), HIM (Health Information Management), HCA and LTC (Healthcare Administration), RAD (Medical Radiography), PTA (Physical Therapist Assistant), and SUR (Surgical Technology) programs. NUR courses in the BSN program require a minimum grade of 73. A minimum of 73 is required for the following courses: Medical Assisting courses: MED133, MED158, MED235, MED238, MED239 and Massage Therapy courses: MTP107, MTP110, MTP114, MTP115. Grades earned below the minimum of 73 in all of the above courses will be awarded an F.

STUDENT EVALUATION AND PROGRESSION

The faculty shall use the objectives of the Program of Nursing as criteria for student evaluation. The student’s grades are determined by a combination of written examinations, laboratory competence, and clinical performance. Nursing ability, attitude, and relationship with others are areas of clinical and laboratory evaluation. The achievement of the student in both theory and clinical performance is evaluated by the faculty at regular intervals and shared with the student.

The student progresses to the next term when all prerequisite courses have been satisfactorily completed. The grading policy for the practical nursing program requires a minimum grade of 80 percent for all courses in order to progress through the program. This grading scale sets the standard for evaluating students’ abilities to acquire the knowledge and skills necessary to sit for the NCLEX-PN exam and function in the challenging profession of practical nursing. Implementing the standard of a minimum grade of 80 percent for courses has shown a direct correlation to success on the NCLEX-PN. ECPI is committed to graduating entry level practical nurses prepared to pass the NCLEX-PN and provide safe, competent patient care. A final course grade of less than 80 percent or failure to meet clinical objectives will result in failure of a course. Final course grades are rounded. Rounding will be done at a .5 or greater will go up to the next whole number.

REMEDICATION POLICY

To assist in the learning process, the following remediation policy will apply to all students:

1. At midterm, the student who scores below 80% will be assigned to mandatory tutoring for two hours per week. The purpose again is to enhance the learning process and to improve the test scores on the remaining tests in a particular course.
2. Tutoring is available for any student.
CONTENT MASTERY SERIES ASSESSMENTS

The Content Mastery Series is a key assessment utilized in the Practical Nursing program. Proctored Assessment Testing begins during the 5th term of the program and is included in final grade calculation as outlined on the syllabi. The grade calculation includes:

1. Practice Assessment
2. Proctored Assessment Test and
3. Proctored Assessment Retake (if required).

After any Proctored Assessment Test, all students are required to complete a minimum of one hour Focused Review utilizing an individualized plan. Components of the Focused Review include:

1. Content Mastery Series Review Modules
2. Content Videos and
3. Active Learning Templates

The Proctored Assessment Testing has three levels of achievement with specific point value for each level. If a student is not successful reaching the Level 2 threshold or greater on any Proctored Assessment Test, the student will perform additional preparation utilizing:

1. Content Mastery Series Review Modules
2. Content Videos
3. Complete individualized Focused Review plan. For each topic missed, complete an Active Learning Template and identify three critical points to remember.
4. Complete Practice Assessment B and achieve a score of 85% correct on 1st attempt with rationales off.

Once the additional preparation is completed, the student will take a second Proctored Assessment Test. Should a student not reach the Level 2 threshold or greater on the second Proctored Assessment Test, the student will be permitted to progress in a probationary status provided the course has been successfully completed.

If a probationary student does not reach the Level 2 threshold or greater on a Proctored Assessment Test in any other course, the student will perform additional preparation. Once the additional preparation is completed, the student will take a second Proctored Assessment Test. If the student does not reach the Level 2 threshold or greater with a second Proctored Assessment Test, they will not be permitted to progress in the program and will begin a mandatory remediation period determined by the Director of Nursing. At the end of the remediation period, the Proctored Assessment Tests will be issued and both must be passed successfully in order to return. Reentry to the program is contingent on space and availability.

During the final nursing course students will take a Comprehensive Predictor. The Comprehensive Predictor exam is taken after the multi day review. A minimum of 75% raw score or higher is minimum passing score. The exam is required and will be included in final
grade calculation as outlined on the syllabus. Should a student not reach a minimum of 75% on the Comprehensive Predictor, the student will:

1. Complete individualized Focused Review plan. For each topic missed, complete an Active Learning Template and identify three critical points to remember.
2. Complete Practice Assessment B with rationales off.

Once the additional preparation is completed, the student will take a second Comprehensive Predictor.

Students must achieve a score of 70% or higher on five consecutive 50 question (all content area) Board Vitals assessment tests, successfully pass all Proctored Assessment tests, attend a multi-day review presentation, and have completed all required written Focused Review. Students who are unsuccessful in achieving the minimum score on Board Vitals assessment tests, unsuccessful Proctored Assessment tests, missed multi-day review presentation, or incomplete Focused Review will meet with the Director of Nursing to develop a remediation plan for NCLEX success.

See Table 1 for testing and preparation schedule.

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Learning System Quizzes</th>
<th>ATI Proctored Assessment Proposed schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 4</td>
<td>NUR104/NUR117</td>
<td>Gerontology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NUR152/NUR131</td>
<td>Pharmacology, Pharmacology Final</td>
<td></td>
</tr>
<tr>
<td>Term 5</td>
<td>NUR105/NUR118</td>
<td>Fundamentals 1, Fundamentals 2, M/S Musculoskeletal Final</td>
<td>Fundamentals</td>
</tr>
<tr>
<td>Term 6</td>
<td>NUR190/NUR205</td>
<td>Communication, Mental Health Final</td>
<td>Mental Health</td>
</tr>
<tr>
<td>Term 7</td>
<td>NUR203/NUR206</td>
<td>M/S Gastrointestinal, M/S Oncology, M/S Renal and Urinary</td>
<td></td>
</tr>
<tr>
<td>Term 8</td>
<td>NUR204/NUR235</td>
<td>M/S Cardiovascular &amp; Hematology</td>
<td></td>
</tr>
<tr>
<td>Term 9</td>
<td>NUR208/NUR207</td>
<td>Nursing Care of Children Final</td>
<td>Nursing Care of Children</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maternal Newborn Final</td>
<td>Maternal Newborn</td>
</tr>
<tr>
<td>Term 10</td>
<td>NUR209/NUR236</td>
<td>M/S Endocrine, M/S Immune and Infectious</td>
<td></td>
</tr>
<tr>
<td>Term 11</td>
<td>NUR213/NUR237</td>
<td>M/S Cardiovascular &amp; Hematology, M/S Dermatological, M/S Endocrine, M/S Gastrointestinal, M/S Immune and Infectious, M/S Musculoskeletal, M/S Neurosensory, M/S Oncology, M/S Renal and Urinary, M/S Respiratory, Medical Surgical Final</td>
<td>Adult Medical Surgical</td>
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<tr>
<td></td>
<td></td>
<td>Pharmacology, Pharmacology Final</td>
<td>Pharmacology</td>
</tr>
<tr>
<td>Term 12</td>
<td>NUR233/NUR238</td>
<td>Management Final</td>
<td>Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Comprehensive Final</td>
<td>Comprehensive Predictor</td>
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</tbody>
</table>
### Content Mastery Series | Grading Rubric

**Using a combination of the CMS practice and proctored assessments to achieve up to 10% (10 points) of the course grade**

<table>
<thead>
<tr>
<th>Practice Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 point</td>
</tr>
</tbody>
</table>

**Complete Practice Assessment A**
- Minimum 45 minutes with rationales on. Complete remediation of one minute per question for all questions.

<table>
<thead>
<tr>
<th>Standardized Proctored Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 3</strong></td>
</tr>
<tr>
<td>8 points</td>
</tr>
</tbody>
</table>

**Remediation Step #1:** Minimum one hour Focused Review • For each topic missed, complete an active learning template and identify three critical points to remember. (1 point)

**Optional Remediation:** Complete Practice Assessment B and achieve a score of 85% correct on 1st attempt with rationales off.

<table>
<thead>
<tr>
<th>Proctored Assessment Retake*</th>
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</thead>
<tbody>
<tr>
<td><strong>No Retake</strong></td>
</tr>
<tr>
<td>(optional)</td>
</tr>
<tr>
<td>10/10 points possible</td>
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</tbody>
</table>

### Comprehensive Predictor | Grading Rubric

**Using a combination of the CMS practice and proctored assessments to be entered as part of the course grade**

<table>
<thead>
<tr>
<th>Practice Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 point</td>
</tr>
</tbody>
</table>

**Complete Practice Assessment A**
- Minimum 45 minutes with rationales on. Complete remediation of one minute per question for all questions.

<table>
<thead>
<tr>
<th>Standardized Proctored Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Passing predictability</strong></td>
</tr>
<tr>
<td>8 points</td>
</tr>
</tbody>
</table>

**Preparation Plan:** Continue NUR238 preparation with detailed Focused Review in NCLEX Client Need Categories with identified weaknesses • For each topic missed, complete an active learning template and identify three critical points to remember.

**Remediation Plan:** Continue NUR238 preparation with detailed Focused Review • For each topic missed, complete an active learning template and identify three critical points to remember. Complete Practice Assessment B and achieve a score of 70% correct on 1st attempt with rationales off.

<table>
<thead>
<tr>
<th>Proctored Assessment Retake*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No Retake</strong></td>
</tr>
<tr>
<td>(optional if student chooses)</td>
</tr>
<tr>
<td>10/10 points</td>
</tr>
</tbody>
</table>
READMISSION POLICY
Students who are unsuccessful in a course will be required to complete a remediation plan during the period of non-enrollment. Once the remediation plan has been completed, students may submit a written request to reenter to the Director of Nursing. Students who have not completed a clinical nursing course for more than three months must validate his/her nurse skills competencies prior to restarting the program. Repeat of a course is contingent upon class availability. Due to class size there is no guarantee that a student will automatically be able to cycle back into the PN curriculum if the subsequent class is full. Returning students will be ranked by grade point average (GPA) and accepted as space becomes available.

REPEAT OF A COURSE
Students will not be denied financial aid solely because of course repetitions. Whenever a course is repeated because of an earlier failure, credits accrue only when the student attains a passing grade in the course repeated. A pattern of course repetitions could cause a student to fall below the minimum standard for satisfactory academic progress. A course may not be repeated more than once without the approval of an Academic Review Board or Director.

ATTENDANCE POLICY
Students with course absences greater than 15 percent may have their records reviewed for purposes of possible probation, termination, or suspension. A student may be dropped from a course if the student is absent more than 20 percent of the scheduled course hours.

Students must attend a minimum of 80 percent of class, clinical or simulation/skills laboratory time each term to successfully meet course requirements. Absence greater than 20% in any area may result in failure of the course. Students are required to notify the instructor of any absence or tardiness from all educational experiences by notifying the instructor on each day of absence one hour before the student is due to report. NO CALL, NO SHOW from a clinical site may result in failure of the course. Student must contact instructor; messages sent with another student are not appropriate. Students are expected to attend ALL clinical/simulation hours. Students who are absent or tardy during their scheduled clinical/simulation hours must contact the Director of Nursing or designee, prior to attending their next scheduled class/clinical time. Any absence from clinical/simulation hours will result in the student receiving a written warning. Any additional absence or tardiness in the term may result in failure of the course and may jeopardize ability to remain in the program. Absence from the clinical site on the first or last day of a rotation requires prior approval from the Director of Nursing. Clinical absences not approved may result in failure to progress to the next term.
TARDINESS POLICY
The instructor maintains a detailed record of attendance. A late arrival of 10 minutes or more to any class during the first hour of the day will constitute a one hour absence. After that, absences are calculated in minutes, including leaving early. Students are responsible for all course information that is provided by the instructor during their absence. Students tardy on test or quiz days may enter class and take exam during the remaining allotted time determined by the instructor.

TEST MAKEUP POLICY
1. If a student misses tests/exams, the following policy applies:
   - The student receives the grade earned for the first make-up test/exam.
   - The grade received for the second make-up test/exam in the same course will be no higher than an 80.
   - No other make-up test/exam is permitted.
   - A zero will be recorded for additional missed tests/exams in the same course.
   - All unit tests must be recorded prior to the final examination.
   - Any student who does not take the make-up test/exam on the next scheduled class date will receive a zero for the test/exam.

2. There is no make-up for quizzes. A zero is assigned.

DOSAGE COMPETENCY EXAM
Students have two attempts during the term (Foundations IV) to achieve a passing score of 85% on this assessment. Students will take the competency exam during the first week of the term. If a student fails the exam, he/she will remediate and take a second exam during the last week of the term. If a student fails the assessment on the second attempt they cannot progress to the next term. Even if the student is passing the nursing course, they must achieve a passing score on the dosage competency assessment to progress.

Students who fail the assessment on the second attempt in the term are required to attend dosage remediation. Any student refusing dosage remediation can no longer remain in the Practical Nursing Program. Once the student has successfully completed the remediation process and passed the competency test they can progress to the next scheduled nursing course when available.

GRADE CHALLENGE
Should a student believe his/her grade or academic record is in error, please follow the policy outlined in the University Catalog.

LATE ASSIGNMENTS
Assignments turned in late due to a documented excused absence will be graded as initially assigned. Late assignments due to unexcused absence will be assigned a grade of 0.
CLINICAL EVALUATION

Students will be evaluated in the clinical areas based upon successful completion of the clinical objectives. Clinical objectives are competency-based. A student must demonstrate a level of proficiency appropriate for that level of learning. Students will receive a written weekly evaluation and a final evaluation at the end of a nursing course.

The instructor will present clinical evaluations to the student in a face-to-face conference. A discussion regarding the clinical performance will complete the clinical evaluation and the student will sign the document as an indication of receipt. This allows the student to provide feedback to the instructor as well.

If a student fails to meet the clinical objectives, he/she must repeat the entire course.

Please refer to Clinical Performance Evaluation Tool and Clinical Criteria Sheets for more details.

PREGNANCY

While it is recognized that pregnancy is a normal condition, there are certain legitimate concerns regarding the pregnant student. Therefore, students who are pregnant are asked to complete a pregnancy waiver with their physician. If there are limitations, they must be documented and a written monthly update will be required. Pregnant students are required to meet all program objectives. Should delivery occur while actively enrolled, the student’s physician must furnish a medical release prior to resuming classes and/or clinical.

PROFESSIONAL BEHAVIOR

1. Professional behavior and attitudes are expected at all times.
2. Punctuality, attentiveness and all aspects of courtesy are expected in all learning environments.
3. Attendance is recorded daily.
4. Eating is not permitted in the classroom/clinical setting. Students may have closed containers of water in the classroom.
5. Students are to remain in the educational setting during all scheduled hours.
6. The student is responsible for obtaining all lecture notes and educational materials in order to ensure successful completion of the course, including when absent.
7. Students are expected to be polite and respectful of others’ beliefs, cultures, and values. Abusive, foul language or threatening behavior will not be tolerated and can result in suspension.
8. Students are responsible for keeping the classroom and skills laboratory neat and
professional at all times.

9. **No cell phones**, text messaging, Bluetooth's, or beepers are permitted in the classroom or clinical areas.

10. Cheating will result in immediate dismissal from the academic setting and will be subject to disciplinary measures **up to and including** dismissal from the program.

11. Any student failing to comply with all of the above behavior criteria will be requested by the instructor to leave the classroom. A Student Counseling form will be documented and placed in the student file. The student will meet with the Director of PN program.

12. In accordance with the school’s attendance policy, a drug screening process is in effect throughout the program. In the event that a positive test is reported or that a student refuses to take this screening, further actions will be taken by the Director of Nursing and /or Campus President up to and including suspension from the program.

**DRESS CODE**

Students are to be in full uniform according to ECPI Student Dress Code.

1. All students must wear scrubs daily.  
   **Note:** Until scrubs are received, the following dress code applies:
   a. Dress slacks should be loose fitting. Skirts and dresses should be two inches above the knee cap or longer.
   b. Loose blouses, shirts, sweaters are acceptable.
   c. No sleeveless, T-strings, or midriff tops or tops that expose cleavage are allowed. No jeans, cut offs or shorts.

2. All classroom scrubs/clinical uniforms must be clean, ironed and consist of:
   a. **Classroom:** Blue Scrubs with embroidered logo and “Student Nurse”
   b. **Clinical:** Blue Scrubs with embroidered logo and “Student Nurse”

3. Short or long sleeve shirts in white, grey, black or blue color may be worn with scrubs.

4. Undergarments should be white, beige or flesh tone not visible through the uniform. All white ankle-length or longer socks or white stockings.

5. Name Tags must be worn when in uniform at school, in the clinical facility and at any school related activity.

6. White, **closed** full shoes only are required in clinical settings. Leather or vinyl only. No canvas. Closed white or black full shoes only are required in the classroom/lab settings. No clogs, crocs, boots or sling-backs are permitted at any time.

7. Only one pair of stud earrings no more than 1/4” in diameter in the ear lobes. Only one wedding/engagement ring set is to be worn. Necklaces, bracelets, tongue or facial piercing are not permitted.

8. No visible body piercing, tongue rings, visible **tattoos**, or acrylic (artificial) nails; natural nails should not exceed the tips of the fingers. No nail polish.

9. Hair should be neat, clean and of conservative/natural color, non-flamboyant color. Hair must be neatly pinned up and off the collar at all times. Hair clips should match hair color. No ponytails below the collar. Well-trimmed mustaches for men. Beards must
be close shaven, neat and groomed. Facial hair may not inhibit N95 respirator fit testing if required. Additional requirements of clinical sites must be adhered to.

10. Cosmetics may be worn in moderation, use of conservative colors only. Perfume or cologne is not allowed in clinical.

11. Head coverings: scarves, head bands, do-rags, hats, etc. are not acceptable attire. If worn due to religious requirements, must have documentation from church/synagogue, etc.

12. Uniforms must be worn whenever you are in the building for any type of classroom instruction: skills days, CPR, etc.

13. In areas where special dress codes apply, the instructor will direct the student.

14. When in clinical, the instructor has the final responsibility for any decision regarding clinical dress, appearance, etc.

15. Clinical equipment consists of: a second hand watch, stethoscope, scissors, black ink pen, and penlight.

NURSING SKILLS/SIMULATION LAB POLICIES:

The Skills/Simulation Lab is a simulated patient care environment and should be treated as such at all times. Therefore, the same standards that would apply in the clinical setting must also apply while in the lab.

1. No eating or drinking in the Skills/Simulation Lab.
2. Students will not sit on or place their belongings on the patient beds or tables.
3. Ink pens are NOT permitted in the skills/simulation labs.
4. Students must wash hands and wear gloves when touching manikins.
5. Please keep the patient environment clean after each skill interaction. This includes disposing of trash, discarding of sharps, straightening the bed linens, placing the bed in the lowest position, and raising all side rails.
6. All needles, ampules, etc. must be placed in sharps container as soon as practical.
7. Red biohazard bags will be used for any supplies that have been ‘contaminated’ with patient blood and/or body fluids.

CLINICAL POLICIES

The clinical rotation should be a positive learning experience where students apply classroom theory and skills lab knowledge in the workplace. We are guests in our local clinical agencies and must adhere to their institutional policies and procedures, as well as ECPI’s policies. Clinical objectives are competency-based. A student must demonstrate a level of proficiency appropriate for that level of learning. Students will receive a written weekly evaluation and a final evaluation at the end of a nursing course.

1. Students must report to the clinical agency adequately prepared as evidenced by: current physical exam, all required immunizations and titers, current CPR certification, criminal background and drug screening clearances. No student will be allowed in the clinical facility without these prerequisites. Must hold a Healthcare Provider CPR card.
2. The instructor has the right to dismiss the student for not complying with the clinical facility policies or ECPI policies.

3. Students must notify the clinical instructor at least one hour before clinical starts if they will not be at clinical. **A message cannot be given to a fellow student.** Any student who does not call and does not show will be considered a **NO SHOW.** You will be required to meet with the Director of Nursing and this could result in failure of the clinical, which would mean failure of the term. Missed clinical dates **cannot** be made up.

4. Students must not report to the clinical agency with a debilitating or infectious illness.

5. Students must demonstrate appropriate and professional behavior in the clinical setting.

6. Students are expected to remain at the clinical site for the entire length of the scheduled clinical. Leaving early and/or arriving late is not acceptable and will result in counting the whole day absent. Before leaving, student must ensure their patients have been turned over to a nurse, either the unit’s staff nurse or clinical instructor. Failure to do this will result in instant clinical failure, resulting in failure of the course.

7. Due to the serious nature of nursing practice, the instructor reserves the right to dismiss those students who, in their judgment, do not demonstrate safe nursing practice in the clinical field or demonstrate unprofessional behavior. The following violations will result in a student being dismissed from clinical and/or possible failure of the course:
   a. Inappropriate behavior with the staff, students, patients, or with instructors.
   b. Violation of policies, rules and regulations of the hospital or clinical agency or ECPI policies. (includes smoking)
   c. Unsafe, negligent, or incompetent clinical performance

8. Students are to report to their clinical instructor and team leader, if appropriate:
   a. When they come on duty,
   b. When they go to lunch,
   c. When help with the patient assignment is needed,
   d. With any change in patient status (instructor ONLY).
   e. When leaving the floor

9. Students are responsible for reporting and recording all observations and patient care rendered to the instructor, the team leader, and the staff nurse prior to leaving the unit for post-conference.

10. Student must not congregate in the nurses’ station, waiting rooms, or lounge. Students are to remain on their assigned units. They are not to “visit” students on other units in the facility.

11. No personal phone calls, cell phones, beepers, or personal visitors are permitted at clinical facilities. If a student must be contacted in case of an emergency, the person should call the school and the clinical instructor will give a message to the student.

12. Students will address instructors, staff members, and patients with the proper title and last name (Mr., Ms., Mrs., etc.)

13. Students will not discuss patients, staff members, personal or school problems in public areas. **Confidentiality must** be maintained at all times according to HIPAA regulations. A breech in their regulations can result in suspension or failure of the clinic.

14. There is often no place to store personal items; it is highly recommended that you take limited references, books, and personal items. The school and/or clinical facility are not responsible for any lost or stolen items.
CLINICAL SUPERVISION

1. An instructor from the school is assigned to the students at all times while on duty in the clinical setting.
2. Instructors have no other assignment other than supervision of students.
3. The instructor has full responsibility for the students; staff members are not to teach the students except for demonstration purposes.
4. If an instructor feels that a student is not adequately prepared for clinical, they can be sent home and counted absent for that day.
5. The instructor will sign off the student clinical Competencies Sheets each day as well as make written comments concerning student progress.
6. The instructor is responsible for ensuring that students follow all school and facility rules and regulations. If a student makes an error, the instructor must assist the student in completing an Incident Report according to the facility and school’s policies. The student will be counseled verbally and in writing regarding the incident.
7. The instructor is the liaison between the school and the facility. Any student problems are handled by the instructor in concert with the staff nurses. If any difficulties are encountered with the clinical facilities’ staff personnel, it is mandatory that the student contact the instructor as soon as possible.
8. It is the instructor’s responsibility to carefully observe each student, as well as, ensure safe patient care delivery. The instructor will document any case of unsafe patient care or breech in confidentiality by the student and notify the Director/Assistant Director of the Practical Nursing program.
9. In case of student injury, the instructor will follow school and facility guidelines.
10. In accordance with the school’s enrollment policy, a drug screening process is in effect throughout the program. Therefore, when a student is suspected of alcohol or drug abuse, the school reserves the right to remove the student from the learning environment and refer the student to an appropriate counselor. ECPI may request a urine drug analysis be given at the student’s expense. If it comes back positive further actions up to and including suspension will be taken by Director of Nursing and/or Campus President.
11. Students displaying abusive behavior to patients or patients’ families, or who knowingly falsify any documentation pertaining to patient interventions, will immediately be dismissed on suspension from the clinical site and asked to report to the PN Director or school administration.
12. Students represent ECPI at all times while on the clinical facilities premises. Therefore, it is vital that behavior follow professional standards. Any student who compromises the integrity of ECPI is subject to immediate suspension and possible dismissal from the program.
CLINICAL REQUIREMENTS

A. Criminal Background Check: Criminal background checks are required by our clinical agencies. Therefore, students must have a background check completed in order to participate in clinical experiences. Clinical agencies must be notified of such offenses. It is at their discretion to allow the student to participate in clinical experiences within their agency. If permission is denied, the student will not be able to complete the required clinical hours and assignments; therefore, he/she will fail the clinical portion of the course. The Board of Nursing has the right to refuse licensure to any applicant who has had a conviction of any felony or misdemeanor.

B. Cardiopulmonary Resuscitation (CPR): Students must successfully complete and maintain currency in Basic CPR for Health Care Provider (adult, child, infant and AED) training course prior to attending clinical courses.

C. Physical Examination and Immunizations: Students must provide documentation of good health before starting clinical rotations. This includes but may not be limited to:
   - A complete physical examination annually
   - A negative 10-12 panel urine drug screen
   - Documentation of negative PPD skin test or negative CXR per clinical site requirements.
   - Td /Tdap every ten years
   - Completed series of MMR vaccination or titers documenting immunity.
   - Completed series of Varicella vaccination or titers documenting immunity.
   - Completed series of Hepatitis B vaccination with titer documenting immunity or titer documenting immunity. (For Hepatitis B, must have received the first two of three Hepatitis B vaccination series before start of clinical.)
   - Influenza vaccine annually for some clinical sites.

The rationale for these additional requirements is to provide reasonable assurance to the public that they are capable of performing the duties required of a practical nurse upon graduation and successful completion of the NCLEX-PN.

SOCIAL NETWORKING
Students who use social networking are encouraged to do so wisely. Communicating on sites such as: Facebook, MySpace, YouTube, Yahoo, Twitter, texting, etc. may be evaluated for relevance, integrity, and professionalism. Health Insurance Portability and Accountability Act of 1996 regulates that all patient information be maintained confidential. Any violation of the communication policy or HIPAA may result in disciplinary action.
TECHNOLOGY

The nursing program may utilize e-books and iPads to access textbooks and instructional material. If in use, students are to arrive at class/clinical with their iPad fully charged. Students are expected to be responsible and professional with the use of their technology. If technology is allowed at the clinical site students are expected to maintain confidentiality and practice sound infection control when utilizing their iPad.

TESTING

- All personal belongings are to be placed in a designated area in the classroom during the exam and exam review.
- Faculty reserves the right to assign seating for testing, exam review, and lecture.
- Examination materials will not be made available until all conversation has ceased. Talking during the exam is considered cheating and will result in a “0.” Indicate a question/need during the examination period by raising your hand.
- Students may not leave the classroom during the examination.
- Focus on your test or in a direction that does not suggest you are attempting to be dishonest.
- When testing electronically, accessing anything other than your test during the testing period is considered cheating and will result in a “0”.
- Only instructor approved traditional calculators may be used during the test. Calculators may not be shared.
- Faculty reserves the right to offer the make-up exam in a different format; e.g. essay rather than multiple choice.
- As a member of the academic community it is every student’s responsibility to abide by the Honor Code and to report all suspected violators.

GRIEVANCE PROCEDURE

In the event that a student has a dispute with an instructor, the student must initiate the grievance process for resolution of the dispute. Listed below is the appropriate chain of command or steps to resolve any such dispute, complaint, or issue.

1st step……………..Course Instructor

2nd step……………..Assistant Director of Nursing (if applicable)

3rd step……………..Director of Nursing

4th step……………..Campus President

5th step……………..Senior Vice President
FIELD TRIPS

The nurse’s role in the health care system is expanding beyond the hospital setting into the community. In order to allow the student nurse access to the diverse world of today’s health care, the Practical Nursing Program has incorporated field trips.

Students may have the opportunity to participate in field trips to various facilities and organizations. Attendance is required on these field trips in order for students to meet the objectives of the program. Students will provide their own transportation to each field trip. Carpooling is encouraged. All expenses involved in a field trip will be the student’s responsibility.

Students are expected to conduct themselves in a professional manner at all times by abiding to the dress code policy as well as displaying respect and courtesy toward self and others.

STUDENT FORUM

Here at ECPI, we value student input. Therefore, one or two students from each class, which are chosen by their peers, will voluntarily represent their class. The student representatives are to meet with the Director of Nursing to discuss information related to the PN program and students’ concerns.

CAPPING AND PINNING CEREMONIES

Capping and Pinning are traditional ceremonies that signify progression in nursing education. These ceremonies may be held together or separately as determined by the Director of Nursing. This is not a mandatory ceremony. Planning, implementation, and any expenses are the responsibility of each nursing class with faculty acting in a supportive role. Participation is allowed by demonstration of good academic standing in the program.
INCLEMENT WEATHER POLICY

As a matter of policy, ECPI University is open whenever possible. If weather conditions are severe enough to warrant the school’s closure, students, faculty, and staff will be notified by announcements on local radio and television stations. Should weather conditions deteriorate while classes are in session, the Campus President (or in the case of clinical rotations the Director of Nursing) will make the decision whether or not to cancel classes and send students home.

If possible, the Campus President will place a message regarding the status of classes at ECPI University on the school’s telephone answering machine. The Campus President will notify all staff/faculty and students that school will be closed by using the following steps:

- Cancel day classes by 7:00 a.m.
- Cancel night classes by 4:00 p.m.

Please refer to campus administration for a listing of stations to be used.

Due to the volume of information the media may receive, some delays may occur in their providing our information to the public. You can call the college for announcements concerning changes to class schedules, assuming the college has electricity.

If the college opens students who do not attend are counted absent. Individual circumstances are considered regarding tests and work.

During inclement weather situations conditions around the area may vary greatly. Students should use their own discretion concerning their safety.

ECPI UNIVERSITY RESERVES THE RIGHT TO MAKE CHANGES IN THE CURRICULUM, CALENDAR, FINANCIAL AND ADMINISTRATIVE POLICIES AS DEEMED NECESSARY WITHOUT PRIOR NOTICE.
## Practical Nursing Program Course of Study

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Title of Course</th>
<th>Credit Hours</th>
<th>Class Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Term 1</td>
<td>FOR116</td>
<td>Freshman Orientation</td>
<td>1</td>
<td>32 hrs</td>
</tr>
<tr>
<td></td>
<td>NUR 110</td>
<td>Dosage Calculations</td>
<td>1</td>
<td>32 hrs</td>
</tr>
<tr>
<td></td>
<td>MED 166</td>
<td>Anatomy &amp; Physiology I</td>
<td>1.5</td>
<td>48 hrs</td>
</tr>
<tr>
<td>Term 2</td>
<td>NUR 114</td>
<td>Foundations of Nursing I</td>
<td>3</td>
<td>Theory Hrs 64; Lab Hrs 32</td>
</tr>
<tr>
<td></td>
<td>MED 167</td>
<td>Anatomy &amp; Physiology II</td>
<td>1.5</td>
<td>48 Hrs</td>
</tr>
<tr>
<td>Term 3</td>
<td>NUR 115</td>
<td>Foundations of Nursing II</td>
<td>3</td>
<td>Theory Hrs 64; Lab Hrs 32</td>
</tr>
<tr>
<td></td>
<td>NUR 130</td>
<td>Pharmacology I</td>
<td>1</td>
<td>32 Hrs</td>
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<tr>
<td><strong>Second Semester</strong></td>
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<tr>
<td>Term 4</td>
<td>NUR 117</td>
<td>Foundations of Nursing III</td>
<td>3</td>
<td>Theory Hrs 64; Lab Hrs 32</td>
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<td></td>
<td>NUR 131</td>
<td>Pharmacology II</td>
<td>2</td>
<td>64 Hrs</td>
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<tr>
<td>Term 5</td>
<td>NUR 118</td>
<td>Foundations of Nursing IV</td>
<td>4</td>
<td>Theory Hrs 96; Clinical Hrs 48</td>
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<tr>
<td>Term 6</td>
<td>NUR 205</td>
<td>Medical Surgical Nursing I</td>
<td>3</td>
<td>Theory Hrs 64; Clinical Hrs 48</td>
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<td><strong>Third Semester</strong></td>
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<tr>
<td>Term 7</td>
<td>NUR 206</td>
<td>Medical Surgical Nursing II</td>
<td>4</td>
<td>Theory Hrs 96; Clinical Hrs 56</td>
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<tr>
<td>Term 8</td>
<td>NUR 235</td>
<td>Acute Care Nursing I</td>
<td>4</td>
<td>Theory Hrs 96; Clinical Hrs 48</td>
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<tr>
<td>Term 9</td>
<td>NUR 207</td>
<td>Medical Surgical Nursing III</td>
<td>3</td>
<td>Theory Hrs 64; Clinical Hrs 48</td>
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<tr>
<td></td>
<td>PSY 106</td>
<td>Normal Lifespan</td>
<td>1</td>
<td>32 Hrs</td>
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<td><strong>Fourth Semester</strong></td>
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<tr>
<td>Term 10</td>
<td>NUR 236</td>
<td>Acute Care Nursing II</td>
<td>4</td>
<td>Theory Hrs 96; Clinical Hrs 48</td>
</tr>
<tr>
<td>Term 11</td>
<td>NUR 237</td>
<td>Acute Care Nursing III</td>
<td>4</td>
<td>Theory Hrs 96; Clinical Hrs 64</td>
</tr>
<tr>
<td>Term 12</td>
<td>NUR 238</td>
<td>Role Transition</td>
<td>4</td>
<td>Theory Hrs 96; Clinical Hrs 64</td>
</tr>
<tr>
<td><strong>12 Five Week Terms</strong></td>
<td></td>
<td>48</td>
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</tbody>
</table>
Practical Nursing Student Handbook

I, ______________________________________________ have read and will adhere to the rules and regulations in the Practical Student Handbook. I understand that if I do not follow them as specified, I can be dismissed from the Practical Nursing program without legal repercussions.

Furthermore, I will

1. Exhibit appropriate, respectful behavior at all times toward administrative personnel, instructors, classmates, and patients.

2. Maintain satisfactory academic and clinical performance as outlined in the Practical Nursing Student Handbook and ECPI University Catalog. Follow all the rules and regulations stated in the Practical Nursing Student Handbook.

3. Follow the rules and regulations with regard to illegal substance usage at the school or clinical facility.

4. Attend class regularly and on time. Notify instructors or administration per policy if absent or late. I understand if I do not comply, my actions may result in suspension for the term.

I understand:

✓ That any information that I am privileged to as a student nurse is confidential in nature and that any breach of confidentiality will result in disciplinary action up to and including dismissal from the program.

✓ If my physical and immunization record is not complete by the end of the fourth term, I may be put on registration hold which will prevent me from starting the next term until it is resolved.

Signature: ________________________    Date: _______________