

Welcome to
**SHARON REGIONAL
HEALTH SYSTEM**

Class of 2012



SCHOOL OF NURSING

Setting the Standard in Nursing Education

SHARON REGIONAL HEALTH SYSTEM

Sharon Regional Health System offers the most comprehensive selection of medical, health, and community services of any provider in Mercer County. Licensed for 241 beds, the Health System offers complete medical/surgical care in addition to specialty services such as the Heart and Vascular Institute, offering total cardiac care; Diabetes Center; Chest Pain Emergency Center; Home Health and Hospice programs; comprehensive Behavior Health Services with inpatient geriatric/adult and child/adolescent psychiatry plus extensive outpatient counseling, Inpatient Rehabilitation Unit; Transitional Care Center; Women's Center; Diagnostic and Imaging Center, a community health education and outpatient testing center; Emergency Care Center with Express Care; Cancer Care Center; Rehab Center for physical, occupational, pediatric, sports, industrial, and speech therapies; Advanced

Wound Recovery Center; Ear, Nose, Throat and Hearing Center; Comprehensive Pain Management; and much more.

In addition to the main campus at 740 East State Street in Sharon, the Health System occupies numerous satellite offices throughout the region. Family Medicine Centers in Mercer and Brookfield offer family practice physicians and specialists along with diagnostic testing services. A number of other Health System programs are located at satellite centers in Hermitage, Sharon, Greenville and Hubbard, OH.

The Health System and its medical staff are committed to continuing their leadership role in health care delivery and bringing advanced care close to home.

SCHOOL OF NURSING

The School of Nursing, established in 1899 as a two-year program, graduated the first class in 1901, and expanded to a three-year program in 1903. In the early 1970's the program was reduced to 33 months, and in 1988, the program was shortened to 26 months. In 2000, it became an accelerated 16-month program. More than 2,300 men and women have graduated from the program. Graduates of the School of Nursing are professional nurses who are practicing nursing in a wide variety of health care settings.

The School offers classrooms, Simulation lab, lecture rooms, modern library, lounges, and faculty and administrative offices.

Morrison Hall seats 250 people and provides space for community meetings, special hospital and volunteer functions, and hospital sponsored events.

There are a wide variety of education opportunities at the School of Nursing. The faculty offers a wealth of learning for each student through their formal Baccalaureate and Master's education and backgrounds in clinical expertise. An articulation agreement has been acquired with Slippery Rock University, Youngstown State University, and Penn State University, to ease the transition into an R.N. completion program leading to a B.S.N.

MISSION

Mission Statement: The purpose of Sharon Regional Health System School of Nursing is to facilitate student learning through theory and clinical experiences. The School is committed to preparing students to become entry-level registered nurses and promote the profession of nursing.

ACCREDITATION

Accreditation: The School of Nursing is an accelerated 16-month diploma program approved by the State Board of Nursing Pennsylvania. The School is fully accredited by the National League for Nursing Accrediting Commission. (NLNAC). The state board and NLNAC are resources for information, validation of accreditation, and will provide assistance.

NLNAC
3343 Peachtree Rd. NE Suite 850
Atlanta, GA 30326
404-975-5000

State Board of Nursing
PO Box 2649
Harrisburg, PA 17105-2549
717-783-7142

PHILOSOPHY

Philosophy: The School of Nursing faculty believes that...nursing education is a facilitative process/relationship between nursing, educators, students and community.

GOALS

The School of Nursing exists for the purpose of...

Preparing entry-level registered nurses, thus enriching the community with a pool of educated healthcare professionals to meet the diverse needs of the public.

Faculty Responsibility to students...

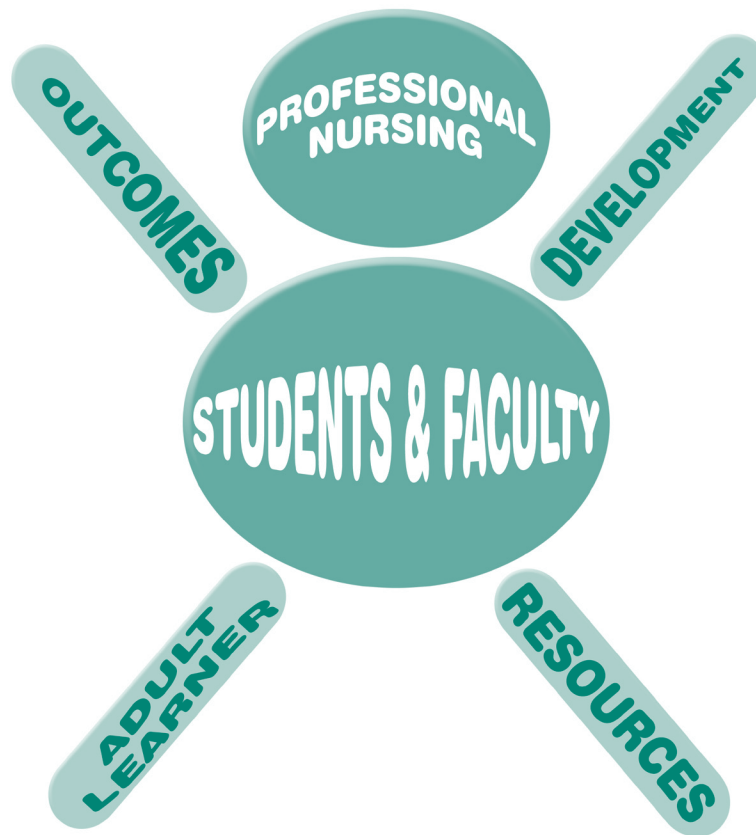
...is to provide a comprehensive program of study through development, implementation, evaluation and quality improvement of the curriculum.

...includes personal and professional development in both students and faculty, demonstrated through mutual respect, role modeling, and integration of personal self with a professional role.

...recognizes the diverse learning styles of its student population and provides a variety of teaching strategies.

RELATIONSHIP BASED EDUCATION

Education embodied in people, process, and change.



PHILOSOPHY DEFINITIONS

Professional Nursing is a well-defined body of knowledge, with specialized skills unique to the profession of nursing. Values, beliefs, and ethics unique to the professional role are integrated into the educational preparation.

Development encompasses student and faculty.

Faculty Development consists of three areas of focus: Faculty, instructional and organizational.

Student Development consists of two areas of focus: personal and professional growth.

Adult Learners refers to the student population we serve as well as the adult learning principles of education.

Outcomes are measured from two perspectives, personnel and educational. The personnel are those outcomes affecting the individual as a student and/or faculty. They may include but are not limited to areas of personal and professional growth through education, competency and experience. Educational outcomes are those measured by the quality indicators of the curriculum and course of study.

Resources are anything deemed helpful in achieving the objectives and goals of the students and faculty. Resources are the input components acquired and used to generate successful outcomes. They include, but are not limited to: human capital, material/supplies, technology/equipment, information and learning environments.

ADMISSION POLICY/PROCEDURE

A NEW CLASS IS ADMITTED EACH AUGUST

PRE-ADMISSION

- The deadline for filing an application is December 1- prior to the year of entrance. Applications must be post marked on or before December 1.
 - An applicant **MUST** submit the standard application with the \$50 non-refundable fee **BEFORE** the application process begins. Applications will not be processed until the application fee is received. Incomplete applications will not be given further consideration.
- Official High School transcript or equivalent (must accompany admission packet):
 - **THE PENNSYLVANIA STATE BOARD OF NURSING REQUIRES:** Applicant must show they have completed work equal to a standard high school course including 4 units of English, 3 units of Social Studies, 2 units of math (1 of which is Algebra), and 2 units of Science with related laboratory.
- The applicant must complete a minimum of 12 pre-requisite credits, with at least a C in each course, by the end of the Fall college semester prior to entry. The grades for the complete credit need to be postmarked on or before January 10 of the year of entry. The QPA of the completed courses must be at least 2.5 to be eligible for the TEAS pre-admission test. The educational plan should be completed indicating when the required pre-requisite courses will be completed.
 - **Only required pre-requisite courses will be considered when calculating the QPA.** All college courses considered for credit should have been taken within the last seven (7) years. Past college history will be evaluated on an individual basis. A course description must be sent for any courses taken at colleges other than those listed on the required course sheet. **Processing of applications will not begin without course descriptions.**
- **Failed repeated course will be calculated into the QPA.** Example: An applicant earns a "D" in Chemistry and repeats the course, earning a "B". Credit hours from both courses (within 7 years) will be used to calculate the QPA. Unofficial transcripts will be sufficient for the pre-admission process.
- Three references will be required. (Employment, academic, and character).
 - One from your immediate supervisor at place of employment
 - One from a college professor/advisor
 - One character reference from an individual other than a relative

Application Processing/Pre-Admission Test/Interview

- Upon receipt of the **complete admission packet**, the applicant will be evaluated for eligibility for the TEAS pre-admission test. (offered in November, January, and February)
 - Applicants must meet the benchmark scores in order to proceed through the admission process. The process will consist of:
 - The applicant must complete all required college pre-requisite course prior to entry (in August) with a minimum QPA of 2.5. Grades "D" and "F" must be repeated.
 - Meeting TEAS pre-admission benchmarks (will be specified at time of test)
 - Satisfactory references
 - Attend informational session(s)

Non-Discriminatory Statement

Applicants to SRHS, School of Nursing are selected in accordance with non-discriminatory practices. Neither race, color, religion, sex, material status, national origin, age or disability will influence the decision of the Admissions Committee.

1. Selected applicants not enrolling, but who seek admission at a later date, have no preferential status and are reconsidered for entry by the same process as new applicants for the next class.

ADMISSION POLICY/PROCEDURE *continued*

2. All material submitted for the application process becomes the property of SRHS School of Nursing and cannot be returned or forwarded. Any false information will result in rejection for that applicant.

Acceptance/Post Acceptance

Acceptance to Sharon Regional Health System

School of Nursing is based on all Admission

Criteria, and is at the discretion of the Admissions

Committee. The number of positions is limited.

- ***Final acceptance into the nursing program is contingent upon:***
 - Receipt of \$160 acceptance fee (will be applied to tuition cost)
 - Maintain 2.5 QPA in the remaining pre-requisite course
 - Successful completion and passing of the pre-entrance physical exam
 - Clearances (Adult, Child, Criminal)
 - The State Board of Nursing shall not issue a license to an applicant who has been convicted of a felonious act or convicted of a felony, unless at least 10 years have elapsed from the date of conviction.
 - Successful completion of the **School of Nursing provided** Health Care Provider CPR.
 - Attendance of the pre-orientation on designated day in June
 - Completion of required assignments
 - Submit an official college transcript by August 31 of entrance year

At the time of provisional acceptance, clarification on requirements will be provided.

CURRICULUM AND COURSE DESCRIPTIONS

Curriculum:

Concepts from the biological and behavioral sciences, taken prior to entry into the program, provide the knowledge base necessary for the nursing courses. Critical thinking skills, relationship skills, care management skills, primary care skills, and community focus skills are the curriculum threads and provide the foundation for all four nursing courses.

Theory and clinical experiences are planned to

facilitate the attainment of course objectives by the students. Each nursing course has unique clinical activities using the facilities of Sharon Regional Health System, Forum Health System, and St. Paul Homes. Other select agencies are used when needed to meet the learning needs of students.

Students are scheduled Monday thru Friday; daytime for class and day or evening for clinical with a week of vacation within each course and between courses. Course schedules are posted in ample time to accommodate student needs.

Course Descriptions:

Nursing I: Fundamental Nursing Concepts

The introductory course, Nursing I, provides the framework for practice of health care to diverse populations across the life span with health promotion, maintenance and lifespan needs. The course will facilitate professional role socialization by early exposure to primary care skills and knowledge of basic management skills. Experience with various health care environments, delivery systems, organizational and group dynamic processes will increase awareness of the importance of workplace assessments, provision of culturally sensitive care and mutual respect for interdisciplinary team processes. Concentration on these areas will sensitize the student to the need for analysis and reliance on various forms of relationship skills. The biopsychophysiological sciences will be the foundation for theory correlation for adult, geriatric and perioperative individuals and families with altered regulatory functions.

Use of the guided discovery teaching process and role modeling will enable the student to begin to focus on the necessary elements for reflective critical thinking, logical problem solving and decision making skills. Community focused experiences will be designed to provide the opportunity for interdisciplinary collaboration with individuals, families, and groups experiencing alterations in health.

Nursing II: Medical/Surgical Nursing

Nursing II encompasses the pathophysiologic dimensions of adult nursing. A goal-directed approach will be utilized in the care of medical-surgical patients. The clinical component will require the application of critical thinking to primary nursing care in acute care as well as in the community setting.

Nursing III: Psych/Advanced Med/Surg Patients in Crisis

Nursing III emphasizes the use of the nursing process as a framework for specialized nursing practice with the patient's experiencing chronicity, complexity and crisis in health care. Students will be exposed to multidimensional clinical environments that require analysis, assimilation and decision-making. Critical thinking is stimulated through the use of case studies, nursing care plans and concept maps. Clinical sites are ICU, adult mental health unit, and rehabilitation hospitals. Leadership principles are introduced.

Nursing IV: Family/Care Management

The family as a system is presented with integration of developmental concepts and tasks unique to childbearing, childrearing, child/adolescent psychiatric disorders, and women's health. Nursing IV requires developmental and psychosocial integration of child/family disorders as well as application of basic medical-surgical theory to the

COURSE DESCRIPTIONS continued

family throughout the life span. Contemporary issues of society affecting women, children, and families, such as domestic violence, sexual abuse, rape, neglect and substance abuse will be explored. Clinical experiences are structured to encourage students to modify their approach to meet the health care needs of families in their current environment. Leadership principles are applied.

The purpose of the 80-hour clinical practicum is to facilitate the transition of the student to entry-level

practitioner. The focus is the movement of the student from the protected, sheltered environment of the educational setting into the functioning reality of the workplace. Emphasis is on synthesizing the organizational and managerial skills of prioritizing and decision-making for a group of patients as well as coordinating care with the various health care members. RN staff is utilized as resource personnel/preceptor in collaboration with School of Nursing faculty. The practicum is a part of the nursing IV course.

PROGRAM OF STUDIES

Level	Weeks	Courses	Credits	Total Course Hours	Theory Hours	Clinical Hours
1	30	Nursing I: Fundamentals of Nursing	17.5	375	150	225
		Nursing II: Medical-Surgical	17.5	375	150	225
		Subtotal:	35	750	300	450
2	30	Nursing: III: Nursing: Psych/Adv. Med-Surg.	17.5	375	150	225
		Nursing IV: Nursing: Family (Includes Senior Practicum)	17.5	375	150	225
		Subtotal:	35	750	300	450
		Total:	70	1500	600	900

Revised 7-2007

EDUCATIONAL POLICIES

School of Nursing Grading Scale

Numerical Grade	Letter Grade	Grade Point Equivalent
93-100%	A	4
87-92%	B	3
80-86%	C	2
Below 80%	F	0

Computation of Cumulative Grade Point Average

Total theory hours divided by 15

Total clinical hours divided by 30

Take that figure and multiply it by the grade point equivalent

That gives you total points for the course

(Grade point equivalent: A=4 pts. B=3 pts. C=2 pts.)

Example

Level I		Ed. Units	
Nursing I:	150 Hrs.	Theory = 10	
	225 Hrs.	Clinical = 7.5	= 17.5 x B=52.5
Nursing II:	150 Hrs.	Theory = 10	
	225 Hrs.	Clinical = 7.5	= 17.5 x A=70
Level II			
Nursing III:	150 Hrs.	Theory = 10	
	225 Hrs.	Clinical = 7.5	= 17.5 x A=70
Nursing IV:	150 Hrs.	Theory = 10	
	225 Hrs.	Clinical = 7.5	= 17.5 x C=35

Total Educational Units for Program = 70 Total Points for Program:=227.5

Divide total educational units into total points

This will give you the cumulative average for the program

CONVERSION OF NURSING HOURS TO EDUCATIONAL UNITS POLICY

1 Educational Unit = 15 Theory Hours

1 Educational Unit = 30 Clinical Hours

Theory to clinical ratio: 1:1.5

ADDITIONAL EDUCATIONAL POLICIES

Transfer Policy

Prospective students may apply for transfer to Sharon Regional Health System School of Nursing from an accredited and State Board approved school of nursing. In accordance with the State Board of Nursing, Sec. 21.103, any student transferring to Sharon Regional Health System School of Nursing must successfully complete Nursing 3 and Nursing 4, the second level of the curriculum.

Students seeking to transfer to Sharon Regional Health System School of Nursing must be in good standing in the school they are leaving (passing theory and clinical).

Procedure for transfer:

1. Applicants must provide course descriptions, outlines and transcripts from all prior nursing courses. A minimum of 12 weeks before the beginning of the course, a non-refundable transfer fee of \$100 must accompany the descriptions, outlines and transcripts. Processing will not begin until this fee, and course descriptions, outlines and transcripts have been received.
2. Applicant must meet all current Sharon Regional Health System School of Nursing admission criteria, i.e., grade average, references, and interview. Students must be in good academic standing with their previous school of nursing.
 - a. A completed application must be received at least 12 weeks prior to the beginning of the course.
 - b. One reference must be from the Director or a faculty member of the previous School of Nursing.
3. Placement will be dependent upon prior course content, standardized testing of content, and clinical skills evaluation at the discretion of the School of Nursing. All transfer students must complete Level II of the program.

Each transfer application will be reviewed on an individual basis.

The School of Nursing can accommodate no more than two transfer students into any one course, in any one year, which will be determined by the current class size.

Dismissal Policy

Students may be subject to immediate dismissal for:

1. Negligence or willful inattention to patient care.
2. Divulging confidential information or other violations of the Patient's Bill of Rights.
3. Falsifying records, reports, or information.
4. Theft or dishonesty, including academic dishonesty.
5. Deliberate damaging, defacing, or mishandling of equipment.
6. Drinking or possessing intoxicating beverages on school or hospital property.
7. Unauthorized use or possession of narcotics, drugs, or other chemicals.
8. Failure to report an accident, injury, or hazardous and unsafe situation.
9. Disruptive behaviors that interfere with the learning of other students.
10. Sexual harassment.
11. Failure to make academic progress.
12. Failure of Nursing I or Nursing II math exam; may be taken two times.
13. The School of Nursing reserves the right to dismiss a student who for legal, academic, emotional, or physical reasons cannot be advised to continue in the program.

When a student is subject to the Dismissal Policy, the following procedure will be used:

The faculty member will present to the student his/her explanation of the charge, evidence of the charge and the consequences.

1. The student will be permitted to speak with the faculty member to respond to the charge.

ADDITIONAL EDUCATIONAL POLICIES *continued*

2. After the student and the faculty member have met about the charge and the charge and consequences stand; the student has the right to appeal the decision through the formal dispute and resolution policy.
3. Final decision-making authority for the consequences rests with the Director of the School of Nursing or Assistant Director.

An exception to the Dispute and Resolution Policy under this circumstance is that the student may be refused participation in clinical experience during the dispute and resolution proceedings.

Student Withdrawal Policy

The student withdrawing from the School of Nursing must discuss the request with the Director. An appointment will be required with the Director of the School of Nursing to discuss the decision.

Upon withdrawal, the student gives up the right to participate in the program of study.

Retention Policy

Sharon Regional Health System School of Nursing is dedicated to the success of its students. *To monitor our student's success within the school and on NCLEX, we have established the following benchmarks:*

1. Retention rate of students entering the program will be > 70%.
2. 90% of graduates will pass the NCLEX.

To achieve these benchmarks, the following actions have been taken:

1. Admission criteria will be consistently adhered to.
2. EAP will provide support for individual students and entire class as needed.
3. NCLEX Review Course will be provided at the School of Nursing for all graduates.
4. Purchase of ATI remediation and supplemental materials.

Records of retention / attrition will be maintained for each class, along with reasons for attrition.

Advertising Policy

All advertising for the School of Nursing, in any medium, is done under the direction of Sharon Regional Health System Marketing Department.

Recruitment Policy

The Recruitment Committee has a two-fold focus. First, is the education of the public about nursing as a profession, and secondly, is the promotion of Sharon Regional Health System School of Nursing. Recruitment is a continuous process that is directed toward prospective students within the Shenango Valley area, utilizing a multi-media approach, along with the one-on-one discussion. All faculty participate in recruitment activities.

EDUCATIONAL POLICIES FOR SPECIFIC CIRCUMSTANCES

Attendance

1. A student's attendance record is a reflection of professional responsibility and personal accountability.
2. Attendance will become a part of the student's permanent record. Records are kept throughout the program and may be presented to perspective employers upon request.
3. Class attendance is expected.

Level 1 only

It is the opinion of the School of Nursing that clinical attendance is a critical component to competent fulfillment of the course of study. Attendance patterns are a crucial part of professionalism and have a profound impact in the health care work environment.

Each semester a student will be permitted to miss a maximum of 21 hours of clinical time. If a student misses more than the allotted 21 hours, they will not be able to meet the required number of clinical hours and therefore will be dismissed from the program. (Made up hours from special experiences do not get subtracted from the total hours missed).

Considerations:

1. If a student comes to clinical and is sent home, the hours missed will be calculated into the total of the 21 hours.
2. If a student is more than a half an hour late for clinical, they will not be permitted to stay, the missed hours will be counted towards the total 21.
3. All assigned "special experiences" are course requirements and must be made up on the student's own time. The time will be counted into

the 21 hours even though it is made up. The student must be present at the designated make up time.

Inclement weather requiring the school to close, jury and/or court time will not be counted into the total 21 hours, however proof of the court/jury time must be provided to the Director.

Funeral leave will not be counted into the allotted 21 hours.

Level 2 only

During Nursing 3 and Nursing 4, including Practicum, the following statements apply to clinical hours:

Nursing 3 and Nursing 4 are comprised of various short segments of clinical experience in specialty nursing areas.

The clinical experiences are short, therefore it is educationally imperative students attend and participate in all clinical hours.

During Nursing 3 and Nursing 4, students will be expected to attend all clinical experiences.

Any clinical hours missed will be made-up with experiences developed by the appropriate faculty member and may include various options: direct care, simulation, written assignment, etc.

Students in Nursing 3 and Nursing 4 cannot be absent for more than 2 clinical days, regardless of the length of the day. Missing more than 2 days will result in a large percentage of special clinical time being negated, making it impossible for the student to meet the stated objectives.

Students missing clinical experiences must meet with the Director or Assistant Director, SON to explain the absence.

Course	Total Clinical Hours	Maximum Make-up Hours
Nursing I – Fundamentals	225	21
Nursing II – Med-Surg	225	21
Nursing III – Specialized Care: Pt. in crisis	225	2 days
Nursing IV – Family	225	2 days total
-pediatrics (part of Nursing IV)	103	
-obstetrics (part of Nursing IV)	103	
Senior Practicum	80	0

CONTINUED

ADDITIONAL SPECIFIC CIRCUMSTANCES

Excused absence – Death in Family

1. Three (3) days are granted for a death in the immediate family. Immediate family is considered to be mother, father, brother, sister, husband, wife or child.
2. One (1) day is granted for death of other family members.

Unusual Circumstances

A. Jury Duty

In the event a student is called for jury duty the student needs to submit the notification to the Director, School of Nursing. A letter will be prepared requesting the student be excused from jury duty due to the possibility of the student not meeting mandatory objectives of a course. Final decision of jury duty rests with the court.

B. Labor Disputes

Students are required to make up theory and or clinical practice, which have been cancelled due to labor disputes. The school reserves the right to use other agencies with the permission of the State Board of Nursing. Schedules for theory and clinical practice may be the same as the original or different if the situation necessitates.

C. Inclement Weather Procedure

In the event of inclement weather, the decision to close the school and cancel classes shall rest with the Director of the School of Nursing. Students will be instructed which radio or television stations to tune to for closing announcements. The Nursing Office shift supervisor shall also be informed of the decision so that those students who do not live in the local area could call the hospital to ascertain the status of classes. At this present time, radio stations which will be giving closing announcements include; WHOT 101.1 FM, WYFM 103, 102.9 FM, and WICT 95.1 FM

CAT Country. Television stations which will be giving closing announcements includes, WKBN TV27, which also has an Internet address with information, WFMJ TV 21, and WYTV TV 33. Notice is also posted on IDMI.

Student Mandatory Inservice Policy

- A. All student nurses are required to attend mandatory in-services as designated by Health Education and Training (HET). these in-services are to be completed prior to clinical experiences and then on a yearly basis.
- B. These programs include the following:
 1. Safety, Utility Failure, Emergency Preparedness, Security
 2. Life Safety
 3. Hazardous Waste Materials
 4. Infection Control
 5. Patient's Rights and Confidentiality, PERTS Reporting
 6. Electrical Safety/Medical Equipment
 7. Radiation Safety
 8. CPR
- C. Attendance records for mandatory programs are kept by Health Education and Training (HET) and the School of Nursing office.
- D. Failure to complete mandatory programs will result in denial of clinical experience.
- E. The scheduled mandatory programs will be arranged by the school.
- F. Students must adhere to mandatory clinical requirements of other facilities utilized for clinical experience.

Course/Instructor Evaluation Policy

Course/Instructor evaluations are required during and at the end of each course. The student's signature is optional, but highly recommended for follow-up. Student clinical evaluations are posted on IDMI.

GRADE POLICY

Theory

1. By the end of a course, the student must attain an 80% grade. Any student who fails 3 exams with 75% or below during a course will not be permitted to continue in the nursing program.
 - a. We follow accepted rounding rules: 0.5 and above = the next whole number. Final grades are calculated and rounded to the next whole number. (79.7 = 80%)
2. A student not present for an exam or quiz must make arrangements to take a make-up exam/quiz upon returning to class or clinical. Lack of accountability in scheduling the exam quiz can result in loss of points. ** See Missed Exam Policy.
3. Students receive exam results in a timely manner. Based on the results, some students may be referred to their Resource Advisor.
4. Students will be subject to dismissal if they fail to achieve 80% of total points on clinical written assignments.

Clinical

1. A student must be consistently satisfactory in clinical behaviors in order to pass the course.
2. IDMI Student Course Manager, written or verbal weekly, and final clinical evaluation will be given to each student in all nursing courses.
3. "Provisional" indicates a student has demonstrated minimal competency when initiating a process or procedure for the first time or requires excessive coaching in order to meet the standard of care. Failure to improve the process or procedure within the specified time frame will result in an unsatisfactory for that behavior.
4. A student receiving an unsatisfactory clinical evaluation at mid-term is required to develop a plan for improvement with the instructor. At the discretion of the instructor, the student who is unsatisfactory may need to do regular clinical in place of, or in addition to, "special experiences" to allow for clinical remediation.

** Missed Exam Policy

In the event that a student is absent at published or agreed upon time, the following process is followed:

1. A warning will be placed in the student's file and a copy given to the student noting the first missed exam in the program.
2. A missed exam **must** be taken on the day the student returns to class or clinical. The instructor will set the time and place for the exam.
3. Three (3) points will be deducted from the exam score for each day the exam is not taken past the scheduled time.
4. Following the first missed exam, the three (3) point deduction begins the first day back.
5. Exceptions may be made on an individual case basis, determined by the Director, School of Nursing.
6. Make-up exams may not be the same as the initial exam.

Example

1. **The first missed exam in the program, the student takes the exam on the first day back, there will be no points deducted. – If the student does not take the exam on the initial day back, three (3) points will be deducted from exam score for each day delaying the exam.**
2. A student who has missed one exam in the program, will no longer have the one day grace period, and will begin losing three (3) points per day with the day of exam.

Progression Policy

1. Evaluation of a student's progress is made at the end of each course and level.
2. The student must achieve a minimum of a "C" (80%), 2.0 or better in theory and a "satisfactory" in clinical experience in each course. Any student who fails 3 exams with 75% or below during a course will not be permitted to continue in the nursing program.

CONTINUED

GRADE POLICY continued

3. Any student scoring Proficiency level 1 or below on any ATI content mastery series assessments must attend assigned learning enrichment sessions.
4. **Nursing I:** As a requirement of the clinical component of the program, the student must pass an analysis and calculation exam (80%) prior to administering oral medications to patients on the clinical unit. If a student fails the exam on the initial attempt, he/she will be given a second exam within one week of the first. Because the content of this math exam is a critical component of clinical, **the student will not be able to continue in the nursing program** if he/she fails the second attempt.
5. **Nursing II:** As a requirement of the clinical component of the program, the student must pass a second analysis and calculation exam (80%). If a student fails the exam on the initial attempt, he/she will be given a second exam within one week of the first. Because the content of this math exam is a critical component of clinical, **the student will not be able to continue in the nursing program** if he/she fails the second attempt.
6. Any student failing a course will be terminated.
7. The grade achieved when repeating a course will be counted in computing the quality point average. An “R” indicating a repeated course will be recorded on the permanent record.
8. All courses must be satisfactorily completed in numerical sequence, Nursing I, II, III, IV with the 80 hour Practicum.

GRADUATION POLICY

To be eligible for graduation, a student must have:

1. Satisfactorily met all educational requirements of the nursing program.
2. Completed the final level of the program.
3. Completed and submitted the “End of Program” program evaluation.
4. Met all financial obligations to the School of Nursing.

Graduation Awards

During the graduation ceremony, students are honored for academic and clinical excellence demonstrated during their nursing education. The following awards are given:

Academic Awards: Pre-requisite college courses are not included in calculation for awards.

Honor Cords: Are presented to students completing the 16-months nursing curriculum with a **Q.P.A. of 3.5 or greater.**

In the State of Pennsylvania

- graduate nurses may work with a Temporary Practice Permit (TPP) until they pass their State Board Examination (NCLEX-RN).
- with the enactment of Acts 190 & 110 on January 1, 1986, any candidate for Registered Nurse licensure who has failed the Licensure Examination may no longer practice as a graduating nurse.

In the State of Ohio

- graduate nurses may not work with a Temporary Practice Permit (TPP) until they pass their State Board Examination (NCLEX-RN).

FOR YOUR INFORMATION

Nondiscriminatory Statement

Nondiscriminatory practices are adhered to in the operation of the school. Neither race, color, religion, sex, marital status, national origin, age nor disability influence faculty student interaction or decision-making.

Living Accommodations

Living accommodations are not available. Meals are available in the hospital cafeteria. Students pay on a per meal basis.

Uniform

Students will be informed concerning the purchase of uniforms prior to entry.

Textbooks

Textbooks may be purchased from ECampus Sharon Regional School of Nursing bookstore at www.sharonregional.com/schoolnursing.htm or from a source of the student's choice.

Hospitalization

Students **are encouraged** to carry independent hospitalization insurance. The School of Nursing **will not assume responsibility** for medical expenses incurred by the student.

Liability Insurance

Liability insurance is included in tuition/fees

Employment Policy

The faculty recognizes the student's right to seek employment. Student's employment is not to interfere with schedules, clinical laboratory, or classroom experience.

Advisement Program

An academic advisement program is provided for all students.

Student Health Program

The Student Health Services are provided by Sharon Regional Health System, Employee Health Service. All fees and expenses for pre-entry and interim health examinations will be assumed by the School of Nursing. Daily health services are available for all students with fees and expenses assumed by the student.

Policies on Student's Rights

The student's Bill of Rights is recognized and honored by the faculty. A Student Dispute and Resolution Committee has been established with equal representation of students and faculty constituting the membership. The goal is not to eliminate grievances, but to provide prompt and satisfactory resolution.

School-Related Injuries

Student injured are required to report to Sharon Regional's Emergency Care Center for in initial assessment. A "notification of injury" form must be completed by personnel in the Center and by the student claimant. Any claim is initially made to the student's health insurance carrier. Following this, the Health System will determine final resolution of any claim.

Student Nurse Association of Pennsylvania (S.N.A.P)

Students are encouraged to become members of the student Nurse Association of Pennsylvania. The students participate voluntarily in this professional organization and may hold offices on district and state levels of S.N.A.P.

Protection of Privacy for Students and Parents

Students are given the opportunity to review all clinical evaluations and grades. Students may request correction of these records by appointment. Any disclosure of this information is done only with written permission of the student. The School of Nursing abides by the Family Educational Rights and Privacy Act (FERPA), when utilizing student academic information. FERPA is discussed during orientation to the School of Nursing and written permission from the student is gained prior to discussion their academic situation with anyone other than the student. Parental rights are protected in the same manner, should we have a student who is under 18 years of age. Students sign to allow SRHS to utilize their information.

Travel Policy

Students in the School of Nursing will have the advantage of educational experiences in a variety of professional settings and in a variety of communities. Each student is expected to assume the responsibility of his/her own transportation to and from such places regardless of the location.

Transcripts

Transcripts are available upon written authorization from the individual concerned. One copy is provided free of charge. Additional transcripts will be provided for a fee. Satisfactory settlement of all financial obligations is necessary before release of the transcript. Requests for transcripts must specify the name and address of the agency, school or organization to which it should be sent.

RIGHT TO KNOW INFORMATION

Educational Effectiveness of the Program

Retention Rate: 16 month Curriculum

2007 – 72% 2008 – 74% 2009 – 69% 2010 – 57%

Graduation Satisfaction

Graduation satisfaction with the program was assessed by written and telephone surveys. Of the responses received from the graduations, satisfaction ranged between 95 to 100%.

NCLEX – RN Results

The NCLEX-RN is the exam taken by graduates to become licensed registered nurses. The NCLEX-RN pass rate for the last five graduating classes range between 83 to 96%. Detailed statistical data is available in the School of Nursing Office.

Pass Rate

2006 – 94% 2007 – 83% 2008 – 96%
2009 – 84% 2010 – 68%

Employer Satisfaction

Graduates are consistently identified as having strong performance in clinical skills of assessment, problem solving, health teaching, communication skills, and leadership abilities. One employer writes, “This is the second Sharon graduate I have hired, (one in 1994, one in 1998). Both graduates have done an excellent job and have come well prepared.... Very caring individuals, wanting to learn and do a good job... Conduct themselves in a professional manner.”

Employment Patterns

Sharon Regional Health System is situated in the Shenango Valley, which borders Pennsylvania and Ohio. Employment opportunities in the area include acute and long-term care, as well as community and private settings. Sharon Regional Health System graduates have been employed by these types of agencies in Mercer, Lawrence, Venango, Trumbull, and Mahoning counties. Graduates are surveyed six months after graduation to inquire about employment status. Employment rates for the recent graduating classes is 100 percent. The majority of those employed are either in hospitals or long-term settings.

Campus Safety and Security

Information is continually collected and compiled to keep current statistics regarding the occurrences of crimes within the Health System campus. A copy of this report is kept on file in the school office and available upon request

Students receive information yearly about the Health System safety and security policies and drug and alcohol policies.

Student Educational Record Policy

The School of Nursing allows parents of students under 18 years of age to inspect and review the student’s educational record, including admission, academic, and financial aid maintained by the school. These rights transfer to the student who had reached the age of 18. If there is a request for review of a student’s educational record, parents or students are to make a written request to the Director of the School of Nursing. The student record is to be examined in the School of Nursing office with the Director in attendance.

Students may request the school to correct a record believed to be inaccurate or misleading. A hearing may be requested if record correction is unresolved.

The school requires written permission from the parent or student before releasing any student information with the exception of information necessary to continue normal business of the school. Faculty and secretaries may use the educational record as needed. Other individuals will be required to sign a form which reveals the name of the examiner and the purpose of the examination. Example: Sponsors of Financial aid to students.

When a student’s file is audited in a general audit, program review, etc., the examination is documented in the student’s file stating the type of audit performed, date, and name of auditor and/or firm.

The School of Nursing will release directory type information with written permission from the student.

STUDENT NURSE JOB DESCRIPTION

Position Title: Student Professional Nurse

Department: School of Nursing

Department #: 8820

Position Summary: Under faculty supervision and level guidelines the student performs the same physical and psychological patient care activities as the professional nurse. The description of the “Essential functions of nursing students” is meant to provide information on the major areas of responsibility in the provision of safe patient care. While not to be intended to be all inclusive, the attached are considered to be the essential requirements of nursing students enrolled in Sharon Regional Health System School of Nursing.

Planning for individual age-specific needs will occur as it relates to the department’s specific patient population:

<input checked="" type="checkbox"/> Neonate	<input checked="" type="checkbox"/> Adolescents	<input checked="" type="checkbox"/> Non-Clinical Areas
<input checked="" type="checkbox"/> Infant	<input checked="" type="checkbox"/> Adult	
<input checked="" type="checkbox"/> Children	<input checked="" type="checkbox"/> Geriatric	

General Requirements:

- High School graduate or equivalent
- CPR Healthcare provider
- Prerequisite College Courses
- PR Act 33/34
- Hepatitis Vaccine
- Proof of immunizations
- TB – Mantoux / 2 Step Mantoux

Physical Requirements: See inside for details.

Exposure Category:

Category I – Job classification in which all employees have occupational exposure to bloodborne pathogens.

Category II – Job classification in which some employees have occupational exposure to bloodborne pathogens.

Category III – Job classification in which some employees do not have occupational exposure to bloodborne pathogens.

Universal Accountabilities:

1. Customer Relations
2. Team Work
3. Growth and Development
4. Skills and Competencies

Professional Accountabilities: Those behaviors identified in the Clinical Expectations and Student Handbook. The above represent the general characteristics of this position, however, responsibilities may vary.

ESSENTIAL FUNCTIONS OF NURSING STUDENTS

Vision: Able to assess patient's health status using visual inspection and observation to detect changes in physical appearance, contour, and color. Able to accurately read labels on medications, calibration devices such as syringes and manometers, various monitoring devices, and written communication.

Hearing: Must have hearing within normal range to elicit and detect pertinent information while communicating with patients and health team. Must be able to detect changes in patient condition through accurate use of auditory monitoring devices, such as stethoscope and to hear and respond to mechanical alarms.

Speech: Able to verbally communicate using the English language in an understandable manner to assess and impart information concerning patient status, to effectively complete patient/family teaching and to interact with the health care team.

Walking/Standing: Prolonged periods of walking/standing occur while in the clinical area. In addition, stairs must be negotiated.

Sitting: Required to be seated in class, computer lab, and clinical conferences, and while charting in the clinical area.

Lifting/Carrying: Required to lift and carry medical supplies, medications and charts with an average lifting requirement of 10-50 pounds. Required to transfer, move, and lift patients when performing in the demonstration lab and the clinical area. Assistance should be requested when patient lifting or repositioning is under taken.

Depth Perception: Needed to recognize that objects have depth, height, and width. Must be able to describe observations of wounds, lesions, etc. Effectively assist clients with rehabilitative processes of ambulation, stairclimbing, and transferring techniques. Required for fine task performance when using medical supplies for insertion into the body or medication preparation and administration by injection technique.

Fine Motor Skills: Must be able to perform nursing procedures, assist physicians with examinations,

handle and control medical equipment, tubings, and specimens. Must be able to write clearly on all required reports and records. **Tactile Sensation:** Must be able to have an awareness or feeling of conditions within or without the body by using the fingers and hands to touch. The individual must be able to feel vibrations, pulses, and temperature of skin. Also must be able to grasp and easily manipulate equipment when providing patient care.

Pushing/Pulling: Positioning, pulling, and pushing are required in preparing patients for scheduled procedures and in transferring patients and medical equipment. Pushing is required to perform cardiopulmonary resuscitation which requires sufficient physical function of the upper and lower body to effectively complete CPR technique.

Bending/Reaching/Twisting: Considerable reaching, stooping, bending, kneeling, and crouching is required when bathing patients, making beds, and in setting up and monitoring equipment.

Temperament: The skills essential to being a student nurse include critical thinking abilities and the ability to adapt to varying pressures in time of stress or crises and in unpredictable situations. Must demonstrate self-control and the ability to accept limits and suggestions. Emotional stability is needed to maintain the following: 1.) a positive learning environment within the clinical and classroom settings, 2.) a therapeutic relationship with patients, families, health care team members, 3.) positive relationships with instructors and peers. Therapeutic communication and interaction must be effective to meet the unique needs of various patient population served, i.e. geriatric, middle-aged, young adults, etc. The student may not pose a significant risk to the health, safety, and well-being of those in the school, clinical area, or any significant affiliating agency and must display sensitivity to patient comfort and privacy and express interest in patient progress while interacting in a caring professional manner. The student will be provided with knowledge and skills related to their own protection and the protection of others, as there will be exposure to body fluids, communicable diseases, and unpleasant elements (accidents, injuries, illness and death).

PHYSICAL DEMANDS

Job Title: Student Nurse

	Never 0	Occasional 10-33%	Frequent 34-65%	Continuous 66% of the day	Remarks
Lifting:					
0 - 10 lbs.				X	
10 - 20 lbs.				X	
20 - 35 lbs.		X			
35 - 50 lbs.		X			
50 - 75 lbs.		X			
75 - 100 lbs.		X			
over 100 lbs.		X			
Forward Reaching:			X		
Overhead Reaching:			X		
Standing:				X	
Walking:				X	
Sitting:			X		
Climbing:					
Stairs / Ladder:		X			
Bending / Stooping:				X	
Pushing / Pulling:					
0 - 10 lbs.				X	
10 - 20 lbs.				X	
20 - 35 lbs.			X		
35 - 50 lbs.			X		
50 - 100 lbs.			X		
over 100 lbs.			X		
Grasping: Repetitive / Sustained:				X	
Fine Motor Coordination:				X	
Vision: Near / Far				X	
Hearing: Ordinary / Conversation / Other				X	
Other:					

TUITION PAYMENT, REFUND AND FINANCIAL AID

Financial Aid

A variety of programs are available to assist School students with educational costs. The School takes part in the Federal Pell Grant and Stafford Loan programs. Students who live in Pennsylvania are eligible for a Pennsylvania State Grant. Ohio residents can apply for the Ohio Instructional Grant.

All students who seek financial aid must complete the application for federal and state grants each year in order to determine financial need.

In addition to the federal and state programs, private scholarships and loans are available from various sources. Students are encouraged to be aware that although financial aid is available and may be a considerable source of help, it should by no means be relied upon to cover the entire cost of attending school.

Written financial aid information is available upon request and individual counseling may be arranged by appointment with the Financial Aid Officer at 724-983-3988 or email SONAdmissions@srhs-pa.org.

School Refund Policy

If a student intends to withdraw from SRHS-SON, he/she must inform the Director of the School in writing, identifying the specific date and the reason for withdrawal. Tuition refund is available during a term based on the date of withdrawal in accordance with the following schedule.

Weeks 1-2	= 80%
Weeks 3-4	= 60%
Weeks 5-6	= 40%
Week 7	= 20%
Weeks 8-15	= 0%

Tuition Payment

Tuition is due prior to the beginning of each term. Students are required to pay tuition or make arrangements for payment before being admitted to class the first day of each term. A \$25 late fee may be charged and students may not be permitted to continue past four weeks of each term with an unpaid balance.

TUITION SCHEDULE

TUITION CHART / CLASS OF 2012

COURSE	DATE	CALCULATION	FEES	TOTAL
NURSING I	8/22/11 to 12/11/11	\$130.00 x 17.50 = \$2,275.00	\$600.00	\$2,875.00
NURSING II	1/2/12 to 4/20/12	\$130.00 x 17.50 = \$2,275.00	\$600.00	\$2,875.00
NURSING III	4/30/12 to 8/24/12	\$130.00 x 17.50 = \$2,275.00	\$600.00	\$2,875.00
NURSING IV	9/4/12 to 12/20/12	\$130.00 x 17.50 = \$2,275.00	\$600.00	\$2,875.00

TOTAL COST: \$11,500.00

ADDITIONAL COSTS:	Estimated
Transportation	\$450.00
Uniforms/Shoes	\$300.00
Books	\$700.00
Food	\$400.00
Miscellaneous	\$150.00
Total	\$2,000.00

GRAND TOTAL: \$13,500.00

Included in charges: *Student Insurance / Gilbert's* \$9.55 – *work related injury* McGinnis \$15.00 – *Liability* (Graduation – Dec. 20, 2012)

- All educational charges subject to change without notice.
- For financial aid assistance, please contact the Financial Aid Office 724-983-3988 or email SONAdmissions@srhs-pa.org.

the SCHOOL OF NURSING
SHARON REGIONAL  HEALTH SYSTEM

740 East State Street • Sharon, Pennsylvania 16146

For more information call 724-983-3865

www.sharonregional.com/schoolnursing.htm