

***Program Catalog:
Class of 2021***

**Sharon Regional
School of Nursing
at**

**Sharon Regional
Medical Center**

A STEWARD FAMILY HOSPITAL



-- Setting the Standard in Nursing Education since 1899--

Sharon Regional Medical Center, A Steward Family Hospital

Sharon Regional is Mercer County's largest provider of health care services. Licensed for 220 beds, the hospital offers complete medical/surgical care in addition to specialty services such as the Heart and Vascular Institute; Diabetes Center; Chest Pain Emergency Center; Behavioral Health Services with inpatient adult and child/adolescent psychiatry plus extensive outpatient counseling; Transitional Care Center; Women's Center; Diagnostic and Imaging Center; Emergency Care Center; Cancer Care Center; and much more. In addition to the main campus at 740 East State St., Sharon, there are numerous satellite offices throughout the region. Family medicine centers in Mercer and Brookfield, Ohio offer family practice physicians and specialists along with diagnostic testing services. A number of other services are located at other satellite centers in Hermitage, Sharon, New Castle, and Hubbard, Ohio.

School of Nursing

Established in 1899 as a two-year program, the School of Nursing graduated its first class in 1901 and expanded to a three-year program in 1903. In the early 1970s the program was reduced to 33 months. In 1988 the program was shortened to 26 months. At the present time, the program is a 5 semester/ 67 credit accelerated diploma in nursing program which takes 20 months to complete.

In 2013, the School recognized the paradigm shift to a baccalaureate degree in nursing. To facilitate an ease of transition for diploma graduates, the School and Pennsylvania State University--Shenango are committed to providing that program of study. Through a joint affiliation, the two entities have identified a course of study to maintain the tradition of diploma education with the integration of a conceptual-based approach for nursing education, practice, and research throughout their education. Graduates of the School of Nursing are professional nurses practicing nursing in a wide variety of health care settings.

Sharon Regional's School offers classrooms, a simulation Lab, lecture rooms, lounges, and faculty/administrative offices. Morrison Hall seats 100 people and provides space for community meetings, special hospital and volunteer functions, and hospital sponsored events. The faculty offers a wealth of learning for each student through their formal Baccalaureate and Master's education and their rich backgrounds in clinical expertise.

Sharon Regional School of Nursing currently has articulation agreements with Slippery Rock, and Penn State universities to support the transition of a graduate into the programs leading to the Bachelor of Science in nursing degree.

The School of Nursing supports the parent institution's mission to provide the highest quality of advanced health care services to all communities within the region.

1/2018

Sharon Regional School of Nursing

Mission Statement: To facilitate student learning through theory and clinical experiences. To prepare students to become registered nurses and promote the profession of nursing.

Philosophy Statement: Nursing education is a facilitative process and relationship between nursing, educators, students and the community.

Key Components:

Nursing: Nursing is a caring profession that encompasses artistic and scientific skills. With a *patient-centered* focus, the nurse supports the unique individual and family to promote optimal health outcomes. Knowledge of current *quality* and *safety* principles are fundamental for the nurse to minimize adverse patient outcomes. *Nursing judgment* is based on the utilization of best current *evidence*. The nurse *collaborates* and functions effectively in a *team* environment to achieve quality patient care. The nurse's *professional identity* is displayed through caring, respectful behaviors. Use of *informatics and technology* in health care is essential to application of *evidence* and enhancement of patient safety (communication, leadership, error reduction, decision making, etc.).

Education: Nursing education encompasses *core values* and concepts based on learning and education theorists such as *David Kolb*, *Malcolm Knowles* and *Joseph Novak*. Elements of each theorist are reflected in the curriculum through the use of ATI, simulation, classroom and clinical experiences and concept mapping.

It is the School of Nursing's responsibility to the students to facilitate the use of the nursing and education components to prepare a competent beginning nurse generalist.

Definitions:

Core Values: Those beliefs or ideals which form the foundation for the work of a governing organization and/or nursing program (2014, ACEN Accreditation Manual Glossary). Sharon Regional School of Nursing has aligned the program and curriculum with 6 core values (Patient-Centeredness, Quality/Safety, Nursing Judgment (Evidence Based Practice), Professional Identity, Teamwork/Collaboration, Informatics/Technology). See also page 1, Key Components, Nursing.

Patient-Centeredness: Orientation to care that incorporates and reflects the uniqueness of an individual patient's background, personal preferences, culture, values, traditions and family. A patient-centered approach supports optimal health outcomes by involving patients and those close to them in decisions about their care. Patient-centeredness supports the respectful, efficient, safe and well-coordinated transition of the patient through all levels of care (2010, National League for Nursing: NLN).

Quality and Safety: The degree to which health care services are: (2010, NLN).

1. provided in a way consistent with current professional knowledge
2. provided to minimize the risk of harm to individuals, populations and providers
3. provided to increase the likelihood of achieving desired health outcomes
4. operationalized from an individual, unit, and systems perspective

Nursing Judgment: Encompasses the three processes of critical thinking, clinical judgment and integration of best evidence into practice. Nurses must employ these processes as they make decisions about clinical care, the development and application of research and the broader dissemination of insights and research findings to the community, management and resource allocation (2010, NLN).

Evidence-Based Practice: Actions, processes, or methodologies that are grounded in and flow from the translation of substantive and current research (2014, ACEN Accreditation Manual Glossary).

Professional Identity: The internalization of core values and perspectives recognized as integral to the art and science of nursing. These core values become self-evident as the nurse learns, gains experience and grows in the profession. The nurse embraces these fundamental values in every aspect of practice while working to improve patient outcomes and promote the ideals of the nursing profession. Professional identity is evident in the lived experience of the nurse, in his or her ways of "being", "knowing" and "doing" (2010, NLN).

Teamwork/Collaboration: Teamwork means to function effectively within nursing and inter-professional teams while fostering open communication, mutual respect, and shared decision making to achieve quality patient care (2010, NLN).

Informatics/Technology: Encompassing information science and information technologies, informatics involves the design, development, use and management of computer-based information systems. In nursing, informatics is becoming increasingly important in every aspect from patient care to systematic operations to research. In general, competencies can be divided into three major areas (2010, NLN- TIGER Informatics Competency Team).

1. Direct Care (care management, clinical decision making, operations management and communication)
2. Support (clinical support, measurement, analysis, research/reports, administrative and financial)
3. Information Infrastructure (security, health record management, registry and directory services, terminology services, standards-based interoperability, business rules management and workflow management)

Tenets of Selected Educational Theorists:

David Kolb: Kolb's four-stage learning cycle shows how experience is translated through reflection into concepts, which in turn are used as guides for active experimentation and the choice of new experiences. The first stage, *concrete experience* (CE), is where the learner actively experiences an activity such as a lab session or field work. The second stage, *reflective observation* (RO), is when the learner consciously reflects back on that experience. The third stage, *abstract conceptualization* (AC), is where the learner attempts to conceptualize a theory or model of what is observed. The fourth stage, *active experimentation* (AE), is where the learner is trying to plan how to test a model or theory or plan for a forthcoming experience.

Reference Retrieved 5/2/13: <http://www.learning-theories.com/experiential-learning-kolb.html>

Malcolm Knowles: Knowles' assumptions (The self-directed adult learner)

- ✓ The need to know — adult learners need to know why they need to learn something before undertaking to learn it.
- ✓ Learner self-concept —adults need to be responsible for their own decisions and to be treated as capable of self-direction.
- ✓ Role of learners' experience —adult learners have a variety of experiences of life which represent the richest resource for learning. These experiences are however imbued with bias and presupposition.
- ✓ Readiness to learn —adults are ready to learn those things they need to know in order to cope effectively with life situations.
- ✓ Orientation to learning —adults are motivated to learn to the extent that they perceive that it will help them perform tasks they confront in their life situations.

Reference Retrieved 5/2/13: <http://www.learningandteaching.info/learning/knowlesa.htm>

Joseph Novak: Professor Novak's present work includes the development of "expert" concept maps to "scaffold" learning. Concept maps are educational tools designed for meaningful learning and knowledge retention. Concept maps have their origin in the learning movement called [constructivism](#). In particular, constructivists hold that learners actively construct knowledge. Novak's work is based on the cognitive theories of [David Ausubel](#)'s assimilation theory, who stressed the importance of prior knowledge in being able to learn new concepts.

Reference Retrieved 5/16/13: <https://www.msu.edu/~luckie/ctools/>

http://services.economia.unitn.it/ojs/index.php/Je-LKS_EN/article/viewFile/441/433&a=bi&pagenumber=1&w=100

<http://cmap.ihmc.us/docs/conceptmap.html>.

5-21-14

Sharon Regional School of Nursing Admission Policy/Procedure

Admission (Class of 2021)

The Class of 2021 will begin Semester #1 of the program in August of 2019 (see curriculum plan) and graduate in May of 2021. Students are no longer required to complete pre-requisite courses or submit letters of reference. The School of Nursing does accept transfer of credits for some academic courses on an individual basis. Official transcripts **MUST** be sent to the School of Nursing for transfer of credit to occur (see policy #174 included in the catalog). Transcripts should be sent as soon as the student is provisionally accepted.

For consideration of acceptance into this class, the deadline for completing the TEAS test (see information below) and submitting the completed application with the \$50.00 non-refundable application fee will be February 28, 2019. A high school, GED or equivalent transcript is also required. Students submitting incomplete applications may not be considered for admission into the program.

The following is a checklist for a complete student's admission file:

- ATI TEAS must be completed by the application deadline** (Refer to ATI TEAS test registration instructions at the end of the policy).
- Completed application with the \$50 non-refundable fee.**
- The student will also submit Official High School Transcripts, GED or the equivalent. Graduates of a Home Study or Correspondence schools will be considered with appropriate documentation.** The Pennsylvania State Board of Nursing Requires: "Applicants must show they have completed work equal to a standard high school course including four (4) units of English, three (3) units of Social Studies, two (2) units of math (one of which is Algebra), and two (2) units of science with related laboratory or the equivalent".

Please Note: Applicants must be citizens of the U.S. or have Permanent Resident Status with the U.S. Immigration and Naturalization Service. Applicants with visas do not qualify as a permanent resident with a green card. If applicable, proper documentation must accompany application. Applicants for whom English is a second language may be required to take the Test of English as a Foreign Language (TOEFL). For more information, visit the TOEFL homepage at www.TOEFL.com or call 1-888-863-3546.

The Assessment Technology Institute (ATI) Test of Essential Academic Skills (TEAS) Test:

Applicants must take the ATI TEAS test to be considered for admission unless they have demonstrated academic success in college level math and science. The preferred score is at the Proficiency Level. Students who earn a Basic Level score may still be considered for admission based on the size of the applicant group for that enrollment year. The TEAS test is a four part assessment with subtests in Reading, Math, Science, and English and Language usage. The test is administered on-line at the Sharon Regional School of Nursing from September to February annually. Candidates must register at www.atitesting.com and follow the screen prompts to pay for the exam. It is HIGHLY suggested that the student purchase the ATI study package online or attend a TEAS test preparation course. The ATI TEAS test may be repeated no more than two (2) times for a total of three (3) attempts. An additional fee will be charged for each test scheduled. If an applicant has taken the TEAS previously and has made application to the Sharon Regional School of Nursing within a year of taking the TEAS, the applicant will not be required to repeat the TEAS Exam. More information

about registering for the TEAS test is included in this packet as well as on the School of Nursing website at www.sharonregional.com, click on About Us, then School of Nursing.

Transferring credits from previously taken college courses: See Policy #174 (Transfer of Credits)

Acceptance into the Program:

Provisional Acceptance: The Admission Committee reviews all applications, ensures that the application fee has been accepted and reviews the ATI TEAS scores. The TEAS scores may be “ranked” from advanced to basic to assist the committee in making the admission decisions. The annual number of students provisionally accepted may vary so it is best for the student to earn a high score on the pre-entrance test. The Admission committee admits students to the program on a “provisional status” meaning that additional steps and courses are needed to earn final acceptance which occurs at the end of Semester #1. Students are mailed the provisional acceptance letter in the spring annually. Included in the acceptance letter is a confirmation form that the student accepts the admission offer and then submits the \$160.00 acceptance fee by the deadline stated in the offer. The student is required to attend a mandatory orientation session in early August and Semester #1 begins in late August annually. Sharon Regional School of Nursing will submit names of accepted students to Penn State University for registration. No pre-requisite courses are required.

Final Acceptance into the Program:

Final Acceptance: Final acceptance (into Semester 2 of the program) to the Sharon Regional School of Nursing program is based on successful completion of all admission criteria:

- Maintaining a minimum GPA of 2.5 or higher in semester 1 (this includes the Math, English, Anatomy and Psychology courses taken during semester 1 or the calculated GPA from the courses submitted via an official transcript if taken previously).
 - A grade of “C” or better in all required course (from Penn State or transfer courses)
 - A student who has taken the required semester 1 courses previously and does not have a “C” grade or a minimum 2.5 GPA will need to retake a course / courses or the student will not be offered final acceptance.
- Receipt of monies due.
- Attendance of the pre-orientation session in August annually.
- Successful completion of the nursing student requirements (physical, drug screen, clearances, immunizations/titers, Healthcare provider/BLS CPR, etc.)
- NOTE: 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. *The board will not issue or make a decision (or provide a written or verbal opinion) regarding the person’s criminal history on his or her licensure application before the Board receives an application and all relevant information is reviewed. This means the Board cannot inform a nursing student with a criminal history before he or she graduates whether he or she will receive a nursing license or have discipline imposed on a license granted to him or her.*

A provisionally accepted student may request an admission “deferment” in writing for one year if he or she is unable to meet any of the above final acceptance criteria. The student will not be required to re-apply or retake the TEAS test.

The student will be required to attend the class orientation session for the class they are joining the following year and may have to repeat additional final acceptance criteria such as clearances and nursing student requirements as above.

Non Discriminatory Statement

Admission to the school is open to all qualified applicants regardless of sex, marital status, age, race, color, national origin, religion, disability, or sexual orientation.

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

How to Register for the TEAS Assessment

1. Go to www.atitesting.com
2. Click on the “Create an account” button, located below the password field in the secure sign on area.
3. Student/Employee ID will come up as a field. It is not required. Skip this area.
4. Once an account has been created click on the “Online Store” tab at the top of the page (right hand corner beside the “Contact Us” tab).
5. Once in the Online Store select the TEAS option under “Register for.”
6. There will be a question that asks “What would you like to register for”. TEAS should be in the drop down box. Click “Next.”
7. This is now the registration section. A question will ask to enter the State and City. You will select **Pennsylvania** for the state and **Sharon** for the city. Click “Next” to proceed.
8. Scroll down to see the available dates and times and select the “Register” option that you would like to schedule for.
9. A question should pop up on the screen that says “This exam is for Sharon Regional Health System School of Nursing applicants only. Are you applying for the program? Click “yes.”
10. Now you should be at the Shopping Cart section. Please verify that you have selected the option that you want to schedule for. Select the “Check Out” tab.
11. Verify the Billing Address and make changes if needed. Click the “Proceed to Payment Details” tab.
12. Now you should be at the Secure Checkout. Enter credit card information and then click the “Submit Order” tab.
13. You have now completed the registration process for taking the TEAS exam!
14. **IT IS HIGHLY suggested that the student also purchase the ATI TEAS test study package or attend a TEAS preparation course to maximize their individual score.**
15. **Be sure to arrive to the School of Nursing 30 minutes before exam start with proper identification (driver’s license preferred). IMPORTANT!!!!**

7/2018

Sharon Regional School of Nursing Curriculum: (SON= School of Nursing, PSU= Penn State)

Year 1

Year 1					
Semester #1 (August-December)		Semester #2 (January-May)		Semester #3 (May-August)	
English 015 (PSU)	3 credits	Fundamentals of Nursing (SON)	4 credits (2T, 2C) Theory (T)= 30 hrs. Clinical (C)= 90 hrs.	Med-Surg I (SON)	7 credits (4T, 3C) Theory (T)= 60 hrs. Clinical (C)= 135 hrs.
*Anatomy & Physiology I 161, 162 (PSU)	4 credits	Introduction to Pharmacology (SON)	1 credit	Pharmacology I (SON)	1 credit
Math 21 or 35 (PSU)	3 credits	Health Assessment (SON)	3 credits	Microbiology 106, 107L (PSU)	4 credits
Psychology 100 (PSU)	3 credits	* Anatomy & Physiology II 163, 164 (PSU)	4 credits	Intro Bioethics 132 (PSU)	3 credits
Freshman Seminar (PSU)	1 credit	Introduction to Healthcare Professional (SON)	1 credit		
Total	14 credits	Total	13 credits	Total	15 credits

NOTE: *Must take within the same institution to assure coverage of all body systems. When deciding on the Anatomy and Physiology courses, students must take both at the same institution; courses differ from institution to institution therefore, students will miss necessary content (Ex. Anatomy and Physiology with lab at University "A" or Anatomy and Physiology I then Anatomy and Physiology II at University "B")

Year 2

Year 2			
Semester #4 (August-December)		Semester #5 (January-May)	
Med-Surg II (SON)	7 credits (4T, 3C) Theory (T)= 60 hrs. Clinical (C)= 135 hrs.	Obstetrics, Pediatrics, Mental Health Nursing (SON)	7 credits (4T, 3C) Theory (T)= 60 hrs. Clinical (C)= 135 hrs.
Pharmacology II (SON)	1 credit	Senior Practicum (SON)	3 credits (3C)= 135 hrs.
Nutrition 251 (PSU)	3 credits	Specialty Pharmacology (SON)	1 credit
Human Growth & Development (PSU)	3 credits	Transitions and Professional Role-Nursing 390 (PSU)	3 credits
Total	14 credits	Total	14 credits

School of Nursing (SON) Class hours= 330 and Clinical Hours = 630Total Hours= 960

Nursing Credits (SON and PSU)= 39 and Non-Nursing/Academic (PSU) Credits= 31Total Program Credits= 70

Sharon Regional School of Nursing: Curriculum and Course Descriptions

Curriculum:

Core concepts of the curriculum are: patient- centered care, safety and quality, team work and collaboration, evidence-based practice, nursing judgment, professional identity, and information and technology. Concepts from the biological and behavioral sciences will be taken concurrently with nursing courses. Theory and clinical experiences are planned to facilitate the attainment of student learning outcomes. Each nursing course has unique clinical activities using the facilities of Sharon Regional Medical Center. 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, evening, or weekend for clinical and/or Penn State courses. Vacation time is allotted throughout the program (see academic calendar). Course schedules are posted in ample time to accommodate student needs.

Course Descriptions:

Penn State:

English (ENG 015): This course is focused on English instruction and practice in writing expository prose that shows sensitivity to audience and purpose. **Credits:** 3

Anatomy & Physiology I (BIO 161 with 162 Lab) & II (BIO 163 with BIO 164): Introduces human anatomy and physiology, which is the branch of biology that focuses on the structure and function of the human body. Lab - provides students with hands-on experiences such as examination of preserved specimens and anatomical models and performing physiological experiments. **Credits:** 4 each

College Level Math (MATH 21 OR 35): Math 21: College Algebra- Quadratic equations; equations in quadratic form; word problems; graphing; algebraic fractions; negative and rational exponents; radicals **OR** Math 35: General Mathematics- Survey of mathematical thought in logic, geometry, combinatorial, and chance. **Credits:** 3

Psychology (PSYCH 100): Introduction to general psychology; principles of human behavior and their applications. **Credits:** 3

Freshman Seminar: A course designed to help students succeed in an academic setting. Students are also introduced to and supported in the use of Penn State tools such as Angel (course manager) and E-Lion (online library). **Credits:** 1 optional

Microbiology (MICRO 106 and MICRO 107 Lab): 106: Elementary Microbiology- Importance of microorganisms in health and disease, agriculture, and industry. This is a descriptive course for students not planning advanced study in microbiology. 107: Selected techniques used to observe, identify and count bacteria and effects of chemical and physical agents on microorganisms. The combination of MICRB 106 GN and 107 GN must be taken to receive General Education credit in biology. **Credits:** 4

Introduction to Bioethics (PHIL 132): Studies questions of ethics in relation to biotechnology research and implementation, genetic engineering, medicine, animal and human rights. **Credits: 3**

Nutrition (NUTR 251): Introductory Principles of Nutrition- The nutrients: food sources and physiological functions as related to human growth and well-being throughout life; current nutrition issues. **Credits: 3**

HDFS 129 (PSU): This course is an introduction to human development and family studies including psychosocial and family development at all stages of the individual and family life cycle. **Credits: 3**

Transitions and Professional Role (NURSING 390): Transition to baccalaureate education and professional nursing practice, emphasizing leadership, management, and issues influencing nursing education and practice. **Credits: 3**

Course Descriptions:

School of Nursing:

Introduction to Healthcare (Year 1/ Semester 2- spring):

The course allows the student to explore the healthcare culture and employment opportunities within the health care field. It provides students with basic information for a career in healthcare along with an introduction to fundamental principles, practices, and issues common to many specializations in the healthcare profession. In addition to the essential skills, students explore various delivery systems and related issues. Students will have shadow opportunities.

Pre-requisite Courses: Semester 1 courses (Anatomy, English, Math, Psychology and Freshman Seminar.

Concurrent Courses: Health Assessment, A&P II 163,164L (PSU), Introduction to Pharmacology and Fundamentals of Nursing

Credit: 1 (Theory= 15 hours)

Health Assessment (Year 1/Semester 2- spring): This course is designed to broaden the student's knowledge and skills in health assessment. The course enables the student to learn the methods of interviewing patients for completing a health history and the tools and techniques necessary to conduct a physical examination. Clinical experiences are conducted in the Simulation Laboratory where students receive the individualized attention to facilitate learning the techniques of physical assessment.

Pre- Requisites: Final acceptance into the School of Nursing and the Semester 1 courses

Concurrent Courses: Intro Healthcare, A&P II 163,164L (PSU) and Introduction to Pharmacology

Credits: 3

Fundamentals of Nursing (Year 1/Semester 2- spring):

The introductory course, Fundamentals, provides the framework for the practice of health care to diverse populations across the life-span and health promotion, maintenance and restorative needs. The course will facilitate professional role socialization by early exposure to nursing care management skills and knowledge. Biophysical science knowledge will enhance theory correlation for adult, geriatric, and perioperative individuals and families with altered regulatory functions. Special emphasis will be on quality and safety related to medication administration. Use of the guided

discovery teaching process and role modeling will enable the student to begin to focus on the necessary elements for reflective nursing judgment, logical problem-solving, and decision making. Clinical experiences focus on communication, vital signs, and diversity of health care environments.

Pre- Requisites: Final acceptance into the School of Nursing and the Semester 1 courses

Concurrent Courses: Health Assessment, A&P II 163,164L (PSU) and Introduction to Pharmacology

Credits: 4 (2 Theory Credits= 30 hours, 2 Clinical Credits= 90 hours)

Introduction to Pharmacology (Year 1/Semester 2- spring):

Core Concepts of Pharmacology Introduction provides the student with essential content for safe, effective drug therapy. The course focuses on drug regulation, approval, classes, schedules, nomenclature, and categories. Emphasis is on pharmacodynamics and pharmacokinetics as they relate to methods of drug administration and nursing implications. Students must pass a math proficiency examination as part of the course.

Pre- Requisites: Final acceptance into the School of Nursing and the Semester 1 courses

Concurrent Courses: Health Assessment, A&P II 163,164L (PSU) and Fundamentals of Nursing

Credits: 1

Medical Surgical Nursing I (Year 1/Semester 3- summer):

Medical-Surgical Nursing I encompasses the pathophysiologic dimensions of adult nursing. Students will integrate and apply pharmacology, physical assessment, clinical decision making, and health promotion skills as they learn to more effectively care for adults with common acute and chronic health problems. Critical thinking is stimulated through the use of case studies, nursing care plans and concept maps. Students are introduced to concept-based learning as well as identification of client learning needs. The course assimilates previous knowledge as well as application of new information as they learn to more effectively care for. Community focused experiences are designed to provide opportunity for interdisciplinary collaboration with individuals, families, and groups experiencing alterations in health.

Pre- Requisites: All Semester 1 courses

Concurrent Course: Pharmacology I and Microbiology (PSU)

Credits: 7 (4 Theory Credits= 60 hours, 3 Clinical Credits= 135 hours)

Pharmacology I (Year 1/Semester 3- summer):

Course Description: Core Concepts of Pharmacology Introduction provides the student with essential content for safe, effective drug therapy. The content draws upon core concepts of anatomy, physiology and pathology. The course emphasizes how the disciplines of therapeutics and pharmacology interconnect. Pharmacological principles covered in the course have practical application for students administering medications to clients in a variety of clinical settings. The content is organized according to body systems and diseases discussed in Med-Surgical Nursing I. Current trends in research and therapy are explored. Students must pass a math proficiency examination as part of the course.

Pre- Requisites: All Semester 1 courses

Concurrent Course: Medical Surgical Nursing I and Microbiology (PSU)

Credits: 1 (Theory- 15 hours)

Medical Surgical Nursing II (Year 2/ Semester 4- fall):

Medical-Surgical Nursing II encompasses the pathophysiologic dimensions of adult nursing. Students will be exposed to multidimensional clinical environments that require analysis, assimilation and decision-making. Application of concept-based learning, ethical dilemmas, and leadership skills are required. Medical Surgical Nursing II emphasizes the use of evidence-based practice for specialized nursing practice with patients experiencing chronicity, complexity, and crises in healthcare. Critical thinking is stimulated through the use of case studies, nursing care plans and concept maps. The course assimilates previous knowledge as well as application of new information.

Pre- Requisites: All Semester 2 courses

Concurrent Courses: Nutrition 251 (PSU) and Human Growth and Development 129 (PSU) and Pharmacology II

Credits: 7 (4 Theory Credits= 60 hours, 3 Clinical Credits= 135 hours)

Pharmacology II (Year 2/ Semester 4- fall):

Course Description: Core Concepts of Pharmacology Introduction provides the student with essential content for safe, effective drug therapy. The content draws upon core concepts of anatomy, physiology and pathology. The course emphasizes how the disciplines of therapeutics and pharmacology interconnect. Pharmacological principles covered in the course have practical application for students administering medications to clients in a variety of clinical settings. The content is organized according to body systems and diseases discussed in Med-Surgical Nursing II. Current trends in research and therapy are explored. Students must pass a math proficiency examination as part of the course.

Pre- Requisites: All Semester 2 courses

Concurrent Courses: Nutrition 251 (PSU) and Human Growth and Development 129 (PSU) and Medical-Surgical Nursing II

Credits: 1 (Theory= 15 hours)

Specialty Nursing (Year 2/Semester 5- spring):

The Specialty course integrates developmental, physical, psychosocial, and cultural components in care of clients throughout the lifespan. Contemporary issues of society will be explored. The course focuses on: adult, adolescent, child mental health alterations, women's health, maternal/newborn, and pediatric care.

Pre- Requisites: All Semester 3 courses

Concurrent Courses: Practicum, Transition and Professional Role (PSU) and Specialty Pharmacology

Credits: 7 (4 Theory Credits= 60 hours, 3 Clinical Credits= 135 hours)

Pharmacology in Specialty Nursing (Year 2/Semester 5- spring):

Course Description: Core Concepts of Pharmacology Specialty provides the student with essential content for safe, effective drug therapy. The content draws upon core concepts of anatomy, physiology and pathology. The course emphasizes how the disciplines of therapeutics and pharmacology interconnect. Pharmacological principles covered in the course have practical application for students administering medications to clients in a variety of clinical settings. Emphasis is on the Obstetric, Pediatric, and Mental Health populations. Current trends in research and therapy are explored.

Pre- Requisites: All Semester 3 courses

Concurrent Course: Specialty Nursing, Practicum, Transition and Professional Role 390 (PSU)

Credits: 1 (Theory- 15 hours)

Practicum (Year 2/Semester 5- spring):

Course Description: The practicum course will assist the students in the integration of theory and practice as they approach completion of the nursing major and transition role into the role of professional nurse. The course focuses on personal leadership and the associated skills and knowledge to practice as a contemporary professional nurse. Specific areas include: health care organizations and organizational structures; organizational “fit”, quality improvement; NCLEX readiness activities; community, and role transition from graduate to professional nurse (QESN competencies). The clinical practicum is to demonstrate the student’s achievement of knowledge and skills in nursing practice as they enter into professional practice. Clinical goals include development of independence in nursing practice, skills for clinical decision-making and application of nursing leadership and management theory and skills. Clinical experiences include 12 of weeks of practice under the guidance of a staff mentor. An assigned SRMC faculty member liaison will be available for supervision as needed.

Pre- Requisites: All Semester 3 courses

Concurrent Classes: Transition and Professional Role 390 (PSU), Specialty Nursing and Specialty Pharmacology

Credits: 3 (3 Clinical Credits- 135 hours)

Policy Title: Credit and Grade Point Calculation Policy
Chapter/Department: Sharon Regional/School of Nursing
Policy Number: #100
Policy Date: 1/2018

Policy

<p>Sharon Regional School of Nursing Curriculum 15 hours college theory= 1 college credit 15 hours nursing theory = 1 credit 45 hours nursing clinical = 1 credit *indicates college credit</p> <p>Computation of Cumulative Grade Point Average: Total theory hours divided by 15: Total clinical hours divided by 45: Take that figure and multiply it by the grade point equivalent=total points for the course. -Total Program Credits= 70</p>	<p>Use of the Term "Credit" 1. Credit assigned to nursing courses does not constitute "college credit" and does not imply nursing courses earn the equivalent of college credit. 2. The term "credit" assigned to nursing courses is for grading and/or financial purposes only. 3. Only an authorized degree-granting institution in which a student enrolls may determine whether the completed nursing courses maybe accepted for "college credit."</p>
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School of Nursing Grading Scale:

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

Course- Level I	Credits	Theory Hours	Lab Hours	Clinical Hours	Total Hours
Semester 1- 15 weeks					
Anatomy & Physiology I 161, 162L	4	45	15	N/A	60
English 015	3	45	N/A	N/A	45
Math 21 or 35	3	45	N/A	N/A	45
Psychology 100	3	45	N/A	N/A	45
Freshman Seminar	1	15	N/A	N/A	15
Introduction to Health Care Professional	1	15	N/A	N/A	15
Semester 2- 15 weeks					
Fundamentals	4 (2T, .5 L, 1.5 Cl)	30	22.5	67.5 (90)	120
Health Assessment	3	45	30	N/A	75
Intro to Pharmacology	1	15	N/A	N/A	15
Anatomy & Physiology II 163, 164L	4	45	15	N/A	60
Semester 3-13 Weeks					
Medical Surgical I	7 (4T, 3 Cl)	60	20	115 (135)	195
Core Concepts of Pharmacology I	1	15	N/A	N/A	15
Microbiology 106, 107L	4	45	15	N/A	60
Intro Bioethics 132	3	45	N/A	N/A	45
Level 2-Semester 4- 15 weeks					
Medical Surgical Nursing II	7 (4T, 3 Cl)	60	30	105 (135)	195
Core Concepts of Pharmacology II	1	15	N/A	N/A	15
Nutrition 251	3	45	N/A	N/A	45
Human Growth and Development	3	45	N/A	N/A	45
Semester 4- 15 weeks					
SON Senior Practicum	3 Cl	0	25	110 (135)	135
Specialty Nursing	7 (4T,3 Cl)	60	20	115 (135)	195
Specialty Nursing Pharmacology	1	15	N/A	N/A	15
Transition Profession Role 390*	3*	45	N/A	N/A	45

Review and Approval

The following hospital personnel originated and approved this policy:

Contact	Mary Jane Larmon
Approved by	Faculty Organization Committee
Policy Date; Revisions;	12/2018

Policy Title: Grading Policy
Chapter/Department: Sharon Regional/School of Nursing
Policy Number: 101
Policy Date: 1/2018

Policy

Theory/Classroom:

1. By the end of a course, the student must attain an 80% grade.
-The school follows 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. Students not present for a scheduled 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 below.
3. Students receive exam results (posted to IDMI) within 3 business days. Based on the results, some students may be referred to their Advisor.

Missed Exam Policy (SON only):

1. If the student is not able to take the exam, quiz or proctored ATI exams on the published date/time, a missed exam form will be completed and a copy given to the student.
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. There are not any points deducted for the first time that a student misses an exam. The second and all other subsequent missed exams may result in a three point deduction. In addition three points will be deducted for each scheduled class/clinical day a student returns without taking the exam.
4. **Exceptions may be made on an individual case basis as determined and approved by the Director of the School of Nursing.**
5. Make-up exams may not be the same as the initial exam.

Clinical:

1. A student must be consistently satisfactory in clinical behaviors and attain 80% on the total points for clinical assignments in order to pass the clinical component of the course.
2. A written or verbal weekly and final clinical evaluation will be given to each student in all nursing courses.
3. "1" 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 will result in an unsatisfactory score for that behavior.
4. A student receiving a "0" unsatisfactory clinical evaluation is required to develop a plan for improvement with the instructor/advisor.
5. Any student with a "0" or "1" needs to meet with an instructor/advisor to develop a Performance Improvement Plan. A student with a score of "0" may be removed from the clinical experience at the discretion of the faculty and must meet with the Director of the School of Nursing.

Scope

Student

Review and Approval

The following hospital personnel originated and approved this policy:

Contact	Mary Jane Larmon
Approved by	Faculty Organization Committee
Policy Date; Revisions;	1/2018 12/2018

Policy Title: Progression
Chapter/Department: Sharon Regional/School of Nursing
Policy Number: 102
Policy Date: 1/2018

Policy

The passing score for all courses is a “C”. The Fundamentals, Medical Surgical Nursing Courses (I&II), Specialty Nursing, and Senior Practicum at the School of Nursing (SON) consist of theory and clinical components. The student must be consistently “Satisfactory” in clinical behaviors and attain at least a “C” (a minimum of 80% or a 2.0) to pass the courses. Both components must be repeated if one or both of these requirements are not met. Students may repeat only one nursing course in the program. Students must pass the Fundamentals, Core Concepts in Pharmacology Introduction, and Health Assessment classes to progress to the second semester. Penn State courses must be passed with a “C” grade according to the Penn State grading scale and class syllabus.

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” or better in theory and a “satisfactory” in clinical experience in each course (refer to Grade Policy #100 and the School of Nursing grading scale). Students must maintain satisfactory academic progression to qualify for and continue to receive Student Financial Aid
3. As a requirement of the program, the student must pass two math exams with a score of at least 80% on each. The first math exam is given prior to the student being permitted to administer oral or SQ meds to a patient. The second math exam is given prior to the student being permitted to administer IV medications to a patient. If a student fails either of the exams on the initial attempt, he/she will be given a second exam within one week of the first exam. Because the content of these exams are a critical safety component of clinical, **the student will not be able to continue in the course if he/she fails the second attempt**. The student will be considered a withdrawal student and may request readmission to the program the next time the course is offered. (See Withdrawal Policy #104 and Readmission Policy #173).
4. Students are permitted to retake one nursing course within the program curriculum when it is next offered in the following calendar year. Any student failing more than one nursing course will be dismissed (see Dismissal Policy #110).
5. All SON courses must be satisfactorily completed in the posted curriculum sequence. A student may take a college course early (Semester 1 courses, Physiology, Microbiology, Nutrition, Human Growth and Development). If not taken previously, the student must take the college course in the semester as listed on the curriculum plan. Health Assessment 251 and Transition to Professional Role 390 may not be taken early or from a different university. These courses are designed for the School of Nursing Students.

Concurrent Completion of College Courses with Nursing Courses:

- Each semester, the Sharon Regional School of Nursing will register the student for the Penn State courses unless they have previously successfully completed them.
- In semester #2-5, the student pays the SON for all courses; the school in turn pays Penn State.
- An unofficial grade report shall be temporary proof of completion pending a final transcript. The student on college course probation may progress in nursing courses, but will not be eligible for graduation until all courses have been satisfactorily completed.
- Students must inform the Director of the SON if withdrawing from a Penn State course.
- If a student withdraws, takes a leave of absence or is dismissed from the SON, Penn State will be notified immediately.

Scope

Student

Review and Approval

The following hospital personnel originated and approved this policy:

Contact	Mary Jane Larmon
Approved by	Faculty Organization Committee

Policy Date;	12/2018
Revisions;	6/2018

Policy Title: Withdrawal
Chapter/Department: Sharon Regional/School of Nursing
Policy Number: 104
Policy Date: 1/2018

Policy

A student may choose to withdraw from a course for a variety of reasons (academic issues, health concerns (self or family), financial struggles, change in career goals, relocation, etc.). Students may repeat **one** nursing course within the curriculum. The student requesting withdrawal will meet with the Director and complete the Withdrawal Form. The student must also meet with the Financial Aid officer and return all borrowed materials to the School of Nursing. For Financial Aid purposes, the student will be considered withdrawn from the program. A Title IV withdrawal calculation will be completed and there may be monies to be returned to the Title IV source. Penn State will also be notified of the student's change in status.

A student may only withdraw and repeat one nursing course within the student's academic career in the nursing program. If the student completes the entire course including the final exam and fails the course, an "F" will be listed on the student's transcript. If a student withdraws from a course before the course is complete, a "W" will be listed on the student's transcript.

Individual situations may arise that require the student to withdraw from more than one nursing course at that time; for example, Medical- Surgical Nursing I and Pharmacology I. Individual circumstances will be reviewed by the director and pertinent documentation (physician documentation, court orders, documented psychiatric/mental health plans, etc.) may be requested.

When the student intends to return, the student will be considered a readmission student and will follow Readmission Policy #173. The student will be expected to resume the program when the course(s) left are offered again the following year. A student that does not return to the program when the course(s) left are offered the following year but does wish to return to the program at a later time will need to begin the application/admission process (see the admission policy). If the student chooses not to or is unable to return to the program during the withdrawal period, the student will submit a written statement to the program director that he/she does not intend to return.

NOTE: Students in good academic standing in all nursing courses may choose a Leave of absence (LOA) from the program (see policy #172).

Scope

Student

Review and Approval

The following hospital personnel originated and approved this policy:

Contact	Mary Jane Larmon
Approved by	Faculty Organization Committee
Policy Date; Revisions;	12/2018

Policy Title: Attendance
Chapter/Department: Sharon Regional/School of Nursing
Policy Number: 105
Policy Date: 1/2018

Policy

Clinical Considerations:

1. **Clinical attendance is mandatory.** Students need adequate time to practice under the direction and supervision of an instructor in order to acquire skills, apply principles and develop nursing judgment. Instructors need adequate time to evaluate student progress toward meeting course objectives.
 - a. **Clinical hours include caring for patients on assigned units, nursing lab experiences and/or simulations.**
 - b. Absence during a nursing skills validation will require the student to complete the validations prior to the next clinical experience scheduled. Failure to do so may result in dismissal from the program.
2. Students arriving late to a lab or simulation, will wait until the first break (usually after the 1st hour) to join the activity in order to minimize interruptions to fellow students and the presenter. If a student has called in BEFORE the start of the lab/simulation to the main office (724-983-3865) to report an emergency or extenuating circumstance, the director may approve the student to join an activity already in session. Clinical time will be deducted for the amount of time missed.
3. Missed clinical time is recorded within each course and must be made-up within the time frame of the specific course. Making up clinical experiences or hours promotes student learning. If the missed hours are considered essential to the learning experience, the hours **must** be made up. The hours made up are not “taken away” from the total hours already missed. Clinical make-up hours and experiences will be scheduled at a time convenient for the faculty and may include a clinical unit experience, case studies or ATI assignments.
4. **Each course has a maximum amount of hours that can be missed (see table below).**
5. Absences in excess of the course specific maximum hours may result in a student needing to withdraw from the course due in inability to meet the course learning objectives.
6. If a student comes to clinical and is sent home (Examples: illness or unsafe performance), the hours missed will be calculated into maximum missed hours.
7. If a student is more than a half an hour late for clinical, the student may have missed shift report and it will not be safe for the student to care for their assigned patient. The student will be excused for the day and the missed hours will be counted towards the total maximum missed hours.
8. All missed time clinical time will be documented and signed by the instructor, student and director on the “Missed Clinical Time” form.
9. **Extenuating circumstances will be reviewed by the Director of the School of Nursing.**

Course	Total Clinical Hours	Maximum Missed Hours
Fundamentals	90	10
Med-Surgical I	135	12
Med-Surgical II	135	12
Specialty Nursing (Mental Health, Pediatrics and Obstetrics)	135	12
Senior Practicum	135	12

Attendance Policy #105 Continued.....

During Specialty Nursing, and Senior Practicum, the following statements apply to clinical hours:

1. Specialty Nursing and Senior Practicum are comprised of various short segments of clinical experience in specialty nursing areas.
2. It is educationally imperative students attend and participate in all clinical hours to achieve course outcomes.
3. During Specialty Nursing and Senior Practicum, students will be expected to attend all clinical experiences.
 - a. All clinical hours missed will be made-up with experiences developed by the appropriate faculty member and may include various options: direct care, simulation, written or ATI assignment, etc.
 - b. Students missing clinical experiences must meet with the Director of the School of Nursing to explain the absence.

Classroom Considerations:

1. Classroom attendance is expected but not mandatory. Attendance is tracked for advisement purposes. It is appreciated when a student notifies the school that he/she cannot make it to class but it is the responsibility of the student to obtain the missed information or handouts. **Attendance patterns are a crucial part of professionalism and have a profound impact in the health care work environment. Prospective employers frequently ask about a student's attendance as part of the pre-employment reference process.**

2. Students arriving late to class are to wait until the first break to enter class in order to minimize interruptions to fellow students and the presenter. If a student has called in BEFORE the start of class to the main office (724-983-3865) to report an emergency or extenuating circumstance, the director may approve the student to join a class already in session.

Other Considerations:

1. Inclement weather requiring the school to close, jury and/or court time will not be counted into the maximum missed hours, however proof of the court/jury time must be provided to the Director. (see policy #107)
 - i. Make-up assignments may still be required to promote learning.
2. Funeral leave will not be counted into the maximum missed hours. (see policy #107)

Scope

Student

Review and Approval

The following hospital personnel originated and approved this policy:

Contact	Mary Jane Larmon
Approved by	Faculty Organization Committee
Policy Date; Revisions;	12/2018 6/2018

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. Met all financial obligations to the School of Nursing.
4. Returned all materials borrowed from the School of Nursing.
5. Completed an exit interview with the Director and submitted a program evaluation.

Graduation Awards: During the graduation ceremony, students are honored for academic and clinical excellence demonstrated during their nursing education. Scholarship and monetary awards are often based on performance. The following awards are given:

Honor Cords: Are presented to students completing the 20-month nursing curriculum with a **G.P.A. of 3.50 or greater.**

Nightingale Award: This pin is awarded to a student who consistently excelled in clinical and demonstrated safe, compassionate care through the nursing program.

Scholarships/Monetary Awards: A list of scholarships is maintained on the bulletin board across from the main office. A completed list with eligibility criteria and instructions for applications can be obtained from the financial aid officer or the director. Students will be notified of available scholarships on a regular basis and are encouraged to apply.

Current Scholarships include (but are not limited to): The Ann C. Boyle Memorial, the Alfred and Jane Barnes Memorial, the John and Dorothy Masternick Foundation, the Rosemary Moder Scholarship, the Hawke-Petit Memorial Scholarship, the Margaret Tice Memorial Scholarship, the Primary Health Network Foundation, the Pauline "Pinky" Rowlands scholarship and the Dr. Gulam Moonda Memorial Scholarship.

In the State of Pennsylvania:

- All persons applying to take the NCLEX-RN exam must complete the mandatory child abuse detection training.
- Graduate nurses may work in Pennsylvania with a Temporary Practice Permit (TPP) until they pass their State Board Examination (NCLEX-RN) up to one year after graduation.
- 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 graduate nurse.

In the State of Ohio:

- Graduate nurses must pass their State Board Examination (NCLEX-RN) to practice as a Registered nurse. The state of Ohio does not issue Temporary Practice Permits (TPP).

Scope

Student

Review and Approval

The following hospital personnel originated and approved this policy:

Contact	Mary Jane Larmon
Approved by	Faculty Organization Committee
Policy Date; Revisions;	12/2018 6/2018, 12/2018

Policy Title: Special Circumstance for Absence
Chapter/Department: Sharon Regional/School of Nursing
Policy Number: 107
Policy Date: 1/2018

Policy

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.
- 3.

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.

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.

Inclement Weather Procedure:

The School of Nursing will follow schedule changes related to weather made by the Penn State Shenango Campus. If the weather event is anticipated, alternate assignments or course work may be assigned in advance for students to complete at home instead of driving into the school. Closing announcements will most often be posted on IDMI (the student course management system). Students may also be contacted by phone or personal e-mail.

In the event of an emergency or unanticipated event causing the school to close, each student will be contacted individually, by email.

Scope

Student

Review and Approval

The following hospital personnel originated and approved this policy:

Contact	Mary Jane Larmon
Approved by	Faculty Organization Committee
Policy Date; Revisions;	12/2018 6/2018

Policy Title: Dismissal
Chapter/Department: Sharon Regional/School of Nursing
Policy Number: 110
Policy Date: 1/2018

Policy

Students may be subject to 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
-See Testing Policy #103 and Academic Integrity Policy #111
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
-For reason 6/7: See Drug Free Policy #122
8. Failure to report an accident, injury, or hazardous and unsafe situation
-See Policy #119 and #144
9. Disruptive behaviors that interfere with the learning of other students
10. Harassment, Bullying or Sexual Harassment
-See Harassment/Bullying Policy #131 and Sexual Harassment Policy #132
11. Failure of a second nursing course (Such as: Fundamentals, Med-Surg. Nursing, Pharmacology, Specialty or Practicum)
12. The School of Nursing/Director 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:

1. The director will present to the student the reason for dismissal along with appropriate documentation. The dismissal form will be signed.
2. 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.

A student who had been dismissed from the program is not eligible for readmission or re-application to the program.

Scope

Student

Review and Approval

The following hospital personnel originated and approved this policy:

Contact	Mary Jane Larmon
Approved by	Faculty Organization Committee
Policy Date; Revisions;	12/2018

Policy Title: Student Retention/Program Completion
Chapter/Department: Sharon Regional/School of Nursing
Policy Number: 112
Policy Date: 1/2018

Policy

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

1. Retention rate/program completion rate of students entering the program (defined as number starting Fundamentals of Nursing) will be at 70% or greater.
2. 80% or greater of program graduates will pass the NCLEX-RN exam as required by PA State Board of Nursing

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

1. Admission criteria will be consistently adhered to.
2. Every student will be assigned a faculty advisor.
3. Mid-term academic probation for students with grade point average <80%
4. ATI products will be used in every course.
5. EAP will provide support for individual students or the entire class as needed.
6. The ATI Live Review (NCLEX-RN prep) Course will be provided at the School of Nursing for all graduates.

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

Scope

Student

Review and Approval

The following hospital personnel originated and approved this policy:

Contact	Mary Jane Larmon
Approved by	Faculty Organization Committee, Advisory Board 9/2017
Policy Date; Revisions;	12/2018

Policy Title: Transfer
Chapter/Department: Sharon Regional/School of Nursing
Policy Number: 115
Policy Date: 1/2018

Policy

Prospective students may apply for transfer to Sharon Regional School of Nursing from an accredited and State Board approved school of nursing, college or university. In accordance with the State Board of Nursing, Sec. 21.103, any student transferring to Sharon Regional School of Nursing must successfully complete the second level of our curriculum (semesters #4 and 5).

Students seeking to transfer to Sharon Regional 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 along with a completed application and fee. Processing will not begin until this fee, and course descriptions, outlines and transcripts have been received.
2. Applicant must meet all current Sharon Regional School of Nursing admission criteria and be in good academic standing with their previous school of nursing. See Progression Policy #102
 - a. A completed application must be received prior to the beginning of the course within adequate time for evaluation and processing.
 - b. One reference must be from the Director or a faculty member of the previous School of Nursing. Exceptions may be made in the case of a school closing or at the discretion of the Director.
3. Placement will be dependent upon prior course content, standardized testing, successful completion of last clinical rotation and clinical skills evaluation at the discretion of the School of Nursing. All transfer students must complete Level II of the program at Sharon Regional.

Each transfer application will be reviewed on an individual basis. The School of Nursing may accommodate transfer students as determined by the current class size. Students must adhere to the policies of Pennsylvania State University as they relate to the required courses.

Scope

Student

Review and Approval

The following hospital personnel originated and approved this policy:

Contact	Mary Jane Larmon
Approved by	Faculty Organization Committee
Policy Date; Revisions;	12/2018 7/2018

Policy Title: Disability/Accommodations
Chapter/Department: Sharon Regional/School of Nursing
Policy Number: 117
Policy Date: 1/2018

Policy

Sharon Regional School of Nursing will provide reasonable accommodations for qualified students with identified disabilities in accordance with Section 504 of the Rehabilitation Act of 1973.

Accommodations to Achieve Learning Outcomes

Students needing reasonable accommodations for testing and skill performance are to make an appointment with the Director of the School of Nursing to discuss the nature of the accommodation required by the School. Requests for reasonable accommodations must be documented two months prior to enrollment (essential elements of disability documentation will be provided). Expenses for the learning assessment are the responsibility of the student. Results will be shared with the Employee/Corporate Health Department and the Human Resources Department. The school complies with all federal, state, and local statutes and regulations. It is the policy of the school to oversee policies and practices are administered consistently without discrimination.

A reasonable accommodation will be made for a known applicant with a disability unless the accommodation would impose an undue hardship on the operation of the facility.

At the request of the student, documentation of a learning disability or physical limitation with the type of reasonable accommodation provided by the School will be submitted to the State Board of Nursing for NCLEX-RN testing accommodations.

Association on Higher Education & Disability (AHEAD) Disability Services – Documentation Guidelines

In order to receive accommodations under Section 504 of the Rehabilitation Act of 1973, students are required to submit **thorough** and **appropriate documentation** validating their disability and the need for accommodations. Documentation should validate the need for services based on the individual's **current** level of functioning in the educational setting. A school plan such as an Individualized Education Plan (I.E.P.) or a 504 plan is insufficient documentation, but should be included as part of a more comprehensive assessment battery.

Students with disabilities are required to meet “essential”, “academic” and “ethical” standards of the school, with or without reasonable accommodations. The term “essential” serves to ensure that institutions of higher learning need never “fundamentally alter” their program of instruction to accommodate students with disabilities.

Essential Elements of Disability Documentation

1. A Qualified Professional Must Conduct the Evaluation

The documentation should be submitted by a professional who is licensed/certified in the area for which the diagnosis is made. The report must be presented on practice letterhead, dated and signed by the examiner with the license number.

2. Recentness of Documentation

Disability Support Services acknowledges that once a person is diagnosed as having a qualified disability under the Americans with Disabilities Act, the disability is normally viewed as life-long. Although the disability will continue, the severity of the condition and the impact in different settings may change over time. Therefore, the evaluation must present a current picture of how the student performs. The evaluation should have been completed within the last three (3) years to show the current impact of the disability on the student and how it may impact the student at the post-secondary level.

3. The written report must include the following:

-A clear diagnostic statement identifying the disability (ICD-DSM classification).

- Description of the diagnostic methodology used, including all data from appropriate instruments used to complete the evaluation.
- Names of assessment instruments used and the dates of testing.
- Quantitative and qualitative information which supports the diagnosis (including subtest scores) and interpretation of the test scores if applicable.
- Include a statement of the functional limitations the disability has on learning or other major life activities.
- Documentation must validate the need for services based on the student's current level of functioning in a higher education setting.
- Notation of medications prescribed, if any, and potential impact on learning and/or (expected) side effects.
- Recommendations for prescriptive treatments and/or suggestions for accommodations, which should be directly linked to the impact of the disability and associated issues.

Additional Information and Documentation Requirements for Specific Disabilities

All students with the following specific disabilities who wish to receive accommodations will need to provide all of the aforementioned information specific to their disability, as well as the additional information listed below:

Asperger's and Other Pervasive Developmental Disorders:

A detailed description of the student's current level of functioning including: communication/ language skills, ability to interact socially, restricted, repetitive and/or stereotyped patterns of behavior, activities and sensory functioning, sensitivity to environmental conditions and motor planning. Evidence to support these statements should include results of aptitude and achievement testing, standardized tests of language skills and standardized scales of symptoms related to autism; as well as; clinical observation including level of severity.

Attention Deficit Disorder:

A copy of a recent diagnostic report from a neurologist which states the Diagnostic Statistical Manual (DSM) diagnosis, symptoms and the current impact of the ADHD on an individual's ability to function in an academic setting, instruments and procedures used to make the diagnosis, and the dosage, type and frequency of current medication.

Blind and Visual Impairment:

A copy of the most recent eye examination, including visual acuity, near and distant vision, clinical diagnosis (blind, partial vision, low vision) or level of visual disability (moderate, severe, profound) and functional limitations.

Chronic Illness:

A written report submitted by a professional who is licensed/certified in the area for which the diagnosis is made, explain the current functional limitations imposed by the medical condition, medication(s) and possible side effects.

Cognitive Disabilities:

Learning Disabilities (LD), Traumatic Brain Injuries (TBI): A comprehensive assessment battery which does not rely on one test or subtest. Both aptitude and academic achievement must be evaluated and included in the test report. Average broad cognitive functioning must be demonstrated on an individually administered intelligence test. Quantitative and qualitative information which supports the diagnosis, including all subscale/subtest scores, should be listed. Objective evidence of a substantial limitation to learning must be provided.

Mobility Impairment:

Diagnosis of mobility impairment, description of functional limitations, a record of medications used, prescribed dosage and any side effects experienced.

Psychiatric Disability:

A Diagnostic Statistical Manual (DSM) diagnosis from a psychologist or psychiatrist stating the diagnosis, characteristics of the disability, functional limitations, projected duration and medication.

Scope

Student

Review and Approval

The following hospital personnel originated and approved this policy:

Contact	Mary Jane Larmon
Approved by	Faculty Organization Committee
Policy Date; Revisions;	12/2018 7/2018

Policy Title: Drug Free
Chapter/Department: Sharon Regional/School of Nursing
Policy Number: 122
Policy Date: 1/2018

Policy

Sharon Regional School of Nursing (hereinafter referred to as the "School") will not condone or tolerate any of the following work place related behaviors by its students:

- A. the use of illegal drugs;
- B. the use of alcohol;
- C. the sale, purchase, manufacture, transfer, use or possession of any illicit drugs, or prescription drugs obtained without a prescription; or
- D. the students' presence at work under the influence of any drug (legal or illegal) or alcohol to the extent that job performance or patient safety may be affected.

The School of Nursing follows the Sharon Regional Medical Center Drug Free Policy located in Human Resources.

Scope

Student

Review and Approval

The following hospital personnel originated and approved this policy:

Contact	Mary Jane Larmon
Approved by	Faculty Organization Committee
Policy Date; Revisions;	12/2018 7/2018

Policy Title: Educational Record
Chapter/Department: Sharon Regional/School of Nursing
Policy Number: 126
Policy Date: 1/2018

Policy

The School of Nursing allows parents of students under eighteen (18) years of age to inspect and review the student's educational record, including admissions, academic and financial aid maintained by the school. These rights transfer to the student who has reached the age of eighteen (18). If there is a request for review of a student's educational record, parents or eligible students are to make 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.

Parents or eligible students may request that the school correct records 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 eligible student before releasing any information from a student's record 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. (Ex. Sponsors of financial aid to students)

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

See FERPA Policy

Release of Information to other parties:

1. A record will be kept in the permanent file, listing the names of persons requesting information, date of access and purpose.
2. Students must submit a written request for a transcript, or a personal/professional reference. Former students or graduates must complete the transcript request form. A fee of \$10.00 is charged for providing the transcript. Employees seeking verification of graduation must present, by fax, email, or mail, a copy of the prospective employees "Release of Information Form".

***No verification will be made without a written request form from the former student and/or graduate or a signed release by the prospective employee.**

Review and Expunging of records:

At the time of graduation, the permanent record is reviewed by the Director of the School of Nursing and his/her designate for purpose of deleting materials of a personal nature which are not relevant to that person's ability to function as a registered professional nurse.

Confidentiality Statement/ Mandatory Education Record

Confidentiality and mandatory education records of students are kept until the student completes or withdraws from the program.

Campus Safety and Security:

Campus Security records are kept annually and contain required statistics as reported to the PA Department of Education and ACEN. The Campus Security Report is kept in such a manner to facilitate the reporting of the three calendar years preceding the year in which the report is disclosed. Copies of the report can be obtained from the program director. See also Policy #133 for current statistics and information.

Scope

Student

Review and Approval

The following hospital personnel originated and approved this policy:

Contact	Mary Jane Larmon
Approved by	Faculty Organization Committee
Policy Date; Revisions	12/2018 7/2018

Policy Title: Family Educational Rights and Privacy Act (FERPA)

Chapter/Department: Sharon Regional/School of Nursing

Policy Number: 127

Policy Date: 1/2018

Policy

FERPA Overview

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and its subsequent amendments, SR- SON students have the right to review, inspect and challenge the accuracy of certain information kept in their education records unless the student waives this right.

Annual Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review their education records within 45 days of the day an appropriate School official receives a written request for access. Students shall submit to the Director, Financial Aid Officer, or other appropriate School official written requests that identify the record(s) they wish to inspect.
2. The right to request the amendment of educational records that the student believes are inaccurate or misleading. Students may ask the School to amend a record that they believe is inaccurate or misleading in writing to the School official responsible for the record, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the School decides not to amend the record as requested by the student, the School will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to School officials with legitimate educational interest. A School official is a person employed by the School or acting in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health care staff); a person or company with whom the School has contracted (such as an attorney, auditor, or collection agent); an administrator or faculty member from an institution with which SR-SON has an academic or clinical affiliation who has a legitimate educational interest; a person serving on the Board of Trustees; or a student serving on an official School committee, such as a disciplinary or grievance committee, or assisting another School official in performing his or her tasks.

A school official has a legitimate educational interest if he/she is:

- a. Performing a task in order to fulfill his or her professional responsibility;
- b. Performing a task related to a student's education; or
- c. Performing a task related to a disciplinary action involving a student.

Upon request, the School discloses education records, without consent to officials of another school in which a student is, seeks, or intends to enroll.

SR – SON reserves the right to release directory information without prior written consent of a student unless notified in writing to the contrary.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

The student may challenge only the accuracy of a grade recording, not the determination of the student's performance in the course. Students should contact Enrollment Services at (973) 972-5336 to either review their academic records or to challenge the contents pursuant to the SR-SON FERPA policy.

Directory Information

Students at the SR-SON have the right of confidentiality under the federal Family Education Rights and Privacy Act (FERPA) of 1974. Generally, no one outside the institution shall have access to, nor will the institution disclose any information from students' educational records, without the students' consent.

Educational records may not be shared within the school except to members of departments acting in the students' educational interest and within the limitation of their need to know.

A school official is a person employed by the School/College in an administration, supervisory, academic or research, teaching, or support staff position (including law enforcement unit personnel and health staff); a contractor consultant, volunteer or other party to whom the School has outsourced institutional services or functions for which the School would otherwise use its own employees to perform (for example, legal advice, debt collection, transcript distribution, enrollment verification, citizenship verification, fundraising and alumni communications, development, information technology services, such as web-based and e-mail services); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee.

Individuals with access to student information may release "directory information" *directory information is limited to the following:*

- Name
- Address (local, permanent and electronic e-mail)
- Telephone number
- Photograph
- Date of birth
- Class level
- Enrollment status (part-time/full-time or undergraduate, graduate, or professional)
- Dates of attendance and graduation date

- Degree, honors and award received and where received
- Most recent previous educational institution attended
- Student activities

A student may withhold all or part of the directory information (see form) by notifying the Director in writing with a signed and dated request.

If you have questions regarding the release of student information, contact the Director at 724-983-3971.

Scope

Student

Review and Approval

The following hospital personnel originated and approved this policy:

Contact	Mary Jane Larmon
Approved by	Faculty Organization Committee
Policy Date; Revisions	12/2018 7/2018

Policy Title: Refusal to Provide Copies
Chapter/Department: Sharon Regional/School of Nursing
Policy Number: 129
Policy Date: 1/2018

Policy

Sharon Regional School of Nursing reserves the right to deny transcripts or copies of educational records not required to be made available by FERPA in the following situations:

- The student has an unpaid financial obligation to Sharon Regional School of Nursing.
- There is an unresolved dispute or disciplinary action involving the record.

The following procedures are consistent with the provision of the “Buckley Amendment” to the Family Rights and Privacy Act of 1974.

Scope

Student

Review and Approval

The following hospital personnel originated and approved this policy:

Contact	Mary Jane Larmon
Approved by	Faculty Organization Committee
Policy Date; Revisions;	12/2018 7/2018

Policy Title: Harassment/Bullying
Chapter/Department: Sharon Regional/School of Nursing
Policy Number: 131
Policy Date: 1/2018

Policy

The School of Nursing follows the Harassment/Bullying Policy located in Human Resources

Sharon Regional School of Nursing is firmly committed to maintaining a learning/work environment free from all forms of harassment/bullying of any student, potential student or School of Nursing personnel. Harassment/bullying violate the School of Nursing policy and is neither permitted nor condoned.

Harassment/bullying is defined as **a pattern of conduct, rooted in a power differential that threatens, harms, humiliates, induces fear, or causes substantial emotional distress.** Included are behaviors that any reasonable person would recognize as having a significant risk in harming students, potential students or School of Nursing personnel.

Faculty or advisors employed at the School of Nursing may choose to give a nursing student his/her personal cell phone number. The cell phone number is to be used to contact the faculty/advisor if other means of communication (e-mail, office extension, etc.) has been unsuccessful or if the student is experiencing an emergency. Student's contacting faculty/advisors after School of Nursing hours of operation is discouraged. Inappropriate use of a faculty/advisor cell phone number could be considered a form of harassment.

Any student, potential student or School of Nursing personnel who feels harassed/bullied, knows of or suspects the occurrence of such acts, or desire counseling on coping with potential harassment/bullying is strongly urged to contact the Director of Human Resources and /or the Director of the School of Nursing. Because of the sensitivity of harassment/bullying issues, each case will be promptly and thoroughly investigated in the strictest confidence to determine whether harassment/bullying has occurred. All investigations are designed to protect privacy of and minimize suspicion toward all parties involved.

Any employee, persons found to have violated Sharon Regional School of Nursing policy against harassment/bullying will be subject immediately to appropriate disciplinary action, including temporary suspension or termination (employees) or dismissal from the program (students) or denial of admission (potential students) depending on the severity of the offense. By enforcing this policy, we will preserve the right of every student, potential student or School of Nursing personnel to enjoy a learning/work environment free from harassment/bullying.

Scope

Student

Review and Approval

The following hospital personnel originated and approved this policy:

Contact	Mary Jane Larmon
Approved by	Faculty Organization Committee
Policy Date; Revisions;	12/2018 7/2018

Policy

The School of Nursing follows the Health System Policy located in Human Resources

Sharon Regional School of Nursing is firmly committed to the maintenance of a working environment free from all forms of sexual harassment of any employee or applicant for employment. Sexual harassment violates both the Sharon Regional Medical Center policy and Title VII of the Civil Rights Act. It is neither permitted nor condoned.

Sexual harassment has been defined by the EEOC to be any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is an explicit or implicit condition of employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions or;
- Such conduct has the purpose or effect of:
Unreasonable interfering with an individual's work, performance, or;
Creating an intimidating, hostile, or offensive work environment.

Any employee or applicant for employment, who feels sexually harassed, knows of or suspects the occurrence of sexual harassment, or desires counseling on coping with potential harassment is strongly urged and encouraged to contact the Director of Human Resources, Title IX Coordinator. Because of the sensitivity of sexual harassment issues, each case will be promptly and thoroughly investigated in the strictest confidence to determine whether sexual harassment has occurred. All investigations will be designed to protect the privacy of, and minimize suspicion toward all parties involved.

Any employee found to have violated Sharon Regional Medical Center's policy against sexual harassment will be subject immediately to appropriate disciplinary action, including possible temporary suspension or termination depending on severity of the offense. By enforcing this policy, we will preserve the right of every employee and applicant for employment to enjoy a work place free from sexual harassment.

SEXUAL ASSAULT PREVENTION

Students and faculty need to consider the possibility of rape at any time of day or night. 85% of rapes are acquaintance rapes. Rape can happen even among friends. The following are several rape prevention tactics:

- Avoid isolated or secluded areas, which would leave you vulnerable to assault. Walk in well-lighted areas. Do not walk too close to inside of sidewalk, near bushes, alley entrances, driveways or entrances to private places.
- Do not walk alone at night. Ask student friends to go with you.
- Request escort from security personnel when leaving the campus, school, or hospital when it is dark.
- If you are alone, be extra aware of what's around you. Listen for footsteps. Look around you to see if someone is following you. If you think so, change your walk to quicker or slower steps to see what happens. Go to the nearest lighted place and get in quickly if you think you are being followed.
- Have your car keys available before approaching your car. Check the back seat before getting in.
- While driving, keep doors locked.
- When returning home at night, have your keys ready before you get to the door.
- Always find out who is at your door before you open it. If it is a service person, ask for identification.

In the event you are a victim of a sexual assault; treatment is available in any Emergency Care Center. Policy and procedure for the treatment of a victim of sexual assault is available upon request. Every victim of sexual assault who is

treated at Sharon Regional Medical Center Emergency Care Center is offered the services of A.W.A.R.E., which offers support and counseling.

According to Pennsylvania Law (18, P.S. Section 5106) notification of the police must be made in cases in which there is physical abuse and in which the suspected victim claims sexual assault.

Scope

Student

Review and Approval

The following hospital personnel originated and approved this policy:

Contact	Mary Jane Larmon
Approved by	Faculty Organization Committee
Policy Date; Revisions;	12/2018 7/2018

Policy Title: Crime Awareness and Campus Security
Chapter/Department: Sharon Regional/School of Nursing
Policy Number: 133
Policy Date: 1/2018

Policy

In compliance with Title II of Public Law 101-542; The Student Right-To-Know and Campus Security Act, as amended by Public Law 102-26; The Higher Education Technical Amendments Act of 1991, the following information has been distributed to all applicants for enrollment or employment upon request. Incoming students are required to demonstrate familiarity with this handbook before being allowed to proceed with their studies.

Security:

Sharon Regional Medical Center has a security force of uniformed guards who work on a 24-hour basis. The guards are responsible for:

- General security of the Sharon Regional Medical Center, including the School of Nursing
- Fire Prevention
- Monitoring hospital parking lots
- Assisting hospital staff in enforcing visiting and smoking regulations
- Assisting as needed with arrival and departure of Life Flight and Mobile Medical Units

The Medical Center security guards are authorized to use appropriate force to prevent bodily harm to any hospital employee or nursing student. The security system is linked by two-way radio with the police force for the City of Sharon.

The security personnel and Sharon Police are required to file incident reports for all criminal or emergency actions occurring on Sharon Regional Medical Center premises. Any incidents involving School of Nursing students, faculty, or employees are reported to the Director of the School of Nursing.

Each beginning class of students receives in-depth orientation to safety and security policies and procedures. Students who find that a criminal action or emergency has occurred are instructed to notify the Director of the School of Nursing and the Medical Center security force immediately. Statistical reports are maintained in accordance with the Crime Awareness and Campus Security Act of 1990. While attending classes at any other college campus students are subjected to the security policies of that campus.

Security policies, procedures, and reports of the Sharon Regional School of Nursing may be reviewed at any time by submitting a request to the Director of the School of Nursing.

Statistics will be maintained by the School of Nursing concerning the number of the following criminal offenses reported on Medical Center premises during the most recent calendar year and for the two preceding calendar years. Reports and Statistics can be obtained from the nursing program director.

SHARON REGIONAL MEDICAL CENTER
2017 Statistics: as reported by the Sharon Police Department

<u>Offense</u>	<u>Total Number Reported</u>
Narcotics	5
Vandalism	8
Assault	1
Theft	8
Burglary	7
DUI	0
Parking	12
Harassment	13
Vehicle Accident	4

Traffic	5
Towed Vehicle	0
Suspicious Activity	20
Assist	25
Noise Complaint	12
Domestic	20
Disorderly Conduct	0
Public Drunk	0
Warrant	0
Shooting	0
Rape	1
Animal Complaint	21
Unwanted Party	3
Alarm	5
Police information	9
Missing Person	0
Medical Assist	19
9-1-1 (other)	0

The above crimes are reported by Sharon Police Dept. not all occurred at Sharon Regional Medical Center.

Scope

Student

Review and Approval

The following hospital personnel originated and approved this policy:

Contact	Mary Jane Larmon
Approved by	Faculty Organization Committee
Policy Date; Revisions;	12/2018 7/2018

Policy Title: Leave of Absence (LOA) Policy
Chapter/Department: Sharon Regional/School of Nursing
Policy Number: 172
Policy Date: 1/2018

Policy

A student may choose to take a leave of absence (LOA) from the nursing program when the student is experiencing a significant personal problem that is interfering with their ability to remain in the program at that time. A significant personal problem may include a health issue (self or family), high level of stress due to personal issues, financial issues, emotional/psychological concerns or a call to military duty. Most often a leave of absence student intends to return to the program. The leave of absence applies to all nursing courses being taken at the time of the leave and is only available to students who are in good academic standing. "Good academic standing" is defined by the program as a theory grade above 79.5% in all current nursing courses and satisfactory performance in the clinical setting.

When a student would like to take a leave of absence, the student will submit a written or typed statement to the director requesting the leave. It is requested that the student list the reason for the leave in the statement but it is not required. The director will determine if the student is in good academic standing. The student will then meet with the director to complete the leave of absence form. After the form is completed and signed by the student and the director, Penn State is notified that the student has taken a leave of absence from the program. The financial aid officer (FAO) will notify the student's lender of the change of status.

A student is permitted one leave of absence (LOA) from the program during their academic career at the School of Nursing. When the student intends to return, the student will be considered a readmission student and will follow Readmission Policy #173. The student will be expected to resume the program when the courses left are offered again the following year. A student that does not return to the program when the course(s) left are offered the following year but does wish to return to the program at a later time will need to begin the application/admission process (see the admission policy). If the student chooses not to or is unable to return to the program during the LOA period, the student will submit a written statement to the program director that he/she does not intend to return.

NOTE: A student that is not in good academic standing may choose to withdraw from the program (see Withdrawal Policy #104).

Scope

Student

Review and Approval

The following hospital personnel originated and approved this policy:

Contact	Mary Jane Larmon
Approved by	Faculty Organization Committee
Policy Date; Revisions;	12/2018

Policy Title: Readmission
Chapter/Department: Sharon Regional/School of Nursing
Policy Number: 173
Policy Date: 1/2018

Policy

Following a leave of absence (LOA) or withdrawal, a nursing student may be readmitted to the program one time during the student's academic career. The student requesting a readmission will submit a written request to the program director at least 12 weeks before the semester that they are requesting to return to begins. All readmission students must meet designated readmission criteria included on a readmission checklist by the listed due dates for the semester the student is returning to. The readmission checklist is provided to the student. Students not completing readmission criteria on or before the due dates may be denied readmission. Readmission criteria most often include (but are not limited to):

- SRMC Hospital Orientation and Computer Re-orientation
- Review of the Student Handbook for the class cohort that the student is being readmitted to
- Re-signing School of Nursing program orientation forms
- Proof of current BLS/Healthcare provide CPR certification
- Employee Health screening: Mantoux test and drug screen
- Repeat of required background clearances
- A re-admission advisement meeting

The student's previous academic and performance records will be reviewed to guide the director, advisor and faculty in areas that the student may need additional support prior to returning to the program. The readmission student may be asked to repeat a skill competency, attend a lab or retake an exam or ATI assessment prior to readmissions to prepare the student for success in the program.

All readmission and transfer students will be on academic probation to provide them added support for success.

NOTE: A student with an outstanding financial balance owed to the school, may not be readmitted to the program.

NOTE: A LOA or withdrawal student is expected to be readmitted to the program when the withdrawn courses are offered the following year. If greater than one year lapses between the date of withdrawal and readmission, the student must begin the new applicant process. One readmission to the program is permitted. Upon readmission, a new Title IV Financial Aid Package is calculated using current award year figures.

Scope

Student

Review and Approval

The following hospital personnel originated and approved this policy:

Contact	Mary Jane Larmon
Approved by	Faculty Organization Committee
Policy Date; Revisions;	12/2018 6/2018

Policy Title: Transfer of Credits
Chapter/Department: Sharon Regional/School of Nursing
Policy Number: 174
Policy Date: 1/2018

Policy

Purpose of the Policy: Students who have earned provisional acceptance into the School of Nursing program may have already completed some of the college courses (Math, English, Anatomy, Psychology, Freshman Seminar, Physiology, Microbiology, Nutrition and Human Growth/Development) included within the program’s 5 semester curriculum. In order to request that the School of Nursing accept previous college credits, an official transcript of the college courses will be required. Pre-requisite courses are not required and the program does not offer “advanced standing”.

Students requesting transfer of nursing courses (Fundamentals, Pharmacology and MS I) will be addressed using the Student Transfer Policy #115.

Policy:

1. All courses being accepted for transfer will be reviewed by the program’s Admission Committee during the provisional acceptance period (March-December). An official transcript is required by July 1st. An “unofficial” transcript will be accepted for students taking classes in the summer and fall semesters for final acceptance into semester #2. A minimum grade of “C” is required for all credits being transferred into the program. Please note that a provisional acceptance student may need to retake a semester #1 course to increase his or her GPA to at least 2.5 as part of the criteria for final acceptance.
2. A course description must be sent for any courses taken at colleges and universities other than Penn State University (PSU) and Butler Community College (BC3). Providing a course description is the responsibility of the student. The program will work with the partnering university to determine if the course is acceptable in scope and content to the courses required within the program’s curriculum.
3. Science based college courses considered for program credit (Anatomy, Physiology and Microbiology) must have been completed within the last seven years. Please note that when deciding on the Anatomy and Physiology courses, students must take both at the same institution. Courses differ from institution to institution therefore students may miss necessary content. (Ex. Anatomy with lab and Physiology OR Anatomy and Physiology I and Anatomy and Physiology II- must be taken within the same institution to assure coverage of all body systems).
4. Additional courses being considered for credit (examples: math, english, psychology, nutrition, and human growth and development) will be evaluated on an individual basis.

References: ACEN, 2016: Policy #25 Transfer of Credit and PA State Board of Nursing section 21.103

Scope

Student

Review and Approval

The following hospital personnel originated and approved this policy:

Contact	Mary Jane Larmon
Approved by	Faculty Organization Committee
Policy Date; Revisions;	12/2018 7/2018

Policy Title: Financial Aid/Tuition
Chapter/Department: Sharon Regional/School of Nursing
Policy Number: 35
Policy Date: 1/2018

Policy

General Eligibility Requirements for Financial Aid:

- Demonstrate financial need
- Be a U.S. citizen or an eligible noncitizen;
- Have a valid Social Security number;
- Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25);
- Maintain Satisfactory Academic Progress (SAP);
- Sign statements on the Free Application for Federal Student Aid (FAFSA) stating that you are not in default on a federal student loan and do not owe money on a federal student grant

And.....

- You will use federal student aid only for educational purposes;
- Show you are qualified to obtain a college or career school education by:
 - Having a high school diploma or a recognized equivalent such as a General Education Development (GED) certificate or
 - Completing a high school education in a homeschool setting approved under state law.

Tuition Policy:

Tuition is paid directly to the Financial Aid Office by check or money order made payable to Sharon Regional Health System School of Nursing. The school accepts all major credit cards, which can be processed by the hospital or by calling 724-983-5601.

A charge of \$50.00 will be charged to student's who write checks with insufficient funds and no other personal checks will be accepted in the future, only money orders or cashier's checks.

- a. Students who are paying out-of-pocket are expected to have the semester paid for prior to the start of the semester or have an installment payment plan approved by the financial aid office in place. Failure to adhere to this plan can result in denial to continue in the program.
- b. All outstanding account balances must be paid in full prior to graduation or the student will not receive his/her diploma.

Fees:

Students are assessed fees each term or semester. These fees are applied to ATI and IDMI fees per semester, lab supplies, clinical fees, copying fees and other class supplies.

Financial Aid:

Financial aid eligibility is based on financial need, not on grades. Academic progress must be maintained for continued consideration and eligibility for assistance. Neither race, color, religion, national origin, age, sex, mental status, nor disability influences this decision. Only those courses required by the School of Nursing may be utilized in calculating full-time status for financial aid purposes. Payment for classes not required by the school is the financial responsibility of the student.

Applying for Financial Aid:

All students must complete the "Renewal Application" or Free Application for Federal Student Aid (FAFSA) to be considered for either a Federal Pell Grant or PHEAA/OIG State Grant. Even though the student may not be eligible for a

federal or state grant, the FAFSA/Renewal Application must be completed before the student may apply for a guaranteed loan.

Applicants are urged to submit their financial aid forms by February 15 to insure their grants are available when needed. Students may file their FAFSA on the web – www.fafsa.ed.gov. FAFSA renewal forms are mailed directly to the student in November or December each year.

Information on Outside Funding:

Office of Vocational Rehabilitation – Mercer County
Pennsylvania Department of Labor and Industry
3200 Lovell Place
Erie, PA 16503
Phone: 814-871-4551
800-541-0721

Office of Vocational Rehabilitation – Lawrence County
Pennsylvania Department of Labor and Industry
100 Margaret Street
New Castle, PA 16101
Phone: 724-656-3070
800-442-6379

Pennsylvania Career Link – Mercer County
217 West State Street
Sharon, PA 16146
Phone: 724-347-9257
Website: www.pacareerlink.state.pa.us

Pennsylvania Career Link – Lawrence County
102 Margaret Street
New Castle, PA 16101
Phone: 724-656-3165

Pennsylvania Career Link – Crawford County
764 Bessemer Street, Suite 100
Meadville, PA 16335
Phone: 814-333-4166

TAA – Leona Annaquey (N/A)
Trade Coordinator
Department of Labor and Industry
Bureau or Workforce Development Partnership
651 Boas Street, 12th Floor
Harrisburg, PA 17124
Phone: 717-787-6356
Email: lannaquey@state.pa.us

Susan Dickinson (N/A)
TRA Coordinator
Pennsylvania Department of Labor and Industry
Office of Unemployment Compensation Benefits Policy

651 Boas Street, Room 604
Harrisburg, PA 17121
Phone: 717-772-8811
Email: sdickinson@pa.gov

Title IV Verification Policy and Procedure:

The U.S. Department of Education requires that Federal Title IV applicants provide documentation to verify the accuracy of the information submitted on the Free Application for Federal Student Aid (FAFSA) each year. Federal regulations include verification as part of the Federal Student Aid (FSA) program requirements and it is required for applicants for most FSA programs with the exception of students receiving only a parent PLUS or an unsubsidized Stafford Loan. Each school is required to have policies for verifying the reported information.

Federal verification guidelines require that applicants are selected for verification by the Central Processing System (CPS) or by the school. At Sharon Regional School of Nursing, federal verification is performed on all applicants selected by the CPS and any application which we have reason to believe is incorrect or has conflicting documentation.

Under certain circumstances a CPS selected application may be excluded from some or all of the federal verification guidelines due to the following unusual circumstances including: death of the student, not an aid recipient, applicant is eligible to receive only unsubsidized student aid, or the applicant has been verified by another school.

Verification must typically be completed prior to the end of the academic year or before the student ceases enrollment, whichever occurs first. Students, who fail to comply with verification requirements, including submitting documentation within required timelines, will not have Title IV funds disbursed and may have Title IV funds cancelled. The student is the responsible party for providing information and completing the verification process.

Students are identified as being selected for verification during the financial aid application process by viewing the FAFSA output documentation called the Institutional Student Information Record (ISIR). A review of the student's financial aid application occurs after the ISIR data is received and data entry of required information is completed. The verification activity will initially compare applicant data for accuracy and completeness and continue to resolve conflicting information. In this process Sharon Regional School of Nursing requires verification of the following items:

For all applicants:

- Household size
- Number in college
- SNAP Benefits (food stamps)
- Child support paid

For non-tax filers:

- Income earned from work

For tax filers:

- Adjusted Gross Income (AGI)
- U.S. Income tax paid
- Wages
- Education Credits
- Other untaxed income reported on tax return

To complete the verification process acceptable documentation may include IRS Tax Transcripts, IRS Tax Forms (1040, 1040A, 1040E, and requested tax schedules) and W-2's. To resolve discrepancies in reported information students may be required to complete and submit an additional Verification Worksheet or other documentation.

Verification results that require changes to the applicant information and subsequent changes to the student's financial aid package will be made prior to final disbursement of federal funds. For all students eligible for subsidized Title IV aid the school will make appropriate changes to the student information electronically through the Department of Education's CPS to ensure each student has a correct valid ISIR. The student will be notified of this adjustment through a revised financial aid award letter.

If the verification results do not justify aid already disbursed, the student is responsible for repaying all aid for which he/she is not eligible. Failure to meet the repayment obligation will result in the student being referred to the Department of Education.

Verification Tolerance:

Verification can uncover minor errors that will not significantly affect the student's eligibility. Regulations provide a tolerance for verification changes. A change that is less than \$25 per item (defined as the verification tolerance option) between the incorrect and correct data elements is allowable and corrections are not required.

FAFSA Output Documentation:

Once the FAFSA has been completed an output document will be created. The school will receive the FAFSA data electronically in a document called an Institutional Student Information Record (ISIR) and the student will receive a Student Aid Report (SAR). The output document provides information about the student and family including a calculated Expected Family Contribution (EFC), document codes identifying specific information about the applicant data submitted, and written comments. The written messages provide additional information for the applicant to follow. The verification message for the student will read: "Your FAFSA has been selected for a review in a process called verification. Your school has the authority to request copies of certain financial documents from you and your parent(s)".

Required Verification Documentation:

In the federal verification process Sharon Regional School of Nursing requires verification of the following items and may require additional documentation including:

Household size: signed verification worksheet or document to include

- The student
- The parent(s) even if they do not live with the student
- The parents' other children, if the parents provide more than half of their support
- Other people living with the parents and the parents provide more than half of their support. (do not include foster children)

Number in college: signed verification worksheet or document to include:

- The student
- Household members attending college at least half time in a degree program

Adjusted Gross Income (AGI): reported on tax return transcript, copy of the tax return

Tax Return	Tax Return Transcript
• 1040 line 37	Adjusted Gross Income per computer
• 1040A line 21	Adjusted Gross Income per computer
• 1040EZ line 4	Adjusted Gross Income per computer

U.S. taxes paid: reported on tax return transcript, copy of the tax return

Tax Return	Tax Return Transcript
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- 1040 line 55 Income tax after credits per computer
- 1040A line 35 Tentative tax per computer
- 1040EZ line 10 Total tax liability TP figures per computer

Other untaxed income: reported on tax return transcript, reported on tax return

- Tax deferred pensions and savings plans
- IRA deductions, SEP, Simple, Keogh and other qualified plans
- Tax exempt interest income
- Untaxed portions of IRA distributions
- Untaxed portions of pension

Wages: official income statement and tax documents

- as listed on the W-2
- 1040 line 7 + 12 + 18 + box 14 of the IRS Schedule K-1 (Form 1065)
- 1040A line 7
- 1040EZ line 1

SNAP Benefits (Food Stamps): signed verification worksheet or signed supporting documentation

Child Support Paid: signed verification worksheet or signed supporting documentation

Untaxed income: signed verification worksheet or signed supporting documentation

- Child support
- Housing, food, living allowances paid to military, clergy, others
- Veterans non-education benefits
- Other untaxed income not reported (i.e., workers' compensation, disability)
- Money received or paid on the students behalf

Verification Exemptions:

The school is not required to verify household size if any of the following conditions apply:

For a dependent student, the household size reported for married parents is three; or two if the parent is single, divorced, separated or widowed.

For a married independent student, the household size is two; or one if the student is single, divorced, separated or widowed.

The school is not required to verify the number enrolled in college if the following conditions apply.

The reported number enrolled in college is one (the student)

PELL GRANTS:

Determining Pell Grant Payment Periods:

The program's academic year must be divided into payment periods. Pell must be paid in installments over the academic year to help meet the student's cost in each payment period. The payment period determines when Pell funds are disbursed and the exact amount to be disbursed. Pell Grants are based on the Expected Family Contribution (EFC) and the Cost of Attendance (COA). Pell Grants are free money provided by the U.S. Department of Education and do not need to be repaid.

The school will credit your award (if applicable) to your account.

Payment of Pell Grants:

The school will credit the Pell Grant Award (if applicable) to your account by semester per award year unless Satisfactory Progress has not been met. The nursing program is a 67 credit hour program. There is two financial aid award years.

DIRECT LOANS:

Federal Direct Loans are low interest loans made to you by a lender such as a bank, credit union, savings and loan association or other entities. **Direct Loans must be repaid.**

To apply for a student loan, you must complete a Free Application for Federal Student Aid (FAFSA) and have a valid Student Aid Report (SAR) before the school can certify your student loans. Students must have completed verification (if applicable). Students must have a completed Master Promissory Note MPN) on file.

The school will complete a Cost of Attendance Worksheet for the student's academic level. Once the Cost of Attendance Worksheet has been completed, the Financial Aid Officer will schedule an appointment with the student and his/her parent(s) (if applicable) to finalize the Financial Aid Award Package. The student will be informed of the available loan limits and stress that the student only borrows what he/she needs not necessarily the maximum amounts. The student will be made aware of the difference between subsidized and unsubsidized Direct Loans.

First-time borrowers are required to complete Direct Loan Entrance Counseling prior to receiving the first disbursement of a Direct Loan. However, a borrower who is receiving his or her first Direct Loan is not required to complete entrance counseling if he or she has previously received the same type of loan through the Federal Family Education Loan (FFEL) Program. Online Direct Loan Entrance Counseling will be available on the www.StudentLoans.gov web site.

DIRECT LOAN ENTRANCE COUNSELING

Entrance Counseling must be completed before any disbursements of Title IV Funds may be made. Online Direct Loan Entrance Counseling will be available on the www.StudentLoans.gov web site.

To access the counseling session, a borrower selects Entrance Counseling from the Manage My Direct Loan menu box. The borrower must log in with his or her Federal Student Aid PIN.

Once the borrower is logged in, he or she may view verification pages of previously completed counseling sessions or complete a new counseling session. When a new counseling session is started, the borrower must select the name of his or her school and the location (state) of the school.

Notes: There is one counseling session; however, the material will be tailored to the borrower type selected during Step 1 of the process.

Information covered during online direct loan entrance counseling:

The online Direct Loan Entrance Counseling session contains information that meets all federal requirements. The counseling session will take approximately 30 minutes to complete. ***The borrower must complete the counseling session in one sitting in order for it to be recorded in the system.***

A borrower will complete the Direct Loan Entrance Counseling topics listed below. Each section will be followed by a section quiz.

- Direct Loan types
- Borrow wisely
- You must repay your loans
- The Master Promissory Note
- How your loans will be disbursed (paid out)
- Direct Subsidized and Unsubsidized loan limits
- Direct Subsidized Loan and Direct Unsubsidized loan interest rates and payment of interest
- Loan fees
- Changes you must report
- Repaying Direct Loans
- Repayment incentives
- Trouble making payments
- Consequences if you default
- Conditions for canceling all or part of your loan
- Consolidation
- Borrowers rights and responsibilities (A borrower will be able to view and print the Borrower's Rights and Responsibilities document.)

Once the counseling session is completed, the borrower will have several options:

1. Complete and submit a Direct Loan Master Promissory Note (MPN). The borrower can complete an MPN immediately following the counseling session or may log out and complete the MPN at a later time
2. View and download a completed counseling verification page.
3. Print the current counseling verification page.

The student must also complete the Identity and Statement of Educational Purpose (this form must be signed at the school) before any disbursements of Title IV funding may be made.

Student Withdrawals from the Program

Federal Refund Policy – Return of Title IV Funds:

Note: SR-SON Title IV Programs include Pell, Direct Loans and PLUS Loans.

The Higher Education Amendments of 1998, Public Law 105-244 (the Amendments of 1998) substantially changed the way funds paid toward a student's education are handled when a recipient of Title IV funds withdraws from school.

The amount of Title IV Program Assistance earned is based on the amount of time the student spent in academic attendance; it **has no relationship to the student's incurred institutional charges**.

Up **through the 60% point** in each payment period or period of enrollment, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. **After the 60% point** in the payment period or

period of enrollment, a student has earned 100% of the Title IV funds. Period of enrollment being each course/term (i.e., Nursing I, Nursing II, etc.).

Title IV funds are returned in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Perkins Loans (N/A)
- Parent PLUS Loans
- Pell Grant
- FSEOG (N/A)
- Other Title IV Programs (N/A)

School refund policy

If a student intends to withdraw from SR-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%

State Grant Refund Policy

A recipient who begins the term enrolled at least half-time but withdraws during the term is ineligible for any part of an award where the award has **not** been credited to the student's account prior to the student's withdrawal.

If the award for the term has already been credited to the student's account prior to the date of withdrawal, the student will be eligible for a portion of the award. The ineligible percentage will be in accordance with the School Refund Policy.

Exit Counseling

Exit counseling is required of students at the time of withdrawal from the program, prior to graduation or when a student drops below half-time attendance.

Exit counseling helps a student understand rights and responsibilities as a student borrower.

Exit counseling sessions provides the student with the following information:

- Repayment obligation
- Projected monthly payment
- Repayment options
- Debt management strategies
- Deferment and forbearance
- Default
- Completion of required paperwork
- Answer any questions

Counseling sessions cover the following federal student loan types:

William D. Ford Direct Loans (Direct Loan)

- Direct Subsidized Loans
- Direct Unsubsidized Loans
- Direct Parent PLUS loans

Federal Family Education Program Loans (FFEL)

- Subsidized Federal Stafford Loans
- Unsubsidized Federal Stafford Loans
- Federal PLUS Loans

Before graduation or withdrawal from the program each student will meet with the Financial Aid Officer and review all financial aid received during the course of the program here at Sharon Regional School of Nursing. Each student will receive a print-out from National Student Loan Data System (NSLDS) showing the amount of outstanding debt and lender information. Each student will be required to complete the online Exit Interview at www.StudentLoans.gov. Students can also go to NSLDS Student Access (www.NSLDS.ed.gov) to receive information on their financial aid taken to date. Sharon Regional School of Nursing must receive a copy of the Exit Counseling Session before student may receive their diploma from the program.

Scope

Financial Aid/Tuition

Review and Approval

The following hospital personnel originated and approved this policy:

Contact	Mary Jane Larmon
Approved by	Faculty Organization Committee
Policy Date; Revisions;	12/2018 7/2018

Policy Title: PHEAA – Pennsylvania Higher Education Assistance Agency State Grant
Chapter/Department: Sharon Regional/School of Nursing
Policy Number: 36
Policy Date: 1/2018

Policy

Pennsylvania Higher Education Assistance Agency State Grant (PHEAA)

PHEAA State Grant is an award to help undergraduate students pay for their postsecondary education. To apply for the PHEAA Grant, students must file the FAFSA. Pennsylvania does not require repayment of this grant.

Students must demonstrate financial need as determined by PHEAA. Students must be a graduate of an American High School or have received a GED diploma. Additional requirements are: domiciliary of PA, enrollment at least half-time in an undergraduate program, satisfactory academic progress (24 credits or equivalent for each full academic year of state aid granted). Incarcerated students are not eligible. For full-time eligibility, a student must complete 24 credit hours per academic year; 12 credits per term. For part time (at least half time) eligibility, a student must complete a minimum of 12 credit hours per academic year or 6 credit hours per term. PHEAA Grants are limited to two award years.

Before awarding a State Grant, a recipient must have academic progress checked. One year of State Grant is equal to a minimum of 24 semester credits in an approved program of study. This progress is checked at the end of the summer term each year by the Financial Aid Officer.

The PHEAA budgets consist of tuition, fees (for nursing and college courses), estimated room and board and uniform costs. These figures are submitted annually to PHEAA.

PHEAA conducts their own verification by sending the student a form. No grant can be awarded prior to completion of this process. PHEAA notifies the school when verification is completed.

PHEAA grants are disbursed to the student accounts on a term by term basis. The Financial Aid Office verifies enrollment status and eligibility prior to crediting students' account. PHEAA directly deposits grant monies for the term in the Hospital's account. The Business Office is notified by the Financial Aid Office when this deposit is made and the monies are credited to the student's account. If a credit balance occurs, a refund is issued to the student.

Scope

Financial Aid/Tuition

Review and Approval

The following hospital personnel originated and approved this policy:

Contact	Mary Jane Larmon
Approved by	Faculty Organization Committee
Policy Date; Revisions;	12/2018

Policy

ACEN Standard 3.6.1

A written, comprehensive student loan repayment program addressing student loan information, counseling, monitoring, and cooperation with lenders is available.

SHARON REGIONAL SCHOOL of NURSING

Loan Repayment Program

The Financial Aid officer can provide your information about the status of your loan for the current year or upcoming school year. Please call 724-983-3988 for more information.

If you are still in school and you have a change in status you will need to notify the loan servicer. The loan servicer is assigned to you when the loan was disbursed to you. Notify the loan servicer for:

- Change of name, address or phone number
- Date of graduation
- Decrease in enrollment below half time
- Withdrawal from the school or transfer to another school

If you are no longer in school, but received a loan disbursement in the award year contact your loan servicer for:

- Change your name, address or phone number
- Need help making your loan payment
- Have questions about your bill or
- Have other questions about your student loans

Loan Servicer Contact Information for William D. Ford Federal Direct Loan and the Federal Family Education Loan (FFEL) Program:

Loan Servicer	Contact
Corner Stone	1-800-663-1662
FedLoan Servicing (PHEAA)	1-800-699-2908
Granite State – GSMR	1-888-556-0022
Great Lakes Educational Loan Services, Inc.	1-800-236-4300
HESC/Edfinancial	1-855-337-6884
MOHELA	1-888-866-4352
Navient	1-800-722-1300
Nelnet	1-888-486-4722
OSLA Servicing	1-866-264-9762

Source <https://studentaided.gov/sa/repay-loans/understand/servicers>

Financial Aid Counseling

The financial aid entrance counseling prior to obtaining loans will provide information about loans best for you. A borrower will complete the Direct Loan Entrance Counseling topics listed below. Each section will be followed by a section quiz.

- Direct Loan types
- Borrow wisely
- You must repay your loans
- The Master Promissory Note
- How your loans will be disbursed (paid out)
- Direct Subsidized and Unsubsidized loan limits
- Direct Subsidized Loan and Direct Unsubsidized loan interest rates and payment of interest
- Loan fees
- Changes you must report
- Repaying Direct Loans
- Repayment incentives
- Trouble making payments
- Consequences if you default
- Conditions for canceling all or part of your loan
- Consolidation
- Borrowers rights and responsibilities (A borrower will be able to view and print the Borrower's Rights and Responsibilities document.)

Exit counseling is completed prior to graduation and will provide additional information about your individual loan status and repayment options including:

- Repayment obligation
- Projected monthly payment
- Repayment options
- Debt management strategies
- Deferment and forbearance
- Default
- Completion of required paperwork
- Answer any questions

Counseling sessions cover the following federal student loan types:

William D. Ford Direct Loans (Direct Loan)

Direct Subsidized Loans

Direct Unsubsidized Loans

Direct Parent PLUS loans

Federal Family Education Program Loans (FFEL)

Subsidized Federal Stafford Loans

Unsubsidized Federal Stafford Loans

Federal PLUS Loans

Entrance and Exit Counseling can be completed at www.studentloans.gov

Assistance with the repayment process is free and there are various options based on individual circumstances. It is important that you contact your loan servicer and establish a repayment plan.

Resources for Students:

<https://www.studentaid.gov/sa/repay-loans> See attached Overview of Direct Loan and FFEL Program Repayment Plans

Overview of Direct Loan and FFEL Program Repayment Plans			
Repayment Plan	Eligible Loans	Monthly Payment and Time Frame	Eligibility and Other Information
Standard Repayment Plan	<ul style="list-style-type: none"> • Direct Subsidized and Unsubsidized Loans • Subsidized and Unsubsidized Federal Stafford Loans • all PLUS loans • all <i>Consolidation</i> Loans (Direct or FFEL) 	<p>Payments are a fixed amount.</p> <p>Up to 10 years (up to 30 years for Consolidation Loans).</p>	<p>All borrowers are eligible for this plan.</p> <p>You'll pay less over time than under other plans.</p>
Graduated Repayment Plan	<ul style="list-style-type: none"> • Direct Subsidized and Unsubsidized Loans • Subsidized and Unsubsidized Federal Stafford Loans • all PLUS loans • all Consolidation Loans (Direct or FFEL) 	<p>Payments are lower at first and then increase, usually every two years.</p> <p>Up to 10 years (up to 30 years for Consolidation Loans).</p>	<p>All borrowers are eligible for this plan.</p> <p>You'll pay more over time than under the 10-year Standard Plan.</p>
Extended Repayment Plan	<ul style="list-style-type: none"> • Direct Subsidized and Unsubsidized Loans • Subsidized and Unsubsidized Federal Stafford Loans • all PLUS loans • all Consolidation Loans (Direct or FFEL) 	<p>Payments may be fixed or graduated.</p> <p>Up to 25 years.</p>	<ul style="list-style-type: none"> • If you're a Direct Loan borrower, you must have more than \$30,000 in outstanding Direct Loans. • If you're a FFEL borrower, you must have more than \$30,000 in outstanding FFEL Program loans. • Your monthly payments will be

Overview of Direct Loan and FFEL Program Repayment Plans

Repayment Plan	Eligible Loans	Monthly Payment and Time Frame	Eligibility and Other Information
			<p>lower than under the 10-year Standard Plan or the Graduated Repayment Plan.</p> <ul style="list-style-type: none"> You'll pay more over time than under the 10-year Standard Plan.
<p>Revised Pay As You Earn Repayment Plan (REPAYE)</p>	<ul style="list-style-type: none"> Direct Subsidized and Unsubsidized Loans Direct PLUS loans made to students Direct Consolidation Loans that do not include PLUS loans (Direct or FFEL) made to parents 	<ul style="list-style-type: none"> Your monthly payments will be 10 percent of <i>discretionary income</i>. Payments are recalculated each year and are based on your updated income and family size. If you're married, both your and your spouse's income or loan debt will be considered, whether taxes are filed jointly or separately (with limited exceptions). Any outstanding balance on your loan will be forgiven if you haven't repaid your loan in full after 20 or 25 years. 	<ul style="list-style-type: none"> Any Direct Loan borrower with an eligible loan type may choose this plan. Your monthly payment can be more than the 10-year Standard Plan amount. You may have to pay income tax on any amount that is forgiven. Good option for those seeking <i>Public Service Loan Forgiveness (PSLF)</i>.
<p>Pay As You Earn Repayment Plan (PAYE)</p>	<ul style="list-style-type: none"> Direct Subsidized and Unsubsidized Loans Direct PLUS loans made to students Direct Consolidation Loans that do not include (Direct or FFEL) PLUS loans made to parents 	<ul style="list-style-type: none"> Your maximum monthly payments will be 10 percent of discretionary income. Payments are recalculated each year and are based on your updated income and family size. If you're married, your spouse's income or loan debt will be considered only if you file a joint tax return. Any outstanding balance on your loan will be forgiven if you haven't repaid your loan in full after 20 years. 	<ul style="list-style-type: none"> You must be a <i>new borrower</i> on or after Oct. 1, 2007, and must have received a <i>disbursement</i> of a Direct Loan on or after Oct. 1, 2011. You must have a high debt relative to your income. Your monthly payment will never be more than the 10-year Standard Plan amount. You'll pay more over time than under the 10-year Standard Plan.

Overview of Direct Loan and FFEL Program Repayment Plans

Repayment Plan	Eligible Loans	Monthly Payment and Time Frame	Eligibility and Other Information
			<ul style="list-style-type: none"> You may have to pay income tax on any amount that is forgiven. Good option for those seeking Public Service Loan Forgiveness (PSLF).
Income-Based Repayment Plan (IBR)	<ul style="list-style-type: none"> Direct Subsidized and Unsubsidized Loans Subsidized and Unsubsidized Federal Stafford Loans all PLUS loans made to students Consolidation Loans (Direct or FFEL) that do not include Direct or FFEL PLUS loans made to parents 	<ul style="list-style-type: none"> Your monthly payments will be 10 or 15 percent of discretionary income. Payments are recalculated each year and are based on your updated income and family size. If you're married, your spouse's income or loan debt will be considered only if you file a joint tax return. Any outstanding balance on your loan will be forgiven if you haven't repaid your loan in full after 20 or 25 years. You may have to pay income tax on any amount that is forgiven. 	<ul style="list-style-type: none"> You must have a high debt relative to your income. Your monthly payment will never be more than the 10-year Standard Plan amount. You'll pay more over time than under the 10-year Standard Plan. Good option for those seeking Public Service Loan Forgiveness (PSLF).
Income-Contingent Repayment Plan (ICR)	<ul style="list-style-type: none"> Direct Subsidized and Unsubsidized Loans Direct PLUS Loans made to students Direct Consolidation Loans 	<ul style="list-style-type: none"> Your monthly payment will be the lesser of <ul style="list-style-type: none"> 20 percent of discretionary income, or the amount you would pay on a repayment plan with a fixed payment over 12 years, adjusted according to your income. Payments are recalculated each year and are based on your updated income, family size, and the total amount of your Direct Loans. If you're married, your spouse's income or loan debt will be considered only if you file a joint tax return or you choose to repay your Direct Loans jointly with your spouse. Any outstanding balance will be forgiven if you haven't repaid your loan in full after 25 years. 	<ul style="list-style-type: none"> Any Direct Loan borrower with an eligible loan type may choose this plan. Your monthly payment can be more than the 10-year Standard Plan amount. You may have to pay income tax on the amount that is forgiven. Good option for those seeking Public Service Loan Forgiveness (PSLF). Parent borrowers can access this plan by consolidating their Parent PLUS Loans into a <i>Direct Consolidation Loan</i>.

Overview of Direct Loan and FFEL Program Repayment Plans			
Repayment Plan	Eligible Loans	Monthly Payment and Time Frame	Eligibility and Other Information
Income-Sensitive Repayment Plan	<ul style="list-style-type: none"> Subsidized and Unsubsidized Federal Stafford Loans FFEL PLUS Loans FFEL Consolidation Loans 	<p>Your monthly payment is based on annual income.</p> <p>Up to 15 years.</p>	<ul style="list-style-type: none"> You'll pay more over time than under the 10-year Standard Plan. The formula for determining the monthly payment amount can vary from <i>lender</i> to lender.

Retrieved 7/2017 from <https://www.studentaid.gov/sa/repay-loans>

Example

Scope

Student

Review and Approval

The following hospital personnel originated and approved this policy:

Contact	Mary Jane Larmon
Approved by	Faculty Organization Committee
Policy Date; Revisions;	11/2018

Miscellaneous Information:

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 the Penn State-Shenango or any other 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.

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 experiences.

Advisement Program:

An academic advisement program is provided for all students.

Student Health Program:

The Student Health Services are provided by Sharon Regional Medical Center, Employee Health Services. 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.

Fair Treatment of Students:

A Student Dispute and Resolution Committee has been established with representation of students and faculty constituting the membership. The goal is to support fair and equal treatment of all students. The dispute and resolution committee consists of an informal and formal process.

School-Related Injuries:

Student injuries are to be immediately reported to the Director of Nursing and an injury report will be completed. The student may require medical care in the Emergency Room based on the severity of the injury. Human Resources is notified of any student injuries.

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 there be a student who is under 18 years of age. Students sign to allow Sharon Regional School of Nursing 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.

Miscellaneous Information (continued):

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

Program Completion Rate:

2011 -70%; 2012 -63%; 2013- 67%; 2015- 72%; 2016- 72%; 2017-80 %; 2018-83%

Note: Due to the updated curriculum and graduation date, there were no graduates in the year of 2014.

NCLEX – RN Results/ Pass Rate:

The NCLEX-RN is the exam taken by graduates to become licensed registered nurses (RN). The NCLEX-RN pass rate for the last seven graduating classes ranges from 81% to 100% (see below).

2011: 100% 2012: 100% 2013: 81% 2015: 100% 2016: 95% 2017: 94% 2018: 88%

Note: Due to the updated curriculum and graduation date, there were no graduates in the year of 2014.

Graduation Satisfaction:

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

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 wrote, "This RN has demonstrated sound clinical judgment and has sound clinical assessment skills."

Employment Patterns:

Sharon Regional Medical Center 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 School of Nursing 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 are 95-100 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 Medical Center campus. A copy of this report is kept on file in the school office and available upon request

Students receive information yearly about the Medical Center's safety and security policies and drug and alcohol policies.

Gainful Employment Information

Date	Total Students Enrolled	Students Receiving Title IV Aid	Students receiving Title IV aid completing program in normal time
7/1/2013 – 6/30/2014	43	31	15

Of the 15 students receiving Title IV aid and completing the program in normal time, the median cumulative amount of debt for all Title IV students was \$5,066 each.

**Clearances/Criminal Background Checks:
Important Information for all Applicant and Students**

What crimes must be reported by the applicant for licensure?

Answer: All convictions, guilty pleas and nolo contendere pleas except for minor traffic violations not related to the use of drugs or alcohol must be reported. This includes misdemeanors, felonies, driving under the influence (DUI) and driving while intoxicated (DWI). Crimes must be reported even if they are a suspended imposition of sentence, an ARD (Accelerated Rehabilitative Disposition).

What type of documentation does the student need to submit in support of the application if he/she has a prior criminal record?

Answer: A personal explanatory letter, it should include the following information:

- The date of the criminal offense
- Circumstances leading up to the arrest or action
- Actual conviction or administrative action
- Actual sentence or agency order
- Current status of sentence or order
- Provide a current criminal history records check from the Pennsylvania State Police

Applicants with a criminal history should apply as soon as possible because the application review process is longer for these applicants. Applicants with prior convictions will experience a delay in the processing of their applications while all documentation relating to the matter is reviewed. After an initial review by the board staff, the applicant may be asked to provide certified official court documents relative to the criminal record.

Every completed application will be reviewed and considered. Some will be referred to the Pennsylvania State Board of Nursing's Application Committee. The Committee meets in conjunction with the Board meetings, so the decision may take some time.

Applicants should be aware that neither a temporary permit nor an authorization to take the examination will be granted until the review has been completed and a final decision has been made regarding the application.

The "**Professional Nursing Law**" of Pennsylvania (1985 P.L. 409, No. 109, Section 6c) specifies: the Board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64) known as "The Controlled Substance, Drug, Device and Cosmetic Act", or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country, unless at least ten (10) years have elapsed from the date of conviction. Convicted shall include a judgment, and admission of guilt or a plea of nolo contendere. Personal concerns regarding this position should be directed to the State Board of Nursing in Harrisburg, Pennsylvania. Telephone number: (717) 783-7142.

6/12, 6/11, 7/10, 3/14/08

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 <mailto:Michelle.Leech@Steward.org>

School Refund Policy:

If a student intends to withdraw from Sharon Regional School of Nursing, 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%

Penn State courses will adhere to institution’s policy.

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.

**Sharon Regional School of Nursing
Tuition Chart - CLASS of 2021**

Fall Semester	AUGUST 2019 - DECEMBER 2019	Credits	Per Course	Fees	GRAND TOTAL
PSU	English (015)	3 credits x \$504/credit =	\$1,512.00	\$252.00	\$6,237.00
PSU	Anatomy & Physiology I (161, 162L)	4 credits x \$504/credit =	\$2,016.00		
PSU	Math (21 or 35)	3 credits x \$504/credit =	\$1,512.00		
PSU	Psychology (100)	3 credits x \$504/credit =	\$1,512.00		
PSU	Freshman Seminar	1 credit x \$504/credit =	\$504.00		
PSU	20% Discount				(\$1,247.40)
**Please Advise: PSU Flat Rate for 12+ credits = \$6,237.00; Otherwise, PSU Courses are \$504/credit					\$5,241.60
Spring Semester	JANUARY 2020 - MAY 2020	Calculation	Per Course	Fees	GRAND TOTAL
SON	Fundamentals of Nursing	4 credits x \$285/credit =	\$1,140.00	\$709.50	\$3,274.50
SON	Introduction to Pharmacology	1 credit x \$285/credit =	\$285.00		
SON	Introduction to Healthcare Professional	1 credit x \$285/credit =	\$285.00		
SON	Health Assessment	3 credits x \$285/credit =	\$855.00		
PSU	Anatomy & Physiology II (163, 164L)	4 credits x \$504/credit =	\$2,016.00	\$86.00	\$1,698.80
PSU	20 % Discount: \$2016.00-\$403.2 (20%) = \$2822.40 + \$189 Fee = \$3011.40				
TOTALS		(\$403.20)	\$4,581.00	\$795.50	\$4,973.30
Summer Semester	MAY 2020 - AUGUST 2020	Calculation	Per Course	Fees	GRAND TOTAL
SON	Med-Surg I	7 credits x \$285/credit =	\$1,995.00	\$709.50	\$2,989.50
SON	Pharmacology I	1 credit x \$285/credit =	\$285.00		
PSU	Microbiology (160, 107L)	4 credits x \$504/credit =	\$2,016.00	\$189.00	\$3,011.40
PSU	Intro to Bioethics (132)	3 credits x \$504/credit =	\$1,512.00		
PSU	20 % Discount: \$3528.00-\$705.60 (20%) = \$2822.40 + \$189 Fee = \$3011.40				
TOTALS		(\$705.60)	\$5,808.00	\$898.50	\$6,000.90
Fall Semester	AUGUST 2020 - DECEMBER 2020	Calculation	Per Course	Fees	GRAND TOTAL
SON	Obstetrics, Pediatrics & Mental Health	7 credits x \$285/credit =	\$1,995.00	\$709.50	\$2,989.50
SON	Specialty Pharmacology	1 credit x \$285 /credit =	\$285.00		
PSU	Nutrition	3 credits x \$504/credit =	\$1,512.00	\$189.00	\$2,608.20
PSU	Human Growth & Development	3 credits x \$504/credit =	\$1,512.00		
PSU	20% Discount: \$3024.00 -604.80 (20%) = \$2419.20 + \$189.00 Fee = \$2608.20				
TOTALS		(\$604.80)	\$5,304.00	\$898.50	\$5,597.70
Spring Semester	JANUARY 2021 - MAY 2021	Calculation	Per Course	Fees	GRAND TOTAL
SON	Med-Surg II	7 credits x \$285/credit =	\$1,995.00	\$771.50	\$3,906.50
SON	Senior Practicum	3 credits x \$285/credit =	\$855.00		
SON	Pharmacology II	1 credit x \$285/credit =	\$285.00		
PSU	Transition & Professional Role (390)	3 credits x \$504/credit =	\$1,512.00	\$86.00	\$1,295.60
PSU	20% Discount: \$1512.00 -302.40 (20%) = \$1209.60 + \$86.00 Fee = \$1295.60				
TOTALS		(\$302.40)	\$4,647.00	\$857.50	\$5,202.10

Additional Costs: (Estimated)	
Transportation	\$450.00
Uniforms/Shoes	\$300.00
Books	\$700.00
Food	\$400.00
Miscellaneous	\$150.00
	\$2,000.00

SRHS = \$13,160.00
PSU = \$13,855.60
TUITION TOTAL = \$27,015.60

*Tuition Cost are shown with
PSU 20% Discount

GRAND TOTAL = \$29,015.60

****Please Note: All educational charges are subject to change without notice****

SHARON REGIONAL SCHOOL OF NURSING

Position Title: Student Professional Nurse

Department: School of Nursing

Department #: 8820

Position Summary: Under faculty supervision and level guidelines of 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 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 Basic Life Support/Healthcare provider
- Specified General Education College Courses
- PR Act 33/34 (clearances)
- Hepatitis Vaccine
- Proof of immunizations
- Physical and 2 Step Mantoux (TB test)

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 | 3. Growth and Development |
| 2. Team Work | 4. Skills and Competencies |

Professional Accountabilities: Characteristics of this position are below, however, responsibilities may vary.

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 such 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. 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 lifting a patient 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, stair climbing, 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, tubing, and specimens. Must be able to write clearly on all required reports and records. 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 are required when bathing patients, making beds, and in setting up and monitoring equipment.

Temperament: The skills essential to nursing include critical thinking abilities and the ability to adapt to varying pressures in times of stress or crises and in unpredictable situations. A student must demonstrate self-control, the ability to accept limits and suggestions, sensitivity to patient comfort and privacy and express interest in patient progress while interacting in a caring and professional manner. The student will be exposed to body fluids, communicable diseases, and unpleasant elements (accidents, injuries, and illness). The student will be provided with the knowledge and skills related to own protection and the protection of others. Emotional stability is needed to maintain a therapeutic relationship with patients, families and health care team members. Therapeutic communication and interaction must be effective to meet the unique needs of various patient populations served, i.e. geriatric, middle-aged, young adults, etc. The student nurse 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.

Reviewed: 6/17; 6/14, 6/12, 6/11, 7/10, 10/08, 9/07, 9/05

Job Title: Student Nurse

	Never 0	Occasional 10-33%	Frequent 34-65%	Continuous 66% of 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:					

Reviewed: 6/17, 6/14, 6/12, 6/11, 7/10, 10/08, 9/07, 9/05

*Thank you for choosing
Sharon Regional
School of Nursing*

MaryJane

Mary Jane Larmon, MBA, MSN, RN

Sharon Regional School of Nursing Director

740 East State St, Sharon, PA 16146

O: 724-983-3865 F: 724-983-5621

Maryjane.Larmon@Steward.org