SINCLAIR COLLEGE

**Associate Degree
Nursing Student Handbook
Fall 2023/Spring 2024**

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Sinclair Nursing Department

Building 14, Room 315

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FAX #: 937-512-5175

Email: nursingdepartment@sinclair.edu

Health Sciences Website: http://www.sinclair.edu/academics/divisions/hs/

Nursing Website: https://www.sinclair.edu/academics/divisions/hs/nsg/

The Sinclair website http://www.sinclair.edu/ also provides information and resources such as the College mission, strategic priorities, history, locations, services, admissions, academics, and student life. Additional college resources are available through the Sinclair Online Portal intranet at my.sinclair.edu

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Program History and Curriculum Documents

Welcome to Sinclair's Associate Degree Nursing Program. The faculty and staff are pleased that you have selected our program. Your educational experience at Sinclair Community College will be exciting and challenging. This handbook contains information that will assist you in becoming familiar with the Sinclair Nursing Program and Nursing Department policies. You are required to read this handbook and pass the Student Handbook Quiz during your first nursing course. If you have any questions, please inquire at the Nursing Office (Building 14, 3ʳᵈ Floor, phone 937 512-2848).

In 1969, the Sinclair Nursing Program admitted the first eighteen nursing students. Since then, more than 6,600 students graduated with an Associate Degree in Nursing. The number and quality of graduates from the Sinclair Nursing Program exert a significant, positive impact on the health care services. Area health care employers seek Sinclair graduates because of the program's reputation for producing quality nurses who remain in the Dayton community and serve its citizens.

Mission

The Sinclair Community College Nursing Program provides high-quality education to transform individuals into professional registered nurses to meet the evolving healthcare needs of our community.

Accreditation

The associate degree nursing program at Sinclair Community College at the main campus located in Dayton, Ohio, is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000.

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is continuing accreditation. View the public information disclosed by the ACEN regarding this program.

The program received full approval by the Ohio Board of Nursing in 2022.

Philosophy

"A philosophy is a way of contemplating, examining, or thinking about what is being taken to be significant, valuable, or worthy of commitment" (Billings & Halstead, 2020) The Sinclair Community College Nursing Program philosophy describes our beliefs regarding nursing, health, human beings, healthcare delivery, and teaching and learning. The purpose of the philosophy is to guide the nursing program curriculum design and delivery.

We the faculty believe:

"Nursing is a practice discipline that requires the deliberate use of specialized techniques and a broad range of scientific knowledge to design, deliver, coordinate, and manage care for complex individuals, families, groups, communities, and populations" (Billings & Halstead, 2020).

Health is a unique ever-changing state of physical, mental, and social well-being. Human beings are diverse individuals who influence and are influenced by families, communities, and society. Healthcare Delivery is influenced by societal changes.

Teaching and learning are active and continuous processes that build on previous knowledge and are designed to move learners towards the achievement of program outcomes. Learning is facilitated through a variety of experiences that establishes connections between concepts. Nursing education adapts to deliver a variety of student learning experiences to administer nursing practice in multiple healthcare environments.

Values

Core values are fundamental to the success of the nursing profession. Nursing Faculty embrace, own, and are energized by these core values.

INTEGRITY: We promote integrity by being honest and showing a consistent adherence to strong moral and ethical principles and values.

COMPASSION: We provide a caring, learning environment and provide educational opportunities that promote the skills of feeling concerned and showing empathy for others.

RESPECT: We strive to create a positive environment by treating all people with mutual respect and sensitivity, recognizing the importance of their contributions and diversity.

DIVERSITY: We recognize the rapidly increasing diversity in our communities. We commit to promoting an educational environment that recognizes, values, and respects a global view of diversity.

ACCOUNTABILITY: We maintain professional responsibility for our roles as educators and expect our students to maintain their role of professional responsibility for actions, behaviors, performance, and decisions.

COLLABORATION: We value working with colleagues within the College and the community to achieve shared goals.

Framework

An organizational framework provides a roadmap for the science of nursing and prepares the student to practice as a nurse within health care systems (Sullivan, 2020, p. 135).

The selected concepts are relevant to the current and future practice of nursing. The concepts are organized into categories:

- Personal development-Lifespan and Personal attributes
- Health & Illness- Health maintenance, Biophysical, and Psychosocial
- Professional nursing and healthcare-Attributes and roles of the nurse, Care competencies & Healthcare delivery

Learning theories serve to guide decisions during the design and implementation of a curriculum. The curriculum incorporates the following theorists: Benner's Novice to Expert Model, Knowles's Adult Learning Theory, and Kolb's Experiential Learning Theory. Concepts are leveled throughout the curriculum to provide progression using simple to complex exemplars. Exemplars represent concepts across the lifespan and are based on community, regional, and national prevalence data.

The following processes are fundamental to the practice of nursing and are integrated throughout the curriculum.

- Nursing Process – a scientific, clinical reasoning approach to client care that includes assessment, analysis, planning, implementation, and evaluation.
- Caring – the interaction of the nurse and client in an atmosphere of mutual respect and trust. In this collaborative environment, the nurse provides encouragement, hope, support, and compassion to help achieve desired outcomes.
- Communication and Documentation – verbal and nonverbal interactions between the nurse and the client, the client's significant others, and the other members of the health care team. Events and activities associated with client care are recorded in written and/or electronic records that demonstrate adherence to the standards of practice and accountability in the provision of care.
- Teaching/Learning – facilitation of the acquisition of knowledge, skills, and abilities promoting a behavior change.

- Diversity - diversity references a broad range of individual, population, and social characteristics, including but not limited to age; sex; race; ethnicity; sexual orientation;

gender identity; family structures; geographic locations; national origin; immigrants and refugees; language; physical, functional, and learning abilities; religious beliefs; and socioeconomic status. Inclusion represents environmental and organizational cultures in which faculty, students, staff, and administrators with diverse characteristics thrive. Inclusive environments require intentionality and embrace differences, not merely tolerating them. Everyone works to ensure the perspectives and experiences of others are invited, welcomed, acknowledged, and respected in inclusive environments. More broadly, equity is interrelated with diversity and inclusion. Equity is the ability to recognize the differences in the resources or knowledge needed to allow individuals to fully participate in society, including access to higher education, with the goal of overcoming obstacles to ensure fairness. To have equitable systems, all people should be treated fairly, unhampered by artificial barriers, stereotypes, or prejudices (AACN, 2021).

The curriculum was developed and revised by the faculty based on professional nursing standards and competencies, Ohio Board of Nursing Laws and Rules, accreditation standards, faculty beliefs, current resources, and input from our community stakeholders.

New Graduate Outcomes

An entry-level graduate with an Associate of Applied Science Degree in Nursing from Sinclair Community College will be able to:

1. Transition to the role of professional nurse within a legal and ethical scope that is guided by accepted standards of best practice.
2. Demonstrate inclusive, caring behaviors when providing equitable nursing care with respect for the diversity of every individual.
3. Apply knowledge, skills, and attitudes to make nursing judgments and provide client-centered nursing care of individuals and groups.
4. Incorporate current technology and nursing informatics to support evidence-based nursing judgment in the management of safe patient care.
5. Establish therapeutic relationships to assist clients/families to meet outcomes related to health promotion, recovery from acute illness, management of chronic illness, and end-of-life care.
6. Synthesize interrelated concepts for quality client care across the lifespan in collaboration with the interdisciplinary team in a variety of healthcare settings.

Curriculum Concepts

NSG 1400	NSG 1600	NSG 1700 Advanced Placement students	NSG 2400	NSG 2600
Gas Exchange	Gas Exchange	Gas Exchange	Gas Exchange	**Integrated Concepts**
Perfusion	Perfusion	Perfusion	Perfusion	Rapid Response
Mobility/Coordination		Mobility/Coordination		Arrest Code
Sensory/Perception		Sensory/Perception		Disaster/Trauma
Cellular Regulation	Cellular Regulation	Cellular Regulation	Cellular Regulation	Acute Resp. Distress Syndrome
Nutrition		Nutrition	Nutrition	Coronary Artery Bypass Graft
Metabolism & Regulation	Metabolism & Regulation	Metabolism & Regulation	Metabolism & Regulation	
Elimination		Elimination	Elimination	Shock: cardiogenic, neurogenic, anaphylactic, septic, hypovolemic
Mood & affect		Mood & affect	Mood & affect	
	Reproduction	Reproduction		
Cognition		Cognition	Cognition	Disseminated Intravascular Coagulation
Immunity		Immunity		
Inflammation	Inflammation	Inflammation	Inflammation	Liver Failure-cirrhosis, hepatitis
Infection	Infection	Infection		
Tissue Integrity		Tissue Integrity		SIRS
			Intracranial Regulation	Burns
Fluid & Electrolytes	Fluid & Electrolytes	Fluid & Electrolytes		Parkinson's Disease
Pain		Pain		
	Acid Base		Acid-Base	**Transition Topics**:
Stress & Coping		Stress and Coping		Resume writing.
			Psychosis	Interviewing
			Maladaptive Behaviors	Licensure

				NCLEX prep
Growth & Development	Growth & Development	Growth & Development	Growth & Development	
Family Dynamics				Disciplinary action
Diversity		Diversity		Responsibility
Health Promotion	Health Promotion	Health Promotion		Accountability
Self-Management				Delegation &
NSG 1450	**NSG 1650**	**NSG 1750** **For advanced placement students enrolled in SP 23**	**NSG 2450**	Supervision Role Transition
Ethics	Ethics	Ethics	Ethics	
Professionalism	Professionalism	Professionalism	Professionalism	
	Leadership	Leadership	Leadership	
			Management	
Communication	Communication	Communication	Communication	
Collaboration	Collaboration	Collaboration	Collaboration	
Nursing Judgment		Nursing Judgment	Nursing Judgment	
Safety	Safety	Safety	Safety	
Technology & Informatics	Technology & Informatics	Technology & Informatics	Technology & Informatics	
Care Management	Care Management	Care Management	Care Management	
	Health Care Quality	Health Care Quality	Health Care Quality	
Health Care Organizations	Health Care Organizations	Health Care Organizations	Health Care Organizations	
	Health Care Law	Health Care Law	Health Care Law	
	Economics	Economics	Economics	

Eligibility for Entry into Limited Enrollment Courses

Getting Started: Access the Health Sciences Applicant Information packet at http://www.sinclair.edu/academics/divisions/hs/. This packet includes a step-by-step checklist for entry into limited enrollment courses in the Health Science programs.
Students qualify for entry into limited enrollment nursing courses on a "first-come, first-served" basis. "First come" is based on the date of eligibility which is the date all criteria are met. Eligibility criteria include:

1. Must be 18 years of age or older by the first day of NSG 1400/1450 or 1700/1750
2. Completed High School Degree or acceptable equivalency.
3. Completed the pre-requisite semester courses with a grade of "C" or better.
    *   CHE, BIO, and MAT courses must be within the previous 5 years.
    *   Students will have a maximum of three opportunities to complete NSG 1200 (Introduction to Nursing), ALH 1101 (Introduction to Healthcare Delivery), and each BIO, CHE, and MAT course required by the program. Students will have a maximum of two opportunities to complete ALH 2202 (General Pharmacology). The student may withdraw or fail but must successfully complete all courses within the maximum number of attempts. Students on their final attempt in one of these courses will not be invited to begin the limited enrollment courses. After a final unsuccessful attempt, the student is no longer eligible to enter or continue in the program.
    *   Have at least a 2.5 cumulative GPA at Sinclair Community College.
4. Preadmission Exam: Students must take the Test of Essential Academic Skills (TEAS). There are no exemptions for completing the TEAS except transfer students who successfully complete a nursing course at their previous college/university. Students will be advised in their initial advising appointment that the TEAS assessment test will be required after developmental courses have been completed*. Students must receive a proficient rating or higher in each area of the exam (Reading 69%, Math 63%, Science 45%, and English 60%) to be eligible for the nursing program's limited enrollment courses. The TEAS is limited to three (3) attempts per calendar year. TEAS scores are valid for five years. Nursing will accept the highest score in each academic section (cut) across multiple attempts. Contact your Academic Advisor to learn more.
    To access the free eLearn practice TEAS exam and test strategy resources, email tutor1@sinclair.edu from your Sinclair Outlook account with your name and Tartan ID requesting access. This eLearn shell is the most up-to-date Sinclair TEAS resource. Download the "Sinclair Health Sciences Study Guide" at the Library Website that has basic practice test questions. Visit the Tutoring and Learning Center for tutoring support in the content area and/or test-taking and study strategies. Writing Lab, Math Lab, and BIOSIS have TEAS assistance. A free online review is also available at http://www.mometrix.com/academy/teas-test/.
5. Notify your Academic Advisor when you have completed all the eligibility requirements to request that your file be sent to the Nursing Department.

Students must complete a state-approved nurse aide training program (STNA) before starting the limited enrollment nursing courses. Comparable work experience (nurse aide, patient care technician) may be waived upon review of the completed nurse aide verification form located at the end of this handbook. Students must provide a copy of the card, certificate of course completion, or submit their job description and letter for consideration to the nursing office at nursingdepartment@sinclair.edu. Sinclair Community College offers STNA training through the Allied Health Department (ALH 1120). Contact the Nurse Aide Training Program at (937) 512-2484 for information.

Students accepted to the Advanced Placement Track have the following modifications to this process:

- Must provide proof of current Ohio LPN license* or military equivalent. *** Students with restrictions on the LPN license must be approved by the Department Chair.**
- Have at least a cumulative 2.5 GPA at Sinclair Community College or their LPN program.
- STNA requirement is waived.

Any exceptions to eligibility requirements must be approved by the Department Chair or Associate Program Administrator.

Deferment
Students may defer the start date of the program; no deferment can exceed twelve months from the first opportunity to start the limited enrollment courses.

Graduation Requirements: Traditional RN Entry Option

General Education: 29 Credit Hrs. + Nursing: 36 Credit Hrs. = 65 Total Credit Hrs.

Prerequisite Semester Courses to Qualify for Limited Enrollment Courses	Class	Lab	Clinical	Total Credits
ALH 1101: Introduction to Healthcare Delivery	2			2
BIO 1141: Principles of Anatomy & Physiology I	3	1		4
ENG 1101: English Composition I	3			3
MAT 1130: Mathematics in Health Sciences *	3			3
NSG 1200: Introduction to Nursing	1			1
				13

Semester 1

	Class	Lab	Clinical	Total Credits
ALH 2202: General Pharmacology	3			3
BIO 1242: Principles of Anatomy & Physiology II	3	1		4
NSG 1400: Health & Illness I: Foundational Concepts in Nursing	3 (37.5 hours)	2.5 (93.75 hours)	1.5 (56.25 hours)	7
NSG 1450: Professional Nursing I: Introduction to the Role of the Professional Nurse	2 (25 hours)			2
				16

Semester 2

	Class	Lab	Clinical	Total Credits
COM 2206: Interpersonal Communication	3			3
NSG 1600: Health & Illness II: Health & Wellness Concepts	3 37.5 hours)	1 (37.5 hours)	3 (112.5 hours)	7
NSG 1650: Professional Nursing II: Healthcare System Concepts	2 (25 hours)			2
				12

Semester 3

	Class	Lab	Clinical	Total Credits
Science Elective: BIO 2205 or CHE 1111 or CHE 1211	4			4
NSG 2400: Health & Illness III: Health & Wellness Concepts	3 (37.5 hours)	1 (37.5 hours)	3 (112.5 hours)	7
NSG 2450: Professional Nursing III: Leadership & Management of Care	2 (25 hours)			2
				13

Semester 4

	Class	Lab	Clinical	Total Credits
PSY 1100: General Psychology	3			3
NSG 2600: Concept Synthesis	4 (37.5 hours)	1 (37.5hours)	4 (150 hours)	8

*or any approved Ohio Transfer Module (OTM) math course   11
Note: Non-NSG courses must be taken before or during the semester required.
Numbers in parentheses indicate clock hours.

General Education: 23 Credit Hrs. + Nursing: 26 Credit Hrs. = Total 49 Credits

Pre-requisites	Class	Lab	Clinical	Total Credits
ALH 2202: General Pharmacology	3			**3**
BIO 1141: Principles of Anatomy & Physiology I	3	1		**4**
ENG 1101: English Composition I	3			**3**
MAT 1130: Allied Health Math *	3			**3**
				13 Credits

Semester 1	Class	Lab	Clinical	Total Credits
BIO 1242: Principles of Anatomy & Physiology II	3	1		**4**
NSG 1700: LPN to RN Transition	3 (37.5 hours)	1 (37.5 hours)	3 (112.5 hours)	**7**
NSG 1750: Professional Nursing	2 (25 hours)			**2**
				13 Credits

Semester 2				
COM 2206: Interpersonal Communication	3			**3**
NSG 2400: Health & Illness III: Concepts in Managing Complex Care	3 (37.5 hours)	1 (37.5 hours)	3 (112.5 hours)	**7**
NSG 2450: Professional Nursing III: Leadership & Management of Care	2 (25 hours)			**2**
				12 Credits

Semester 3				
NSG 2600: Concept Syntheses	3 (37.5 hours)	1 (37.5 hours)	4 (150 hours)	**8**
PSY 1100: General Psychology	3			**3**

*or any approved Ohio transfer Module (OTM) or higher-level math course
Non-NSG courses must be taken before or during the semester required.
Credit is articulated for NSG 1400, NSG 1450, NSG 1600, NSG 1650 and ALH 1101

11 Credits

Accelerated Admission

Accelerated Admission for Academic Achievement (AAAA)

The Division of Health Sciences established the Accelerated Admission for Academic Achievement (AAAA) program for several of its departments, including Nursing. The AAAA program was developed to encourage students to be highly successful in core courses. Students demonstrating academic excellence are allowed accelerated entrance into Health Sciences programs' cohorts eligible to complete limited enrollment courses. The Nursing Program may admit up to 50% of students entering a cohort each semester based on academic achievement rather than placement on the eligibility list.

Students must meet all eligibility requirements to start the limited enrollment nursing courses:

- Total cumulative GPA of 3.0 or higher for all courses.
- Earn an A or B in each of the following courses on the first attempt. Note: Students may combine equivalent quarter courses and semester courses to meet these requirements.
- Receive a proficient rating or higher in each area of the TEAS exam (Reading 69%, Math 63%, Science 45%, and English 60%) **on the first attempt**.
- ***It is important to complete the prerequisite courses required to qualify for the program before completing the remainder of the AAAA requirements.***

RN Track	Advanced Placement Track
ALH 1101 Introduction to Healthcare Delivery ENG 1101 English Composition I BIO 1141 Anatomy & Physiology I BIO 1242 Anatomy and Physiology II MAT 1130 Mathematics in Health Sciences (or any approved Ohio Transfer Module (OTM) math course) NSG 1200 Introduction to Nursing Science Elective: BIO 2205 or CHE 1111 or CHE 1211	ENG 1101 English Composition I BIO 1141 Anatomy & Physiology I BIO 1242 Anatomy and Physiology II COM 2206 Interpersonal Communication MAT 1130 Mathematics in Health Sciences (or any approved Ohio Transfer Module (OTM) math course

Students must maintain all eligibility requirements while waiting to begin the nursing program.

It is the student's responsibility to determine if the criteria (above) are met. Students may apply as soon as they are eligible. Once students ***met all of the criteria listed above***, they must send an email to nursingdepartment@sinclair.edu, including full name, tartan ID number**,** and phone number.   "AAAA Application" is typed in the subject line of the e-mail. Applications are reviewed by the Nursing Department and students will be notified enrollment decision through email correspondence.

Tech Prep

1. For all Health Sciences programs, up to 10% of the open enrollment seats will be reserved annually for qualified Tech Prep students.
2. If there are more qualified Tech Prep students than there are seats, the Tech Prep Pathway Rubric will be used to rank students. The highest-ranking students are selected first.
3. Qualified Tech Prep students who do not receive preferred selection will still be eligible for the program's open enrollment.
4. Students who decline preferred selection into the Tech Prep Pathway are eligible for future open enrollment and competitive selection tracks, assuming they meet all eligibility requirements.
5. The Health Sciences Tech Prep Policies & Procedures are available on the Health Sciences webpage, https://www.sinclair.edu/academics/divisions/hs/ including the Tech Prep Pathway Rubric.

Transfer Student

Students who would like to transfer to the nursing program are required to have at least a 2.5 cumulative grade point average (GPA) from their previous college or university. A student is not eligible for transfer into the Sinclair Nursing Program if the student has failed the same course twice in another nursing program or has been denied readmission. The student must ask their previous program administrator to send a message to the Sinclair Nursing Department chairperson. The email message must indicate that the student is still in good standing at their previous nursing program. Students who would like to transfer to the Sinclair Nursing Program must follow this process.

Step 1: Complete the Sinclair Application for Admission.

Step 2: Meet with a Health Sciences Academic Advisor.

- To determine Sinclair college level placement and if placement testing or pre-college courses are required to complete.
- To determine non-nursing transfer courses. A copy of unofficial transcripts from any colleges attended must be submitted to the Health Sciences Academic Advisor for   review and to the Nursing department (see next bullet). Transfer students who successfully complete a nursing course at another college or university does not have to take the Test of Essential Academic Skills (TEAS).

Step 3: Submit a copy of unofficial transcripts from previous colleges or universities to nursingdepartment@sinclair.edu

Step 5: Nursing courses will be evaluated by the Nursing Department Chairperson or designee based on credit hours, course content, clinical hours, dates taken, and any other pertinent data. Transfer students must provide previous nursing course syllabi so course content and other pertinent information can be evaluated.

Step 6: Complete program orientation and assessments reflective of the nursing course preceding intended placement upon transfer. This may include but is not limited to completing assessments of course content and/or psychomotor skills. The Nursing Department will notify Registration regarding a transfer student's completion of required assessments to have approved nursing credits added to the student's Sinclair transcript. Eligible students will enter the program when there is space available.

* Official transcripts are required to be sent to Sinclair's Registration and Student Records pending the student's decision to transfer.

**Military training credit will be awarded based on the American Council on Education (ACE) recommendations with appropriate documentation.

International Nurses: NCLEX Readiness

A foreign educated individual who has never been licensed as a nurse in the United States must work with the Ohio Board of Nursing (OBN) to determine RN license and/or NCLEX eligibility. The OBN will determine if there are additional eligibility requirements and will generate a report identifying if there are academic gaps that need resolution.

Individuals that are seeking to take a nursing course(s), but not complete the entire nursing program may contact the Sinclair Nursing Department program administrator to discuss their NCLEX readiness requirements. The program administrator will make decisions regarding individuals' enrollment in Sinclair nursing courses based on the OBN report and space availability.

To meet the requirements of 4723.32(A), ORC, foreign educated students are under the auspices of the program. Students are under the control and supervised by the Program. All the requirements of 4723-5, OAC, are followed including for students enrolled in independent learning or non-credit courses.

Foreign educated students must complete all nursing student requirements identified in the nursing student handbook.

Upon successful completion, the program administration will provide the Ohio Board of Nursing with a document emailed directly from Sinclair, which details the education experiences provided to the student.

Program Requirements

Assumption of Risk
There are inherent risks, both known and unknown, associated with activities in laboratory practice and clinical education experiences. Students must sign the Assumption of Risk and Release of Liability form at the beginning of the limited enrollment courses.
Insurance

Personal Medical Insurance
Students enrolled in Sinclair health care programs must have personal health insurance before enrolling in any course which includes a clinical experience. This requirement reflects the expectation of many clinical sites that accept Sinclair students. If a student does not have health insurance, they may not be admitted into a clinical site, and therefore, not be able to complete the program outcomes. Students must send a photo of their health insurance card. Please submit the photo to the medical forms drop box. In the Nursing Student shell in eLearn.
Information about obtaining health insurance can be found at:
http://www.hhs.gov/healthcare/rights/index.html or
http://medicaid.ohio.gov/FOROHIOANS/GetCoverage.aspx
Sinclair College provides liability and accident insurance for students injured in clinical settings. The insurance carrier decides what treatment is eligible for reimbursement, and any treatment denied for reimbursement is the responsibility of the student, not Sinclair or the clinical site.

Medical Exam, Immunization, and CPR Certification Guidelines
Documentation of immunizations must be current. Physical exam, TB testing, immunizations, and CPR certification documents must be electronically submitted to the medical forms drop box in the Associate Degree Nursing Community shell in Elearn.
Students are not permitted to progress in the nursing program if physical exam, TB testing, immunization, and CPR certification are not completed/current.
If a student is not compliant with the program requirements, the student cannot attend clinical. Each missed clinical day is an absence. STUDENTS ARE RESPONSIBLE FOR THE COST OF ALL PROGRAM REQUIREMENTS.
The College does not require vaccinations and does not grant exemptions. Students are required to meet health requirements. All clinical compliance is based on the requirements of our clinical partners to uphold our affiliation agreements and ensure our students receive the necessary clinical experience that is part of their education. The nursing program does not approve any exemption requests. Exemption requests forms are provided by clinical organizations. Forms completed by students are forwarded by the Nursing Department to the clinical organizations. It is at their discretion to approve or deny exemption requests based on their policies. Students can opt to receive vaccinations if their exemption requests are denied. The Nursing Department does not have the ability to provide alternative clinical experiences if vacation exemption requests are denied.

1. **PHYSICAL EXAM** by a provider within 12 months of the start of the first limited enrollment NSG course. Minimum acceptable mental, behavioral, and physical qualifications are based on the common essential functions of a registered nurse, including the following:
   - Able to manage the stress and rigor of the nursing profession.
   - Respond and react immediately to verbal instructions/requests.
   - Demonstrate effective oral communication.
   - Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.
   - Respond and react immediately to auditory signals from monitoring equipment.
   - Perform auditory auscultation without impediment.
   - Discriminate between sharp/dull and hot/cold when using hands.
   - Work in a standing position.
   - Frequent walking.
   - Lift and transfer patients up to six inches (6") from a stooped position, then push or pull the weight up to three feet (3').
   - Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
   - Physically apply up to ten pounds (10#) of pressure.

   Students who require reasonable accommodations to meet the physical exam requirements should contact Sinclair's Accessibility Services department.

2. **TUBERCULOSIS** (TB): An initial Mantoux two-step test, Quantiferon or T-spot blood test is required. A student with a positive test result must have documentation of a baseline chest x-ray. After initial TB testing, students will complete annual TB screening forms provided by the faculty.

3. **HEPATITIS B:** The hepatitis B vaccine is available as a series of two (2) (Heplisav-B) or three (3) (Engerix-B, Recombivax HB) injections. Documentation of the first injection must be submitted to the medical forms drop box before the start of the first clinical. Students are responsible for the completion of the series and providing proof of immunization or laboratory confirmation of antibodies (titer).

4. **INFLUENZA VACCINE:** Proof of flu immunization received after Sept. 1st annually.

5. **VARICELLA (Chickenpox):**
   Proof of immunization or laboratory confirmation of antibodies (titer).

6. **MEASLES, MUMPS, RUBELLA (MMR) VACCINE OR TITER:**
   Proof of immunization or laboratory confirmation of antibodies (titer).

7. **TETANUS AND DIPHTHERIA & PERTUSSIS VACCINE(S):**
    Please refer to the CDC website https://www.cdc.gov/vaccines/vpd/dtap-tdap-td/public/index.html for further information. Proof of immunization or laboratory confirmation of antibodies (titer).
    Booster: Required every 10 years. If a dose is administered sooner, the next booster is not needed for another 10 years.

8. **CORONAVIRUS (COVID):**
    As of 8/4/2023, COVID vaccinations are recommended but not required. If you are already vaccinated, please submit the documentation to the medical forms drop box. We are required to track the number of vaccinated students.

9. **PROFESSIONAL CPR CERTIFICATION**
    Professional CPR certification is required before starting limited enrollment nursing courses. Current certification must remain current throughout the program duration. Professional CPR is different than community (family or layperson) CPR. Online courses are NOT accepted. If you have a current CPR card, please check with the Nursing Office to ensure you have the required training. CPR course resources are listed below:
    *   Sinclair College offers professional CPR each semester (ALH 1130)
    *   American Heart Certification (BLS Healthcare Provider) https://cpr.heart.org/en/ or (1-877-AHA-4CPR)
    *   For Your Health (Healthcare Provider CPR): http://cprforyourhealth.com/ (937-898-7660)
    *   American Red Cross (Professionals Rescuers and Health Care Providers) http://www.redcross.org/ux/take-a-class
    *   Lifesaving Techniques (BLS for Healthcare Providers) http://www.lifesavingtechniques.net or (937- 305-9799 or 937- 409-4835)

10. **Drug Screen Policy**
    Sinclair Community College Nursing Department Drug Screen Policy supplements the existing college, nursing department, clinical agencies, state and federal policies, rules, and regulations regarding safe student conduct, safe practice, and drug-free educational environments. The drug screen policy applies to illegal drugs, alcohol, unauthorized use of prescription drugs and over-the-counter drugs, and authorized use of prescription drugs or over-the-counter drugs that impair safety.

    Nursing students are subject to drug screening as follows:

    Pre-Program Screening (Health Requirements):
    1. Before entry into the first limited enrollment nursing course, students must provide documentation of meeting health requirements as specified in the Nursing Student Handbook. A 10-panel chain of custody urine drug screen testing is part of the mandatory health requirements.

2. The drug screen must be completed at Concentra, 1435 Cincinnati St, Suite 100, Dayton, Ohio 45417 (Phone: (937) 449-0800). Hours of operation are 0730 AM to 5 PM Monday through Friday.
3. Drug screens are completed before students begin class/lab/clinical in the limited enrollment nursing courses. The nursing office will notify you regarding the dates to complete the drug screen.
4. Students are responsible for the cost of the drug screen.
5. Drug screen results are sent directly to the Nursing Department.
6. Dilute or inconclusive results will require the student to retest within 24 hours of notification. The student is responsible for the cost of rescreening.

Reasonable Suspicion Screening:
1. Reasonable suspicion is defined as, but is not limited to, the following behaviors:
    a. Direct observation of drug or alcohol use and/or the physical symptoms or manifestations of being under the influence such as but not limited to unusual, slurred, or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; erratic, irrational, and/or threatening behaviors or responses; deterioration in performance; abnormal conduct, such as absenteeism/tardiness; hand tremors; flushed face; odor of alcohol or any other drug; red eyes; unsteady gait; irritability; mood swings; change in alertness; and/or pupillary changes.
    b. Evidence of tampering with a drug test.
    c. Information that the student has caused or contributed to an incident in the clinical setting.
    d. Evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while enrolled in the Nursing Program.
2. If a faculty member or clinical setting staff observes such behavior, the faculty will contact either the Nursing Associate Program Administrator, Program Administrator (Department Chair), Assistant Dean, or Dean of Health Sciences who will determine if there is reasonable suspicion to require the student to submit to a drug screen.
3. If reasonable suspicion is determined, the student will be released from class, lab, or clinical for the day and required to proceed immediately and directly to the location designated by the Nursing Department to conduct the drug screening. The student is responsible for obtaining transportation to the designated location and will not be allowed to drive.
4. Reasonable suspicion screening may include, but is not limited to, a 10-panel chain of custody urine drug screen and/or chain of custody urine alcohol screen.
5. Sinclair Community College will pay for the cost of reasonable suspicion screening.
6. Results of the drug or alcohol screen will be sent directly to the Nursing Department. The student will be informed of the results by the Nursing Department.

Consequences:
1. A student has the right to refuse consent for a drug screen. However, refusal to consent to the Pre-Program screen will prevent the student from beginning the limited enrollment course(s). Refusal to consent for reasonable suspicion will result in dismissal from the nursing program.
2. Pre-Program students who fail to complete the drug screen by the specified deadline, or receive a positive test result, will be unable to begin the limited enrollment courses.

3. Active nursing students refusing to complete the Reasonable Suspicion drug screening or receive confirmation of a positive result will be dismissed from the nursing program and a grade of "F" will be reported for the currently enrolled course.

4. Any student with a positive drug screen may petition for readmission.

   a. Enrolled nursing students must follow the readmission process outlined in the Nursing Student Handbook. The student must:

      i.

      ii. Complete a substance abuse treatment program that meets the definition of an "accredited treatment program" (preferably Commission on Accreditation of Rehabilitation Facilities (CARF), National Association for Behavioral Healthcare (NABH) or The Joint Commission (TJC). Documentation of completion must be sent directly to the Nursing Department by the substance abuse program. Provide documentation of a negative drug screen with the readmission petition as designated by the Nursing Department.

      iii. The student is responsible for all costs involved with treatment and screening for readmission petition.

   b. Pre-program students may defer entrance for one term, and must**:**

      i. Complete a substance abuse treatment program that meets the definition of an "approved treatment program" as defined by the Ohio Board of Nursing. Documentation of completion must be sent directly to the Nursing Department by the substance abuse program.

      ii. Provide documentation of a negative drug screen as designated by the Nursing Department.

      iii. The student is responsible for all costs involved with treatment and screening for readmission petition.

11. Background Checks

Nursing students are required to have both Ohio and Federal background checks before starting the program's limited enrollment courses. The background checks meet the requirements of agencies providing clinical experiences. Students with a positive background check are required to meet with the department chair before starting the program. The Ohio Board of Nursing also requires a criminal background check at the time of graduation to be eligible to take the licensing examination (NCLEX-RN). Students complete this second check during the last semester of the program. This report is submitted directly to the Board of Nursing from the Ohio Bureau of Criminal Identification and Investigation (Ohio BCI&I).

The report is sent directly to the Nursing Office by the Ohio BCI&I and will not be accepted if hand delivered. The following link provides specific information related to this process: http://www.sinclair.edu/academics/divisions/hs/.

Disqualifying Offenses

Applicants for a license or certificate that have pled guilty to, been convicted of, or been found judicially guilty of any crimes **may be disqualified** from being licensed as a registered nurse. A list of crimes considered by the Ohio Board of Nursing (OBN) to be directly related to the duties/responsibilities of the licensed occupations can be found at https://nursing.ohio.gov/wp-content/uploads/2021/04/List-of-Potentially-Disqualifying-Offenses-4.12.2021.pdf The Ohio Board of Nursing is unable to give definitive answers regarding licensure before entry into or during participation in a nursing education program.

The OBN conducts a thorough investigation **at the time the licensure application is filed** if an applicant has a criminal history. The OBN's primary mission is the protection of the public so the OBN must determine an applicant's risk to the public as a licensed professional.

Determination by the OBN Whether a Crime is on the List of Potentially Disqualifying Offenses
Students may request documentation from the Ohio Board of Nursing requesting a [potentially disqualifying determination](#) A credit card payment of $25.00 is required.

<div align="center">**Program Policies & Guidelines**</div>

Grading Policies for Nursing Courses
Grading Scale
        A = 93 - 100
        B = 86 - 92
        C = 80 - 85
        D = 73 - 79
        F = 72 or below

Students must meet all the following requirements to pass a nursing course:
1. Achieve a cumulative 80% on all proctored assessments (exams and quizzes).
2. Achieve a cumulative 80% on all non-proctored assignments for the course (this may include homework, professional points, assignments, and non-proctored quizzes).
3. Pass the clinical component of the course.
4. Pass the lab component of the course.

Students will earn either a D or F in any nursing course if they do not meet all the requirements.

Final Grade Rounding
- Final grades are rounded only after the proctored and non-proctored grades are calculated.
- If the grade is .50 or greater, it is rounded to the next highest number (ex: 89.5 = 90%).
- If the grade is .49 or less, it is rounded to the next lowest number (ex: 92.49=92%).

Progression in Health Sciences Programs
To continue in a Health Sciences Programs, a student must:
- Adhere to all applicable college and program policies including academic policies, the Student Code of Conduct Handbook, and the Nursing Student Handbook.
- Maintain at least a 2.0 cumulative Grade Point Average (GPA).
- Attain a minimum grade of "C" in each course required by the curriculum plan (available in the college catalog).
- Meet each semester's curriculum requirements, as specified on the curriculum plan, and in the sequence outlined by the curriculum plan, unless approved by the associate program director or department chairperson. General education courses may be taken before, or according to, the curriculum plan.
- Meet stated clinical outcomes for each practicum/clinical course in the program.
- Submit health and immunization records outlined in the Nursing Student handbook.
- Complete required background checks.
- Maintain current professional CPR certification.
- Adhere to all applicable policies set forth by affiliating agencies.

Students who fail to comply with the requirements will be dismissed from the respective Health Science program and will be notified in writing. **However,** opportunities for readmission after dismissal may be available on a space-available basis.

Withdrawal from Health Sciences Programs
Students may elect to withdraw from a required course. However, enrollment in the course is considered a course "attempt." An "attempt" of a course may be a factor in a subsequent decision to dismiss a student from the program. For this reason, all students are strongly encouraged to meet with a department faculty member or an academic advisor before withdrawing from any course required for a program.

Nursing Department Readmission Policy

1. Students must apply for readmission into the Nursing Program if they withdraw or fail an ALH, BIO, CHE, or MAT course. This does not allow the progression of the limited enrollment nursing courses in the sequence identified in the graduation requirements in the Nursing Student Handbook.
2. Students who are unsuccessful or withdraw from a nursing class for the **first time** will be eligible for direct readmission into the program on a space-available basis after readmission documentation has been emailed to the nursing department.
3. Students must complete the Nursing Readmission Application (available in the Nursing Community Shell) and schedule an appointment with their current course instructor(s) to review the Nursing Readmission Application ON OR AFTER THE DATE OF WITHDRAW OR AFTER FINAL GRADES HAVE BEEN POSTED. Once completion is verified with the current course instructor(s), the student and instructor(s) must sign the student's nursing readmission application.
4. Once the nursing readmission application form is completed, the form is emailed to nursingdepartment@sinclair.edu with "Readmission Request" listed in the subject heading. Your name, Tartan ID, and telephone number are included in the email.
5. Students must be in good standing with the college and meet current program requirements as listed in the Nursing Student Handbook to be eligible for readmission.

Nursing Department Dismissal Policy
Students are dismissed from the Nursing Program after

- withdraw or failure of two limited enrollment nursing courses, or
- a clinical failure in a course, or
- may be dismissed based on evidence of unsafe or unethical behavior.

A student may be removed from a course by an instructor and assigned an "F" grade for the course for engaging in unsafe or unethical practice(s) related to a course or program requirements in any nursing laboratory, clinical, or classroom experience. Such removal and grade may occur at any time during the term. Misconduct will be addressed in accordance with the procedures outlined in the Sinclair Student Judicial Affairs Code of Conduct Handbook.

Readmission Process Following Dismissal

1. Students dismissed from the Nursing Program may petition for an exception to the Dismissal Policy due to extenuating circumstance(s) AFTER FINAL GRADES HAVE BEEN POSTED OR DATE OF WITHDRAW.

2. Students must complete the Nursing Readmission Application (available in the ADN Student Community Shell) and schedule an appointment with the current course instructor(s) to review the Nursing Readmission Application. After the meeting, the student and instructor(s) must sign the application.
3. Students must submit the Nursing Readmission Application with supporting documentation (when applicable) to nursingdepartment@sinclair.edu by 5 PM on Tuesday following the end of the semester. NO LATE OR INCOMPLETE APPLICATIONS WILL BE REVIEWED until the next scheduled readmission meeting.
4. Students will be notified of the committee's decision via a formal written letter postmarked within 15 business days.
   a. If an exception to the dismissal has been granted, the letter will inform the student regarding any required conditions for readmission including, but not limited to, completing assessments reflective of the nursing course preceding intended readmission, including course content and/or psychomotor skills demonstration.
   b. If a student is denied readmission at the program/department level, the student has the right to follow the grievance process. The first student meets initially with the Nursing Associate Program Administrator. The student can meet with the Nursing program administrator/chair for the next step of the appeal. The third step is to meet with the Assistant Dean of Health Sciences by requesting an appointment (937-512-2919). The Assistant Dean will work with the Department Chair to obtain pertinent information before meeting with the student. Should the appeal to the Assistant Dean be denied, the student may appeal to the Dean of Health Sciences by requesting an appointment (937-512-2919).
5. Students must be in good standing with the college and meet current program requirements as listed in the Nursing Student Handbook to be considered for readmission.

Students will not qualify for Federal Financial Aid (FFA) until readmission into the program or the student changes majors to a program that is FFA eligible. Students utilizing Federal Financial Aid must connect with the Welcome Center and their Academic Advisor.

Students who have stepped out of the limited enrollment nursing course(s) for non-academic reasons, and plan to return, are required to send an email to nursingdepartment@sinclair.edu. Include Name, Tartan ID, and telephone number in the email (Subject line: Readmission for non-academic reasons). Readmission conditions may be required for all students not actively enrolled in a nursing course for more than one semester, including, but not limited to assessments of course content and/or psychomotor skills reflective of the nursing course preceding readmission.

Students may defer the start date of readmission. Deferment cannot exceed twelve months from the first opportunity to resume limited enrollment courses. Readmission is provided based on space availability.

Student Identification & Uniform Policy
Uniforms
Uniforms are required at the beginning of the first semester of limited enrollment nursing courses. Uniforms must be purchased in the SCC Campus store. Students must be in uniform per the current policy during scheduled lab and clinical experiences. Uniforms are not required to be worn for posted open lab practice times or optional drop-in sessions offered by the Department. Expectations to the uniform policy will be based on clinical agency requirements and requests.

The student uniform may be worn only when working in the role of a Sinclair Nursing Student. Professional behavior must be demonstrated when wearing the Sinclair nursing uniform. Students must be clean, scent and odor-free, well-groomed, and in uniform when working in clinical areas.

The uniform must be purchased at the Sinclair campus store. The uniform consists of gray scrub pants, a gray scrub top with embroidered Sinclair logo, and a black lab jacket with the Sinclair logo. A student who started the term before fall 2023 may continue to wear their white lab jacket or wear the new black jacket.
Students may replace the gray pants with a black skirt that is hemmed three to four inches below the knees (contact the Sinclair Campus store at order-campusstore@sinclair.edu). A long or short-sleeved plain black t-shirt, purchased from the Campus Store may be worn under the gray uniform. If worn, head coverings/headbands must be solid white, black, or gray.
Black, all leather shoes are required with the gray uniform. No other color anywhere on the shoes is permitted. Shoes may be purchased from a store of the student's choice. Canvas-type shoes, sneakers, sandals, clogs, crocs, and open-toed or open-heeled shoes are not acceptable. Shoes and laces must be always clean. Solid color black, white, or gray stockings, tights, or socks are to be worn with pants. Solid black stockings or tights are worn with skirts.

Identification
The official Sinclair Tartan photo ID is to be worn in a plastic holder (provided in the required nurse pack). The photo shall be visible and worn on the front left side of the scrub top.

Required Accessories
- Stethoscope (with both a diaphragm and bell)
- Watch (a sweep second hand or digital second counter)

Jewelry
Acceptable jewelry includes one plain band and one pair of small gold-colored, silver-colored, pearl-colored, or non-tinted glass studs for pierced ears only. No other visible piercing or jewelry which includes spacers is permitted. Covering facial piercings is not permitted.

Hair and Nails
Hair must be kept clean, neat, contained off the collar line. Hair accessories must be small, plain, and inconspicuous. Any beard or mustache must be clean and neatly trimmed. Fingernails must be clean, short (no longer than the end of the fingers), and free of polish or acrylic/artificial nails.

Body Modifications &Tattoos
Students must follow the policies of the clinical setting. Gauges must be filled with plain flesh-tone plugs. Tattoos are not required to be covered during on-campus lab activities unless reported offensive by administration, faculty, or peers.

The Nursing Faculty reserves the right to determine the suitability of the student's appearance in uniform following program or facility requirements. Failure to adhere to the policy may result in the student being dismissed from the clinical area and considered absent.

Attendance Policy
Students are expected to attend scheduled classes, labs, and clinical. It is the faculty member's responsibility to define attendance and participation requirements. It is the student's responsibility to read and understand the class expectations that are defined in each course syllabus.

Student Academic Grievance Procedure
Health Sciences Division Chain of Command for Student Concerns or Complaints
Students are encouraged to use the Health Sciences chain of command to address concerns. The steps are in sequence. Students can choose to take additional steps if the situation is not reconciled.
- Step 1 Discuss the concern/complaint with your instructor and try to resolve the issue.
- Step 2 Contact the Associate Program Administrator.
- Step 4 Contact the Nursing Department Chairperson.
- Step 5 Contact the Assistant Dean of Health Sciences (937-512-2919; 14-310).
- Step 6 Contact the Dean of Health Sciences (937-512-2919; 14-310).

Students may also choose to utilize Sinclair's complaint or concern portal:
http://www.sinclair.edu/services/help/complaint/

HESI Examination Requirements
Nursing students are required to take the HESI Mid-curricular and Exit Examinations to prepare for the National Council Licensure Examination (NCLEX-RN) and to evaluate progress with student learning outcomes. The mid-curricular HESI is administered at the end of NSG 1600/1650 and 1700/1750. The HESI Exit exam is administered towards the end of NSG 2600. Exams are comprehensive, integrated examinations of basic nursing knowledge. Exam completion is required. The exams will be administered on campus at no additional student cost. Students will receive individual results, to be used for remediation, review, and preparation for the NCLEX-RN.

Student Conduct Expectations

Health Sciences Student Conduct Expectations
Students enrolled in Health Sciences programs are governed by the standards of conduct outlined in the Sinclair Community College, as well as the handbooks of their respective programs. These handbooks reflect the ethical, legal, and professional standards of their disciplines. Students are expected to refer to their respective handbooks for directions regarding specific policies and standards.
Academic and Professional Integrity
- Students will demonstrate respect, courtesy, and acceptance of others (student peers, faculty, clients and families, and clinical setting personnel) and their property.
  1. Demonstrate non-judgmental attitudes toward others.
  2. Identify and protect the needs of others for emotional and physical safety.
  3. Non-defensively receive and consider feedback from peers, faculty, and clinical setting supervisors.
  4. Remain in class once it has begun.
  5. Utilize personal technology in class, lab, and clinical only as approved by faculty.
- Students adhere to the policies and standards of the school and clinical agencies.
  1. Maintain academic integrity during all coursework.
  2. Maintain health requirements, immunizations, and other standards as outlined in the program handbooks.
  3. Report evidence of unethical or illegal behaviors through the appropriate chain of command.
  4. Respect facilities, supplies, equipment, and personal property of others in class, lab, clinical, and practicum.
- Students are prepared and ready to start on time for classes, labs, and clinical/practicum.
  1. Physically and mentally prepared to accomplish the planned activities of the class, lab, or clinical/practicum.
  2. Dress appropriately for planned activities and adhere to specific program dress codes.
  3. Submit assignments on time.
  4. Communicate with faculty, supervisor(s), staff, and agencies when tardiness or absence is expected and in accordance with the course requirements or syllabus.
  5. Accept responsibility for announcements, information, and assignments provided during absences.
- Communication and Interpersonal Behavior
  1. Maintain professional boundaries in the role of student with peers, faculty, clients, and clinical setting personnel.
  2. Conform to behaviors consistent with the school and clinical setting standards/policies.
  3. Utilize appropriate professional language with peers, faculty, clients, and clinical setting personnel.
  4. Adhere to privacy standards in all communications.
  5. Adapt verbal and non-verbal behaviors to promote respectful, healthy, and collaborative communication with others.
  6. Apply active listening skills.

7. Use "I" statements and take responsibility for your behavior.

In addition, nursing students must abide by the following standards of safe nursing care as required by the [Ohio Board of Nursing Rule, O.A.C. 4723-5-12(C)](#)

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.

(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any patient record, or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each patient.

(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

(6) At all times when a student is providing direct nursing care to a patient the student shall:

(a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and

(b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;

(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code.

(9) A student shall not:

(a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

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

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

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

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

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

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

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

(11) A student shall not:

(a) Engage in sexual conduct with a patient;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

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

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

Nursing Student Illness and Injury Policy

Medical Emergency in the Classroom and Lab Setting
If a medical emergency arises:
1. Faculty will direct someone to contact Sinclair Police at (937) 512-2700 or (937) 512-2534. **Do not call 911**, as this will cause a delay in the emergency response.
2. Render first aid if trained. Report all medical injuries and accidents to Sinclair Police. Police Officers are certified in CPR, First Aid, and AEDs.
3. Complete and accurate information must be provided when requesting assistance.

In case of human body fluid exposure:
1. Notify Sinclair Police at (937) 512-2700 or (937) 512-2534 in the event of an exposure to human body fluids.
2. If contact is made with the skin, wash the area immediately with soap and water.
3. Do not attempt to clean up fluids unless trained and equipped.
4. Always wear vinyl, nitrile, or latex gloves when in proximity to body fluids.
5. Gloves that have been in contact with body fluids must be disposed of in a biohazard container and hands must be washed with soap and water.
6. Sinclair Police will contact Facilities Management for the cleanup and disposal.

Medical Nonemergency in the Classroom, Lab Setting, and Clinical
Students must self-identify nonemergency medical illnesses or injuries during class, lab, or clinical time. The instructor will determine if the student can continue with learning activities or needs to be sent home.
The student will be allowed to continue with learning activities if the:
- illness is not contagious to others.
- injury is minor and does not require medical attention.
- illness or injury does not disrupt learning activities for self or others.

The student will be released from the class, lab, or clinical if the:
- illness has the potential of being contagious to others.
- illness or injury requires professional health care.
- illness or injury disrupts learning activities for self or others.

The student will assume financial responsibility for any health care expenses. The student is responsible for arranging their transportation from the clinical setting. This will count as an absence according to the Attendance Policy. The student must contact their instructor regarding how to fulfill or make up the missed time as soon as possible.
Injury to a Nursing Student in the Clinical Setting
The instructor will be notified immediately if there is an injury, and the clinical facility policies will be followed. The facility policy will be followed regarding the completion of an accident report. The injury may require treatment with the consent of the student (as fees may be assessed). A Sinclair Community College Health Sciences Incident Report / Student Injury Form must be completed by the faculty member and forwarded to the Dean's office.
If Medical Treatment is necessary, contact the Dean's office by phone at (937) 512-2919.

For Exposure to Blood or Body Fluids in the Clinical Setting

Students may contact blood and other body fluids during their clinical learning experiences. In the event such exposure occurs, the following procedure will be implemented:

- During normal business hours, the student will report to Concentra Occupational Health, 1435 Cincinnati St, Dayton, Ohio. The telephone number is (937) 449-0800. The student will receive a baseline assessment and treatment as needed. If Concentra recommends follow-up appointments, the student should provide documentation to Sinclair to have reimbursement considered.
- In the event the exposure occurs after normal business hours, the student should report to a facility covered by their insurance carrier, or, if available, the facility where the exposure occurred. The student should receive a baseline assessment and treatment as needed. If the facility recommends follow-up appointments, the student should provide documentation to Sinclair to have reimbursement considered.
- In either instance, the student must inform personnel at the facility that **Concentra (or the after-hours facility) will directly bill Sinclair Community College for the <u>initial</u> visit.** The clinical instructor/preceptor should work with the appropriate representative from the clinical site to identify the HIV status of the exposure source (patient). If available, this information will be shared with the Concentra staff.
- The faculty will secure an Insurance Claim Form and assist the student with completing the form. Upon completion, the form and incident report will be submitted to the Dean's office.
- If the student refuses to seek medical treatment and/or chooses to seek follow-up care on their own, the Refusal of Medical/Surgical Intervention section of the Incident Report / Student Injury Form must be completed. Students who choose to seek treatment elsewhere assume complete financial responsibility for their care.
- The Director of Business Services will submit the completed claim form to the Insurance Company. Sinclair's accident insurance coverage for students is limited to emergency care. Therefore, financial responsibility for any follow-up care will be reviewed and determined on a case-by-case basis.
- It is the responsibility of the chairperson to ensure this procedure is followed. It should be communicated to all faculty, preceptors, and students. Students should be aware that they may incur medical expenses in the event of an accident at the clinical site.

Technology Policy

eLearn is the online course management program used at Sinclair Community College. Students must comply with Sinclair's Acceptable Use of Information Technology Policy and Copyright Policy. Students participating in clinical, or practicum experiences must also comply with clinical agencies' policies regarding technology.

Students may participate in simulated medical events or other educational activities which are recorded in audio and/or video format. Students must complete a Consent for Recording at the beginning of the limited enrollment courses.

The hand-held device required for all nursing classes may be purchased anywhere. However, students using financial aid must purchase their devices at the SCC bookstore. Technology guidelines:

1. Verify Current or Purchase New Tablet
   o Any 8" Android tablets not more than 3 years old, 2019 models or newer. The Sinclair Store stocks a current version of the Samsung Galaxy Tablet
   o iPad Mini should have iOS 13 or higher installed (the operating system). Larger iPads are not recommended because they do not fit in the standard pockets of the nursing uniform.
   o Amazon Kindle and Chrome Book devices are not supported.
   o Download Office 365 for Students
2. Laptops and PCs are optional devices for reading textbooks and completing assignments.

Taking photographs at any clinical facility is prohibited. The camera function on any device must be disabled during clinical times.

Students are required to download all required e-books and to keep batteries charged. Students are responsible for maintenance, upkeep, replacement, and updating software.

Students must follow all applicable professional guidelines and laws, such as Health Information Portability and Accountability Act (HIPAA) when using technology. Students are responsible for the security of password(s) used at SCC and clinical agencies. Individual course instructors will review the permissible use of technology during class, lab, and clinical times. In clinical agencies, students may not import, copy, or store data from hospital information systems.

Cell phones in the classroom, lab, and clinical settings are limited to academic use. Cell phone volume must be turned off or inactivated when students are in class, lab, and clinical.

The National Council of State Boards of Nursing provide [social media guidelines for nurses.](#)

Web-Enhanced Coursework

The Nursing program uses online delivery of some course information including syllabi, outlines, assignments, lecture materials, e-mail discussion groups, and testing. The purpose of this web-enhanced course delivery is useful for several reasons.

1. The student can access materials at their convenience and from any location.
2. Early and frequent use of materials allows the student to be prepared for class discussion.
3. Instructors can spend class time expanding on information and emphasizing important principles for the information provided online.

Blended Coursework

The Nursing program uses a blended delivery model for the Intro to Nursing and professional nursing courses. Blended courses mix face-to-face meetings and online elements in many ways. The blended delivery model provides flexibility for student learning.
 A student does not need to own a computer for web-enhanced or blended coursework. SCC computer labs and library computers are available during the term. The ALH 1101 and NSG 1200 classes prepare the student for the use of computer learning and information access. The web-enhanced coursework is in addition to all regularly scheduled on-campus class time.

Nursing Laboratories & Simulation Center
Latex Allergy – The Nursing Laboratories and Simulation Centers contains items made with latex.
Medication Usage – Only mock medications are used in the Simulation Center and labs
Sharps - All sharps are disposed of in an appropriately labeled sharps container. Containers are found in each nursing laboratory and simulation room. Under no circumstances may sharps be removed from the nursing labs or Simulation Center. All injuries, including "clean" needle sticks, are reported to the faculty. A Sinclair College Incident Report/Student Injury Process form will be completed and the process followed.

Simulation Center Participants:
- Participants wash their hands before the simulations.
- participants must follow standard precautions against infectious disease transmission
- Ink pens are not allowed in the rooms when using simulators.
- Throughout your time in the program, you will interact with different manikins and/or patient actors depending on the specific scenario. We will do all we can to make the simulation as real as possible.
- Simulation fosters active engagement in a safe learning environment. Your role is to "enter into the spirit" of the simulation, engaging with the "patient," "family" and other members of your healthcare team as if the situation were real. This will provide you with the best active learning opportunity possible.
- Remember confidentiality: What happens in simulation stays in simulation.
- You should come to simulation with a non-judgmental attitude and be open to learning from your patients, peers, and faculty.
- The faculty will provide the simulation objectives before the simulations begin. To ensure your psychological safety, please talk to your instructor if you anticipate the simulation content to be personally distressing.

Nursing Testing Policy
The testing policy was created to provide the best possible testing environment for all Sinclair Community College Nursing students.

General Rules Regarding Examinations
1. The student will have one minute for each lower-level question (remembering/understanding) and 1.5 minutes for each higher-level question (applying/analyzing) on the exam. Dosage

calculation questions will also have a minimum of 1.5 minutes per calculation within the question.

2. Students' exam results/grades will be posted no later than one week from the date the exam was taken.
3. The official record for determining student exam scores will be communicated by the faculty in the course syllabus.
4. Students taking tests in the Testing Center must follow [Testing Center](#) rules.
5. Special testing accommodations will be provided based on the recommendations of Accessibility Services.
6. No special testing accommodations will be provided beyond the Accessibility Services recommendations. It is the students' responsibility to communicate with faculty their plan to use the recommendations.
7. Students will use faculty-approved calculators for medication administration and dosage calculation test items. Desks are cleared of all personal possessions (backpacks, water bottles, etc.). Cell phones must be turned off and placed at a faculty designated location. Students may not wear hats, bulky clothing, or coats. Students may not wear any electronic device that is capable of transmitting information.
8. Students are required to notify classroom faculty by Sinclair Outlook email within 24 hours of a missed examination. Make-up exams will be scheduled by the faculty.
9. If there is a technology issue with the delivery or retrieval of a quiz or exam, nursing faculty reserve the right to void the quiz or exam and administer a new quiz or exam on the same content.

During Administration of an Exam
1. Classroom Exam Procedure
   - Each student will take the exam and submit it individually. Once submitted, no answers can be changed, and the test will be graded accordingly.
   - For collaborative testing, if applicable, each student will take the exam individually first. When all students have completed their exams, they will be randomly assigned in groups and retake the exam as a group. Each group will be assigned one answer sheet for scoring. Students must have a minimum score of 79.5% on their individual exams to achieve points from their group exam. Students earning a 90% or higher on the group collaborative exam will have 2 points added to their individual grade. Scoring lower than 79.5% individually or lower than 90% as a group will result in no additional points.
2. Tardy/Late for Exam
   Students arriving late to the classroom on the day of an exam who wish to take the exam will be required to take it in the remaining allotted test time.

Reviewing Tests with Students
- To promote test security, students are not allowed to review their tests once submitted.
- Students have 24 hours after completing a test to contact the faculty by email regarding test question concerns.
- All students earning less than 80% on a test are encouraged to make appointments

with their faculty. Faculty can discuss test questions in terms of concepts, not specifics. The faculty can also discuss test-taking strategies and study skills. Faculty may issue an Academic Coaching form to communicate, summarize, or clarify plans formulated for the student to meet course, program, or college requirements and/or to make appropriate referrals

Notification of Changes in Nursing Program Policies
Nursing Student policies are found in the Nursing Student Handbook. The Handbook is posted on the Sinclair Community College Nursing website located at http://www.sinclair.edu/program/params/programCode/NUR-S-AAS/ and in the Nursing Community Shell. Nursing student policies are subject to change and the Nursing Student Handbook will be revised as needed. Students will be informed of policy changes via their Sinclair email accounts and/or through announcements in eLearn or during class.

Reference Request (Federal Education Rights and Privacy Act)
A student requesting a reference from a faculty member must complete the following steps before information will be released.
1. Contact the faculty member to obtain their approval to provide a reference.
2. Complete the Federal Education Rights and Privacy Act (FERPA) Release form found on the Sinclair Nursing Community site.
   - Complete a separate form for each faculty member.
   - Complete a separate form for each place of employment.
   - If the place of employment utilizes an outsourcing firm to obtain initial information, complete the form with the employer's name and address as well as the outsourcing company's name and address.
   - Sign the release form(s). No electronic signatures are accepted.
3. Submit the FERPA Release form(s) to the faculty member.

Opportunities for Student Involvement
Nursing students are invited to participate in the Sinclair Nursing Program in several ways.
Student Surveys - Each semester the nursing department will request student feedback concerning the course, clinical, and faculty. Agencies may also request student feedback about the quality of learning experiences in clinical facilities. Students also receive an end-of-program survey as well as an alumni survey after graduation.

Committee Membership – Student representatives are invited to participate on three nursing faculty committees: Nursing Curriculum Committee, Nursing Student Policies and Activities Committee, and Nursing Technology and Faculty Development Committee.

Student Nurses Association: The Sinclair chapter of the Student Nurses Association is part of the National Student Nurses Association. It is devoted to fostering the professional development of nursing students and is part of the future voices of the nursing profession. Members of the Sinclair Student Nurses Association may be eligible for individual mentoring, national scholarships, and many more opportunities. Membership information is provided during the nursing program orientation.

Estimated costs for Traditional RN Entry Option Effective 06/10/2023.

PREREQUISITES
Tuition (13 Credit Hours)	$ 1769
Course Fees	$ 78
TEAS Assessment	$ 65 ($70 if proctored remotely)
Registration Fee	$ 20
Books	$ 516

SEMESTER 1
Tuition (16 Credit Hours)	$ 2177
Course fees	$ 520
Uniform/shoes	$ 250 (2 tops, 2 bottoms, 1 lab jacket, shoes)
Tablet	$ 200-300
E Books and software programs	$1953
Nurse pack	$ 62
Fingerprinting/background check	$ 65
Physical exam /immunizations	$ 250
CPR certification	$ 40-140
Drug screening	$ 47

SEMESTER 2
Tuition (12 Credit Hours)	$ 1633
Course fees	$ 315
Books	$128

SEMESTER 3
Tuition (13 Credit Hours)	$ 1769
Course fees.	$ 298
Books	$ 300

SEMESTER 4
Tuition (11 Credit Hours)	$ 1497
Course Fees	$ 300
Books	$ 49
Fingerprinting	$ 65
NCLEX-RN Test and processing fee	$ 200.00
Board of Nursing application processing fee	$ 79
Pin (optional)	$ 30-105

Tuition fees reflect Montgomery County resident rates. Book costs can be lowered through renting books or purchasing used books. Prices do not include tax. Additional costs: stethoscope, watch with second hand, transportation, and parking for clinical rotations.

For information concerning current, updated book prices and refunds, please contact eCampus by going to the eCampus FAST tile in the my.sinclair portal.

Estimated costs for the Advanced Placement Entry Option Effective 06/10/2023.

Pre-requisites

Tuition (13 Credit Hours)	$ 1769
TEAS Assessment	$ 65 ($70 if proctored remotely)
Registration Fee	$ 20
Course fees	$ 300
Uniform/shoes	$ 250 (2 tops, 2 bottoms, 1 lab jacket, shoes)
Tablet	$ 200-300
Books	$ 647
Fingerprinting/background check	$ 65
Physical Exam /Immunizations	$ 250
CPR Certification	$ 40-140
Drug Screen	$ 47

SEMESTER 1

Tuition (13 Credit Hours)	$ 1769
Course fees	$ 300
Books and software	$1822
Nurse pack	$62

SEMESTER 2

Tuition (12 Credit Hours)	$1633
Course Fees	$ 250
Books	$128

SEMESTER 3

Tuition (11 Credit Hours)	$1497
Program Fee	$ 300
Books	$ 49
Fingerprinting	$ 65
N-CLEX-RN Test and processing fee	$ 200.00
Board of Nursing Application processing fee	$ 78.50
Pin (optional)	$ 38-108

Tuition fees reflect Montgomery County resident rates. Book costs can be lowered through renting books or purchasing used books. Prices do not include tax. Additional costs: stethoscope, watch with second hand, transportation, and parking for clinical rotations.

For information concerning current, updated book prices and refunds, please contact eCampus by going to the eCampus FAST tile in the my. sinclair portal.

Sinclair Nursing Program

Optional Employee Skills Competency Verification to Waive Nurse Aide Training Course

Dear Manager,

Your employee is requesting to waive the nurse aide training course required for the Sinclair nursing program. Please complete and sign the form and attach a copy of the employees job description to nursingdepartment@sinclair.edu.

Employee Name:

Date of Hire:

Proficiency	Skills
☐ Proficient ☐ Not Proficient ☐ N/A	Hand washing
☐ Proficient ☐ Not Proficient ☐ N/A	Ambulation using a gait belt
☐ Proficient ☐ Not Proficient ☐ N/A	Ambulation with walker
☐ Proficient ☐ Not Proficient ☐ N/A	Applying anti-embolic stockings
☐ Proficient ☐ Not Proficient ☐ N/A	Bedpan/fracture pan use
☐ Proficient ☐ Not Proficient ☐ N/A	Denture care
☐ Proficient ☐ Not Proficient ☐ N/A	Dressing patients
☐ Proficient ☐ Not Proficient ☐ N/A	Emptying a urinary drainage bag
☐ Proficient ☐ Not Proficient ☐ N/A	Feeding the dependent patient
☐ Proficient ☐ Not Proficient ☐ N/A	Hair care including shaving
☐ Proficient ☐ Not Proficient ☐ N/A	Making an occupied and unoccupied bed
☐ Proficient ☐ Not Proficient ☐ N/A	Mouth care
☐ Proficient ☐ Not Proficient ☐ N/A	Partial and complete bath
☐ Proficient ☐ Not Proficient ☐ N/A	Perineal care
☐ Proficient ☐ Not Proficient ☐ N/A	Care of indwelling catheter
☐ Proficient ☐ Not Proficient ☐ N/A	Positioning supine and lateral.
☐ Proficient ☐ Not Proficient ☐ N/A	Range of motion exercises
☐ Proficient ☐ Not Proficient ☐ N/A	Transfer from bed to wheelchair using a gait belt
☐ Proficient ☐ Not Proficient ☐ N/A	Transfer from wheelchair to bed using a gait belt

☐ Proficient ☐ Not Proficient ☐ N/A	Vital signs – Temperature, Pulse and Respiration
☐ Proficient ☐ Not Proficient ☐ N/A	Weighing an ambulatory patient
☐ Proficient ☐ Not Proficient ☐ N/A	Measuring intake and output
☐ Proficient ☐ Not Proficient ☐ N/A	Maintaining isolation
☐ Proficient ☐ Not Proficient ☐ N/A	Communication skills with team members, patients, and their visitors.
☐ Proficient ☐ Not Proficient ☐ N/A	Ability to work in a team

Comments:

I verify that the above-named employee has worked a minimum of 1,040 hours as a nurse's aide in acute care or long-term care or as a patient care technician in acute care or a long-term care facility within the past 2 years (24 months).

Print Supervisor's name and title:

Organization:

Signature (initial for an electronic signature):

Date: Click or tap to enter a date.