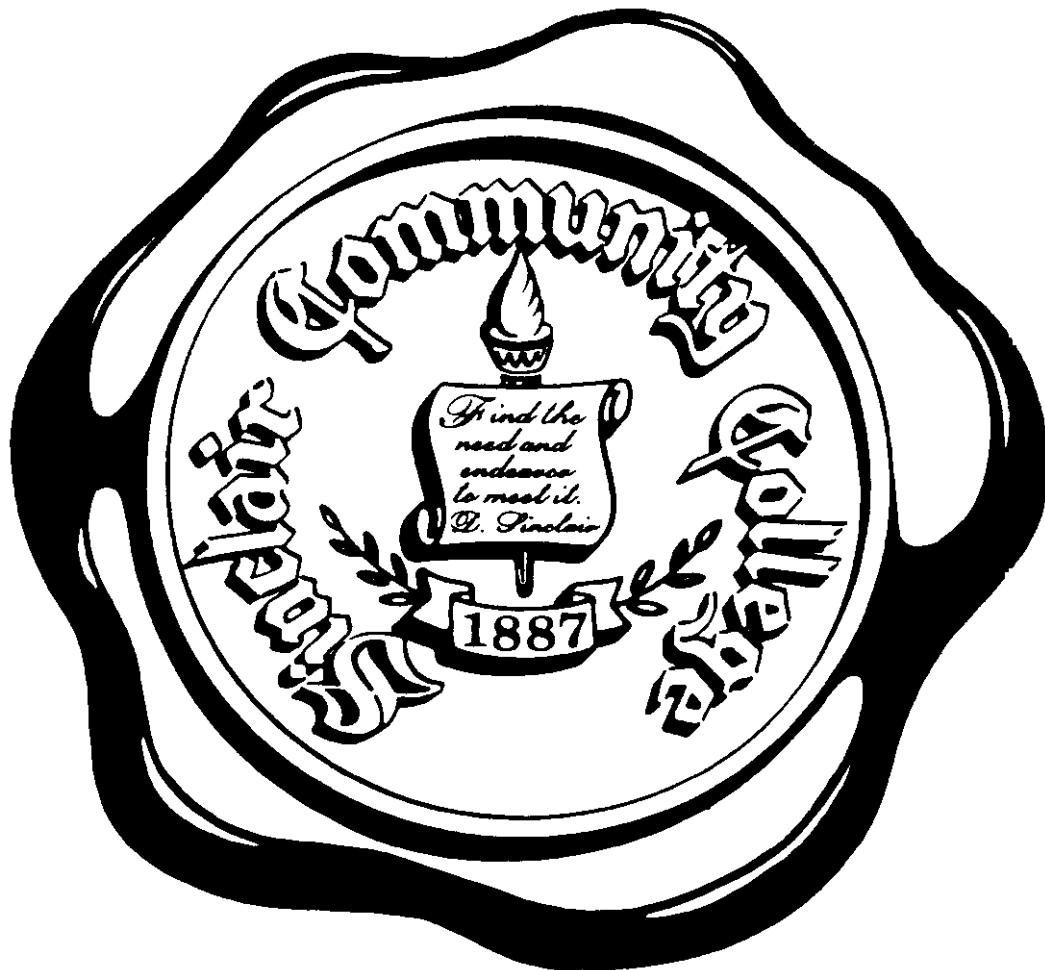


**Spring
2012**

**Sinclair Community College
Associate Degree Nursing Program**



NURSING STUDENT HANDBOOK

The Handbook is intended to be a reference for students enrolled in the Sinclair Nursing Program. Policies and Procedures are subject to change. Notification of changes will be posted electronically.

TABLE OF CONTENTS

Welcome/History	2
• Nursing Program Philosophy	3
• Program Outcomes	5
• RN Track Graduation Requirements	6
• LPN Advanced Placement Track Graduation Requirements	7
Polices	
• Admission Policy and Procedure	8
• Alternate Admission Tracks	9
• Accelerated Admission for Academic Achievement (AAAA)	9
• LPN Advanced Placement Students	10
• Transfer Students	10
• Mental and Physical Qualifications Required of Applicants	12
• Continued Enrollment/Progression	13
• Withdrawal/Dismissal	14
• Reinstatement Procedure	15
• Student Academic Grievance Procedure	16
• Sinclair Policies, Procedures, and Services	18
• Student Conduct	22
• Medical Exam, Immunization, and CPR Certification Guidelines	25
• Criminal Background Check	27
• Student Uniform Policy	28
• Attendance Policy	30
• Illness and Injury Policy	31
• Technology Policy	34
• Grading Scale and Grade-Rounding Policy	35
• Exit Examination Requirement	35
• Student Notification of Change in Policies	36
Reference Request	36
How to be a Successful Student	37
Opportunities for Involvement	40
Fees/Refunds	41

WELCOME

Welcome to Sinclair's Associate Degree Nursing Program. The faculty and staff are happy that you have selected our program, and we will try our best to help you make your educational experience at Sinclair Community College exciting and challenging.

This handbook contains information that will assist you in getting familiar with Sinclair and learning about our Nursing Department policies. It serves as an adjunct to the *Student Judicial Affairs Code of Conduct Handbook*.

Please read this handbook and complete the Student Handbook Test located on Angel in the SCC Nursing Community. If you have any questions, please feel free to ask your instructor, or inquire at the Nursing Office (Room 6120).

PROGRAM HISTORY

The Sinclair Nursing Program was established in 1969 admitting eighteen nursing students. The nursing program has graduated more than 4,600 students with an Associated Degree in Nursing. The number and quality of graduates from the Sinclair Nursing program exerts a significant, positive impact upon the health care services provided to the Dayton Community. Area health care facilities are eager to employ Sinclair graduates because of the program's reputation for producing high quality nurses who remain in the community and serve its citizens.

[Return to Table of Contents](#)

PROGRAM PHILOSOPHY

We believe that human beings are diverse individuals, possessed of dignity and worth, and motivated toward meeting basic human needs. These individuals are social beings who exist in interrelationships with other persons within dynamic environments. They have the freedom to make decisions and to assume responsibility for their choices.

We believe that health is the achievement of a balance in physiological, pathophysiological, experiential and behavioral responses to internal and/or external stressors. Human responses are unique and predictable and are organized into patterns that provide a holistic view of the individual and serve as a basis for nursing support or action.

Nursing is a profession involving “the diagnosis and treatment of human response” (ANA, 2003) to potential and actual health problems. The goal of nursing is to facilitate health promotion and disease prevention. This is accomplished through caring, patient-centered interactions which support the individual’s response. Nursing knowledge and skills are synthesized from the physical and behavioral sciences. The use of the nursing process provides the structure for critical thinking, clinical reasoning and making appropriate clinical judgments. Nursing incorporates knowledge into evidence-based practice to achieve patient outcomes and provide for patient safety.

The Sinclair Nursing Faculty regard the Associate Degree as an appropriate level of entry into Registered Nursing practice and an integral part of the discipline of nursing. The faculty believe that Associate Degree Nursing focuses on care of persons who are at risk for or who have actual health problems with the intent of restoring/maintaining health, preventing illness, promoting wellness, and providing end of life care.

Associate Degree Nursing practice is implemented through the roles of provider of care (which includes teacher and communicator), manager of patient care, and member of the profession (NLN, 1992). The Associate Degree Nurse (ADN) utilizes strong medical-surgical nursing knowledge as a foundation for evidence-based practice in a variety of health care settings. This requires an ability to function effectively in a technologically-advanced health care environment. Nursing practice is influenced by available resources, standards of care, and quality improvement information.

The Associate Degree Nurse maintains accountability for individual practice and for the aspects of care assigned to peers, assigned/delegated to licensed practical nurses and delegated to unlicensed assistive personnel. The ADN practices as a member of the interdisciplinary team, supporting autonomy of colleagues. The nurse acts as patient advocate and maintains accountability for outcomes.

Nursing education is a process by which the learner is prepared to utilize cognitive, affective and psychomotor nursing skills to assume accountability for care within the community. The nurse educator's role is to:

- foster a learner-centered environment through small group format;
- serve as a role model through demonstration of caring and professional conduct;
- acknowledge the student as a unique individual with a readiness and ability to learn;
- stimulate the student to pursue life-long learning.

The faculty perceive learning as an active and continuous process that builds on previous knowledge. Learning is facilitated when the student has the opportunity to grow through the application of nursing knowledge in a variety of situations. The community college setting provides the general education component which complements nursing courses and provides the opportunity for personal enrichment.

A component of the teaching/learning process is the assessment of outcomes, a shared student-faculty responsibility. Assessment, like learning, takes place in the cognitive, affective, and psychomotor domains. Evaluation of content mastery is assessed utilizing standardized criteria for classroom and clinical performance. Individual courses are assessed through course feedback tools. As a result of these evaluations, individual student achievement and program effectiveness are appraised and validated. Assessment is valued for its use to improve teaching/learning, curriculum, and the nursing program.

[Return to Table of Contents](#)

PROGRAM OUTCOMES

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

1. Acknowledge the influence of diversity on patients, families, and members of the health care team.
2. Demonstrate caring behaviors in providing patient-centered nursing care.
3. Apply best current evidence and critical thinking to the steps of the nursing process to make clinical judgments related to nursing care.
4. Implement nursing care that promotes balance in human responses to actual or potential health problems.
5. Demonstrate safe performance of required nursing skills within cognitive, affective and psychomotor domains.
6. Apply principles of effective and therapeutic communication with patients, families, and members of the interdisciplinary health care team.
7. Implement teaching which is effective in promoting health or preventing illness.
8. Plan and deliver nursing care to a group of patients in collaboration with other registered nurses and the interdisciplinary team.
9. Assume responsibility and accountability for meeting ethical, legal and quality standards of the profession.
10. Demonstrate use of technology to access and manage information for safe and quality care.

[Return to Table of Contents](#)

COURSE	GRADUATION REQUIREMENTS RN TRACK	CREDIT HOURS	CLOCK HOURS		
			LECT	LAB	CLINICAL
	QUARTER 1 (18 Credit Hours)				
BIO 141	Principles of Anatomy and Physiology I	4	3	2	
COM 206	Interpersonal Communication	3	3		
PSY 119	General Psychology	5	5		
ENG 111	English Composition I	3	3		
ALH 103	Introduction to Health Care Delivery	3	3		
	TOTAL	18			
	QUARTER 2 (17 Credit Hours)				
NSG120	Human Response	3	3		
NSG121	Identifying Responses Through Assessment	3	2	3	
BIO 142	Principles of Anatomy and Physiology II	4	3	2	
BIO205	Microbiology	4	3	2	
MAT106	Allied Health Mathematics	4	4		
	TOTAL	18			
	QUARTER 3 (15 Credit Hours)				
NSG122	Promoting Healthy Responses to Physiological Stressors	8	4	3	9
NSG123	Promoting Healthy Responses Through Psychomotor Interventions	3	2	3	
BIO 143	Principles of Anatomy and physiology III	4	3	2	
	TOTAL	15			
	QUARTER 4 (16 Credit Hours)				
NSG220	Promoting Healthy Responses to Specific Stressors I	8	4	3	9
PSY208	Life Span Human Development	5	5		
ALH219	General Pharmacology	3	3		
	TOTAL	16			
	QUARTER 5 (10 Credit Hours)				
NSG221	Promoting Healthy Responses to Psychosocial Stressors (½ Qtr.)	4	4	3	9
NSG 222	Promoting Healthy Responses to Specific Stressors II (½ Qtr.)	4	4	3	9
ALH104	Allied Health Informatics	2	2		
	TOTAL	10			
	QUARTER 6 (11.5 Credit Hours)				
NSG223	Promoting Healthy Responses in Women (½ Qtr.)	4	4	3	9
NSG 224	Promoting Healthy Responses to Specific Stressors III (½ Qtr.)	4	4	3	9
ENG112	English Composition II	3	3		
	TOTAL	11			
	QUARTER 7 (11.5 Credit Hours)				
NSG225	Promoting Healthy Responses in the Child and Family (½ Qtr.)	4	4	3	9
NSG226	Promoting Healthy Responses to Interrelated Pathophysiological Stressors (½ Qtr.)	4	4	3	9
ALH Elec	Portfolio	3	3		
	TOTAL	11			
	QUARTER 8 (10 Credit Hours)				
NSG230	Directed Nursing Practice	7	3		20
HUM	Humanities Elective	3	3		
	TOTAL	10			
	TOTAL CREDIT HOURS =109				

COURSE	GRADUATION REQUIREMENTS LPN TRACK	CREDIT HOURS	CLOCK HOURS		
			LECT	LAB	CLINICAL
QUARTER 1 (17 Credit Hours)					
BIO211	Human Physiology	5	5		
COM206	Interpersonal Communication	3	3		
PSY119	General Psychology	5	5		
ENG111	English Composition I	3	3		
TOTAL		16			
QUARTER 2 (17 Credit Hours)					
NSG132	Transition to Registered Nursing (½ Qtr.)	4	4	12	
NSG133	Transition to Registered Nursing II (½ Qtr.)	6	6	6	12
BIO205	Microbiology	4	3	2	
MAT106	Allied Health Mathematics	4	4		
TOTAL		18			
QUARTER 3 (16 Credit Hours)					
NSG220	Promoting Healthy Responses to Specific Stressors I	8	4	3	9
PSY208	Life Span Human Development	5	5		
ALH219	General Pharmacology	3	3		
TOTAL		16			
QUARTER 4 (10 Credit Hours)					
NSG221	Promoting Healthy Responses to Psychosocial Stressors (½ Qtr.)	4	4	3	9
NSG222	Promoting Healthy Responses to Specific Stressors II (½ Qtr.)	4	4	3	9
ALH104	Allied Health Informatics	2	2		
TOTAL		10			
QUARTER 5 (11.5 Credit Hours)					
NSG223	Promoting Healthy Responses in Women (½ Qtr.)	4	4	3	9
NSG224	Promoting Healthy Responses to Specific Stressors III	4	4	3	9
ENG112	English Composition II	3	3		
TOTAL		11			
QUARTER 6 (11.5 Credit Hours)					
NSG225	Promoting Healthy Responses in the Child and Family (½ Qtr.)	4	4	3	9
NSG226	Promoting Healthy Responses to Inter-related Pathophysiological Stressors (½ Qtr.)	4	4	3	9
ALH Elec	Portfolio	3	3		
TOTAL		11			
QUARTER 7 (10 Credit Hours)					
NSG230	Directed Nursing Practice	7	3		20
HUM	Humanities Elective	3	3		
TOTAL		10			

CREDIT HOURS =92 Plus 17 hours Advanced Placement Credit = 109 TOTAL CREDIT HOURS

[Return to Table of Contents](#)

ADMISSION POLICY AND PROCEDURE

These policies apply to all students of the Sinclair Nursing Program, including not only current students enrolled in the Program, but also individuals seeking reinstatement to the Program, transfer students, LPN Advanced Placement Track students, and pre-nursing students who intend to seek admission into the Sinclair Nursing Program. To be eligible for admission to the Nursing Program, an individual must:

1. Register as a student at Sinclair Community College. Directions can be found at <http://www.sinclair.edu/services/enroll/>
2. Complete an online application for admission to the Nursing Program through the Life and Health Sciences Division. The application process can be found at <https://www.sinclair.edu/academics/lhs/>
3. Provide official transcript(s) from all colleges, and schools of nursing attended to the Office of Registrar and Student Records. An official copy must be mailed, not hand carried or faxed.
4. Complete the Writing, Reading and Mathematics Skills Placement Tests. The tests are given by Sinclair at no charge. No appointments are necessary. The placement Testing Center is located in Room 10-445. For previous college credits, contact an Academic Advisor to determine which tests are necessary.
5. After completing the Placement Tests, make an appointment with an Academic Advisor in room 11-346 to review your Placement Test scores, review the requirements, and plan your course of study. The advisors may be reached at 512-3700.
6. Complete chemistry with a grade of “C” or better within the previous five years.
 - CHE 120/126 from Sinclair or transfer equivalent.
 - High School chemistry is accepted if it was completed within 5 years with a grade of C or higher. If planning to use high school chemistry credit, obtain a copy of your high school transcript and deliver it to the Life and Health Sciences Academic Advisor, Room 11346
7. Have a 2.0 cumulative GPA at Sinclair Community College.
8. Complete State Tested Nurse Aide (STNA) Training.
 - Any state approved STNA program, with copy of letter or card.
 - ALH 120 (6 Credit Hours) at Sinclair.
 - Contact the Nurse Aid Training Program at 512-2484.
9. Students will have a maximum of three opportunities to successfully complete each BIO, and ALH course required by the program.
 - The student may withdraw or fail, but must successfully complete the course on the third attempt.
 - The student is no longer eligible to enter or continue in the program after a third unsuccessful attempt.

Applicants who meet all admission criteria will be selected on a “first-come, first-served” basis. “First come” is based on the date of eligibility, i.e. the date all requirements are met not the date on the application. A student must comply with all program policies and meet program requirements in effect at the time they begin nursing courses. If they do not, they must correct the deficiencies, and a new eligibility date will be assigned upon notification to the Nursing Department that the requirements have been met.

ALTERNATIVE ADMISSION TRACKS

ACCELERATED ADMISSION FOR ACADEMIC ACHIEVEMENT (AAAA)

The Division of Life and Health Sciences has established the Accelerated Admission for Academic Achievement (AAAA) program for several of its departments. The AAAA program was developed to encourage students to be highly successful in core courses and reward these students demonstrating academic excellence by allowing accelerated entrance into Life and Health Sciences programs. The Nursing Program will admit up to 50% of entering students each term based on academic achievement rather than placement on the waiting list.

AAAA Criteria

1. Meet all college admission requirements.
2. Meet all nursing admission requirements (DEV, Chemistry, Nurse Aide Training, first term courses).
3. Completion of BIO courses no more than five years prior to AAAA application.
4. Earn an A or B in each of the following courses on the first attempt:

For students applying in Fall Semester 2012

BIO 141	Anatomy and Physiology I
BIO 142	Anatomy and Physiology II
BIO 205	Microbiology
ENG 111	English Composition I

For students applying in Spring Semester 2013 or afterwards

Semester Course	Quarter Equivalent
ALH 1100 Introduction to Healthcare Delivery	ALH 103 and 104
BIO 1141 Anatomy & Physiology I	BIO 141 and 142
BIO 1242 Anatomy and Physiology II	BIO 142 and 143
BIO 2205 Microbiology	BIO 205
MAT 1130 Allied Health Math	MAT 106, 101 or higher MAT course
PSY 1100 General Psychology	PSY 121 and PSY 122 or PSY 119
ENG 1101 English Composition I	ENG 111 and ENG 112

5. Students may combine quarter courses and semester courses to meet the AAAA requirements.
6. Total cumulative GPA of 3.0 or higher for all courses.
7. Note for transfer students:
 - Transfer credit for any or all of the above courses applies if completed with a grade of "A" or "B".
 - Cumulative Sinclair GPA of 3.0 or higher must be established using courses applicable to the Nursing Program Graduation Requirements.

AAAA Application Procedure

It is the student's responsibility to determine if he or she meets the above criteria. If criteria are met, the student may:

1. Complete the application found on the Nursing Website (under Student Information).
2. Submit the completed application form by e-mail to nursingdepartment@sinclair.edu
Students may apply as soon as they are eligible.
3. Applications will be reviewed by the Nursing Department. The student will be notified by e-mail of the decision.

LPN ADVANCED PLACEMENT TRACK

1. Complete the Sinclair Application for Admission.
2. Complete the application for the Nursing Program.
3. Be a graduate of an approved LPN Program.
4. Be licensed as an LPN in the State of Ohio.
5. Complete the Sinclair Placement Testing.
6. Have a 2.0 cumulative GPA at Sinclair Community College.

TRANSFER STUDENTS

1. Students who transfer from other nursing programs must meet the following entrance criteria:
 - a. Complete the Sinclair Application for Admission.
 - b. Complete an application to the Nursing Program.
 - c. Meet with an academic advisor.
 - d. Submit a copy of transcripts from any colleges attended.
 - e. Have taken high school or college chemistry and earned a grade of "C" or better within the previous five years, or show equivalency.
 - f. Complete the Sinclair Placement Testing and have taken any developmental courses required from that testing.
2. Non-nursing transfer courses will be evaluated by a Academic Advisor.
3. Nursing courses will be evaluated by the Nursing Department Chairperson or designee based on credit hours, course content, clinical hours, date taken, and any other pertinent data. Transfer students must provide the course syllabus so course content and other pertinent information is available.
4. Students who have failed courses in other nursing programs must meet the criteria for reinstatement contained in the Reinstatement Procedure of this Statement of Policy. If a student has failed the same course twice in another nursing program or has been denied reinstatement into another nursing program, the student will not be eligible for transfer into the Sinclair Nursing Program.

5. Students who transfer from another nursing program will be required to complete a transfer student orientation module one quarter prior to entering the Sinclair Nursing Program. The purpose of this module is to provide a foundation for potential success at Sinclair. The module will help assimilate the student into the culture of Sinclair's program by orienting the student to the program's concepts, procedures, resources, and requirements. The module is found at <http://www.sinclair.edu/academics/lhs/departments/nsq/transfer/>.

[Return to Table of Contents](#)

MENTAL AND PHYSICAL QUALIFICATIONS REQUIRED OF STUDENTS

Minimum acceptable mental and physical qualifications of a student in the Sinclair Nursing Program are based on qualifications of an applicant for professional nursing and include the following:

1. Work in a standing position.
2. Frequent walking.
3. Lift and transfer patients up to six inches (6") from a stooped position, then push or pull the weight up to three feet (3').
4. Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
5. Physically apply up to ten pounds (10#) of pressure.
6. Respond and react immediately to verbal instructions/requests and to auditory signals from monitoring equipment; perform auditory auscultation without impediment.
7. Physically perform up to a twelve-hour clinical shift.
8. Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.
9. Discriminate between sharp/dull and hot/cold when using hands.
10. Perform mathematical calculations for medication preparation and administration.
11. Communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, and word usage.

Applicants to the Nursing Program are responsible for determining their own eligibility in light of these qualifications, for informing the college of any potential problem areas and for identifying to the Nursing Department Chairperson in writing of potential problem areas and any academic or other accommodations. Such accommodations can only be considered for students with disabilities who register with the Department of Disability Services and are determined to need such accommodations.

[Return to Table of Contents](#)

CONTINUED ENROLLMENT IN THE SINCLAIR NURSING PROGRAM

To continue to be enrolled in the Sinclair Nursing Program, a student must:

1. Adhere to college policy as set forth in the College Catalog, the Student Judicial Affairs Code of Conduct Handbook, and the Nursing Program policies as set forth in the Nursing Student Handbook and the Ohio Administrative Code.
 2. Maintain at least a 2.0 overall Grade Point Average (GPA).
 3. Attain a minimum grade of "C" in each course required by the Nursing Program.
 4. Meet stated clinical objectives for each course in the Nursing Program.
 5. Meet each term's curriculum requirements, as specified on the graduation requirement sheet. Each nursing course must be taken in sequence, and all co-requisite courses in the quarter must be completed by the end of the designated quarter.
 6. Complete and update health and immunization records as set forth in the Nursing Student Handbook.
 7. Maintain current professional CPR certification.
- * The nursing program will not implement any changes in the course progression for currently enrolled students in accordance with OAC 4723-5-12 (B).

[Return to Table of Contents](#)

WITHDRAWAL/DISMISSAL FROM PROGRAM

1. Students may elect to withdraw from the Nursing Program. Such students may apply for readmission in accordance with the Reinstatement Policy.
2. Students will be dismissed from the Nursing Program for academic reasons, which include, but are not necessarily limited to, the following:
 - Failure to meet each terms curriculum requirements, as specified by the Nursing Program.
 - Failure to provide a complete health and immunization record.
 - Failure to maintain active professional CPR certification.
 - Failure to attain a minimum grade of "C" in all required Nursing Program courses.
 - Failure to meet stated clinical objectives.
 - Failure to maintain a 2.0 overall Grade Point Average.
 - Failure to meet the attendance policy.
 - Failure to successfully complete any required NSG course on the second attempt.
 - Failure to successfully complete any required ALH, BIO or MAT course on the third attempt.
3. A student who withdraws from or fails a ½ term course the first half of the quarter may proceed with the next class in the second half of the quarter. However, the student must petition for reinstatement to the Nursing Program and have the petition granted, before the student will be allowed to repeat a failed course or take any additional courses in the Nursing Program.
4. Students may be dismissed from the Nursing Program and/or from the College for non-academic reasons. Such dismissals will be in accordance with the Sinclair Community College Student Conduct Policy. Students who are suspended or expelled by the College for violation of the Sinclair Student Conduct Code will be administratively withdrawn from the Nursing Program and will be considered for readmission in accordance with the Reinstatement Policy.
5. Information regarding withdrawal or dropping courses can be found in the Academic College Catalog downloads for Policies & Procedures at <http://www.sinclair.edu/catalog/>.

[Return to Table of Contents](#)

REINSTATEMENT PROCEDURE

A student who has failed or withdrawn from a Nursing course may petition for reinstatement according to the procedures and subject to the conditions and limitations which follow. The Nursing Reinstatement Committee will act on all requests which are properly submitted. Each student is reviewed on an individual basis. Reinstatement is a privilege, not a right. Therefore, a petition for reinstatement does not guarantee reinstatement.

1. An individual who wishes to be considered for reinstatement to the Nursing Program must petition the Nursing Reinstatement Committee in writing. The petition forms are available on the Sinclair Nursing website at <http://www.sinclair.edu/academics/lhs/departments/nsg/sinfo/>. The petition, which must be completed and returned to the Nursing Department, incorporates the following:
 - Date of the reinstatement request
 - Last nursing course completed
 - Statement of the cause of non-continuance in the Nursing Program. (Identification of the probable factors or reasons which had a bearing on the non-continuance).
 - Outline or identification of the steps taken to correct the cause of non-continuance.
 - Statement of the reasons why the petitioner should be reinstated into the Nursing Program.
 - Any other information which the petitioner wishes the Reinstatement Committee to consider.
2. Reinstatement to the Nursing Program may be unconditional, or depending on the circumstances, may be subject to the petitioner meeting certain conditions, as specified by the Committee. Upon notification of conditions from the Reinstatement Committee, the student must make an appointment with an Academic Advisor to establish an Action Plan to meet the conditions. All conditions would be for the purpose of promoting a positive learning environment and successful outcomes as the petitioner reenters the Nursing Program. Such conditions could include, but are not limited to the following:
 - Successfully completing designated courses related to professional development, pathophysiology, nursing skills review, communication, dosage calculation, and/or others as specified by the Reinstatement Committee.
 - Reviewing course specific materials in the Library.
 - Practicing technical skills in the Nursing Learning Laboratory.
 - Repeating or auditing the last successful NSG course completed.
 - Retaking biological or physical science or math courses completed more than five (5) years preceding the date of reinstatement, or nursing course completed more than three (3) years preceding the date of reinstatement.

3. Each petition for reinstatement is reviewed and approved/not approved by the Nursing Reinstatement Committee, which meets during Fall, Winter, and Spring Quarters. Personal interviews may be requested by the student or the Reinstatement Committee. Students will be notified in writing of the Committee's decision.
 - Items reviewed include the student's petition, the student's academic history, recommendation for reinstatement from the faculty member, clinical performance evaluations, feedback from clinical agencies, and resolution of personal issues that caused a non-academic withdrawal.
 - The number of withdrawals and/or failures of NSG courses is limited to:
 - a) One (1) withdrawal from or failure of each of the nonclinical NSG courses (NSG 120, 121, 123, and 132). The student must successfully complete the course on the second attempt.
 - b) Withdrawal from or failure of two clinical NSG courses. (Examples: one withdrawal and one failure, two withdrawals, or two failures) This applies to 5 1/2 and 11 week courses.
 - c) The student may apply for reinstatement after the first unsuccessful attempt.
 - d) **The student is not eligible for reinstatement after withdrawal from or failure of two clinical courses, or a second unsuccessful attempt in the same NSG course. This student will be dismissed from the Program.**
 - e) When withdrawal is due to a non-academic reason, the student may apply for reinstatement and present written validation of cause, e.g. obituary; statement from doctor, social services, attorney/courts, employer, armed services; confidential disclosure statement to the Chairperson of Nursing. Reinstatement following a validated non-academic withdrawal would be in addition to the two opportunities identified above.
 - The student may have three (3) opportunities to successfully complete each MAT, BIO and ALH required by the Program. The student may withdraw or fail, but must successfully complete the course on the third attempt.
 - a) The student must apply for reinstatement into the Nursing Program only when withdrawal/failure of a BIO and ALH, course does not allow the student to complete all courses in the sequence required in the designated quarter, as specified on the graduation requirement sheet.
 - b) The student is no longer eligible to enter, continue, or be reinstated into the Program after a third unsuccessful attempt and will be dismissed from the Program.
4. If the student is not eligible for reinstatement and is dismissed from the Nursing Program, the student has the opportunity to meet with an academic advisor to discuss career options within the Life and Health Division or alternative areas of study within Sinclair. A student who wishes to appeal the decision of the Nursing Reinstatement Committee should schedule a meeting with the Nursing Department Chairperson, who will discuss the appeal process.

5. Eligibility for reinstatement does not guarantee reinstatement at a particular time. A petitioner who is approved for reinstatement will have his/her name placed on an eligibility list. Re-entry into the Nursing Program will depend on:
 - Date of the receipt of the Reinstatement Petition by the Nursing Office, which will determine the student's order of placement on the eligibility list.
 - Space available in the required course.
 - Meeting all requirements for continued enrollment in the Nursing Program, as identified in Section D of this Statement of Policy. If requirements are not met, the petitioner must correct the deficiencies. A new eligibility date will be assigned upon notification to the Nursing Department that the criteria have been met.
 - a) Overall Grade Point Average (GPA) of at least 2.0.
 - b) Minimum grade of "C" in each course required by the Nursing Program.
 - c) Completed, updated health and immunization records.
 - d) Current professional CPR certification.
 - e) Adherence to College and Nursing Program policies as set forth in student handbooks.
 - Maintenance of the Portfolio, which must be submitted to the faculty member the first week of the course.
6. Students who have been reinstated to the Nursing Program must meet graduation requirements in place at the time of their reinstatement.
7. Students who have been dismissed from Sinclair's Nursing Program for academic or nonacademic reasons are no longer eligible for reinstatement into the program. This includes students who were dismissed and then completed an LPN or health care program at either Sinclair or another institution.

STUDENT ACADEMIC GRIEVANCE PROCEDURES

(According to the Student Judicial Affairs Code of Conduct Handbook)

If a student encounters a problem in a class or clinical and wishes to resolve a grievance, the following guidelines should be followed.

1. Talk with the instructor and try to resolve the issue. If that does not work,
2. The next step is to contact the Nursing Department Chairperson (Room 6-120).
3. Following this step the student may take the problem to the Dean of Life and Health Sciences (Room 6-143).

[Return to Table of Contents](#)

SINCLAIR COMMUNITY COLLEGE POLICIES, PROCEDURES AND SERVICES FOR STUDENTS

The purpose of these policies, procedures, and services is to help student success. Please carefully review and address any questions you might have with your instructor or the contacts provided below.

[Department of Disability Services \(DDS\)](#)

Sinclair is committed to serving all students with disabilities as defined by federal regulations. Assistance is available to eligible students through the Department of Disability Services located in 10-421. You are responsible for informing your instructor of any academic needs during the quarter. For additional information, call 937-512-5113 or go to <http://www.sinclair.edu/support/disability>.

[Tutorial Services](#)

Tutoring is available at no cost for any student enrolled in a class for academic credit. Tutorial Services is located in the Library (lower level of Building 7). Sinclair Community College has also joined eTutoring.org to provide free, professional online tutoring in Writing, Math up to Calculus II, Accounting, Biology and Chemistry. For more information go to <http://www.sinclair.edu/support/tutor/> or call 937-512-2792.

[Tutoring and Learning Center \(TLC\)](#)

Tutoring and supplemental instruction are also available through the Tutoring and Learning Center in the Library adjacent to Tutorial Services. Additional information may be obtained by calling 937-512-4506 or by accessing their website at www.tlc.sinclair.edu.

[English as a Second Language \(ESL\)](#)

English as a Second Language (ESL) course information is available online at <http://www.sinclair.edu/support/esl/> or by contacting Paul Carbonaro, ESL Coordinator, located in Room 10-442 or email paul.carbonaro@sinclair.edu. A variety of services are provided by this office, including personal counseling, tutoring, financial aid and scholarship information for Sinclair students for which English is a second language.

[Important College Dates](#) can be found: <http://www.sinclair.edu/services/registration/dates/>

Dropping a Course

If you drop a course during the fall, winter and spring quarters within the first eight calendar days (including Saturday and Sunday), you will receive a 100 percent refund and no record of a grade for that course. Deadlines for summer courses and short-term, nonstandard courses have different drop deadlines. Consult the *electronic **Campus Calendar*** for these deadlines. If you drop a course after the first eight calendar days but before the last day to withdraw, you will receive a "W." You may not drop a course after the last day to withdraw.

You may also drop courses by calling the Office of Registration and Student Records (937-512-3000 or 1-800-315-3000), online using "Web Advisor" at <http://my.sinclair.edu> (please print copy of end of transaction confirmation screen. If you call the Office of Registration and Student Records, make sure you ask that a copy of the drop form be mailed to you.

Withdrawing from College

If you decide to withdraw from all of your courses during the fall, winter and spring quarters within the first eight calendar days (including Saturday and Sunday), you will receive a 100 percent refund and no record of grades for the courses. Summer terms have different withdrawal deadlines. If you withdraw from your courses after the first eight calendar days but before the last day to withdraw, you will receive “W” grades. You may not withdraw after the last day to withdraw.

You may also withdraw from all of your courses by calling (937)512-3000 or online using “Web Advisor” at <http://my.sinclair.edu> (please print copy of end of transaction confirmation screen)

Late Registration and Change of Schedule

Late and audit registration will be the week before classes begin. During this period, you may register for, or add, any class that is open. A late fee of \$30 will be assessed if you register after the on-time registration ends. This late fee does not apply to audit courses. ***After the beginning of the quarter, you will not be permitted to register for any course that has already met for the first time.***

You may register to audit a course during the week before classes begin. **YOU MAY NOT CHANGE FROM AUDIT TO CREDIT, NOR CREDIT TO AUDIT STATUS ANY TIME IN THE REGISTRATION PROCESS.** You will not receive credit for classes you audit, nor can you qualify for veterans benefits for classes you audit.

Administrative Withdrawal

You may be **administratively withdrawn** from a class by your instructor for nonattendance. He or she must advise you in writing **at the first class meeting** what attendance record would constitute cause for administrative withdrawal. If you do not attend the first class, it is your responsibility to obtain a copy of all materials distributed at the first class meeting.

You may also be administratively withdrawn from classes as a result of a **student judicial affairs hearing** with the Manager, Student Judicial Affairs or the Student Judicial Affairs Hearing Panel. Administrative withdrawals may be made when it has been determined that your presence on campus is potentially detrimental to the college, faculty, staff, students or yourself.

Grades

Grades will be available the first Wednesday after the end of the quarter. Students should choose one of the following ways to access their grades:

1. E-mail — A grade report will be e-mailed to all students by way of their My.Sinclair e-mail address. Grades will be e-mailed as soon as all grades for the term are received. If an official grade report is needed, students should access their grades by way of their Web Advisor account.
2. Web Advisor — Students may obtain an official grade report through their Web Advisor account. Web Advisor is accessed through the My.Sinclair portal. Grades can be found by clicking on the “Grades by Term” link within Web Advisor. The “Grades by Term” screen will contain the student’s name and should be considered an official grade report.

Letter grades are issued at the end of each quarter:

A Excellent	I Incomplete (unusual circumstances by contract only)
B Good	P Pass
C Average	N Progress
D Passing	S Satisfactory
F Failure	U Unsatisfactory
X Audit	Y Proficiency Credit
W Withdrawal	Z Nonattendance

Student Behavior Guidelines

Treat your classes as you would a desirable job. The instructor is a team leader and your fellow students are coworkers. Everyone must work together to complete learning objectives. These behaviors are expected of you:

1. You are expected to be present at all class sessions. If you must be absent, it is your responsibility to contact your instructor and ask if missed assignments can be completed. Excessive absences and work not completed may affect your final grade, financial aid, and VA benefits.
2. Attend all classes on time.
3. Respect the rights of others to contribute by listening attentively. Show consideration for students, instructors and other college employees.
4. Participate appropriately and actively on topics presented in class.
5. Complete your assignments on time.
6. Ask for feedback from your instructors and peers to ensure progress toward learning objectives.
7. Resolve problems by immediately discussing issues with your instructors and/or peers.

Your student rights and responsibilities are detailed in the ***Sinclair Community College Student Judicial Affairs Handbook*** available in Student Leadership Development/Student Judicial Affairs, Room 8025 or online at <http://www.sinclair.edu/student/leader/handbook/index.cfm>

Safety and Security

For information on safety, crime reports/statistics, the department's annual report, and other services. For more information, contact the Campus Police Department in Building 7, Room 7112 or call 937-512-2534, or online at <http://www.sinclair.edu/about/offices/police/>

Academic Advising Center

You are encouraged to meet with an academic advisor early in your studies at Sinclair. Academic advisors are available to assist you in understanding your degree requirements and academic policies, selecting courses, and transferring to other institutions. It is **strongly** recommended that you see your academic advisor prior to taking any action that will impact your schedule, (e.g., dropping or adding a course). Advisors are located in the Academic Advising Center, Room 11-346. The Advising Center phone number is 937-512-3700, website (<http://www.sinclair.edu/services/advising/>).

Other Counseling:

- Counseling Services: Room 20424, 937-512-2752
- Career Services: Room 10313, 937-512-2772

Testing Center

Exams are administered on a walk-in basis only at the Testing Center in Room 10445. You must present a Tartan ID Card, driver's license, or state issued photo ID at the time of testing. You may have to wait during peak periods (lunch time, after 4 p.m., midterms, and finals). You may call the Testing Center at 937-512-3076 to verify that your exam is on file and ready to be administered. Children are not permitted in the Center and may not be left unattended in the lobby. Please visit the website at <http://www.sinclair.edu/stservices/enrl/testing/index.cfm> for additional information.

[Return to Table of Contents](#)

STUDENT CONDUCT POLICY

The philosophy of the Nursing Program reflects a commitment to the belief that every human being has dignity and possesses intrinsic value. Further, it affirms that the purpose of the program is to prepare the student to be a caring person who assumes responsibility and accountability for his or her actions. Nursing Students are governed by the standards of conduct as set forth in the Sinclair Community College Student Judicial Affairs Code of Conduct Handbook, Sinclair Nursing Department and the Ohio Administrative Code.

1. The student will interact with clients, peers, clinical personnel and teachers so that neither they nor the student will be diminished personally.
2. The student will keep confidential all information concerning clients.
3. The student will be prepared for every clinical experience.
4. The student will promote an atmosphere in the classroom and clinical setting which facilitates learning by attending, being prompt, and actively participating.
5. In keeping with Chapter 5 of the Ohio Board of Nursing Rule & Law (<http://codes.ohio.gov/oac/4723-5-12>), students must abide by the following policies;
 - (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 client, and the client'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 client 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, or 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 client.
 - (5) A student shall delineate, establish, and maintain professional boundaries with each client.
 - (6) At all times when a student is providing direct nursing care to a client the student shall:
 - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - (b) Treat each client 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 blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code; A link to Chapter 4723-20, Prevention of Disease Transmission, is found at <http://codes.ohio.gov/oac/4723-20>.
- (9) A student shall not:
- (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client;
 - (b) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- (10) A student shall not misappropriate a client's property or:
- (a) Engage in behavior to seek or obtain personal gain at the client's expense;
 - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
 - (c) Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
 - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships.
- For the purpose of this paragraph, the client 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 client;
 - (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 client;
 - (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client.
- For the purpose of this paragraph, the client 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.
- (14) A student shall not habitually indulge in the use of 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 habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
- (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 obtain or attempt to obtain 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 faculty or preceptors, or to the board.

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) as related to approved course/program requirements in college laboratory/workshop, clinical, or practicum. Such removal and grade may occur at any time during the term. Misconduct will be handled in accordance with the procedures outlined in the *Student Judicial Affairs Code of Conduct Handbook*. [Return to Table of Contents](#)

MEDICAL EXAM, IMMUNIZATION, AND CPR CERTIFICATION GUIDELINES FOR ENTERING AND CONTINUING IN THE NURSING PROGRAM

Prior to the first nursing clinical course, the student will be required to complete and provide written evidence of the following:

1. **PHYSICAL EXAM** by a physician or nurse practitioner
2. **DENTAL EXAM** by a dentist.
3. **TWO-STEP MANTOUX TEST or QuantiFERON** blood test
Tuberculosis testing is required annually. Positive reactors must have a baseline chest-X-ray.
4. **RUBELLA VACCINE OR TITRE** (3 Day Measles)
Susceptibility to rubella is determined by proof of immunization or laboratory confirmation of rubella antibodies (a titre). History of rubella is not reliable.
5. **RUBEOLA VACCINE OR TITRE** (5 Day Measles, Hard Measles, Red Measles)
Susceptibility to rubeola is determined by proof of immunization or laboratory titre confirmation of rubeola antibodies. If the titre indicates a need for immunization, one adult dose of MMR (measles, mumps, rubella) will be necessary.
6. **TETANUS AND DIPHTHERIA ADULT VACCINE (Td)**
Written evidence of up-to-date immunization for tetanus and diphtheria (original series of three, with boosters every ten years.)
 - The student must be able to give a reliable history of receiving a series of three Td (or DTP) immunizations. If history is vague, the student must receive a primary series of two doses of Td with a second dose two months later, and third dose one year after the second dose. (Students in the second step of being immunized may be admitted into the Nursing Program with the understanding that the student will complete the series as requested.)
 - **BOOSTER:** Required every 10 years. If a dose is administered sooner as a part of wound management, the next booster is not needed for another 10 years. For persons whose immunizations are still incomplete following wound management, the remainder of recommended series must be given.
7. **HEPATITIS B:**
The Hepatitis B vaccine is given in a series of three (3) injections:
 - First injection.
 - Second injection one month after the first injection.
 - Third injection six months after the first injection.

8. VARICELLA

All students must indicate a positive history of having had chicken pox. If history is unclear or unknown, the student must be serologically tested for immunity. Any student who is non-immune will be restricted from caring for a patient with an active case of chicken pox, shingles or one who is known to have been recently exposed. Chicken pox vaccine is recommended for non-immune students.

9. INFLUENZA VACCINE:

Students who have a clinical rotation at Dayton Children's Medical Center are required to have the most recent influenza vaccine. It is highly recommended that all students receive yearly influenza vaccines.

10. STUDENT RESPONSIBILITIES

- Cost of the vaccine injections.
- Completion of the series of injections
- Immunity blood testing following the Hepatitis B series (antibody titer)

11. PROFESSIONAL CPR CERTIFICATION

Professional CPR certification is required for clinical. On-line CPR courses are not acceptable. Certification must be current.

- 12. DOCUMENTATION** must be submitted to the Nursing office. Students will not be permitted in clinical settings if TB testing, CPR certification or immunizations are not up-to-date and this will be considered a clinical absence.

[Return to Table of Contents](#)

CRIMINAL BACKGROUND CHECK

Nursing students are required to have a background/criminal records check in order to meet the requirements of affiliating clinical agencies. The Sinclair Criminal Justice Department will facilitate the check by doing the fingerprinting. Students will be notified in writing of the procedure before entering Nursing Courses. The cost will be assumed by the student. The report will be mailed directly to the Nursing Program by the Bureau of Criminal Identification and Investigation (BCI&I) and will not be accepted if hand delivered.

The Ohio Board of Nursing also requires an additional criminal records check at the time of graduation to be eligible to take the licensing examination (NCLEX-RN). This second check will be done during NSG 230. The report will be submitted directly to the Board of Nursing from BCI&I.

The Ohio Board of Nursing requires a report that validates the applicant has not been convicted of, has not plead guilty to, or has not had a judicial finding of guilt for violating the following sections of the Ohio Revised Code or a similar law in another state, or another country:

- 2903.01 Aggravated Murder
- 2903.02 Murder
- 2903.03 Voluntary Manslaughter
- 2903.11 Felonious Assault
- 2905.01 Kidnapping
- 2907.02 Rape
- 2907.03 Sexual Battery
- 2907.05 Gross Sexual Imposition
- 2909.02 Aggravated Arson
- 2911.01 Aggravated Robbery
- 2911.11 Aggravated Burglary

The above-mentioned crimes are **automatic bars** to licensure. Further, the Board may deny an application for the following:

- A felony.
- A crime involving gross immorality or moral turpitude.
- A misdemeanor drug law violation.
- A misdemeanor committed in the course of practice.

Other than the automatic licensure bars described above, the Ohio Board of Nursing is unable to give definitive answers regarding licensure prior to entry into or during participation in a nursing education program.

If an applicant has a criminal history, the Board conducts a thorough investigation **at the time that the application is filed**. The Board may consider whether the applicant has made restitution and/or has been rehabilitated. The Board's primary mission is protection of the public so the Board must determine an applicant's risk to the public as a licensed nurse.

There may be additional considerations for individuals interested in attending a Nursing program that include but are not limited to Senate Bill 160. This bill sets forth automatic and discretionary bars to employment of those providing direct care to older adults and children for certain crimes.

[Return to Table of Contents](#)

STUDENT UNIFORM POLICY

1. Identification

Sinclair Nursing Students are identified by name pin and emblem.

An official burgundy name pin with white letters stating the student's name, Sinclair Community College, and Nursing Student will be worn on the left upper chest of the uniform top and lab coat. The pin is purchased by the student with the student uniform. Some facilities may require a picture ID, in which case the Tartan card will be worn in a plastic holder available from the Nursing Office.

The uniform company described below will embroider a burgundy logo with the words "Sinclair Nursing Student" on the right sleeve of the uniform top and lab coat.

2. Uniforms

Uniforms will be necessary beginning with NSG 122 or NSG 133 if in the LPN advanced placement track.

Uniforms are purchased through AMS Uniforms in Centerville, Ohio. The standard student uniform consists of burgundy pants with elastic or tie waist, white tunic top with short sleeves, and white lab coat. Female students may replace the burgundy pants with a burgundy skirt that is hemmed three to four inches below the knees.

Appropriate undergarments are required and must not be a color visible through the uniform. Solid white turtleneck tops or long sleeve white t-shirts purchased only from AMS may be worn under uniform tops.

Students are to be clean, well groomed and in complete uniform when performing in clinical areas. The student uniform may be worn only when working in the role of a Sinclair Nursing Student.

The students may be required to wear scrub suits in specialty units. Extra-small or extra-large may not be available. In selected units, the students may be able to furnish their own scrubs.

3. Shoes

The required uniform shoes are all white and leather. There is to be no color anywhere on the shoes. They 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 clean at all times. White stockings or socks are to be worn by the women and white socks by the men. Socks are not permitted with skirts.

4. Required Accessories

- Bandage scissors
- Pen light with pupil measurement gauge
- Six inch small flexible ruler
- Stethoscope (do not purchase until given directions)
- Watch (a sweep second hand or digital second counter)
- Goggles

5. Jewelry

Acceptable jewelry includes only a plain wedding 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 is permitted.

6. Hair and Nails

Hair must be kept clean, neat, contained off the collar line, and of a color that naturally occurs. Hair accessories must be small and inconspicuous. Any beards and mustaches must be clean and neatly trimmed. Nails must be clean, short (no longer than the end of the fingers), and free of colored polish or acrylic nails.

7. Tattoos

Students must follow clinical agency policies regarding tattoos.

8. The Nursing Faculty reserves the right to determine suitability of the student's appearance in uniform in accordance with program or other facility requirements. Non-compliance with this policy may result in the student being dismissed from the clinical area and counted as absent.

[Return to Table of Contents](#)

ATTENDANCE POLICY

Classroom

Students are expected to attend all scheduled classes. In the event of an absence, it is the student's responsibility to contact the instructor or a fellow student to obtain the missed material and assignments. The SCC Attendance policy can be found at <http://www.sinclair.edu/catalog/pub/2012/policiesandprocedures.pdf>

Laboratory Experiences

The purpose of nursing laboratory activities is to enhance skill performance and enhance critical thinking, prioritization, and decision-making. Laboratory experience is a planned teaching and learning experience, therefore attendance and punctuality are expected. In the case of tardiness or absence, a specific make-up activity will be required.

Clinical Experiences

Clinical experiences provide students with opportunities to apply the art and science of nursing with clients and families, and are necessary to fulfill the objectives of the course. **Clinical absences must be made up.** Students must make arrangements with clinical faculty to make up clinical absences. The clinical instructor may use time before or after a scheduled clinical day or on an alternate day to make up missed clinical time.

More than two clinical absences is considered excessive and may result in an unsatisfactory clinical performance, evaluation and grade.

Arriving late to clinical 3 times during a full quarter course or 2 times during a half quarter course will be counted as one absence.

Clinical orientation day is mandatory and may be impossible to make up due to scheduling difficulties with individual clinical agencies. If a student is unable to make up a clinical orientation day, then the student must withdraw from the course.

[Return to Table of Contents](#)

NURSING STUDENT ILLNESS AND INJURY POLICY

1. Medical Emergency in the Classroom and Lab Setting

If a medical emergency arises:

- Direct someone to contact Sinclair Police at 512-2700 or 512-2534.
- Render first aid if properly trained. Report all medical injuries and accidents to Sinclair Police.
- Police Officers are certified in the use of CPR, First Aid and AED's. It is important that complete and accurate information be provided when requesting assistance.
- Always call Sinclair Police. Do not call 911 as this will cause a delay in the emergency response.

In case of human bodily fluid exposure:

- Notify Sinclair Police at 512-2700 or 512-2534 in the event of an exposure to human bodily fluids, also known as bloodborne pathogens.
- If contact is made with skin, wash the area immediately with soap and water
- Do not attempt to clean fluids unless properly trained and equipped.
- Always use rubber or latex gloves when in the proximity of bodily fluids and consider them as infectious.
- Gloves that have been in contact with bodily fluids must be disposed of in a biohazard container and hands must be washed with soap and water.
- Sinclair Police will contact Facilities Management for the cleanup and the disposal.

2. Medical Nonemergency in the Classroom, Lab Setting and Clinical

Student needs to self-identify a nonemergency medical illness or injury during class, lab or clinical time. The instructor or lab supervisor will determine if student can continue with learning activities or needs to be sent home.

The student will be allowed to continue with learning activities if:

- 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 clinical if

- 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

When the student is released from class, lab or clinical, the instructor or lab supervisor will recommend a visit to the student's health care provider. The student will assume financial responsibility for his or her own health care needs. This will count as an absence according to the Attendance Policy. As soon as possible, the student should contact the instructor or lab supervisor regarding how to fulfill or make-up the missed time.

3. Injury to a Nursing Student in the Clinical Setting

In the event of an injury, the instructor should be notified immediately and the clinical facility policies will be followed. The facility policy will be followed regarding completion of an Incident Report. The injury may require treatment with consent of the student (as fees may be assessed). A Sinclair Community College Nursing Department Incident Form must be completed and placed in the student's file and the Nursing Office should be notified of the student's injury as soon as possible. Clinical facilities should not file student claims under Workman's Compensation as students are not considered employees.

NOTE: If the student receives treatment at the clinical facility, the student's private insurance company will be billed. If the student is uninsured, the student, or instructor, may obtain an insurance claim form in the Sinclair Business Services Office (Room 7323). The student must complete this form and obtain the signature of the instructor, as well as the attending physician or emergency department personnel. This insurance form must be returned within 30 days of the incident to:

Ty Stone
Director of Business Services
Sinclair Community College

4. Student Exposure to Blood or Body Fluids in the Clinical Setting

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

- During normal business hours, the student must report to MedWork Occupational Health Care, 1435 Cincinnati St, Dayton, Ohio. The telephone number is 937.449/0800.
- In the event the occupational exposure occurs after normal business hours, the student must report to the Emergency Department at Miami Valley Hospital, 1 Wyoming Street, Dayton Ohio.
- In either instance the student must inform personnel at the facility that **MedWork will directly bill Sinclair Community College for the initial visit.** The clinical instructor/preceptor must complete an *Emergency Room Insurance Form for Student Injury at Clinical Site* and submit it to the Nursing Department Chairperson within 24 hours of the exposure. 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 MedWork staff.
- The Chairperson will submit the original form and the *ITT Hartford Insurance Claim Form* to the office of the Dean of Life and Health Sciences.
- The Director of Business Services will submit the completed claim form to the ITT Hartford 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.

- If the student refuses to seek medical treatment and/or chooses to seek follow-up care on his/her own, the **Refusal of Medical/Surgical Intervention** section of the *Emergency Room Insurance Form for Student Injury at Clinical Site* must be completed. **Students who choose to seek treatment elsewhere assume complete financial responsibility for their care.**

It is the responsibility of the chairperson/coordinator 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 and may wish to secure their own health insurance. Sinclair provides accident insurance for students injured in the clinical settings. It covers most injuries, however any treatment denied for reimbursement is the responsibility of the student, not Sinclair. Although Sinclair makes the insurance available to students, the insurance carrier decides what treatment is eligible for reimbursement.

5. Insurance and Liability

Part of the laboratory fees are used to pay for professional liability and accident insurance for each student during nursing activities. There is no need for students to carry individual liability insurance.

[Return to Table of Contents](#)

TECHNOLOGY POLICY

Angel is the online course management program is utilized at Sinclair Community College. For logon procedure and technology assistance, go to www.sinclair.edu/technology/angel. Students must comply with Sinclair Acceptable Use of Information Technology Policy and Copyright Policy found at www.sinclair.edu/about/information. Students must also comply with clinical agencies' policies regarding technology.

An iPod Touch is required for all nursing classes. An iPod Touch may be purchased anywhere; however, students using financial aid must purchase their iPods from the SCC bookstore. It is recommended that students purchase the Nursing Central eBooks at the SCC bookstore due to contracted discount and free electronic updates. Students are required to download all required eBooks and to keep batteries charged. Students are responsible for maintenance, upkeep, replacement, and updating software. Taking photographs at any clinical facility is prohibited. The camera function on iPod must be disabled during clinical times. A sticker must be placed on the camera lens of the iPod Touch. Stickers are available in the nursing lab.

It is expected that students follow professional guidelines and laws, such as Health Information Portability and Protection Act (HIPAA) with the use of technology. Students are responsible for security of password(s) used at SCC and clinical agencies. Individual course instructors will review permissible use of technology during class and lab times. In clinical agencies, students may not import, copy, or store data from hospital information systems. Personal cell phones use is not allowed in clinical settings. Cell phone volume must be turned off or inactivated while students are in class.

The National Council of State Boards of Nursing published a brochure, "A Nurse's Guide to the Use of Social Media." This further explains how social media can be properly used in the profession without breaking patient privacy and confidentiality laws. https://www.ncsbn.org/NCSBN_SocialMedia.pdf

[Return to Table of Contents](#)

GRADING SCALE FOR NURSING COURSE

- A = 93 - 100
- B = 86 - 92
- C = 80 - 85
- D = 73 - 79
- F = 72 OR BELOW

GRADE ROUNDING

1. The final total points will be divided by the total points available for the course.
2. No grades will be rounded until the final grade.
3. If the final percentage is less than a whole number, the following rules are utilized to determine the grade as a whole number.
 - When the number is .50 or greater, the grade is rounded to the next highest number. (i.e.: 79.50 = 80%)
 - When the number is .49 or less, the grade is rounded to the next lowest number. i.e., 92.49 = 92%)

EXIT EXAMINATION REQUIREMENT

To prepare students for the National Licensing Examination (NCLEX-RN), and to evaluate the effectiveness of Sinclair's curriculum, all graduating nursing students are required to take the HESI Exit Examination during the last course of the program. This exam is a comprehensive, integrated examination of basic nursing knowledge. The score earned by the student will not affect the grade the student receives in the course. However, completion of the exam is a requirement for graduation and release of the student transcript. The exam will be administered in the Sinclair Testing Center during the beginning of NSG 230, with the cost paid by the student incorporated in the course fees. Students will receive their individual results which can be used to guide review and preparation for the NCLEX-RN.

[Return to Table of Contents](#)

NOTIFICATION OF CHANGES IN NURSING PROGRAM POLICIES

Nursing Student policies are found in the Nursing Student Handbook, posted on the Sinclair Community College Nursing website located at <http://www.sinclair.edu/academics/lhs/departments/nsg/sinfo/> and in the Nursing Community Shell in Angel. Nursing student policies are subject to change. The Nursing Student Handbook will be revised as needed. Students will be informed of policy changes via individual emails sent through the Sinclair Nursing Community Shell in Angel.

REFERENCE REQUEST

(Federal Education Rights and Privacy Act)

To request a reference from a faculty member, the following must be completed before information will be released.

1. Contact the faculty member and obtain their approval to provide a reference for you.
2. Complete the Federal Education Rights and Privacy Act (FERPA) Release form found on the Angel student site.
 - Complete a separate form for each faculty member.
 - It is preferred for you to complete a separate form for each place of employment.
 - If the place of employment utilizes an outsourcing firm to obtain initial information then you must complete the form with the employer name and address as well as the outsourcing company name and address.
 - Sign the release form. No electronic signatures accepted.
3. Submit the FERPA Release form to the faculty

[Return to Table of Contents](#)

HOW TO BE A SUCCESSFUL STUDENT

To be successful as a college student, education experts strongly suggest that you plan to spend a minimum of two hours studying for every hour you are in class. This means that if you have 15 hours of class a week and study for 30 hours, you will be spending at least 45 hours a week engaged in school-related activities. The Sinclair Nursing Program is rigorous and will demand a great deal of commitment and time to be successfully completed.

We realize that most of our students are working and many have family obligations as well. If you find that your non-school time commitments unduly interfere with your school preparation and study time, you will need to reduce those commitments or seek the assistance of others. No one is super human!

Organize

- Obtain a calendar to record your many responsibilities- due dates for assignments, exam dates, laboratory schedules and practice.
- Write lists and follow them –work responsibilities, home responsibilities, to do lists, etc.

Schedule.

- Schedule enough quiet time (and quiet space) for study. Inform family and friends that you will be unavailable at certain times each day and week. This may mean leaving home to study at your library or school. Advanced planning and scheduling is a requirement.
- Do not overextend yourself.

Take Control of your Time

- Set goals.
- Establish your priorities.
- Stay focused.
- Play class tapes (or record your own class notes review) whenever possible.
- Review note cards.

Find and Use All Possible Resources.

- Take advantage of any and all offers for help. Relatives, neighbors, friends are often happy to assist with babysitting, cooking but you will have to ask. Post a weekly list
- Now is also the time to have weekly family meetings to discuss concerns and promote good family communication.
- Also, do not hesitate to ask faculty for assistance. Often, they will gladly share books, subject files, and time to help you succeed. Remember that your success is the most important goal of your program and instructors.
- Your community also offers a wide range of options. Use libraries and expert resource persons (clinical nurse specialists, pharmacists, nurse practitioners). If you are working in a

health care setting, you have a marvelous opportunity to tap the minds of people you work with. Ask questions and never stop searching for answers.

- Utilize Nursing Central on your iPod Touch and Angel as resources.

Striving for Success Before, During and After Class

- If offered, take advantage of any test-taking and How-To-Study courses at the college.
- Studying, listening, researching, note-taking, and test-taking are skills which must be learned. Quality studying can be even more important than quantity.
- Eliminate environment distractions.
- Boost comprehension-After you read an important concept ask the question, “What did I read”; “why is this important and what does it mean”.
- Attending class is critical for learning.

Before Class

- Pre-read the material before coming to class. Pre-reading the material has the long term effect of making studying for your exams easier. It also provides a foundation for understanding the content.
- Pay attention to the class syllabus.
- Check Angel on a daily basis.
- Gather needed items for class, such as textbook, LRP, Power Points, iPod, etc.

During Class

- Arrive 5 minutes early for class.
- Listen critically. This is not like listening to a TV program.
- Listen for the main concepts and central ideas.
- Listen to new ideas.
- Repeat mentally.
- Ask questions.

After Class

- Respond.
- Recite.
- Review.

Say No.

- Say no to outside activities. Though difficult, volunteer work, social engagements, etc., may need to be limited. Your priority is getting through nursing school.
- Your time is too precious to waste, so set priorities and stick to them.

Study Groups.

If you study well within a group, join or start a study group early in the quarter. Make sure, however, that you:

- Have a good ability mix; study groups should be well matched related to motivation so that they can build on each other's strengths.
- Don't get too many members; suggestion of 3-5 members.
- Use the study time wisely. Have a leader and a time keeper. Stay focused.
- Set specific goals for each study session. Start with the hardest content first.

Tune into All Senses during Any Learning Experience.

- Hearing, writing, seeing, and speaking require the use of different areas of the brain. Therefore, the more senses you actively involve while learning, the longer you will remember that material.

Preparation for Tests

- Commit to a routine that includes appropriate amounts of sleep.
- Do not stay up all night long studying for the exam.
- Review the content daily prior to the exam.
- Eat healthy before the exam.
- Avoid "cramming" right before the exam. This enhances your stress response.
- Practice relaxing.
- Use positive self-talk.

Taking care of yourself

- Keep a healthy body.
- Exercise- minimum of 30 minutes per day of aerobic exercise is needed. With exercise, you will find that you learn better, handle enormous amounts of stress more easily, and rest/sleep more effectively.
- Eat right. Avoid drinking too many caffeinated drinks and junk food.
- Maintain a balance.
- Take some time to unplug from the TV, iPod, computer, and cell phone.

Resources:

Dunham, D. S. (2008). How to Survive and Maybe Even Love Nursing School (3rd ed.) Philadelphia, PA: F. A. Davis.

Gardner, J. N. and Barefoot, B. O. (2010) Step by Step to College and Career Success (3rd ed.). New York, New York: Bedford/St. Martin's.

Websites; www.howtostudy.org

www.ub-counseling.buffalo.edu/stresstestanxiety.shtml

This is a guide to assist with test anxiety.

[Return to Table of Contents](#)

OPPORTUNITIES FOR INVOLVEMENT

Nursing students are invited to participate in the Sinclair Nursing Program in several ways.

Course Evaluations - Each quarter nursing faculty will request your feedback concerning classroom and clinical learning experiences.

Committee Membership – Student representatives participate on three nursing faculty committees, the Curriculum Committee, Nursing Student Policies and Activities Committee and Nursing Technology.

Agency Evaluations - Student feedback about the quality of learning experiences in clinical facilities is sought regularly.

Academic Nursing Coalition for Disaster Preparedness (ANCDP) - The Sinclair Nursing program is a member of the West Central Ohio area ANCDP. The main purpose of this coalition of county health departments and academic nursing programs is to support and extend the response capabilities of the public health system in the event of a major natural or manmade disaster.

Sinclair Nursing students may have the opportunity to voluntarily participate in ANCDP activities. Students will be notified by faculty if and when they are needed and will report to the college for deployment. Students will be accompanied and supervised by faculty at all times.

[Return to Table of Contents](#)

ESTIMATED COST BASED ON SPRING 2012 TUITION RATES**FIRST QUARTER**

Application Fee	\$ 20
Tuition (18 Credit Hours)	1055
Books / LRP	773
Physical & Dental Exam	<u>200</u>
TOTAL	\$2048

SECOND QUARTER

Tuition (17 Credit Hours)	997
iPod	199
eBooks (Unbound Medicine)	184
1 st -Year Book Pkg.	443
Books / LRP	374

Fingerprinting	<u>65</u>
TOTAL	\$2262

THIRD QUARTER

Tuition (15 Credit Hours)	\$879
Lab Fee	120
Books / LRP	<u>93</u>
TOTAL	\$1089

FOURTH QUARTER

Tuition (16 Credit Hours)	\$938
Lab Fee	60
Books / LRP	<u>274</u>
TOTAL	\$1272

FIFTH QUARTER

Tuition (10 Credit Hours)	\$ 586
Lab Fee	120
Books / LRP**	<u>164</u>
TOTAL	\$870

SIXTH QUARTER

Tuition (11 Credit Hours)	\$645
Lab Fee	120
2 nd -Year Book Pkg.	325
Books / LRP	<u>33</u>
TOTAL	\$1123

SEVENTH QUARTER

Tuition (11 Credit Hours)	\$645
Lab Fee	120
Books / LRP**	20
TOTAL	\$785

EIGHTH QUARTER

Tuition (10 Credit Hours)	\$586
Lab Fee	75
Books / LRP**	210
Fingerprinting	65
N-CLEX-RN	200
Board of Nursing fee	75
Recognition Ceremony(optional)	15
Pin (optional)	<u>38-108</u>
TOTAL	\$1211-1334

TOTAL FOR ASSOCIATE DEGREE NURSING PROGRAM:

Montgomery County Residents \$10660-10783, Purchased Textbook prices fluctuate. Prices do not include tax. Additional costs: Uniform, stethoscope, watch with second hand, goggles, transportation and parking for clinical rotations and classes, nursing shoes.

For information concerning current, up-dated book prices and refunds, please contact the Sinclair Bookstore at 512-BOOK or on-line at <http://bookstore.sinclair.edu>

**ESTIMATED COST BASED ON SPRING 2012 TUITION RATES
FOR STUDENTS ON THE LPN ADVANCE PLACEMENT TRACK**

FIRST QUARTER

Tuition (16 Credit Hours)	938
Application Fee	20
Books / LRP	565
TOTAL	\$1523

SECOND QUARTER

Tuition (18 Credit Hours)	1055
iPod	199
eBooks (Unbound Medicine)	184
Books/LRP	170
1 st -Year Book Pkg.	442

Fingerprinting/background check	65
Physical & Dental Exam	200

Articulation Credit Fee	<u>40</u>
TOTAL	\$2355

THIRD QUARTER

Tuition (16 Credit Hours)	\$938
Lab Fee	60
Books/LRP	274
TOTAL	\$1272

FOURTH QUARTER

Tuition (10 Credit Hours)	\$586
Lab Fee	120
Books / LRP	<u>164</u>
TOTAL	\$870

FIFTH QUARTER

Tuition (11 Credit Hours)	\$ 645
Lab Fee	120
2 nd -Year Book Pkg.	325
Books / LRP	<u>33</u>
TOTAL	\$1123

SIXTH QUARTER

Tuition (11 Credit Hours)	\$645
Lab Fee	120
Books / LRP	<u>20</u>
TOTAL	\$785

SEVENTH QUARTER

Tuition (10 Credit Hours)	\$586
Lab Fee	60
Books / LRP	210
Fingerprinting	65
N-CLEX-RN	200
Board of Nursing fee	75
Recognition Ceremony	15
Pin (optional)	<u>38-108</u>
TOTAL	\$1211-1334

TOTAL FOR ASSOCIATE DEGREE NURSING PROGRAM:

Montgomery County Residents \$9139-9262, Purchased Textbook prices fluctuate. Prices do not include tax. **ADDITIONAL COSTS:** Uniform, stethoscope, watch with second hand, goggles, transportation and parking for clinical rotations and classes, nursing shoes

For information concerning current, up-dated book prices and refunds, please contact the Sinclair Bookstore at 512-BOOK or on-line at <http://bookstore.sinclair.edu/>

[Return to Table of Contents](#)