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.
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Sinclair Nursing Department

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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 successfully complete the Student Handbook Test during your first nursing course. If you have any questions, please inquire at the Nursing Office (Building 14, 3rd Floor, phone 937 512-2848).

The Sinclair Nursing Program was established in 1969, admitting eighteen nursing students. Since then, more than 4,600 students have graduated with an Associate 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 continue to employ Sinclair graduates because of the program’s reputation for producing high quality graduate nurses who remain in the community and serve its citizens.

Mission

The Associate Degree Nursing Program is committed to excellence and innovation in advancing the art and science of nursing through integration of knowledge, caring, interpersonal interactions, leadership, and use of technology. The faculty provides high quality, learner-centered education which prepares graduates to work in interdisciplinary teams to meet the health needs of diverse populations.

The Sinclair Community Associate Degree Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road, NE Suite 850, Atlanta, GA 30326, (404) 975-5000, and holds full approval by the State of Ohio Board of Nursing.
Philosophy

Human beings are diverse individuals, possessed of dignity and worth, who have the potential to grow and develop throughout the lifespan. These individuals influence, and are influenced by families, communities, and society. They have the right and responsibility to be involved in decisions that affect their lives.

Health is the state of optimal functioning or wellness achieved through a balance in life processes. It is influenced by internal and external forces that create movement along the wellness-illness continuum.

“Nursing encompasses autonomous and collaborative care of individuals of all ages, families, groups, and communities, sick or well and in all settings. Nursing includes the promotion of health, prevention of illness, care of the ill, disabled and dying. Advocacy, promotion of a safe environment, research, participation in shaping health policy and in patient and health systems management, and education are also key nursing roles” (International Council of Nurses, 2013).

Nursing is a caring profession that focuses on patient-centered care with respect for the diversity of the human experience. Nursing knowledge, skills, and attitudes integrate concepts from nursing, biological, and social sciences for evidence-based practice in complex and evolving environments.

The Sinclair nursing faculty regards the Associate Degree as an appropriate level of entry into Registered Nursing practice. The Associate Degree Nurse (ADN) uses clinical reasoning to assist patient/families to achieve outcomes related to health promotion, recovery from acute illness, chronic illness management, and end of life care. Associate Degree Nurses use technology and information management systems in collaboration with members of the interdisciplinary team to provide quality healthcare. The ADN is prepared as a professional to act with integrity within a legal and ethical framework guided by accepted standards of practice.

Nursing education is a learning process with faculty members as facilitators in partnership with learners, who are unique individuals responsible for their own choices. The faculty perceives learning as an active and continuous process that builds on previous knowledge and is designed to move the learner toward achievement of outcomes. The community college setting provides the general education component which complements nursing courses and provides the opportunity for personal enrichment. Learning is facilitated through integrative thinking that establishes connections between concepts through application in a variety of experiences. Nursing education supports the pursuit of excellence through promotion of life-long learning, seamless transition to higher degree programs, and continuous professional growth.

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, psychomotor, and affective domains. Student competencies are assessed using a variety of standardized criteria for classroom and clinical performance to measure progress toward course and end of program outcomes. Individual courses are assessed through course feedback tools. Through the use of these evaluations, individual student achievement and program effectiveness are appraised and validated. Assessment is valued for its use to guide and improve teaching/learning, curriculum, and the nursing program.

Organizational Framework

An organizational framework provides a roadmap for the science of nursing and prepares the student to practice as a nurse within the health care system (Billings & Halstead, 2012). The concepts chosen reflects the faculty’s belief about what is relevant to the current and future practice of nursing. The concepts in the Sinclair Community College Associate Degree Nursing Program are organized in categories:
Personal development-Lifespan and Personal attributes
Health & Illness- Health maintenance, Biophysical, Psychosocial
Professional nursing and healthcare-Attributes and roles of the nurse, Care Competencies, & Healthcare delivery

Concepts are leveled in each semester to provide progression using normal to complex exemplars. Concepts presented with exemplars are chosen to represent each concept across the lifespan. To ensure accuracy, exemplars were selected based on current prevalence using statistics from the Centers for Disease Control, Healthy People 2020, the State of Ohio, and Montgomery County (Ohio).

The core concepts are common threads through the curriculum and provide the framework for how faculty will facilitate learning and how students apply, analyze and evaluate nursing knowledge. The concepts of professionalism, nursing judgment, patient-centered care, safety, caring, evidence-based practice, informatics, and healthcare quality provide the framework of the curriculum and represent competent nursing practice.

“Professionalism is the assimilation of individual nursing knowledge, skills, and attitudes with the assumptions and values of the profession while maintaining accountability and self-awareness” (Giddens, 2013, p.359). Professionalism is modeled by the nurse acting in a variety of roles, which include, but are not limited to, competent provider of health care, teacher, communicator, and manager of care. The nurse demonstrates professional behaviors and acts as a patient advocate to implement the roles across the entire lifespan of the patient.

Nursing judgment is an interpretation, or conclusion, about patient/family needs, concerns, or health problems, and/or the decision(s) made to achieve positive, patient-centered outcomes. Nursing judgment is based on the use of best available evidence, standards of care, informatics tools, and quality improvement data to achieve the best possible patient outcomes and is guided by critical thinking and the nursing process.

Patient-centered care focuses on the individual needs of the patient/family. Patient-centered care is provided when the nurse considers the patient’s culture, spirituality, gender, sexual orientation, race/ethnicity, disability, life-style, socioeconomic status, values and health beliefs. Prioritization of human needs and stages of development are used when planning and providing care to patients across the lifespan.

Safety minimizes the risk of harm to the patient and plays a major role in the quality of care that the nurse delivers. “Safety is the protection of patients and healthcare personnel from health and environmental hazards” (National Council of State Boards of Nursing, 2014). Safety directs nursing actions and the priorities of care.

Caring is a core nursing value that promotes health, healing and hope. (National League for Nursing, 2014). The nurse must demonstrate behaviors which create an environment that minimizes risk and optimizes healing and hope. Through knowledgeable and competent nursing care, the patient is supported to choose the best action for themselves. “A culture of caring, as a fundamental part of the nursing profession, characterizes our concern and consideration for the whole person, our commitment to the common good, and our outreach to those who are vulnerable” (National League for Nursing, 2014).

“Evidence based practice is applying the best available research results (evidence) when making decisions about health care. Summaries of health care research results provide information that aids in the process of evidence-based practice” (Agency for Healthcare Research & Quality, 2014). The nurse who performs evidence based practice uses research evidence, clinical expertise and the value system
of the patient to develop and activate the plan of care (National Council of State Boards of Nursing, 2014).

“Informatics is the integration of nursing science, computer science and information science to manage and communicate data, information, knowledge and wisdom in nursing practice” (Agency for Healthcare Research and Quality, 2014). The nurse must be able to utilize the information obtained via informatics to manage and deliver safe patient care.

Healthcare Quality is defined as “The degree to which health services for individuals and populations increase the likelihood of desired health outcomes and are consistent with current professional knowledge” (Institute of Medicine, 2014). The nurse must establish a therapeutic relationship with the patient/family and communicate with other healthcare disciplines for the best possible outcomes. Health promotion and disease prevention including primary, secondary, tertiary levels of care, and end of life care must be considered as part of healthcare quality.

The curriculum was developed by the faculty based on professional and nursing standards and competencies. Consistent with the Accreditation Commission for Education in Nursing (ACEN, 2013), the program, level, and course student learning outcomes guide the delivery of instruction, learning activities and the assessment of student progress. Student learning outcomes were developed by faculty with guidance from the competencies of Quality and Safety Education for Nurses (QSEN), Institute of Medicine (IOM), the National League for Nursing (NLN) competencies for Associate Degree Nursing, and with 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 practice.
2. Demonstrate caring behaviors when providing nursing care with respect for the diversity of each individual.
3. Apply knowledge, skills, and attitudes to make nursing judgments and provide patient-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 patients/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 patient care across the lifespan in collaboration with the interdisciplinary team in a variety of healthcare settings.
Eligibility for Entry into Limited Enrollment Courses

Getting Started: Download and print 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; Complete High School Degree or acceptable equivalency.
2. Complete the pre-requisite semester courses with a grade of “C” or better.
   a. CHE, BIO and MAT courses must be within the previous 5 years.
   b. Students will have a maximum of three opportunities to successfully complete NSG 1200 (Introduction to Nursing) and each ALH, BIO, CHE and MAT course required by the program. The student may withdraw or fail, but must successfully complete the course on the third attempt. Students on their final attempt in one of these courses will not be invited to begin the limited enrollment courses. After a third unsuccessful attempt, the student is no longer eligible to enter or continue in the program.
   c. Have a 2.5 cumulative GPA at Sinclair Community College.
3. Preadmission Exam: Students will take either the Test of Essential Academic Skills (TEAS), ACT, or SAT. TEAS scores are valid for five (5) years, after that time period, they must retake the TEAS. ACT or SAT scores are valid for two (2) years, after that they must take the TEAS.
   a. Students taking the TEAS with a nursing program of study will be advised in their initial advising appointment that the TEAS assessment test will be required after developmental courses have been completed, if applicable. 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. A free online review is available at http://www.mometrix.com/academy/teas-test/. Effective January 1, 2019, the TEAS is limited to three (3) times per calendar year.
   b. Students who have taken the ACT must achieve a score of 24 or higher; students who have taken the SAT must achieve a score of 1160 or higher.
4. Notify your Academic Advisor when you have completed all the eligibility requirements to request that your file is sent to the Nursing Department.

Prior to starting the limited enrollment nursing courses, students must complete a state approved nurse aide training program (STNA). Comparable work experience (nurse aide, patient care technician) may be considered upon review of the position description/job responsibilities. Students must provide to the nursing office a copy of the letter, card, or certificate of course completion, or submit their job description for consideration. Sinclair Community College offers STNA training through the Allied Health Department (ALH 120/1120). Contact the Nurse Aide Training Program at 512-2484 for information.

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

- Must provide proof of current Ohio LPN license* or military equivalent. *Students with any restrictions on the LPN license must be approved by the Department Chair.
- STNA requirement is waived.
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.

Any exceptions to eligibility requirements must be approved by the Department Chair or Associate Program Administrator.
Graduation Requirements: RN Track

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

<table>
<thead>
<tr>
<th>Prerequisite Semester Courses to Qualify for Limited Enrollment Courses</th>
<th>Class</th>
<th>Lab</th>
<th>Clinical</th>
<th>Total Credits</th>
</tr>
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<tbody>
<tr>
<td>ALH 1101: Introduction to Healthcare Delivery</td>
<td>2</td>
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<tr>
<td>BIO 1141: Principles of Anatomy &amp; Physiology I</td>
<td>3</td>
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<td>4</td>
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<tr>
<td>ENG 1101: English Composition I</td>
<td>3</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MAT 1130: Mathematics in Health Sciences *</td>
<td>3</td>
<td></td>
<td></td>
<td>3</td>
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<tr>
<td>NSG 1200: Introduction to Nursing</td>
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<td></td>
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**Semester 1**

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<tr>
<td>ALH 2202: General Pharmacology</td>
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<td></td>
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<tr>
<td>BIO 1242: Principles of Anatomy &amp; Physiology II</td>
<td>3</td>
<td>1</td>
<td>4</td>
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<tr>
<td>NSG 1400: Health &amp; Illness I: Foundational Concepts in Nursing</td>
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<td>2.5</td>
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<tr>
<td>NSG 1450: Professional Nursing I: Introduction to the Role of the Professional Nurse</td>
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**Semester 2**

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<tr>
<td>COM 2206: Interpersonal Communication</td>
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<tr>
<td>NSG 1600: Health and Illness II: Health &amp; Wellness Concepts</td>
<td>3</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>NSG 1650: Professional Nursing II: Healthcare System concepts</td>
<td>2</td>
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**Semester 3**

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<tbody>
<tr>
<td>Science Elective: BIO 2205 or CHEM 1111</td>
<td>4</td>
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<tr>
<td>NSG 2400: Health &amp; Illness III: Concepts in Managing Complex Care</td>
<td>3</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>NSG 2450: Professional Nursing III: Leadership &amp; Management of Care</td>
<td>2</td>
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**Semester 4**

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<td>PSY 1100: General Psychology</td>
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<tr>
<td>NSG 2600: Concept Synthesis</td>
<td>3</td>
<td>1</td>
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<tr>
<td><em>(or any approved Ohio Transfer Module (OTM) math course)</em></td>
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Note:

- Non-NSG courses must be taken prior to or during the semester required.
Graduation Requirements: Advanced Placement Track
General Education: 23 Credit Hrs. + Nursing: 29 Credit Hrs. = Total 52 Credits

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Class</th>
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<tr>
<td>BIO 1141: Principles of Anatomy &amp; Physiology I</td>
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<tr>
<td>ENG 1101: English Composition I</td>
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<td>MAT 1130: Mathematics in Health Sciences *</td>
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<tr>
<td>NSG 1500: Transition from Licensed Practical Nurse to Registered Nurse (½ term course)</td>
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<td>ALH 2202: General Pharmacology</td>
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<tr>
<td>BIO 1242: Principles of Anatomy &amp; Physiology II</td>
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<tr>
<td>NSG 1600: Health and Illness II: Introduction to Health &amp; Wellness Concepts</td>
<td>3</td>
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<tr>
<td>NSG 1650: Professional Nursing II: Healthcare System concepts</td>
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<tr>
<td>COM 2206: Interpersonal Communication</td>
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<tr>
<td>NSG 2400: Health &amp; Illness III: Concepts in Managing Complex Care</td>
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<tr>
<td>NSG 2450: Professional Nursing III: Leadership &amp; Management of Care</td>
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<th>Class</th>
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<td>PSY 1100: General Psychology</td>
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<tr>
<td>NSG 2600: Concept Synthesis</td>
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Note:
- Non-NSG course must be taken prior to or during the semester required.
- Credit is articulated for NSG 1400, NSG 1450, ALH 1101; NSG 1200 is waived.
Accelerated Admission for Academic Achievement (AAAA)

The Division of Health Sciences has 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 and reward those students demonstrating academic excellence by allowing 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.

To be eligible for the AAAA program, students must meet all eligibility requirements for limited enrollment nursing courses plus the following requirements:

- Total cumulative GPA 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.
- It is important to first complete the prerequisite courses required to qualify for the program prior to completing the remainder of AAAA requirements.

<table>
<thead>
<tr>
<th>RN Track</th>
<th>LPN-RN Track</th>
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<tr>
<td>ALH 1101 Introduction to Healthcare Delivery</td>
<td>ENG 1101 English Composition I</td>
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<tr>
<td>ENG 1101 English Composition I</td>
<td>BIO 1141 Anatomy &amp; Physiology I</td>
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<tr>
<td>BIO 1141 Anatomy &amp; Physiology I</td>
<td>BIO 1242 Anatomy and Physiology II</td>
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<tr>
<td>BIO 1242 Anatomy and Physiology II</td>
<td>COM 2206 Interpersonal Communication</td>
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<tr>
<td>MAT 1130 Health Sciences Mathematics (or any approved Ohio Transfer Module (OTM) math course )</td>
<td>MAT 1130 Health Sciences Mathematics (or any approved Ohio Transfer Module (OTM) math course</td>
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<tr>
<td>NSG 1200 Introduction to Nursing</td>
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<tr>
<td>Science Elective: BIO 2205 or CHE 1111</td>
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</tbody>
</table>

AAAA Eligibility Procedure

It is the student’s responsibility to determine if he or she meets the above criteria. Students may apply as soon as they are eligible. Once a student has 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” should be noted in the subject line of the e-mail. Applications are reviewed by the Nursing Department and the student will be notified by e-mail of the decision.
Transfer Student/Military Credit

Students who transfer from other nursing programs must meet the following entrance criteria:

1. Complete the Sinclair Application for Admission.
2. Complete the Sinclair Placement Testing and have successfully completed any developmental courses required from that testing.
3. Meet with an academic advisor.
4. Submit a copy of transcripts from any colleges attended. Military training credit will be awarded based on the American Council on Education (ACE) recommendations with appropriate documentation.
5. Submit a letter from the other nursing program stating the student's eligibility status for that program.

Non-nursing transfer courses will be evaluated by an Academic Advisor.

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 all nursing course syllabi so course content and other pertinent information can be evaluated.

If a student has failed the same course twice in another nursing program or has been denied readmission into another nursing program, the student will not be eligible for transfer into the Sinclair Nursing Program's courses with limited enrollment.

Students who transfer from another nursing program will be required to complete a transfer orientation provided by the nursing office. The purpose of this orientation is to provide a foundation for success at Sinclair. The orientation is intended to bridge any gaps between the curriculums, as well as to familiarize students to resources and requirements. Upon successful completion of the orientation the student will enter courses with limited enrollment on a space available basis.
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 complete Acknowledgement and Release of Liability forms at the beginning of the limited enrollment courses.

Medical Exam, Immunization, and CPR Certification Guidelines
Documentation of all immunizations must be current. Copies of physical exam, TB testing, immunization, and CPR certification (hard or scanned/ emailed) must be submitted to the Nursing Office prior to the start of the first clinical day. Students may not attend clinical until all paperwork is on file in the nursing office.

Students will not be 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 will not be permitted in a clinical setting; each missed clinical day will be counted as an absence. STUDENTS ARE RESPONSIBLE FOR THE COST OF ALL PROGRAM REQUIREMENTS.

1. PHYSICAL EXAM by a physician or nurse practitioner within 12 months of the first limited enrollment NSG course. Minimum acceptable mental, behavioral, and physical qualifications are based on the common essential functions of a professional nursing position, including the following:
   - Ability 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.

Any student who has a disability and thinks he or she may need a reasonable accommodation to be able to meet these qualifications should register with Sinclair’s Department of Accessibility Services.

2. DRUG SCREEN: Per the Nursing Drug Screen Policy, all students entering the nursing program must submit to a pre-program drug screening.
3. **TUBERCULOSIS** (TB; Mantoux; PPD): An initial two-step test is required followed by annual one-step testing (annual QuantiFERON blood test is acceptable). Positive reactors must have documentation of a baseline chest-X-ray.

4. **HEPATITIS B**: The Hepatitis B vaccine is a series of three (3) injections. Documentation of the first injection must be submitted to the nursing office prior to the start of the first clinical. Students may not attend clinical until paperwork is on file in the nursing office. Students are responsible for completion of the series and providing evidence of vaccination to the nursing office:
   - First injection.
   - Second injection one month after the first injection.
   - Third injection six months after the first injection.

5. **INFLUENZA VACCINE**: “Flu” vaccine with documentation is required annually.

6. **VARICELLA (Chicken pox)**: Students must be serologically tested for immunity. Chicken pox vaccine is required for non-immune students.

7. **RUBELLA VACCINE OR TITRE** (3 Day Measles): Susceptibility to rubella is determined by proof of immunization or laboratory confirmation of rubella antibodies (titer).

   **BOOSTER**: Required every 10 years. If a dose is administered sooner, the next booster is not needed for another 10 years.

9. **PROFESSIONAL CPR CERTIFICATION**: You are required to take Professional CPR prior to starting the first semester of nursing courses and maintain a current card throughout the program. Professional CPR is different from community (family or layman) CPR, and online courses are NOT accepted. If you already have a CPR card, please check with the Nursing Office to ensure you have the correct CPR Card. See below for helpful hints to ensure you take the correct Healthcare Provider Course:

   - Sinclair offers Professional CPR each semester (ALH 1130)
   - American Heart Certification (BLS Healthcare Provider) [http://www.heart.org/HEARTORG/](http://www.heart.org/HEARTORG/) or (1-877-AHA-4CPR)
   - American Red Cross (Professionals Rescuers and Health Care Providers) [http://www.redcross.org/ux/take-a-class](http://www.redcross.org/ux/take-a-class)
   - Lifesaving Techniques (BLS for Healthcare Providers) [http://www.lifesavingtechniques.net](http://www.lifesavingtechniques.net) or(937) 305-9799 or (937) 409-4835
Drug Screen Policy
Sinclair Community College Nursing Department Drug Screen Policy is meant to supplement 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. Prior to 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 the location designated by the Nursing Department. The current location is Concentra, 435 Cincinnati St., Dayton, Ohio 45417 (Phone: (937) 449-0800).
3. The drug screen must be completed no more than 14 days before the required paperwork is due (students staring in August submit no later than July 1; Students starting in January no later than November 1).
4. Students are responsible for the cost of the drug screen.
5. Results of the drug screen will be 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 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 drug test.
   c. Information that 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 him/herself.

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 any student from beginning the limited enrollment course(s), and 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. Active nursing students must follow the reinstatement process outlined in the Nursing Student Handbook. In addition, the student must:
      i. Successfully 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 successful completion must be sent directly to the Nursing Department by the substance abuse program.
      ii. Provide documentation of a negative drug screen with the reinstatement 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. Successfully 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 successful 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.
Background Checks
Nursing students are required to have both Ohio and Federal background checks prior to starting the program’s limited enrollment courses in order to meet the requirements of agencies providing clinical experiences. 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). This second check should be completed during the last semester of the program. This report will be submitted directly to the Board of Nursing from the Ohio Bureau of Criminal Identification and Investigation (Ohio BCI&I).

The report should be mailed 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/.

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. The following listed crimes are automatic bars to licensure:

- 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

Further, the Board may deny an application for licensure for the following:

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

Other than the automatic bars to licensure 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 the licensure 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.

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Program Policies & Guidelines

Grading Policies for Nursing Courses

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

Grading Policy
The faculty feel there is value to each non-proctored assignment as well as each proctored quiz and exam; therefore it is each student’s responsibility to be successful in both areas by achieving a combined score of 80% in all proctored and non-proctored activities to meet the outcomes of the course.

Students must meet BOTH of the following requirements to pass the nursing course:

1. Must achieve a cumulative 80% on all proctored assessments (exams and quizzes).

AND

2. Must achieve a cumulative 80% on all non-proctored assignments for the course. This may include homework, professional points, assignments, non-proctored quizzes.

Grade Rounding
No grades will be rounded until the final grade.
Student Identification & Uniform Policy

Identification
Sinclair Nursing Students are identified by their official Tartan ID and the Sinclair nursing patch sewn on the right upper arm uniform sleeve.

The official Sinclair Tartan ID with name and photo, is to be worn in a plastic holder (provided in the required nurse pack). The photo ID shall be visible and worn on the front left lapel.

Uniforms
Uniforms are required at the beginning of the first semester of limited enrollment nursing courses.

Uniforms must be purchased in the SCC Bookstore. The standard student uniform consists of burgundy pants with elastic or tie waist, white top with short sleeves, and a white lab jacket or white lab coat. Students may replace the burgundy pants with a burgundy skirt that is hemmed three to four inches below the knees. The embroidered Sinclair nursing patch must be sewn to the upper right sleeve of the uniform top, lab jacket and/or lab coat. If worn, head coverings/head bands must be solid white, black or burgundy.

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 the bookstore may be worn under uniform tops.

Students must be clean, odor free, 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. Professional behavior must be demonstrated at all times when in Sinclair nursing uniform. 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. Professional business attire may be required for some clinical settings.

Shoes
The required uniform shoes are all white and leather. 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 clean at all times. Solid white stockings, tights, or socks are to be worn with pants. Solid white stockings or tights are to be worn with skirts.

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 is permitted.
Hair and Nails
Hair must be kept clean, neat, contained off the collar line, and of a hair color that naturally occurs. 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 any policies of the clinical setting. Gauges must be filled with a plain flesh-tone plugs.

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

Attendance Policy
Students are expected to be present at all scheduled classes, labs and clinical. It is the faculty member's responsibility to define attendance and participation requirements, and 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:

- Discuss the concern/complaint with the instructor and try to resolve the issue. If the situation is not reconciled,

- Contact the Program Coordinator (if applicable). If the situation is not reconciled,

- Contact the Program Director (if applicable). If the situation is not reconciled,

- Contact the Department Chair. If the situation is not reconciled,

- Contact the Assistant Dean of Health Sciences (937-512-2919; 14-310). If the situation is not reconciled,

- Contact the Dean of Health Sciences (937-512-2919; 14-310).

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

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Continued Enrollment in Health Sciences Programs

To continue to be enrolled in the Health Sciences Programs, a student must:

- Adhere to all applicable college and program policies, as set forth in the college, including academic policies, the Student Code of Conduct Handbook, and the program specific 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 program director or department chairperson. General education courses may be taken prior to, or according to, the curriculum plan.
- Meet stated clinical outcomes for each practicum/clinical course in the program.
- Maintain health and immunization records as set forth in the program handbook.
- Complete background checks as required by the program.
- Maintain current professional CPR certification as required by the program.
- Adhere to all applicable polices set forth by affiliating agencies.

Students who fail to comply with above requirements will be dismissed from the respective Health Science program, and will be notified in writing. However, opportunities to re-apply, or be reinstated into the program of study may be available on a space-available basis, according to each specific department. Students may defer the start date of readmission; no deferment can exceed twelve months from the first opportunity to resume limited enrollment courses.

Withdrawal from Health Sciences Programs

Students may elect to withdraw from a required course. However, enrollment in the course is considered an “attempt” of the course. 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 prior to withdrawing from any course required for a program.

Students may withdraw for:

- Academic reasons
- Non-academic reasons, such as
  - Medical
  - Personal
Nursing Department Reinstatement Policy

1. Students must apply for readmission into the Nursing Program when withdraw/failure of an ALH, BIO, CHE, or MAT course does not allow for completion of all courses in the sequence required in the designated semester, as specified on the graduation requirement sheet found in the Student Nurse Handbook.

2. Following the first unsuccessful theory attempt (official withdraw or failure) in a nursing course (Except NSG 1200), students must send an email notification to nursingdepartment@sinclair.edu to request placement on a list for readmission. Readmission is based on a space available basis and readmission the following semester is not guaranteed.

3. Students who are unsuccessful in the clinical setting and wish to be considered for readmission are required to send an email to nursingdepartment@sinclair.edu requesting review by the Readmission Committee.

4. Students will be dismissed from the Nursing Program after withdraw or failure of two nursing courses, or a second withdraw from or failure of the same NSG course (Except NSG 1200). These attempts can be a combination of withdraws or failures.

5. Students may be dismissed from the Nursing Program and/or from the College for nonacademic reasons. Such dismissals will be in accordance with the Sinclair Community College Student Conduct Policy, Health Sciences Student Conduct Policy, and the Nursing Student Conduct Policy. Students who are suspended or expelled by the college for violation of the conduct code will be administratively withdrawn from the Nursing Program.

6. Students who are dismissed from the Nursing Program and wish to be considered for readmission are required to send an email to nursingdepartment@sinclair.edu, requesting review by the Readmission Committee. Readmitted students must meet the curriculum requirements effective at the time of readmission; readmission is provided on a space available basis.

7. Dismissed students or those awaiting readmission in the program are not enrolled in an active program that is eligible for Federal Financial Aid (FFA). Until readmission into the program or declaration of a different, active program of study that is FFA eligible, the student will not qualify to receive Federal Financial Aid.

8. Students who stepped out of the program for non-academic reasons, and wish to be considered for readmission are required to send an email to nursingdepartment@sinclair.edu; readmission is provided on a space available basis.
HESI Examination Requirements

To prepare students for the National Licensing Examination (NCLEX-RN), and to evaluate progress with student learning outcomes, all nursing students are required to take the mid-curricular and HESI Exit Examinations. The mid-curricular HESI is administered at the end of the first year, and the HESI Exit exam is administered during the last term of the program. These exams are comprehensive, integrated examinations of basic nursing knowledge to date in the program. Completion of the exam is a requirement for these courses.

LPNs will also take the LPN-ADN Entrance HESI in NSG 1500. This exam is designed for currently Licensed Practical/Vocational nurses seeking entrance into an Associate Degree Nursing (ADN) program. The exam identifies their strengths and weaknesses in PN/VN content areas, and the possible need for remediation.

The exams will be administered on site, with the cost paid by the course fees. Students will receive their individual results, which will be used for remediation, review, and preparation for the NCLEX-RN.
Health Sciences Student Conduct Expectations

Students enrolled in Health Sciences programs are governed by the standards of conduct set forth in the Sinclair Community College Student Judicial Affairs Code of Conduct Handbook, 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 direction 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 to 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 only as approved by faculty.

- **Students adhere to the policies and standards of the school and clinical agencies.**
  1. Maintain academic integrity during all course work.
  2. Maintain health requirements, immunizations, and other standards as set forth 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, 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 adheres 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 own behavior.

In addition, as required by the Ohio Board of Nursing Rule, O.A.C. 4723-5-12(C)(http://codes.ohio.gov/oac/4723-5-12), nursing students must abide by the following standards of safe nursing care:

(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.

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 course or program requirements in any college laboratory, workshop, clinical, or practicum 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 Student Code of Conduct Handbook.
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 512-2700 or 512-2534. Do not call 911, as this will cause a delay in the emergency response.
2. 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.
3. It is important that complete and accurate information be provided when requesting assistance.

In case of human body fluid exposure:

1. Notify Sinclair Police at 512-2700 or 512-2534 in the event of an exposure to human body fluids.
2. If contact is made with skin, wash the area immediately with soap and water.
3. Do not attempt to clean fluids unless properly trained and equipped.
4. Always use rubber or latex gloves when in the proximity of body fluids and consider them as infectious.
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 the 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 or lab supervisor 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 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

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. The student is responsible for arranging their own transportation from the clinical setting. 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.

Injury to a Nursing Student in the Clinical Setting
In the event of an injury, the instructor will be notified immediately and the clinical facility policies will be followed. The facility policy will be followed regarding completion of an Accident Report. The injury may require treatment with 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 (937) 512-2919.

For 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 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 will directly bill Sinclair Community College for the initial 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 Chairperson 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 his/her 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 and may wish to secure their own health insurance.

**Insurance and Liability**

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.

Students enrolled in Sinclair health care programs are expected to have personal health insurance prior to enrolling in any course which includes a clinical experience requirement. This requirement reflects the expectation of many clinical sites that accept Sinclair students. If a student does not have health insurance, he/she may not be admitted into a clinical site, and therefore, not be able to complete the program outcomes. Sinclair provides accident (and liability) insurance for students. However, 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.

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

If you have any questions, please contact your program’s department directly.
Technology Policy

eLearn is the online course management program used at Sinclair Community College.

Students must comply with Sinclair 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 device at the SCC bookstore.

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 security of password(s) used at SCC and clinical agencies. Individual course instructors will review 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 publishes 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

Web Enhanced Coursework

The Nursing program uses online delivery of some course information including syllabi, outlines, assignments, lecture materials, e-mail discussion group and testing. The purpose of this web-enhanced course delivery has proven 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 are able to spend class time expanding on information and emphasizing important principles for the information provided online.

It is not necessary for a student to own a computer. SCC computer labs are available six days a week during the term. The ALH 1101 class prepares the student in the use of computer learning and information access. The web-enhanced coursework is in addition to all regularly scheduled on campus class time.
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 1.5 minutes per calculation within the question.

2. Student’s exam result/grade will be posted to students no later than one week from the date the exam was taken.

3. Students are not to write on the exams unless approved by the faculty. 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. Information is available in the Student Services section of the Sinclair website.

5. Special testing accommodations will be provided based upon the recommendations of Student Support Services and Resources and English as a Second Language (ESL) services.

6. Students must provide documentation regarding special testing needs to the faculty.

7. No special testing accommodations will be provided beyond the recommendations.

8. If special testing arrangement recommendations are instituted the student must follow those recommendations the entire term.

9. Students will use faculty-approved calculators for math test items. The desk should be clear of all personal possessions (backpacks, water bottles, etc.). Cell phones must be turned off, and put away. Students may not wear hats, fit bits, or smart watches.

10. Students are required to notify classroom faculty within 24 hours of a missed examination. Make-up exams will be scheduled by the faculty.

During Administration of an Exam
1. Classroom Exam Procedure
   - Each student will take the exam and submit individually. Once submitted to the faculty, no answers can be changed and it will be graded accordingly.
   - For collaborative testing, if applicable, each student will take the exam individually first. When all students have completed their individual exam, they will be randomly assigned in groups and retake the exam as a group. Each group will be assigned one scantron/answer sheet for the scoring. Students must have a minimum score of 79.5% on their individual exams in order 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.

**Student Review of Exam**

- The classroom review of an exam may be scheduled by the classroom faculty. All electronic devices, including cell phones, must be turned off and put away.
- A student may meet with their classroom faculty to review the exam privately during faculty office hours or at a scheduled date/time with faculty.
- See course syllabi regarding policy for exam review.

**Notification of Changes in Nursing Program Policies**

Nursing Student policies are found in the Nursing Student Handbook. They are also posted on the Sinclair Community College Nursing website located at [http://www.sinclair.edu/program/params/programCode/NUR-S-AAS/](http://www.sinclair.edu/program/params/programCode/NUR-S-AAS/). 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 the Sinclair email accounts and/or through announcements in eLearn or 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 and obtain his or her approval to provide a reference.

   - 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 name and address as well as the outsourcing company name and address.
   - Sign the release form(s). No electronic signatures 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; Nursing Technology and Faculty Development Committee.

**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. Interested students will be notified by faculty when they are needed and will report to the college for deployment. Students will be accompanied and supervised by faculty at all times.

**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 will be eligible for individual mentoring, national scholarships, and many more opportunities. Membership fee is $65 per year.

[Return to Table of Contents]
Estimated costs for Associates Degree in Nursing Effective 7/1/2017

**PREREQUISITES**

<table>
<thead>
<tr>
<th>Item</th>
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<td>TEAS Assessment</td>
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**SEMESTER 1**

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**SEMESTER 2**

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**SEMESTER 3**

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Purchased Textbook prices fluctuate. Prices do not include tax. Additional costs: stethoscope, watch with second hand, goggles, transportation and parking for clinical rotations and classes.

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](http://bookstore.sinclair.edu).
### Estimated costs for the Advanced Placement Track Effective 7/1/2017

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