## Practical Nursing (PN) Program – Student Handbook
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EASTERN Center for Arts and Technology
Practical Nursing Program

WELCOME to the Practical Nursing (PN) Program at the EASTERN Center for Arts and Technology. The program is approved by the PA State Board of Nursing and accredited by the Middle States Commission on Secondary Schools. You have been selected to enter this program because we believe that you have the potential for success in becoming a practical nurse.

Throughout the program, opportunities will be provided for you to achieve the specific skills and knowledge in order for you to meet the program objectives. The faculty will identify and coordinate all necessary learning experiences so that you may reach your goal in practical nursing.

The purpose of this handbook is to acquaint you with school policies that will be your responsibility throughout the program. You will want to retain this handbook as a guide and a reference to be consulted when policy clarification becomes necessary. The faculty reserves the right to amend or add policies at any time during the program. Students will be informed in writing about any changes and be required to sign an acknowledgment document. Student's refusal to sign acknowledgment document will not negate the policy change.

All activities, services, education programs and employment practices at EASTERN are nondiscriminatory as required by Title VI, Title IX and Section 504 of federal law. If there are restrictions, they are based on one's ability and aptitude, not on one's sex, race, color, national origin, or disability. Additionally, students and employees with disabilities may qualify for special services or instruction and equipment modifications. Students with limited English language skills will not be denied participation in any activity or program. Complaints or concerns about discriminatory treatment and racial or sexual harassment should be directed to EASTERN’s Equity Coordinators, at 3075 Terwood Road, Willow Grove, PA 19090 (215) 784-4800.

It is our hope that you will enjoy our Practical Nursing Program and experience the highest degree of achievement and satisfaction.

MISSION STATEMENT

The Mission of EASTERN Center for Arts and Technology, a leader in technology and in developing innovative, responsive programs, is to equip all students with the skills, knowledge and attitudes necessary to select, enter and succeed in a career and to anticipate and adapt to change by providing high-quality technical instruction and specialized services.
APPROVAL and ACCREDITATION

Pennsylvania State Board of Nursing
Commonwealth of Pennsylvania
Bureau of Professional Affairs and Occupations Affairs
PO Box 2649
Harrisburg, PA 17104
1-717-783-7146

Middle States Commission on Secondary Schools
3624 Market Street
Philadelphia, PA 19104
215-662-5603

POLICY CHANGES
The faculty reserves the right to amend or add policies at any time during the program. Students will be informed in writing about any changes and be required to sign an acknowledgement document. Student’s refusal to sign acknowledgment document will not negate the policy change.

PROGRAM ADMISSIONS
Information about admission to EASTERN Center for Arts and Technology Practical Nursing Program may be obtained at the following:

EASTERN Center for Arts and Technology
Practical Nursing Program
3075 Terwood Road
Willow Grove, PA  19090

215-784-4805
www.eastech.org

IMPORTANT NUMBERS/ADDRESSES
Student Clinical Call Out Phone Number - 215-481-3228, and leave a message.

Moodle Site Address - http://pn.eastech.org

SNOW Number - Day Classes - 1135
Evening Classes - 2135
The Practical Nursing Program is sponsored by the EASTERN Center for Arts and Technology. The Program is developed in accordance with the philosophy of the sponsoring agency.

The faculty of the Practical Nursing Program believes:

Individuals are unique and strive for self-actualization. Worth and dignity are inherent and there is potential for continued growth throughout a lifetime.

Society is comprised of a community of interdependent individuals and families. Many factors influence the community such as culture, religion, roles and economics; social and political factors also impact on society.

Education is a process which results in a positive change in behavior utilizing critical thinking, acquired knowledge, skills and attitudes. Education also encompasses respect for equal opportunity to abilities, capabilities and interests for qualified individuals, without discrimination of age, sex, marital status, race, color, national origin, beliefs or qualified handicaps and encourages the development of individual differences. Education is best achieved in a democratic atmosphere which remains sensitive to the individual’s needs. Education remains a lifelong process for any individual.

Nursing is an art and science based upon principles drawn from the biological and behavioral sciences and nursing theory. Nursing requires clinical decision making, clinical skill, judgment and knowledge to provide safe care. Nursing education uses scientific concepts that promote optimum client health, which include concepts of safety and prevention of further illness through the use of the nursing process.

Practical Nursing is an integral part of all nursing. Practical Nurses function under the direction of the licensed professional nurse, physician or dentist. Practical Nursing students should be guided to meet the basic human needs of clients of all ages where nursing takes place, or wherever the community dictates.

Practical Nursing education should develop from the philosophy of the school and have clearly defined behavioral, level, course, and lesson objectives contributing to the total program objectives. Given written instructional objectives, practical nursing students will be expected to meet the stated criteria for graduation, under the guidance of a qualified faculty. Curriculum needs to be continually evaluated in order to meet the ever changing role of the Practical Nurse. Curriculum decisions are dependent upon evidenced based data from within the program and the greater nursing community.

The qualified faculty, sensitive to essential needs of the learner, will guide each student toward personal growth and nursing competence. The curriculum is developed to proceed from the simple to the complex and provides close correlation between theory and practice through concurrent and/or sequential instruction. The faculty will be responsible for planning, evaluating and guiding learning experiences for professional and personal growth.
The purpose of the EASTERN Center for Arts and Technology Practical Nursing Program is to prepare safe, entry level practical nurses that can provide quality care to clients in all settings where nursing takes place under the direction of the licensed professional nurse, physician or dentist.

At the completion of the program, the graduate practical nurse will recognize the physical, social, emotional and spiritual needs of the client and family. By utilizing the nursing process, the graduate will actively participate in assessing, planning, implementing and evaluating safe, competent nursing care. The program objectives state the entry level competencies that are measured by the achievement of all level, theory and clinical objectives.

The graduate practical nurse will:

1. Utilize effective communication skills with clients, family and other health care personnel.
2. Provide safe, quality nursing care by meeting the physical, social, emotional and spiritual needs of clients of all ages in all settings where nursing take place.
4. Promote health, wellness and rehabilitation by implementation of patient teaching.
5. Identify the scope and limitations of the law that governs practical nursing and function accordingly.
6. Maintain accountability for personal limitations and responsibility for continued individual and professional growth.
7. Accept faculty as facilitators of student learning. Individual students are accountable for their own learning.
8. Utilize nursing informatics systems appropriately and incorporate principles of evidenced based practice to maintain and/or gain knowledge.
9. Meet eligibility requirements to sit for the state licensing examination.
The conceptual framework of the practical nursing program is founded upon meeting the health care needs of the individual. The concepts utilized are the basic human needs of Maslow’s hierarchy, the nursing process, and the study of the individual as a system with subsystems as well as the individual as a subsystem of larger systems such as family, community or society.

It is the belief of the faculty that practical nursing promotes optimum client health in the practice of health teaching, prevention, rehabilitation, and support for normal life changes, support of growth and development, and intervention for the chronically ill. The practical nurse is an integral member of the health care team, who functions under the direction of the licensed professional nurse, physician, or dentist.

This conceptual framework is the basis upon which the practical nursing student learns to utilize clinical decision making, knowledge, skills and judgment to meet the health needs of the individual (within the individual’s environment). All learned concepts and skills proceed from the simple to the complex.

The faculty believes that basic human needs must be satisfied in order to meet the total needs of the individual. The practical nurse receives education then participates individually and as a member of the health care team to identify and to meet physiological, safety, love, self-esteem and self-actualization needs (Maslow’s hierarchy of needs). The individual who is unable to meet or achieve basic needs may be visualized as unhealthy on the health-illness continuum.

The faculty introduces the students to the range of client needs through a study of body systems. The systems studied are the respiratory, cardiovascular, gastrointestinal, urinary, reproductive, musculoskeletal, integumentary, nervous, and endocrine. The curriculum is developed to provide close correlation between theory and clinical practice through concurrent and/or sequential instruction. The nursing process and clinical decision making are introduced and developed throughout the program as methods for problem solving during all stages of the life cycle.
SCHEDULED PLAN OF ROTATION

Rotation of students must be well planned considering the objectives of the program as well as the established standards of the State Board of Nursing for PN programs. The Practical Nursing Program Coordinator and faculty are responsible to identify:
- Adequate availability of educational experiences.
- Cooperating agencies used for clinical affiliation that can provide the
- Quality experience necessary to meet the objectives of the program.

<table>
<thead>
<tr>
<th>Level</th>
<th>Courses</th>
<th>Full Time</th>
<th>Part Time</th>
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<tbody>
<tr>
<td><strong>Level 1 - Fundamentals</strong></td>
<td>Nursing 1&lt;br&gt;Anatomy and Physiology&lt;br&gt;P and V - 1&lt;br&gt;Pharmacology</td>
<td>19 Weeks</td>
<td>38 Weeks</td>
</tr>
<tr>
<td><strong>Level 2 - Medical Surgical</strong></td>
<td>Nursing 2</td>
<td>20 Weeks</td>
<td>40 Weeks</td>
</tr>
<tr>
<td><strong>Level 3 - Maternal Child/Pediatric</strong></td>
<td>Nursing 3&lt;br&gt;P and V - 2</td>
<td>9 Weeks</td>
<td>18 Weeks</td>
</tr>
</tbody>
</table>

POLICIES AND STANDARDS FOR PERFORMANCE IN NURSING-PROMOTION

In order to maintain a quality program in practical nursing and to insure the success of EASTERN’s practical nursing graduates, the following policies and standards of performance apply to all courses in the practical nursing program:

The full time program consists of 3 levels in a one year period. The part time program consists of 3 levels in a two year period. **Students must maintain a 75% average in each theory subject, maintain an 85% average in each level's Medication Math tests, satisfactory completion of each level's ATI examinations and satisfactory clinical performance in order to progress to the next level and remain in the program.**

Theory Grading Scale

Students must achieve a minimum of a 75% average in final grade to pass each course. Grading scale is as follows:

- A 94 - 100
- B 86 - 93
- C 79 - 85
- D 75 - 78
- F Failure (below 75)

Decimals of 0.50 or higher will be raised to the next highest whole number for all grade calculations.

Assessment Technologies Institute (ATI) Curriculum Testing

**ATI Essentials** are web based curriculum examinations. These examinations will be administered throughout the program. Each exam has 2 versions, a Non-Proctored (NP) practice test and Proctored (P) test, both of which assist student’s in knowledge acquisition and computerized testing.
Students must go to the atitesting.com website to take the (NP) examinations. In order to use the ATI website, the following software must be downloaded onto the computer. Go to: http://bubblemark.com/silverlight2.html This is a FREE download.

ATI Access Codes for each class will be posted on http://pn.eastech.org

(NP) tests must be completed prior to taking the (P) test. The student must present documentation of a score above 90 on the (NP) test and be on time to be admitted to the (P) test. Students who are late and/or not prepared will be rescheduled.

If a student does not score above the required 90, they may take the exam again, and as many times as needed to score above 90. Students need to keep in mind that there is a 12 hour “lock out” period between each attempt.

If a student performs poorly on any ATI test, they are expected to “remediate” by using the ATI materials (individual score printout/books/website/non-proctored tests) provided. This will assist in mastering all nursing content.

The tests will be given as follows:

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Proctored (P)</th>
<th>Non-Proctored (NP)</th>
<th>Calculated into Nursing Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-Assessment Inventory</td>
<td>--</td>
<td>X</td>
<td>--</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical Thinking - Entrance</td>
<td>X</td>
<td>--</td>
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<td></td>
<td></td>
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<tr>
<td>Fundamentals of Nursing</td>
<td>X</td>
<td>X</td>
<td>--</td>
<td></td>
<td></td>
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<tr>
<td>Medical Surgical</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mental Health</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Pharmacology</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Maternal Newborn</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Nursing Care of Children</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Critical Thinking - Exit</td>
<td>X</td>
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<td></td>
<td></td>
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<tr>
<td>Comprehensive Predictor</td>
<td>X</td>
<td>X</td>
<td>X</td>
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**Level 3 - ATI Comprehensive Policy**

All students must take the (NP) **ATI Comprehensive Predictor Exam** as many times as it takes to score above the national average. Documentation of a score above the national average is the student’s admission ticket to take the (P) **ATI Comprehensive Predictor Exam**. Students are expected to score $\geq 93\%$ “Predicted Probability of Passing the NCLEX-PN” on the (P) ATI Comprehensive Predictor Exam. If a student does not achieve $\geq 93\%$ they will be required to take the exam again and improve the score they received on their first attempt (See Below).

Students who do not improve their score on subsequent attempts are at risk of possible NCLEX-PN failure and are encouraged to enroll in an official NCLEX-PN Review Course at their own expense.

<table>
<thead>
<tr>
<th>Predictor Individual Score</th>
<th>“Predicted Probability of Passing the NCLEX-PN”</th>
<th>Predictor Individual Score</th>
<th>“Predicted Probability of Passing the NCLEX-PN”</th>
<th>Predictor Individual Score</th>
<th>“Predicted Probability of Passing the NCLEX-PN”</th>
</tr>
</thead>
<tbody>
<tr>
<td>80.0% - 100.0%</td>
<td>99%</td>
<td>71.3% - 72.7%</td>
<td>94% - 95%</td>
<td>63.3% - 64.0%</td>
<td>80% - 82%</td>
</tr>
<tr>
<td>77.3% - 79.3%</td>
<td>98%</td>
<td>68.7% - 70.7%</td>
<td>91% - 93%</td>
<td>61.3% - 62.7%</td>
<td>74% - 78%</td>
</tr>
<tr>
<td>75.3% - 76.7%</td>
<td>97%</td>
<td>66.7% - 68.0%</td>
<td>88% - 90%</td>
<td>56.7% - 60.7%</td>
<td>57% - 72%</td>
</tr>
<tr>
<td>73.3% - 74.7%</td>
<td>96%</td>
<td>64.7% - 66.0%</td>
<td>84% - 86%</td>
<td>0.0% - 56.0%</td>
<td>1% - 54%</td>
</tr>
</tbody>
</table>
**Clinical Performance**

**The Clinical Point System:** is used to evaluate all students while on clinical and provide objective information in order to enhance student success. The Accrual of 10 points in any Level will result in a Clinical Failure. Each student starts each level with zero (0) points. Points do not carry over from one level to the next. See Point System.

**The Medication Math Policy:** is used to evaluate and ensure safety with medication administration. All students will be required to **PASS** a series of Medication Math Proficiency Tests. These tests will occur as follows:

**Level 1** - One (1) end of term Medication Math Proficiency test. Students must achieve an 85% or better, in order to PASS the clinical portion of Nursing 1-Fundamentals. Students are given two (2) attempts to pass this test.

**Level 2** - During Nursing 2 - Medical Surgical Nursing, a series of five (5) tests will be given. At the end of the course, the student must average an 85% or better to PASS the clinical portion of the course.

**Level 3** - There will be four (4) tests during Nursing 3 - Maternal Child/Pediatric Nursing. Students must achieve an average of 85% on the four (4) tests in order to PASS the clinical portion of the course.

**Rules for correct answering of Math Questions**
- Answers should be rounded up after 0.5 and greater.
- Must use leading 0, not trailing zero. Example: 0.8 ml not 8.0 ml, If not the answer is **WRONG**.
- **ALL ANSWERS MUST BE LABELED.** Unit of measurement should be included in all answers.
  - **20 mg** or **2 ml.** If not, the answer is **WRONG**.
  - If the question asks the student to give 1/8 of a pill or an exorbitant number of a pill, the student should write that they would question the dose and/or call the Pharmacy.
  - Syringes are marked if requested. If the answer is 1.86 and the syringe is calibrated into tenths, then the student should put the mark at 1.86. If the syringe is not calibrated as such then the answer should be to get another syringe.
  - Labeling an IV bag. It should always be labeled at the Start, ¼ complete, ½ complete, ¾ complete, and when it should finish. This is all that should be on the bag.
  - IV Gravity Drip Rates must be rounded up or down. I.e...Calculator answer is 20.8, Test answer is 21 drops per minute.
  - **ALL work must be shown.** If not, the item will be marked **WRONG**.

**Student Clinical Evaluations:** are used to evaluate the student’s ability to meet clinical objectives. In Level 1, they are completed approximately every eight (8) weeks (FT) and sixteen (16) weeks (PT). In Levels 2 and 3, clinical evaluations are completed at the end of the Level for both FT and PT programs. Instructors may provide, or students may request a clinical evaluation be completed at any other time as guidance for success. Evaluations are graded as **B** - Begins to meet objectives, **R** - Regularly meets objectives and **C** - Consistently meets objectives. At the end of the level, if the clinical evaluation objectives are graded with a **B**, clinical failure will occur. Students must have accrued Clinical Points to receive a **B** on any clinical evaluation.
**Skills Lab Practicums:** are used to evaluate the student’s clinical competency at the end of Nursing 1 and Nursing 2. Students will be expected to successfully complete the required skills in a lab practicum setting. If a student fails to meet the passing standard in performing a skill(s), the student will be given time to remediate. After remediation the student will return to the lab to demonstrate the skill(s) again. If the student fails at the second attempt they will fail the course and will not progress into the next level of the program. See course syllabus for more information.

**Clinical Experience Failure:** a student may receive a clinical failure for the following:

- Receives total of 10 points or more utilizing Clinical Point System.
- Failure to meet the passing standard on a Medication Math Proficiency Test.
- Failure to successfully complete Skills Lab Practicum.
- Behavior that is unsafe, unprofessional, defiant or inappropriate.
- Possession of or under the influence of any controlled substance including alcohol (See Substance Abuse Policy)
- Theft
- Academic theft
- Violation of School Policy

**Policy for Administration of Examinations:** The following policies will:

- ensure the performance value of all examinations is not compromised.
- ensure the value of student’s examination grades.
- provide an equal opportunity for each student to demonstrate learning.
- act as a stimulus for students to keep up with their examination preparation.

Policy follows:

- All students will be expected to be present for scheduled examinations. **No student will be admitted into the classroom once the exam has started and the door is CLOSED.** If a student arrives after the door is closed they will be considered absent.
- Faculty may seat the students as deemed necessary for examination security.
- All students’ belongings will be placed in the front of the room prior to the start of the examination. The student is permitted only a pencil and blank piece of paper.
- Prior to an exam +/- or review, ALL students must hand in their “turned OFF” cell phone. If a calculator is required for the exam the instructor will hand out calculators. At the end of the exam the student may then retrieve their cell phone, but it will be collected again during the exam review.
- All examinations will be answered on the designated answer sheet.
- Students may not leave the room during the examination.
- No exchanges of information or use of resources will be permitted except by the direction of the instructor. (i.e.. open book examinations).
- **TALKING to a classmate during the exam will be viewed as a “cheating behavior”**
- Cheating will result in a **ZERO grade and DISCIPLINARY action.**
- Exams will not be reviewed until all class members have taken the test.
- If a student is unable to take an exam due to illness or personal crisis, the **student MUST** follow the Examination Makeup policy below:
  o Notify the instructor **PRIOR** to the start of the examination.
  o the student must schedule a make-up date with the administering instructor.
  o All exams must be made up within **7 consecutive days** of the original exam date.
  o The highest grade that may be entered for the first missed THEORY test of the level is a **75%**, a MED MATH examination is an **85%**
  o The highest grade that may be entered for the second missed THEORY test of the level is a **70%**, a MED MATH examination is an **80%**
The highest grade that may be entered for the third missed THEORY test of the level is a 65%, a MED MATH examination is a 75%.

- Verifiable, Documented and Extenuating circumstances are considered individually.
- All clinical assignments that are due MUST be handed in and COMPLETED IN FULL prior to exam. If a student fails to submit fully completed paperwork the student cannot take the test at that time and the “75 Rule” will apply to the examination once it is taken.

Report Cards:

Students are given Report Cards at the end of each Level.

Attendance Policy:

Students are expected to attend ALL scheduled classes and clinical experiences. Consistent attendance by the student, with attention to being on time and without leaving early from any of the class or clinical experiences offered, demonstrates evidence of motivation, interest, and the ability to accept responsibility. Regular attendance is crucial in a fast paced program such as EASTERN’s. New concepts are introduced daily and require students to demonstrate knowledge of concepts almost immediately on clinical and written examinations.

Students must meet the program’s clock hour requirement as mandated by the State Board of Nursing and for eligibility for Title IV Direct Loan funds and Pell Grants. Students ARE REQUIRED to sign a daily attendance sheet. Failure to do so will be counted as an absence. The faculty recognizes that illness, family emergencies and catastrophic events will occur over the course of the program. To allow for these problems the Program maintains a policy that provides students with an adequate allocation of excused absent days. These days are to be used for sickness, family emergencies, court days etc… The faculty will consider extenuating circumstances individually. All issues concerning students attendance is confidential.

Clinical - Absent Time

<table>
<thead>
<tr>
<th>Level</th>
<th># of Absent Days permitted without makeup</th>
<th>3rd and 4th absent require make-up</th>
<th>5th absent day results in Level failure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3rd and 4th absent require make-up</td>
<td>5th absent day results in Level failure</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>3rd and 4th absent require make-up</td>
<td>5th absent day results in Level failure</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>2nd and 3rd absent require make-up</td>
<td>4th absent day results in Level failure</td>
</tr>
</tbody>
</table>

Additional absence information:
- If an absent day results in inability to meet a course objective, the student will be required to complete a makeup day in order to meet all objectives. This may postpone the student’s graduation date.
- the student may be counseled by the instructor(s)
- the student may be required to meet with the faculty
- the Coordinator may notify the student in writing about the infraction and consequences
- the student may be subject to disciplinary action that could include probation, repeat of the level, or dismissal from the program
- the student will receive points for lateness, no call absence, or not having AMH ID
- the student who arrives late to the clinical site will be sent home by the instructor if they have not called or are not able to reach the clinical site by 0700
- the student will be required to submit a doctor’s note for any absence over three days.
Instructions for Clinical Attendance

Clinical experience will convene at 0650. Exceptions will be provided as needed.

If absent or late for clinical, call 215-481-3228 BY 6:00 AM and leave a message.

- If the student arrives for clinical after 0700 without having notified the instructor, the student will be sent home will be counted as an absence day.
- If late, and student has not notified instructor, or has called, but still unable to reach the clinical site by 0729, the student will not be permitted to attend clinical and it will be counted as an absence day.
- **ALL** Students must have their AMH ID, if not they will be sent home and receive an absence day.
- Tardiness to clinical can result in accrual of “Points” on the Clinical Point System.
- If a student leaves clinical any prior to 12:00 noon, it will be considered an absence day.
- Students MUST remain (breaks and lunch) on the premises of the clinical facility where they are assigned patients until dismissed by the instructor.
- Skills Labs are a very important component of the curriculum. Skills labs are counted as **CLINICAL TIME**. Students must attend **ALL** Skills Labs. If any Skills lab is missed the student will be required to attend and pay for a Make-up Lab. A missed Skills Lab will be counted as a **CLINICAL ABSENT DAY**.
- Carpooling requests will be taken into consideration, but are not guaranteed.
- Students are responsible for their own learning and communicating their educational needs to the instructor, i.e....maintaining their own Clinical Skills Checklist and seeking out new experiences by making needs known to instructor.

Clinical Make-Up Time - Instructions

The date and time of the Make-Up day will be a faculty decision. The student may be required to make-up the time on a weekday or weekend.

The student will receive a Clinical Make-Up form from the faculty. This form will need to be completed **IN FULL** and submitted on the morning of the Make-Up day. Failure to do this will result in being sent home and accruing an addition absent day.

The student will be required to pay the Make-Up Day fee of $100.00. This must be submitted to EASTERN’s office before the scheduled day. The student must successfully meet the objectives as written on the Clinical Make-Up form during the Make-Up day. Student will be expected to complete a **FULL DAY** of clinical makeup. There are NO EXCEPTIONS.

Theory-Attendance Policy

Class begins at 0800 for daytime classes and 1730 for evening classes. Students are responsible for downloading the lecture PowerPoint off of the http://pn.eastech.org website prior to class. PowerPoint handouts will not be provided by the school.

Students will be permitted theory absences as follows:

<table>
<thead>
<tr>
<th>Level</th>
<th>Full Time</th>
<th>Part Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>5 Days</td>
<td>10 Days</td>
</tr>
<tr>
<td>Level 2</td>
<td>5 Days</td>
<td>10 Days</td>
</tr>
<tr>
<td>Level 3</td>
<td>2 Days</td>
<td>6 Days</td>
</tr>
</tbody>
</table>

The following count as ½ Day Absence.

- Lateness = arrive after class has started
- Early Dismissal = leave prior to the end of class.
If the student accrues above the allowable number of days they will be dismissed from the program.

The instructor has the right to “lock the door” when class starts. Any student who is late will have to wait until the next break to enter the classroom.

Full Time students will be given 2 - ½ hour breaks and a 1 hour lunch on each full class day. Part Time students will be given a ½ hour dinner break for each class held during the evening hours.

If a student arrives late when a test is scheduled, he/she will take the test when the instructor reschedules it. The “75/85” Rule will apply.

If a student is absent or late for class, the student MUST call the appropriate instructor and leave a message. REFER to course calendar for the phone # to call.

Once all students have taken an examination, the exam will be reviewed by the class as a group. Individual exam counseling may be scheduled with the instructor. If a student is absent during the group exam review they are NOT eligible for individual counseling.

**Disciplinary Action**

**Student Learning Directive Plan**
Student Learning Directive Plans will be made in order to assist the student to change their behavior and achieve success. A plan will be developed by the faculty as needed on an individual basis. Examples of behaviors that could require a Student Learning Directive are attendance problems, academic failure or an unsafe clinical behavior. Clinical Makeup may be required for students with a Learning Plan. The plan will be reviewed and signed by both the faculty and the student. **Student’s refusal to sign acknowledgment document will not negate the plan and its directives.**

**Suspension/Dismissal**
Suspension is a period of time during which a student is excluded from the program. The suspension period will be determined by the faculty following a review of the situation. The student will be notified in writing. Suspension may lead to Dismissal.

Dismissal from the program is at the discretion of the faculty following a review of the situation. A letter will be sent to the student stating the reason for dismissal. **STUDENTS THAT HAVE BEEN DISMISSED FROM THE PROGRAM ARE NOT ELIGIBLE FOR READMITTANCE.**

**Identification Badge Policy**

EASTERN and/or ABINGTON ID Badges **MUST BE WORN** at all times while at EASTERN, Pennwood or any of the clinical agencies. **Students will not be permitted into the EASTERN building without their EASTERN ID Badge.** Failure to have ID Badge on clinical will result in the student being sent home and receiving 1 absence day. Failure to have your **AMH ID Badge at the Pennwood Building** will result in being sent home. If on a test day, the student will not be allowed to take the test and will be required to follow the Examination Makeup policy.
### EASTERN Center for Arts and Technology
### Practical Nursing Program
### Clinical Point System

<table>
<thead>
<tr>
<th>POINT VALUE</th>
<th>BEHAVIORS OBSERVED</th>
<th>POINTS RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROFESSIONAL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Unprofessional/Negative behavior-Verbal/Non-Verbal</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Lack of adherence to personal grooming policy (refer to Student Handbook)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Lack of adherence to institution's policies (smoking, parking, telephone use)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Inability to communicate with clients, faculty or staff</td>
<td></td>
</tr>
<tr>
<td>2-4</td>
<td>When at AMH, did not have RN sign Student/Nurse Communication Sheet and/or failed to initial it's completion on the Student Assignment Sheet (2 points 1st occurrence, 4 points 2nd occurrence).</td>
<td></td>
</tr>
</tbody>
</table>

**ATTENDANCE**

<table>
<thead>
<tr>
<th>POINT VALUE</th>
<th>BEHAVIORS OBSERVED</th>
<th>POINTS RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Arrive on unit by 7:29 and have informed Instructor of lateness</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Arrive on unit after 0700 w/o notifying instructor</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>Notified instructor but did not arrive by 7:29. Will be sent home from clinical and will result in an absence day. No points given.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Failed to call, Absent from clinical</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Break/Lunch extended beyond allotted time.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Failure to Call out of Clinical by 6:00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Left clinical after 12:00 noon, but prior to class dismissal.</td>
<td></td>
</tr>
</tbody>
</table>

**PREPARATION**

<table>
<thead>
<tr>
<th>POINT VALUE</th>
<th>BEHAVIORS OBSERVED</th>
<th>POINTS RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Lack of knowledge on condition &amp; status of client assigned the previous day</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Lack of knowledge regarding clinical skills</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>No clinical skills book/supplies (stethoscope, name tag, watch, black pen...)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Failure to submit a completed clinical worksheet on due date</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Failure to submit Personal Health Records to EASTERN PN Admissions (1 point/day)</td>
<td></td>
</tr>
</tbody>
</table>

**IMPLEMENTATION OF PATIENT CARE**

<table>
<thead>
<tr>
<th>POINT VALUE</th>
<th>BEHAVIORS OBSERVED</th>
<th>POINTS RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Inability to provide basic nursing care in a timely and organized fashion ( am care, medications, treatments, etc...)</td>
<td></td>
</tr>
<tr>
<td>2-4</td>
<td>Unsafe practices while implementing care ( falls risk, cross contamination etc...)</td>
<td></td>
</tr>
</tbody>
</table>

**MEDICATIONS**

<table>
<thead>
<tr>
<th>POINT VALUE</th>
<th>BEHAVIORS OBSERVED</th>
<th>POINTS RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lack of knowledge about classification, dosage, side effects and nursing Implications</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Lack of knowledge about current physician orders</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Incomplete assessment for administering medications (VS, labs....)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Improper administration of meds (late meds, d/ced meds, etc...)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Inaccurate or incomplete documentation of medications</td>
<td></td>
</tr>
</tbody>
</table>

**DOCUMENTATION**

<table>
<thead>
<tr>
<th>POINT VALUE</th>
<th>BEHAVIORS OBSERVED</th>
<th>POINTS RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Assessments and documentation of flowsheets not completed in a timely manner</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Unaware of current orders ( IV's, dressing changes....)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Incomplete documentation of any treatment given or changes in patient care</td>
<td></td>
</tr>
</tbody>
</table>

Total Points for Occurrence / Total Points for Level

Instructor Signature: ___________________________  Student Signature: ___________________________  Date: __________

Student signature acknowledges that the student has read the above. **Student's refusal to sign acknowledgment document will not negate the POINTS received.**
Accrual of 6 Clinical Points will require the student to meet formally with faculty. A total of 10 or more Clinical Points will result in immediate Clinical Failure for the Level.

Explanation of Student Clinical Performance

Student Strengths, Needs, Suggested Objectives/Goals for Professional Growth

Student Comments

Instructor Signature ___________________________ Date _____________

Student Signature ___________________________ Date _____________

Student signature acknowledges that the student has read the above. Student's refusal to sign acknowledgment document will not negate the policy change.
**STUDENT POLICIES**

**Professional Status**

The student nurse may not be employed as a professional or practical nurse and may not substitute for a professional or practical nurse.

If employed as a nursing assistant, the student may perform only those duties assigned to others employed in that capacity.

In no situation may a student nurse wear any part of the EASTERN Center for Arts and Technology Practical Nursing Program student uniform, while employed as a nursing assistant.

Any infraction of this policy may be cause for disciplinary action.

**Graduation Policy**

The program activities of the graduation exercises are the responsibility of the Practical Nursing Program Coordinator, faculty and class members.

Students who are eligible to graduate are expected to participate in the graduation ceremony.

Student Preparation for graduation will include:

- selection of a speaker
- selection of music
- selection of graduation attire (cap & gown or nursing uniform)
  - see M. McDonnell, school secretary for uniform information.

The class president will organize class activities in preparation for graduation and address graduates and guest at graduation ceremony.

The following awards will be given by the faculty to qualified graduates:

**CLINICAL**: Awarded to the student who has demonstrated outstanding clinical skills.

**THEORY**: Awarded to the student who has achieved the highest cumulative theory average.

**EMILY D. PEPPER**: Awarded to the student for high achievement in both theory and clinical skills.

**MARGARET KOHLER**: Awarded by the Abington Hospital Dixon School of Nursing Alumni to the student with outstanding bedside skills.

School pins will be awarded with a diploma signed by the Practical Nursing Program Coordinator and school administrators indicating successful completion of the program.
Confidentiality Policies

FERPA – Family Educational Rights and Privacy Act
The Practical Nursing program is in compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) whereby students have the right to review their records that meet the Act’s definition of education records. Upon written request to the Program Coordinator, students may review their records. No personally identifiable information from the student will be disclosed without prior written consent of the student except under certain defined conditions by the Act. Demonstrations of student behaviors maybe shared between faculty members. Only school officials and authorized governmental and accrediting agencies may have access to student records. Requests to disclose information from the student’s records must be submitted in writing by the student to the Program Coordinator.

HIPPA – Health Information Portability and Accountability Act
Current federal legislation mandates the confidentiality of all patient information. This legislation applies to all of the agencies and institutions with which EASTERN has affiliations.

The act provides for protection and respect for all patient information. Students must remember that any patient data taken from the chart (written or printed) CANNOT have any identifying patient information. This includes name, agency record numbers, room number, physician DOB etc… Additional information about a patient is limited to only the information a student needs to complete clinical paperwork on their assigned patient. Failure to comply with HIPPA can result in student disciplinary action, including dismissal from the program.

Student Records:

A personal record for each Practical Nursing student is maintained by the PN program. It contains information such as school transcript, report cards, admission documents, attendance records, disciplinary records, progress records, instructional documents (examinations, clinical evaluations) and financial aid records. Representatives of official approval/accreditation agencies have access to these records for the purpose of their review. Records are maintained as follows:

  o Instructional records – until NCLEX-PN taken and passed.
  o Financial Aid records – Three (3) years
  o Student Admission File – Seven (7) years
  o Program Transcript – Indefinitely

Records must be kept accurate and current. Please notify the program secretary ASAP with any name, address, phone, email, emergency contacts etc... changes.

Health Policy

Health insurance is recommended and is the responsibility of each student. In the classroom or clinical setting, if unexpected illness or injury occurs, the student is advised to notify the instructor immediately who will offer alternatives in order to meet their immediate health needs. All Health Care costs are the responsibility of the student.
Liability Insurance

In the event of any legal action following an error, negligence or omission in the performance of duties as a student practical nurse, each student is protected by liability insurance.

Lockers

Lockers are assigned to all full time students at EASTERN. Lockers must be kept CLEAN and LOCKED, for security reasons. The school will NOT be responsible for theft. No food is allowed in any locker.

Lunch/Coffee Breaks

Students are scheduled for a 30 minute break for every four hour class. When in the clinical facility, the student will be scheduled for a half-hour lunch period in accordance with other personnel in the cooperating agencies. Fifteen (15) minute daily coffee breaks are scheduled; however, class activity or client care has priority for learning experiences over the coffee break time.

Parking

Free parking is available in designated areas at the school and Abington Hospital. A refundable deposit or small fee may be required at affiliating agencies and hospitals.

- **EASTERN** - Students are required to park in the first parking lot off of the schools Main entrance. Parking in the Rear Lot or Visitors Lot is prohibited. Failure to comply will result in disciplinary action.
- **Pennwood Building at the Dixon SON - ALL** students must park on the **BLAIRWOOD** Building Lot “C” behind the **WILLOWOOD** Building -See Map. Students will then walk across the bridge into the **PENNWOOD** Building. Parking in the **PENNWOOD** or **WILLOWOOD** lots is forbidden. **STUDENTS FOUND PARKING IN PROHIBITED LOTS WILL RECEIVE 1 CLINICAL POINT FOR UNPROFESSIONAL BEHAVIOR.** In addition, Abington Hospital may fine and/or prohibit your presence on the property.

Smoking

Smoking is not permitted in or on the premises of the EASTERN Center for Arts and Technology, the AMH Dixon School of Nursing and ALL CLINICAL SITES. Students who smoke off the premises must be considerate of others, especially hospitalized patients in regards to odors associated with smoking.

Cellular Device Policy

Cellular devices are permitted for EMERGENCIES only. Hospital and school regulations must be followed. During class hours cell phones and beepers must be turned off or on vibrate. During clinical hours cell phones should be turned off in areas where cell phones are prohibited. If students need to take an EMERGENCY call while on the clinical unit, the call must be taken in an employee lounge area. Students who are observed using their cell phones, PDA’s, surfing the internet, taking photos etc…in a patient care area will receive Clinical Points for unprofessional behavior and may be dismissed from the program if HIPPA is violated.
**Computer Policy**

Students may NOT connect or download to any portable, external device to a network computer at the various clinical agencies. Additionally, students may not access any patient information on clinical agency computers, other than their assigned patient(s).

Failure to comply to the above is a HIPPA violation, which will result in immediate dismissal from the program, civil fines and/or criminal penalties for the agency.

**Classroom Audio and Video Recording**

Students must obtain approval from the faculty prior to recording any lecture, function or meeting.

**Transportation**

The school assumes no responsibility for transportation of students. Students must provide their own transportation to classes at school and clinical sites.

**Uniform Regulation and Personal Grooming**

Students are required to wear the EASTERN uniform. Uniform must be clean and changed daily. School Emblem must be worn on uniform/scrub jacket sleeve and a hospital ID badge for identification. White or Black shoes must be worn. Discrete undergarments are a must.

For all students hair will be clean with a professional style and length and off the collar. Beards and mustaches must be neat and well-trimmed. Tattoos must be covered while at clinical at Abington Memorial Hospital. Exceptions will be made for tattoos on face, hands and neck. Piercings, other than one set of small earrings is not permissible. Cultural/Religious exemptions will be considered.

Cooperation is expected of each student to look neat and presentable at all times. Professional adult behaviors include the following:

- excellent personal hygiene with good grooming in seasonal attire
- be aware of scents/odors emanating from your body and how it will effect patients and other staff members.
- good eye contact, erect posture, pleasant facial expression
- congenial demeanor/cooperative attitude
- respectful conduct
- articulate communication
- ability to follow direction

Throughout the total program, students are expected to dress professionally in all school settings. Dress/clothing should cover from shoulders to knees.

Makeup and perfume should be used in moderation. Nails should be trimmed to an appropriate length as determined by the instructor to permit manual dexterity; only clear nail polish may be worn. No artificial nails permitted.

Gum chewing, food and drink are not permitted in the clinical area.
Vacation and Holiday Time

See “Calendar” - specific days are marked for vacation and holiday time. Students may not have any other “vacation time” other than the time allotted in the program.

Library Policy

EASTERN Libraries (EASTERN, Parkhouse Providence Pointe, ACTS and Peter Becker)

Books are selected on the recommendation of instructors, coordinator and students. Priority is given to need, subject material and available funding.

Deletion of Holdings

Publications of five (5) years or more are reviewed on a yearly basis by faculty and retained if the information is valuable or if there is proven historical importance. Priority is given to replacing widely used texts or preferences of faculty. Library inventory takes place yearly at the convenience of the faculty.

Abington Hospital Libraries (Dixon School of Nursing Library and the Wilmer Library)

Both libraries offer EASTERN students a wealth of resources. Hospital ID Badges ARE required to enter either library.

Dixon School of Nursing Library

Location: 2nd Floor Pennwood Building
Resources: Textbooks, Journals, DVD’s, electronic databases and textbooks. A copier is available for 5 cents/copy.
Library computers also contain practice software to learn the AMH electronic documentation system.
Hours: M/W/F – 8:30 – 5:00 PM
T/TH – 11:00 – 7:30 PM

Wilmer Medical Library

Location: Basement of the Dixon Building (Horace Avenue) on AMH’s main campus
Resources: As above, and much more.
Hours: 9:00 – 3:00, or can be accessed anytime with AMH ID.

Computer Resources on Abington Hospital and Library Computers:
A to Z journals using CINAHL (Nursing journal/article database)
Nursing Consult, MD Consult, Up to Date, Mosby Nursing Skills,
Taber’s Medical Dictionary with Abington approved abbreviations,
Nursing Reference Center, access to Google.com, access to AMH Intranet, which allows viewing of nursing protocol and Procedure manuals

Students are asked NOT TO print out large articles…. THINK BEFORE YOU PRINT!
Support Services

Student Resource Guide: 
See Appendix

Counseling Policy:

The Coordinator and/or Instructor will hold periodic conferences as needed for the purposes of discussing progress, or problems that may hinder educational progress, and other essentials pertinent to the student's needs. Confidentiality will be maintained. The scope of this counseling may include:

1. Keeping student informed of individual progress
2. Assisting student in becoming self-directed.
3. Encouraging student to self-evaluate strengths and needs.
4. Assisting in identifying learning strategies to help with study and test taking skills.
5. Recognition of the need for referral to outside agencies for student personal issues that are not covered by the scope of this policy.

Tutoring Policy:

Students may be offered or may request tutoring at NO COST to the student. Tutoring may be offered one on one or in a group setting. Tutoring depends on the availability of a faculty tutor. The goals of tutoring are to:

- enhance and clarify questions from class lecture and self study.
- review skills learned in skills lab or clinical
- clinical preparation
- test taking skills
- **Tutoring is not an alternative to attending class lectures**

Students must make arrangements with the assigned tutor.

- If a student is unable to attend the tutoring session they must call to cancel. One no call, no show or cancelling two times in a row will result in loss of tutoring privileges.
- If the tutoring session is for examination preparation, all attendees must have been present for the original class lecture. If a student missed the class lecture they will not be allowed to attend the tutoring session.
- Students must present the tutor with a specific question about a concept presented in class that they do not understand. Failure to do so will cancel the tutoring session.

Financial Aid Information and Counseling: 
See Financial Aid Section
**Repeat Level/Course Policy**

Satisfactory Academic Progression (SAP) is expected of all students. If a student fails a course, they may request to repeat the course. All repeated courses must be started within 6 months of withdrawal date. The steps below outline the request to return process. Each student will be evaluated independently as to which steps will be required to be completed. Evaluation factors include the student’s previous academic/clinical performance and the amount of time that has student has been out of the program. These steps are necessary in order to fully evaluate a student’s competency to return. The student will receive verbal and/or written instructor feedback throughout all steps. Steps are as follows:

**Step 1** - The student must submit a letter requesting to return. The letter must state a plan for success. Once received, the student may be scheduled to meet with the faculty to discuss their readiness to return. If approved, proceed to

**Step 2** - The student must obtain an 85% or higher grade on a written Medication Math examination. The examination will be at the Level in which the returning student has successfully completed.

**Step 3** - The student must obtain a 75% or higher grade on a written Nursing examination. The examination is geared to assess student competency in course/level objectives that were successfully completed previously. If 75% grade is obtained, proceed to

**Step 4** - The student must pass a Skills Lab practicum. The practicum is geared to assess student competency in course/level skills that were successfully completed previously. If successfully completed, proceed to

**Step 5** - Successfully complete a clinical experience of six days or less (# of days determined by student clinical performance). The cost to the student is $100/day. The experience is geared to assess student competency in clinical objectives that were successfully completed previously.

If failure occurs in Level 1, the Nursing 1 course must be repeated as well as the failed course (A&P, P&V-1, and Pharmacology).

Students repeating a course will not be eligible for Financial Aid funds. Tuition for repeat courses must be paid “out of pocket” by the student.

If the student fails a second course during the program, they will not be eligible to repeat the seconded failed course. A second course failure will result in dismissal from the program. “Dismissal” for any reason renders the student ineligible to return to the program.

Repeating students will abide by the policies in the CURRENT handbook of the class in which they have reentered.
Grievance Policy

A. Rationale
To provide an orderly impartial incremental review in order to secure, at the lowest possible level, an equitable solution to a claim by the aggrieved party.

B. Procedure
1. Any student initiating a grievance shall submit it in writing in a sealed envelope to the instructor of the class who will take the following action:
   - notify the Class President
   - notify the Practical Nursing Program Coordinator

2. Call for a meeting of the grievance committee; members include the presidents from each practical nursing class and selected full time/part time faculty. The president representing the class of the individual presenting the grievance shall preside. The purpose of the grievance committee shall be to:
   - clarify the issue
   - clarify the expected resolution the student desires
   - make recommendations or findings to the Practical Nursing Coordinator

3. Within five (5) days of the submitted grievance, the presiding president of the grievance committee shall deliver a written report to the Practical Nursing Program Coordinator explaining the grievance and the committee’s recommendations/findings. The Coordinator will then respond within five (5) days.

4. Should the grievance be unresolved in the action of Step 3, the grievance shall then be referred, in writing, to the Director of EASTERN Center for Arts and Technology. Within five (5) days after receipt of said grievance; the Director will respond in five (5) school days.

5. If the action of Step 4 fails to resolve the grievance, the grievance shall be referred in writing to the Superintendent within five (5) school days from the date of reply from the Director. The Superintendent shall reply in writing to the aggrieved party within five (5) days after receipt of said grievance.

6. If the action of Step 5 fails to resolve the grievance to the satisfaction of the aggrieved party, the grievance shall be referred in writing to the Joint Committee and the aggrieved party shall meet at the next regularly scheduled Board Meeting for the purpose of discussing and resolving the matter.
CLASS ORGANIZATION

ARTICLE I.
Rationale:
1. To provide students with class interaction, knowledge of parliamentary procedures, enhance class activities and accept responsibility as a class member.
2. To help students assume leadership and responsibility for personal and vocational growth.

ARTICLE II.
Student Officers and Meetings:
1. The officers shall be elected by written ballot when a class quorum is present. (Approximately by the 6th week).
2. The officers for the class shall be recognized as: President, Vice President, Secretary, and Treasurer.
3. Class meetings shall be held at least once a month and meeting times arranged with instructor.
4. Any class officer placed on probation will be relieved of responsibilities of that position.
5. Any student repeating a level or course will not be eligible to run for office.

ARTICLE III.
Officer Responsibilities:
Section I. The President shall:
1. Preside at all meetings - provide an agenda to instructor one day prior to meeting
2. Call meeting to order and conduct the order of business
3. Stimulate members to participate and assure fair play
4. Give graduation speech.
5. Attend the first part of faculty meetings to share class concerns and maintain open communication with aculty.
6. Maintain an 80% average throughout the program. If not, the President's duties will fall to the Vice President.

Section II. The Vice President shall:
1. Assume the office of President in his/her absence
2. Function as a counselor to the President
3. Assume the duties of the President upon resignation

Section III. The Secretary shall:
1. Record the minutes or transactions of each meeting
2. Tabulate the list of members present and absent
3. Present past reports and minutes of previous meetings
4. Accurately record all business discussed with class
5. Be responsible for all correspondence re: letters, invitations, thank you notes, etc.

Section IV. The Treasurer shall:
1. Be custodian of various fees collected for graduation or class events.
The general order of the meeting is as follows: (ref. Roberts Rules and By Laws)

1. Calling the meeting to order
2. Reading and approval of minutes from previous meeting
3. Treasurer's report
4. Reports from special committees
5. Old business
6. New business
7. Announcements (time, date and place of next meeting)
8. Adjournment

Meetings shall be held in an orderly manner of business and the President shall at all times maintain control of the meetings.

Members of the class organization have an obligation to take an active part in all meetings and activities. An organization is only as strong as its members. Active participation is needed to accomplish goals. Student class organization stimulates group participation in a healthy environment to attain specific goals. All members elected to these offices must be fine examples of integrity and have respect for the rights of others.

**General Information of Parliamentary Procedure**

A. The presiding officer should be addressed by his/her official title. If president, by "Mr./Madam President", if chairman, by "Mr./Madam Chairman.
B. The most appropriate terms for the organization as a whole are "house" and "assembly."
C. The presiding officer uses a gavel to call the assembly to order; striking on the gavel block or desk two or three times, more if necessary. An indication of leadership is to speak when the assembly is absolutely quiet.
D. The presiding officer is empowered with control over the assembly and is in possession of the "floor" (only one with the right to speak) except as the right is granted to a member upon the member's request.
E. The President never leaves the meeting without calling the vice-president or some other officer to the chair (refers to the station of the President).
F. The authority or standard of parliamentary procedure will be "Robert's Rule of Order" by Major Henry M. Roberts of the U.S. Army, written in 1876. There are other standards that vary only slightly from "Roberts" which may be used by other organizations.
LEVEL OBJECTIVES

LEVEL 1

Upon completion of Level 1, the practical nursing student will transfer knowledge from theory and with maximum guidance of the instructor, demonstrate the following:

1. Define nursing as an art and science.
2. Identify the role and responsibilities of the practical nursing student within the current health care system.
3. Identify the rationale for communicating information to the health care team members about the client.
4. Practice interpersonal relationship skills.
5. Identify normal anatomy, physiology and scientific principles when administering basic nursing care, nursing procedures and treatments.
6. Identify basic needs of the client incorporating safety principles.
7. Identify client learning needs.
8. Define the steps of the nursing process.
9. Plan, organize, implement and evaluate nursing care to adult/older adult clients with simple medical/surgical needs.
10. Describe the basis for the client nutritional requirements.
11. Describe and demonstrate basic pharmacologic principles.
12. Utilize principles of appropriate body mechanics when administering basic nursing care or performing simple nursing procedures and treatments.
13. Demonstrate a beginning knowledge of clinical decision making and its application to clinical situations.
14. Demonstrate progressive achievement in safely performing fundamental nursing skills.

LEVEL 2

Upon completion of Level 2, the practical nursing student will utilize and begin to integrate knowledge from theory and with moderate guidance of the instructor, demonstrate the following:

1. Define nursing theory as it relates to practice.
2. Participate as a member of the health care team in the role of a practical nurse.
3. Demonstrate an understanding of the legal and ethical scope of practice as defined by the law.
4. Demonstrate professional and therapeutic communication skills.
5. Integrate medical/surgical theory into the performance of nursing care.
6. Utilize the principles of evidenced based practice in planning, organizing, implementing and evaluating nursing care to adult/older adult clients with moderate medical/surgical needs.
7. Differentiate between therapeutic diets.
8. Differentiate between common medication classifications.
9. Define and demonstrate principles of safe medication administration for delivery routes.
10. Utilize appropriate body mechanics consistently.
11. Plan and provide health teaching to adult/older adult clients.
12. Utilize clinical decision making skills in providing for client health needs.
13. Demonstrate progressive achievement in safely performing intermediate nursing skills.
14. Demonstrate continued responsibility for personal and professional growth.
LEVEL 3

Upon completion of Level 3, the practical nursing student will integrate knowledge from theory and with moderate to minimal guidance of the instructor, demonstrate the following:

1. Define the family in order to apply theories of growth and development in the child bearing family and the ill child.
2. Collaborate with members of the health care team within the scope of the practical nurse.
3. Function within the scope and limitation of the law that govern practical nursing.
4. Demonstrate effective communication skills with clients, family and other health care personnel.
5. Integrate the concepts of growth and development in providing nursing care.
6. Utilize evidenced based practice in implementing the nursing process in the care of the childbearing family and in the care of the ill child with simple to moderate needs.
7. Administer safe, competent nursing care to clients by meeting the physical, social, emotional and spiritual needs during the stages of the life cycle.
8. Use safety principles consistently in caring for self and clients.
9. Plan and provide health teaching to childbearing families.
10. Be cognizant of community resources that aid the client and family to obtain needed services.
11. Incorporate the use of clinical decision making skills in solving client care problems.
12. Demonstrate progressive achievement in safely performing intermediate nursing skills.
LEVEL 1 - CLINICAL OBJECTIVES

Upon Completion of Level 1 the student will transfer knowledge from theory and with maximum guidance of the instructor, demonstrate the following:

Assessment
1. Obtain data in preparation for basic care from the client, HCT members and instructor.
2. Identify basic human needs of the client.
3. Perform basic system assessment.
4. Begin to identify learning needs of the client.
5. Identify commonly used normal laboratory values and diagnostic study findings.

Planning
1. Identify appropriate rationale for care provided for the client.
2. Establish nursing care priorities at a basic level.
3. Utilize the established nursing care plan.
4. Identify personal performance of clinical decision making.

Implementation
1. Perform basic nursing care for the client.
2. Carry out safety measures 100% of the time.
3. Begin to classify drugs prescribed for the client.
4. Administer oral, topical, subcutaneous, intramuscular and enteral medications to the client using the six rights.
5. Document nursing care performed on the medical record, using written and electronic systems.
6. Demonstrate the use of basic therapeutic communications with the client.
7. Meet simple learning needs of the client by reinforcing observed teaching.
8. Communicate observations of the client condition to health care team members.
9. Utilize effective, safe body mechanics.
10. Seek assistance and guidance appropriately.

Evaluation
1. Seek guidance to evaluate client responses to nursing care provided.
2. Seek guidance to modify nursing care for the client.
3. Identify outcomes of the established nursing care plan.

Personal and Professional Performance
1. Demonstrate knowledge of personal limitations while caring for the client by complying with the legal/ethical scope of practice for practical nursing.
2. Identify the role of the practical nurse in the health care system.
3. Maintain the confidentiality of all client information.
4. Abide by school policies:
   a. Meet the standard for uniform regulation and personal grooming.
   b. Maintain daily attendance and punctuality.
   c. Relate appropriately to persons in authority.
5. Accept constructive evaluation.
7. Seek information and learning opportunities.
LEVEL 2 - CLINICAL OBJECTIVES

Upon completion of Level 2 the student will utilize and begin to integrate knowledge from theory and with moderate guidance of the instructor, demonstrate the following:

**Assessment**

1. Obtain data from the client, family, health care team members about the client condition in preparation for nursing care.
2. Assess the client for alterations of body systems.
3. Identify actual and potential health problems.

**Planning**

1. Develop a plan of care to meet the physical, emotional, spiritual, cultural, developmental and educational needs of the client.
2. Establish priorities to meet the client needs.
3. Contribute to the plan of care as a member of the health care team.
5. Demonstrate the use of clinical decision making by making decisions that reflect sound judgment.

**Implementation**

1. Provide nursing care to the moderately complex client.
2. Function as a contributing member of the health care team.
3. Adapt nursing care to the specific needs of the client.
4. Utilize effective therapeutic communication skills.
5. Provide health care teaching.
6. Communicate knowledge of hospital/community resources that aid the client and family to obtain needed services.
7. Administer medications (oral, topical, subcutaneous, insulin, intramuscular, intravenous piggyback, enteral) to adult clients, safely 100% of the time using the six rights.
8. Perform increasingly complex nursing procedures.
9. Analyze and correlate commonly used laboratory and diagnostic study results.
10. Communicate client data to the health care team.
11. Document nursing care provided on the medical record, using written and electronic systems.
12. Identify nursing roles during the perioperative period.

**Evaluation**

1. Identify the effectiveness of nursing care implemented for the client and modify as needed.
2. Evaluate client knowledge concerning self-care, treatment plan and prevention.
3. Revise the plan of care if client needs are not met.
**Personal and Professional Performance**

1. Function according to the scope and limitations of the law that governs practical nursing.
2. Maintain the confidentiality of all client information.
3. Respect the dignity and worth of clients of all ages.
4. Demonstrate progressive ability to function independently in the health care setting.
5. Identify personal strengths and weaknesses.
6. Accept responsibility for own learning.
7. Demonstrate adaptability in new settings.
8. Comply with policies of the practical nursing program.
   a. Meet the standard for uniform regulation and personal grooming
   b. Maintain daily attendance and punctuality.
   c. Function according to the role expectations of a student practical nurse.
   d. Demonstrate accountability for nursing care provided.
LEVEL 3 - CLINICAL OBJECTIVES

Upon completion of Level 3 the student will integrate knowledge from theory and with moderate to minimal guidance of the instructor, demonstrate the following:

Assessment

1. Perform physical assessment on the mother and neonate.
2. Identify the characteristics of the normal neonate.
3. Identify the learning needs of the childbearing family.
4. Assess children for growth and development and alterations of body systems.
5. Identify the client care needs of the child that differs from the adult.
6. Identify the learning needs of the child and family.

Planning

1. Develop a plan of care for the childbearing family.
2. Establish priorities to meet the needs of the childbearing family.
3. Develop a plan of care for the ill child.

Implementation

1. Function as a contributing member of the health care team.
2. Provide nursing care for the childbearing family through the childbearing process.
3. Support the client's emotional state during the childbearing process.
4. Provide infant care education for the mother/childbearing family.
5. Provide nursing care for the moderately ill child.
6. Administer medications to the adult client. Correlate prescribed medications to the care of the neonate and the child.
7. Document all nursing care on the medical record using written and electronic systems.
8. Communicate observations of client condition to members of the health care team.
9. Communicate knowledge of hospital/community resources that aid the client and family to obtain needed services.

Evaluation

1. Evaluate the care provided for the childbearing family.
2. Evaluate learning outcomes of the childbearing family.
3. Evaluate the care provided for the moderately ill child.
4. Evaluate learning outcomes of the child and family.

Personal and Professional Performance

1. Comply with the legal and ethical scope of practice according to current state standards and professional code guidelines.
2. Observe the principle of confidentiality in the student/client relationship.
3. Demonstrate responsibility by adhering to all practical nursing program policies.
   a. Meet the standard for uniform regulation and personal grooming.
   b. Maintain daily attendance and punctuality.
   c. Function according to the role expectations of a student practical nurse.
   d. Demonstrate accountability for nursing care provided.
4. Function according to the role expectations of a student practical nurse.
5. Demonstrate responsibility for continued personal and professional growth.
COURSE SYLLABUS

Course: Personal and Vocational Relationships 1  
Level: 1  
Theory Hours: 30

Course Description:
The personal and professional qualities needed by the practical nursing student are studied as well as the ethical, legal, and moral responsibilities. Integrated within this course of study are basic communication skills. The instruction is designed to acquaint the student with the role of the practical nurse as a member of the health care team. Clinical decision making is introduced as a concept.

Course Objectives:
Upon completion of the course, (Level 1) the student will:
1. Identify the role and responsibilities of the PN as a member of the health care system.
2. Define the use of the nursing process to meet client needs.
3. Define the clinical decision making processes.
4. Explain the fundamentals of psychology, sociology, cultural and religious differences.
5. Develop effective communication skills with peer, clients and other members of the health care team.
6. Define nursing theory as it relates to nursing practice.
7. Identify the legal/ethical responsibilities of the PN when providing client care.
8. Introduction of Student Portfolio and principles of Evidenced Based Practice.

Methods of Instruction  
Lectures  
Discussion  

Teaching Aids  
Reference Material and Handout  
Speakers  
Smart Board  

Evaluation  
Midterm – 50%  
Student Presentation and Written Reports – 50%

Relationship to Philosophy:
Personal and Vocational Relationships 1 serves as a tool to guide the student to meet the basic human needs of adult clients.

Relationship to Conceptual Framework:
Personal and Vocational Relationships 1 helps the student to interact in health settings and assists the health team in meeting man’s basic needs.

Relationship to Level 1 Objectives:
The course objectives of Personal and Vocational Relationships 1 are based on Level 1 Objectives numbers 1, 2, 3.

Texts:
COURSE SYLLABUS

Course: Anatomy and Physiology  Level: 1  Theory Hours: 100

Course Description:
A study of basic anatomy and physiology as a theory basis for structures and processes related to health and disease. Utilizing a body systems approach, basic levels of organization within the human body are introduced followed by a focus on the interaction of systems to produce a homeostatic state.

Course Objectives:
Upon completion of the course the student will:
1. Describe physiologic and structural characteristics of the body.
2. Identify body systems by name and function.
3. Integrate scientific knowledge of body systems.
4. Utilize scientific terminology in reference to structures and processes of the body.
5. Describe the principle of homeostasis as it relates to the interdependencies of body systems.

Methods of Instruction

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Relationship to Philosophy:
Concepts drawn from Anatomy and Physiology serve as a foundation for the biological sciences. Nursing is an art and science so it contributes to the science of nursing.

Relationship to Conceptual Framework:
Course will provide student with basis for understanding man through each body system during the various stages of the life cycle.

Relationship to Level 1 Objectives:
The course objectives for Anatomy and Physiology are based on the Level 1 Objective number 5.

Texts:

Taber’s Cyclopedia Medical Dictionary (22nd ed.) 2013. FA Davis: Philadelphia.
COURSE SYLLABUS

Course: Nursing 1 - Fundamentals  
Level: 1  
Theory Hours: 183  
Clinical Hours: 226

Course Description:
This course includes fundamental nursing practice skills which are developed to aid in the  
assessment of normal body function and implementation of basic nursing care. As the study of  
nursing practice skills continues, emphasis is placed on applied knowledge essential to caring for  
the adult client with simple long or short term medical/surgical needs including rehabilitation.  
Critical thinking exercises are introduced. Laboratory practice is integrated with clinical  
experience with skills progressing from the simple to the complex.

Course Objectives:
Upon completion of the course the student will:
1. Perform basic nursing skills in providing comfort and safety needs of the client.
2. Implement nursing measures applying knowledge essential to the care of the adult  
   client.
3. Identify the student practical nurses role as a member of the health care team.
4. Demonstrate a beginning knowledge of the nursing process in planning and  
   implementing basic nursing care.
5. Demonstrate a beginning knowledge of critical thinking utilizing practice exercises  
6. Demonstrate responsibility by consistently performing safe practice.
7. Utilize correct body mechanics when providing nursing care.
8. Determine basic vital assessments.
9. Identify client learning needs.
10. Communicate client information utilizing verbal and written skills.
11. Demonstrate a beginning compliance with legal/ethical responsibilities of the  
   practical nurse while caring for the client.

Methods of Instruction  Teaching Aids  Evaluation

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Skills Lab Practicum:
At the end of the course students will be required to demonstrate and verbalize adequate  
knowledge and safety in performing the following:
- Insertion and Care of a Nasogastric tube,
- Nursing care of a Feeding Tube,
- Insertion of a Foley Catheter,
- IM, SQ and Intradermal injections
- Medication Math,
- Physical Assessment and Documentation.  
  (Skills may be added to above list by instructor)

Clinical Component:
Student will be assigned to give basic nursing care to adult clients with simple nursing needs in a  
medical/surgical area.
Relationship to Philosophy:
Nursing Skills is necessary to develop the skills, judgment and knowledge needed to provide safe nursing care.

Relationship to Conceptual Framework:
Nursing Skills introduces the student to the health needs of man in his environment proceeding from the simple to the complex.

Relationship to Level 1 Objectives:
The course objectives for Nursing 1 are based on the Level 1 Objectives numbers 2, 3, 5, 6, 7, 11 and 13.

Texts:


Taber’s Cyclopaedia Medical Dictionary (22nd ed.) 2013. FA Davis: Philadelphia.


COURSE SYLLABUS

Course: Pharmacology  Level: 1  Theory Hours: 67

Course Description:
This course includes a review of basic mathematical concepts and an overview of the science of pharmacology and techniques of medication administration.

Course Objectives:
Upon completion of the course, the student will:
1. Demonstrate the ability to solve mathematical problems involving fractions, decimals, percentages, and Roman Numerals.
2. Identify ethical and legal responsibilities and limitations of the practical nurse involving medication administration.
3. Identify the terminology of pharmacology symbols and abbreviations used in drug therapy.
4. Describe regulations associated with prescribing, storing, dispensing, administering, and possessing drugs.
5. Define the methods and techniques of administration of medication.

Methods of Instruction  Teaching Aids  Evaluation
Lectures  Skills Lab  Unit Tests - equally weighted
Group Discussion  Pouring Medications  Class Attendance
Self-Instruction on Computer  Practice Injections  Medication skills must meet safety standards 100% of the time
Computer  Smart Board

Relationship to Philosophy:
Pharmacology is necessary to develop the skills, judgment and knowledge needed to provide safe nursing care.

Relationship to Conceptual Framework:
Pharmacology introduces the student to the pharmacological needs of man during the life cycle.

Relationship to Level 1 Objectives:
The course objectives for Pharmacology are based on the Level 1 Objectives number 4 and 10.

Texts:


Taber’s Cyclopedia Medical Dictionary (22nd ed.) 2013. FA Davis: Philadelphia.
COURSE SYLLABUS

Course: Nursing 2 – Medical Surgical Nursing  Level: 2  Theory Hours: 280  Clinical Hours: 420

Course Description:
This course studies medical/surgical conditions utilizing a body systems approach for specific systems. Included in the course are theory and clinical experience/observation in the nursing care of the adult/older adult client with simple to complex short term or long term nursing needs. Emphasis is placed on interventions for individual health care problems, utilizing the nursing process and clinical decision making skills. Nutrition and pharmacology are integrated with related theory. Clinical experience provides administration of medications to adult clients. This course is a continuation of the nursing care of medical/surgical clients utilizing a body systems approach for specific systems. Integrated into this course will be the continued utilization of the nursing process and clinical decision making skills to clients of all ages in all settings where nursing takes place. Included in this course is the culminating laboratory practicum experience associated with IV therapy and venipuncture education. Nutrition and Pharmacology are integrated with related theory. Leadership training skills focus on older adult assessment and medication administration.

Course Objectives: Upon completion of the course, the student will:
1. Utilize the nursing process to meet client needs in a variety of health care settings.
2. Identify signs, symptoms and health practices that initiate the disease process in a particular body system.
3. Define causative factors in the disease process.
4. Identify and apply basic understanding of disease processes/pathophysiology to medical and surgical nursing.
5. Demonstrate a basic understanding of laboratory and diagnostic tests related to specific disease processes.
6. Demonstrate physical assessment skills on adult and older adult clients.
7. Plan evidenced based nursing care for medical surgical and long term care clients.
8. Describe medical/surgical interventions for system disorders/diseases, utilizing clinical decision making skills in planning and providing client care.
9. Describe and verbalize an understanding of pharmacologic and nutritional interventions for system disorders/diseases.
10. Demonstrate the integration of nursing theory into clinical practice utilizing clinical decision making skills and evidenced based knowledge.
11. Administer medications to adult/older adult clients.
12. Practice safe technique, strategies and procedures when administering interventions, treatments and medications.
13. Identify and demonstrate competence in the practical nursing role when providing intravenous therapy.
14. Utilize the nursing process; assist with nursing care of the client in specialty units.
15. Identify the relationship of body systems to health maintenance/promotion.
16. Provide clients with health teaching according to their needs and within the PN scope of practice.
17. Practice effective communication skills with patients, families and the health care team.
18. Consistently comply with the legal/ethical responsibilities of the practical nurse in medical/surgical units.
Methods of Instruction
Lectures
Group Discussions
Demonstrations

Teaching Aids
Inservices
Anatomical Charts
Models
Smart Board

Evaluation
Unit Tests - 50%
Class Attendance
Clinical Evaluation
Midterm/Final Exam-25/25%
Nursing Care Plans
Average of 85% on Med Math
Proficiency Test.

Clinical Component:
Student will be assigned moderate level nursing care of adults including medication administration.

Relationship to Philosophy:
Concepts drawn from Nursing 2 enable the student to identify the changes in physiologic function caused by pathologic disease.

Relationship to Conceptual Framework:
Nursing 2 enables the student to utilize assessment skills to identify problems in adults.

Relationship to Level 2 Objectives:
The course objectives for Nursing 2 are based on all Level 2 Objectives.

Methods of Instruction
Lectures
Group Discussions

Teaching Aids
Films
Reference Material & Handouts
Anatomical Charts
In-services
Smart Board

Evaluation
Unit Tests - 50%
Final Examination - 50%
Class Attendance
Clinical Evaluation
Nursing Care Plans
Average of 85% on Medication Math
Proficiency Test.
Clinical Point System
Skills Lab Practicum

Skills Lab Practicum:
At the end of the course students will be required to demonstrate and verbalize adequate knowledge and safety in performing nursing care of the following: Nasogastric tube, Feeding Tubes, Foley Catheter, IM, SQ and Intradermal Injections, Medication Math, Physical Assessment, Documentation, Intravenous Administration, Tracheostomy. (Skills may be added to above list by instructor)

Clinical Components:
Student will be assigned to more complex nursing care in medical/surgical units including administration of medication to adult clients.

Relationship to Philosophy:
Concepts drawn from Nursing 2 enable the student to identify the changes in physiologic function.
**Relationship to Conceptual Framework:**
Nursing 2 enables the student to utilize assessment skills in identifying problems in adults.

**Relationship to Level 2 Objectives:**
The course objectives for Nursing 2 are based on all Level 2 Objectives.

**Texts:**


*Taber’s Cyclopeda Medical Dictionary (22nd ed.)* 2013. FA Davis: Philadelphia.


COURSE SYLLABUS

Course: Nursing 3 - Maternal Child/Pediatric Nursing  Level: 3  Theory Hours: 84
Clinical Hours: 126

Course Description:
This course includes theory and clinical experience, concurrent and/or sequential in the care of the mother before, during and after labor. Principles of newborn care are also included in the course. The course will acquaint the student with the needs of the well and the ill child. Normal growth and development from birth through adolescence is studied as well as the nursing care of the developing individual in health and disease. Communication skills are emphasized to provide acceptable relationships with children, adolescents and family. Nutrition and pharmacology are integrated with related theory.

Course Objectives: Upon completion of the course the student will:
1. Describe the anatomical and physiological changes that occur during pregnancy including fetal development.
2. Describe the process of normal labor and delivery.
3. Identify principles of post-partum care.
4. Identify characteristics of the normal newborn.
5. Assist with providing basic nursing care to meet the comfort and safety needs of the mother during antepartum, delivery and post-partum.
6. Assist with basic nursing care to meet the comfort and safety needs of the newborn.
7. Identify principles of nutrition and pharmacology in the obstetrical client.
8. Assist with health teaching and the identification of community resources.
9. Apply basic understanding of concepts in caring for the growing family
10. Identify stages of growth and development from birth through adolescence.
12. Identify the child as an individual with health needs which differ from the adult.
13. Assist in providing basic nursing care to meet the comfort and safety needs of the ill child in any stage of growth and development.
14. Develop effective communication skills appropriate to the level of understanding of the pediatric client and family.
15. Assist with health teaching and the identification of community resources.
16. Apply basic understanding of pediatric growth and development and its influence on pediatric diseases processes.
17. Comply with the legal/ethical responsibilities of the PN MCH units.
18. Achieve a 93% Pass Predictability on the ATI Comprehensive.

Method of Instruction
- Lectures
- Group Discussions
- Reference Material and Handouts
- Smart Board

Teaching Aids
- Films
- Anatomical Charts
- Baby Manikin
- Nursing Care Plans

Evaluation
- Unit Tests - equally weighted
- Clinical Evaluation (direct observation of student demonstration)
- ATI Comprehensive
- Average of 85% on Medication Math Proficiency Test.
Clinical Component:
Student will be assigned to antepartum care, labor and delivery, postpartum nursery, pediatric units, and day care centers.

Relationship to Philosophy:
Concepts drawn from Obstetrics and Pediatrics guide the student to meet the basic human needs of clients of all ages

Relationship to Conceptual Framework:
Maternal Child/Pediatric Nursing introduces the student to pregnancy, as well as growth and development which are normal life changes during which people need nursing support and care.

Relationship to Level 3 Objectives:
The course objectives for Maternal Child/Pediatric Nursing are based on Level 3 Objectives.

Texts:


Taber’s Cyclopedia Medical Dictionary (22nd ed.) 2013. FA Davis: Philadelphia.

Course Syllabus

Course: Personal and Vocational Relationships 2  Level: 3  Theory Hours: 14

Course Description:
This course includes information on employment and educational opportunities available to the practical nurse. Work skills such as procuring, retaining and terminating employment are discussed, as well as personal and professional liability insurance, application for state licensing and NCLEX examination, professional organization membership and continuing education.

Course Objectives: Upon completion of the course, the student will:
1. Identify effective leadership and management skills and styles.
2. Identify legal and ethical responsibilities as a member of the health care team.
3. Develop techniques of seeking employment.
4. Demonstrate ability to integrate principles of therapeutic communication skills.
5. Participate in the application process for obtaining employment, state licensure and NCLEX PN.
6. Discuss current issues and future concerns in nursing.
7. Identify the LPN role and responsibility in resolving an issue/concern.

Method of Instruction  Teaching Aids  Evaluation
Lectures  Reference Materials and Handouts  Class Attendance
Discussion  Smart Board  Preparation of Resume

Relationship to Philosophy:
Concepts drawn from Personal and Vocational Relationships 2 will guide the student towards personal growth and nursing competence.

Relationship to Conceptual Framework:
Personal and Vocational Relationships 2 helps the student to interact in health settings and assists the health team in meeting man’s needs.

Relationship to Level 2/3 Objectives:
The course objectives of Personal and Vocational Relationships 2 are based on Level 2/3 Objectives numbers 2, 3, 9, 10, 11 and 12.

Texts:
POLICIES FOR TUITION AND FINANCIAL AID

Tuition & Fees 2012-2013 year

- Application Fee (Nonrefundable) $ 75.00
- Tuition $ 12,000.00

$1,875.00 (Nonrefundable) Tuition Deposit required at the time of acceptance to hold seat in class.

Total amount due before school begins is $1,875.00. This is part of tuition and is non-refundable. This amount is deducted from the total $12,000.00 leaving a balance of $10,125.00. (Textbooks are covered by tuition).

Other Expenses not covered by tuition: (All costs are approximate)
- Student Uniforms $150.00
- Personal Needs $225.00
- Temporary Practice Permit. State Board and NCLEX fees $270.00
- Individual personal travel, parking fees and meal expenses are the responsibility of the student.

Tuition Policy

Tuition for the EASTERN Center for Arts & Technology Practical Nursing Program is due on a designated date prior to the first day of class for the days of instruction within the current school year.

Student tuition is supplemented by State subsidy. The annual tuition is predicated upon receipt of State revenue. In the event the state alters its subsidy to the program, the school reserves the right to recalculate the standard tuition cost for the program.

Annual tuition is set by the Joint Operating Committee upon adoption of the general operating budget.

Tuition payments will be established according to the “Academic Year Plan”

All students, upon acceptance into the program, must pay a non-refundable tuition deposit of $1,875.00

The remaining tuition due is $10,125.00. ($12,000.00 less $1,875.00). See below for Repeat Level tuition.
**Academic Year Plan**

<table>
<thead>
<tr>
<th><strong>ACADEMIC YEAR #1</strong></th>
<th><strong>Students receiving Financial Aid</strong></th>
<th><strong>“Self-pay” Students</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day prior to the start of class</td>
<td>Financial aid application must be completed and provisionally certified or completely certified. 1st Disbursement of Financial aid is received and credited to tuition account. Student is responsible for any outstanding balance of Level 1 tuition not covered by Financial aid.</td>
<td>Amount Due Prior to Level 1 = $4,125.00. (Total paid = $6,000.00.)</td>
</tr>
<tr>
<td>30 days after the start of class</td>
<td></td>
<td>Amount Due Prior to Level 2 = $4,865.00 (Total paid = $10,865.00)</td>
</tr>
<tr>
<td>Mid-year of Academic Year #1 (450 instructional hours completed)</td>
<td>2nd Disbursement of Financial aid is received and credited to tuition account. Student is responsible for any outstanding balance of Level 1 tuition not covered by Financial aid.</td>
<td>Amount Due Prior to Level 3 = $1,135.00 (Total paid = $12,000.)</td>
</tr>
</tbody>
</table>

| **ACADEMIC YEAR #2** | **30 days after the start of Academic Year #2** | **Mid-year of Academic Year #2 (1,350 instructional hours completed)** | **2nd Disbursement of Financial aid is received and credited to tuition account. Student is responsible for any outstanding balance of Level 1 tuition not covered by Financial aid. 2nd Disbursement of Financial aid is received and credited to tuition account. Student is responsible for any outstanding balance of Level 2 or Level 3 tuition not covered by Financial aid. (Total paid = $12,000.00) |

All funds (loans, grants, self-payments) will be applied to the student’s tuition account. Tuition is paid in full once when the student’s tuition account reaches $12,000-PAID. Any funds that are applied to their account in excess of $12,000 will refunded to the student. The refund will be processed within fourteen (14) days after the credit balance is documented.

**Repeat Level/Course Tuition** will be charged as follows:

<table>
<thead>
<tr>
<th>Level 1-Fundamentals</th>
<th>Course</th>
<th>Theory</th>
<th>Clinical</th>
<th>$ if Fail *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy and Physiology</td>
<td>100</td>
<td></td>
<td></td>
<td>$784.00</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>67</td>
<td></td>
<td></td>
<td>$525.00</td>
</tr>
<tr>
<td>Nursing 1</td>
<td>183</td>
<td>226</td>
<td></td>
<td>$3,206.00</td>
</tr>
<tr>
<td>P and V 1</td>
<td>30</td>
<td></td>
<td></td>
<td>$235.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>380</strong></td>
<td><strong>226</strong></td>
<td><strong>$4,750.00</strong></td>
<td></td>
</tr>
<tr>
<td>Level 2-Medical Surgical</td>
<td>Nursing 2</td>
<td>280</td>
<td>420</td>
<td>$5,490.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>280</strong></td>
<td><strong>420</strong></td>
<td><strong>$5,490.00</strong></td>
<td></td>
</tr>
<tr>
<td>Level 3-Maternal Child/Pediatric</td>
<td>Nursing 3</td>
<td>84</td>
<td>126</td>
<td>$1,650.00</td>
</tr>
<tr>
<td>P and V 2</td>
<td>14</td>
<td></td>
<td></td>
<td>$110.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>98</strong></td>
<td><strong>126</strong></td>
<td><strong>$1,760.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

Coursework tuition = approximately $7.84 x the number of hours in the repeat course.
Tuition may be subject to change annually in July. If tuition increases while a student is enrolled in the program, the student's tuition will be adjusted accordingly.

Please Note: All financial obligations must be met before entering the next Level.

Tuition Refund Policy

The refund policy is in accordance with the established policies and procedures of the EASTERN Center for Arts & Technology, the Pennsylvania Higher Educational Assistance Agency and the Pennsylvania Department of Education.

The registration fee and tuition deposits are nonrefundable. Refunds due to withdraw from the program for personal reasons or academic failure are calculated on the refundable portion of the tuition fees ($10,125.00).

Withdrawal is determined by the last day of attendance of the student. Intention to withdraw must be addressed in writing to the Practical Nursing Program Coordinator.

A week of class usually consists of five (5) days but may be less due to holidays, teacher in service or canceled class due to poor weather conditions.

A week of class counts toward tuition reduction regardless of attendance of the student.

All students who withdraw or take a leave of absence from the Practical Nursing Program at the EASTERN Center for Arts & Technology prior to completion will have refunds processed under the following “School Refund Policy”:

Refunds are calculated on the “refundable” tuition paid for that LEVEL and the date of withdrawal.

<table>
<thead>
<tr>
<th>Cost</th>
<th>$12,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Refundable Down payment</td>
<td>$ 1,875.00</td>
</tr>
<tr>
<td>Tuition Balance</td>
<td>$10,125.00</td>
</tr>
<tr>
<td>Level 1</td>
<td>$ 4,125.00</td>
</tr>
<tr>
<td>Level 2</td>
<td>$ 4,865.00</td>
</tr>
<tr>
<td>Level 3</td>
<td>$ 1,135.00</td>
</tr>
</tbody>
</table>

Prior to the 1st day of the LEVEL will receive a refund of 100% of refundable tuition paid for that LEVEL.
Prior to the 10th day of the LEVEL will receive a refund of 75% of refundable tuition paid for that LEVEL.
Prior to the 15th day of the LEVEL will receive a refund of 50% of refundable tuition paid for that LEVEL.
Prior to the 20th day of the LEVEL will receive a refund of 25% of refundable tuition paid for that LEVEL.
After the 20th day of the LEVEL a refund will not be issued.
FINANCIAL AID

Introduction

EASTERN Center for Arts and Technology Practical Nursing Program believes that education is a family investment. Therefore, the primary responsibility for financing the student's education rests with the student and the student's family. Financial aid is intended to supplement, not replace, a family's resources. The student applying for financial aid is expected to report all sources of financial assistance to the Financial Aid Office.

Qualified students should have access to higher education and educational opportunities should not be limited by the financial resources of the student and the student's family. Therefore, the Financial Aid Office at EASTERN strives to assist qualified students needing financial assistance in obtaining aid to meet the financial responsibilities to attend school. This assistance includes counseling students to understand the financial expenses and responsibilities of attending school, informing students of the kinds of aid available and how to apply, and assisting students with the application process.

The Financial Aid Office at EASTERN Center for Arts and Technology Practical Nursing Program administers the financial aid programs in accordance with state and federal guidelines and school policy which accords each student equal access to financial assistance. All of the information in this handbook is subject to change or modification without notice due to changes or modifications in school policies and in governmental regulations or directives.

All records, correspondence, and conversations between a student and the Financial Aid Office are confidential. No information in the student's financial aid file will be discussed with or released to anyone except as provided by law. Some grantors of financial aid require periodic reports on the academic progress of recipients. Students are made aware of this requirement at the time financial aid is granted.

Students receiving financial aid will be informed of their award(s). Students must inform the Financial Aid Office of any additional aid received. If an over award occurs, the student's aid will be adjusted.

It is necessary for the School to know if the student has received financial aid at any other postsecondary school prior to enrollment. Most information can be obtained from the National Student Loan Database System (NSLDS).

The Financial Aid Office is open during the hours of 8:00 am to 4:00 pm, Monday through Friday. Appointments with the Financial Aid Officer are required for questions concerning a student's aid and/or the award process, adjustments to awards, or other concerns.

Meeting the Costs of Nursing School

Tuition Policy - Tuition for the EASTERN Center for Arts and Technology, Practical Nursing Program is due on a designated date before each level begins. Student tuition is supplemented by State subsidy. The annual tuition is predicated upon receipt of State revenue. In the event the state alters its subsidy to the program, the school reserves the right to recalculate the standard tuition cost for the program. Any student electing to repeat a level/course because of unsatisfactory completion will be asked to pay the tuition for a repeat course or level before attending.
Financial Aid is money to help the student meet direct educational costs, such as tuition, fees, books, and uniforms and personal living costs, such as food, housing, and transportation.

All student sources of financial aid include grants/scholarships - money that does not have to be repaid; often called "gift aid" and loans - money that does have to be repaid after the student has left school. The federal government may pay the interest on student loans while the student is attending school (if the student qualifies for interest subsidy). At EASTERN financial aid is awarded on the basis of financial need.

The **STUDENT BUDGET** is calculated annually and includes direct educational costs and allowable personal living costs. The calculation is called the **Cost of Attendance**.

Current student budgets for the Federal Pell Grant and the Federal Direct Loan (DL) Program follow are attached.

**Expected family contribution** is determined by a federally mandated and approved "need analysis" process. The student and family taxable and non-taxable income and assets are the major factors which influence level of expected family contribution. Other factors which influence this contribution include; household size, number of household members attending postsecondary school, age of the older parent, number of parents working outside the house, and marital status of parents. In addition, all students are expected to contribute from summer and school year earnings. A percentage of family assets is included in expected family contribution.

**Financial need** is the difference between what it costs (budget) to attend school and what the family is expected to pay towards those costs. Costs minus expected family contribution equals financial need. Your expected family contribution (EFC) is the sum of your parents and/or spouse's expected contribution and your expected contribution. Please remember that your EFC is determined by a Federally Mandated and approved "need analysis" process. The Financial Aid Officer cannot change the components of this formula.

The Financial Aid Office uses the need analysis report from the Central Processor along with other information submitted by the student to determine the amount of aid to be awarded.

All applicants who complete the application process will be notified of the outcome of their application with an **AWARD LETTER**. Each recipient will be notified of the type and amount of aid offered and the method of disbursement by the Financial Aid Office when that information becomes available.

Financial aid may be disbursed as early as one month and at about the midpoint of each academic year. In most cases, payment is made by directly crediting the student account the amount due the school for tuition & fees. If the amount of financial aid is in excess of the amount due the school for tuition and fees, a refund check will be issued within 14 days to the student to be used for related educational expenses (food, clothing, housing), or the aid will be adjusted if the grantor(s) does not allow for these expenses.
**Determination of Dependent/Independent Student Status**

Most sources of Financial Aid which are awarded based on need require that a student be classified as dependent or independent. To determine your status:

**Independent student** for Federal Pell Grant Program and Federal Family Student Loan Program is an individual who meets one of the following criteria:
- Were you born before January 1, 1989?
- As of today, are you married? (answer “Yes” if you are separated but not divorced).
- Do you have children who receive more than half of their support from you?
- Do you have dependents (other than your spouse) who live with you and who receive more than half of their support from you, now through 6/30/13?
- Are both of your parents deceased, or are you or were you (until age 18) a ward/dependent of the court?
- Are you a veteran of the U.S. Armed Forces or currently serving on active duty, other than training?
- Emancipated Minor
- Homeless

**Dependent student** for Federal Pell Grant Program and Federal Family Student Loan Program is:
- An individual born on or after January 1, 1989.
- Does not meet any one of the other criteria listed for the independent student.

**Rights and Responsibilities of Students Receiving Financial Aid**

Nursing education is an investment of time, energy and money. As a consumer of an educational product it is your right and your responsibility to carefully evaluate and understand what you are about to purchase. You have the responsibility to:
- Apply for Financial Aid 30 days prior to the start of the program.
- Familiarize yourself with the school’s financial aid program before you enroll.
- Complete all applications accurately (intentional misreporting information on financial aid forms is a violation and may be considered a criminal offense which could result in an indictment under the U.S. Criminal Code).
- Submit all applications and re-applications on time and to the right places.
- Read and understand all forms you sign (keep copies for your own records).
- Accept responsibility for all agreements you sign, including repayment of loans.
- Notify the financial aid office and/or appropriate lenders of any change in the following:
  - Name, Address, Enrollment status, marital status, personal or family financial status, any additional financial aid in the form of scholarships or grants.
  - Notify the financial aid office if you have attended any other post-secondary institution during the current academic year or prior summer (even if you did not receive aid).
  - Return all additional documentation, verification corrections, and/or new information requested by the school or the agency to which a financial aid application was submitted.
  - Complete ALL documentation, corrections, etc., 30 days before the program begins.
  - Use financial aid solely for educational purposes.
  - Know and comply with the tuition refund policy.
  - Maintain satisfactory academic progress.
You have the **right to know**:  
- The cost of attending school.  
- The tuition refund policy.  
- What financial aid is available and the application process.  
- The deadlines for submitting applications.  
- How financial aid is determined and the criteria used to select aid recipients.  
- The costs included in determining your educational budget.  
- The resources considered in calculation of your need.  
- How much of your financial need has been met, as determined by the school, and when financial aid is credited to your account.  
- That the Financial Aid Officer or designee will explain the programs in your financial aid package and review your records.  
- What part of your financial aid is a loan and must be repaid, the interest rate, the length of time, total amount and procedure for repayment, and when repayment begins for any loan you receive.  
- What part of your financial aid is a grant/scholarship and is not repaid.  
- How and when financial aid will be disbursed, how decisions on disbursement are made, and the basis for these decisions.  
- That you may accept or decline any financial aid awarded.  
- How the school determines whether satisfactory progress is being made and what happens if progress is not made.  
- That you may appeal the cancellation of financial aid.

**Drug Violations**

Title IV Eligibility (Stafford Loans and Pell Grants) will be suspended if a student is convicted of a drug-related offense.

If a student is convicted of a drug-related offense and loses Title IV eligibility, the school will provide written notice to the student concerning the loss of funding and ways in which the student may regain eligibility for Title IV aid.

**Federal Pell Grant**

- **Award Range:** up to $5,550.00 per academic year (900 Hours)

- **Eligibility Requirements:**
  - Demonstrate financial need as determined by a federally mandated “need analysis” formula.  
  - Have not exceeded the 12 semester PELL grant eligibility limit.  
  - Undergraduate student - no prior bachelor's degree.  
  - Enrolled in an eligible participating institution.  
  - U.S. citizen or eligible non-citizen.  
  - Be making satisfactory academic progress.  
  - Be registered with the Selective Service, if required.  
  - Sign the statement of educational purpose.  
  - Not be in default on any federal loan or owe a refund on any federal grant made under the Higher Education Act of 1965, as amended, at any institution.  
  - Conviction of drug distribution or possession may make student ineligible.  
  - Be working toward a degree or certificate.
Pell Disbursement:
- Pell grants are paid in two (2) installments per academic year. They are applied directly to the student's tuition account to cover any outstanding tuition balance.
- Once any outstanding balance is paid, EASTERN will disburse the remainder of the Pell grant funds to the student.

Federal Direct Loan Program

- Annual Subsidized Direct Loan Maximum for the academic year: $3,500.00
- Annual Unsubsidized Direct Loan Maximum per academic year:
  - $6,000.00 (Independent)
  - $2,000.00 (Dependent)

Eligibility Requirements:
- U. S. Citizen or eligible non-citizen.
- Accepted for enrollment in a participating school; or if enrolled, be making satisfactory progress.
- Classified as at least a half-time student and working toward a degree or certificate.
- Not be in default on an educational loan or owe any education grant refund.
- Registered with Selective Service, if required.
- Have demonstrated financial need in order to receive a subsidized Federal Direct Loans.
- Have not reached lifetime loan limits.

Application Process
- First year loans will be completed prior to the start of the program.
- For Second Year Loans:
  - Go to www.fafsa.ed.gov. Complete the 2013-2014 FAFSA.
  - When entering Student and/or Parent Tax information, please use the IRS Data Retrieval Tool when prompted. This will allow your 2012 Tax Return data to be pulled into your FAFSA.
  - IF you are unable to use the IRS Data Retrieval Tool, you will be required to submit an IRS Tax Return Transcript.
    - Information on how to obtain an IRS Tax Return Transcript can be found at www.eastech.org, under Practical Nursing, Student Handbook and Financial Aid.
      - (ATTACHMENT TO GEN 11-13 – IRS Tax Return Transcript Request Process).
  - Don’t forget to sign your FAFSA with your PIN. Parents of Dependent students must also obtain a PIN and sign the FAFSA as well.

- Complete the following AND submit to C. Duell
  - IRS Tax Return Transcript if required.
  - 2013-2014 DL Verification Worksheet (Independent or Dependent)
  - EASTERN Student Loan Request Form - Year 2
Verification:
- Process used by the U.S. Department of Education (USDE) to check the accuracy of information you have submitted on your application.
- EASTERN collects the required verification documents (Driver’s License, Social Security Card, Citizenship documents, DL Verification Form) on all students regardless if chosen for USDE Verification. This is done to expedite the application process.
- Selection for verification does not necessarily indicate that there is something wrong on your application.

Eligibility and Interest Benefits
Eligibility is based on family income and financial need established by standards set by the federal government. The federal government subsidizes the interest during the in-school period if the family meets the federal income and financial need standards.

Loan Disbursement
Direct Loans are paid in two (2) installments per academic year that are directly applied to the student tuition account.

Course/Level Failure
In order to receive financial aid funds a student must maintain Satisfactory Academic Progress (SAP). When a student fails, they are no longer considered SAP, and therefore cannot use Title IV funds-Direct Loan/Pell Grant to pay for a repeat course/level. Once the student repeats a course/level and becomes successful (SAP) they may apply for any Title IV funds they are now eligible for.

Loan Repayment and/or Loan Deferment
Under certain conditions Federal Direct Loan repayment may be deferred. However, deferments are not automatic. For more details about deferment, contact the Financial Aid Office or seek out deferment information on the www.studentloans.gov website. Defaulting on a Student Loan will bar you from employment in Pennsylvania Nursing Homes.

Additional sources of Information on Financial Aid
- 1-800-4-FED AID (1-800-433-3243)
- www.federalstudentaid.gov

Federal Title IV Return of Funds Policy
1. Federal law now specifies how a school must determine the amount of federal financial aid* that a student earns if he/she withdraws, drops out, is dismissed or takes a leave of absence prior to completing more than 60% of a payment period.
2. The amount of federal financial aid assistance that the student earns is determined on a pro-rata basis. Once the student has completed more than 60% of the payment period or period of enrollment, all financial aid assistance is earned.
3. Percentage of Period Completed = Number of scheduled clock hours to have been completed as of the withdrawal date in the payment period or period of enrollment up to the withdrawal date** divided by the total clock hours in the payment period or period of enrollment. (See attached – “Treatment of Title IV Funds when a Student withdraws from a clock hour program”)

*Federal financial aid
**Withdrawal date
4. When a student receives federal financial aid in excess of earned aid:
   a) the school returns the lesser of:
      - institutional charges multiplied by the unearned percentage, or Title IV federal financial aid disbursed multiplied by the unearned percentage
   b) the student returns:
      - any remaining unearned aid not covered by the school.

5. When a credit balance exists on a student account because of the credit of PLUS loan funds, the school will return the credit balance to the parent borrower unless the parent authorizes the school to return the credit balance to the student.

*Federal financial aid includes the Federal Pell Grant, Federal Direct Loans (subsidized and unsubsidized) and Federal Direct PLUS Loans for parents.

**Withdrawal date is defined as the actual date the student begins the institution’s withdrawal process, the student’s last date of academically related activity, or the midpoint of the payment period or period of enrollment for a student who leaves without notifying the institution.

The school/student must return unearned aid by repaying funds to the following sources, in order: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct PLUS Loans and Federal Pell Grants.

**STUDENT LENDING - CODE OF CONDUCT**

Eastern Center for Arts & Technology is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between Eastern Center for Arts & Technology officers, employees or agents and education loan lenders, Eastern Center for Arts & Technology has adopted the following:

- Eastern Center for Arts & Technology does not participate in any revenue-sharing arrangements with any lender.
- Eastern Center for Arts & Technology does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loads to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.
- Eastern Center for Arts & Technology does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.
- Eastern Center for Arts & Technology does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. Eastern Center for Arts & Technology does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.
- Eastern Center for Arts & Technology does not assign a lender to any first-time borrower through financial aid packaging or any other means.
Eastern Center for Arts & Technology recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. Eastern Center for Arts & Technology will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower’s selection of a lender and/or guarantor.

Eastern Center for Arts & Technology will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.

Eastern Center for Arts & Technology will not request or accept any assistance with call center or financial aid office staffing.

### STUDENT COMPLETION STATISTICS

**Class and Program Completion**

<table>
<thead>
<tr>
<th>Year</th>
<th>Class</th>
<th>FT/PT</th>
<th>Program Completion (% of students who completed the program in 150% of the time.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008-2009</td>
<td>EE #100</td>
<td>PT</td>
<td>71%</td>
</tr>
<tr>
<td></td>
<td>ACTS #102</td>
<td>PT</td>
<td>77%</td>
</tr>
<tr>
<td></td>
<td>September #103</td>
<td>FT</td>
<td>96%</td>
</tr>
<tr>
<td></td>
<td>February #105</td>
<td>FT</td>
<td>58%</td>
</tr>
<tr>
<td>2009-2010</td>
<td>PBC #104</td>
<td>PT</td>
<td>76%</td>
</tr>
<tr>
<td></td>
<td>PPP #106</td>
<td>PT</td>
<td>74%</td>
</tr>
<tr>
<td></td>
<td>September #107</td>
<td>FT</td>
<td>83%</td>
</tr>
<tr>
<td></td>
<td>February #109</td>
<td>FT</td>
<td>73%</td>
</tr>
<tr>
<td>2010-2011</td>
<td>EE #108</td>
<td>PT</td>
<td>88%</td>
</tr>
<tr>
<td></td>
<td>ACTS #110</td>
<td>PT</td>
<td>74%</td>
</tr>
<tr>
<td></td>
<td>September #111</td>
<td>FT</td>
<td>81%</td>
</tr>
<tr>
<td></td>
<td>February #113</td>
<td>FT</td>
<td>67%</td>
</tr>
<tr>
<td>2011-2012</td>
<td>September #115</td>
<td>FT</td>
<td>86%</td>
</tr>
<tr>
<td></td>
<td>PBC #112</td>
<td>PT</td>
<td>80%</td>
</tr>
<tr>
<td></td>
<td>February #117</td>
<td>FT</td>
<td>65%</td>
</tr>
<tr>
<td>2012-2013</td>
<td>September #119</td>
<td>FT</td>
<td>81%</td>
</tr>
<tr>
<td></td>
<td>PPP #114</td>
<td>PT</td>
<td>70%* (1 student still enrolled)</td>
</tr>
<tr>
<td></td>
<td>EE #116</td>
<td>PT</td>
<td>79%* (1 student still enrolled)</td>
</tr>
<tr>
<td></td>
<td>February #121</td>
<td>FT</td>
<td>86%* (2 students still enrolled)</td>
</tr>
<tr>
<td>2012-2014</td>
<td>ACTS #118</td>
<td>PT</td>
<td></td>
</tr>
</tbody>
</table>

Statistics are as of January 2013.

**Employment Following Graduation**

Graduate Licensed Practical Nurses will be prepared to provide nursing care in hospitals, physicians' offices, nursing homes, private homes, and private duty, or function in the total health care needs of a community agency.
Graduate Satisfaction

Results from graduate evaluations indicate overall satisfaction with the program of studies and confidence in both their clinical and theoretical preparation to function as beginning staff nurses.

Employer Satisfaction

Results from employer evaluations indicate satisfaction with both clinical and theoretical preparation of graduates of this program.

STUDENTS RIGHT TO KNOW AND CAMPUS SECURITY ACT INFORMATION

The "Student Right to Know and Campus Security Act," P.L. #101-542, requires all post-secondary institutions to collect data concerning the safe environment of the institution. The Act further requires that the institution “prepare, publish and distribute this information to all current students and employees, and to any applicant for enrollment or employment upon request." The following information is presented pursuant to the requirements of the Act for all post-secondary programs offered at this institution.

EASTERN Center for Arts and Technology is a non-residential, single campus, secondary and post-secondary institution located in suburban Montgomery County, Pennsylvania. The institution offers educational programs only--no athletic programs are available. Students have a predetermined time allotment for classes and the environment is monitored by staff. Periodically, the campus is patrolled by the Upper Moreland police.

A. Reporting policies: The Director of the institution and its administrators are designated by Board Policy to receive complaints of students.

B. The facility is unlocked and locked each day by school personnel. During the instructional period the building is monitored by staff and administration. Board policy provides that an administrator be on-site during the instructional period, the period when students are in the building.

C. Policies concerning campus security (campus security personnel) are not applicable to this institution.

D. The orientation for Practical Nursing students includes information regarding campus security at the time each class is admitted to the program. Policies are contained in the student handbook issued students and are reviewed with students. Each student is assigned to a locker with a combination lock that must be kept locked at all times. Students are advised not to leave belongings/valuables unattended--either keeping them in their locker or on their person. Each student is assigned a parking sticker for the campus parking lot reserved for post-secondary students. No student or other individual is permitted on the lot unless the sticker is displayed. Separate continuing education handbooks for both day and evening adult students are distributed to each registrant. These handbooks contain procedures, policies and regulations. Adult day students are issued a parking sticker for the campus parking lot reserved for post-secondary students.

E. In accordance with the Joint Operating Committee policies, Drug Awareness policy guidelines have been established for dealing with students who possess or are under the influence of any controlled substance, including alcohol. These policies and guidelines are shared with students.
upon entry into the program and are published in the student handbook. The following policies and guidelines are contained in the student handbook:

Substance Abuse Policy
Drug Awareness: students are directed to [www.dea.gov](http://www.dea.gov)
Federal Trafficking Penalties: students are directed to [www.dea.gov](http://www.dea.gov)

F. No criminal offenses enumerated below were reported to school officials or local authorities as having taken place on school property during the period July 1, 2004 through June 30, 2011.

G. Campus Crime and Security statistics at EASTERN Center for Arts and Technology were reported to the United States Department of Education, Office of Postsecondary Education in the Spring 2011.

Institutional campus crime and security information is available to the general public at [www.ope.ed.gov/security](http://www.ope.ed.gov/security)

I. Written policies, adopted by the governing board of the school are in force regarding the possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws and the possession, use, and sale of illegal drugs. Literature concerning the enforcement of Federal and State drug laws and of drug or alcohol abuse education programs is provided students at registration.

**SUBSTANCE ABUSE POLICY** (See EASTERN policy # C 115 and C 106)

The EASTERN Center for Arts and Technology Practical Nursing Program has a responsibility to provide an environment free from drugs and alcohol. As future members of the health care team, practical nursing students are required to be physically and mentally prepared to care for clients.

If a student has been prescribed a controlled substance they must provide a valid prescription to the Practical Nursing Program Coordinator.

Any student who demonstrates behaviors that show “cause” (behaviors listed) will be subject to evaluation by an independent laboratory or physician. If proven to be under the influence of any controlled substance/alcohol the student will be suspended from the Practical Nursing Program. Possession of a controlled substance is grounds for dismissal and local law enforcement agencies having jurisdiction will be notified.

A student showing “cause” will be referred to an appropriate facility for blood testing. The student will be transported by cab or by a supervising person. The student is not to drive themselves. The cost of any testing will be the responsibility of the student.

Substance and alcohol abuse are treatable conditions. If a student is suspended for testing positive for an illegal substance or alcohol, he/she will be referred to an approved physician for evaluation. The physician will make a determination regarding required treatment/rehabilitation. Treatment/rehabilitation must be successfully completed and documented before the student will be considered for return to the Practical Nursing Program. Return to the Practical Nursing Program will be at the discretion of the EASTERN Center for Arts and Technology faculty and the referring physician.
Refusal to be tested for “cause” will be considered a positive test for substance and/or alcohol. Noncompliance with the above policy is grounds for dismissal from the Practical Nursing Program.

Behaviors that give “cause” for testing to be initiated are listed but not limited to the following:
1. Sleeping in class or at other inappropriate times.
2. Disappearing from class or clinical site without explanation.
3. Slurred speech
4. Abnormal gait
5. Inappropriate behavior
6. Failure to follow direction
7. Odor of alcohol

The following are resources for information:

Federal Trafficking Penalties:
Substance Abuse Treatment Resources: [www.findtreatment.samhsa.gov](http://www.findtreatment.samhsa.gov)

**SEXUAL ASSAULT PREVENTION AND RESPONSE POLICY**

Eastern Center for Arts and Technology realizes the seriousness of sex offenses. For information on sex offenses, including rape, acquaintance rape and other forcible and non-forcible sex offenses, students and staff can access the following websites:

Women Organized Against Rape (WOAR) [www.woar.org](http://www.woar.org)
Pennsylvania Coalition Against Rape (PCAR) [www.pear.org](http://www.pear.org)

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The two Philadelphia rape designated hospitals are Thomas Jefferson Hospital at 111 South 11th Street, 215-995-6000 and Episcopal Hospital at 100 E. Lehigh Avenue, 215-707-1200.

Victims of sexual assault should report the incident in a timely manner to Carol Duell, the Nursing Administrator, at 215-784-4819. Timely reporting is a critical factor for evidence collection and preservation. The Nurse Administrator can assist you in contacting the Police Department.

Notifying the Nurse Administrator does not obligate the victim to report to the police and prosecute.

If you decide to report to the police you can call 911. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests at no expense to the victim.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.
Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the criminal justice system, you may still want to consider making a confidential report. With your permission, the Nurse Administrator can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the school can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

In Accordance with the “Campus Sex Crimes Prevention Act” of 2000 Eastern Center for Arts and Technology is providing a link to the Pennsylvania Sex Offender Registry. The link is http://www.pameganslaw.state.pa.us

The Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the school community where law enforcement information provided by a State concerning registered sex offenders may be obtained. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and violation is punishable as a class 1 misdemeanor.
EASTERN Center for Arts and Technology
Practical Nursing

ESSENTIAL ABILITIES FOR THE PRACTICAL NURSING STUDENT

EASTERN’s Practical Nursing students must be able to do the following:

- Physical and mental proficiency and energy to fulfill job description.
- Adequate vision (with correction if necessary, to read medication labels).
- Hearing (with assistive device, if necessary).
- Speech, to be understood by all persons across the life span.
- Sense of touch to feel pulses, temperature, assessments.
- Manual dexterity (of all limbs to operate equipment, syringes and switches).
- Strength to push, pull or lift greater than fifty (50) pounds.
- Ability to lift, carry, push, pull, stoop, and bend, depending on assigned unit.
- Ability to squat and crouch.
- Ability to kneel, crawl and climb.
- Ability to reach above shoulder level.
- Ability to stand and walk for long periods of time.
- Ability to organize, and effectively manage time to meet deadlines.
- Ability to perform neat, accurate work.
- Ability to respond to increasing pressure, emergencies and workloads.
- Ability to set priorities.
- Ability to apply hospital policies and procedures.
- Ability to communicate effectively and understandably with all health care providers and consumers using both verbal and non-verbal skills.
- Ability to communicate with acute and chronically ill patients and their significant others.
- Ability to document completely and legibly, using acceptable, professional terminology.
- Ability to use a computer system.

The above list of ability requirements was compiled in accordance with clinical facilities used by the Practical Nursing Program and is not inclusive and may differ according to institutional policies.
Code of Ethics
Adopted by NFLPN and NCLPNA

1. The fundamental responsibility of the Licensed Practical Nurse (LPN) is to endeavor to conserve life and to promote health, with the welfare of the client as the primary concern.

2. The LPN must be adequately prepared to practice and should take advantage of all educational programs.

3. The LPN should know the limitations of one’s professional practice and follow professional guidelines for practical nursing.

4. The LPN should at all times present an appearance that would reflect credit to him or her and the profession.

5. The LPN must respect the person’s race, beliefs, and ethnicity at all times and hold all information in strict confidence.

6. The LPN must unselfishly carry out prescribed care necessary to promote the health and comfort of the client.

7. The LPN should seek advice and clarification if in doubt as to the prescribed procedure or how to carry out the procedure.

8. In employment, the LPN must abide by the policies of the hospital/agency, accepting only such compensation as the contract implies. A LPN should not expect or accept tips or bribes.

9. The LPN should be loyal to the physician in charge and to all members of the health care team and refuse to participate in unethical conduct.

10. In private life, the LPN should adhere to high standards of personal ethics, which would reflect favorably upon the profession, and the welfare of the community.

11. The LPN should share responsibility with other citizens and health professionals in promoting efforts to meet the health care needs of the public on a local, state, and national level.

12. The LPN should maintain memberships and actively participate in local, state, and national organizations.
### Year 1(12-13) - Seven Month Budgets (30 weeks/900 clock hours)

<table>
<thead>
<tr>
<th></th>
<th>Dependent</th>
<th>Independent</th>
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<tbody>
<tr>
<td>Tuition, Fees and Books</td>
<td>12,000.00</td>
<td>12,000.00</td>
</tr>
<tr>
<td>Room and Board</td>
<td>2,450.00</td>
<td>6,300.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>1,000.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>3,500.00</td>
<td>3,500.00</td>
</tr>
<tr>
<td>Miscellaneous Personal Expenses</td>
<td>1,400.00</td>
<td>2,800.00</td>
</tr>
<tr>
<td>Loan Fees</td>
<td>55.00</td>
<td>95.00</td>
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<tr>
<td><strong>Total</strong></td>
<td>20,405.00</td>
<td>25,695.00</td>
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### Year 2(13-14) - Five Month Budget (630 clock hours)

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<tbody>
<tr>
<td>Tuition, Fees and Books</td>
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<tr>
<td>Room and Board</td>
<td>1,750.00</td>
<td>4,500.00</td>
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<tr>
<td>Supplies</td>
<td>250.00</td>
<td>250.00</td>
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<tr>
<td>Transportation</td>
<td>2,500.00</td>
<td>2,500.00</td>
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<tr>
<td>Miscellaneous Personal Expenses</td>
<td>1000.00</td>
<td>2,000.00</td>
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<tr>
<td>Loan Fees</td>
<td>45.00</td>
<td>73.00</td>
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<tr>
<td><strong>Total</strong></td>
<td>5,855.00</td>
<td>9,633.00</td>
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</table>

- **Tuition and Fees:** The tuition for the 2012-13 School year is $12,000.00*. The hourly rate is $7.84. Fees are estimated at $0 for Year 1 and $310.00 for Year 2.
- **Room and Board:** For students without dependents, living with parents, we are using the figure of $350.00 per month. For all other students, we are using a figure of $900.00 per month ($600.00 for rent and $300.00 for food).
- **Supplies:** The $1250.00 figure is taken from the 2012-13 Cost List ($1000.00 for Year 1 and $250.00 for Year 2).
- **Transportation:** We are using figure $500.00 per month, includes the cost of insurance, upkeep and gas.
- **Misc. Living Expenses:** For students without dependents, living at home, we used a monthly allowance of $200.00. For all other students, we are using a monthly allowance of $400.00.
- **Loan Fees:**
  - **Dependent Students:**
    - Year 1 – 1% of $5,500.00 = $55.00.
    - Year 2 – 1% of $4,560.00 = $45.00
  - **Independent Students:**
    - Year 1 – 1% of $9,500.00 = $95.00.
    - Year 2 – 1% of $7,350.00 = $73.00

- **Year Two:**
  - **Dependent Students:**
    - Sub: $4,500.00
    - UnSub: $2,000.00
    - $6,500.00 x 630
    - 900 = $4,550.00
  - **Independent Students:**
    - Sub: $10,500 × 630 = $7,350.00
Financial Aid Budget for Class #123 - EASTERN Evenings Part Time program

Year 1(12-13) - 12 Month Budgets (900 clock hours)

<table>
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<tr>
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<tbody>
<tr>
<td>Tuition and Fees</td>
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<tr>
<td>Room and Board</td>
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<td>Books and Supplies</td>
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<tr>
<td>Transportation</td>
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<td>6,000.00</td>
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<tr>
<td>Miscellaneous Personal Expenses</td>
<td>2,400.00</td>
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<td>Loan Fees</td>
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Year 2 (11-12) - Ten Month Budget (630 clock hours)

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<tbody>
<tr>
<td>Tuition and Fees</td>
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<tr>
<td>Room and Board</td>
<td>3,500.00</td>
<td>9,000.00</td>
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<tr>
<td>Books and Supplies</td>
<td>250.00</td>
<td>250.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>5,000.00</td>
<td>5,600.00</td>
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<tr>
<td>Miscellaneous Personal Expenses</td>
<td>2,000.00</td>
<td>4,000.00</td>
</tr>
<tr>
<td>Loan Fees</td>
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</tr>
<tr>
<td>Total</td>
<td>11,105.00</td>
<td>19,233.00</td>
</tr>
</tbody>
</table>

Tuition and Fees: The tuition for the 2012-13 School year is $12,000.00*. The hourly rate is $7.84. Fees are estimated at $0 for Year 1 and $310.00 for Year 2.

Room and Board: For students without dependents, living with parents, we are using the figure of $350.00 per month. For all other students, we are using a figure of $900.00 per month ($600.00 for rent and $300.00 for food).

Books and Supplies: The $1250.00 figure is taken from the 2012-13 Cost List ($1000.00 for Year 1 and $250.00 for Year 2).

Transportation: We are using figure $500.00 per month, includes the cost of insurance, upkeep and gas.

Misc. Living Expenses: For students without dependents, living at home, we used a monthly allowance of $200.00. For all other students, we are using a monthly allowance of $392.00.

Loan Fees:  
**Dependent Students:**  
Year 1 - 1.0% of $5,500.00 = $55.00.  
Year 2 - 1.0% of $4,550.00 = $45.00  
**Independent Students:**  
Year 1 - 1.0% of $9,500.00 = $95.00  
Year 2 - 1.0% of $7,350.00 = $73.00
INSTITUTIONAL RESOURCES

Financial Aid Office

EASTERN Center for Arts and Technology
3075 Terwood Road
Willow Grove, PA 19090
215-784-4835
cduell@eastech.org
Hours: 8:00 a.m. to 4:00 p.m.

Payment of Tuition - 215-784-4835, mail or in person.

PN Program Coordinator/Financial Aid Officer  Carol Duell  215-784-4835
Financial Aid Advisor  Nora Downey  215-784-4835

Misc Information

School Website – www.eastech.org

Practical Nursing FAX number – 215-784-4829

Student Clinical Call Out Phone Number - 215-481-3228, and leave a message.

Moodle Site Address - http://pn.easttech.org
Practical Nursing Program Resource Guide

- Math Skills
- Reading Skills
- ESL Classes
- Social Support Services
- Etc.....
General Information

- Montgomery County Support Services
  [http://www.montcopa.org](http://www.montcopa.org)

Child Care

- Montgomery County’s Child Care Information Services offers FREE information for making good child care choices for your children, and free listings of licensed and regulated childcare facilities. Contact them at 610-270-3429 or 1-800-281-1116. Assistance may be available to eligible families for the cost of childcare.

Possible Tuition Assistance – other than AES/PHEAA/PELL Loans and Grants

- Montgomery County Department of Career Development
  1855 New Hope Street
  Norristown, PA  19401
  610-270-3429
  Montgomery County Department of Career Development is part of a consortium of agencies that serve as the Operator of the one-stop workforce development center known as PA CareerLink.

Health Department - [http://health.montcopa.org/health](http://health.montcopa.org/health)

Center for Disease Control HIV Hotline = 1-888-HIV-4911

English Language Support

- Montgomery County Community College [www.mc3.edu](http://www.mc3.edu)
  
  BASIC COURSES - ESL 004, 005, 006 – These are non-credit courses that introduce students to basic English vocabulary and pronunciation. Includes practice in listening, speaking and writing.

  INTERMEDIATE AND ADVANCED COURSES - ESL 010, 011 and 014 – Basic writing, vocabulary and reading comprehension.
Literacy/Reading

- **Abington Free Library Adult Literacy Program**
  1030 Old York Road
  Abington, PA 19001
  215-885-5183
  Ablit1@yahoo.com

- **Literacy Council of Norristown**
  http://www.lcnlit.org
  113 East Airy Street
  Norristown, PA 19401
  610-292-8515

- **Adult Literacy Center**
  http://www.givethegoal.org
  YMCA of Pottstown
  Pottstown, PA 19464
  610-323-1888

- **Montgomery County Library and Information Network Consortium**
  http://www.mclinc.org
  **Click on:**
  - Remote Databases
  - Learning Express
  - Skill Building for Adults or College Preparation

- **EASTERN Center for Arts and Technology**
  www.eastech.org
  **Click on:**
  - Continuing Education for a list of possible offerings
PHILADELPHIA COUNTY

General Information
- http://www.phillysos.org

Child Care
- http://www.philadelphiachildcare.org

Possible Tuition Assistance – other than AES/PHEAA/PELL Loans and Grants
- Philadelphia Workforce Development Corporation
  1617 JFK Blvd
  13th Floor
  Philadelphia, PA 19103
  http://www.pwdc.org

Health Department - http://www.phila.gov/health

Center for Disease Control HIV Hotline = 1-888-HIV-4911

English Language Support
- La Salle University
  www.lasalle.edu
- Philadelphia Community College
  www.ccp.edu
  ENGL 071
  Beginning Listening and Speaking for Non-Native Speakers of English
  ENGL 078
  Pronunciation of American English for Non-Native Speakers of the Language
  ENGL 089
  Fundamentals of Reading

Literacy/Reading
- Free Library of Philadelphia
  http://www.library.phila.gov
  Click on:
  - Programs and Services
  - Adult Education
BUCKS COUNTY

General Information
- http://www.buckscounty.org

Possible Tuition Assistance – other than AES/ PHEAA/ PELL Loans and Grants
- Bucks County Office of Employment and Training
  4259 Swamp Road
  Suite 303
  Doylestown, PA 18901
  Phone: 215-340-2020

  1260 New Rodgers Road
  Bristol, PA 19007
  Phone: 215-781-1060

Center for Disease Control HIV Hotline = 1-888-HIV-4911

English Language Support
- Bucks County Community College
  http://www.bucks.edu/academics/coned/lang.php

- Bucks County Library
  www.buckslib.org

STATE OF PENNSYLVANIA

- Pennsylvania Career Link
  http://www.pacareerlink.state.pa.us

- Pennsylvania Department of Public Welfare
  http://www.dpw.state.pa.us/

- PA Department of Labor and Industry, Bureau of Workforce Development Partnership, Veterans Employment and Training Services, Office of Vocational Rehabilitation
  http://www.dli.state.pa.us/

- Health Department – www.health.state.pa.us
Medication Calculation Help and Practice Problems

http://www.accd.edu/SAC/NURSING/math/default.html
http://www.math.com
http://www.fortwaynenurses.com/math.htm
www.purplemath.com
http://www.m2hnursing.com/MedCal/index.php
http://www.dosagehelp.com/
http://www.alyssion.org/dimensional/analysis.htm
http://academic.cuesta.edu/nursing/math.htm
http://webpages.chhs.niu.edu/kuczek/...alulations.htm
http://www.delta.edu/tlc/TLCStudySup...rsingmath.html
http://www.cmasoneday.com/medmath1.htm
http://go.dbcc.edu/hhps/nursing/medi...culations.html
http://www.isu.indstate.edu/mary/tutorial.htm
http://home.sc.rr.com/nurdosagecal/
http://www.oaklandcc.edu/Nursing/Doc...l2PRACTICE.pdf

Pediatrics

http://www.lww.com/promos1/karch/images/05-Karch.pdf - tutorial
Study Skills

Check your county library site as well - see above

Websites:
http://www.how-to-study.com/
http://www.studygs.net/
http://www.ucc.vt.edu/stdyhlp.html
http://www.educationatlas.com/study-skills.html
http://www.testtakingtips.com/
http://www.medi-smart.com/study-tips.htm
http://www.sarc.sdes.ucf.edu/documents/learning_skills/Study_skills_for_nursing_students.pdf
http://www.nursezone.com/Student-Nurses/study-tips.aspx
http://www.nsna.org/pubs/imprint/septoct05/sept-oct-05_backtoschool_studytips.pdf

Books

Purchase at www.atitesting.com $15.00

Purchase at local bookstore or www.fadavis.com $34.95

HOTLINES

US Government Hotlines

- Domestic Violence = 1-800-799-7233
- Alcohol and Drug Abuse = 1-800-662-HELP
- Child Health Insurance = 1-877-543-7669
- Department of Education = 1-800-872-5327