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## 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 for you to meet the End of Program Student Learning Outcomes (EPSLOs). 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 acknowledgement document. Student's refusal to sign acknowledgment document will not negate the policy change.*

## EQUITY STATEMENT

It is the policy of the Eastern Center for Arts and Technology not to discriminate on the basis of race, sex, color, religion, age, disability, sexual orientation or national origin in its career and technical programs, activities, or employment as required by Title VI, IX, Section 504, and the Americans With Disabilities Act. EASTERN provides equal access to the Boy Scouts and other designated youth groups. EASTERN will take steps to assure that lack of English language skills will not be a barrier to admission and participation in its career and technical programs. Further assurance is given that services, activities, and facilities are acceptable to and usable by persons with handicaps. The following person has been designated to handle inquiries regarding the non-discrimination policies: Equity Coordinator, 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 is to equip all students with the dynamic skills, knowledge, and mindsets to succeed in a career pathway.

## APPROVAL AND ACCREDITATION

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

**Middle States Association of Colleges and Schools – Commissions on Elementary and Secondary Schools (MSA-CESS)**

3624 Market Street  
Philadelphia, PA 19104  
215-662-5603

## **ACEN ACCREDITATION CANDIDACY**

Effective December 2, 2022, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy expires on December 2, 2024.

### **Accreditation Commission for Education in Nursing (ACEN)**

3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
404-975-5000  
<http://www.acenursing.com/candidates/candidacy.asp>

**NOTE:** Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.

## **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](http://www.eastech.org)

## **IMPORTANT NUMBERS AND WEBSITES**

- **Student Clinical Call Out Phone Number: 215-481-3228** and leave a message
- **Moodle Website Address:** <https://pncat.expertlearning.net/>
- **Weather Related School Closing:** SEE page 75

### **Program Philosophy**

Practical Nurses possess the Knowledge, Skills, and Attitudes (KSA's) necessary to provide patient-centered, safe, legal, ethical, and competent quality nursing care to diverse populations in all age groups and settings which are within the Practical Nursing scope of practice. Practical Nurses apply evidence based theoretical concepts from the sciences, nursing, and technology to the patient care they provide.

Practical Nurses use KSA's to make sound clinical decisions based upon patient assessment and in collaborating with interdisciplinary team members to accept, prioritize, communicate, administer and/or delegate care to provide the best possible outcome for the patient.

Practical Nurses assist patients in meeting their individual health goals by utilizing best practices to encourage health promotion and wellness by providing health education. Practical Nurses assist patients in recovery from acute/chronic illness or injury and meet the needs of those who cannot care for themselves. Most importantly, nursing care is provided with Patient Safety and Comfort as Priority #1.

EASTERN's curriculum is developed to build upon previous learned knowledge and sequential instruction. Maslow's Hierarchy of Needs and the Body Systems model are used to help students organize the pathophysiologic curriculum concepts. Basic scientific principles, human diversity, mental health, gerontology, pharmacology, and nutrition are integrated throughout the curriculum. The Quality and Safety Education for Nurses (QSEN) Institute's competencies, the National League for Nursing (NLN) competencies and the NCLEX-PN Test Plan are used to frame the programs End-of-Program Student Learning Outcomes (EPSLO's). Each nursing course addresses vocational development, current nursing issues/initiatives and management/leadership principles.

EASTERN Practical Nursing students are held to high standards, standards that reach above minimal competency. Technology, active learning principles and innovative approaches are applied in theory and clinical situations to assist the student in meeting the KSA's inherent of the Practical Nurse. EASTERN students are adult learners and are responsible for their own education and in communicating their learning needs.

Practical Nurses are accountable for the nursing care they provide and are responsible to build upon their foundational knowledge through lifelong learning by engaging in continuing education and/or career progression.

## **END OF PROGRAM STUDENT LEARNING OUTCOMES (EPSLO)**

The purpose of the Practical Nursing Program is to prepare safe, entry level practical nurses that can provide quality care in all settings where nursing takes place, under the direction of a Registered Nurse, Physician, or other qualified health practitioner. At the completion of the program, the graduate practical nurse will:

1. **Clinical Decision Making** – Demonstrate appropriate clinical decision making based on evolving critical thinking/clinical judgment in the delivery of nursing care.
2. **Teamwork** – Contribute to the interdisciplinary team by communicating using positive interpersonal skills to convey knowledge to promote patient safety and continuity.
3. **Safety** – Provide a patient care environment that minimizes the risk of adverse events by making clinical decisions based on nursing knowledge and evidenced based practice.
4. **Patient Education** – Provide patients with information needed to promote health/wellness and to effectively manage disease.
5. **Professionalism** – Demonstrate responsibility and accountability for personal and professional development that includes legal and ethical principles and complies with the standards of nursing practice.

## PERFORMANCE AND PROMOTION PROCESSES AND POLICIES

Level	Courses	Full Time	Part Time
Level 1A – Fundamentals of Nursing	<ul style="list-style-type: none"><li>• Anatomy and Physiology</li><li>• Pharmacology</li><li>• Nursing 1A</li></ul>	13 Weeks*	26 Weeks*
Level 1B – Fundamentals of Nursing	<ul style="list-style-type: none"><li>• Nursing 1B</li><li>• P and V 1</li></ul>	6 weeks*	12 Weeks*
Level 2 – Medical Surgical	<ul style="list-style-type: none"><li>• Nursing 2</li></ul>	20 Weeks*	40 Weeks*
Level 3 – Maternal Child/Pediatric	<ul style="list-style-type: none"><li>• Nursing 3</li><li>• P and V 2</li></ul>	9 Weeks*	18 Weeks*
		35 Hours/Week*	16 Hours/Week*

### GRADING AND PROGRESSION

The Full Time and Part Time programs consist of 4 levels and 4 tuition payment periods. Students must maintain a 75% average in each theory course/level, pass the course clinical component and maintain an 85% average in each Nursing course's Medication Math tests to progress to the next level and remain in the program.

### THEORY GRADING SCALE

Students must achieve a minimum of a 75% average in the 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 0.5 or higher will be raised to the next highest whole number for all grade calculations.)

### GRADED ASSIGNMENTS

10% will be deducted from student assignment grade for each day a graded assignment is late. No submissions after 4 days late will be accepted and grade will be 0 for the assignment, unless approved by faculty.

### REPORT CARDS

Students are given Report Cards at the end of Level 1B, Level 2 and Level 3.

### POLICY FOR ADMINISTRATION OF EXAMINATIONS

- All students will be expected to be present for scheduled examinations. **No student will be admitted into the classroom once the exam has begun.** If a student arrives after this time, 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. Scrap paper will be provided.

- Prior to an exam ALL students must hand in their “turned OFF” cell phone. Calculators will be handed out by the faculty. At the end of the exam the student may then retrieve their cell phone. Use of phone during test will result in a grade of **ZERO**.
- All examinations will be administered on the ExamSoft testing platform.
- 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.
- 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” (see below) will apply to the examination once it is taken.

### POST EXAM ANALYSIS AND REVIEW

- Exam reviews are very important for student learning as students can learn from their mistakes when reviewing exam item rationales. Students should spend the time reviewing their exams after they have submitted their exam on ExamSoft. **This is the only time the student will be able to view their answers.**
- After the instructor completes the exam analysis, the instructor may decide to accept 2 answers or throw an item out.
- If an instructor throws a question out, then it is taken off the **Total # of Items**. **It is treated like it never existed.** So, if the test originally had 60 items, it now only has 59 items.

### EXAMINATION MAKE-UP POLICY

- If a student is unable to take an exam due to serious illness or personal crisis, the student **MUST** follow the **Examination Make-Up** policy below:
  - Notify the instructor **PRIOR** to the start of the examination **AND AT THAT TIME** re-schedule the exam makeup with the instructor, **within 5 days upon returning to school**.
  - 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%**.
  - 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 maybe considered individually.

### 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 1B**

One (1) end of term Medication Math Proficiency test. Students must achieve an 85% or better, 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. Students who do not obtain the 85% will be given a comprehensive Nursing 2 Math test in which they must obtain at least an 85% to pass the clinical portion of the course.

## Level 3

There will be three (3) tests during Nursing 3 – Maternal Child/Pediatric Nursing. Students must achieve an average of 85% on the three (3) tests to PASS the clinical portion of the course. Students who do not obtain the 85% will be given a comprehensive Nursing 3 Math test in which they must obtain at least an 85% to pass the clinical portion of the course.

### **Rules for correct answering of Math Questions (ALL work must be shown to get credit)**

- There will be no partial credit, the entire problem must be answered appropriately and correctly.
- Must use leading 0, not trailing zero. Example: 0.8 ml not .80 ml, (1/2 off if rule not followed).
- If the question asks the student to give 1/8 of a pill or an exorbitant number of pills, the student should write that they would question the dose and/or call the Pharmacy.
- Syringes are marked if requested.
  - If the volume is > 1 milliliter round to the 10<sup>th</sup> place (1 spot), (i.e., **1.28 = 1.3 or 1.24 = 1.2**)
  - If the volume is < 1 milliliter, round to the 100<sup>th</sup> place (2 spots), (i.e., **0.654 = 0.65 or 0.135 = 0.14**)
  - Incorrect rounding will lead to ½ point off question
- If the syringe is not calibrated to meet the needs of the ordered dosage, then the answer should be to get another syringe.
- IV Gravity Drip Rates must be rounded up or down (i.e., **Calculator answer is 20.8, Test answer is 21 drops per minute, 1/2 off if student puts answer as 20.8**).

## **ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) CURRICULUM TESTING**

### **ATI EXAMINATIONS**

**Critical Thinking Assessments** are proctored assessments to determine students' overall performance on specified critical thinking skills.

**ATI Content Mastery Series** are web-based curriculum examinations that provide students with direct feedback on their deficiencies. These examinations will be administered throughout the program. The exams have 2 versions, Non-Proctored (**NP**) practice exam and Proctored (**P**) exam, both of which assist students in knowledge acquisition and computerized testing. Students must go to the [atitesting.com](http://atitesting.com) website to take the (NP) examinations.

Nine proctored and over 50 practice exams are included. Content areas of these assessments are:

- Fundamentals of Nursing
- Adult Medical-Surgical

- Nursing Care of Children
- Maternal-Newborn
- Mental Health
- Community Health
- Pharmacology
- Leadership
- Nutrition for Nursing

ATI Access Codes can be found on the ATI site and/or in PN MOODLE. Students have UNLIMITED ACCESS to NP ATI Resources for up to ONE YEAR after GRADUATION.

A **score > 90** on the (NP) exams given throughout the program must be completed prior to taking the (P) exam. The (NP) exams can be taken as many times as needed to obtain the required score. Students need to keep in mind that there is a “lock out” period between each attempt. The “lock-out” time will be determined by the Course Coordinator but is typically 12 hours. The student must present documentation of achieving the required score on the (NP) exam and be on time to be admitted to the (P) examination. Students who are late and/or not prepared will be rescheduled.

If a student does not achieve a “Level 2” score on **any** of the (P) exams, written remediation is required. See Focused Review below.

### ATI PREDICTOR SCORES

This test is given during Professions and Vocations – 2.

The PROBABILITY of PASSING grade is useful in determining readiness to take the NCLEX-PN exam. Data demonstrates that students who obtain a 90% or greater Probability score have a very good chance of passing the NCLEX-PN on the first attempt.

#### Focused Review 2.0

A personalized learning tool that focuses on helping students identify specific knowledge gaps on ATI practice and proctored assessments, allowing students to dive deeper into content not yet mastered. Embedded with a media-rich study guide which links to the exact page in the **ATI Review Module eBook**. Students are also provided with a post-quiz to assess remediation effectiveness.

#### Directions for written remediation using Focus Review are as follows:

- Print out the detailed report of your completed ATI exam.
- Highlight all items that you got wrong on the exam.
- Research the correct answer to all your wrong answers by using the ATI computer remediation resources or your own textbooks.
- Write the correct answer and the correct rationale for the answer right next to the highlighted item on your score report.
- Once completed, IN FULL, submit to Instructor.
- If not complete, Instructor will not accept it and return to student for completion.
- **DUE DATE:** Will be determined by Course Coordinator
  - **ATI Review Modules** eBook and paper-based reference manuals based on the NCLEX® blueprint. Each contains the need to know for the NCLEX® and are

embedded within students Focused Review experience. These modules align with the Content Mastery Series Assessments and assist students in learning critical nursing theory needed for clinical judgment development.

- **Dosage Calculations and Safe Medication Administration Assessments:** Practice and proctored assessments in Fundamentals, Adult Medical Surgical, Pediatrics, Maternal-Newborn, Mental Health to determine mastery and remediation needs.

## ATI TUTORIAL RESOURCES

### Test Taking Strategies Seminar

A virtual seminar of detailed strategies that provides students with an approach to strategic testing taking that can lead to higher test scores, less remediation, and an overall positive nursing school experience.

### Achieve

An online tutorial that assists new nursing students with mastering classroom skills, test-taking skills and preparing for their clinical experiences. The tutorial contains five modules that offer evidence-based recommendations to aid nursing students in enhancing their experience as learners and test takers. There is a separate section to address the challenges of the student who is an English Language Learner (ELL) or ESL learner.

### Civility Mentor

Educates students about the consequences of incivility and helps them develop essential skills to foster civility, communicate more assertively and effectively, and address incivility in academic and health care environments. Simulated case scenarios are designed to build nursing students' skills and confidence as they learn and apply techniques in conflict negotiation, effective communication, stress management, reflective practice, and professional, ethical conduct.

### Nurse's Touch Suite

A solution that pairs tutorials, simulations, and assessments to provide students exposure to leadership, professionalism, and communication preparing them to be comfortably competent during clinical rotations and in every provider environment. Nurse's Touch suite allows students to repeatedly interact with clinical and professional situations that build clinical judgment proficiencies. Areas of focus include:

- Professional Communication
- Becoming a Professional Nurse
- Informatics and Technology
- Leadership
- Wellness and Self-Care

### Nurse Logic 2.0

An online, multisensory tutorial that lays the foundation for “*thinking like a nurse.*” It provides a formal introduction to critical thinking methods, the nursing process, priority setting frameworks, test-taking strategy, and clinical judgment skills. Through this tutorial, students learn the foundational ideas and concepts of nursing as a profession. Nursing knowledge and test-question logic prepare students to make clinical judgments on both test questions and in real-life situations.

### **Active Learning Templates**

Assist students in completing clinical paperwork as it provides conceptual maps designed to guide students in the learning and review of critical nursing theory needed for clinical judgement development. There are seven types of Active Learning Templates available: *Basic Concept, Diagnostic Procedure, Growth and Development, Medication, Nursing Skill, System Disorder and Therapeutic Procedure*. Each section of the template is labeled and indicates the type of information to be collected.

### **Learning Systems**

Offers learning-enhanced quizzes to guide students' mastery of nursing content. Through standard, quiz by category and adaptive quizzes, this resource provides practice in content-specific areas. Hints are offered to highlight key components of the question and to coach students to ignore distractors.

### **Pharmacology Made Easy**

A tutorial similar in design to Nurse Logic, Pharmacology Made Easy teaches students Pharmacology in a fun, media-rich, track-able manner. Broken up by body system, Pharmacology Made Easy can be easily embedded throughout the curriculum. Pathophysiology reviews and case studies with drill questions provide students exposure to clinical situations and challenge student's clinical judgment skills.

### **Dosage Calculations and Safe Medication Administration**

A tutorial that teaches students medical math in an online, interactive format offering three accepted calculation methodologies. This tutorial is designed to reduce medication administration errors at the student and ultimately practicing nurse levels. Drill questions and case studies provide students exposure to clinical situations and challenge student's clinical judgement skills.

### **Engage Fundamentals**

This is essentially a fundamental textbook. This contains 40-lesson in Fundamentals of Nursing.

### **EHR Tutor**

An academic electronic health records system. Students can learn how to document countless tasks, from taking vital signs and head-to-toe assessments to writing comprehensive medical histories and care plans. EHR Tutor is more than just patient documentation – additional features such as *Unfolding Case Studies* challenge students to recognize, assess, prioritize, act, and evaluate new patient data.

### **Skills Modules**

Aimed to help students master 180+ essential nursing skills from the convenience of an online skills lab. With 30 modules, Skills Modules brings students clinical judgment tie ins, EHR Tutor chart integration, and new virtual scenarios for practicing skills and decision-making.

## **ATI CASE STUDIES**

### **ATI Video Case Studies**

This interactive tool helps students solidify concepts and build clinical judgment through verbal response as they work through scenarios via practice, interaction, and improvement. After

watching a short video that simulates a situation or issue commonly encountered in clinical practice, students either upload a video response or construct a text-based response with option to become part of an online classroom discussion. Expert debriefing for each scenario follows and then students are asked to reflect on how they could revise their answer based on that knowledge.

### **Real Life Clinical Reasoning Scenarios**

Students are challenged to make decisions based upon information provided and deal with the consequences of that decision going forward. Rationales provide immediate feedback after decisions are made, giving students exposure to key clinical situations; allowing them to learn from the consequences of their errors to improve future interactions; and advancing their knowledge. Electronic Medical Record access is included in each scenario. Content areas of focus include:

- Adult Medical Surgical
- Maternal Newborn
- Nursing Care of Children
- Mental Health

### **Swift River's Virtual Clinicals by ATI**

This resource offers case studies providing clinical practice exposure and clinical judgement tools for patient care. Over 600+ virtual clinicals over 12 content areas are included:

- Fundamentals – **20** cases
- Med-Surg – **52** cases
- Pediatric – **21** cases
- Maternal Newborn – **16** cases
- Mental Health – **43** cases
- Community Health – **42** cases
- Neurodevelopment and Neurocognitive Disorders – **70** cases
- Dosage Calculation – **124** cases
- Math Refresher – infinite questions
- Med Pass – **36** cases

## **NCLEX-PN PREPARATION**

- **Board Vitals:** Level 3 adaptive quizzing engine with more than 3,000+ NCLEX-style items to prepare your students for the experience of an adaptive testing environment, and repeated practice in the lead-up to their NCLEX testing date.
- **ATI Capstone Comprehensive Content Review Course:** Level 3 students are paired with an ATI online educator to guide them through a pre-set calendar for 7-8 weeks of content review before sitting for the ATI Comprehensive Predictor. Each individual student has a personalized plan based on the content knowledge determined from the assessments. (optional)
- **Virtual ATI:** Through collaboration with a virtual coach, students are engaged in a personalized, assessment-driven NCLEX review in an online classroom that provides students access to a variety of on-demand resources. Students receive feedback and encouragement from their own personal online coach. NCLEX pass rates when receiving the “Green Light” to test are greater than 98%.

- **NCLEX Experience:** Helps students prepare for taking the NCLEX-PN exam. The NCLEX Experience modules give students practice with and build their confidence in answering various types of NCELX test questions.

### **ATI LIVE REVIEW**

- This is a 3-Day Live Review held at the end of the program. The course reviews program content to prepare our graduates for the NCLEX-PN examination. **ATTENDANCE is MANDATORY.**



# Students' Quick Guide to the Next Gen NCLEX

## What is the Next Generation NCLEX (or NGN)?

*It's a new version of the NCLEX being developed. Its purpose: to better evaluate your clinical judgment skills.*

### What is clinical judgment?

It's the observed outcome of your critical thinking and decision-making. It's an iterative process — one that evolves over time — in which you use your nursing knowledge to:

- observe and assess situations you experience
- identify a prioritized client concern (one that needs to be addressed immediately)
- generate the best solution to deliver safe client care.

Clinical judgment is broken into 6 functions:

1. recognize cues
2. analyze cues
3. prioritize hypotheses
4. generate solutions
5. take actions
6. evaluate outcomes.

### Why is clinical judgment important?

It's linked to 46% of the tasks you'll perform as an entry-level nurses. Unfortunately, research shows nearly half of all new nurses are involved in a nursing care error. That makes clinical judgment crucial to your success as a nurse.

### How are the NCLEX test questions changing?

You'll see new question formats (referred to as item types) on the test that are focused specifically on testing your clinical judgment. The new question formats will be presented within case studies to ask you about the 6 clinical judgment functions (listed above) in order. You'll also encounter some additional new item types that won't be included in case studies but will be asked as individual questions. You'll hear them called standalone item types.

### What are the new item types?

Case study item types include:

- Matrix multiple-choice
- Matrix multiple-response
- Multiple-response: Select all that apply
- Multiple-response: Select N
- Multiple-response: Grouping
- Drag-and-drop: Cloze
- Drag-and-drop: Rationale
- Drop-down: Cloze
- Drop-down: Rationale
- Drop-down: Table
- Highlight: Text
- Highlight: Table

Stand-alone item types include:

- Bow-tie
- Trend

### When will the NGN changes take effect?

April 2023. But, if you take the NCLEX before then, you may be asked to participate in a "Special research section" at the end of your exam. This section — which doesn't count toward your score — helps test the new item types. By answering those questions, you'll be helping future nursing students, so consider it a good deed to participate.

### How can you prepare for the NGN?

Look for opportunities to practice answering the new item types. The more familiar you are with them, the more comfortable you'll be when you encounter them on the NCLEX.

ATI has a variety of tools (listed below) that include the new question formats to use for practice. Look through your ATI resources to see if these solutions are available to you. If you don't see them, ask your instructor. These resources may be introduced in future courses, or they may be available for your school to purchase.

### Available solutions

#### Next Generation NCLEX Question Overview

- Discover a safe place to practice answering the new item types using non-nursing content.

#### The NCLEX Experience

- View NCLEX overview videos and begin acclimating to NCLEX-style questions through engaging tutorials and practice with sample quizzes featuring new item types designed to measure clinical judgment.

#### Content Mastery Series (CMS)

Available for these subject areas for practice and proctored exams:

- Mental Health (RN/PN)
- Fundamentals (RN/PN)
- Adult Medical Surge (RN/PN)
- Nursing Care of Children (RN/PN)
- Maternal Newborn (RN/PN)

#### Custom Assessment Builder (CAB)

An option for your instructor to create practice tests that include the new item formats. Instructors can pull questions from the ATI Test Bank or create their own.



For more information, visit [www.atitesting.com](http://www.atitesting.com).

## STUDENT EVALUATION AND BEHAVIOR

### THE EXPECTED BEHAVIORS AND DUE PROCESS EVALUATION

Is used to assist in the objective evaluation of students to enhance student success. This is a student learning tool as it provides students with general behavior expectations. Students will receive a warning, prior to accruing any clinical points. If the behavior(s) persist, points will be given.

- Documenting Timeline: If a student is given points, the instructor must make the student aware of the points on the same day the points were given.
- Clinical Point Sheets and/or Write-ups that document the student's behavior that warranted points must be made available to the student within 14 days.
- Full-time students have 3 days and Part-time students have 14 days to comment and/or dispute the accrual of points in writing.

The accrual of 10 points can lead to a Course Failure. Each student starts each level (1 A/B, 2, 3) with zero (0) points. Points do not carry over from one level to the next.

The total maximum points that can be accrued on any clinical day is six (6) points. At that time a Student Learning Directive plan will be made by the student and faculty member. The student must initiate a meeting with the faculty member for the development of this plan.

**EASTERN Center for Arts and Technology  
Practical Nursing Program  
Expected Behaviors and Due Process Evaluation**

Student Name \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

POINT VALUE	BEHAVIORS OBSERVED	POINTS RECEIVED
	<b>PROFESSIONALISM</b>	
2	- Unprofessional/Negative Behavior-Verbal/Non-Verbal, Incivility, Augmentative	
1	- Lack of adherence to personal grooming policy (refer to Student Handbook)	
1	- Lack of adherence to institution's policies (smoking, parking, phone use)	
1	- Inability to communicate with clients, faculty, or staff	
2-4	- At AJH, did not have RN sign Student/Nurse Communication Sheet and/or failed to initial its completion. (2 points 1 <sup>st</sup> occurrence, 4 points 2 <sup>nd</sup> occurrence)	
2-4	- Abuse of resources at clinical sites, (i.e., printing off PowerPoints)	
2	- Lack of initiative, assertiveness and/or accountability.	
2-4	- HIPPA violations	
	<b>ATTENDANCE</b>	
1	- Arrive on unit by 7:29 and have informed Instructor of lateness	
2	- Arrive on unit after 6:45 w/o notifying instructor. Student sent home/considered an absent day.	
0	- Notified Instructor but did not arrive by 7:29. Sent home/result in an absence day. No points given.	
4	- Failed to call, Absent from clinical	
1	- Break/Lunch extended beyond allotted time	
1	- Failure to Call out of Clinical by 6:00	
0	- Left clinical prior to dismissal. WILL count as ½ ABSENT day.	
	<b>PREPARATION</b>	
2	- Lack of knowledge on condition & status of client assigned the previous day	
1	- Lack of knowledge regarding clinical skills	
1	- No clinical skills book/supplies (stethoscope, ID Badge, watch, black pen, etc.) Forgot AJH ID, had to go to AJH Parking, pay fee for new ID. If unable to pay, will be sent home/receive a clinical absent day.	
2	- Failure to submit a completed clinical worksheet on due date	
1	- Failure to submit Personal Health Records to EASTERN PN Admissions (1 point/day)	
	<b>IMPLEMENTATION OF PATIENT CARE</b>	
1	- Inability to provide basic nursing care in a timely and organized way (am care, meds, treatments)	
2-4	- Unsafe practices while implementing care (falls risk, cross contamination, etc.)	
	<b>MEDICATIONS</b>	
1	- Lack of knowledge about classification, dosage, side effects and nursing implications	
1	- Lack of knowledge about current physician orders	
1	- Incomplete assessment for administering medications (VS, labs, etc.)	
1	- Improper administration of meds (late meds, discontinued meds, etc.)	
1	- Inaccurate or incomplete documentation of medications	
	<b>DOCUMENTATION</b>	
1	- Assessments and documentation of flowsheets not completed in a timely manner	
1	- Unaware of current orders (IV's, dressing changes, etc.)	
1	- Incomplete documentation of any treatment given or changes in patient care	
	<b>Total Points for Occurrence / Total Points for Level</b>	/

Instructor Signature \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Accrual of 6 Points will require the student to meet formally with faculty. A total of 10 or more Clinical Points will result in immediate Failure for the Level.**

**Explanation of Student 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 CLINICAL EVALUATIONS

Are used to evaluate the student’s ability to meet clinical SLOs. In Level 1 A & B, they are completed approximately every eight (8) weeks for Full-Time and sixteen (16) weeks Part-Time. 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 SLO’s
- **R** – Regularly meets SLOs
- **C** – Consistently meets SLOs

At the end of the level, if the clinical evaluation SLOs are graded with a **B**, clinical failure will occur. Students must have accrued Clinical Points to receive a **B** on any clinical evaluation.

Additionally, all students will receive a **Daily Clinical Evaluation**. Students will receive a Satisfactory (S), Needs Improvement (NI) or Unsatisfactory (U). Students can find their individual evaluations on the PN MOODLE site. This evaluation is a quick way to provide students feedback on their clinical performance. If a student continues to receive NI, or U for the same content area, day after day, a Learning Directive Plan and/or Clinical Points will be given to the student.

<p><b>(S)</b> <b>Satisfactory</b></p>	<ul style="list-style-type: none"> <li>• Functions with minimal guidance</li> <li>• Demonstrates accurate knowledge and application to clinical</li> <li>• Consistently self-directed</li> <li>• Demonstrates/Provides evidence of clinical preparation</li> <li>• Follow directions and performs safely</li> <li>• Demonstrates on-going personal and professional growth</li> <li>• Uses nursing process and applies” Evidenced Based Practice”</li> </ul>
<p><b>(NI)</b> <b>Needs Improvement</b></p>	<ul style="list-style-type: none"> <li>• Functions safely with moderate guidance</li> <li>• Demonstrates adequate knowledge and application to clinical</li> <li>• Requires direction in recognizing “Learning Opportunities”</li> </ul>
<p><b>(U)</b> <b>Unsatisfactory</b></p>	<ul style="list-style-type: none"> <li>• Requires maximum guidance to perform activities at a safe level</li> <li>• Has difficulty providing and completing nursing care</li> <li>• Demonstrates gaps in knowledge and requires almost constant cueing or assistance</li> <li>• Unprepared for clinical</li> <li>• Little insight into own behavior(s) or ability to identify learning needs</li> <li>• Not dependable</li> <li>• Behaves in unprofessional or unethical way.</li> </ul>

## SKILLS LAB PRACTICUMS

Are used to evaluate the student’s clinical competency at the end of Nursing 1 (Level 1B) 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 OR Violation of School Policy.
- 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.
- Theft or Academic Theft

## ATTENDANCE POLICY

Students are expected to attend **ALL** scheduled classes and clinical experiences. **The program is accredited as a Face-to-Face program.** 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 may be required to sign a daily attendance sheet.

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 student's attendance is confidential.

### THEORY – ATTENDANCE POLICY

**If the student is unable to attend Class (theory), the student must EMAIL the Instructor of the absence. DO NOT CALL the clinical call out line.** Class begins at 8:00AM for daytime classes and 5:30PM for evening classes. Students are responsible for printing the lecture PowerPoint off the MOODLE website prior to class.

Students will be permitted theory absences as follows:

	Full Time	Part Time
Level 1 A/B	5 Days	10 Days
Level 2	5 Days	10 Days
Level 3	2 Days	6 Days

#### Counts 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.**

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. If a student misses an exam, refer to Examination Make-Up Policy.

### CLINICAL – ABSENT TIME

Level	# of Absent Days		
1 A/B	2, no make-up	3 <sup>rd</sup> and 4 <sup>th</sup> absent require make-up	5 <sup>th</sup> absent day results in Level failure
2	2, no make-up	3 <sup>rd</sup> and 4 <sup>th</sup> absent require make-up	5 <sup>th</sup> absent day results in Level failure
3	1, no make-up	2 <sup>nd</sup> absent require make-up	3 <sup>rd</sup> absent day results in Level failure

#### Additional absence information:

- Left clinical prior to dismissal. WILL count as ½ ABSENT day.
- If an absent day results in inability to meet a course SLO, the student will be required to complete a makeup day to meet all SLOs. This may postpone the student’s graduation date.
- The student may be counseled by the instructor and/or 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 be required to submit a doctor’s note for any absence over three days.
- 2 or 3 consecutive days of an extenuating absence will be counted as 1 absent occurrence.

### INSTRUCTIONS FOR CLINICAL ATTENDANCE

Clinical experience will convene at 6:45AM. Clinical Start and End Times are subject to change based on clinical unit. For each course/clinical rotation/unit – follow the instructors start/end requirements.

- If absent or late for clinical, **call 215-481-3228 BY 6:00AM** and leave a message.
- If the student arrives for clinical after 6:45AM **without notifying** the instructor, the student cannot attend clinical and gets sent home. The student will receive 2 points and the day will be considered a clinical absence.
- If the student arrives for clinical after 6:45AM and **has notified** the instructor, and can be on the unit by 7:29AM, the student will receive 1 clinical point.
- If the student cannot be on the unit by 7:29AM, the student will not be permitted to attend clinical and it will be counted as an absence day. No clinical points given.
- NO CALL, NO SHOWS will result in the accrual of 4 clinical points.
- **ALL** Students **must** have their EASTERN ID at all clinical sites. When at Abington Hospital, students must have their Abington ID as well, if they do not have ID they can go

to the Parking office, pay the fee to obtain a new ID Badge. Student will receive 1 point. If unable to get new ID, student will be sent home and receive an absence day.

- Tardiness to clinical can result in accrual of “Points” on the Clinical Point System.
- 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. 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 additional absent day.**

**The student will be required to pay the Make-Up Day fee of \$100.00 (must be cash).** This must be submitted to EASTERN’s office before the scheduled day. The student must successfully meet the SLOs 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**.

## COVID ABSENCE AND 5-DAY ISOLATION REQUIREMENTS

If a student tests positive for COVID:

1. The student must inform their Course Coordinator (J. Esposito, J. Lipinski, S. Khali, or W. Viernes) of their COVID status.
2. The student and Course Coordinator will determine the date in which the 5-Day isolation will start and end.
  - a. Day 0 = Day symptoms started OR tested
  - b. Day 1 = first full day following the day you were tested
  - c. If you develop symptoms within the next 10 days of when you were tested, the clock restarts at Day 0
3. Stay home Day 0–5
4. You may return to school on Day 6 if you have **NO Symptoms OR Symptoms improving**
5. Wear a mask when returning to school through Day 10
6. The school absences accrued r/t this COVID episode will count as **ONE**
7. Absence for clinical and/or one (1) absence for theory

## AT RISK STUDENTS

### AT-RISK STUDENT NOTIFICATION LETTER

Students who have not met expected academic progress, academic classroom behavior, or other non-academic or non-professional behaviors may receive an “Academic At-Risk Student Notification Letter” describing the at-risk behaviors. Upon receiving the letter, the student must take the initiative to contact the faculty member for advisement and developing a plan for success.

### STUDENT LEARNING DIRECTIVE PLAN

Student Learning Directive Plans will be made to assist the student to change their behavior and achieve success. A plan will be developed by the student and faculty as needed on an individual basis. Examples of behaviors that could require a Student Learning Directive are accrual of **six (6)** clinical points, attendance problems, academic failure, or 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.**

### TUTORING POLICY

The goals of the tutoring policy include but are not limited to enhancing, reviewing, and clarifying questions from class lecture, self-study, skills learned and in assisting the student in clinical preparation, note taking and/or test taking skills and time management.

**Tutoring is NOT an alternative to class/lab attendance AND is dependent on faculty availability.** Students may be offered or may request tutoring at NO COST. Tutoring can occur one-on-one (1:1) or in small groups.

#### Steps:

1. To request tutoring, the student is required to email the faculty and PN Coordinator with detailed information of what area(s) they need help. The email needs to detail what they have done so far to improve their understanding of the material.
2. Faculty and student determine the topic/concept/skill the student needs assistance with.
3. Faculty will assign a self-learning activity using accepted resources. On completion the student will submit for evaluation.
4. Faculty will determine if student made a substantial effort with the self-learning assignment. If it is determined the student still requires assistance with topic/concept/skill, they will be assigned a faculty tutor. (Faculty/PN Coordinator will assign tutor).
5. Tutor and student determine date/time for tutor meetings.

### EXAMPLES OF SELF-LEARNING ACTIVITIES

\***ATI Nurse Logic Tutorials** – Assists the student in learning how to be a better student

- Knowledge and Clinical Judgment, Nursing Concepts, Priority Setting Frameworks, Testing and Remediation

\***ATI Learning Systems Questions** – NCLEX-PN style questions

- Communication, Pharmacology, Fundamentals 1 & 2, Dermatology, Oncology, Endocrine, Gastrointestinal, Gerontology, Renal & Urinary, Musculoskeletal, Respiratory, Cardiovascular and Hematology, Neurosensory and Immune & Infections.

If a student is unable to attend the tutoring session, they must call to cancel within 3 hours of the scheduled tutoring session. One no call, no show or cancelling two times in a row will result in loss of tutoring privileges.

### **SUSPENSION AND DISMISSAL**

Suspension is a period 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.**

### **LEAVE OF ABSENCE POLICY**

It is not possible for a leave-of-absence to be granted to students in the program. A student who must resign due to illness, pregnancy, financial problems, etc., should write a letter of resignation to the PN Program Coordinator. A student who resigns but plans to return later should follow the Repeat Level/Course Policy, found below.

### **REPEAT COURSE/RETURN TO PROGRAM POLICY**

Satisfactory Academic Progression (SAP) is expected of all students. If a student fails a course/level, they may request to repeat the course. The program goal is for every returning student to complete the program in 150% of normal time (FT – 1.5 years and PT – 3 years).

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 to fully evaluate a student's competency to return.

- 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:** If returning to repeat Nursing 2, or Nursing 3, 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 pass a Skills Lab practicum. The practicum is geared to assess student competency in course/level skills that were successfully completed previously.

**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 second 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.

## GRADUATION POLICY

A student is eligible to graduate if they have passed each theory course with a 75% or better, have passed all nursing courses clinical component and passed all nursing course medication math examinations.

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 guest speaker if desired.

Graduation attire is cap and gown. See Mary McDonnell, Administrative Assistant for Cap & Gown information.

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

**NAME:** Student who has achieved the highest bedside performance

**NAME:** Student for high achievement in theory and clinical skills

**NAME:** Student who has the highest GPA

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

## PARKING RULES AND REGULATIONS

Parking Rules and Regulations for Practical Nursing (PN) students at Eastern Center for Art and Technology (ECAT). This policy has been established to ensure the safety and security of our students, employees, visitors, and guests while they are on campus. All motor vehicles parking on ECAT property must be registered. Parking placards for PN students are transferable between the cars that are registered with the school. The placards are NOT transferable to another student. Parking placards for students are valid from purchase date until graduation. Placards remain the property of ECAT and may be cancelled or revoked for cause at any time.

### PARKING PLACARDS

All PN students must register each motor vehicle owned, operated, or brought onto campus.

- PN students can obtain a placard through the PN admission office.
- Students will be required to submit a valid driver's license, car registration, and insurance to obtain an ECAT parking placard. Failure to do so may result in student's car being towed.
- Parking placards will be valid for the duration of your program. The placards cost \$10 and are to be returned at graduation. Replacement placards cost \$25.
- Students **MUST** park at ECAT. Parking in nearby lots not associated with ECAT may result in academic disciplinary action.

## PLACARD LOCATIONS

Students are required to park in the designated areas:

- Full Time PN students
  - Are expected to park in the first parking lot off the school's main entrance.
  - Exceptions - when BOTH fulltime classes are on campus at the same time:
    - Students are expected to park in the first parking lot off the school's main entrance. Once those 37 spaces are filled, THEN,
    - Students are expected to park in the spaces in front of veterinary science. Once 10 spaces are filled, THEN,
    - Students are expected to park in the back of the school in the designated area assigned that day.
- Part Time PN students
  - Are expected to park in the back of the school in any non-visitor spot anytime after 4:00PM.

## GENERAL INFORMATION AND REGULATIONS

A PN student with parking fines outstanding from the current nursing level may not be permitted to attend the next level until fines are resolved. ECAT provides for handicapped parking through the use of approved signage and space marking. Only those individuals who have a government issued placard or handicapped license plate may occupy handicapped spaces.

- A motor vehicle may not be parked in any area from which it is restricted by signs, other traffic control devices, markings, or by specific action of ECAT.
- ECAT is not responsible for any damage or theft involving vehicles parked on its property.
- Motor vehicles, to include motorcycles and motorbikes, may not be parked in areas not specifically designated as valid parking zones. No motor vehicle may be parked at any time on a sidewalk or crosswalk, on the grass, in front of a driveway, doorway, or steps, within an intersection, on the roadway side of any vehicle that has stopped or parked at the side of a roadway, in service driveway or associated turnaround. No vehicle is to be parked in any manner that blocks or interferes with the use of a handicapped access ramp.
- No vehicle may interfere with the use of a fire hydrant, fire lane, or other emergency zone, create any other hazard, or unreasonably interfere with the free and proper use of the roadway, parking area or loading dock.
- Any damage to ECAT property will result in a fine and payment of damage costs.

## ENFORCEMENT

ECAT parking regulations includes ticketing and/or towing. All methods of enforcement have fines attached. Towing and storage fees, as well as vehicle retrieval, are the responsibility of the owner/operator.

- Parking a vehicle in such a way that it is in violation of any parking regulation will result in a \$25.00 fine for the first offense, then \$50 fine for each additional violation.
  - Taking up two spaces
  - Not parking between designated lines
  - Parking in visitor spots or areas not identified as PN parking
- Parking in fire lanes and handicapped spaces incur a \$50 fine for the first offense, then \$100 for each additional violation.
- To ensure the safety of individuals on campus, PN students observed violating traffic rules will be assessed the following fines and/or lose their privilege to park on campus.
  - Excessive speeds will result in a \$100 fine.

- Not stopping at posted signs will result in a \$100 fine.
- Driving the wrong way down a one-way road will result in a \$250 fine.
- Continued abuse of parking and traffic rules can result in academic disciplinary action up to and including dismissal from the PN program.

### **PAYMENT OF PARKING FINES**

A copy of the parking citations will be emailed to the student and applied to your student account. Payments cannot be made until 5 business days after the citation issuance. Citation charges will appear on your ECAT tuition card at that time. Payments can be made to the PN business office. Failing to pay parking fines will result in the student being unable to move to the next nursing level or graduate at the end of the program.

### **TEMPORARY RESTRICTIONS**

ECAT reserves the right to temporarily restrict and change the parking regulations as needs exist. Such restrictions will be conspicuously posted on appropriate signs and traffic control devices and will, when practical, be publicly announced in advance.

### **ACCIDENTS ON CAMPUS**

All accidents involving motor vehicles that occur on ECAT property must be reported to the PN Program Director immediately. Individuals can call 215-784-4819.

### **DISABLED VEHICLES**

Disabled vehicles should be reported to ECAT immediately. If a motor vehicle is creating a hazardous condition it will need to be move immediately. ECAT will tow any vehicles that are found to create a hazardous condition to pedestrians, other motor vehicles, or disrupt the flow of traffic. Vehicles that are towed are done so at the owner's expense.

# EASTERN PRACTICAL NURSING PARKING MAP



**Full Time Students**

- Practical Nursing Parking
- Practical Nursing Overflow Parking

NO Parking - Visitor Spaces

**Part Time Students**

- Back of the School

NO Parking - Visitor Spaces

## PARKING AT CLINICAL SITES

Information about clinical site parking will be provided by your Instructor.

- **Students** are PROHIBITED from congregating and/or “hanging out” at all clinical site parking lots.

## STUDENT POLICIES

### IDENTIFICATION BADGE POLICY

EASTERN and/or ABINGTON ID Badges **MUST always BE WORN** while at EASTERN, 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 one (1) absence day. Students forgetting ID at Abington Hospital may obtain a replacement ID from the Parking office for a fee. If this is done, the student may stay at clinical, but will receive one (1) point.

### PROFESSIONAL STATUS BOUNDARIES

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.

### HEALTH INSURANCE 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. 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 EASTERN’s liability insurance.

## 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. All others must provide written student permission to the PN Program Coordinator, to access individual student records.

## **HIPAA – Health Information Portability and Accountability Act**

Federal legislation mandates the confidentiality of all patient information. The legislation applies to 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**

Personal records are maintained for each Practical Nursing student. It contains information such as: transcripts, report cards, admission documents, attendance records, disciplinary records, progress records, instructional documents, clinical 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:

- Instructional Records – Until after graduation
- Financial Aid Records – Three (3) years
- Student Admission File – Five (5) years
- 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.**

## **MEALS/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 (½) lunch period in accordance with other personnel in the cooperating agencies. Fifteen (15) minute daily breaks are scheduled; however, class activity or client care has priority for learning experiences over the break time.

## **SMOKING/VAPING**

Smoking/Vaping is NOT permitted in or on the premises of the EASTERN and ALL CLINICAL SITES. Students who smoke off the premises must be considerate of others, especially hospitalized patients regarding 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 must be turned off or on vibrate. If use of a cell phone in class becomes a distraction to Instructor and/or classmates, the instructor has the right to ask the student to cease using the phone. If distracting cell phone use continues, the student will be asked to leave class. This will be counted as absent time. 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, surfing the internet, taking photos, etc., in a patient care area will receive 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.

## HARASSMENT POLICY

All forms of sexual, ethnic and/or other harassment, including bullying and cyber bullying, by EASTERN students are strictly prohibited and shall constitute a violation of this policy.

Each student shall be responsible to respect the rights of their fellow students and others with the goal of creating and ensuring an atmosphere free from all forms of prohibited harassment and bullying.

- **Cyber Bullying** shall mean forms of verbal or psychological bullying that occur on the Internet through email, instant messaging, or social media, etc. Cyber Bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, or employee of EASTERN by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures, or images, or web site posting (including blogs). All forms of cyber bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of EASTERN, offenders shall be subject to appropriate discipline.
- **Ethnic Harassment** includes the use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an offensive educational environment.

“Harassment” is defined as conduct where a student strikes, shoves, kicks or otherwise subjects another student, staff member or other person to physical contact or attempts or threatens to do the same or when a student commits acts or engages in a course of conduct which demonstrates (a) an attempt to place the person in reasonable fear or bodily injury; (b) an intent to cause substantial emotional distress to the person; (c) hostile, offensive or derogatory remarks; (d) physical interference with another student's movements; or (e) offensive or abusive behavior having the purpose or effect of interfering with an individual's academic pursuits or going to and from school. The term harassment includes but is not limited to slurs, jokes, bullying, hazing or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, gender, national origin, age, handicap/disability, or sexual preference.

- **Sexual Harassment** shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written or physical conduct of a sexual nature when such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive education or social environment for a student, staff member or other person. Examples of sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal or written abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups,

calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a person's ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment.

- **Incivility** shall mean negative behaviors with low-intensity and unclear intention that damage a specific person. Incivility includes, but is not limited to, the following behaviors: verbal abuse, nonverbal abuse, and passive aggressive behavior. Verbal abuse involves shouting, raising one's voice in a hostile manner, threatening a person verbally and overtly scolding or criticizing them, as well as using insulting and disgracing words, disrespectful tones, impoliteness, sarcastic behavior and humiliation. Nonverbal abuse includes raising the eyebrows, screwing up the eyes, scowling, creating physical distance, excluding someone from conversations, and/or invading someone's privacy.

### **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.

### **CLASSROOM DRESS, UNIFORM REGULATION, PERSONAL GROOMING AND PROFESSIONAL BEHAVIOR**

Students are required to look professional in class and clinical. Students are required to wear office casual wear or scrubs to class. Office casual wear is clothing that covers the body from "under-arms to mid-thigh." When at clinical, the EASTERN uniform is to be worn. 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.

All student's 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. Exceptions will be made for tattoos on face, hands, and neck. Piercings, other than one set of small earrings is not permissible. Cultural and Religious exemptions will be considered dependent upon clinical institution policy, infection control and patient communication principles.

Cooperation is always expected. 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 affect others.
- good eye contact, erect posture, pleasant facial expression
- congenial demeanor/cooperative attitude
- respectful conduct
- articulate communication
- ability to follow direction

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** as 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 Library** – Books are limited due to the availability of online databases.

**Jefferson Abington Hospital Library** (Wilmer Library). **Hospital ID Badges ARE required.**

- Location: Basement of the Dixon Building (Horace Avenue) on AJH's main campus
- Hours: 9:00AM – 3:00PM
- Computer Resources on all 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, Nursing Reference Center, Google.com, JAH Intranet: nursing protocol and procedure manuals

## 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, Confidentiality will be maintained. The scope of this counseling may include keeping student informed of individual progress, assisting student in becoming self-directed, encouraging student to self-evaluate strengths and needs, assisting in identifying learning strategies to help with study and test taking skills and/or recognition of the need for referral to outside agencies for student personal issues that are not covered by the scope of this policy.

## IMMUNIZATION POLICY

All students must show documentation of the following Screening Tests, Immunizations and/or Titers:

- DTaP – Adacel or Boostrix within 10 years
- MMR – Mumps, Measles (Rubella and Rubeola)
- Varicella – Chicken Pox
- Hepatitis B Vaccine – series of three (3)
- Influenza – Annual Flu Shot
- Urine Drug Screen
- Tuberculosis (TB) Screening with IGRA or 2-step TST
- COVID-19 Vaccination – Card showing full immunization as required. NO COVID exemptions as per our clinical partner sites.

## CLASS ORGANIZATION

Each class should choose one or two class members to act as the **Class Representative(s)**. This representative(s) or any class members are encouraged to take an active part in the governance of class concerns and activities. This includes, but not limited to:

- Attending faculty meetings to voice student concerns OR
- Submitting a Student/Class Report. See instructor for template.
- Plan graduation activities.
- Become a member of the Grievance Committee as needed.

## GRIEVANCE POLICY

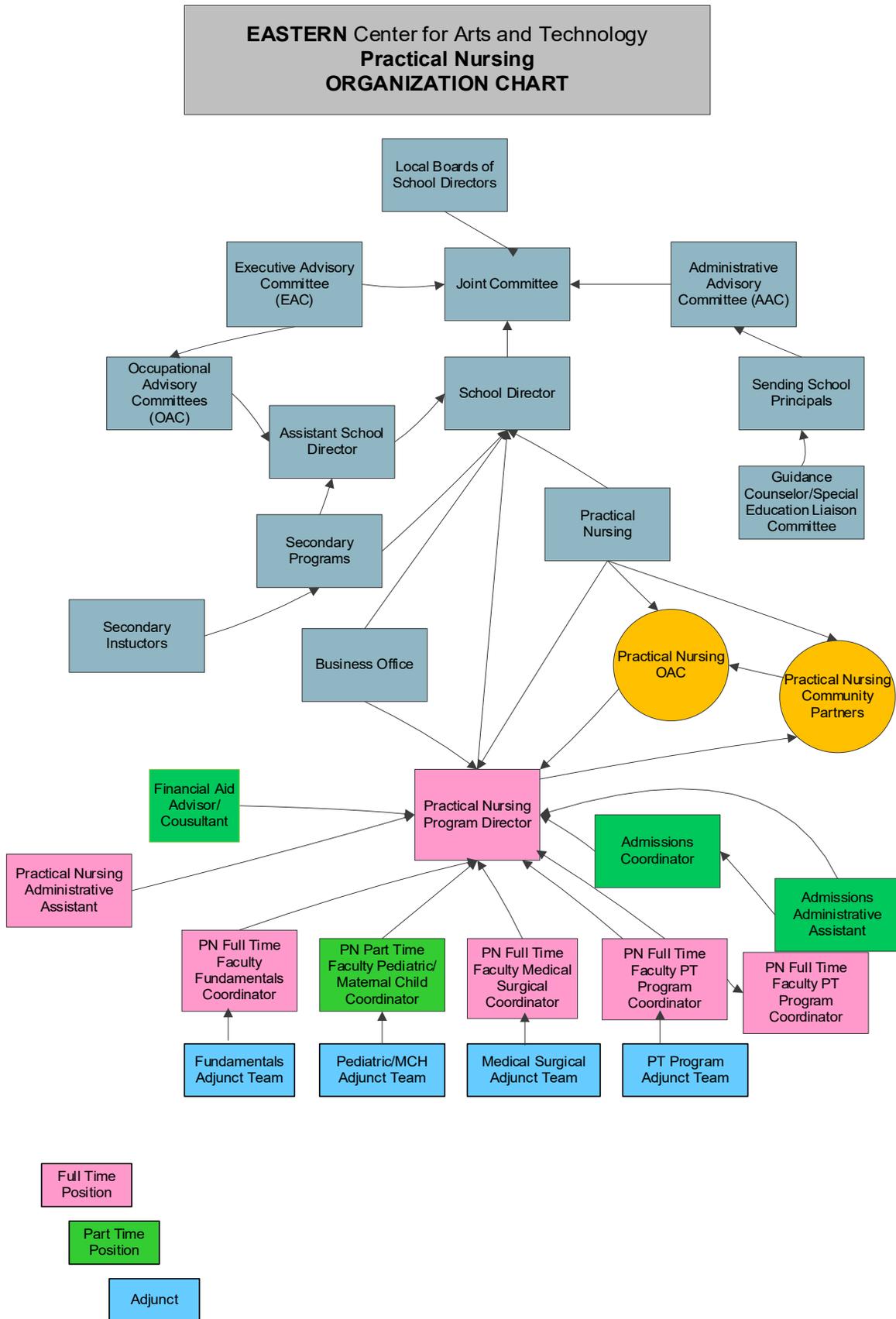
### A. Rationale

To provide an orderly impartial incremental review to secure, at the lowest possible level, an equitable solution to a claim by the aggrieved party. All members of the Grievance Committee must abide to FERPA confidentiality policies.

### B. Procedure

1. A student may file a grievance **up to 15 calendar days after the Level in which the event occurred.**
2. 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 Practical Nursing Program Coordinator
3. Call for a meeting of the grievance committee; members include students from each practical nursing class and selected full time/part time faculty. The student 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
4. Within five (5) days of the submitted grievance, the presiding student 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.
5. Should the grievance be unresolved in the action of Step 4, 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.
6. If the action of Step 5 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.
7. If the action of Step 6 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 discussing and resolving the matter.

# EASTERN PRACTICAL NURSING ORGANIZATION CHART



## COURSE SYLLABI

### **COURSE TITLE: NURSING 1A AND B – FUNDAMENTALS OF NURSING**

Level: 1 A and B

Clock Hours: Theory: 183 (134/49) / Clinical: 226 (149/77)

Prerequisites: None

#### **Course Description**

This course provides an introduction to nursing and roles of the nurse. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic assessment and nursing skills is presented and the student is given an opportunity to demonstrate these skills in a Skills Lab and Clinical setting. An introduction to the nursing process provides the student with a beginning framework for decision making. The course has 2 parts, N1A and N1B.

#### **Nursing 1A**

Focuses on nursing care associated with patient hygiene, safety, body positioning, physical assessment, vital signs, diagnostic tests, asepsis/infection control, nutrition, oxygenation, and gerontology.

#### **Nursing 1B**

Focused on nursing care associated with bowel/bladder elimination, musculoskeletal injury, surgery, cancer, loss, and death and dying.

#### **Student Learning Outcomes**

After successful course completion the student will:

#### **Clinical Decision Making**

##### **1. Theory**

- a. List the basic human needs related to Maslow's Hierarchy of Needs.
- b. Describe personal attitudes, values and beliefs regarding diverse human populations and individual patient rights.
- c. Describe normal anatomy and physiology in each body system.
- d. Define characteristics of the nursing process, QSEN and clinical decision making.
- e. Recall commonly used normal laboratory values and diagnostic study findings.
- f. List pharmacologic regulation, actions responses, and medication classifications.
- g. Identify the difference between data collections and assessment.
- h. Describe concepts of patient centered care and cultural diversity.
- i. Review basic adult/older adult nutritional needs.

##### **2. Clinical**

- a. Define the concept of patients' rights.
- b. Identify normal anatomy, physiology and scientific principles when administering basic nursing care, nursing procedures and treatments.
- c. Demonstrate basic nursing skills, data collection and basic assessment skills related to an individual patient.
- d. Record knowledge of the use, actions, side effects, contraindications, nursing implications for selected drugs given to adult and older adult patients.

- e. Recognize the planning, organization, implementation, and evaluation of nursing care to adult/older adult patients with simple chronic healthcare needs.
- f. Express a beginning knowledge of clinical decision making and its application to clinical situations.

### **Teamwork**

#### **1. Theory**

- a. Define the role of the LPN within the interprofessional team.
- b. Discuss principles of responsibility and accountability.
- c. Summarize the characteristics and types of interpersonal/interprofessional relationships and communication.

#### **2. Clinical**

- a. Summarize verbal incidental patient report to instructor and primary nurse.
- b. Record assessment and medication administration on paper documentation.
- c. Recognize interpersonal/interprofessional communication.
- d. Identify civil/uncivil behavior.

### **Safety**

#### **1. Theory**

- a. Define the concept of evidenced based practice.
- b. Identify actual and potential patient safety risks related to nursing care.
- c. Define basic pharmacological principles.
- d. Define medication classification and their purpose.
- e. Describe the methods, strategies, and techniques for safe medication administration of oral, nasal, enteral, inhaled, vaginal, otic, ophthalmic, rectal, subcutaneous, and intramuscular medications using the six rights.

#### **2. Clinical**

- a. Describe reliable sources for evidence to plan nursing care.
- b. Identify actual and potential safety risks while providing a safe environment for the patient, self, and others.
- c. Demonstrate consistent and accurate medication dosage calculations.
- d. Prepare and administer oral, nasal, enteral, inhaled, vaginal, otic, ophthalmic, rectal, subcutaneous, and intramuscular medications using the six rights.
- e. Seek assistance and guidance appropriately.
- f. Demonstrate progressive achievement in safely performing fundamental nursing skills.

### **Patient Education**

#### **1. Theory**

- a. Identify principles of adult learning theory and related to patient education.
- b. Describe common patient learning needs.
- c. Discuss the need for teaching patients about appropriate health related community resources.

#### **2. Clinical**

1. Indicate the simple learning needs of adult and older adult patients related to Activities of Daily Living (ADL's).

## **Professionalism**

### **1. Theory**

- a. Define the role and responsibilities, including the legal and ethical of the practical nursing student within the current health care system.
- b. Recognize own strengths and needs and how they are related to accountability.
- c. Identify the components of therapeutic communication skills.

### **2. Clinical**

- a. Identify learning opportunities to enhance nursing knowledge.
- b. Demonstrate responsibility for own actions taken or not taken.
- c. Identify situations that require therapeutic communication.
- d. Discuss the purpose of constructive evaluation.
- e. Demonstrate progressive achievement in fundamental skills in the performance of nursing care.

## **Teaching/Learning Strategies**

Lecture, discussion, multimedia resources, case studies, reference materials, handouts, concept mapping, textbook Study Guides, Skills Lab, ATI Exams and Tutorials.

## **Methods of Evaluation/Grading**

Must pass both Theory and Clinical for successful completion of course(s).

<b>Nursing 1A</b>		
<b>Method</b>	<b>Description</b>	<b>Grade</b>
Exams	<ul style="list-style-type: none"><li>• Exams #1 – 5 (average)</li></ul>	90%
Assignments	<ul style="list-style-type: none"><li>• Care Plan/Concept Map OR Alternative</li></ul>	10%
Clinical Evaluation	<ul style="list-style-type: none"><li>• Clinical Rotation</li><li>• Skills Labs</li></ul>	Pass/Fail
<b>GRADE TOTAL for NURSING 1A</b>		<b>100%</b>
<b>Nursing 1B</b>		
Exams	<ul style="list-style-type: none"><li>• Exam #1 – 4 (average)</li></ul>	90%
Assignments	<ul style="list-style-type: none"><li>• Care Plan/Concept Map OR Alternative</li></ul>	10%
Practicum	<ul style="list-style-type: none"><li>• Skills Lab Skills Evaluation</li></ul>	Pass/Fail
Clinical Evaluation	<ul style="list-style-type: none"><li>• Clinical Rotation</li><li>• Skills Labs</li></ul>	Pass/Fail
Math	<ul style="list-style-type: none"><li>• Medication Math Exam</li></ul>	≥85% average (2 attempts given to pass)
<b>GRADE TOTAL FOR NURSING 1B</b>		<b>100%</b>

This course runs over Level 1 A and B. For a total of 19 weeks (FT) and 38 weeks (PT). **A student must PASS N1A to progress to N1B.**

### **Essential Textbooks**

1. Burton, M., Ludwig, L. (2022). Fundamentals of Nursing Care: Concepts, Connections and Skills (4<sup>th</sup> ed.). FA Davis: Philadelphia. (Study Guide Available)
2. Gylys-Masters (2023). Medical Terminology (7<sup>th</sup> ed.). FA Davis: Philadelphia.
3. Williams, L., Hopper, P. (2022). Understanding Medical Surgical Nursing (7<sup>th</sup> ed.). FA Davis: Philadelphia. (Study Guide Available)
4. Workman, M. L. (2023). Understanding Pharmacology-Essentials for Medication Safety (3rd ed). Elsevier: St Louis. (Study Guide Available)

### **Practical Nursing Program Grading Scale**

**A** = 94 – 100

**B** = 86 – 93

**C** = 79 – 85

**D** = 75 – 78

## **COURSE TITLE: ANATOMY AND PHYSIOLOGY**

**Level:** 1A

**Clock Hours:** Theory: 100 / Clinical: 0

**Prerequisites:** None

### **Course Description**

This course focuses on basic anatomy and physiology as the theory basis for structures and processes related to health and disease. This course uses the body systems approach and the basic levels of organization found within the human body to study the effects of disease on each body system and on the body as a whole.

### **Student Learning Outcomes**

1. Identify the body systems by name, function, and levels of organization within the body.
2. Describe how each body system affects the body as a whole.
3. Utilize medical terminology in describing body processes.

### **Teaching/Learning Strategies**

Lecture, discussion, multimedia resources, case studies, reference materials, handouts, concept mapping, textbook Study Guides.

### **Methods of Evaluation/Grading**

- |  |            |
|--|------------|
| 1. Examinations – 6 exams, each equally weighted | <b>90%</b> |
| 2. Assignment                                    | <b>10%</b> |

### **Essential Textbooks**

1. Gyls-Masters (2023). Medical Terminology (7<sup>th</sup> ed.). FA Davis: Philadelphia
2. Thompson, G. (2019). Understanding Anatomy and Physiology: A Visual, Auditory, Interactive Approach (3rd ed.). FA Davis: Philadelphia . (Study Guide Available)

### **Practical Nursing Program Grading Scale**

**A** = 94 – 100

**B** = 86 – 93

**C** = 79 – 85

**D** = 75 - 78

## **COURSE TITLE: PHARMACOLOGY**

**Level:** 1A

**Clock Hours:** Theory: 67 / Clinical: 0

**Prerequisites:** None

### **Course Description**

The course provides a review of basic mathematical concepts, focusing on the ratio: proportion method of dosage calculation for safe medication administration. Introductory principles of pharmacology including pharmacokinetics, pharmacodynamics, common adverse/side effects, and contraindications will be discussed. Emphasis is placed on drug classifications and nursing care related to the safe administration of medications to patients across the lifespan.

### **Student Learning Outcomes**

1. Demonstrate consistent accurate medication dosage calculations.
2. Define the methods, strategies, and techniques for safe medication administration.
3. Define common terminology used in describing drug properties.
4. Differentiate between the term's pharmacology, pharmacokinetics, and pharmacodynamics.
5. Discuss legal/ethical issues related to medication administration.
6. Describe the use, actions, side effects, contraindications, nursing implications and patient education needs for selected drugs.
7. Identify different medication classifications and their uses.

### **Teaching/Learning Strategies**

Lecture, discussion, multimedia resources, case studies, reference materials, handouts, concept mapping, ATI Tutorials.

### **Methods of Evaluation/Grading**

- |  |            |
|--|------------|
| 1. Examinations – 4 exams, each equally weighted | <b>90%</b> |
| 2. Assignment                                    | <b>10%</b> |

### **Essential Textbooks**

1. ATI Drug Guide
2. Workman, M. L. (2023). Understanding Pharmacology-Essentials for Medication Safety (3<sup>rd</sup> ed.). Elsevier: St Louis. (Study Guide Available)

### **Practical Nursing Program Grading Scale**

**A** = 94 – 100

**B** = 86 – 93

**C** = 79 – 85

**D** = 75 – 78

## **COURSE TITLE: PROFESSIONS AND VOCATIONS – 1**

**Level:** 1B

**Clock Hours:** Theory: 30 / Clinical: 0

**Prerequisites:** None

### **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 providing nursing care to culturally diverse patients. Clinical decision making is introduced as a concept.

### **Student Learning Outcomes**

1. Recognize the Quality and Safety Education in Nursing (QSEN) and the PN curriculum competencies related to knowledge, skills, and attitudes that nurses are expected to integrate into their practice.
2. Identify the characteristics that distinguish an adult learner.
3. Describe basic principles of note taking and study skills for the PN student.
4. Define different learning styles and the characteristics of clinical decision making.
5. Develop effective professional communication skills.
6. Describe and discuss elements of nursing patients with diverse cultures and beliefs.

### **Teaching/Learning Strategies**

Lecture, discussion, multimedia resources, case studies, reference materials and handouts.

### **Methods of Evaluation/Grading**

- |  |            |
|--|------------|
| 1. Examinations – 1 examination                                  | <b>50%</b> |
| 2. Student Presentations and Posters on culture and/or diversity | <b>50%</b> |

### **Essential Textbooks**

None

### **Practical Nursing Program Grading Scale**

**A** = 94 – 100

**B** = 86 – 93

**C** = 79 – 85

**D** = 75 - 78

## **COURSE TITLE: NURSING 2 – MEDICAL SURGICAL NURSING**

**Level:** 2

**Clock Hours:** Theory: 280 / Clinical: 420

**Prerequisites:** Level 1 Courses

### **Course Description**

This course focuses on the nursing care of adult/older adult patients with common medical-surgical/mental health problems using the Body System approach as the framework. Emphasis is placed on physiological disorders and psychological and emotional stressors that require management in an acute and/or long-term care facility. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care in acute and long-term care settings. Parenteral medication administration concepts and skills, patient care management principles and professional/therapeutic communication will be developed throughout the course.

### **Student Learning Outcomes**

After successful course completion the student will:

#### **Clinical Decision Making**

##### **1. Theory**

- a. Compare the differences of how human diversity can impact health.
- b. Analyze impact of personal attitudes, values, and belief's regarding delivery of care to diverse adult/older adult patients.
- c. Explain basic anatomy and physiology in relation to common pathophysiology in all body systems related to the adult and older adult.
- d. Explain the various elements of QSEN and the nursing process to clinical decision making when caring for the adult/older adult.
- e. Interpret the various diagnostics, treatments, pharmacology, nutrition, and nursing care related to disease.
- f. Relate the findings of basic physical assessment to diverse medical-surgical/mental health patients.
- g. Compare nutritional needs in medical-surgical/mental health patients.

##### **2. Clinical**

- a. Articulate the patient's perspective regarding their own health.
- b. Paraphrase knowledge related to the use, actions, side effects, contraindications, nursing implications for selected drugs given to adult/older adult patients.
- c. Analyze findings of a focused, physical assessment on adult/older adults with common medical-surgical/mental health problems and identify deviations from normal.
- d. Differentiate relevant vs irrelevant patient data to prioritize nursing care.
- e. Separate actual and potential health problems.
- f. Analyze commonly used laboratory and diagnostic study results.
- g. Determine priorities to meet patient needs related to Maslow's Hierarchy of Needs and Airway, Breathing, Circulation (ABC).
- h. Demonstrate the use of the nursing process for planning, implementing, and evaluating nursing care of the adult/older adult.
- i. Apply the use of critical thinking by making sound clinical decisions.

## **Teamwork**

### **1. Theory**

- a. Apply the principles of accountability and delegation.
- b. Explain personal responsibility in resolving an issue or concern.

### **2. Clinical**

- a. Demonstrate clear, concise interprofessional communication, i.e., incidental, SBAR reporting.
- b. Document routine patient data, assessment, medication administration and incidental findings on paper and/or electronic medical record.
- c. Optimize time management and priority setting in the plan of care of one/two patient(s).
- d. Practice Civility and acknowledge uncivil behavior.

## **Safety**

### **1. Theory**

- a. Discuss the importance of nursing data in the quality and safety of nursing practice.
- b. Describe disease and patient care concepts related to providing safe, effective nursing care for the medical-surgical/mental health patient.
- c. Demonstrate knowledge of basic pharmacologic principles.
- d. Differentiate between common medication classifications.
- e. Validate the methods, strategies, and techniques for safe medication administration of insulin and intravenous medications using the six rights.

### **2. Clinical**

- a. Utilize the principles of evidenced based practice in planning, organizing, implementing, and evaluating nursing care to adult patients with moderate medical-surgical/mental health needs.
- b. Plan and Implement nursing care that is safe and based on the established plan of care for medical-surgical/mental health patients.
- c. Demonstrate consistent and accurate insulin and intravenous medication dosage and administration calculations.
- d. Administer medications (oral, topical, subcutaneous, insulin, intramuscular, intravenous) to adult patients, safely 100% of the time using the six rights.
- e. Determine one's own competence and consults as needed with other interprofessional team members with appropriate competence.
- f. Establish progressive achievement in safely performing intermediate nursing skills.

## **Patient Education**

### **1. Theory**

- a. Determine the learning needs of adult and older adult patients and significant others.
- b. Use the components required to prepare a patient teaching plan for adult or older adult patients.
- c. Give examples of appropriate community health related resources for common medical-surgical/mental health patient concerns.

### **2. Clinical**

- a. Plan and provide a teaching plan for the identified needs of adult or older adult patients.
- b. Reinforce teaching provided by others on the interprofessional team.

- c. Communicate to appropriate interprofessional team members and document teaching in the patients record.

### **Professionalism**

#### **1. Theory**

- a. Demonstrate an understanding of the legal and ethical scope of practice of the LPN as defined by law.
- b. Demonstrate responsibility for personal and professional growth.
- c. Discuss the differences in the use of therapeutic communication skills related to various clinical situations.

#### **2. Clinical**

- a. Demonstrate adaptability in new settings.
- b. Demonstrate ability to function independently according to the role expectations of a practical nursing student.
- c. Demonstrate therapeutic communication skills in various clinical situations.
- d. Adhere to ethical, legal, and professional standards while maintaining accountability and responsibility for nursing care provided to patients.
- e. Evaluate personal progress.

### **Teaching/Learning Strategies**

Lecture, discussion, multimedia resources, case studies, reference materials, handouts, concept mapping, textbook Study Guides, ATI Exams and Tutorials.

### **Methods of Evaluation/Grading**

Must pass both Theory and Clinical for successful completion of course(s).

<b>Method</b>	<b>Description</b>	<b>Grade</b>
<b>Part A Exams</b>	<ul style="list-style-type: none"> <li>• Cardiovascular (1) Exam #1 (Chapters 21-22-24-26)</li> <li>• Cardiovascular (2) Exam #2 (Chapters 23 &amp; 25)</li> <li>• Respiratory Exam #3 (Chapters 29-30-31)</li> <li>• Skin Exam #4 (Chapters 53-54-55)</li> <li>• Endocrine Exam #5 (Chapters 38-39-40-41)</li> <li>• Blood and Lymph Exam #6 (Chapters 27-28)</li> </ul>	25%
<b>Community Resource Assignment</b>	<ul style="list-style-type: none"> <li>• Maximum of 2 points to lowest test in the second 7 exams</li> </ul>	See Rubric for added points
<b>Midterm</b>	<ul style="list-style-type: none"> <li>• Midterm Exam (Cumulative from Part A)</li> </ul>	25%
<b>Clinical Assignment</b>	<ul style="list-style-type: none"> <li>• Care Plan/Care Map or Alternative Assignment</li> </ul>	See Rubric for added points to MT
<b>Part B Exams</b>	<ul style="list-style-type: none"> <li>• Mental Health Exam #7 (Chapters 56 &amp; 57 &amp; Neeb Book)</li> <li>• Immune Exam #8 (Chapters 18-19-20)</li> <li>• Gastrointestinal (1) Exam #9 (Chapters 32-33)</li> <li>• Gastrointestinal (2) Exam #10 (Chapters 34-35)</li> <li>• Urinary Exam #11 (Chapters 36-37)</li> <li>• Reproductive Exam #12 (Chapters 41-42-43-44)</li> </ul>	25%

	<ul style="list-style-type: none"> <li>Neurological Exam #13 (Chapters 47-48-49- 50)</li> </ul>	
<b>Teaching Plan</b>	<ul style="list-style-type: none"> <li>Maximum of 2 points to lowest test in the first 6 exams</li> </ul>	See Rubric for added points
<b>Final</b>	<ul style="list-style-type: none"> <li>Final Exam - (Cumulative from Part B)</li> </ul>	25%
<b>Clinical Assignment</b>	<ul style="list-style-type: none"> <li>Care Plan/Care Map or Alternative Assignment</li> </ul>	See Rubric for added points to Final
<b>Clinical Evaluation</b>	<ul style="list-style-type: none"> <li>Clinical Rotation performance and lab performance</li> </ul>	Pass/Fail
<b>Math</b>	<ul style="list-style-type: none"> <li>5 Medication Math Exams</li> </ul>	≥ 85 average
	<b>GRADE TOTAL FOR NURSING 2</b>	<b>100%</b>

### **Essential Textbooks**

1. Gorman, L. (2022). Neeb's Fundamentals in Mental Health Nursing (6th ed). FA Davis: Philadelphia
2. Gylys-Masters (2023). Medical Terminology (7<sup>th</sup> ed.). FA Davis: Philadelphia
3. Williams, L., Hopper, P. (2022). Understanding Medical Surgical Nursing (7th ed). FA Davis: Philadelphia. (Study Guide Available)
4. Workman, M. L. (2023). Understanding Pharmacology-Essentials for Medication Safety (3rd ed). Elsevier: St Louis. (Study Guide Available)

### **Practical Nursing Program Grading Scale**

**A** = 94 – 100

**B** = 86 – 93

**C** = 79 – 85

**D** = 75 - 78

## **COURSE TITLE: NURSING 3 – MATERNAL CHILD AND PEDIATRIC NURSING**

**Level:** 3

**Clock Hours:** Theory: 84 / Clinical: 126

**Prerequisites:** Level 1 and Level 2 courses

### **Course Description**

This course provides an integrative, family-centered approach to maternity and pediatric nursing, highlighting the ways in which infants and children differ from adults. Emphasis is placed on normal pregnancies, growth and development and common pediatric disorders. Clinical experiences provide the student an opportunity to apply theoretical concepts and to provide safe patient care to childbearing women and children in selected settings.

### **Student Learning Outcomes**

#### **Clinical Decision Making**

##### **1. Theory**

- a. Appraise the diverse nature of the family.
- b. Evaluate impact of personal attitudes, values, and beliefs regarding delivery of care to maternal child and pediatric patients.
- c. Differentiate between the normal anatomical and physiologic changes that occur in the antepartum, intrapartum, and postpartum stages of pregnancy.
- d. Distinguish the stages of the birth process.
- e. Differentiate the nutritional needs in maternal/child patients vs adult/older adult.
- f. Evaluate the characteristics of the normal neonate.
- g. Compare normal growth and development in children of all ages and potential alterations in the moderately ill child.
- h. Evaluate the nutritional needs of select maternal child and pediatric patients.
- i. Distinguish the differences in medication administration and nursing implications between neonate/children and adult/older adult patients.

##### **2. Clinical**

- a. Integrate the concepts of growth and development in planning and providing nursing care.
- b. Evaluate the use, actions, side effects, contraindications, and nursing implications for selected drugs given to maternal/child and pediatric patients.
- c. Validate findings of a focused physical assessment between maternal/child and moderately ill child to identify deviations from normal.
- d. Evaluate commonly used laboratory and diagnostic study results for maternal/child and pediatric patients and distinguish differences from the adult/older adult patient.
- e. Organize priorities to meet the needs related to Maslow's hierarchy of Needs and Airway, Breathing, Circulation (ABC) for the childbearing family.
- f. Plan nursing care using evidence-based practice principles to provide nursing care to the childbearing family and in the care of the moderately ill child with simple to moderate needs.
- g. Evaluate use of critical thinking skills in solving patient care problems.

## **Teamwork**

### **1. Theory**

1. Support the scope of practice for an LPN in the maternal child and pediatric healthcare environments.
2. Analyze the LPN role and responsibility in resolving an issue/concern.

### **2. Clinical**

- a. Evaluate own communication skills in interprofessional team and family communication.
- b. Develop own style in interprofessional verbal reporting of the nursing care provided to maternal child or pediatric patient patients.
- c. Plan time management and priority setting in the plan of care of one/two or more patient(s).
- d. Interpret uncivil behaviors within the interprofessional team.

## **Safety**

### **1. Theory**

- a. Explain the use of using nursing data in the quality and safety of nursing practice.
- b. Validate the differences between maternal child and pediatric patients vs. adult/older adult patients in providing safe, effective nursing care for the maternal/child and pediatric patient.
- c. Differentiate differences in pharmacologic principles in the maternal/child and pediatric patient vs. adult/older adult patients.
- d. Categorize the common medication classifications used in maternal/child and pediatric patients.
- e. Adapt the methods, strategies, and techniques for safe medication administration for maternal/child and pediatric patients using the six rights.

### **2. Clinical**

- a. Assess evidenced based practices used in planning, organizing, implementing, and evaluating nursing care to maternal/child and pediatric patients with common nursing needs.
- b. Evaluate nursing care to ensure patient safety based on the established plan of care for maternal/child and pediatric patients.
- c. Question pediatric medication orders and calculation of pediatric dosages based on weight.
- d. Facilitate the safe administration of medications (oral, topical, subcutaneous, insulin, intramuscular, intravenous) to maternal child and pediatric patients.
- e. Incorporate and plan for on-going achievement in safety performing nursing skills within the scope of the LPN.

## **Patient Education**

### **1. Theory**

- a. Distinguish the differences in the learning needs of the family, maternal/child, and pediatric patients vs. adult/older adult patients.
- b. Evaluate the components needed to provide patient teaching to a maternal/child and/or pediatric patient.
- c. Differentiate the offerings of health-related community resources for maternal/child and pediatric patients.

## 2. Clinical

- a. Collaborate with interprofessional team members in providing patient teaching to maternal/child and pediatric patients and family.
- b. Evaluate teaching plan for the identified needs of maternal/child and pediatric patients and family.

## Professionalism

### 1. Theory

- a. Determine the additional scope of practice limitations for an LPN in the maternal/child pediatric setting.
- b. Justify responsibility for personal life-long learning.
- c. Compare and contrast possible differences in the use of therapeutic communication skills with maternal/child, family, and pediatric patients.
- d. Analyze readiness to sit for the NCLEX-PN, and take remedial action as needed.

### 2. Clinical

- a. Evaluate how different clinical agencies apply regulations related to LPN scope and practice.
- b. Evaluate own ability to progressively function independently according to the role expectations of a practical nursing student.
- c. Assess effective therapeutic communication skills when caring for maternal/child, family and/or pediatric patient.
- d. Question situations in which ethical, legal, and professional standards differ from the norm.

## Teaching/Learning Strategies

Lecture, discussion, multimedia resources, case studies, reference materials, handouts, concept mapping, textbook Study Guides, ATI Exams and Tutorials.

## Methods of Evaluation/Grading

Must pass both Theory and Clinical for successful completion of course(s).

Method	Description	Grade
<b>Exams</b>	• Maternity/Newborn (ATI book chapters 1-17)	20%
	• Pediatric Exam #1 ATI book chapters 1-8, 34-35, and 39-41)	20%
	• Pediatric Exam #2 (ATI book chapters 12-14, 19-20, 26-31, and 37-38)	20%
	• Pediatric Exam #3 (ATI book chapters 9-11, 15-18, 21-25, 32-33, and 36)	20%
<b>Clinical Assignment</b>	• Concept Map – Mother/Baby	7.5%
	• Concept Map – Pediatrics	7.5%
<b>ATI Proctored Exams</b>	• Maternity/Newborn • Nursing Care of Children (Peds)	5% <u>Level 3-95%</u> <u>Level 2-85%</u> <u>Level 1-75%</u> <u>&lt;Level 1-70%</u>

<b>Clinical Evaluation</b>	• Clinical Rotation	Pass/Fail
<b>Math</b>	• 3 Medication Math Exams	≥85% average (to pass)
<b>GRADE TOTAL for NURSING 3</b>		<b>100%</b>

**Essential Textbooks**

1. ATI Content Mastery Series Review Module (2020). *PN Maternal Newborn Nursing* (ed.11). ATI: Leawood, KS
2. ATI Content Mastery Series Review Module (2020). *PN Nursing Care of Children* (ed.11). ATI: Leawood, KS
3. Gylys-Masters (2023). *Medical Terminology* (7<sup>th</sup> ed.). FA Davis: Philadelphia

**Practical Nursing Program Grading Scale**

**A** = 94 – 100

**B** = 86 – 93

**C** = 79 – 85

**D** = 75 - 78

## **COURSE TITLE: PROFESSIONS AND VOCATIONS – 2**

**Level:** 3

**Clock Hours:** Theory: 14 / Clinical: 0

**Prerequisites:** Level 1 and 2 courses.

### **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 application for state licensing and NCLEX-PN examination.

### **Student Learning Outcomes**

1. Develop techniques of seeking employment while attending Career Fair(s).
2. Create a professional resume to use to obtain first nursing position after graduation.
3. Complete process for state licensure and NCLEX PN examination.

### **Teaching/Learning Strategies**

Lecture, discussion, multimedia resources, case studies, reference materials, handouts, and attendance at school sponsored Job Fair.

### **Methods of Evaluation/Grading**

1. Student Portfolio (For each day late, five (5) points will be deducted from assignment grade) **100%**

### **Essential Textbooks**

1. None

### **Grade Requirement**

Students must achieve a letter grade of D or better, based on the school's grading scale to pass the course and progress in the nursing program.

### **Practical Nursing Program Grading Scale**

**A** = 94 – 100

**B** = 86 – 93

**C** = 79 – 85

**D** = 75 – 78

## EXPECTED CLINICAL BEHAVIORS RELATED TO CURRICULUM

The student should:

<b>Program Outcome 1 – Patient Centered Care and Clinical Decision Making</b>
1. Provide basic nursing care in a timely and organized fashion.
2. Complete assessment for administering medications (VS, labs, et.) in a timely manner.
3. Bring clinical skills book/supplies (stethoscope, name tag, watch, black pen, etc.) to clinical.
4. Prepare for clinical at an entry level knowledge base (pt hx, dx, labs, etc.).
5. Be aware of current Health Care Provider orders.
<b>Program Outcome 2 – Teamwork and Communication</b>
1. Have RN sign <i>Student/Nurse Communication Sheet</i> when at AJH.
2. Arrive on unit by 6:50 am and have informed Instructor of lateness.
3. Keep to the allotted Break/Lunch time.
4. Follow Call out procedures if not attending clinical.
5. Have the ability to communicate with clients, faculty, or staff clearly.
<b>Program Outcome 3 – Safety/Evidenced Based Practice</b>
1. Have knowledge on condition and status of patient assigned the previous day.
2. Have knowledge of appropriate clinical skills.
3. Have knowledge about med classification, dosage, side effects and nursing implications.
4. Submit a completed clinical worksheet on due date.
5. Administration meds as per order (late meds, d/c meds, etc.).
6. Provide safe practices while implementing care (falls risk, cross contamination, etc.).
<b>Program Outcome 4 – Patient Education</b>
1. Have knowledge of patient’s learning needs through assessment.
2. Provide appropriate education to patient and family.
<b>Program Outcome 5 – Professionalism</b>
1. Maintain professional and civil behavior, both verbal/non-verbal while on the clinical unit.
2. Be aware and adhere to all Student Handbook polices.

# FINANCIAL AID

## POLICIES FOR TUITION AND FINANCIAL AID FOR 2024-2025

### TUITION & FEES

- Application Fee (Non-Refundable) **\$100.00**
- Tuition **\$16,850.00**
- Tuition Deposit (Non-Refundable – required at the time of acceptance to hold seat in class) **\$500.00**

**Total amount due before school begins is \$ 500.00. This is part of tuition and is non-refundable. This amount is deducted from the total \$16,850.00 leaving a balance of \$16,350.00.**

#### Other Expenses Not Covered by Tuition: (Approximate Costs)

- Books **\$800.00**
- Student Uniforms **\$150.00**
- Personal Needs **\$225.00**
- State Board and NCLEX Fees **\$295.00**
- Individual personal travel, parking fees and meal expenses are the responsibility of the student.

### TUITION POLICY

- Tuition is set by the Joint Operating Committee upon adoption of the annual general operating budget.
- Tuition for the EASTERN Center for Arts & Technology Practical Nursing Program is due before or on the Payment Period disbursement date for each of the 4 Payment Periods.
- For students receiving any type of Financial Aid, tuition payments will be established according to the Title IV Clock Hour Payment Periods and “Academic Year,” which consists of 900 clock hours.
- All students, upon acceptance into the program, must pay a **non-refundable** tuition deposit of \$ 500.00.
- The remaining tuition due is **\$16,350.00 (\$16,850.00 - \$ 500.00).**

## REPEAT COURSE TUITION

	Course	Payment Period	Theory	Clinical	Payment Due Upon Fail *
<b>Level 1A – Fundamentals (450)</b>	Anatomy and Physiology	#1	100		\$1,123
	Pharmacology	#1	67		\$753
	Nursing 1A	#1	134	149	\$3,179
			<b>301</b>	<b>149</b>	<b>\$5,055</b>
<b>Level 1B – Fundamentals (149)</b>	Nursing 1B	#2 (126 hours)	49	77	\$1,415
	P and V 1	#2 (23 hours)	23		\$260
			<b>72</b>	<b>77</b>	<b>\$1,675</b>
<b>Level 2 – Medical Surgical (692)</b>	Nursing 2	#2 (301 hours) #3 (300 hours) #4 (91 hours)	280	412	\$7,772
			<b>280</b>	<b>412</b>	<b>\$7,772</b>
<b>Level 3 – Maternal Child/Pediatric (209)</b>	Nursing 3	#4 (202 hours)	84	118	\$2,269
	P and V 2	#4 (7 hours)	7		\$79
			<b>91</b>	<b>118</b>	<b>\$2,348</b>
	<b>Total Hours 1,500</b>		<b>744</b>	<b>756</b>	<b>\$16,850</b>

Repeat Coursework tuition = approximately \$11.23 x the number of hours in the repeat course.

## ACADEMIC YEAR PAYMENT PERIODS AND CLOCK HOURS (FINANCIAL AID ASSISTANCE)

### \$500 Deposit Due Prior To Start Of Program

This amount will be credited to the amount due for Payment Period #1. Financial aid application must be completed and completely certified.

Academic Year	Payment Period	Tuition Due	DISBURSEMENTS	TOTAL Paid
Year 1 (900 clock hours)	Payment Period #1 (450 Clock Hours)	\$5,055 Half of the \$500 Deposit = \$250 applied to tuition card. Leaving \$4,805	<b>1<sup>ST</sup> DISBURSEMENT – 12/12/2024</b> <i>Any FEDERAL funds deposited into student's tuition account that exceeds \$5,055 will be refunded to the student.</i> <i>If the amount of funds deposited into student's tuition account is less than \$5,055 the student is responsible to pay the balance by the disbursement date.</i>	\$5,055
Year 1	Payment Period #2 (450 Clock Hours)	\$5,055 Half of the \$500 Deposit = \$250 applied to tuition card. Leaving \$4,805	<b>2<sup>ND</sup> DISBURSEMENT – 5/7/2025</b> <i>Any FEDERAL funds deposited into student's tuition account that exceeds \$10,110 will be refunded to the student.</i> <i>If the amount of funds deposited into student's tuition account is less than \$10,110, the student is responsible to pay the balance by the disbursement date.</i>	\$10,110
Year 2 (600 clock hours)	Payment Period #3 (300 Clock Hour)	\$3,370	<b>3<sup>RD</sup> DISBURSEMENT – 12/3/2025</b> <i>Any FEDERAL funds deposited into student's tuition account that exceeds \$13,480 will be refunded to the student.</i> <i>If the amount of funds deposited into student's tuition account is less than \$13,480 the student is responsible to pay the balance by the disbursement date.</i>	\$13,480
Year 2	Payment Period #4 (300 Clock Hours)	\$3,370	<b>4<sup>TH</sup> DISBURSEMENT – 5/13/2026</b> <i>Any FEDERAL funds deposited into student's tuition account that exceeds \$16,850 will be refunded to the student.</i> <i>If the amount of funds deposited into student's tuition account is less than \$16,850, the student is responsible to pay the balance by the disbursement date.</i>	\$16,850

**For Each Payment Period** – any money deposited into a student's tuition account **that exceeds the amount due for THAT Payment Period will be refunded to the student.** STUDENTS NEED to keep in mind that **getting a refund does not mean the total program tuition is paid in full.** It only means that the tuition for THAT Payment Period is paid.

**Disbursement Dates** are the dates that the US Government puts the money in EASTERN's bank account. This is **not** the day that students get refund checks. The US Government states EASTERN has **two weeks** to process and give financial aid refund check to students.

**If a student wants to use the refund money to pay any upcoming tuition, THEY must give the money back to EASTERN via money order or debit/credit card.**

## ACADEMIC YEAR PAYMENT PERIODS AND CLOCK HOURS (OUT-OF-POCKET PAYMENTS)

### \$500 Deposit Due Prior To Start Of Program

This amount will be credited to the amount due for Payment Period.

Academic Year	Payment Period	Tuition Due	Payments Due	TOTAL Paid
<b>Year 1 (900 clock hours)</b>	<b>Payment Period #1 (450 Clock Hours)</b>	<b>\$5,055</b> Half of the \$500 Deposit applied (-\$250.00)	<b>1<sup>ST</sup> PAYMENT</b>  <b>Due by: October 4, 2024</b> <b>Payment of: \$4,805</b>	<b>\$5,055</b>
<b>Year 1</b>	<b>Payment Period #2 (450 Clock Hours)</b>	<b>\$5,055</b> Half of the \$500 Deposit applied (-\$250.00)	<b>2<sup>ND</sup> PAYMENT</b>  <b>Due by: April 16, 2025</b> <b>Payment of: \$4,805</b>	<b>\$10,110</b>
<b>Year 2 (600 clock hours)</b>	<b>Payment Period #3 (300 Clock Hour)</b>	<b>\$3,370</b>	<b>3<sup>RD</sup> PAYMENT</b>  <b>Due by: July 17, 2025</b> <b>Payment of: \$3,370</b>	<b>\$13,480</b>
<b>Year 2</b>	<b>Payment Period #4 (300 Clock Hours)</b>	<b>\$3,370</b>	<b>4<sup>TH</sup> PAYMENT</b>  <b>Due by: May 21, 2026</b> <b>Payment of: \$3,370</b>	<b>\$16,850</b>

## TUITION REFUND POLICY

- No refunds on Employer or Personal payments until Tuition is fully paid.
- The refund policy for Financial Aid funds is in accordance with the established policies and procedures of the EASTERN Center for Arts & Technology, the US Department of Education (USDE) Title IV programs and the US Department of Defense Tuition Assistance. The registration fee and tuition deposits are nonrefundable. Refunds due to program withdraw for personal reasons or academic failure are calculated on the refundable portion of each payment period's tuition. 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 Full-Time class usually consists of five (5) days, Part Time classes two (2) evenings a week and every-other-weekend, 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 prior to completion will have refunds processed under the following "School Refund Policy":

### **Refund Calculation for students receiving ANY TYPE of FINANCIAL AID.**

- Refunds are based on Payment Period dates, not course dates.
- Refunds are calculated on the "refundable" tuition paid for that Payment Period and the date of withdrawal.

Cost =	\$16,850.00
Non-Refundable Down payment =	<u>\$ 500.00</u>
Tuition Balance =	\$16,350.00
Payment Period #1 =	\$ 5,055.00 ( <i>includes \$250/half of deposit</i> )
Payment Period #2 =	\$ 5,055.00 ( <i>includes \$250/half of deposit</i> )
Payment Period #3 =	\$ 3,370.00
Payment Period #4 =	\$ 3,370.00

### **Payment Period #1 and #2 (450 hours each)**

- Prior to the 1<sup>st</sup> day of the Payment Period (PP), will receive a refund of 100% of refundable tuition paid for that PP.
- Prior to the 5<sup>th</sup> day (days 1 – 4) of the PP, will receive a refund of 75% of refundable tuition paid for that PP.
- Prior to the 10<sup>th</sup> day (days 5 – 9) of the PP, will receive a refund of 50% of refundable tuition paid for that PP.
- Prior to the 15<sup>th</sup> day (days 10 – 14) of the PP, will receive a refund of 25% of refundable tuition paid for that PP.
- On or after the 15<sup>th</sup> day of the PP, a refund will not be issued.

### **Payment Period #3 and #4 (315 hours each)**

- Prior to the 1<sup>st</sup> day of the Payment Period (PP) will receive a refund of 100% of refundable tuition paid for that PP.
- Prior to the 4<sup>th</sup> day (days 1 – 3), of the PP, will receive a refund of 75% of refundable tuition paid for that PP.
- Prior to the 8<sup>th</sup> day (days 5 – 7), of the PP, will receive a refund of 50% of refundable tuition paid for that PP.
- Prior to the 12<sup>th</sup> day (days 8 – 11), of the PP, will receive a refund of 25% of refundable tuition paid for that PP.
- On or after the 15<sup>th</sup> day of the PP, a refund will not be issued.

<b>\$16,850</b>	<b>PP #1</b>	<b>PP #2</b>	<b>PP #3</b>	<b>PP #4</b>
< 1st day of Class	\$250.00 DUE Non-Refundable	\$5,055 DUE (\$250)	\$10,110 DUE	\$13,480 DUE
< 10 <sup>th</sup> day of Class (days 1 – 9)	\$1,451 DUE	\$6,506 DUE	\$10,953 DUE	\$14,323 DUE
< 15 <sup>th</sup> day of Class (days 10 – 14)	\$2,653 DUE	\$7,708 DUE	\$11,795 DUE	\$15,165 DUE
< 20 <sup>th</sup> day of Class (days 15 – 19)	\$3,857 DUE	\$8,909 DUE	\$12,637 DUE	\$16,007 DUE
≥ 20 <sup>th</sup> day of Class	\$5,055 DUE	\$10,110 DUE	\$13,480 DUE	\$16,850 DUE

### **Refund Checks**

Students will receive an email when refund checks are ready for students to pick up. If the student does not pick up the refund check by the end of the day noted in the email, the check will be put in the mail (USPS).

**NOTE: All financial obligations must be met before entering the next Level.**

### **FINANCIAL OBLIGATION**

- For the student to graduate and be eligible to take the NCLEX-PN (State Licensing Exam), all tuition and fees must be paid in full prior to the student's graduation date.
- EASTERN makes every attempt to contact each student to arrange satisfactory payment of the outstanding amount. If we have exhausted all efforts available to us and the debt is still outstanding, the unpaid account is referred to a private collection agency and reported to the national credit bureau systems.
- After an account has been referred to private collection, the student is responsible for payment of all collection costs and attorney fees in addition to the original debt owed to EASTERN. Payment arrangements for amounts in collection must be made directly with the appropriate collection agency.

### **GENERAL FINANCIAL AID INFORMATION**

- 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 administers the financial aid programs in accordance with federal guidelines and school policy which accords each student equal access to financial assistance. All 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). <https://nsldsfa.ed.gov/login>

## **MEETING THE COSTS OF NURSING SCHOOL**

### **Tuition Policy**

Tuition for the PN Program is due on a designated date before or on each payment period date. 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.

Financial Aid available at EASTERN are the Title IV Federal Direct Loans and PELL Grants. Direct Loans must be paid back to the US Government. PELL Grants are “gift” aid money that does not have to be repaid. Eligibility is based on need, determined by completing the Free Application for Federal Student Aid (FAFSA). Scholarships may be available to certain qualifying students at different times of the year. Details of any scholarship will be discussed with the student body as they become available.

## **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 can be found at the end of this Handbook and the [www.eastech.org](http://www.eastech.org) Practical Nursing website.
- Student Aid Index (SAI) is an eligibility index number that your college's or career school's financial aid office uses to determine how much federal student aid you would receive if you attend the school. This number results from the financial information you and your contributor(s) provide on your FAFSA form.
- 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 student aid index equals financial need. Your student aid index (SAI) is the sum of your parents and/or spouse's expected contribution and your expected contribution. Please remember that your SAI 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 SAI from the student's individual FAFSA 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 date of disbursement by the Financial Aid Office.
- Financial aid may be disbursed as early as one month and at about 450, 900 and 1,215 clock hours of the program. In most cases, disbursed funds are applied directly to the student's tuition account. If the amount of financial aid is in excess of the amount due the school for tuition, 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 Direct Loan Program is an individual who meets one of the following criteria:

- Were you born before January 1, 2001?
- 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 6/30/23?
- 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, 2002.
- Does not meet any one of the other criteria listed for the independent student.

### **RIGHTS AND RESPONSIBILITIES OF STUDENTS RECEIVING FINANCIAL AID**

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 changes 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.
- 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 and 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/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 (Direct 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 \$7,395.00 per academic year (900 clock hours).
- Eligibility Requirements:
  - Demonstrate financial need as determined by a federally mandated “need analysis” formula – EFC.
  - Have not exceeded the 12 semester PELL grant eligibility limit.
  - Undergraduate student – no prior bachelor's degree.
  - U.S. citizen or eligible non-citizen.
  - Be making satisfactory academic progress.
  - Be registered with the Selective Service, if required.
  - 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.

## FEDERAL DIRECT LOAN PROGRAM (ALL DIRECT LOANS SUBJECT TO THE US LOAN FEE OF 1.057%)

- **Subsidized** Direct Loan Maximum for the academic year:
  - Annual total = \$3,500.00 (Year 1 – 900 hours) and \$3,000 (Year 2 – 600 hours)
    - (% interest accrues starting 6 months after graduation)
  - Lifetime total for ALL Undergraduate students = \$23,000
- **Unsubsidized** Direct Loan Maximum per academic year:
  - Year 1 (900 hours) = \$6,000.00 (Independent) – Year 2 (600 hours) = \$4,000
  - Year 1 (900 hours) = \$2,000.00 (Dependent) – Year 2 (600 hours) = \$1,333
    - (% interest accrues as soon as funds deposited into the student’s tuition account at EASTERN)
  - Lifetime total (Sub/UnSub) for Undergraduate Dependent students = \$31,000
  - Lifetime total (Sub/UnSub) for Undergraduate Independent students = \$57,500
- Eligibility Requirements:
  - U. S. Citizen or eligible non-citizen.
  - Accepted for enrollment and making satisfactory progress.
  - Classified as at least a half-time student working toward a degree or certificate.
  - Not be in default on an educational loan or 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

- **This is a FREE process!** Go to: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) Do not go to any other site to complete your FAFSA. If you are on a site and it asks for payment you are on the wrong website.
- Click on Start Here and complete the process for 2024-2025.
- When entering Student and/or Parent Tax information, you will receive a prompt that asks questions to see if you are eligible to use the IRS Data Retrieval Tool. USE THIS TOOL, it makes everything easier.
- If you are eligible to use the IRS Data Retrieval Tool, follow the directions to pull your IRS **2022** Tax Information into your 2024-2025 FAFSA. Once the data has been pulled into your FAFSA, **DO NOT** make any changes to the information brought in.
- If you are not eligible to use the IRS Data Retrieval Tool, you must submit an official copy of your 2022 IRS Tax Return Transcript.
  - **Online:** [www.irs.gov](http://www.irs.gov) (Online Services page, click “Order a Tax Return or Account Transcript”). Make sure you click on TAX RETURN Transcript, **NOT** Account Transcript.
  - **Telephone:** Call the IRS at: 1-800-908-9946
- **SIGN your FAFSA with your FSA ID.** Parents of Dependent students must also obtain a FSA ID and sign the FAFSA as well.
- Complete the following AND submit to K. Molczan
- IRS Tax Return Transcript if required
- 2024-2025 DL Verification Worksheet (Independent or Dependent)
- **EASTERN Student Loan Request Form - Year 1 or 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.

## DIRECT LOAN (DL) AND PELL GRANT DISBURSEMENT

DL and Pell grants are paid in two (2) disbursements 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 funds to the student.

## 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.

## COURSE/LEVEL FAILURE

- To receive financial aid funds a student must **maintain Satisfactory Academic Progress (SAP)**.

- When a student fails, they are no longer considered SAP, therefore, cannot use Title IV Funds.
- (Direct Loan/Pell Grant) to pay for a repeat course/level. **They will need to pay the tuition out-of-pocket.** 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.

### ADDITIONAL SOURCES OF INFORMATION ON FINANCIAL AID

- 1-800-433-3243

### FEDERAL TITLE IV AND DEPARTMENT OF DEFENSE TA RETURN OF FUNDS POLICY

1. Federal law specifies how a school must determine the amount of federal financial aid that a student earns if he/she withdraws, drops out, is dismissed 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.  $\text{Percentage of Period Completed} = \frac{\text{Number of scheduled clock hours to have been completed as of the withdrawal date in the payment period up to the withdrawal date}}{\text{total clock hours in the payment period}}$
4. When a student receives federal financial aid in excess of earned aid:
  - a. the school returns the lesser of:
    - i. institutional charges multiplied by the unearned percentage, or Title IV federal financial aid disbursed multiplied by the unearned percentage.
  - b. the student returns:
    - ii. 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.
6. Withdrawal date is defined as the actual date the student begins the institution's withdrawal process, the student's last date of course attendance or the midpoint of the payment period or period of enrollment for a student who leaves without notifying the institution.
7. 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.

## ALTERNATIVE LOANS AND GRANTS

- **Grant**

Pennsylvania Targeted Industry Program (PA-TIP)

Apply at: <https://www.pheaa.org/funding-opportunities/pa-tip/apply.shtml>

Application requires submission of a 2023-24 FAFSA for the May 1, 2024, deadline

Phone Number: 800-692-7392

- **Loan**

PHEAA- PA Forward Student Loans

Apply at: [apply.pheaa.org](http://apply.pheaa.org)

<https://www.pheaa.org/student-loans/pa-forward/>

## STUDENT LENDING AND 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 to rule out any perceived or actual conflict of interest between Eastern officers, employees or agents and education loan lenders. Eastern Center for Arts & Technology does not:

- participate in any revenue-sharing arrangements with any lender.
- permit any officer, employee or agent of the school who is employed in the financial aid office or is involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor, or servicer.
- permit any officer, employee or agent of the school who is employed in the financial aid office or is 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.
- permit any officer, employee or agent of the school who is employed in the financial aid office or is 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.
- assign a servicer to any first-time borrower through financial aid packaging or any other means.
- 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 recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. EASTERN 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.

## 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 PN 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 or 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 PN 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 or website.
  - 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)
  - Resource List--Drug and Alcohol Services: [www.findtreatment.samhsa.gov](http://www.findtreatment.samhsa.gov)
- F. 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 Summer 2014. Institutional campus crime and security information is available to the general public at [www.ope.ed.gov/security](http://www.ope.ed.gov/security). See [www.eastech.org/practicalnursing](http://www.eastech.org/practicalnursing) for latest statistics.
- G. 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.

## **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 about a 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 one (1) misdemeanor.

## **SUBSTANCE ABUSE POLICY**

(See EASTERN policy # C115 and C106)

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 decide 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

## **TITLE IX – SEXUAL HARASSMENT**

See: <https://www.eastech.org/about-us/administrative-team/title-ixsexual-harassmentequity-inclusion>

## **DISABILITY POLICY**

The Rehabilitation Act, 1973 (504), the Americans with Disability Act, 1990 (ADA) and the ADA Amendments Act, 2008 (ADAAA) prevent discrimination against persons with disabilities. The Acts define a disability as “a physical or mental impairment that substantially limits one or more of the major life activities, a record of such impairment or being regarded as having such an impairment.” It is the student’s responsibility to “Self-Report” their disability to the Program Coordinator if an accommodation is requested. A student may request accommodation for a disability at any time but should be as early as possible after admission to the program. If a student does not seek an accommodation for a disability, the Program Coordinator and Instructors will assume the student is able to meet the Essential Abilities for a Practical Nursing student (see below) without the need for accommodation.

All students with disabilities that seek an accommodation of the educational program shall provide documentation that substantiates the disability, explains the impairment or functional limitations created by the disability, the type of accommodation being requested, and an explanation why the accommodation is necessary for the student to participate in the program.

In general, documentation may include educational or medical records, reports and assessments created by health care providers, school psychologists, teachers, or the educational system. This information includes documents that reflect education and accommodation history, such as Individual Education Plans (IEP), Summary of Performance (SOP) and teacher observations.

The Practical Nursing Program reserves the right to make inquiries of the student, their health provider, and individuals with appropriate medical or disability accommodation expertise to determine what, if any, reasonable accommodation can be made to the program for a student.

Upon receipt of the above documentation, the student will meet with the Program Coordinator to discuss the creation of an accommodation plan designed to assist the student in meeting their educational goals. The discussion may encompass whether a student has a disability, whether accommodation is necessary and whether any requested accommodations are reasonable.

Accommodations provided during the instructional portion of the program cannot alter the curriculum or regular class standards. Moreover, the school cannot guarantee that the same accommodation

offered to a student at the school will be provided by the National Council of State Boards of Nursing (NCSBN) when a student takes the NCLEX-PN licensing examination.

## **ELECTRONIC MEDIA–SOCIAL MEDIA/NETWORKS POLICY**

Use of electronic media (social media/social networks: i.e., Facebook, Twitter, chat rooms, forums, etc.) have become important communication tools. However, **inappropriate** use of electronic media violates a patient's right to confidentiality and privacy (HIPPA). It may also cross the professional boundary between a nurse and his/her patient. Therefore, the following guidelines were developed to minimize the risks of using electronic media.

- Students are forbidden from:
  - Sharing, posting, or otherwise transmitting any patient information, including images.
  - Identifying a patient by name or any other method (such as nickname, room number or diagnosis) that could lead to the identification of the patient.
  - Making disparaging remarks about patients, employees, instructors, other students, or facilities, even if they are not identified.
  - Make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic, or other offensive comments.
  - Taking photos or videos of patients on a personal device, including cell phones.
  - Disclosing confidential information about EASTERN, its employees or students.
  - Stating personal opinions as being endorsed by EASTERN.
  - Using information and conducting activities that may violate EASTERN policies, or may violate local, state, or federal laws, and regulations.
  
- Students must realize that:
  - Limiting access to postings via privacy settings is not enough to protect the patient's privacy.
  - It is not acceptable to post any information about a patient even if they are not identified.
  - Students must maintain appropriate professional boundaries with patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship.
  - Inappropriate communication via electronic media is discouraged. This includes instances where the patient contacts the student first. If this occurs, the student should notify their instructor.
  - Anyone, including prospective employers may view postings on social media. Once information is posted on the internet, it is available to the world and cannot always be deleted or rescinded.
  - Students can be held personally liable for any violation. Such violations may result in civil and criminal penalties including fines or possible jail time in accordance with state and federal laws.
  - Inappropriate use of electronic media can lead to disciplinary action including but not limited to formal reprimand, suspension, or dismissal from the program.
  
- Students should:
  - Students should bring content that could harm a patient's privacy, rights, or welfare to the attention of faculty.
  - If the student has any doubt about the appropriate use of electronic media, they should contact their instructor for further guidance.

## **References**

- Anderson, J., & Puckrin, K. (2011). Social network use: A test of self-regulation. *Journal of Nursing Regulation*, 2(1), 36-41
- National Council of State Boards of Nursing (2011). White paper: A Nurse's Guide to the use of social media. Chicago, IL. Retrieved from [www.ncsbn.org/](http://www.ncsbn.org/)

## **VETERANS BENEFITS AND TRANSITION ACT OF 2018**

Veterans Benefits and Transition Act of 2018, section 3679 of title 38, US Code compliance.

EASTERN's PN program will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

## **ESSENTIAL ABILITIES AND QUALIFICATIONS OF THE PRACTICAL NURSING**

### **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 in English 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.
- Ability to abide by professional standards of practice.
- Ability to accept consequences for failure to adhere to expectations.

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.

## STUDENT COMPLETION STATISTICS – 8/2023

Year	Class	FT/PT	Program Completion (% of students who completed the program in 100% of the time)	% NCLEX PN First Time Pass Rate
2020-2021	September #148	FT	65.5	84.2
	EE (M/W) #145	PT	54.5	83.3
	February #150	FT	57.6	81.2
	EE (T/T) #147	PT	64	89.4
2021-2022	September #151	FT	65.2	80
	EE (M/W) #149	PT	62.9	83.3
	February #153	FT	55.5	100
2022-2023	September #155	FT	78.5	86.9
	EE – 1 # 152	PT	61.9	100
	February #157	FT	70.8	100
	EE -3 (MW) #154	PT	30	83
2023-2024	September #159	FT	76.9	100
	EE – 2 # 156	PT	64	81.2
	February #161	FT	84	93

## NCLEX – PN FIRST TIME PASS RATES

### EASTERN compared to PA State and US Rates

Year	EASTERN	Pennsylvania	US
2019 – 2020	88.71		
2020 – 2021	84.62	81.48	79.77
2021 – 2022	91.38		
2022 – 2023	93.75		

Year	Quarter	1 <sup>st</sup> Time Pass Rate	Year to Date
2020 – 2021	1 (Oct-Dec)	87.50	87.50
	2 (Jan-Mar)	86.67	87.09
	3 (Apr-Jun)	78.95	84.00
	4 (Jul-Sep)		<b>84.62</b>
2021 – 2022	1 (Oct-Dec)	88.24	88.24
	2 (Jan-Mar)	94.12	92.1
	3 (Apr-Jun)	85.71	91.3
	4 (Jul-Sep)		<b>91.38</b>
2022 – 2023	1 (Oct-Dec)	85.19	85.19
	2 (Jan-Mar)	100	92.9
	3 (Apr-Jun)	100	93.6
	4 (Jul-Sep)	94.1	<b>93.75</b>
2023 – 2024	1 (Oct-Dec)	100	100
	2 (Jan-Mar)	87.1	90
	3 (Apr-Jun)		
	4 (Jul-Sep)		

Statistics as of 4/12/2024

## FINANCIAL AID BUDGET for Class #166 Full Time Program

### Year 1 (24-25) – Ten Month Budgets (900 clock hours)

	DEPENDENT	INDEPENDENT
Tuition + Fees	9,912	9,912
Food + Housing	6,000	16,200
Books, Course Material, Supplies + Equipment	2,000	2,000
Transportation	7,200	7,200
Miscellaneous Personal Expenses	3,000	5,400
Loan Fees	58	101
Total	28,170	40,813

### Year 2 (24-25) – Five Month Budget (600 clock hours)

	DEPENDENT	INDEPENDENT
Tuition + Fees	6,938	6,938
Food + Housing	5,000	13,500
Books, Course Material, Supplies + Equipment	600	600
Transportation	6,000	6,000
Miscellaneous Personal Expenses	2,500	4,500
Loan Fees	48	78
NCLEX-PN + Licensure	295	295
Total	21,381	31,911

#### Tuition + Fees

- The tuition for the 2024–2025 school year is \$16,850. The hourly rate is \$11.01.

#### Food + Housing

- For students without dependents, living with parents, we are using the figure of \$600 per month. For all other students, we are using a figure of \$1,620 per month (\$1,000 for rent and \$620 for food).

#### Book, Course Material, Supplies and Equipment

- The \$2,600 figure is taken from the 2024–2025 Cost List (\$2,000 for Year 1 and \$600 for Year 2).

#### Transportation

- We are using figure \$720 per month, includes the cost of insurance, upkeep, and gas.

#### Miscellaneous Living Expenses

- For students without dependents, living at home, we used a monthly allowance of \$300.
- For all other students, we are using a monthly allowance of \$540.

#### Loan Fees

- Dependent Students**
  - Year 1 – 1.057% of \$5,500 = \$58
  - Year 2 – 1.057% of \$4,550 = \$48
- Independent Students**
  - Year 1 – 1.057% of \$9,500 = \$100
  - Year 2 – 1.057% of \$7,350 = \$78

- **Dependent Students**
  - Year 2 – Sub: \$4,550       $\$6,500 \times (630 \text{ hours}/900 \text{ hours}) = \$4,550$
  - Year 2 – UnSub: \$2,000
- **Independent Students**
  - Year 2 – Sub:  $\$10,500 \times (630 \text{ hours}/900 \text{ hours}) = \$7,350$
- **Year 1** = 10/7/2024 – 11/16/2025      (Disbursement Dates are 12/12/2024 and 5/7/2025)
- **Year 2** = 11/17/2025 – 10/1/2026      (Disbursement Dates are 12/3/2025 and 5/13/2026)

## **INSTITUTIONAL RESOURCES**

- **Financial Aid Office**

EASTERN Center for Arts and Technology  
 3075 Terwood Road  
 Willow Grove, PA 19090  
 215-784-4835  
[kmolczan@eastech.org](mailto:kmolczan@eastech.org)  
Hours: 9:00AM to 3:00PM  
Payment of Tuition: 215-784-4835, mail or in person

**PN Program Coordinator/Financial Aid Officer** Ken Molczan / 215-784-4835

**Financial Aid Advisor** Suzie Morgan / smorgan.eastech@gmail.com

### **Miscellaneous Information**

**School Website** – [www.eastech.org](http://www.eastech.org)

**Practical Nursing FAX #** – 215-784-4829

**Student Clinical Call Out Phone #** – 215-481-3228 and leave a message.

**PN MOODLE** – <https://pneecat.moodle.school>

## **PRACTICAL NURSING PROGRAM RESOURCE GUIDE**

Google needed content for most up-to-date information.

- **Math Skills**
- **Reading Skills**
- **ESL Classes**
- **Social Support Services**
- **Etc.**



## **MONTGOMERY COUNTY (5/23)**

### **General Information**

- **Montgomery County Support Services**
  - <http://www.montcopa.org>

### **Child Care**

- <https://www.montcopa.org/120/Subsidized-Child-Care>

### **Possible Tuition Assistance**

- <https://www.montcopa.org/2114/PA-CareerLink-Montgomery-County>

### **Health Department**

- <https://www.montcopa.org/513/Public-Health>

### **English Language Support**

- <https://montcooic.org/esl/>

### **Literacy/Reading**

- **Literacy Council of Norristown**
  - <http://www.lcnlit.org>
  - **Montgomery County Library and Information Network Consortium**
  - <http://www.mclinc.org>



## **PHILADELPHIA COUNTY(5/23)**

### **General Information**

- <http://www.phila.gov>

### **Child Care**

- <https://cap4kids.org/philadelphia/parent-handouts/child-care-respite-care/child-care/>

### **Possible Tuition Assistance**

- <http://www.philaworks.org>

### **Health Department**

- <http://www.phila.gov/health>

### **English Language Support**

- <https://www.phila.gov/services/diversity-inclusion-accessibility-immigration/learn-english/>

### **Literacy/Reading**

- <http://www.freelibrary.org/>



## **BUCKS COUNTY(5/23)**

### **General Information**

- <http://www.buckscounty.gov>

### **Child Care**

- <https://www.buckscounty.gov/1356/Child-Care>

### **Possible Tuition Assistance**

- <https://www.buckscounty.gov/559/PA-CareerLink-Bucks-County>

### **Health Department**

- <https://www.buckscounty.gov/229/Health-Department>

### **English Language Support**

- <https://sites.google.com/a/cairn.edu/bucks-county-esl-resources/living-in-bucks-county>

### **Literacy Services**

- <https://buckslib.org/outreachoptions/>

### **STATE OF PENNSYLVANIA**

- Pennsylvania Career Link
  - <https://www.pacareerlink.pa.gov/jponline/>

## **PRACTICAL NURSING SCHOOL CLOSING INFORMATION**

### **1. SCHOOL WEBSITE**

- [www.eastech.org](http://www.eastech.org)

### **2. STUDENTS WILL RECEIVE AN EMAIL FROM EASTERN**

## CLOCK TO CREDIT HOUR CONVERSIONS

Clock Hours to Credit Hours				
	Clock Hours - Theory	Clock Hours - S. Lab	Clock Hours - Clinical	Credit Hours
A & P	100			3.33
Pharm	67			2.23
N1 A Clinical		91	58	
N1 A Theory	134			9.43
N1B Theory	49			
N1B Clinical		70	7	4.2
PV-1	30			1
N2 Clinical		56	364	
N2 Theory	280			23.33
N3 Clinical		7	119	
N3 Theory	84			7
PV-2	14			0.46
<b>Total</b>	<b>758</b>	<b>224</b>	<b>548</b>	<b>50.98</b>

### Converting Clock Hour Grades to GPA

A+	98-100	4
A	96-97	4
A-	94-95	3.7
B+	92-93	3.3
B	89-91	3
B-	86-88	2.7
C+	84-85	2.3
C	81-83	2
C-	79-80	1.7
D	75-78	1.3

Go To GPA Calculator: <https://gpacalculator.net/college-gpa-calculator/>

Example Student Transcript for one semester			
Course	Credit Hours	Grade	Grade Points
BIO 200	3	A	12
BIO 201	1	B	3
ENG 101	3	C	6
SOC 101	3	F	0
<b>10 Total Credit Hours Attempted</b>			<b>21 Total Grade Points</b>

To get the example student's GPA, the total grade points are divided by the total credit hours attempted.

<b>Total Grade Points</b>		21	
<b>Total Credit Hours Attempted</b>	<u>divided by</u>	10	= 2.10

**To calculate your cumulative G.P.A., total the credit hours and then the grade points from all semesters. Divide the total grade points by the total credit hours.**