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**Rules and Procedures Manual under Course Shell for each semester**
Chapter 1

Introduction

Mission & Vision Statements
INTRODUCTION

Welcome to the Owens Community College Program of Nursing. This Resource Manual was developed for your information and guidance, is updated annually, and contains rules and procedures specific to the Nursing Program. This manual also emphasizes selected college policies and procedures that may be of special significance to nursing students. For additional college policies and procedures not found in this manual, please refer to the current online Owens Community College catalog.

It is the student’s responsibility to read and abide by the policies and procedures herein. Keep this Resource Manual as a reference throughout your nursing education at Owens Community College.

If changes occur in rules and procedures, the student will be notified prior to implementation of such policies and procedures. Refer to Blackboard each semester for changes made in the Student Resource Manual.

We hope your experience at Owens Community College is positive as you grow in your knowledge as a professional nurse.

The Nursing Program

*** The Nursing Program reserves the right to amend, adjust, or revise this manual as circumstances warrant the need to do so. ***

For ease of reference to material contained within this document see Table of Contents on Pages ii, iii, and iv.
OWENS COMMUNITY COLLEGE,
SCHOOL OF NURSING & HEALTH PROFESSIONS
& PROGRAM OF NURSING
MISSION & VISION STATEMENTS

College:

MISSION
We believe in serving our students and our communities. Your success is our mission.

VISION
Owens faculty and staff are committed to strengthening the community by providing a superior educational experience through excellence, innovation and collaboration.

School of Nursing and Health Professions:

MISSION
The School of Nursing and Health Professions prepares students to become competent healthcare professionals who provide knowledgeable, accountable and conscientious care and service to the communities we serve. Revised 7-2017

VISION
The School of Nursing and Health Professions is committed to providing an outstanding and innovative educational experience through collaboration with community partners to maximize student success. Revised 7-2017

Program of Nursing:

MISSION
The Owens Community College Nursing Program believes in preparing caring and compassionate nurses who will provide competent care for individuals and families within communities in a changing and diverse healthcare environment.

VISION
The Nursing Program’s faculty and staff are committed to providing a dynamic and interactive educational experience that incorporates a caring philosophy, evidence-based practice, and a commitment to lifelong learning and service.
Chapter 2

Registered Nursing Program Philosophy

Registered Nursing Program Outcomes

Registered Nursing End-of-Program Student Learning Outcomes
OWENS COMMUNITY COLLEGE

Concept Based Curriculum Overview:

The study of nursing concepts provides the learner with an understanding of essential components associated with nursing practice without becoming saturated and lost in the details for each area of clinical specialty. If concepts are understood deeply, links can be made when these are applied in various areas of nursing practice. The conceptual approach also fosters future advancement of the nursing discipline.


ASSOCIATE DEGREE NURSING PROGRAM PHILOSOPHY

Owens Community College

Registered Nursing Program Organizational Framework and Philosophy

The organizing framework/philosophy of the Owens Community College Associate Degree Nursing Program reflects the mission and vision of the College, the School of Nursing and the Nursing Program. Professional standards of nursing practice and nursing education provide the basis for curriculum development.

Quality Safety Education in Nursing (QSEN) competencies and the National League for Nursing (NLN) competencies for graduates of Associate Degree Programs provide the structure for the organizing framework. The NLN competencies of Human Flourishing, Nursing Judgment, Professional Identity and Spirit of Inquiry are integrated into the program outcomes as well as the QSEN competencies including Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety and Informatics. Nursing course content is organized using the ANA Standards of Practice and QSEN Knowledge, Skills & Attitudes (KSAs).

The curriculum is organized using three broad categories of nursing practice including health and illness concepts, professional nursing and health care concepts, and patient profile concepts. Health and illness concepts include physiological and psychosocial health issues. Professional nursing and health care concepts include the role of the caring nurse and the health care delivery system. Patient profile concepts include personal preferences, attributes and resources, (Giddens, 2013).

The curriculum is delivered using a conceptual base including exemplars of common contemporary health issues represented in regional, state and global populations as identified by the World Health Organization (WHO), Healthy People 2020, and the Centers for Disease control (CDC).
Nursing is a professional practice discipline that incorporates evidence-based practice and interdisciplinary collaboration to provide for patient safety and to achieve quality patient-centered outcomes. Nurses care for individuals, families, and communities to promote, maintain, and restore health, or to support a peaceful death. Nursing process is used as a basis for nursing care decisions.

Health is defined as a state of optimal physical, emotional, social and spiritual well-being that is regarded as a dynamic continuum that occurs throughout the life span.

Associate Degree Nursing Education provides a dynamic pathway for entry into professional registered nurse (RN) practice. The faculty is responsible for designing and implementing a curriculum that is continually evolving to reflect community needs and current and emerging healthcare delivery systems (OADN, 2006). Faculty and students collaborate to promote professional development and achieve program outcomes.

Learning is an interactive process in which the faculty and students share responsibility. It is a lifelong process that integrates previously learned concepts with new information and experiences. Expanded knowledge, refined skills, and broadened attitudes result in changed behaviors that foster personal and professional growth.

Concepts are organized blocks of information that are used to help students find connections between prior knowledge and new knowledge gained. Linked together, these organized threads provide the context for learning. Students use concepts as a framework to assemble information and apply reasoning skills when responding to new situations.

**ROLE OF THE ASSOCIATE DEGREE NURSE**

Students develop a perception of the role of the associate degree nurse as a caring and competent communicator, manager, educator and member of the nursing profession who provides care in a variety of settings. In this role, the associate degree nurse uses problem-solving techniques to collaborate with health team members. Students recognize that the associate degree nurse must be responsible, accountable and keep pace with the growing body of nursing knowledge.
REGISTERED NURSING PROGRAM OUTCOMES

1. NCLEX results for first time test takers will be at or above the national mean.

2. Students enrolled in NUR 101 will graduate in six (6) semesters at a 75% completion rate, and students enrolled in NUR 110 will graduate in five (5) semesters at a 75% completion rate.

3. Within one year of graduation, 75% of graduates seeking employment as registered nurses are employed.

4. One year after graduation, 85% of graduates responding will evaluate themselves as adequately prepared for an entry level nursing position.

5. Employers responding to the employer survey will report satisfactory graduate performance 85% of the time

REGISTERED NURSING END-OF-PROGRAM STUDENT LEARNING OUTCOMES

Registered Nursing Graduates will be able to:

1. Integrate knowledge, skills and attitudes when using the nursing process to make clinical judgments to provide compassionate and culturally sensitive patient-centered care.

2. Incorporate information and technology with a spirit of inquiry to support evidence-based nursing clinical judgments.

3. Function effectively in an effort to promote human flourishing as a member of the inter-professional team by collaborating and communicating with patients, support systems/families and the community.

4. Provide a caring, comforting and protective nursing environment, by consistently demonstrating nursing practice that reduces risk potential and promotes patient safety.

5. Examine data, monitor outcomes, and implement methods to improve quality of care for patients, patient support systems/families and the community.

6. Model the professional identity of the nurse as a manager of care, educator, advocate, mentor, and leader.
Owens Community College Statement on the Assessment of Student Learning
At Owens Community College (OCC), assessment is a high priority in helping the College maintain a high-quality learning environment for all students.

Purpose
The purpose of assessment of student learning is to help the College determine the extent to which it is fulfilling its mission of educating students. Assessment allows the College to make improvements in program structure, course content, and pedagogy. It also assists in advisement and placement and provides students with indicators of their performance.

Assessing Student Learning at the Program Level
Assessment at the program level provides a clear sense of what the program is designed to accomplish and what students who complete the program should know, understand, and be able to do when they graduate. Ultimately, the assessment process yields data that informs faculty and other decision-makers about relevant issues impacting the program and student learning. Data is used as a foundation to support recommendations for program improvement.

Assessing Student Learning at the Institutional Level
Assessment monitors the competence of students, not just in terms of expertise in their program of study but also with respect to the attainment of general education. All degree-seeking students at Owens must complete a core of courses to provide a foundation that aids in the achievement of general education competencies in writing, oral communications, mathematics, and computer skills. Theses competencies are integrated into and reinforced in all degree programs through non-general education courses.

In addition to the core competency categories discussed above, the College has identified a number of other important components of its General Education Program. Owens Community College encourages and supports initiatives at the personal, programal and college-wide levels that help students develop and augment those values and skills necessary for successful living in an increasingly complex and ever-changing global environment. These components of the College’s

Student’s Role
Students are assessed at all levels of institutional operations, including program and general education levels, at different points during their academic career at Owens. Typically, assessment is embedded within the teaching function of Owens and occurs during each student’s regular academic effort. The student’s role is very important in the assessment process. Indeed, student participation is an essential component of a successful program. Through participation and the demonstration of competence in course material as well as general education core competencies the College is able to get a series of snap shots of a student’s performance. This information is listed on The Owens Community College website, www.owens.edu.
Chapter 3

Faculty Contact Information
<table>
<thead>
<tr>
<th>Name</th>
<th>Phone #</th>
<th>Email Address</th>
<th>Office Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catherine Ford, Dean</td>
<td>7273</td>
<td>Catherine_ford</td>
<td>HH 204 E</td>
</tr>
<tr>
<td>Irene Jones, Chair</td>
<td>2111</td>
<td>irene_jones</td>
<td>HH 204 F</td>
</tr>
<tr>
<td>Ruth Ankele, Assistant Chair, Nursing</td>
<td>7259</td>
<td>ruth_ankele</td>
<td>HH 209 P</td>
</tr>
<tr>
<td>Michelle Shephard, Assistant Chair, Lab Operations</td>
<td>7475</td>
<td>michelle_shephard</td>
<td>HH 204 A</td>
</tr>
<tr>
<td>Amy Dixon, NEED Coordinator</td>
<td>7330</td>
<td>amy_dixon</td>
<td>HH 204 BB</td>
</tr>
<tr>
<td>Bria Blodgett-Thomas, Advisor, In-Program Nursing</td>
<td>7239</td>
<td><a href="mailto:brianne_blodgett@owens.edu">brianne_blodgett@owens.edu</a></td>
<td>HH 204 AA</td>
</tr>
<tr>
<td>Sandra Browning, Part-time Advisor</td>
<td>7668</td>
<td>sandra_browning</td>
<td>HH 204 C</td>
</tr>
<tr>
<td>Eileen Alexander</td>
<td>2223</td>
<td>eileen_alexander</td>
<td>HH 204 Z</td>
</tr>
<tr>
<td>Beverly Baney</td>
<td>3524</td>
<td>beverly_baney</td>
<td>121 D (F)</td>
</tr>
<tr>
<td>Debra Baumgartner</td>
<td>3043</td>
<td>debra_baumgartner</td>
<td>020 C (F)</td>
</tr>
<tr>
<td>Lacey Davis</td>
<td>3050</td>
<td>lacey_davis</td>
<td>121 Q (F)</td>
</tr>
<tr>
<td>Laurie Erford</td>
<td>7326</td>
<td>laurie_erford</td>
<td>HH 204 L</td>
</tr>
<tr>
<td>Robin Foster/Findlay RN/PN Lab 020 A</td>
<td>3081</td>
<td>robin_foster2</td>
<td>020 C (F)</td>
</tr>
<tr>
<td>Lynda Glanz</td>
<td>3523</td>
<td>lynda_glanz</td>
<td>123 B (F)</td>
</tr>
<tr>
<td>Marcia Grizzard</td>
<td>2226</td>
<td>marcia_grizzard</td>
<td>CH 120 J</td>
</tr>
<tr>
<td>Anne Helm</td>
<td>7332</td>
<td>anne_helm</td>
<td>HH 204 J</td>
</tr>
<tr>
<td>Kimberly Holman</td>
<td>7354</td>
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<td>HH 204 Y</td>
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<tr>
<td>Cynthia Hotaling</td>
<td>3519</td>
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<td>115 N (F)</td>
</tr>
<tr>
<td>Christine Kettinger</td>
<td>2520</td>
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<td>HH 204 Q</td>
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<tr>
<td>Julie Lohse</td>
<td>7353</td>
<td>julie_lohse</td>
<td>HH 204 S</td>
</tr>
<tr>
<td>Tiffany Ludwig</td>
<td>2400</td>
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<td>CH 120 J</td>
</tr>
<tr>
<td>Margaret Ludwikoski</td>
<td>7450</td>
<td>margaret_ludwikoski</td>
<td>HH 208 A</td>
</tr>
<tr>
<td>Diane McDougle</td>
<td>2686</td>
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<td>HH 204 P</td>
</tr>
<tr>
<td>Julie McLaughlin</td>
<td>3035</td>
<td>julie_mclaughlin</td>
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<tr>
<td>Barbara Miller</td>
<td>7262</td>
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<td>HH 204 V</td>
</tr>
<tr>
<td>Jennifer Mier</td>
<td>7417</td>
<td>jennifer_mier</td>
<td>CH 120 K</td>
</tr>
<tr>
<td>Janet Pinkelman</td>
<td>7441</td>
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<td>HH 204 R</td>
</tr>
<tr>
<td>Jennifer Sanders</td>
<td>7175</td>
<td>jennifer_sanders3</td>
<td>HH 204 X</td>
</tr>
<tr>
<td>Melanie Scherdt</td>
<td>3518</td>
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</tr>
<tr>
<td>Luann Snyder</td>
<td>7437</td>
<td>luann_snyder</td>
<td>HH 204 T</td>
</tr>
<tr>
<td>Denise Spohler</td>
<td>7660</td>
<td>denise_spohler</td>
<td>HH 204 K</td>
</tr>
<tr>
<td>Deborah Sullivan</td>
<td>2401</td>
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<td>HH 204 Q</td>
</tr>
<tr>
<td>Cecilia Tolson</td>
<td>7604</td>
<td>cecilia_tolson</td>
<td>HH 204 U</td>
</tr>
<tr>
<td>Karen Wehman</td>
<td>7684</td>
<td>karen_wehman</td>
<td>HH 204 W</td>
</tr>
<tr>
<td>Lou Whitaker</td>
<td>2225</td>
<td>lou_whitaker</td>
<td>CH 120 M</td>
</tr>
<tr>
<td>Darlene Wise/Findlay HPS Lab 020 D</td>
<td>3028</td>
<td>darlene_wise</td>
<td>123 D (F)</td>
</tr>
<tr>
<td>Patricia Zenner/RN Lab HH 209</td>
<td>7299</td>
<td>patricia_zenner2</td>
<td>209 U</td>
</tr>
<tr>
<td>Toledo Nursing Office</td>
<td>7338</td>
<td></td>
<td>HH 204 D</td>
</tr>
<tr>
<td>Cheryl Perlacky/Toledo PN Lab</td>
<td>2347</td>
<td>cheryl_perlaky</td>
<td>HH 206 C</td>
</tr>
</tbody>
</table>

Toledo campus is 567-661-7338
ADDITIONAL COLLEGE RESOURCES

Students may wish to utilize the following resources offered by the college throughout their course of study:

**TOLEDO – AREA CAMPUS**

<table>
<thead>
<tr>
<th>1. Common Computer Lab</th>
<th>CH 156</th>
<th>567-661-2724</th>
</tr>
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<tbody>
<tr>
<td>2. Disabilities Services</td>
<td>Alumni Hall 103</td>
<td>567-661-7007</td>
</tr>
<tr>
<td>3. Library</td>
<td>Library</td>
<td>567-661-7015</td>
</tr>
<tr>
<td>4. Math Lab</td>
<td>TT 213</td>
<td>567-661-7409</td>
</tr>
<tr>
<td>5. Testing Center</td>
<td>CH 157</td>
<td>567-661-8378</td>
</tr>
<tr>
<td>6. Writing Center</td>
<td>FH 1123</td>
<td>567-661-7351</td>
</tr>
<tr>
<td>7. Teaching Learning Center</td>
<td>CH 156</td>
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**FINDLAY – AREA CAMPUS**

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<tr>
<td>2. Office of Academic Enhancement and Student Resource Center</td>
<td>FS 150</td>
<td>567-429-3509</td>
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<td>3. Disabilities Services</td>
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<td>4. Library</td>
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<td>5. Testing Center</td>
<td>EC 124</td>
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<td>6. Writing Center</td>
<td>EC 149</td>
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</tr>
<tr>
<td>7. Math Lab</td>
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</table>
Nursing Student

Web Registration Instruction Sheet

Students must follow the guidelines listed below when registering via the Web:

1. Know your OZONE password.
2. Check the number of hours taken at college in order to determine which date to register. This can be found on OZONE. Number of hours include: all graded hours at OCC and all transfer hours. Hours not included are the hours registered for during the current semester.
3. Check the course (both Nursing and support courses) needed for the next semester – check the Student Resource Manual and/or the College Catalog of the semester in which you began the NRS courses.
4. Check the master schedule for open course, lab and clinical sections – be sure to write down the CRN because it is quicker to register when you know the CRN. Toledo Campus student – please remember that the class, clinical and lab MUST be in the same option. Students cannot mix campuses or options.
5. Students on financial hold will not be able to register – make sure all financial obligations have been met at the college before attempting to register.
6. If one part of a course is full when registering, (e.g. clinical section) then all parts of the course will be removed from the registration. Students will need to find an open clinical section and then re-register for the entire course (class, clinical and lab – as applicable).
7. You MUST register for all required nursing courses and support courses at the same time otherwise you will not be able to register for nursing courses.
8. Course fees will not be paid at the time of registration on the WEB. There is a one-day delay for the computer processing, so payment of fees can be made the day after registration has been completed.
9. Make sure that the classes, labs and clinicals that you select are on the correct campus:
   Findlay class, lab and clinical sections are designated by odd numbers, e.g. NRS 122 - 001 (class), B01 (lab), C01 (clinical)
   Toledo class, lab and clinical sections are designated by even numbers, e.g. NRS 122 - 002 (class), B02 (lab), C02 (clinical)
10. No nursing course lecture, lab or clinical section may be changed after the first day of the course without the Chairperson’s signature.
11. Third semester Basic RN or second semester LPN/ADN students who are scheduled to graduate in the next semester must complete a graduation application form one semester before graduation. It would be advisable to run a degree audit at this time. A degree audit may be run by completing the following:

1. Log in to ozone
2. click degree evaluation
3. click on the most recent semester
4. Your major of Registered Nursing, Practical Nursing or Registered Nursing-LPN should appear as your major, if it does, follow the prompts. If it does not: select "What If" at the bottom and then in the major selection change it to the appropriate major (this usually happens for 1st semester students or those who change a start date) then follow the prompts.
5. Your audit will show RED No's next to the courses you have not taken.
6. If you see a NO next to a class, that means you will need to take it, or you may need a course substitution.
7. If you have questions, contact your advisor via email or call the nursing office at 567-661-7338 and schedule an advising appointment.

The form can be obtained via your Ozone account. Failure to complete the application will result in the student not being eligible for graduation during the semester in which the student had planned to graduate and the student will pay a late fee.
Chapter 4

Program Information
## Curriculum Summary

Provide a summary and classification of the course comprising the program by quarter/semester, assuming full-time enrollment. Provide subtotals of credit hours by quarter, semester, by course type, and by total credit hours required.

---

**Owens Community College**

**Campus**

**Registered Nursing Program**

**Associate Degree Program**

**Date**: April 15, 2014

<table>
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<th>Course #</th>
<th>Course Title</th>
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<td>Nursing Concepts Across the Lifespan</td>
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<td>PHL 102</td>
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<td>NUR 202</td>
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<tr>
<td>NUR 203</td>
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**Totals**: 35 | 30
**Curriculum Summary**

Provide a summary and classification of the course comprising the program by quarter/semester, assuming full-time enrollment. Provide subtotals of credit hours by quarter, semester, by course type, and by total credit hours required.

---

**Owens Community College**

**Campus**

**Registered Nursing LPN/ADN Progression Program**

**Associate Degree Program**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Contact Hours</th>
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<td>IST 100</td>
<td>Fundamentals of Computing Systems</td>
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</tr>
<tr>
<td>PHL 102</td>
<td>Principles of Ethics</td>
<td>3</td>
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**Totals**

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<tr>
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<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>
ASSOCIATE DEGREE NURSING PROGRESSION PROGRAM  
ADVANCED PLACEMENT PROGRAM FOR LICENSED PRACTICAL NURSES  
Toledo-area and Findlay Campuses  
Nursing Technology – Associate of Applied Science Degree Nursing  
(Approved by the Ohio Board of Nursing).

This program is designed for Licensed Practical Nurses, who will take specified nursing courses from a modified program of study that meets the needs of the LPN enrolled in the Associate Degree Nursing Program. The program prepares graduates for nursing positions in a variety of healthcare settings. The program combines studies at Owens Community College with planned and guided experience in client care in healthcare facilities and community agencies.

Special Admission Requirements

- Entrance requirements include graduation from high school or its equivalent, graduation from a state-approved practical nurse program, and high school chemistry and algebra with a grade of "C" or better. In addition, students need to provide documentation of current LPN licensure and completion of a Pharmacology course or equivalent. Students should contact the OSERVE office for complete admissions requirements.

- Following acceptance to the program, students must meet health requirements and obtain CPR-Health Care Provider certification by the American Heart Association or the American Red Cross CPR/AED for the Professional Rescuer prior to beginning their first clinical course. See Chapter 6 for a full list of mandatory health requirements.

- Starting Fall 2016, students will be admitted yearly in the fall on the Findlay campus, and in spring on the Toledo campus.

- Enrollment in the LPN/ADN Progression Program is limited and application forms are available at the Office of Enrollment Services. A complete application with high school, college/university and practical nursing transcripts must be submitted to the Records Office.

See Rule in the Registered Nursing Program for:

(1) Student Admission, (2) Student Readmission (3) Advanced Standing, (4) Student Progression, (5) Requirement for Completion of each course and the Program.
Finger Printing / Background Checks

To meet certain clinical agency requirements, background checks will also be performed prior to the first clinical experience. Based on the results of the background check, the clinical agencies may deny a student access to the clinical agency.

See Rule in the Registered Nursing Program for:

(1) Student Admission, (2) Student Readmission (3) Advanced Standing, (4) Student Progression, (5) Requirement for Completion of each course and the Program.

Testing Accommodations

What if the student has a disability/ESL?

- If a student has a disability that will affect test taking the student is required to provide documentation by letter from the OCC Office of Disability Services. This letter of approved accommodations must be provided to the respective nursing course faculty promptly on or before the first day of classes each semester or as soon as the disability is identified.
- Students, for whom English is a second language (ESL), who have difficulty with test taking may seek assistance from the OCC Learning Center.
- Faculty will review and discuss options to maximize student success.

Owens State Community College
Nursing Program

ATI Assessment and Remediation Policy for RN Students

What is ATI?

- Assessment Technologies Institute® (ATI) offers an Assessment Driven Review (ADR) program designed to enhance student NCLEX-RN success. OCC integrates ATI as a comprehensive assessment and review program for all nursing students from the first semester through the final semester.
- The comprehensive program offers multiple assessment and remediation activities. These include the Test of Essential Academic Skills (TEAS), critical thinking test, as well as online practice testing, and proctored testing over the major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
- ATI information and resources are available by visiting their website at www.atitesting.com
How are ATI materials obtained and purchased?

- ATI materials will be distributed in designated courses during all semesters. Students will be notified regarding the method of distribution of materials each semester. Students will not purchase or obtain ATI items through the bookstore or through online services.
- The total purchase price of the ATI materials will be divided over 3 or 4 semesters and the cost will be charged to the student as part of selected course fees.
- Previously used ATI programs cannot be borrowed or "purchased" because much of the cost is for the online testing service. It is not recommended to purchase online an individual ATI package since it is much more expensive, and the testing environment is not congruent with the OCC testing environment.

What is a proficiency level for the Mastery Assessment*?

Expert professors from around the USA have agreed upon the ATI scores for each Mastery Assessment. Test scores relate to different levels of proficiency. Since these exams are fairly difficult, the use of a pure percent score is not used in the course grading scale. However, the proficiency level is used as a way to assign some of the points toward the course grade.

Listed below is the description for each proficiency level and how each level fits into course grading:

- **Proficiency Level 3** -indicates a student is likely to exceed NCLEX-RN in this content area. Students are encouraged to engage in continuous focused review to maintain and improve their knowledge of this content.

- **Proficiency Level 2** -indicates a student is fairly certain to meet NCLEX-RN standards in this content area. Students are encouraged to engage in continuous focused review in order to improve their knowledge of this content. The OCC requirement is for all students to reach proficiency levels 2 or 3 in all areas.

- **Proficiency Level 1** -indicates a student is likely to just meet NCLEX-RN standards in this content area. Students are encouraged to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content. Remediation is required. Students at this level are expected to fully remediate according to the instructor's directions. Scores below Proficiency Level 2 are not acceptable for OCC students.

- **Below Proficiency Level 1** -indicates a need for thorough review of this content area. Students are strongly encouraged to develop and complete an intensive plan for focused review. Remediation is required. Students at this level are expected to fully remediate according to the instructor's directions. Scores below Proficiency Level 2 are not acceptable for OCC students.

- An ATI comprehensive final will be given as the final exam in most courses.
What is a remediation plan?

- The ATI assessments help to identify “at risk” areas of content that the student may not fully comprehend.
- Remediation is the process of exploring this content further and clarifying areas in which knowledge is lacking. Each course will determine the remediation plan for that specific course.
- Students will generate a printout of their assessment score and a list of Topics to Review for all ATI assessments.
- It is the student’s responsibility to prepare a remediation plan based on the topics to review as directed by the course instructor.
- A remediation plan is required for all proctored assessment scores of proficiency level 1 or below and any practice or focused assessments that are below the established benchmark for the course.
- If the student does not implement the remediation plan as directed the student will receive an incomplete for the course.

What strategies will I use to implement a remediation plan?

The following strategies may be used as part of the remediation plan as directed/developed by the faculty:

- Creating a focused review - A focused review can be created from the ATI web site for any assessment. Once the review is created the student will use it to explore content through ATI review modules and audio-visual tutorials. The instructor has access to detailed information about the duration of time spent in remediation and will monitor the remediation as proof of completion.
- Short answer remediation- A list of Topics to Review from an Individual Performance Profile is available after taking any ATI assessment. Students may be required to complete remediation templates for each item missed on the assigned ATI assessment to learn about an entire concept or a content area listed on the Topics to Review. Such templates can be completed electronically or by paper and pencil and may be submitted to the course instructor as directed.
- Online practice tests- Additional practice tests may be assigned by courses as remediation.
- Utilizing ATI tools – Sessions during the semester will be planned to help students locate and practice with tools such as the RN/PN Learning System, NurseLogic, and ATI remediation templates.
- Small group sessions- Sessions will be scheduled and announced to students throughout the semester that may include success tools such as reading skills, note taking skills, test-taking strategies and study skills. Such sessions will be facilitated by the NEED coordinator, Advisors or members of the Nursing Program. A post-test may be used to evaluate learning at completion of the session.
- NCLEX-RN style question review - Review sessions are designed to help students break down an NCLEX style question and correctly identify what the question is asking, as
well as critical thinking elements to eliminate answers and strategies to assist with prioritizing. Such sessions will be facilitated by members of the Nursing Program.

ATI practice and proctored test are utilized as described in your individual course syllabus.

**ATI Comprehensive Predictor Testing and Remediation Policy**

1. Students enrolled in NUR 203 are required to take a proctored version of the ATI Comprehensive Predictor by the end of the 5th week of the semester. The student may sign up to take the exam on the prearranged dates. Please plan to be available for three (3) hours of testing. The exam may only be taken once. Failure to complete a proctored version of the ATI Comprehensive Predictor by the end of the 5th week may necessitate withdrawal from NUR 203.

2. After taking the ATI Comprehensive Predictor, all students are expected to examine the results of the test to determine areas of weakness and remediate accordingly. Students not achieving the minimum 80% predicted probability score are required to complete an Individualized Remediation Plan. Your NUR 203 faculty member and the NEED coordinator are resources for assistance with this process. All students are expected to use the plan as a remediation guide to prepare for taking a second version of the ATI Comprehensive Predictor at the end of the semester.

3. All students will take a second version of the ATI Comprehensive Predictor at the end of the semester on the prearranged dates as set by the Nursing Program. The exam may only be taken once. Students that do not score a minimum 80% predicted probability score on the Predictor exam will receive a failing grade (FNC) for NUR 203 and the student will be required to re-take NUR 203, assuming readmission requirements have been met.

4. Students who score above the minimum 80% predicted probability score, but do not achieve a 97% predicted probability on the second version of the ATI Comprehensive Predictor must successfully complete the Virtual ATI (VATI) program. The student’s grade will be recorded as an incomplete for the NUR 203 course. Within the designated time frame for VATI completion, the student must receive documentation from their Virtual ATI coach confirming the student’s readiness to take the NCLEX-RN exam (also known as green light status) and this status must also be communicated to the course faculty member. When documentation is received, the NUR 203 faculty will change the incomplete grade to a passing grade (PNP) assuming all other NUR 203 course requirements have been met. Failure to provide documentation of the VATI program completion within the designated time frame will result in the incomplete grade changing to a failing grade (FNC) and the student will be required to re-take NUR 203 once readmission requirements have been met.

5. Virtual ATI (VATI) is a post-graduation NCLEX review program and students are not allowed to begin VATI until all 4th semester courses are satisfactorily completed.
6. Students must reapply for graduation in the case that the student does not finish the NUR 203 course requirements during the semester in which the student originally applied for graduation.

MATH TESTING

1. NUR 102, 201, 202, 203

A. Successful completion of the math test/re-test is required prior to the first Saturday of the semester at 12 noon. Your first attempt will be given during pre-semester orientation. If you do not achieve an 80% or greater on your 1st attempt, you will need to remediate and retake the exam. You may only re-test once. Failure to meet the 80% required score will result in the student being dropped from their clinical course, and necessary co-requisites as applicable. The math test will be taken in a computer lab and you are to use the calculators that are available on the computers only. Scrap paper will be provided to you at the time of the test.

B. Prior to and following completion of the Math Test, ALL students are encouraged to review the math tab in their semester Blackboard shell. Review/remediation sessions will be offered prior to pre-semester orientation. If you are unsuccessful in passing the first math test, please follow these steps:

1. Attend a math review session.
2. Take a repeat math examination in the testing center.
3. Pass the repeat math examination (with an 80% or greater).
4. If an 80% is not earned on the second exam, the student must withdraw from the clinical course.

The NEED coordinator will publish the review/remediation times and locations via the semester Blackboard shells.

A.D.N. Practice Math Test

Practice test for the Math Competencies will be available on the Black Board shells.
Chapter 5

Grading
GRADING SCALE:

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<th>Score Range</th>
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</tr>
<tr>
<td>77 – 81.99</td>
<td>C</td>
</tr>
<tr>
<td>60 – 76.99</td>
<td>D</td>
</tr>
<tr>
<td>0 – 59.99</td>
<td>F</td>
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</table>

THERE WILL BE NO ROUNDING OF GRADES

The final grade for the course will be the letter grade achieved in class. If the course includes a clinical component, a satisfactory clinical evaluation must be achieved in order to receive the letter grade earned in the classroom component. If the clinical evaluation is unsatisfactory for the final grade, the course grade will be "D". In order to progress in the nursing curriculum, the student must receive at least a final grade of "C" in each nursing course.

INCOMPLETE GRADES

The course instructor grants the grade of “Incomplete” to a student who has extenuating circumstances for not meeting some definite requirement in the course. After a student completes the course to the satisfaction of the instructor, the "I" grade is removed and the earned grade is recorded. Unless an extension of time is granted by the appropriate instructor, an "I" grade must be made up before the end of the next semester or the "I" may be subject to change to a grade of "F".

TEST MASTERY PROCEDURE

In order to successfully complete any required nursing course, a student must achieve a minimum of a 77% average on all weighted quizzes and tests in the course. If a student does not achieve a minimum of 77%, he/she will fail the course and no further course requirements will be calculated into the final course grade. If the student achieves a minimum of 77%, the instructor will then calculate into the student’s final grade all other weighted course requirements such as written assignments, projects, presentations, and check-offs. These other course requirements are designed to assist the student to integrate the course content and specific guidelines for such requirements are outlined in the course syllabus. Students that achieve a minimum of 77% through the test mastery component may have their final percentage increased or decreased after all weighted course requirements are calculated into the final course grade.
Chapter 6

Professionalism
The American Nurses Association
Code of Ethics for Nurses

Provision 1 The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2 The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3 The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4 The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5 The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6 The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7 The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8 The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9 The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principle of social justice into nursing and health policy.


To access the ANA Code of Ethics with Interpretive Statements: http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html
PREAMBLE

Students of nursing have a responsibility to actively promote the highest level of moral and ethical principles and to embody the academic theory and clinical skills needed to continuously provide evidence-based nursing care given the resources available. Grounded in excellence, altruism and integrity, the clinical setting presents unique challenges and responsibilities while caring for people in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an agreement to uphold the trust that society has placed in us while practicing as nursing students. The statements of the Code provide guidance for nursing students in the personal development of an ethical foundation for nursing practice. These moral and ethical principles are not limited to the academic or clinical environment and have relevance for the holistic professional development of all students studying to become Registered Nurses.

As students who are involved in the clinical and academic environments, we believe that ethical principles, in adherence with the NSNA Core Values, are a necessary guide to professional development. Therefore, within these environments we:
1. Advocate for the rights of all patients.
2. Diligently maintain patient confidentiality in all respects, regardless of method or medium of communication.
3. Take appropriate action to ensure the safety of patients, self, and others.
4. Provide care for the patient in a timely, compassionate, professional, and culturally sensitive and competent manner.
5. Are truthful, timely and accurate in all communications related to patient care.
6. Accept responsibility for our decisions and actions.
7. Promote excellence and leadership in nursing by encouraging lifelong learning, continuing education, and professional development.
8. Treat others with respect and promote an inclusive environment that values the diversity, rights, cultural practices and spiritual beliefs of all patients and fellow healthcare professionals.
9. Collaborate with academic faculty and clinical staff to ensure the highest quality of patient care and student education.
10. Use every opportunity to improve faculty and clinical staff understanding of the nursing students learning needs.

11. Encourage mentorship among nursing students, faculty, clinical staff, and interprofessional peers.

12. Refrain from performing skills or procedures without adequate preparation, and seek supervision and assistance when necessary.

13. Refrain from any deliberate action or omission in academic or clinical settings that create unnecessary risk of injury to the patient, self, or others.

14. Assist the clinical nurse or preceptor in ensuring that adequate informed consent is obtained from patients for research participation, for certain treatments, or for invasive procedures.

15. Abstain from the use of any legal or illegal substances in academic and clinical settings that could impair judgment.

16. Strive to achieve and maintain an optimal level of personal health.

17. Support access to treatment and rehabilitation for students who are experiencing impairment related to substance abuse and mental or physical health issues.

18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

*First adopted by the 2001 House of Delegates, Nashville, TN. Amended by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, Texas.*

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.
It is a privilege to be accepted as a student into a Program in the Nursing Program at Owens Community College. The professional faculty teaching in this school expects professional and ethical behavior from the students at all times. A student Counseling/Warning Form or Violation of Academic/Professional Standards is used to document and alert you to behaviors that may result in failing grade, corrective action assignment, suspension from the program or immediate dismissal from the program.

Academic actions listed on this form are restricted to those students who are currently enrolled in any program within the Nursing Program. Students will also be held accountable to the standards, guidelines, and regulations set forth in the Owens Community College Student Code of Conduct. If the report implicates the Student Code of Conduct warranting College disciplinary action, the matter will also be referred to the Dean of Student Life.

**Group I offenses include actions that are egregious breaches of professional conduct (including but not limited to- a threat to the safety of clients, students, or staff, breaches of client confidentiality, and serious violations of laws governing the state of Ohio). A Group I offense will result in a failing grade and immediate permanent dismissal** from the Nursing Program

**Group II offenses are actions that are deemed a substantial deviation from acceptable academic standards and/or unprofessional practices or behaviors.**

Informal Resolution (initial report of a Group II infraction) – A report of an initial infraction will result in a coaching session with appropriate parties. The chair will determine whether the report can be resolved informally or whether such initial infraction may be deemed appropriate for immediate Group II consideration (i.e., Formal written warning).

1st Group II Offense – Coaching session (with the student, faculty and the program Chair/Coordinator) & Formal Written Warning

2nd Group II Offense – Corrective Action Assignment as determined by the program or program chair

3rd Group II Offense – Failing grade for the course in which the 3rd offense occurred and immediate and permanent dismissal** from the Nursing Program.
The offenses do not have to be the same infraction or in the same course or the same semester. The reports are cumulative over the time of attendance in the Nursing Program with the following exceptions:

- If a student is permanently dismissed from the Nursing Program they will be unable to apply and begin study in any other programs within the school.

- If a student has received up to two Group II Violations and voluntarily withdraws from their program of study, these violations will **not** carry over into any **new** programs of study in the Nursing Program.
This is a notice to the student to become very familiar with the unacceptable, unethical and unprofessional behaviors that will result in a Violation of Academic/Professional Standards.

**STUDENT INCIDENT REPORT**

The following incident report was issued, and it is to be made part of the following student’s file.

<table>
<thead>
<tr>
<th>NAME</th>
<th>SITE *</th>
<th>DATE</th>
</tr>
</thead>
</table>

*Site is defined as an off-campus clinical affiliate, and all on-campus lectures, labs, and clinicals.

<table>
<thead>
<tr>
<th>GROUP I</th>
<th>GROUP II</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ( )</td>
<td>1. ( )</td>
</tr>
<tr>
<td>Obtaining, possessing, selling or using controlled substances, or alcohol on site. Reporting to site under the influence of any of these substances.</td>
<td>Failure to perform responsibilities or to exercise reasonable care in the performance of responsibilities/patient care.</td>
</tr>
<tr>
<td>2. ( )</td>
<td>2. ( )</td>
</tr>
<tr>
<td>Possession of or threatening to use a weapon on site.</td>
<td>Failure to maintain professional demeanor</td>
</tr>
<tr>
<td>3. ( )</td>
<td>3. ( )</td>
</tr>
<tr>
<td>Assault on any patient, visitor, student, faculty, or site employee.</td>
<td>Violation of safety or sanitary rules and regulations, misuse or unauthorized use of site property.</td>
</tr>
<tr>
<td>4. ( )</td>
<td>4. ( )</td>
</tr>
<tr>
<td>Theft, abuse, intentional misuse, or destruction of equipment or property of the College, any patient, visitor, student, site employee, faculty, or the site.</td>
<td>Unauthorized soliciting, vending, or distribution of written, electronic, or printed matter.</td>
</tr>
<tr>
<td>5. ( )</td>
<td>5. ( )</td>
</tr>
<tr>
<td>Retrieving, removing, divulging, falsifying, or disclosing confidential information about any patient, student, faculty, or site employee without proper authorization.</td>
<td>Engaging in academic dishonesty as defined in the College’s Academic Misconduct Policy and Procedures</td>
</tr>
<tr>
<td>6. ( )</td>
<td>6. ( )</td>
</tr>
<tr>
<td>Reckless disregard for ethical standards within the scope of professional practice, including professional boundaries.</td>
<td>Non-compliance with written program/course rules and procedures.</td>
</tr>
<tr>
<td>7 ( )</td>
<td>7. ( )</td>
</tr>
<tr>
<td>Engaging in disorderly conduct that could ultimately threaten the physical well-being of any patient, visitor, student, faculty member or site employee including threatening, intimidation or coercing.</td>
<td>Violation of direct/indirect supervision of procedures or directives.</td>
</tr>
</tbody>
</table>
**INSTRUCTOR/CHAIR REMARKS** (Please note that students are afforded the opportunity for a Pre-Action meeting to address any incident listed on this document before the College takes the appropriate action):


**STUDENT REMARKS:**


**SITE INSTRUCTOR**

**PROGRAM CHAIR/COORDINATOR**

**I HAVE READ THIS REPORT:**

**STUDENT**

**ACADEMIC ACTION:**

**GROUP I** ( ) Immediate, permanent dismissal** from the Nursing Program

**GROUP II** ( )( ) INFORMAL RESOLUTION

( ) 1ST OFFENSE – COACHING & FORMAL, WRITTEN WARNING

( ) 2ND OFFENSE – CORRECTIVE ACTION ASSIGNMENT as indicated in the Program Handbook

( ) 3RD OFFENSE – Immediate, permanent dismissal **from the Nursing Program

**Please refer to the College Academic Appeal Procedures at**
https://www.owens.edu/trustees/procedures/proc3358-11-2-54.pdf
Owens Community College
Nursing Program
Academic/Professional Standards Student Incident Report

Group II – INFORMAL RESOLUTION

The following incident report was issued and has been informally resolved.

<table>
<thead>
<tr>
<th>NAME</th>
<th>SITE *</th>
<th>DATE</th>
</tr>
</thead>
</table>

*Site is defined as an off-campus affiliate, and all on-campus lectures, labs, and clinicals.

I have observed the following behavior, performance or violation of professional standards.

I have reminded the student of the following expectations / requirements:

I have informed the student of the following consequences if changes are not made:

I have read the above statements and understand I may submit written comments.

Preparer’s Signature: __________________________________________________________

Student: ____________________________ Date: _____________

Site Instructor: ____________________________ Date: _____________

Program Chair/Coordinator: ____________________________ Date: _____________
Owens Community College
Nursing Program
Academic/Professional Standards Student Incident Report

GROUP II: 1st OFFENSE – FORMAL WRITTEN WARNING

The following incident report was issued and it is to be made part of the following student’s file.

NAME  SITE *  DATE

*Site is defined as an off-campus clinical affiliate, and all on-campus lectures, labs, and clinicals.

I have observed the following behavior, performance or violation of professional standards.

I have reminded the student of the following expectations / requirements:

I have informed the student of the following consequences if changes are not made:

I have read the above statements and understand I may submit written comments.

Preparer’s Signature: ____________________________________________________________

Student: ___________________________ Date: ______________

Site Instructor: ______________________ Date: ______________

Program Chair/Coordinator: ______________________ Date: ______________
OWENS COMMUNITY COLLEGE  
Nursing Program  
Academic/Professional Standards Student Incident Report

Group II: 2nd Offense- Corrective Action Assignment

Name of Student: ____________________________________________________________

Date and time of incident: ____________________________________________________

Name of instructor: __________________________________________________________

Name of course: _____________________________________________________________

INSTRUCTOR’S DESCRIPTION OF INCIDENT AND STUDENT BEHAVIOR(S):

________________________________________________________________________

STUDENT COMMENTS:

________________________________________________________________________

I _____________________________________________ (student name) have consulted with  

________________________________________________________________________ (instructor’s name) concerning the  
above incident and behavior(s) and agree to the following action plan:

Corrective Action Assignment Topic: ____________________________________________

Due Date: __________________________

Oral Report Session: ___________________________ (with Faculty, 

Chair/Coordinator and/or Dean)  

I also agree to be responsible for initiating a weekly appointment with my instructor for the  
purpose of discussing methods for improving and evaluating my progress regarding the above  
incident/behavior(s).

Student: ___________________________________________ Date: __________________

Site Instructor: _______________________________ Date: __________________

Program Chair/Coordinator: _______________________ Date: __________________
WHAT IS HIPAA:
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

HIPAA is a Federal law that was passed in 1996. HIPAA has two main parts.

Health Insurance Reform: Intent is to insure working people have access to health insurance.
✦ Persons covered by a group health plan are guaranteed continued coverage if they change or lose jobs.
✦ Limits restrictions that can be placed because of pre-existing conditions.
✦ Renewal of health insurance is guaranteed, even if the person’s health becomes worse.

Administrative Simplification: Try to make items below easier for administrators in health care.
✦ Transaction Standards- Simplify and Standardize billing processes.
✦ Security Standards- Insure security of confidential or private medical information.
✦ Privacy Standards- Gives the patients the right to control their Protected (personal) Health Information (PHI).

Penalties:
✦ Consequences of not following Site policies related to HIPAA can include termination of student privileges.
✦ Penalties for intentionally breaking the law may include fines and possible imprisonment.

How does HIPAA affect students?
✦ Students of all types are included in the HIPAA definition of the workforce, and therefore must know and follow all policies and practices related to HIPAA.
✦ Faculty and students have full access to patient information for treatment purposes while in the hospital, but need to use information for school/learning purposes without identifying that particular patient.
The following are clinical health requirements for all nursing students.

**All health requirements MUST be submitted prior to June 30 for Fall classes and by November 1 for Spring and Summer classes.**

Students are required to upload their physicals, immunizations, and CPR card to CertifiedBackground.com (the instructions follow).

All costs of laboratory and skin testing, immunizations, physical examinations and CPR certification are the responsibility of the student. It is imperative that students adhere to *ALL* of the above requirements. Failure to comply will result in the student being denied access to the clinical area. There will be *NO* exceptions. The nursing program reserves the right to restrict a student from attending clinical who does not comply with these requirements. Students who attend clinical and do not meet the health or CPR requirements jeopardize the nursing program's contract with the affiliating clinical agency.

Additional requirements may be required at your particular clinical site.
STUDENT INSTRUCTIONS FOR OWENS COMMUNITY COLLEGE NURSING

About CertifiedBackground.com

CertifiedProfile is a secure platform that allows you to order your medical document manager online. Once you have placed your order, you may use your login to access additional features of CertifiedProfile, including document storage, portfolio builders and reference tools. CertifiedProfile also allows you to upload any additional documents required by your school.

Before Placing Your Order

➢ Required Personal Information
  • In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.

➢ Immunizations
  • Document trackers provide secure online storage for all of your important documents. At the end of the online order process you will be prompted to upload specific documents required by your school for immunization, medical or certification records.

➢ Payment Information
  • During the online order process you will be prompted to enter your Personal Identification Number (PIN), which is your Student ID.

Place Your Order

Go to: www.CertifiedBackground.com and enter package code: ow24im
You will then be directed to set up your CertifiedProfile account.

View Your Results

Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed in order to process your order. Your order will show as “In Process” until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password.
Measles (Rubeola)
- Submit a positive antibody titer (lab report required) for Measles (Rubeola).

Mumps
- Submit a positive antibody titer (lab report required) for Mumps.

Rubella
- Submit a positive antibody titer (lab report required) for Rubella.

Varicella (Chicken Pox)
- Submit a positive antibody titer (lab report required).

Hepatitis B
- There must be documentation of one of the following:
  - Positive Hepatitis B Surface Antibody titer (lab report required)
  - Negative Hepatitis B Surface Antigen titer AND 3 vaccines
  - Declination waiver AND a negative Hepatitis B Surface Antigen titer within the past year

TB Skin Test
- There must be documentation of one of the following:
  - 2 step TB Skin test (1-3 weeks apart) with yearly PPD's after
  - If positive results, provide a clear Chest X-Ray (lab report OR physician verification of results required)

Tetanus
- There must be documentation of a Tetanus OR Tdap booster within the past 10 years.

CPR Certification
- There must be documentation of one of the following:
  - American Heart Association Healthcare Provider course
  - American Red Cross Professional Rescuers course
  - Copy must be front and back of the card & card must be signed. Certificates OR letters from provider are accepted temporarily until card arrives.

Influenza
- Submit documentation of a flu shot administered during the current flu season.

Physical Examination
- Download, print & complete the Physical Examination form and upload to this requirement. Physical Exam must be completed on school form AND signed by a medical professional.

Drug Screen
- Submit the results of your drug screen to fulfill this requirement.

STNA Verification
- Submit verification of STNA to fulfill this requirement.

I NEED HELP!!!

If you need assistance please contact CertifiedProfile at 888-666-7788 or studentservices@certifiedprofile.com and a Student Support Representative will be available Monday-Thursday 8am-8pm, Friday 8am-6pm & Sunday 12pm-8pm EST.
CHANGES IN HEALTH STATUS AND/OR PREGNANCY

If a student becomes pregnant during the nursing program or is pregnant at the time she enters the nursing program, a pregnancy release form must be completed by her health care provider and submitted to the nursing office. If there is change in the student's pregnancy and/or health care status, an updated pregnancy release form must be obtained from the nursing office and submitted prior to returning to classes and the clinical area. A copy of this form must be on file in the nursing office to return to clinical.

If a student experiences a serious physical or psychological illness, trauma, or surgery during the nursing program, the student must have a health care form completed by his/her health care provider and must submit it to the nursing office prior to returning to classes and the clinical area. A copy of this form is contained in this manual (see Appendix). Copies are also available in the nursing office. A copy of this form must be on file in the nursing office to return to clinical.

See "Procedure for Restrictive Health Problems or Pregnancy."

INFECTION DISEASE PROCEDURE - STUDENT LABORATORY/CLINICAL RESTRICTIONS:

Some infectious disease, such as the common cold, should be dealt with in the usual manner. Proper hand washing, for instance, can go a long way in protecting others. Students are always expected to wash their hands prior to the beginning of the instructional lab, open lab, practical examination, and all clinical procedures.

Any student who demonstrates symptoms of potentially contagious diseases or who has any of the following infectious diseases should disclose that information to the Chair of the Nursing Program and the clinical coordinator. Students may need to seek medical attention for the contagious disease and must get the appropriate documentation from their physician. Documentation from a physician may be required for re-entry into the clinical area.

- Conjunctivitis
- Diarrheal diseases
- Diphtheria
- Enteroviral infections
- Hepatitis A
- Herpes simplex - Hands (herpetic whitlow)
- Human immunodeficiency virus
- Measles
- Meningococcal infections
- Viral respiratory infections,

- Pediculosis (Lice)
- Pertussis
- Rubella
- Scabies
- Streptococcal infection, group A
- Tuberculosis
- Varicella Zoster
- Mumps
- Acute febrile illness
- Shingles

By following these guidelines, it is our intent to do what we can to prevent the spread of infections between students, patients, and college staff.
DRUG SCREENING POLICY

Blanchard Valley Health Systems requires drug screening for all students who are in clinical in their facilities to be completed every six months. A ten-panel drug screen must be completed and the results uploaded to Certified Background. If the drug screen is not completed, or positive, the student will not be allowed to attend clinical at the facility.

LATEX ALLERGY

Latex allergy reports are increasing in health care institutions. This includes allergies to latex gloves or glove powder and latex medical supplies. If you believe that you have any of these allergies, please follow the procedure listed below:

1. Provide the Nursing Program with documentation of reactions involving latex allergy.

2. At the student's expense, a medical evaluation with laboratory testing for the allergy must be conducted.

3. Provide the Nursing Program with a copy of the medical evaluation, laboratory results and specific clinical recommendations obtained during the medical evaluation.

4. Make an appointment with the Chair of the Nursing Program to discuss any accommodations that need to be made, as feasible.
PROCEDURE FOR RESTRICTIVE HEALTH PROBLEMS/PREGNANCY

RESPONSIBILITIES OF THE STUDENT

At the time that a restrictive health problem/pregnancy is determined, the student will:

1. Obtain a Nursing Program Health Care Release Form (see Appendix) or Pregnancy Release Form (see Appendix) from the Nursing Office and have the form completed by a physician. The physician should make a recommendation as to whether the student may continue in the Nursing Program and specifically address the clinical component. The student must submit the original completed release form to the Nursing Office and give a copy of the completed form to the clinical instructor. A student will not be permitted to attend the clinical laboratory of the course if clinical restrictions related to health problems/pregnancy prevents the student from meeting the course objectives. If the student's clinical misses exceed the number allowed per program policy, the student will be required to withdraw from the course.

2. A student who returns to the clinical area after a restrictive health problem or delivery must submit, from a physician, the completed copy of the Health Care Release Form indicating that the student can resume all clinical activities without restrictions. This form MUST be on file in the Nursing Program Office prior to the student's return to the clinical area.

RESPONSIBILITIES OF THE FACULTY, CLINICAL TEACHING FACULTY OR ADJUNCTS

Faculty, Clinical Teaching Faculty or Adjuncts shall assess student's health status on an ongoing basis and reserve the option to send the student from the clinical unit with the recommendation to schedule an additional physician's appointment.
OWENS COMMUNITY COLLEGE STUDENT CODE OF CONDUCT

This document can be directly viewed in its entirety on the Owens Community College website using URL https://www.owens.edu/conduct/code.pdf and is effective July 24, 2015.

FERPA POLICY

Annually, Owens Community College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This act, with which the institution intends to comply fully, was designated to protect the privacy of educational records and affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.**

   Students should submit to the Office of the Registrar, a written request that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of the student's education records that the student believes is inaccurate.**

   Students may ask the College to amend a record that they believe is inaccurate. They should write to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

   **Note:** FERPA is not intended to provide a process to be used to question substantive judgments that are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they feel a higher grade, or withdrawal, should have been assigned. FERPA is intended to ensure the factual and accurate nature of the information in students' education records and students' rights to verify that information.

3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, or support staff position; a person or company with whom the College has contracted (including but not limited to attorneys, auditors, information technology systems consultants, emergency communication systems personnel, or outside institutions involved in student learning experiences); a
person serving on the Board of Trustees. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College also discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

4. **The right to file a complaint with the U.S. Program of Education concerning alleged failures by Owens Community College to comply with the requirements of FERPA.**

   The name and address of the Office that administers FERPA is: **Family Policy Compliance Office, U.S. Program of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.** For more information about FERPA, please visit the [Family Policy Compliance Office (FPCO) website](https://www2.ed.gov/about/offices/list/.privacy/ferpa.html).

**Disclosure of Information**

FERPA authorizes disclosure of educational records or personally identifiable information as permitted without consent to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff). A school official is also a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

The College also discloses, as authorized by FERPA, educational records, or personally identifiable information from education records, to contractors, volunteers, and other non-employees performing services who function as school officials with legitimate educational interests (such as attorneys, auditors, information technology systems consultants, emergency communications systems personnel, or outside institution involved in student learning experiences). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

**ACADEMIC MISCONDUCT PROCEDURES BOARD POLICY NO.: 3358:11-2-55  
https://www.owens.edu/trustees/policies.html**

Academic Misconduct at Owens Community College is defined as an action, attempted or performed, which misrepresents one’s involvement in an academic task in any way, or permits another student to misrepresent the latter’s involvement in an academic task by assisting in the misrepresentation. Primary responsibility for academic truth and honesty rests with the individual student. In spite of increased use of collaborative learning and other forms of group work (e.g., labs, study groups, group projects, etc.), it is very important that each student remain accountable for his/her own work whether in individual, group, or virtual settings. Lack of intent shall not be a defense against a charge of violating academic misconduct; that is, it shall not be necessary to prove intent for a person to be in violation of the policy. The College recognizes that the vast majority of students at Owens maintain high ethical academic standards; however, failure to abide by the prohibitions listed herein is considered academic misconduct and will be entered into the student’s disciplinary record. A determination regarding the dishonest academic practice should, in most cases, be made by the individual instructor.
INCLEMENT WEATHER

NURSING CLINICAL GUIDELINES

In the event of inclement weather, listen to the radio or television station in your area for Owens Community College closings. The radio and television stations that the college contacts are listed in the college catalog.

You can also register on your OZONE account to receive alerts for inclement weather and other notifications. The link is https://bannerssb.owens.edu/prod/gzacont.ProcEmgPreFrm

Your clinical instructor may develop a telephone tree and may attempt to notify you in the event of cancellation, if known, prior to your clinical start time. If clinical has started and inclement weather occurs closing the college, the instructor will be notified. Should this occur, the students may, at the discretion of the clinical instructor:

a) Be sent home after completion of current tasks and reporting to appropriate nursing personnel.

OR

b) Complete the clinical experience. The students remain covered under the college’s Liability Program. **Students ARE required to makeup clinical missed due to the college closing.** In the event the student chooses to not attend a scheduled clinical due to inclement weather, all rules related to absenteeism apply. A Level II Snow Emergency in the student’s area of residence is not an excused absence. If the college has been closed, then reopens during your scheduled clinical time, your clinical will remain cancelled. If the college reopens before your clinical start time, clinical will be held as scheduled.

**NOTE:** Please exercise good judgment in determining travel conditions in your area. Students should contact their clinical instructors if in doubt regarding hazardous driving conditions in their geographic location and under no circumstances are to put their lives in jeopardy.
Chapter 7

Student Involvement

SNA
Student involvement guidelines

Purpose: To involve at least two students on each of the following nursing program committees: Assessment, Curriculum, Student Affairs and Rules and Procedures

Nursing program members in the first class of the semester will:

1. Handout description of each committee from operational guidelines and the name of each committee chair.

2. Announce need for student members on each committee as it is a requirement for OBN and ACEN approval.

3. Let students know we value their opinion on how this program is being run and we would like them to participate on our committees.

4. Announce that each committee meeting times, committee chair and student representative will be posted on blackboard.

5. Announce $5 gift certificates either for bookstore or food court, purchased from the nursing program, will be given to students who attend meetings.

6. Announce if the student is interested in participating on a committee the student must email the committee chair, the chair will make the student selection if the committee has multiple students apply.

7. At the end of each semester the student on the committee will receive a certificate for serving on the committee from the committee chair to add to their portfolio.
The Owens Community College Student Nurses' Association (SNA) is an organization of nursing students, pre-nursing students, and LPN/ADN students that meets monthly on the Owens Community College campuses. The purpose of SNA is to provide involvement in community service, campus and program activities, and educational resources and provide student input to the Nursing Program. Money raised from fundraising events is used for community service and educational resources, which also include the graduate pinning ceremony, and for financial support for nursing student convention delegates.

The monthly SNA meeting dates and times are announced via on the Blackboard Semester shells, on the Student Bulletin Boards on both campuses. Toledo and Findlay Campus SNA have separate associations. Communication shall occur regularly between the officers of both campuses. Owens Community College SNA members have the opportunity to join the National Student Nurses' Association (NSNA) for a membership fee; however, it is not necessary to join the NSNA to be an active member in the Owens Community College SNA.
PREAMBLE

We, the students of the associate degree nursing program believe that through an organized effort the role of the student within the program may be enhanced. The Bylaws shall serve as a guideline for social and educational activities.

ARTICLE I: Name

The name of this organization shall be Owens Community College - Student Nurse Association Toledo or Findlay Campus (OCC-SNA).

ARTICLE II: Purpose

Section 1: The students shall have primary responsibility for selecting and carrying out social and educational activities.
Section 2: Activities shall be selected so as to enhance present and future participation in nursing organizations.
Section 3: The students shall have opportunities to actively participate in college and program committees.

ARTICLE III: Membership

Section 1: Membership shall be open to all Associate Degree Nursing students and declared Pre-Nursing majors.
Section 2: To become a member, notification must be made to an OCC-SNA advisor or the OCC-SNA secretary, and the established dues, if any, must be paid.

ARTICLE IV: Meetings, Quorum, Voting and Elections

Section 1: Meetings
a. Regular meetings shall be held monthly during fall and spring semesters as designated by the membership.
b. Meeting etiquette: The SNA president (or vice president in absence of the president) presides over OCC-SNA meetings as chairperson. The chairperson obtains the floor when the meeting is called to order. Before a member can make a motion or address the group, it is necessary to obtain the floor from the chairperson. After the chairperson has assigned a member the floor, he cannot be interrupted by another member except when the chairperson needs to regain the floor.
Section 2: Special Meetings
   a. Special meetings may be called at any time at the request of:
      1) Three or more members
      2) An OCC-SNA advisor and or OCC-SNA officer.

Section 3: Quorum
   a. A quorum shall consist of a simple majority of the voting membership.

Section 4: Voting
   a. Voting shall be limited to members of the OCC-SNA.
   b. No member shall have the right to vote by proxy with the exception of elections. An OCC-SNA advisor must submit an elections proxy vote.

Section 5: Elections
   a. Elections shall take place at the last meeting of fall and spring semesters.
   b. Elections shall be by ballot and counted by OCC-SNA advisors.

**ARTICLE V: Officers**

Section 1: Officers of the OCC-SNA of both Toledo and Findlay Campus shall consist of a President, Vice President, Secretary, Treasurer, Membership Affairs Coordinator, Community Services Coordinator, Fundraising Coordinator and four Class Representatives (one from each current class).

Section 2: The officers shall be elected to a one-year term. The term may be renewed.

Section 3: All officers must be valid members of OCC-SNA.

Section 4: All officers must attend two-thirds (2/3) of all meetings in order to remain in office.

Section 5: The duties of the President shall be to:
   a. Prepare an agenda and notify members of meetings. A copy of the agenda must be delivered to the Secretary in a timely manner for it to be posted.
   b. Preside at all OCC-SNA meetings.
   c. Appoint task force committees as needed.
   d. Arrange for the election or appointment of task force committee members and to notify these members of such.
   e. Appoint a coordinator for each special task force committee and to notify that individual of such.
   f. Serve as a liaison between faculty and students.

Section 6: Duties of the Vice President shall be to:
   a. Assist the President with the designated duties.
   b. Preside at meetings in the absence of the President.
   c. Assist other officers as needed.

Section 7: Duties of the Secretary shall be to:
   a. Record the minutes of all OCC-SNA meetings.
   b. Include in the minutes all officers present, all committee reports, exhibits, and other written materials of value to the OCC-SNA.
   c. Oversee the distribution of minutes. A copy of the agenda will be posted one week prior to that month's meeting on the OCC-SNA bulletin board.
Minutes will be posted on the OCC-SNA bulletin board one week after the meeting.

d. Maintain a permanent record of all minutes to be archived.
e. Write necessary correspondence.
f. Assist other officers as needed.

Section 8: Duties of the Treasure shall be to:

a. Handle all financial transactions of the OCC-SNA.
b. Make and present a financial report at all monthly meetings.
c. Collect organization dues, if applicable.
d. Assist other officers as needed.

Section 9: Duties of the Membership Affairs Coordinator shall be to:

a. Act as a liaison between nursing student and the OCC-SNA President.
b. Recruit new members.
c. Maintain a list of all current OCC-SNA members, both active and inactive.
d. Assist the Community Service Coordinator and other officers as needed.

Section 10: Duties of the Community Service Coordinator shall be to:

a. Select or assist in the election of an activities committee.
b. Plan with the committee for social functions or projects.
c. Identify educational activities or workshops available to student and/or the community.
d. Assist other officers as needed.

Section 11: Duties of Membership Affairs Coordinator shall be to:

a. Act as a liaison between the fellow classmates and other officers.
b. Assist Membership Affairs Coordinator in recruiting new members from your class.
c. Assist other officers as needed.

Section 12: Duties of Fundraiser Coordinator shall be to:

a. Plan and organize fundraising events.
   1) Organize Student Uniform and Book Recycling Program on the Toledo Campus. Funds will be used to purchase graduate nursing pins for the students from both campuses who may not be able to purchase one.
b. Assist other officers as needed.
c. Coordinate all financial transactions with the Treasurer and SNA Advisor.

Section 13: Impeachment of an Officer

a. Any officer can be impeached for the following:
   1) Dereliction of duty.
   2) Failure to attend two-thirds (2/3) of all meetings.
b. Impeachment can be requested by any member of OCC-SNA.
c. A successful impeachment vote requires one of the following:
   1) A two-thirds (2/3) majority vote of the membership.
   2) A unanimous vote by all remaining officers.

Section 14: Role of Student Representatives at Nursing Program Meetings

Purposes

a. To elicit input from student representatives regarding academic and program policies and procedures.
b. To provide a forum for students to present concerns, ideas, needs and to clarify general course and clinical issues.

Guidelines:

a. Attendance: Two (2) student representatives from the Student Nurse Association (SNA), one representative from each campus, will attend the Nursing Program Meetings. Students will attend the portion of the meeting that pertains to general student issues. If there are no representatives available from the SNA, two (2) students from the general student body will be designated to attend.

b. Committee Involvement: Students may be asked to participate on various committees of the Nursing Program to provide input. Student volunteers will be solicited from either the SNA or the student body at large.

c. Communication: Students must submit ideas or concerns in writing to the Nursing Program Office prior to Nursing Program Meetings for inclusion in the Meeting Agenda. A copy of the section of the Nursing Program Meeting Minutes that pertains to student issues discussed in each meeting will be provided to the SNA.

d. Voting Privileges: Limited to the full time Nursing Program Members with the exception of the Assistant Program Chairperson, who only votes in case of a tie and the Program Chairperson who does not vote.

**ARTICLE VI: Committees**

Section 1: Task Force Committee Protocol

a. Purpose: To complete a specific assignment or function as indicated by action of the OCC-SNA.

b. Membership: The membership is determined by the nature of the assignment and by membership action.

c. Term of Office: The members shall serve until the assignment is completed and a report and recommendations have been presented to the OCC-SNA.

d. Coordinator: The committee coordinator is selected by the OCC-SNA President.

e. Report:
   
   1) The report and recommendations of the committee shall be submitted to the membership in writing, prior to discussion at the next scheduled meeting. The recommendations of the committee shall then be presented to the membership for action.

   2) The action taken shall be recorded in the minutes and other appropriate documents.
ARTICLE VII: Dues and Funds

Section 1: Membership shall be free to all Owens students.

Section 2: Dues shall be used for expenses and activities as determined by the membership.

Section 3: Any and all expenditures must be presented to the membership for approval. A majority vote in favor, by eligible members present, is required before funds may be dispersed.

Section 4: The officers and Advisor will determine a budget at the beginning of each semester.

ARTICLE VII: Amendments of Bylaws

Section 1: The OCC-SNA Bylaws may be amended at any regular meeting of the OCC-SNA by a two-thirds (2/3) votes.

Section 2: An amendment must be submitted in writing at the previous regular meeting.

Section 3: Members who seek to amend the Bylaws must seek the advice and counsel of an OCC-SNA Advisor.

(Revised 4/06)
Chapter 8

Graduation Program Completion
OWENS COMMUNITY COLLEGE
FINAL SEMESTER GRADUATION INFORMATION

COMMENCEMENT/GRADUATION FORMS

All students who plan to graduate within a semester must apply for graduation by completing a graduation form during the semester prior to their final semester. The graduation form can be found on the Owens Community College website – select “Records and Registration” and the select “Apply for Graduation” at the top of the page.

All graduating students will receive information on the Owens Ozone during the semester in which they plan to graduate, detailing information about Commencement Program including proper attire, date, place and guests. Watch your e-mail!

Request for Degree and Certification Completion Steps

Step 1 Complete a Degree Audit via Ozone. Use the Degree Audit quick link. Use the Degree Audit as a guide to create your class schedule. If you have questions or concerns regarding your Degree Audit, please email graduation@owens.edu for assistance or contact an Enrollment Representative for assistance at 567 661-7777.

Step 2 Register for classes.

Step 3 If you are registering for your final semester, complete either a petition to graduate or petition for a certificate. Use the Petition to Graduate or the Petition for Certificate quick link via Ozone.

Step 4 The Office of the Registrar via OSERVE will receive your petition information and begin the review process. If you do not meet the requirements for the degree or certificate petitioned, you will be notified by letter describing what requirements are not met.

If you are denied, you must meet with your program chair for assistance to facilitate meeting the requirements for completion. Requirements must be documented in the Office of the Registrar by the last day of the semester in order to be reconsidered a candidate for the semester you petitioned.

You must contact the Office of the Registrar at graduation@owens.edu to request to have your academic record reconsidered for degree or certificate completion. Do not resubmit another petition.

If all requirements are met, you will be added back as a candidate for completion. Otherwise, you will be required to petition for completion for the semester in which you plan to finish the remaining requirements. Fees and Deadline due apply.

Step 5 At the end of the semester, all petitions are reevaluated for completion. Your status will not be known until 30 business days after the final semester grades have been reported. If you have outstanding requirements, for example, incomplete grade(s), transfer credit, proficiency results, grade changes (NGR, "no grade reported", or grade changes), must be documented in the Office of the Registrar by the first day of the next semester to resolve the outstanding requirements.
If the outstanding requirements are not documented or resolved by the deadline your degree or certificate petition will be denied and you must **re-petition for the semester in which you plan to complete the outstanding requirements.** Failure to re-petition for program completion will delay the process for taking NCLEX. If you are unsure of whether your petition for program completion is current, please email the Office of the Registrar at graduation@owens.edu.

**NATIONAL COUNCIL LICENSING EXAMINATION (NCLEX-RN)**

In order to take NCLEX, it is necessary to complete the following two (2) forms.

1. **The Ohio Board of Nursing Form**  
   This form **MUST** be completed by downloading at www.nursing.ohio.gov. The student will complete all parts of the application form. The completed form must be notarized before sending it to the Ohio Board of Nursing. A **$75.00** fee (money order or cashier’s check – no personal or business checks accepted). The student is responsible for sending the completed form and fee directly to the State Board of Nursing. It is highly recommended that the materials be sent by **REGISTERED MAIL, RETURN RECEIPT.** Be sure to send both the Ohio Board of Nursing form and the NCLEX candidate form at the same time. However, they are mailed to different addresses as per the instructions for each form.

2. **NCLEX Candidate Form – National Council of State Boards of Nursing, Inc.**  
   NCLEX CANDIDATE BULLETIN – download at www.ncsbn.org. This form **MUST** be completed. Please follow instructions exactly to avoid being charged additional fees. A **$200** (certified check, cashier’s check, or money order – no personal checks or business checks.) **MUST** accompany this form. You may also register by telephone for an additional fee. See NCLEX brochure for the additional phone registration amount. All students from both campuses will use the following educational program address:  
   Owens Community College  
   Toledo, Ohio USA
   
   Mail the form and fee in the return envelope provided with the booklet. It is highly recommended that the material be mailed by **REGISTERED MAIL, RETURN RECEIPT.**

   Our school code is: US20401800  
   This is the RN Program code for both Toledo and Findlay Campus.

3. After both forms have been mailed and the Ohio Board of Nursing receives notification from the Chair of the Nursing Program validating successful completion of the Nursing Program, you will receive, in approximately two (2) weeks, notification that you are eligible to take NCLEX. NCLEX can be taken at any of the designated testing centers in the United States. A complete listing of the Testing Centers will be sent to you when you receive the authorization to test form in the mail.
4. If you plan to take NCLEX-RN in a state other than Ohio, you need to obtain information from that state regarding the testing process. You also need to inform the Nursing Program Secretary (HH 204, Ext. 7338) that you will be taking the NCLEX in state other than Ohio. You will need to request a transcript to be sent to the state where you will be taking boards. The records program does not automatically request a transcript to be sent, THAT IS YOUR RESPONSIBILITY. The state of Ohio does not require a transcript to be sent.

5. If you are not entirely sure that you will be graduating, for any reason, DO NOT mail these forms prior to the last five (5) weeks of the semester or until such time that you believe you will be graduating.

6. In order for you to take NCLEX-RN in the state of Ohio the Nursing Program must send a certificate of completion to the Ohio Board of Nursing. The certificate of completion must include your middle name and birth date. Please be sure your name and birth date is on file with the Nursing program.

**FINGERPRINTING FOR PROGRAM and NCLEX**

**For First Semester Students:**

All nursing students will be required to be fingerprinted prior to taking their first clinical course in nursing. A BCI is required if the student has lived in Ohio for the last five (5) years. If the student has not been a resident of Ohio for the last five (5) years, the student will be required to obtain both the BCI and the FBI back ground check.

The background information must be in the nursing office prior to the first day of clinical.

**For students starting the fourth semester classes and for NCLEX:**

All nursing students will be required to be fingerprinted prior to taking their fourth semester clinical courses in nursing. A BCI and FBI background check is required at this time. Students need to have the results of the checks sent to both the nursing office and the Ohio Board of Nursing (if being licensed in Ohio).

The results of the background check must be in the nursing office no later than the first day of the semester.

As a service to students, the Security Office at Owens Community College on the Findlay and Toledo campus will fingerprint students at a cost of approximately $52.00 for both the state (BCI) and FBI. The cost of the BCI alone is $26.00. However, students may choose to have fingerprints taken elsewhere, if desired. Students not need to make an appointment prior to going to the security office. Security has asked that the student identify where the background information is to be sent. Fingerprints will be sent directly from the Owens Community College Security Office to the Ohio Board of Nursing.

The Security office has stated that is can take up to thirty (30) days for the results to be obtained.
CRIMINAL RECORDS CHECKS REQUIRED FOR LICENSURE OR CERTIFICATION

If you have already completed your background checks, please disregard this letter. If you have not completed your background check, please read on.

The Ohio Revised Code requires those applying for a license or certificate issued by the Ohio Board of Nursing (Board) to submit fingerprints for an FBI (federal) and BCI (civilian) criminal records check completed by the Bureau of Criminal Identification and Investigation (BCI). The Board cannot, by law, complete the processing of your application until the Board receives BOTH background check reports.

BCI will ONLY accept electronic fingerprints for FBI and BCI background checks, except for the reasons listed below. Electronic fingerprints must be completed by a Webcheck location in Ohio that will submit the applicant’s fingerprints electronically to BCI. The applicant must request that BOTH reports be sent to the Board DIRECTLY from BCI, or they will not be accepted by the Board. A complete list of Webcheck locations is available online at the following website address: www.ohioattorneygeneral.gov/Services/Business/Webcheck-Community-Listing.

When locating an electronic fingerprinting site on this web page, please note that only the locations designated with the notation of “BCI & FBI” perform both the BCI and FBI records check. The Board does not endorse or recommend any specific Webcheck fingerprinting company.

Fingerprint cards will only be accepted by BCI (with an Exemption Form) for one of the following reasons:

- Applicant’s home address is 75 miles or more from the nearest Webcheck location;
- Amputations or digits missing (Webcheck 4.0 only);
• Out-of-state applicant;
• Poor quality prints (Not able to capture at Webcheck location, provide name of location where the background check was attempted on the waiver form);
• BCI/FBI rejects from original electronic submission. **Note:** The original reject letter must accompany the fingerprint card(s); and
• Public Housing Organization background checks.

Waivers of the electronic submission requirement will be evaluated on a submission by submission basis. No “blanket” or agency-wide waivers will be granted. Exemption requests that are denied will be returned to the submitting agency. Any card that is submitted without a waiver form will also be returned. **Please note:** If you have questions about any of the qualifying exemptions, please contact BCI at **(877) 224-0043**.

If you meet any of these exemptions, please submit your name and complete address to the Board in writing (Attention: CRC) at the above address, by fax at (614) 466-0388, or by email at **crc@nursing.ohio.gov** to request fingerprint cards and instructions for completing the cards.

Revised 12/2016
### OBN CRIMINAL RECORDS CHECK AND FELONY PRECLUSION INITIATIVE

#### SUMMARY OF RELEVANT PORTIONS OF HB 327

<table>
<thead>
<tr>
<th>NURSES (RN AND LPN) – EXAM</th>
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<tr>
<td><strong>Criminal Records Check Requirement</strong></td>
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<td><strong>BCI and FBI Checks</strong></td>
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<td><strong>Fee for the Criminal Records Check</strong></td>
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<td><strong>Requesting and Receiving Results</strong></td>
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| **Full Process Outlined** | 1. Applicant receives card from OBN or school.  
2. Applicant completes fingerprint card.  
3. Applicant sends card to BCI and makes the request/pays the fee. Card contains permission for BCI to give results to Ohio Board of Nursing.  
4. BCI sends results to OBN. |
| **Privacy Protection/Public Record** | The results of the criminal records check will not be public record, once under the control of OBN. The law specifically states that the criminal records check cannot go to anyone other than the individual, the individual's representative, or a person (i.e. OBN) using the results to determine if the person may be licensed by OBN. |
| **Renewal** | The records check will *not* be mandatory upon renewal. The check is a one-time requirement, unless otherwise required during a Board investigation per 4723.28 (F) O.R.C. In addition, current licensees are not affected by this law change! |
| **Egregious Felony Preclusion From Licensure** | For records checks that indicate that individual has previously been convicted of, pleaded guilty to, or had a judicial finding of guilt for an egregious felony in Ohio, in another state, under federal law, or in another country, that person will be precluded from licensure. |
List of Egregious Felonies

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<tr>
<td>1</td>
<td>Aggravated Murder</td>
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<td>2</td>
<td>Murder</td>
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<td>3</td>
<td>Voluntary Manslaughter</td>
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<td>4</td>
<td>Felonious Assault</td>
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<td>5</td>
<td>Kidnapping</td>
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<td>6</td>
<td>Rape</td>
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<td>7</td>
<td>Sexual Battery</td>
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<td>8</td>
<td>Gross Sexual Imposition</td>
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<td>9</td>
<td>Aggravated Arson</td>
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<td>10</td>
<td>Aggravated Robbery</td>
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<td>11</td>
<td>Aggravated Burglary</td>
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<td>12</td>
<td>Patient Abuse or Neglect</td>
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<td>13</td>
<td>Adulteration of Food</td>
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<tr>
<td>14</td>
<td>Felonious Sexual Penetration</td>
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<tr>
<td>15</td>
<td>Involuntary Manslaughter (with the purpose to satisfy sexual needs or desires of the offender.)</td>
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<tr>
<td>16</td>
<td>Abduction</td>
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<tr>
<td>17</td>
<td>Pandering Obscenity Involving a Minor</td>
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<tr>
<td>18</td>
<td>Pandering Sexually-Oriented Matter Involving a Minor</td>
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<tr>
<td>19</td>
<td>Illegal use of a Minor in Nudity-Oriented Material or Performance</td>
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NOTICE TO ALL PROSPECTIVE AND CURRENT NURSING STUDENTS WITH PRIOR MISDEMEANOR OR FELONY CONVICTIONS

This notice has been prepared to advise prospective and current nursing students, who have prior misdemeanor or felony convictions, of changes in the law regarding requirements for completion of the Ohio Board of Nursing application for Licensure as a nurse and employment restrictions for such Registered Nurses.

* As of October 23, 1993, many employees were required to obtain a Bureau of Criminal Identification and Investigation (BCI) check of past misdemeanors and felonies and fingerprints for potential employees for any position involving frequent contact with CHILDREN in compliance with the provisions of Senate Bill 38. Employers are required to obtain the checks before extending permanent employment, and job seekers are prohibited from holding such jobs if they have previously been convicted (or pleaded guilty) to a variety of offenses. The agencies most affected by these rules are pediatric hospitals with over 150 registered pediatric beds, and hospitals that provide home health care to children or day care to minors.

* SB 160, effective January 27, 1997, similarly mandates health service agencies specified in the bill that provide services to the elderly – such as nursing homes, residential care facilities, home health agencies, hospice care programs, adult care facilities, and PASSPORT agencies – to require a BCI check (including fingerprints) for each applicant under final consideration for employment after January 27, 1997 for any position that involves providing direct care to a PERSON AGE 60 OR OLDER. Should a report come back with a disqualifying crime, the facility must fire the individual.

Students are required to disclose any felony convictions to the State Board of Nursing prior to application for state licensure.
Licensure
Program graduates are eligible to take the NCLEX-RN examination to become registered nurses. Students who have prior misdemeanor or felony convictions may be denied opportunity to take the licensing examination for registered nursing (NCLEX-RN). Effective June 1, 2003, all students entering the pre-licensure nursing program that want to take the NCLEX examination will be required to submit their fingerprints to the Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI).

PINNING CEREMONY
1. The Pinning Ceremony is a time-honored nursing school tradition, dating back to 1860 by Florence Nightingale. Traditionally, nursing students have conducted a Pinning Ceremony to mark the passes of the student nurse role to the practice role. It is an emotional event that occurs during the last week of your fourth semester. The location for the ceremony is alternated between the Toledo and Findlay campuses.
2. The pinning ceremony is held on each of the Toledo and Findlay campuses. The Pinning ceremony is planned by the Student Affairs Committee.
3. During the ceremony, each student is introduced. A nurse of their choice places their nursing pin on their clothing. Other mementos of the student’s nursing education can also be incorporated into the ceremony such as pictures and special messages from family and friends. The faculty asks that you collect special moments in picture for inclusion at your own Pinning Ceremony at the end of 4th semester.

SCHOOL PINS
All Fourth (4th) Semester students are welcome to participate in the pinning ceremony. Purchase of the school pin is strictly voluntary. School pins can be purchased through the Owens Community College Bookstore on both campuses. Orders forms are usually available in both Bookstores two (2) months prior to graduation. There are a variety of prices and metal selections available. Be sure to pick up the form and return it to the bookstore if you wish to purchase a pin.

Funds generated from the SNA uniform and book-recycling program are used to purchase pins for graduating students. Anyone who is interested in a free pin should submit a 2-3 paragraph essay titled:

“What This Pin Means To Me”

Essays must be received by the Toledo Nursing Office, HH 204 by the deadline posted on BlackBoard. Drop off or send your essay to the Toledo Nursing Office in a sealed envelope marked PINNING ESSAY. Please include your name, phone number where you can be reached, and your email address. Any essay received after the deadline will not be accepted. Findlay students must submit their essay to the Toledo Nursing Office. You will receive information concerning when to apply for a pin and the deadline by email. A faculty committee will read the essays and applicants will be notified by email within two weeks of the deadline.

CLASS PICTURES
A Class composite and individual pictures are taken during the semester of graduation. You will be provided with an instruction sheet detailing the process.
DR. PEGGY A. BENSMAN AWARD

The Dr. Peggy A. Bensman award is named after the first Nursing Chairperson of Owens Community College. The award is granted to recognize academic achievement, community and professional leadership, to encourage high professional standards, and to strengthen the ideas and image of nursing.

Eligibility requirements are as follows:

1. Nursing student graduating in the current semester enrolled.
2. A cumulative grade point average of 3.50 or better for work completed at Owens Community College toward earning an Associate Degree of Applied Science in Nursing.
3. Evidence of achievement. Professional and personal services that demonstrate leadership and community service. EXAMPLES INCLUDE: Volunteer work, community service activities, student nurse organization and Owens Community College activities.
4. Professional goals consistent with the ideals of nursing.
5. Two (2) recommendations from nursing faculty and/or clinical instructors. (Please note that one recommendation must be from a full-time faculty member or clinical teaching associate.)

Applications for this award are mailed to eligible students and the recipient of the award is presented at the Academic Honors Brunch held at the end of each semester.

BARBARA ROOD STUDENT CHOICE AWARD

This award is named in memory of Barbara Rood, one of the first nursing faculty members at Owens Community College.

Each theory course section of the graduating class selects a student who exemplifies the professional nurse. This student has demonstrated excellent clinical skills and has been recognized for their professionalism and role as patient and student advocate. These are the ideals that Barbara Rood embraced.

These awards are presented to the selected students during the Nursing Pinning Ceremony each semester.

SCHOLARSHIP INFORMATION

A number of scholarships are available to Owens Community College students through the Board of Trustees, the College's Foundation, and from outside contributors. Application procedures and deadlines vary. Many scholarship applications require students to write an essay. Tips for writing a scholarship essay are available from the Writing Center.

For scholarship information, please go to the Owens Community College home page (www.owens.edu) and select the Alumni & Donors tab at the top of the home page.
Chapter 9

Skills Lab
THE NURSING SKILLS LAB GUIDELINES
FOR TOLEDO AND FINDLAY

NURSING SKILLS LAB GUIDELINES

- The nursing skills lab closes and all scheduled activities are cancelled for inclement weather ONLY when the college closes. College closure is announced on local radio and television stations.

The Nursing Skills Lab is open to all students for practice of skills during open lab hours, which are posted on Blackboard and the Owens Nursing website.

Nursing skills are demonstrated and practiced in the nursing lab in conjunction with the clinical experience. Nursing lab hours are posted at the beginning of every semester. Lab instructors are available during open lab hours to answer questions and assist with practice. An appointment is not needed to practice during open lab hours; however, students are required to sign in/sign-out to maintain a record of their open practice time. Students from all levels are encouraged to use the lab to review skills to maintain safe clinical performance.

Skills demonstration tapes, reference books and fully equipped practice stations are a few of the resources available in the nursing lab to facilitate practice. Appropriate medical supplies and mannequins are set up at each practice station to simulate the clinical experience.

A student must schedule an appointment with the nursing lab in the event he/she has received a lab referral from his/her clinical instructor. To schedule an appointment for the Toledo Campus the student should contact the lab coordinator at: 567-661-7299 or 1-800-GO-Owens (1-800-466-9367), extension 7299. The lab coordinator at the Findlay Campus can be reached by calling 567-429-3081 or 1-800-346-3529, extension 3081. Referral form in Appendix.

It is recommended that students bring their skills book and wear their nametag to supervised and independent practice sessions.

Lab sessions are held for 3 hours twice weekly in the first semester RN program. Students will be introduced to new skills that coincide to the concepts presented in class. Skills will be demonstrated and opportunity for hands-on practice will be provided. Most skills will require a formal or informal check-off or return demonstration to validate the student’s abilities to perform these skills in a safe, competent manner. To ensure success in the course, students may need additional practice outside of formal lab hours. There will be open lab hours scheduled for that purpose. The formal skill check-offs will require the student to schedule 30 minute sessions (approximately 6) outside of the college lab time. Return demonstrations will receive a pass/fail grade. Each student must achieve a passing grade on each skill to progress successfully through the course. Students will receive a referral from the lab for any failing grade on a skill performance. This will require more practice during open lab hours prior to re-testing on the skill check-off. Repeat demonstrations will require an appointment with a lab instructor to repeat the check off. Appointments can be made by contacting the lab coordinator on the respective campus.

During subsequent semesters, students will grow in their abilities of nursing skills as they progress through the program. Each semester will include lab time in both the Skills Lab and the
Human Patient Simulation Lab (HPS). While learning skills, skill check offs will continue to be required to ensure the safety of the patient and student during clinical. The HPS Lab will ensure the development of clinical judgment using simulation situations.

UNAUTHORIZED VISITORS AND CHILDREN ARE NOT PERMITTED IN THE NURSING LAB. FOOD IS NOT PERMITTED IN THE NURSING LAB. SECURELY COVERED BEVERAGES ARE ALLOWED.

Injuries and/or needle sticks in the nursing lab should be reported immediately to a lab instructor or the nursing lab coordinator. An Occurrence Report should be filled out and signed by the student and a nursing program member documenting the date, time and nature of the injury. The contaminated needle/sharp should be disposed of immediately in the sharps container, and the method of disposal should be documented on the Occurrence Report. The student will be given a new syringe/needle, IV catheter or ampule as needed to continue practice.

Students should straighten the practice area after they have finished practicing, so the area will be ready for the next student to practice.

Sharps (needles, syringes, IV catheters) are not to be taken out of the nursing lab. Equipment and supplies in the nursing lab are to remain in the lab unless arrangements are made with the nursing lab coordinator. Limited supplies and equipment can be signed out from the nursing lab (refer to the Nursing Lab Equipment Return Policy).

The nursing skills lab is NOT a latex-free environment. Students with a potential or diagnosed latex allergy or sensitivity should follow the latex allergy policy provided in the Student Resource Manual. Students with additional questions or concerns should make an appointment with the nursing program chairperson or assistant chairperson.

Computer equipment and nursing simulations are available in the nursing lab on the Findlay Campus (see Findlay Computer Usage Guidelines)

Students should contact the nursing lab coordinator from their respective campus with questions, comments, and/or problems with a skill or practice session. The nursing lab coordinator on the Toledo Campus can be reached at 567-661-7299 or on the Findlay Campus at 567-429-3081.
Community experiences are being incorporated across the nursing curriculum to enhance learning and broaden the student’s clinical perspective. Within the community setting, a student may require basic supplies to promote safe care and maintain standard precautions. Limited nursing lab equipment and/or supplies are available for students to sign-out on a time-limited basis to use for class assignments or to use to practice outside of the nursing lab. The following policy applies towards any equipment borrowed from the nursing lab.

1. Nursing lab equipment/supplies must be signed out from the nursing lab during open lab hours. The nursing lab coordinator or a lab assistant must be present to sign out the equipment/supplies. The student will sign a card with their name, phone number, date, equipment/supplies borrowed, and an anticipated return date. The card will be kept on file in the nursing lab.

2. The student must return the equipment, during open lab hours, on or before the return date listed on the sign-out card. Students keeping the equipment beyond the listed return date need to contact the lab coordinator to request an extension. The equipment must be returned to the nursing lab coordinator or a lab assistant in the nursing lab. Lab personnel will check the condition of the equipment before crediting the student with its return.

3. It is the responsibility of the student to care for the equipment and return it clean and in good condition, with equipment and non-used supplies intact. The student will be required to meet with the nursing chairperson, and will be assessed a fee for any equipment returned in poor condition.

4. The student will be assessed the cost of the equipment in the event equipment is not returned.

5. Fees must be paid before the end of the current semester. The course grade will be held and a grade of incomplete will be assigned to any student who has not paid an assessed equipment fee by the end of the semester.
Chapter 10

Clinical
PREPARING FOR CLINICAL

Clinical will be unique for each semester and will be discussed with you at the beginning of your course. See your syllabus and course instructor for further information.

STUDENT EVALUATIONS

Midterm evaluations may be given at the clinical site outside of scheduled clinical time. Final evaluations must be given after the last clinical is completed and may be given on the Owens Community College Campus or at the clinical facility. Students are required to complete a midterm and final self-evaluation. This self-evaluation is attached to the student’s clinical evaluation and submitted to the Nursing Office to become a part of the student’s file.

CLINICAL EVALUATIONS

Evaluations for clinical instructors are filled out online. You access the evaluation by logging into Blackboard, under the survey tab; all the clinical instructors will be listed. Please fill out the survey for your clinical instructor only. Data from the student’s evaluation is feedback for the clinical instructor, and is not viewed until after final grades are posted. This information will contribute to the employee’s yearly evaluation.

This clinical evaluation is separate from the course evaluation.

PROGRAM OF NURSING EVALUATION

A continuous evaluation and review of the nursing program is done monthly in Nursing Department meetings and at the end of each semester via the summative course evaluations. The philosophy, objectives and effectiveness of the program are evaluated systematically in May of each calendar year.

The systematic evaluation team consists of Nursing Faculty, Clinical Teaching Faculty and Adjuncts, clinical agency representatives, nursing graduates in practice for a minimum of one (1) year and nursing students from each nursing course on both the Toledo and Findlay campuses.
WHEN TO REPORT TO YOUR CLINICAL AGENCY

Students must report to their clinical assignment on the assigned day as directed by their clinical or course faculty.

This applies to all four semesters unless your clinical or theory instructor advises you otherwise.

WHERE TO REPORT TO AT THE CLINICAL AGENCY ON THE FIRST CLINICAL DAY

Unless you are advised otherwise in advance of your clinical day, you should meet your clinical instructor in the lobby of the institution at the scheduled clinical start time. You must wear your student uniform unless you have been advised otherwise prior to the first clinical day. This applies to all four semesters in the Nursing Program.

INCLEMENT WEATHER

NURSING CLINICAL GUIDELINES

In the event of inclement weather, listen to the radio or television station in your area for Owens Community College closings. The radio and televisions stations that the college contacts are listed in the college catalog.

Your clinical instructor may develop a telephone tree and may attempt to notify you in the event of cancellation, if known, prior to your clinical start time. If clinical has started an inclement weather occurs closing the college, the instructor will be notified. Should this occur, the students may, at the discretion of the clinical instructor: a) be sent home after completion of current tasks and reporting to appropriate nursing personnel or b) complete the clinical experience. The students remain covered under the college’s Liability Program. **Students ARE required to makeup clinical missed due to the college closing.** In the event the student chooses to not attend a scheduled clinical due to inclement weather, all rules related to absenteeism apply. A Level II Snow Emergency in the student’s area of residence is not an excused absence. If the college has been closed, then reopens during your scheduled clinical time, your clinical will remain cancelled. If the college reopens before your clinical start time, clinical will be held as scheduled.

**NOTE: Please exercise good judgment in determining travel conditions in your area. Students should contact their clinical instructors if in doubt regarding hazardous driving conditions in their geographic location and under no circumstances are to put their lives in jeopardy.**
EMERGENCY MESSAGE PROCEDURES

Owens Community College emergency communications will be utilized in response to a crucial incident or other emergency that may affect or has affected the health, safety or welfare of students, faculty, staff or campus visitors. Critical incidents require a timely and effective communications response and include situations that:

- Result or may result in death, injury, health or safety threats to our students, employees or the public.
- Result or may result in significant damage to facilities.
- Significantly disrupt operations.

Communication Resources

- Indoor/Outdoor Emergency Broadcast System: this system allows us to notify College personnel of a sudden emergency or incident that threatens life safety while they are in transit throughout the campus.
- Owens Alert Management System (Mass Notification): this system is designed to send e-mail, text or phone messages to a large audience in a rapid manner. It may be utilized for more than an emergency and may be used to send specific group announcements. You can access this via your O-Zone account and submit your information.
- Police/Public Safety Vehicle Public Address (PA) System: select police and public safety vehicles are outfitted with loud speaker systems that could be utilized in localized emergencies and to disseminate location or event specific information.
CLINICAL SECTION SELECTION

Available clinical sites are identified during negotiation meetings with most the major health care agencies in Northwest Ohio. Unfortunately, registration for Nursing courses often occurs prior to the agency clinical site negotiation meetings. Therefore, not every site requested by the program is available and substitutions in days, times and agencies may need to be made after registration has occurred. The student will be notified by letter, or campus e-mail, if any change in a clinical section has occurred after registration.

Six to eight students can usually be placed in a clinical section. Restrictions on number of students in clinical sections are based on the policies and requirements of each health care agency and may include issues such as patient acuity, patient census and the composition of the agency staff.

In order to continue to offer a clinical section in a course or an option, there must be at least four (4) students registered for the clinical section. Clinical sections that do not have four (4) students registered will be canceled, unless all other clinical sections in the course or option are filled. If a clinical section is canceled, every effort will be made to assign the student to another clinical section in the option in which the student had previously registered. However, in the event that all clinical sections in an option are filled, the student will be required to choose a clinical and theory section in a different option. Students must choose a clinical section in the SAME option as the theory section of the course. Options for theory and clinical may not be mixed. In other words, a student who chooses an Option A theory class must also choose an Option A clinical.

All nursing students will choose their clinical site during on-line web registration. Students are responsible for their own transportation to hospital or community health facilities. In order to obtain the most appropriate clinical experiences students may have to drive extended distances. There are no guarantees that a student will get the clinical site, day, or time requested.
GUIDELINES FOR:

MEDICATION/PROCEDURE OCCURRENCE REPORT AND THE BODILY INJURY OR EXPOSURE TO COMMUNICABLE DISEASE OCCURRENCE REPORT

1. The Owens Community College Nursing Program Medication/Procedure Occurrence Report shall be completed whenever any unusual situation involving a student or employee occurs in the clinical setting. These situations include: medication errors (actual or potential), accidental deletions of ordered therapies and carelessness in performance of procedures that leads to potential or actual client injury.

2. If a situation occurs in which the student or employee is injured or is exposed to a communicable disease, the Owens Community College Program of Public Safety Blood or Body Fluid Exposure Incident Report must be completed. Exposure to communicable diseases when isolation precautions are not in place may constitute an occurrence. In addition to these reports, a separate occurrence report may be completed at the clinical facility where the incident occurred, and the appropriate individuals notified at the agency. In case of exposure to blood or body fluids, the appropriate program at the clinical facility AND the Assistant Nursing Chair at the college should be notified within 24-hours and the required protocol initiated.

3. The Report shall be initiated by the clinical instructor and signed by both the instructor and the student. The instructor will notify the Nursing Chair/Assistant Chair of the Nursing Program of the incident and the Program of Public Safety.

4. The student involved shall make an appointment for discussion of the occurrence in the Owens Nursing Office before the next clinical experience. If the incident includes exposure to blood or body fluids, the student will be given a copy of the Blood or Body Fluid Exposure Procedures and Patient Information.

5. An e-mail will be sent to the clinical instructor to verify that the Nursing Chair or Assistant Nursing Chair saw the student.

6. Students may be required to spend time in the Nursing Skills Lab and to be reevaluated on previously learned skills before continuing to perform the involved nursing skill in the clinical setting. In case of medication errors, the instructor will decide if the student may administer medications for the remainder of clinical time during the week in which the medication error. The instructor will initiate a Medication/Procedure Occurrence Report with each medication error in addition to an agency incident report, if required. In the case of the first medication error by a student, it is the instructor's discretion whether to refer the student to the Nursing Program Chair for counseling. Any subsequent medication errors or an error requiring a Group II Offenses Report must be referred to the Nursing Program Chair.

7. Potential errors will be handled in the same manner as actual errors.

8. Students are advised that the College does not pay for this testing or follow up. You may wish to confer with your referral site about the most appropriate way to handle any expense.
OCC Nursing Student Resource Manual

BLOOD OR BODY FLUID EXPOSURE INCIDENT REPORT

This report must be completed immediately at the time of the occurrence. The department Chairperson should be notified within 12-24 hours of the incident. All incidents involving possible exposure to blood or body fluids must be immediately reported to the Department of Public Safety. Public Safety will notify the college representative for Workers Compensation or General Liability. (Public Safety Dispatch Center (567) 661-7575)

EMPLOYEE/STUDENT CONTACT INFORMATION

Name: ____________________________  SSN: ____________________________
Home Address: ____________________________
Program: ____________________________
Position: ____________________________
Home Phone: ____________________________
Employee: _______ Student: _______ Other: _______
Supervisor: ____________________________
(or) Instructor: ____________________________

EXPOSURE INFORMATION

Date of Incident: ____________________________  Time of Incident: __________ AM  __________ PM  Location: ____________________________
Occurrence report completed at clinical site:  ______ YES ______ NO ______ N/A
Occurrence reported to infection control at clinical site:  ______ YES ______ NO ______ N/A
Description of incident: ____________________________

Course of action taken: ____________________________
Date: ____________________________  Employee/Student Signature: ____________________________

COMMENTS AND RESOLUTION SECTION

Instructor’s Comments/Resolution: ____________________________
Date: ____________________________  Signature: ____________________________
Chairperson’s Comments: ____________________________
Date: ____________________________  Signature: ____________________________
Dean’s Comments: ____________________________
Date: ____________________________  Signature: ____________________________

REFERAL: ______  CLINICAL SITE ______  ST. LUKE’S ______  BVHS (Friday) ______  REFUSED/ WAIVER ______
Date: ____________________________  Signature: ____________________________

Forward completed form(s) to the Department of Public Safety – Workplace Safety and Division.

OCC Nursing Student Resource Manual  Date  Page 74  Supervisor: Signature  Date
Owens State Community College is always concerned when a student or employee has an exposure involving blood or body fluids. Because of the concern about AIDS/HIV, Hepatitis B and Hepatitis C, it is very important to receive appropriate follow-up. To that end you are being given the following information:

You must complete the Owens State Community College Blood and Body Fluid Patient Exposure Report.

For post exposure follow-up, you have been referred to or being referred to following:

Your clinical site

St. Luke’s Hospital Emergency Room
5801 Monclova Road
Maumee, Ohio 43537
Director, St. Luke’s Hospital Occupational Health Services

You are strongly encouraged to accept the referral and complete the procedures and testing the site will offer you.

It is in your best interest to keep this incident confidential. If you follow through with your referral site, most lab results are back within 3-5 days.

If you refuse the referral to the testing site you must sign the Medical Evaluation Declination Form. This form will be kept in your file.

You have been given a lot of information to absorb. If you have questions, contact your referral site, the Nursing Chairperson, or the Workplace Safety and Health Division of the Owens Department of Public Safety.

Students are advised that the College does not pay for this testing or follow up. You may wish to confer with your referral site about the most appropriate way to handle any expense.

Thank you for taking the time to follow up on this exposure.

(College Representative)

[Signature]

ACKNOWLEDGE RECEIPT OF INFORMATION

(Initials (Student or Employee))

(Date)
Sharps Injury Form

21) When did injury occur? ☐ Before ☐ After ☐ During...the sharp was used for its intended purpose.

22) If the exposure occurred "during" or "after" the sharp was used, was it: ☐ Because the injured was bumped during the procedure
☐ Because the item was placed in an inappropriate place (e.g. tablebed/trash)
☐ During OR procedure reaching for or passing instrument ☐ While disassembling.
☐ While the sharp was being placed in a container ☐ While recapping ☐ Other

23) Involved body part: ☐ Arm (but not hand) ☐ Face/head/neck ☐ Hand ☐ Leg/foot ☐ Torso (front or back)

24) Did the device being used have any engineered sharps injury protection? ☐ Yes ☐ No ☐ Don't Know

25) Was the protective mechanism activated? ☐ Yes ☐ No ☐ Don't Know

26) Was the injured person wearing gloves? ☐ Yes ☐ No ☐ Don't Know

27) Had the injured person completed a hepatitis B vaccination series? ☐ Yes ☐ No ☐ Don't Know

28) Was there a sharps container readily available for disposal of the sharp? ☐ Yes ☐ No ☐ Don't Know

29) Had the injured person received training on the exposure control plan in the 12 months prior to the incident? ☐ Yes ☐ No ☐ Don't Know

30) Exposed employee: if sharp had no engineered sharps injury protection, do you have an opinion that such a mechanism could have prevented the injury?
☐ Yes ☐ No
Explain: ____________________________

31) Exposed employee: Do you have an opinion that any other engineering, administrative, or workpractice control could have prevented the injury?
☐ Yes ☐ No
Explain: ____________________________

Public Employment Risk Reduction Program
State of Ohio
Division of Safety and Hygiene
13430 Yarmouth Drive
Pickerington, Ohio 43147
614-644-2246 or 800-671-6858
Fax: 614-644-3133
RECOMMENDATIONS TO AVOID TRANSFER OF HUMAN IMMUNODEFICIENCY VIRUS (HIV)

Even though the transmission of the virus is less than one percent (1%) following a needlestick injury from a known HIV positive person, the following precautions should be adhered to from now until your entire testing process is completed.

1. Avoid passing or receiving of body fluids during sexual activities. Body fluids include mainly blood, semen, and vaginal secretions. Condom use will help reduce virus spread.

2. Avoid sharing toothbrushes, razors, tweezers or other items that could become contaminated with blood. This would include the sharing of IV drug needles.

3. Avoid pregnancy for self or spouse until the possibility of infection has been ruled out.

4. Clean surface on which blood or body fluids have been spilled with a 1:10 solution of household bleach and water. Gloves must be worn during this process.

5. Strict Universal Blood and Body Fluid Precautions must be followed to prevent possible transmission of the virus in the clinical setting.

6. Refrain from donating blood, plasma, body organs, other tissue or sperm.

7. When seeking medical care, inform doctors and dentists of possible exposure to the virus so preventive measures may be taken.

PLEASE READ AND RETAIN
Owens Community College: Bodily Injury or Exposure to Communicable Disease Occurrence Report

This report must be completed immediately at the time of occurrence. The Department Chair/Assistant Nursing Chair should be notified within 12-24 hours of the incident. The student should be given a copy of the Occurrence Report. A copy of the Occurrence Report should also be sent to The Department of Public Safety – Workplace Health & Safety Division.

Contact Information

Student’s Name: ___________________________  OCID#: ___________________________
Address: _______________________________  DOB: ___________________________
Phone Number: Home: _____________________  Work: _________________________
Gender:  Male ___  Female ___
Name of Instructor: _________________________  College Department: _________________
Phone Number: Home: _____________________  Work: _________________________
Course Title and Number: __________________________

Narrative/Description

Was an Occurrence Report completed at the institution?  Yes _____  No _____  N/A _____

Description of Injury/Communicable Disease Exposure:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Students Signature: ___________________________  Date: ___________________________

Instructors Comments and Resolution:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Instructors Signature: ___________________________  Date: ___________________________
Department of Public Safety
Workplace Safety & Health Division

Bodily Injury or Exposure to Communicable Disease

Owens Community College: Bodily Injury or Exposure to Communicable Disease Occurrence Report

Signature

I, ___________________________ have been advised by the nursing department or clinical laboratory instructor to have the above injury or communicable disease exposure (Excluding Blood/Body Fluid Exposure) evaluated and/or treated at an appropriate Health or Emergency Facility.

___ I AGREE to have the above injury or communicable disease exposure evaluated and/or treated at an appropriate Health or Emergency facility. I also agree to present a medical report to the Nursing Office and to the college laboratory/clinical instructor upon completion of evaluation and/or treatment.

___ I DO NOT AGREE to have the injury or communicable disease exposure treated at the appropriate Health or Emergency facility and hereby waive, release, and forever discharge Owens Community College, its trustees, Officers, agents, servants, and employees, from any claims, demands or causes of action for loss, cost injury, or damage arising from or associated with the above described injury or exposure to communicable disease.

___ NOT APPLICABLE (Sterile Needle Stick)

Print Name: ___________________ Student Signature: ___________________ Date: ________________

College Laboratory/Clinical Instructor Signature: ___________________ Date: ________________

Chair/Assistant Chair/Dean Comments and Signature

Print Name: ___________________ Signature: ___________________ Date: ________________

Chair/Assistant Chair/Dean Comments: ______________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Forward completed form(s) to the Department of Public Safety - Workplace Safety & Health Division
Owens Community College Refusal of Consent: Referral for Blood/Body Fluid Exposure

1. I,__________________________, direct that the protocol for referral for blood testing for Human Immunodeficiency Virus and Hepatitis B/C Virus not be performed related to my exposure to blood or body fluids. I understand this testing involves the withdrawal by needle of a small amount of blood for laboratory testing, which may cause some slight discomfort at the site if entry if the needle, and that the procedure had minimal risk, such as bruising, soreness, and a slight risk of infection.

2. I understand that it is the considered opinion of the qualified health professional attending me, whose signature appears below, that I need the protocols described above. I have been provided information explaining that both the Human Immunodeficiency Virus and Hepatitis B/C Virus are transmitted by blood or body fluids and that because of my exposure to these fluids, I may be at risk for these infections. I have been informed by my health care regarding possible early diagnosis and treatment of these diseases may be adversely affected and that my refusal may also result in a lack of adequate precautions taken to prevent the spread of the virus to others. I have been afforded the opportunity to ask any questions I may have regarding this referral or testing.

3. Despite the fact that my health may be negatively affected and my life possibly endangered, I request that my refusal be honored and hereby release Owens Community College and all health care personnel directly or indirectly involved in my care from all liability that might otherwise be asserted as a result of not providing the described referral or care.

I attest that I am of full age and mentally competent to make such a determination and direction.

Date: ________________ Time: ________________ Signature: ________________________________

Signature of Health Care Provider attending client: ________________________________________

Forward completed form(s) to the Department of Public Safety - Workplace Safety & Health Division.
HIV TEST INFORMATION

You will be given information regarding the HIV testing process at your referral site. However, listed below is general information about the HIV test and results.

1. The HIV test (Enzyme Immunoassay and Western Blot) provides an excellent tool for the detection of the HIV antibody. When the antibody is present, (EIA repeated positive x2 followed by a WB positive) one can assume that an individual has been infected with the HIV virus given the following constraints:
   
   a. False Negatives – A small percentage of individuals never develop the antibody when in reality they are infected. It general takes 6-12 weeks for the antibody to be detected.
   b. False Positives - An individual who tests both EIA and WB positive should be considered antibody positive and infected with the virus. However, the possibility of the test showing positive when an individual is not infected does exist.

2. Signed informed consent is required prior to HIV testing. Your testing site will do this. All testing sites make every effort to maintain confidentiality. It is in your best interest to keep testing confidential during the testing time period.

3. Results of your testing will be reported to you by the testing site; according to their procedures. These will be explained to you at the testing site. If you test positive at any time in the follow-up process, the testing site will give you appropriate referrals, counseling and support.

4. You are advised to report to the testing site and seek medical evaluation for any febrile illness that occurs within 12 weeks after the exposure.

5. Recommendations to avoid transfer of HIV are also attached to this packet. This information is especially important for those whose source of injury is unknown or known to be HIV positive.
OWENS COMMUNITY COLLEGE

BLOOD OR BODY FLUID EXPOSURE PROCEDURE AND WORKSHEET

The Blood or Body Fluid Exposure Procedures and Worksheets provide guidelines to be followed in the event of occupational exposure of an employee or student to blood or body fluids in the clinical or college lab setting.

Procedures:

Blood and body fluids are defined as blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluids, amniotic fluid, saliva, and other body fluids containing visible blood, human tissue or organs other than intact skin.

Students and/or employees must report any of the following to the clinical or college lab instructor, Chair, or the Dean who in turn will notify the Assistant Chair of Nursing Program and the Manager of Workers’ Compensation & Safety within 12-24 hours of occurrence:

A. Accidental needle stick
B. Percutaneous injury with exposure to blood or body fluids
C. Mucous membrane exposure to blood or body fluids (splash to eye or mouth)
D. Cutaneous exposure involving large amounts of blood, or prolonged contact with blood, especially when the exposed skin is chapped, abraded, or afflicted with dermatitis.

The Assistant Nursing Chair may be contacted through their office at Ext. 7330. If the Assistant Nursing Chair cannot be contacted in a timely manner, then the Nursing Chair should complete the process listed below. In the case of exposure to blood or body fluids:

A. An Owens Community College Occurrence Report as well as an Incident Report from the affiliating health care facility, if applicable, must be completed containing all information relating to the exposure, including the source individual’s name, if known.

Protocol:

I. On exposure, the clinical site or college lab instructor will assure that the exposed student or employee will do the following:
   A. Milk the injured area to encourage bleeding unless already actively bleeding. This will help flush any organisms from the wound.
   B. Wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact.
   C. Anyone assisting an injured student or employee in this manner shall wear protective gloves. Gloves can be found in all college first aid kits.

II. The type of exposure shall be reviewed by the clinical site infection control representative, the Owens Community College Assistant Nursing Chair, and/or the student’s or employee’s personal physician to determine the likelihood of Hepatitis B/C or HIV exposure.
III. If the clinical site has an infection control procedure and testing process, the employee/student will be referred to that process.

IV. If the clinical site does not have an exposure procedure or the incident takes place in the college lab, the employee/student will be referred to the Emergency Room at St. Luke’s Hospital for the post exposure procedure (Students are financially responsible for services).

V. The students and/or employees must be counseled by the Assistant Nursing Chair regarding the risk of infection. Any counseling or recommended counseling will be thoroughly documented by the Assistant Nursing Chair.
   A. Counseling includes the following:
      1. Review of immediate post exposure hand/skin washing and/or mucous membrane flushing.
      2. Referral to Clinical site post-exposure process or to St. Luke’s Hospital Emergency Room if such referral has not yet been made. The importance of completing the referral and post exposure procedures will be emphasized.
      3. The student or employee will be advised to seek medical attention for any acute febrile illness within 12 weeks after the exposure.
      4. During the follow-up period, especially the first 6-12 weeks after exposure, when most infected persons are likely to seroconvert, the student or employee should follow the U.S. Public Health Service guidelines for preventing transmission of HIV.
      5. Current information obtained from the American Red Cross, the Centers for Disease Control, or the Public Health Program will be used for counseling.
      6. In the event that the student or employee refuses follow-up evaluation and/or testing or treatment, a Refusal of Consent form will be signed by the student or employee and filed in the employee or student file.
      7. The Assistant Nursing Chair, upon completion of documentation that the above counseling and referral process has been completed will forward that documentation to the Manager, Worker’s Compensation and Safety of Owens Community College to comply with OSHA regulations.

VI. If the source person is known, and the referral site does not have a process for contacting the source person to request that they be tested, the Assistant Nursing Chair will contact the source person. The Source Person Contact Worksheet will be used.
   A. If the Source Person refuses to be tested, the student/employee will be notified of the refusal.
   B. If the Source Person agrees to be tested, he/she will be requested to sign a consent form to take to the testing health site indicating the results may be sent confidentially to Ms. Joan Stephens, Director of St. Luke’s Hospital Occupational Health Services at the referral site (St. Luke’s Hospital Occupational Health Services, 5901 Monclova Road, Maumee, Ohio 43537). The referral site can then use these results for appropriate counseling and inclusion in the file of the student or employee.
Chapter 11

Student Support Services
NURSING EDUCATIONAL ENHANCEMENT AND DEVELOPMENT (NEED) PROGRAM

The Nursing Educational Enhancement and Development (NEED) Program provides assistance to students in the nursing program who are or are at risk for experiencing academic difficulty. The NEED Program offers academic support to students in identifying strategies and in developing skills to become independent, active learners. Referrals to the Student Services/Learning Center are also made as needed.

Programs are designed for students and might include one or more of the following: assessment of the student’s unique learning style and needs; instruction in test-taking techniques, critical thinking strategies, and study skills; access to additional resources that facilitate student achievement in nursing courses; and referral to other appropriate programs here at Owens Community College.

Nursing Program Members may refer students who are not meeting course objectives to the NEED Program. Students may also access the services of the NEED Program directly by contacting the NEED Program Coordinator. Students not achieving acceptable score on math and ATI assessments, given as part of the comprehensive testing program, are offered group review sessions.

For more information contact: NEED Coordinator, Amy Dixon RN, MSN at 567-661-7338 or amy_dixon@owens.edu. Office: HH 204 BB
NURSING PROGRAM ACADEMIC ADVISING AND SUPPORT SERVICES

Resources provided:

- Academic planning and registration assistance.
- Goal setting.
- Learning styles: strategies to utilize your learning style to best fit your study skills.
- Academic skills for test taking and time management.
- Effective study skills
- Life skills for coping with balancing the difficulties of work, finances, family, and other personal concerns with academic success in college.
- Readmission plans for students who have not successfully completed a Nursing course with a C or better or for those seeking to change from one program to another.

Referral and Appointment Process:

- Students may be referred to meet with the Advisor at any time by any faculty or staff member at Owens via email or phone.
  *Students who need to do a readmission plan are automatically referred to the Advisor.

Toledo and Findlay Campuses

Brianne Blodgett-Thomas, Academic Advisor, School of Nursing
567-661-7239
brianne_blodgetthomas@owens.edu

Sandra Browning, M. Ed, Academic Advisor, School of Nursing
567-661-7338
sandra_browning@owens.edu

Academic Advising: All program students are assigned to the Nursing Program Advisor once accepted into the program.

Counseling Services:

TOLEDO:
Veterans Hall 104
(567) 661-7168
counselingservices@owens.edu

FINDLAY:
To schedule an appointment on the Findlay-area Campus,
email counselingservices@owens.edu and put "Findlay" in the subject line.
About Disability Services

Disability Services provides support services, information and guidance to students with disabilities. Services are coordinated for individuals with disabilities including, but not limited to, those with physical, learning, mental health, chronic health, or sensory related disabilities.

Students experiencing any of the following may benefit from a visit to the Office of Disability Service: Difficulties with tests, challenges with reading, trouble keeping up with schedule load, difficulty with seeing or hearing lecture material, feeling overwhelmed by anxiety or stress level, or physical difficulties or mobility issues.

To determine eligibility for services, appropriate documentation must be provided. Documentation must be completed by a qualified individual and provide current levels of functioning. To receive more information or to apply for services, please contact the Office of Disability Services in Alumni Hall 113, or by calling 567-661-7007 or email disability@owens.edu.

Accommodation Eligibility Form

Students who complete a Request for Accommodation form (RFA) will receive an "Accommodation Eligibility Form" (AEF). The AEF will list all of the accommodations for which the student is eligible, not just the specific accommodations the student has requested. Students are responsible for discussing the specific accommodations in each class with each instructor.

For web classes, the student will email the AEF directly to the instructor.

To receive more information or to apply for service, please contact the disability resource office at (567) 661-7007.
Chapter 12

Appendix
Owens Community College

Nursing Student History and Physical Examination

To be completed by the student

Name: ____________________________________________  OCID: ________________________

Last                      First                      Middle

OCID Number: _______________  Date of Birth: _______________

Street Address: __________________________________________

City: ____________________________  State: _____  Zip Code: __________

Phone #: ______________________  Email Address: ______________________

Course of Study (please circle):  RN    PN    LPN-RN

To be completed by health care provider.

History

Past Medical History:

Does the student have an allergy to latex?

☐ No
☐ Yes - Please specify the nature of the allergy: __________________________

Attach associated laboratory testing and provide clinical recommendations for the student.

Does the student have any allergies to medications, food, environmental substances or other?

☐ No
☐ Yes - List: __________________________

Is the student subject to classroom emergency?

☐ No
☐ Yes - Please explain: __________________________

Name: ____________________________  OCID: ________________________
IMMUNIZATION RECORD

**Measles/Mumps/Rubella:** Obtain titer (IGG). Even if have history of.

- **Mumps IGG Date:** ________________________________  Attach lab result
- **Rubeola IGG Date:** ________________________________  Attach lab result
- **Rubella IGG Date:** ________________________________  Attach lab result

**NOTE:** If either result is equivocal or negative, determine if vaccination is necessary and document.

**Varicella:** Obtain titer (IGG). Even if have history of. Immunize if negative and not contraindicated.

- **VZV IGG Date:** ________________________________  Attach lab result
- **Varicella Vaccination #1:** ________________________________
  #2: ________________________________ (4-8 weeks later)

**Hepatitis B:** Obtain antigen (HBsAg). Immunize* if negative. OR if 3 dose vaccine series completed, obtain antibody (HBsAb).

- **HBsAg Date:** (Antigen) ________________________________ (Before beginning injections)

  **Hepatitis B Vaccination Series:**
  
  #1 ________________________________
  
  #2 ________________________________ (1 month later)
  
  #3 ________________________________ (5 months later)

- **HBsAb Date:** (Antibody) ________________________________ (3 months after last injection: Attach lab results)

**NOTE:** If equivocal or negative, determine if booster(s) are necessary and document. A current HBsAg is also required.

*If individual refuses immunization, a declination (waiver) form must be completed and a yearly HBsAg must be submitted to the Nursing Program. Declination forms are available in the Nursing Program.

**Tetanus or T-Dap Immunize:** if last dose was administered more than 10 years ago.

**Date:** ________________________________

**Name:** ________________________________  **OCID:** ________________________________
**Name:**

**Tuberculosis:** 2 step first year, then 1 step yearly. Note: Tine test is NOT accepted.

<table>
<thead>
<tr>
<th><strong>Step 1</strong></th>
<th><strong>Step 2 (7 – 60 days after Step 1)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>PPD .01 ml ID</td>
<td>PPD 0.1 ml ID</td>
</tr>
<tr>
<td>READ IN 48-72 HOURS</td>
<td>READ IN 48-72 HOURS</td>
</tr>
<tr>
<td>Date administered:</td>
<td>Date administered:</td>
</tr>
<tr>
<td>Date read:</td>
<td>Date read:</td>
</tr>
<tr>
<td>Results:</td>
<td>Results:</td>
</tr>
<tr>
<td>Chest X-ray required if Mantoux is positive, yearly for three years after first converting to positive.</td>
<td></td>
</tr>
<tr>
<td>CXR date:</td>
<td>Attach copy of interpretation</td>
</tr>
<tr>
<td>Absence of active disease: ☐ Yes</td>
<td></td>
</tr>
<tr>
<td>☐ No – explain ____________________________</td>
<td></td>
</tr>
</tbody>
</table>

**Physical Examination**

<table>
<thead>
<tr>
<th>Height</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temperature</td>
<td>Pulse</td>
</tr>
<tr>
<td>Respiration</td>
<td>Blood Pressure</td>
</tr>
<tr>
<td>Eyes</td>
<td>WNL Except:</td>
</tr>
<tr>
<td>Hearing</td>
<td>WNL Except:</td>
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<tr>
<td>General Appearance</td>
<td>WNL Except:</td>
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<tr>
<td>Skin</td>
<td>WNL Except:</td>
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<tr>
<td>HEENT</td>
<td>WNL Except:</td>
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<tr>
<td>Respiratory</td>
<td>WNL Except:</td>
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<tr>
<td>Cardiovascular</td>
<td>WNL Except:</td>
</tr>
<tr>
<td>Neurological</td>
<td>WNL Except:</td>
</tr>
<tr>
<td>Musculo-Skeletal</td>
<td>WNL Except:</td>
</tr>
<tr>
<td>Abdomen</td>
<td>WNL Except:</td>
</tr>
<tr>
<td>Is this individual fit for duty and free of communicable disease? ☐ Yes ☐ No*</td>
<td></td>
</tr>
<tr>
<td>*If no, please explain: ____________________________</td>
<td></td>
</tr>
</tbody>
</table>

After this examination, do you believe that this person’s health history, physical and mental health findings justify his/her undertaking the Nursing Program, including clinical experience with direct patient contact in health care agencies? ☐ Yes ☐ No* 

*If no, please explain: ____________________________

---

**Signature (MD or DO or NP)**

**Date**

**Address Stamp (REQUIRED):**
HEPATITIS B VACCINE WAIVER

I, ________________________________________________, understand that due to my occupational exposure to blood and/or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated at cost to me; however, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring hepatitis B, a serious disease. If, in the future I want to be vaccinated with the hepatitis B vaccination, I may do so at my cost.

Date: ________________________________

Student Signature: ________________________________________________

Address: __________________________________________________________

____________________________________________________________________

Witness: ___________________________________________________________
NURSING SKILLS LAB REFERRAL

NAME OF STUDENT __________________________ DATE _____________

CLINICAL/COLL. LAB INSTRUCTOR _____________ COURSE NO. __________

*ALL STUDENTS MUST CONTACT THE LAB COORDINATOR TO SET UP AN APPOINTMENT TO COMPLETE THE REFERRAL REQUIREMENTS.

567-661-7299 (TOLEDO CAMPUS) OR 567-429-3081 (FINDLAY CAMPUS)

TO BE COMPLETED BY INSTRUCTOR
REASON FOR REFERRAL (Student Behaviors):

STUDENT REFERRED TO THE LAB TO PRACTICE THE FOLLOWING SKILL(S):

AMOUNT OF TIME THAT SHOULD BE SPENT IN THE LAB: _____________

PRACTICE MUST BE COMPLETED BY (DATE): _____________

TO BE COMPLETED BY LAB ASSISTANT
COMMENTS:

TIME IN _____________ TIME OUT _____________ DATE _____________

TIME IN _____________ TIME OUT _____________ DATE _____________

LAB ASSISTANT SIGNATURE __________________________ DATE _____________
OWENS COMMUNITY COLLEGE
NURSING PROGRAM
HEALTH CARE RELEASE FORM

_________________________________________ is a patient under my health care.
(Please Print Name)

I hereby give my consent for the student to return to the clinical area and perform full clinical nursing activities (complete patient care). In order to provide complete patient care the student must be able to lift at least 25 pounds and work at least 12 hours (at one time) in the clinical setting.

The following restriction(s) should be followed by the student for ___________ days/weeks.
(If longer, please indicate: _______________.)

The following restriction(s) apply: __________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

_____ there are no restrictions,

Additional Comments:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

_____ I do hereby give my consent for the student to attend clinical experience and perform full clinical activities (Complete patient care).

__________________________ ________________________
Physician's Signature Date

__________________________ ________________________
(Please Print Name) (Phone No.)
Address Stamp:
OWENS COMMUNITY COLLEGE
NURSING PROGRAM
PREGNANCY RELEASE FORM

________________________________________________ is a patient under my health care.
(Please Print Name)

She is expected to deliver on ______________________________. (During her pregnancy, the
following restriction(s) are necessary.)

The following restriction(s) apply:

________________________________________________

________________________________________________

________________________________________________

________________________________________________

_____ there are no restrictions,

_____ Is there a type of patient for whom the student should NOT provide care? e.g.

_____ a) Patient with cytomegalovirus (CMV)

_____ b) Patient receiving chemotherapy, radioactive seeding or radioactive implants.

_____ c) Patient with childhood diseases: (Please circle): Measles, rubella, chicken
pox, mumps, other (Please specify). ________________________________

_____ d) Any other type of patient for whom the student should NOT provide care?

________________________________________________

Additional Comments:

________________________________________________

________________________________________________

________________________________________________

________________________________________________

________________________________________________

Physician's Signature ___________________________ Date ___________________________

(Please Print Name) ___________________________ (Phone No.) ___________________________

Address Stamp:

After obtaining this form, one copy must be returned within three (3) weeks to the nursing office
and one copy given to your clinical instructor. Additionally, it must be updated every semester
by the first week of clinical. If at any time the student's condition changes, an updated release
form must be obtained.
NURSING PROGRAM
READMISSION PROCEDURES AND REQUEST
ACADEMIC READMISSION

Students requesting readmission must submit the following admission request to the Nursing Program Chairman.

Date: ___________________________ OCID#: ___________________________

Name: ______________________________ Phone: ___________________________

Address: ____________________________________________________________

E-mail: ______________________________

Check Campus: Findlay [ ] Toledo [ ] Semester requesting: ________________

Course(s): ___________________________________________________________

Readmission is on seat availability basis. Seat availability is not known until the end of the semester after all grades have been submitted to the Nursing Program Chair. Students must also comply with the following readmission requirements:

The following requirements must be included in the plan before readmission.

1. A student requesting readmission into the Nursing Program must make an appointment with the Nursing Program Advisor or NEED Coordinator. To make an appointment please call the Nursing Program at 567-661-7338.

2. The Nursing Advisor or NEED Coordinator will help you develop a written academic plan to resolve the academic problems.

3. As part of the readmission, you must comply with the following:
   a. Monthly one-on-one meetings with a Nursing Program Academic Advisor.
   b. Attend all or part of a Nursing Success Seminar series as determined by your individualized success plan.

The plan is then submitted to the Chair of Nursing or designee for approval and signature.

4. A student may repeat one 100 level nursing course one time and one 200 level nursing course one time and achieve a C or better in all courses in the Nursing Program curriculum. A second failure in a 100 level or 200 level course will result in dismissal from the nursing program.

Nursing Program Signature

Student Signature

Pursuant to the Ohio Revised Code 4723 and rule 4723-5-12 – A2 of the Ohio Administrative Code, students who reenter or are readmitted to an Ohio school of Nursing must “meet the curriculum requirements effective at the time of readmission.”
NURSING PROGRAM
READMISSION PROCEDURES AND REQUEST
FOLLOWING A WITHDRAWAL FROM A COURSE

Students requesting readmission must make an appointment with the Nursing Program Academic Advisors or Need Coordinator.

Seat availability will not be known until after pre-registration and when course grades are available. Seats will be assigned according to passing or failing grade status at the time of the WD and date/time the request is submitted.

Students requesting readmission must submit the following admission request to the Nursing Program Chair.

Name: __________________________________________

OCID: ___________________________ Email: ___________________________

Telephone Number: ___________________________

Course: ___________________________ Semester Requesting: ______________________

Reason for withdrawing from course: __________________________________________

________________________

Campus:    ☐ Findlay    ☐ Toledo

Date: ___________________________ Time: ___________________________

Student Signature

Nursing Program Signature

Office use only

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Pursuant to the Ohio Revised Code 4723 and rule 4723-5-12 of the Ohio Administrative Code, students who reenter or are readmitted to an Ohio school of Nursing must “meet the curriculum requirements effective at the time of readmission.”
Owens Community College

Nursing Program
Student Complaint Worksheet

Date: ___________________________  Time: ___________________________

Student submitting Complaint: ____________________________________________

Student summary of complaint:
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Faculty Comments:
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Disposition of Complaint:
Resolved__________

Remanded to Program Chairperson__________

Not resolved, remanded to Dean of School of Nursing and Health Professions

Faculty Signature: ___________________________  Date: _________________

Student Signature: ___________________________  Date: _________________
Chapter 13

Helpful Tools

Nursing Journals
APA Format
Below is a list of journals that are available in the Library at the Toledo & Findlay campuses. For current status information:
Go to Library home page, click Express LINK, and enter title of Journal.
Any other questions call ext. 7015.

**NURSING JOURNALS TOLEDO CAMPUS**

American Journal of Nursing 1982-
American Nurse 1994-
AORN Journal 1986-
A WHONN Lifelines 1997-
Care Management Journals 2001-
Child & Youth Care Forum 1991-
Computers, Informatics, Nursing: CIN 2002-
Critical Care Nurse 1989-
Critical Care Nurse Quarterly 1989-
Geriatric Nursing 1989-
Heart and Lung 1988-
Holistic Nursing Practice 1994/95-
International Journal of Nursing Terminologies & Class 2002-
Jona’s Healthcare Law, Ethics and Regulations 1999-Journal for Nurses in Staff Development 1998-
Journal for Specialists in Pediatric Nursing 2002-
Journal of Addictions & Offender Counseling 2002-
Journal of Geri-ontological Nursing 1990-
Journal of Neuroscience Nursing 1994-
Journal of Nursing Administration 1989-
Journal of Nursing Education 1989-
Journal of Nursing Scholarship 2000-
Journal of Obstetric, Gynecology, & Neonatal Nursing: J 1986-
Journal of Orthopedic and Sports Physical Therapy 1995-
Journal of Pain and Palliative Care Pharmacotherapy 2002-
Journal of Practical Nursing 2003-
Journal of Psychosocial Nursing and Mental Health Service 1989-
MCN, the American Journal of Maternal Child Nursing 1986-
Nurse Educator 1989-
Nursing 1986-
Nursing Clinical Of North America 1989-
Nursing Education Perspectives 2002-
Nursing Law’s Regan Report Keep One (1) Year
Nursing Management 1994-
Nursing Outlook 1987-
Nursing Research 1987-
Nursing Times 1989-
Pediatric Nursing 1986-
Plastic Surgical Nursing 1995-
RN 1986-
Surgical Rounds 1987-
Surgical Technologist 1990-
Topics In Geriatric Rehabilitation 1998-
NURSING JOURNALS FINDLAY CAMPUS

American Journal of Nursing
American Nurse
AORN Journal
A WHONN / Lifelines
Critical Care Nurse
Geriatric Nursing
Holistic Nursing
Journal for Specialists in Pediatric Nursing
Journal of Nursing Administration
Journal of Nursing Education
Journal of Nursing Scholarships
Journal of Practical Nursing
Journal of Obstetrics, Gynecologic, & Neonatal Nursing
Journal of Psychosocial Nursing and Mental Health
MSN: American Journal of Maternal Child Nursing
Nursing
Nursing Education Perspectives
Nursing Made Incredibly Easy
Nursing Outlook
Nursing Research
Plastic Surgical Nursing
RN
OWENS COMMUNITY COLLEGE
GUIDE TO APA FORMAT

Please refer to guidelines according to the 6th edition.

https://www.owens.edu/writing/

http://owl.english.purdue.edu/owl/resource/560/01/ This is a good web site to help you write in APA form.

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