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Chapter 1

Introduction

Welcome to the Owens Community College Program of Nursing. The development of this resource manual is for your information and guidance. 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 and the rules & procedures manual as a reference throughout your nursing education at Owens Community College.

The student will be notified if changes occur in the rules and procedures prior to implementation. **Refer to your Blackboard shell each semester for any 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 reserves the right to amend, adjust, or revise this manual as circumstances warrant the need to do so. *****

Owens State Community College, School of Nursing & Health Professions Nursing Program

Mission & Vision Statements

Owens State Community College:

MISSION

Owens Community College is the conduit to changing lives for the better in northwest Ohio. Through affordable, accessible, high quality education and training, and connecting with business and industry through relevant programs, we create pathways to a better quality of life and progress for the Region.

VISION

Owens Community College will be the connector between people, industry and dynamic growth in the Region. By creating solutions to the education, training and workforce needs of the Region, we will be an indispensable partner and a first choice to students, employers and the northwest Ohio community.

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 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)

Nursing Programs:

MISSION

The Owens Community College Nursing Programs prepare caring and compassionate nurses who provide competent care for individuals and families in a changing and diverse health environment in the communities in which we serve.

(Revised, 8.16)

VISION

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

(Revised, 8.16)

Chapter 2

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.

Giddens, J.F. (2021) Concepts for Nursing Practice (3rd ed.). Elsevier Mosby

Associate Degree Nursing Program 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. (See Chapter 4 Program Information)
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 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. These 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, program 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 State Community College website, www.owens.edu.

Chapter 3

Program Contact Information

<i>Name</i>	<i>Phone #</i>	<i>Email Address</i> <i>All end: @owens.edu</i>	<i>Office Location</i>
Catherine Ford, Dean	7273	catherine_ford	HT 121 B
Irene Jones, Assistant Dean of Nursing	2111	irene_jones	HEC 132 T
Dr. Joely Austin, Chair, Nursing	7437	joely_austin	HH 204 F
Vacant, Assistant Chair, Nursing Lab Operations	7157		HH 209 P
Amanda Kiefer, Assistant Chair, Nursing Clinical Operations	7225	amanda_kiefer2	HH 204 E
Mamie Zylka, Clinical Coordinator	7418	mamie_zylka	HH 204 C
Gina Youngs, Retention Specialist	7330	gina_youngs	HH 204 A
Dayna Russeau, Lab Coordinator Toledo & Findlay	7299	dayna_russeau	HH 209 U
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Ashley Brainard, Faculty	7451	ashley_brainard	HH 204 S
Scarlet D'Amore, Faculty	7610	scarlet_damore	HH 204 Z
Gwendolynn Davis, Clinical Teaching Faculty	7504	gwendolynn_davis	HH 204 P
Melissa Downs, Clinical Teaching Faculty	7617	melissa_downs	HH 109 E
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Amy Foster, Faculty	7445	amy_foster2	HH 204V
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Vivian Hackney, Faculty	7530	vivian_hackney	HH 204 G
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Madi Huffamn, Lab Faculty		madi_huffman	HH 109 H
Al Korsog, Clinical Teaching Faculty		al_korsog	123 (F)
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Laurie Miller	7060	laurie_miller2	HH 204 AA
Karen Nusbaum, Clinical Teaching Faculty	7607	karen_nusbaum2	HH 204 Q
Cheryl Perlaky, Lab Faculty	2520	cheryl_perlaky	HH 204 U
Melanie Rantanen, Lab Faculty		melanie_rantanen	HH 209
Samantha Roth, Lab Faculty	7536	samantha_roth	HH 204 R
Jennifer Sanders, Faculty	7175	jennifer_sanders3	HH 204 L
Melanie Scherdt, Faculty	3518	melanie_scherdt	121 V (F)
Deborah Sullivan, Faculty	2401	deborah_sullivan	HH 204 N
Cecilia Tolson, Faculty	7604	cecilia_tolson	HH 204 J
MaryJo Vollmar, Lab Faculty	7276	maryjo_vollmar5	HH 209S
Judith Waxler, Faculty	7252	judith_waxler	HH 109 F
Julie Weinandy, Lab Faculty		julie_weinandy	Lab (F)
Louise Weller, Faculty	7327	louise_weller	HH 204 T
Darlene Wise, Faculty	3028	darlene_wise	123 D (F)
Wendy Zettel, Faculty	2226	wendy_zettel	HH 204 W
Elizabeth Zacharias, Faculty	7087	elizabeth_zacharias	HH 204 X
Toledo Nursing Office, Deborah Jovanovic, Secretary	7338	deborah_jovanovic	HH 204

STUDENT *resources*

STUDENT
SERVICES
Comprehensive
Resources



Academic Advising



Student Financial
Services



Career & Transfer
Services



Library



Disability Resource
Center



International Services



TRIO



Learning Commons
Tutoring



Department
of Public Safety



Event Calendar



Student Activities
& Organizations



Veterans Services



OutCast - Owens
Community College
Radio



Student Ambassadors



The Center for
Campus & Community
Connections



Child Care Center

Your success starts here.



OWENS
COMMUNITY COLLEGE

Student Communication/Contact Points

Objective: to enhance communication, improve time management, and encourage timely communication amongst all parties involved

- If you are a first semester nursing student and have a question about health requirements, please email the Assistant Chair of clinical operations.
- If you are a 2nd, 3rd, or 4th semester student and have a question about health requirements, please email owensclinicalresource@owens.edu .
- If you have a question about Viewpoint Screening, please email the Assistant Chair of clinical operations.
- If you have a question about textbooks/uniforms, please email the Assistant Chair of clinical operations.
- If you have a question about background checks, please email the chairperson.
- If you have a question about NCLEX applications, OBN or ACEN questions, please email the chairperson.
- If you have a question regarding your clinical rotation, please email owensclinicalresource@owens.edu .
- If you have questions about the lab, please email the Assistant Chair of lab operations.

Please note: Only emails from Owens accounts will be addressed.

****If an inquiry is an emergency- stop to see/call an administrator.**

Communication Etiquette Points for Students:

1. General Communication Points:
 - a. Organize your thoughts and send one email for time efficiency
 - b. Always exemplify professionalism during all forms of communication with Faculty/Staff/one another (written and verbal communication)
 - c. If a face to face conversation is needed, schedule a timed meeting, identifying beforehand the topics to be discussed

***Tip: If the majority of communication is based through online threads, it will be accessible for reference if needed**

Chapter 4

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

MM/DD/YYYY

Registered Nursing Program**Associate Degree Program****Date**

Course #	Course Title	Contact Hours		Credit Hours	
		Class	Lab	NUR	Non-NUR
1st Semester					
FNH 126	Human Nutrition	3			3
BIO 211	Anatomy & Physiology I	3	3		4
NUR 101	Intro to Nursing Concepts	4	6 lab/6 clinical	8	
HIT 125	Language of Medicine	3			3
				8	10
2nd Semester					
BIO 212	Anatomy and Physiology II	3	3		4
PSY 101	General Psychology	3			3
NUR 102	Nursing Concepts Across the Lifespan	7	2.4 lab/3.6 clinical	9	
				9	7
3rd Semester					
BIO 231	Microbiology and Immunology	3	3		4
ENG 111 or 111P	Composition I or Composition I Plus	3-4			3-4
NUR 201	Adult Health Concepts	7	2 lab/7 clinical	10	
				10	7-8
4th Semester					
MTH 213 or 213P	Introductory Statistics or Introductory Stats Plus	3-4			3-4
PHL 102	Principles of Ethics	3			3
NUR 202	Complex Health Concepts (10 week Course)	4	.75 lab/ 5.25 clinical	6	
NUR 203	Applied Concepts for Nursing Practice (5 week Course)	1	7 clinical	2	
				8	6
Program Total 65-67 Semester Hours		Totals		35	30-32

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**

MM/DD/YYYY

Associate Degree Program

Date

Course #	Course Title	Contact Hours		Credit Hours	
		Class	Lab	NUR	Non-NUR
1st Semester					
BIO 211	Anatomy & Physiology I	3	3		4
PSY 101	General Psychology	3			3
NUR 110	LPN- RN Transitional Concepts	6	2lab/7clinical	9	1
	Fundamentals of Computing	1			1
				9	8
2nd Semester					
BIO 212	Anatomy & Physiology II	3	3		4
PHL 102	Principles of Ethics	3			3
NUR 201	Adult Health Concepts	7	2 lab/7 clinical	10	
				10	7
3rd Semester					
BIO 231	Microbiology & Immunology	3	3		4
ENG 111 or 111P	Composition I or Composition I Plus	3-4			3-4
MTH 213 or 213P	Introductory Statistics or Introductory Stats Plus	3-4			3-4
NUR 202	Complex Health Concepts (10 week Course)	4	.75 lab/ 5.25 clinical	6	
NUR 203	Applied Concepts for Nursing Practice (5 week Course)	1	7 clinical	2	
				8	10-12
Program Total 52-54 hours		Totals		27	25-27

Owens Community College Registered Nursing Program Curriculum Plan				
Nursing Course Name	Theory Clock Hours	Lab Clock Hours	Clinical Clock Hours	Total Course Clock Hours
NUR 101 Introduction to Nursing Concepts	50	75	75	200
NUR 102 Nursing Concepts Across the Lifespan	87.5	30	45	132.5
NUR 201 Adult Health Concepts	87.5	25	87.5	200
NUR 202 Complex Health Concepts	60	9.375	65.625	135
NUR 203 Applied Concepts for Nursing Practice	12.5	0	105	117.5
Total Clock Hours	297.5	139.375	378.125	
Total Program Hours				785

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, high school chemistry and biology with a grade of "C" or better, plus TEAS, and ACT or SAT scores. In addition, students need to provide documentation of current LPN licensure and completion of a Pharmacology course or equivalent. Students should contact the advising office for complete admissions requirements.
- Following acceptance to the program, students must meet health requirements and obtain BLS CPR-Health Care Provider certification by the American Heart Association prior to beginning their first clinical course. See Chapter 6 for a full list of mandatory health requirements.
- 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 a request for health evaluation can be submitted through the student's ozone. 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.*

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. NUR 101 - 001 (class), B01 (lab), C01 (clinical)
Toledo class, lab and clinical sections are designated by even numbers, e.g. NUR 101 - 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 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.

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 practice and proctored assessments per course directions.
- 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.

Chapter 5

OWENS COMMUNITY COLLEGE NURSING PROGRAM

Grading System

GRADING SCALE:

93 – 100	=	A
85 – 92.99	=	B
77 – 84.99	=	C
60 – 76.99	=	D
0 – 59.99	=	F

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 proctored quizzes and tests in the course. Proctored ATI Assessments (with the exception of NUR 101 ATI Fundamentals) are included in the weighted test mastery for 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 Statement

Professionalism is expected with all interactions. Professional behaviors include the following:

- Attend all class/lab/clinical sessions.
- Submit course work on time.
- Communicate in a timely fashion.
- Participate in group work and activities.
- Follow the professional behavior guidelines (see Code of Ethics) including being prepared for lectures, dressed appropriately for lab and clinical, etc.
- Stop rumors and clarify things with faculty or administrators.
- Respect yourself and others in everything that you say and do.
- Be kind to everyone and give yourself and others grace to make errors.
- Pay close attention to any deadline and due dates and adhere to them as requested.

Unprofessional behavior can be defined by the Owens Community College staff and faculty according to rules and procedures or according to general professional standards.

Examples of Unprofessional Behaviors (not all inclusive):

- No show to appointment made with faculty or staff;
- Unprofessional emails or multiple emails sent to faculty or staff;
- Negativity/negative attitude on campus, in the classroom or clinical setting;
- Recording a faculty or staff member without written permission;

Additionally, the profession of nursing mandates that nurses follow orders, rules, regulations, and policies. It is for these reasons that we hold students to the standards of the profession and to the requirements as listed in this Manual. The statements in the manuals and the course syllabi are there to assure the student is prepared to enter the nursing profession. The clinical agencies are expecting full cooperation and compliance with their documented standards. Therefore, the student is held to expectations that are much higher than may have ever been held to before.

Faculty and staff support the students and provide guidance with course content and questions, study techniques, and time management.

Students will be exposed to a vast amount of content as they are prepared for their nursing career. Students are expected to take an active learner role in their education. Students will be expected to prepare for each lecture, lab and clinical so that they can actively participate in their learning. Seek out support from peers and instructors.

Ask questions.....but first, check resources!

Did you look in the course syllabus?

Did you read it in the assigned content?

Did you check the assignment calendar?

Did you check your course Blackboard shell?

Did you check your Student Resource Manual?

If it is not located in any of these items, ask the instructor or an administrator.

Knowing what student resources are and learning to use them is an important part of student educational journey. As a nurse, you will need to locate answers in prescriber orders, facility policies, and evidence-based or best practice resources.

Email is the preferred method of contact unless your instructor tells the student otherwise. It is an expectation that both staff and students check their emails daily and respond Monday through Friday within 24-48 hours. If an email is sent at the end of the week, a response may not be received over the weekend but every effort will be made to get a response as soon as possible at the start of the next week. Most staff have office phones, as noted in the syllabus, however some instructors teach on both campuses, are in clinical, or lab and may not be in their office each day to check voicemails. If a personal cell phone number is provided, for example by your clinical instructor, only use for emergency situations or as instructed.

When sending a message or email, please remember these key points:

- Start with an introduction, course number, option/campus and a greeting. It helps to set the tone of the message.
- Use proper punctuation. Do not use all capital letters, as this is indicative of yelling and may come across in a way other than you intended.
- Provide a clear and concise message. Please read it prior to sending.
- Think of it as documentation as a nurse. Would you want this message to be read aloud or used in a legal situation? Include details, facts, and, if appropriate, a suggested resolution.
- Punctuation and proper syntax is expected in written communications. Do not use slang or abbreviations that are not commonly used in the English language. Be professional!
- Avoid sending messages and emails in haste as these are not able to be recalled once the send button is hit.
- It is okay to write a message or email in the moment since it helps reduce stress and clear your mind, but we would recommend not sending it right away. Return to that message or email later in the day or the next day. If your feelings are still the same, polish it to be appropriate and send it.
- End with a closing statement and include your name, this signifies that the email was complete when sent.
- If emailing your advisor or administration, please include your OCID number, as this helps identify you.

The Owens Community College student nurse is expected to follow all rules and guidelines related to professionalism. By following professionalism standards, the student must also follow a chain of command within the program of nursing at Owens Community College. The first contact within the chain of command for students is the student's instructor or professor. If there is not a resolution from a formal discussion with the student's professor/instructor or staff member, the student can follow the Chain of Command.

The Nursing Program Chain of Command

- 1) Faculty member or staff member
- 2) Assistant Chair of Clinical Operations or Assistant Chair of Lab Operations
- 3) Chair of Nursing
- 4) Assistant Dean, School of Nursing & Health Professions
- 5) Dean, School of Nursing & Health Professions
- 6) Provost
- 7) College President

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.

American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Washington, D.C.: American Nurses Publishing, 2020

To access the ANA Code of Ethics with Interpretive Statements:

<http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>

National Student Nurses' Association, Inc. Code of Academic and Clinical Conduct

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.

American Nurses Association (ANA) Principles for Social Networking

This document provides guidance for the registered nurse and is a resource to guide nurses and nursing students in how they should maintain professional standards in new media environments.

<https://www.nursingworld.org/~4af4f2/globalassets/docs/ana/ethics/social-networking.pdf>

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: 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](#).

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.

In order for faculty/staff at Owens Community College to complete a recommendation for a student a FERPA release form must be completed by the student and provided to the faculty/staff member.

A copy of this form is contained in this manual (see Ch 12 Forms).

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.

Owens Community College
Selective Health Programs
Academic/Professional Standards Student Incident Report
Revised 05/2023

It is a privilege to be enrolled as a student in a Selective Health Program* at Owens Community College. The professional faculty teaching in these programs expect professional and ethical behavior from every student at all times. An Academic/Professional Standards Student Incident Report is used to document and alert the student to behaviors that may result in a coaching session, corrective action assignment, suspension from the program or a failing grade and immediate dismissal from the program.

Academic actions listed on this form are restricted to any student who is currently enrolled in any health program at Owens Community College. Every student will also be held accountable to the standards, guidelines, and regulations set forth in the Owens Community College Student Code of Conduct. If the Academic/Professional Standards Student Incident Report implicates the Student Code of Conduct warranting College disciplinary action, the matter will also be referred to the Student Conduct Office. Please refer to the Student Code of Conduct for more information*: <https://www.owens.edu/conduct/code.pdf>

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 for the course in which the offense occurred and immediate permanent dismissal* from all health programs.

Group II offenses are actions that are deemed a substantial deviation from acceptable academic standards and/or unprofessional practices or behaviors and will result in one of the consequences listed below:

Informal Resolution (initial report of a Group II infraction) – A report of an initial infraction may result in a coaching session with appropriate parties. The chair will determine whether the report can be resolved informally or whether the 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, the department chair, the program assistant chair or coordinator and issuance of a Formal Written Warning.

2nd Group II Offense – Corrective Action Assignment that is in alignment with the infraction as determined by the department chair or program assistant chair.

3rd Group II Offense – Failing grade for the course in which the third infraction occurred and immediate and permanent dismissal* from all selective health programs.

The infractions do not have to be the same offenses or in the same course or in the same semester. The Academic/Professional Standards Student Incident Reports are cumulative over the time of attendance in health programs with the following exceptions:

- If a student is permanently dismissed from a health program, they will be unable to apply and begin study in any other health program at Owens Community College.
- If a student has received up to two Group II Academic/Professional Standards Student Incident Reports and voluntarily withdraws from their program of study, the Incident Reports will not carry over into any new health programs of study at Owens Community College.

<p>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.</p>

All Academic/Professional Standards Student Incident Reports are appealable. See the appeal form on the following page and follow each step, including timelines. If you have questions about the completion of the appeal process, see your program chair/assistant chair or the School of Nursing and Health Professions dean.

* Selective Health Programs include Dental Hygiene, Diagnostic Medical Sonography, Health Information Technology, Magnetic Resonance Imaging, Registered Nursing, Licensed Practical Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Radiologic Technology, Surgical Technology, Vascular Sonography.

Owens Community College- Academic/Professional Standards Student Incident Report

The following incident report has been issued and 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

Group I		Group II			
1. ***	Obtaining, possessing, selling or using controlled substances, or alcohol on site. Reporting to site under the influence of any of these substances.	1. ***	Any form of intimidation against students, patients, visitors or site employees.	8.	Performance of unauthorized patient care or procedures.
2. ***	Possession of or threatening to use a weapon on site.	2.	Failure to maintain professional demeanor.	9. ***	Smoking, eating or drinking in restricted areas.
3. ***	Assault on any patient, visitor, student, or site employee.	3.	Failure to perform responsibilities or to exercise reasonable care in the performance of responsibilities.	10.	Unsatisfactory performance in clinical education.
4. ***	Theft, abuse, intentional misuse, or destruction of equipment or property of the College, any patient, visitor, student, site employee, or the site.	4.	Violation of safety or sanitary rules and regulations or misuse of site property.	11. ***	Inappropriate or abusive language or gestures.
5. ***	Retrieving, removing, divulging of, falsifying, or disclosing confidential information about any patient, student, or site employee without proper authorization.	5. ***	Unauthorized soliciting, vending, or distribution of written, electronic, or printed matter.	12.	Individual's acceptance of gratuities from patients.
6.	Reckless disregard for ethical standards within the scope of professional practice.	6. ***	Engaging in academic dishonesty as defined in the College's Academic Misconduct Policy and Procedures	13.	Leaving the clinical area without proper authorization.
*** These violations will also be referred to the Director of Student Conduct and Student Life. They are Student Code of Conduct violations which may warrant college disciplinary action.		7.	Non-compliance with written program procedures.	14.	Violation of direct/indirect supervision procedures of directives.

Please note a student will have the opportunity for a pre-action meeting to address any incident listed on this document before the program takes any academic action. All academic actions are appealable.

Instructor/Chair Remarks – attach documentation as needed:

Student Remarks – attach documentation as needed:

Site Instructor _____ Date _____

I have read this report.

Department Chair/Coordinator _____ Date _____

Student _____ Date _____

Academic Action:

Group I () Immediate, permanent dismissal from Selective Health 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 all selective health programs**

Incidents deemed violations of the Student Code of Conduct or specific program or clinical site procedures may result in a suspension from clinical activities.

Owens Community College
Selective Health Programs Academic/Professional Standards
Student Incident Report

Group II – Informal Resolution

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

Name _____ Date: _____ Site _____

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:

Preparer's Signature _____

Site Instructor _____ Date _____

Chair/Assistant Chair _____ Date _____

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

Student _____ Date _____

Owens Community College
Selective Health Programs 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 _____ Date: _____ Site** _____

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:

Preparer's
Signature _____

Site Instructor _____ Date _____

Chair/Assistant Chair _____ Date _____

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

Student _____ Date _____

Owens Community College
Selective Health 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 / number of course: _____

Instructor's description of incident and student behaviors:

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: _____

Written project due date: _____ Oral report date: _____
(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 _____

Instructor _____ Date _____

Chair/Assistant Chair _____ Date _____

Owens Community College
Selective Health Programs Academic/Professional Standards
Student Incident Report
Appeal Form

When a student disagrees with an academic action that is a result of being issued an Academic/Professional Standards Student Incident Report they may appeal using this form. The student must complete all steps listed and timelines must be followed.

Student Name _____ OCID _____

Address _____

Telephone Number _____ Date _____

Please Print Clearly or Type:

I am requesting an appeal of the following decision _____

Instructor: _____ Credit Hours: _____

Term/Date Taken: Fall _____ Spring _____ Summer _____

List Below the Name of each person involved in the Appeal Process and the Meeting Date.

Informal Process:

Step 1: Within two weeks of the date of the report, meet with program official who issued the report. This step is by passed if the report was issued by the chair or assistant chair.

(Instructor's signature)

(Meeting date)

Step 2: Within two weeks of the date of Step 1, meet with the Department Chair.

(Chair's or assistant chair's signature)

(Meeting date)

Step 3: Within two weeks of the date of Step 2, meet with the School Dean

(Dean's signature)

(Meeting date)

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.

**OWENS COMMUNITY COLLEGE NURSING PROGRAM
NURSING STUDENT'S
Clinical Health and CPR Requirements**

The following are clinical health requirements for all nursing students.

**All health requirements MUST be submitted prior to July 1 for Fall classes and by
December 1 for Spring and Summer classes.**

Students are required to upload their physicals, immunizations, and CPR card to Viewpointscreening.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.



Viewpoint Information Sheets

STUDENT INSTRUCTIONS FOR OWENS COMMUNITY COLLEGE NURSING

Use this link to access instructions on setting up your Viewpoint account:

[Student Instructions \(Owens Community College - Nursing\).pdf](#)

[2022-2023\Viewpoint Student Instructions \(Owens Community College - Nursing\).docx](#)

You will then be directed to set up your **Viewpoint Screening** account.

➤ **Required Personal Information**

- In addition to entering your full name and date of birth, you will be asked for your e-mail address. Make sure your email address is entered correctly, otherwise you be unable to receive communications from Viewpoint Screening if the email address is not valid.

View Your Results

Your results will be posted directly to your Health Portal. You will be notified if there is any missing information needed in order to process your order, and if additional updates are needed throughout the semester. Your order will show as **“In Process”** until it has been completed in its entirety. If your document is not compliant, you will receive an email notifying you of why it was not compliant, and how to fix it. Your school's administrator can also securely view your results online with their unique username and password.

Additional Questions:

Email Viewpoint Screening at:
studentsupport@viewpointscr
eening.com

Instant Chat Feature:

viewpointscreening.com

Hours of Operation: Monday-
Friday:9am-5pm EST

VIEWPOINT **VP** SCREENING



ORDER INSTRUCTIONS FOR: Health Portal - Immunization and Documentation Management

Start Your Order

To get started:

<https://www.viewpointscreening.com/owens>

Click on "Start Your Order"

- Select your program and package option
- Enter your information (name, dob, etc.)

*****Important***** Please make sure you are entering your correct email address. You will be unable to log in or receive communications from Viewpoint Screening if your email address is not valid.

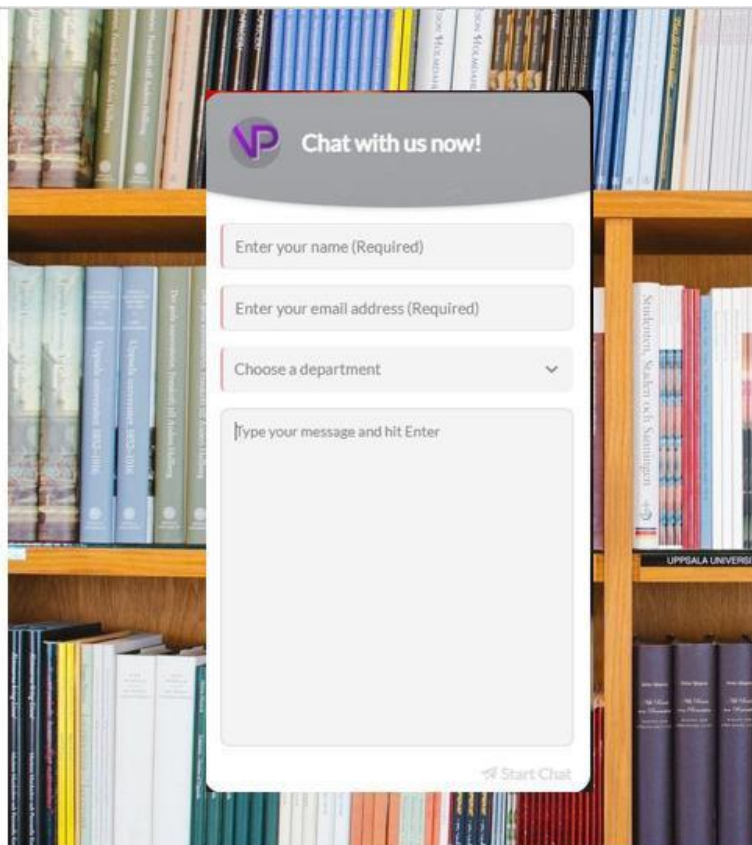
Once your order is submitted, you can edit your password immediately to log in. You will also receive a confirmation email containing your password. Use this info to log into your account to review other instructions you may have.

The image shows a composite of screenshots from the Viewpoint Screening website. The top screenshot displays the 'Start Your Order' page with a navigation menu (Start Your Order, View Your Results, Student FAQs, Disclaimer, Contact) and a background image of a red apple on books. Below this, a 'Start Your Order' form is shown with fields for 'Email Address', 'Phone Number (Optional)', and 'Preferred Last Name'. A 'Required Package' pop-up window is overlaid on the bottom right, listing background checks: County Criminal Records (7 year history, all jurisdictions), Federal Criminal Records, Nationwide Sexual Offender Registry, Healthcare Fraud & Abuse Scan, Address History & SSN Validation, and Drug Test (at Panel Analytes). A 'Next' button and a 'Go Back to Main Page' link are also visible.

Support

If you have any additional questions, please contact Viewpoint Screening via email at: studentsupport@viewpointscreening.com.

Or use the instant chat feature at viewpointscreening.com, Mon - Fri 9 am - 5pm EST. We are pleased to help you with this process!



Health Portal

You will have the capability to upload specific documents required by your school for immunization, medical or certification records.




TO VIEW HEALTH PORTAL: After you have placed your initial order, you can start working on additional items you need to take care of that are required by your school for clinical placement. To see the list of required immunizations and documents, go to: viewpointscreening.com and click on LOGIN in the right corner; use your email and password to log in.

TO ASSOCIATE A DOCUMENT: Click on the "Upload Document" button next to each requirement and select the correct file to upload FOR THAT REQUIREMENT. This can be done on a desktop computer, tablet or smartphone. All uploaded documents are typically reviewed within 24 hours. If your document is not compliant, you will receive an email notifying you why it was not compliant, and how to fix it. This information can also be found in the "Student Messages" section of your account.

REMINDERS: You will receive weekly email reminders to upload required documents, and you will be notified 30 days in advanced when a document is about to expire.

SAMPLE Health Portal:

TO VIEW REQUIREMENTS: When logged in, click on **Health Portal** to view your specific requirements. **TO SEE THE DETAILS of each requirement, click on the Question Mark icon beside each item.** Be sure to read these thoroughly, so you know what kind of documents you will need.

Requirement	Upload	Uploaded Date	Review Date
 TDAP Current Document	Upload New Document	Uploaded 01/17/19	Approved 01/17/19
 MMR Current Document	Upload New Document	Uploaded 01/17/19	Approved 01/17/19
 Tuberculosis Current Document	Upload New Document	Uploaded 01/17/19	Approved 01/17/19
 Hepatitis B Current Document	Upload New Document	Uploaded 01/17/19	Approved 01/17/19
 Varicella Current Document	Upload New Document	Uploaded 01/17/19	Approved 01/17/19
 Influenza Current Document	Upload New Document	Uploaded 01/17/19	Approved 01/17/19

FOR BEST RESULTS:

DO: Be sure your name is visible on the document you upload. If your name is not on the document, it will be denied, and you'll have to upload it again.

DO: Make sure you uploaded the correct document for a particular requirement.

DO: Make sure document is legible.

DO: Make sure document isn't expired, and won't expire during your clinical rotation.

Immunization Requirements

- 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) within the past 12 months, with yearly PPD's after
 - If positive results, provide a clear Chest X-Ray (lab report OR physician verification of results required)
 - T-Spot blood draw within the past 12 months can be used in replacement for this requirement
- Tetanus -There must be documentation of a Tetanus OR Tdap booster within the past 10 years.
- CPR Certification -There must be documentation of the following:
 - American Heart Association Healthcare Provider BLS course
- Influenza -Submit documentation of a flu shot administered during the current flu season. If you are a 1st semester student and have not been vaccinated in the past, you will not need to get that vaccine until the active flu season OR completed flu declination waiver
- Physical Examination -Complete the Owens Physical Examination form and upload to this requirement. Physical Exam must be completed within the past twelve months, on the school form, AND signed by a medical professional.
- STNA Verification -Submit verification of STNA to fulfill this requirement OR
 - Email a letter of job duties from your employer to Amanda_kiefer2@Owens.edu for potential exemption from this requirement
- COVID Vaccination -Submit verification of being fully vaccinated: must have received either 2 Moderna vaccines, 2 Pfizer vaccines, or 1 Johnson/Johson vaccine
 - Can upload immunization record or COVID card
 - If requesting a medical or religious exemption, they are located on Blackboard shell

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, lab and the clinical area. A copy of this form must be on file in the nursing office to return to lab or 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, lab 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 lab or clinical.

See "Procedure for Restrictive Health Problems or Pregnancy."

Infectious 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	Pediculosis (Lice)
Diarrheal diseases	Pertussis
Diphtheria	Rubella
Enteroviral infections	Scabies
Hepatitis A	Streptococcal infection, group A
Herpes simplex - Hands (herpetic whitlow)	Tuberculosis
Human immunodeficiency virus	Varicella Zoster
Measles	Mumps
Meningococcal infections	Acute febrile illness
Viral respiratory infections,	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

Some clinical facilities require a drug screening for all students who are in clinical in their facilities to be completed prior to the start of their clinical rotation. A ten-panel drug screen must be completed within 30 days of starting your clinical rotation. 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.

Owens Community College Nursing Program 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/lab instructor. A student will not be permitted to attend the clinical/lab 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/lab 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, Lab Faculty, or Adjunct Faculty

Faculty, Clinical Teaching Faculty, Lab Faculty or Adjunct Faculty 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.

Chapter 7

Nursing Program Committee 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

The nursing administration team will:

1. Post 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 approval and ACEN accreditation.
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 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 interested.
6. 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.

Owens Community College Nursing Program Student Nurses' Association

The Owens Community College Student Nurses' Association (SNA) is an organization of nursing students and a Nursing Advisor/s that meets monthly on the Owens Community College campus and web meetings. The purpose of SNA is to provide involvement in community service, campus and department activities, educational resources and provide student input to the Nursing Department. Money raised from fundraising events is used for community service and educational resources, which also include, the graduate pinning ceremony, and financial support for nursing student convention delegates.

The monthly SNA meeting dates and times are posted on Blackboard and on the Student Bulletin Board. 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.

Chapter 8

Owens Community College Nursing Program Final Semester Graduation Information

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- type “Graduation” in the search bar and then select “Graduation Services” at the top of the returned search list.

All graduating students will receive information via email 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!

- 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

- Go to the Ohio Board of Nursing website: <https://nursing.ohio.gov/>
- Official applications can only be completed online.
- Towards the upper left-hand corner, click the area titled “LICENSING & CERTIFICATION & CE”
- Then click the link that corresponds to the license you are applying for: RN or LPN
- Scroll down and click the link “Ohio eLicense Portal”, just above the links for “Nursing Licensure by Examination...”
- You will then be given an APP-# (This APP# will be needed for your letter of completion form)
- To complete your application form, you will need to pay the \$75 non-refundable fee. This fee can only be paid electronically.

2. NCLEX Candidate Form – National Council of State Boards of Nursing, Inc.

- Next you will need to go to <https://portal.ncsbn.org/> to register with PearsonVue for the NCLEX
- There is a blue rectangle on the left that says “Registration Process”. Click in that box, then click agree, then you will create an account.
- The next webpage is titled How to Register with Pearson Vue – Register Online Now.
- There is a place to link to the 2021 NCLEX Candidate Bulletin. You are encouraged to download and review this information from the National Council of State Boards of Nursing (NCSBN).
- There is a section titled Registration with 4 steps listed. Review all four steps, then click on the link in step 3 to register and pay with Pearson VUE
- Fill out the registration form with Pearson Vue. The cost for Pearson Vue is \$200.

Pearson Vue will be the one to issue your authorization to test (ATT). Once you receive your ATT, you will log back into Pearson Vue and schedule your appointment to take the test.

Our school code is: US20401800

This is the RN Program code for both Toledo and Findlay Campus.

Please be sure that your legal name is on file with the College and you use your legal name on your application. All the names and physical ID must match the day of your exam.

Please remember: in order for your program completion letter to be sent to OBN, you must have applied for your degree and filled out your form with your APP# to Owens.

Only after you have a complete file with PearsonVUE and the Ohio Board of Nursing will your authorization to test (ATT) be emailed to you.

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.

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).



[Criminal Records Checks Required for Licensure or Certification](#)

The Ohio Revised Code requires those applying for a license or certificate issued by the Ohio Board of Nursing (Board) to submit fingerprints for both 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** reports.

Electronic fingerprints must generally be completed at 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 [here](#).

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 BCI and FBI records checks. The Board does not endorse or recommend any specific Webcheck fingerprinting company.

BCI may accept fingerprint cards rather than electronic fingerprints if you qualify for an exemption. If you do not live in Ohio, for example, you may submit fingerprint cards. Information regarding how to request an exemption and instructions for submitting the fingerprint cards is available [here](#).

For FAQs about background checks, click [here](#).

Procedures to obtain, correct, or update your FBI background check report are set forth in Title 28, Code of Federal Regulations §16.34 Procedure to obtain change, correction or updating of identification records. This law states:

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod.D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

Procedures to obtain and review your BCI background check report are provided on the Ohio Attorney General's website: <https://www.ohioattorneygeneral.gov>.



List of Potentially Disqualifying Offenses

Applicants for a license or certificate that have pled guilty to, been convicted of, or been found judicially guilty of any the following crimes may be disqualified from being licensed as a registered nurse, licensed practical nurse, advanced practice registered nurse, dialysis technician intern, dialysis technician, certified community health worker, or medication aide. The following crimes are considered by the Board of Nursing (Board) to be directly related to the duties/responsibilities of the licensed occupations:

1. Any Offense of Violence as defined in 2901.01(A)(9), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:

- (a) 2903.01 Aggravated Murder, 2903.02 Murder, 2903.03 Voluntary Manslaughter, 2903.04 Involuntary Manslaughter, 2903.11 Felonious Assault, 2903.12 Aggravated Assault, 2903.13 Assault, 2903.15 Permitting Child Abuse, 2903.21 Aggravated Menacing, 2903.211 Menacing by Stalking, 2903.22 Menacing, 2905.01 Kidnapping, 2905.02 Abduction, 2905.11 Extortion, 2905.32 Trafficking in Persons, 2907.02 Rape, 2907.03 Sexual Battery, 2907.05 Gross Sexual Imposition, 2909.02 Aggravated Arson, 2909.03 Arson, 2909.24 Terrorism, 2911.01 Aggravated Robbery, 2911.02 Robbery, 2911.11 Aggravated Burglary, 2917.01 Inciting to Violence, 2917.02 Aggravated Riot, 2917.03 Riot, 2917.31 Inducing Panic, 2919.25 Domestic Violence, 2921.03 Intimidation, 2921.04 Intimidation of attorney, victim, or witness in criminal case or delinquent child action proceeding, 2921.34 Escape, 2923.161 Improperly discharging firearm at or into a habitation, in a school safety zone or with intent to cause harm or panic to persons in a school building or at a school function, 2903.34(A)(1) Patient Abuse, 2911.12(A)(1), (2), or (3) Burglary, 2919.22(B)(1), (2), (3), or (4) Endangering Children, and Felonious sexual penetration in violation of former section 2907.12 of the Revised Code.
- (b) A violation of an existing or former municipal ordinance or law of this or any other state or the United States, substantially equivalent to any section, division, or offense listed above in 1.(a).
- (c) An offense, other than a traffic offense, under an existing or former municipal ordinance or law of this or any other state or the United States, committed purposely or knowingly, and involving physical harm to persons or a risk of serious physical harm to persons.
- (d) A conspiracy or attempt to commit, or complicity in committing, any offense listed above in 1. (a) – (c).

2. Any Sexually Oriented Offense as defined in 2950.01(A), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:

- (a) 2907.02, Rape, 2907.03, Sexual battery, 2907.05, Gross sexual imposition, 2907.06, Sexual imposition, 2907.07, Importuning, 2907.08, Voyeurism, 2907.21, Compelling prostitution, 2907.22, Promoting prostitution, 2907.32, Pandering obscenity, 2907.321, Pandering obscenity involving a minor or impaired person, 2907.322, Pandering sexually oriented matter involving a minor or impaired person,

or 2907.323, Illegal use of minor or impaired person in nudity-oriented material or performance of the Revised Code.

- (b) A violation of section 2907.04, Unlawful sexual conduct with minor, of the Revised Code when the offender is less than four years older than the other person with whom the offender engaged in sexual conduct, the other person did not consent to the sexual conduct, and the offender previously has not been convicted of or pleaded guilty to a violation of section 2907.02, 2907.03, or 2907.04, Unlawful Conduct with minor, or a violation of former Section 2907.12 of the Revised Code.
- (c) A violation of section 2907.04, Unlawful Conduct with minor, of the Revised Code when the offender is at least four years older than the other person with whom the offender engaged in sexual conduct or when the offender is less than four years older than the other person with whom the offender engaged in sexual conduct and the offender previously has been convicted of or pleaded guilty to a violation of section 2907.02, 2907.03, or 2907.04, or a violation of former Section 2907.12 of the Revised Code.
- (d) A violation of section 2903.01, Aggravated murder, 2903.02, Murder, 2903.11, Felonious assault, of the Revised Code when the violation was committed with a sexual motivation.
- (e) A violation of division (A) of section 2903.04, Involuntary manslaughter, of the Revised Code when the offender committed or attempted to commit the felony that is the basis of the violation with a sexual motivation.
- (f) A violation of division (A)(3) of section 2903.211, Menacing by stalking, of the Revised Code.
- (g) A violation of division (A)(1), (2), (3), or (5) of section 2905.01, Kidnapping, of the Revised Code when the offense is committed with a sexual motivation.
- (h) A violation of division (A)(4) of section of section 2905.01, Kidnapping, of the Revised Code.
- (i) A violation of division (B) of section 2905.01, Kidnapping, of the Revised Code when the victim of the offense is under eighteen years of age and the offender is not a parent of the victim of the offense.
- (j) A violation of division (B) of section 2903.03, Voluntary manslaughter, of division (B) of section 2905.02, Abduction, of division (B) of section 2905.03, Unlawful restraint, of division (B) of section 2905.05, Criminal child enticement, or of division (B)(5) of section 2919.22, Endangering children, of the Revised Code.
- (k) A violation of section 2905.32, Trafficking in persons, of the Revised Code when either of the following applies: (a) The violation is a violation of division (A)(1) of that section and the offender knowingly recruited, lured, enticed, isolated, harbored, transported, provided, obtained, or maintained, or knowingly attempted to recruit, lure, entice, isolate, harbor, transport, provide, obtain, or maintain, another person knowing that the person would be compelled to engage in sexual activity for hire, engage in a performance that was obscene, sexually oriented, or nudity oriented, or be a model or participant in the production of material that was obscene, sexually oriented, or nudity oriented; (b) The violation is a violation of division (A)(2) of that section and the offender knowingly recruited, lured, enticed, isolated, harbored, transported, provided, obtained, or maintained, or knowingly attempted to recruit, lure, entice, isolate, harbor, transport, provide, obtain, or maintain a person who is less than eighteen years of age or is a person with a developmental disability whom the offender knows or has reasonable cause to believe is a person with a developmental disability for any purpose listed in divisions (A)(2)(a) to (c) of that section.
- (l) A violation of division (B)(4) of section 2907.09 Public indecency, of the Revised Code if the sentencing court classifies the offender as a tier I sex offender/child-victim offender relative to that offense pursuant to division (D) of that section

- (m) (m)A violation of any former law of this state, any existing or former municipal ordinance or law of another state or the United States, any existing or former law applicable in a military court or in an Indian tribal court, or any existing or former law of any nation other than the United States that is or was substantially equivalent to any offense listed in above in 2. (a) – (l).
- (n) Any attempt to commit, conspiracy to commit, or complicity in committing any offense listed above in 2. (a) – (m).

3. Registered Sex Offender Status

An applicant who is required to register as a sex offender as defined in Section 2950.01, ORC, under the law of Ohio, or under the substantially equivalent law of another jurisdiction or the federal government, may be denied a license.

4. Any Drug Abuse Offense as defined in Section 2925.01(G), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:

- (a) 2913.02(A) Theft of Drugs, 2925.02 Corrupting Another with Drugs, 2925.03 Trafficking, Aggravated Trafficking in Drugs, 2925.04 Illegal Manufacture of Drugs – Illegal Cultivation of Marihuana-Methamphetamine Offenses, 2925.041 Illegal Assembly or Possession of Chemicals for Manufacture of Drugs, 2925.05 Funding, Aggravated Funding of Drug or Marihuana Trafficking, 2925.06 Illegal Administration or Distribution of Anabolic Steroids, 2925.11 Possession of Controlled Substances, 2925.12 Possession of Drug Abuse Instruments, 2925.13 Permitting Drug Abuse, 2925.22 Deception to Obtain a Dangerous Drug, 2925.23 Illegal Processing of Drug Documents, 2925.24 Tampering with Drugs, 2925.31 Abusing Harmful Intoxicants, 2925.32 Trafficking in Harmful Intoxicants
– Improperly Dispensing or Distributing Nitrous Oxide, 2925.36 Illegal Dispensing of Drug Samples, 2925.37 Counterfeit Controlled Substance Offenses, of the Revised Code.
- (b) A violation of an existing or former law of this or any other state or the United States that is substantially equivalent to any section listed above in 4. (a).
- (c) An offense under an existing or former law of this or any other state, or of the United States, of which planting, cultivating, harvesting, processing, making, manufacturing, producing, shipping, transporting, delivering, acquiring, possessing, storing, distributing, dispensing, selling, inducing another to use, administering to another, using, or otherwise dealing with a controlled substance is an element.
- (d) A conspiracy to commit, attempt to commit, or complicity in committing or attempting to commit any offense listed above in 4. (a) – (c).

5. Any Theft Offense as defined in Section 2913.01(K), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:

- (a) 2911.01 Aggravated Robbery, 2911.02 Robbery, 2911.11 Aggravated Burglary, 2911.12 Burglary, 2911.13 Breaking and Entering, 2911.31 Safecracking, 2911.32 Tampering with Coin Machines, 2913.02 Theft, 2913.03 Unauthorized Use of a Vehicle, 2913.04 Unauthorized Use of Property – computer, cable, or telecommunication property, 2913.041

Possession or Sale of Unauthorized Cable Television Device, 2913.05 Telecommunications Fraud, 2913.06 Unlawful Use of Telecommunications Device, 2913.11 Passing Bad Checks, 2913.21 Misuse of Credit Cards, 2913.31 Forgery -Forging Identification Cards or Selling or Distributing Forged Identification Cards, 2913.32 Criminal Simulation, 2913.33 Making or Using Slugs – misdemeanor only, 2913.34 Trademark Counterfeiting, 2913.40 Medicaid Fraud, 2913.42 Tampering with Records, 2913.43 Securing Writings by Deception, 2913.44 Personating an Officer, 2913.45 Defrauding Creditors, 2913.47 Insurance Fraud, former Section 2913.47, 2913.48 Workers' Compensation Fraud, former Section 2913.48, 2913.51 Receiving Stolen Property, 2915.05 Cheating-Corrupting Sports, 2921.41 Theft in Office.

- (b) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to any offense listed above in 5. (a).
- (c) An offense under an existing or former municipal ordinance or law of this or any other state, or of the United States, involving robbery, burglary, breaking and entering, theft, embezzlement, wrongful conversion, forgery, counterfeiting, deceit, or fraud.
- (d) A conspiracy or attempt to commit, or complicity in committing, any offense listed above in 5. (a) through (c).
- (e) Section 2913.30, ORC, Counterfeiting.
- (f) Section 2913.49, ORC, Identity Fraud.
- (g) Section 2923.32, ORC, Engaging in Corrupt Activity.
- (h) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to the crimes, and/or a conspiracy or attempt to commit, or complicity in committing, any offense listed above in 5. (e) through (g).

6. Other Criminal Offenses

- (a) Section 2909.22, ORC, Soliciting or providing support for an act of terrorism;
- (b) Section 2909.23, ORC, Making terroristic threat;
- (c) Section 2909.26, ORC, Criminal possession of chemical, biological, radiological or nuclear weapon or explosive device;
- (d) Section 2909.27, ORC, Criminal use of chemical, biological, radiological or nuclear weapon or explosive device;
- (e) Section 2909.28, ORC, Illegal assembly or possession of chemicals or substances for manufacture of prohibited weapons;
- (f) Section 2909.29, ORC, Money laundering in support of terrorism.
- (g) Section 2917.33, ORC, Unlawful possession or use of a hoax weapon of mass destruction;
- (h) Section 2917.47, ORC, Improperly handling infectious agents;
- (i) Section 2919.12, ORC, Unlawful abortion;
- (j) Section 2919.121, ORC, Unlawful abortion upon a minor;
- (k) Section 2919.123, ORC, Unlawful distribution of an abortion-inducing drug;
- (l) Section 2919.13, ORC, Abortion manslaughter;

- (m) Section 2913.14, ORC, Abortion trafficking;
- (n) Section 2913.15, ORC, Dismemberment feticide;
- (o) Section 2919.151, ORC, Partial birth feticide;
- (p) Section 2919.17, ORC, Terminating or attempting to terminate a human pregnancy after viability;
- (q) Sections 2919.193 through 2919.195, Performing or inducing an abortion before determining whether there is a detectable fetal heartbeat; or without informed consent when there is a detectable heartbeat; or after detection of a detectable heartbeat;
- (r) Section 2919.201, ORC, Abortion after gestational age of 20 weeks;
- (s) Section 2921.12, ORC, Tampering with evidence;
- (t) Section 2921.13, ORC, Falsification;
- (u) Section 2921.22, ORC, Failure to report a crime or knowledge of death or burn injury;
- (v) Section 2921.36, ORC, Illegal conveyance of weapons, drugs or other prohibited items on to the grounds of a detention facility or institution;
- (w) Section 2921.41, ORC, Theft in office;
- (x) Section 2923.16, Improperly handling firearms in a motor vehicle;
- (y) Section 2923.161, Improperly discharging a firearm at or into a habitation, in a school safety zone, or with the intent to cause harm or panic to persons in a school building or at a school function;
- (z) Section 2923.17, ORC, Unlawful possession of dangerous ordnance; illegally manufacturing or possessing explosives;
- (aa) Section 2923.20, ORC, Unlawful transaction in weapons;
- (bb) Section 2923.21, ORC, Improperly furnishing firearms to a minor;
- (cc) Section 2923.24, ORC, Possessing criminal tools;
- (dd) Section 2923.32, ORC, Engaging in a pattern of corrupt activity;
- (ee) Section 2923.42, ORC, Participating in a criminal gang;
- (ff) Section 2927.01, ORC, Abuse of a corpse; Gross abuse of a corpse;
- (gg) Section 2927.11, ORC, Desecration
- (hh) Section 2927.12, ORC, Ethnic intimidation;
- (ii) Section 2927.13, ORC, Selling or donating contaminated blood;
- (jj) Section 2927.15, ORC, Unlawful collection of a bodily substance;
- (kk) Section 2927.17, ORC, Advertising of massage services;
- (ll) Section 2927.24, ORC, Contaminating substance for human consumption or use or contamination with hazardous chemical, biological, or radioactive substance – spreading false report of contamination;
- (mm) Any criminal offense that is based on (a) engaging in a profession that requires a license, without holding a current, valid license, or (b) that is another criminal offense, set forth in Ohio Revised Code Sections: 4715.99, 4723.99, 4725.99, 4729.99, 4730.99, 4731.99, 4732.99, 4734.99, 4759.99, 4760.99, 4761.99, 4762.99, 4765.99, 4774.99, 4778.99, or 5747.99
- (nn) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to the crimes, and/or a conspiracy or attempt to commit, or complicity in committing, any offense listed above in 6. (a) through (mm).

Review of Applicant's Offense History by the Board of Nursing

The above listed crimes are not automatically disqualifying. The Board reviews the facts of each case on an individual basis. The offense may or may not result in a proposed action to deny licensure. The factors considered may include, but are not limited to the following:

- The nature and seriousness of the offense;
- Passage of time since the crime was committed and whether all terms ordered by the court were successfully completed;
- Whether any other offenses were committed since the crime;
- Relationship of the crime to the ability, capacity, and fitness required to perform the duties and responsibilities of the occupation;
- Any evidence of mitigating rehabilitation or treatment successfully completed, including whether a certificate of qualification for employment under Section 2953.25, ORC, or of achievement or employability under Section 2961.22, ORC, has been obtained;
- Whether denial of the license is reasonably necessary to ensure public safety.

The Board does not have the authority to conduct an investigation of an individual who has not applied for a license or certificate. If an applicant has a criminal history, the Board conducts a thorough investigation and considers the above factors and others, including the facts and circumstances underlying the offense; and the total number and pattern of offenses.

Determination by Board Whether a Crime is on the List of Potentially Disqualifying Offenses

You may request a letter from the Board of Nursing stating whether a crime is on this list of potentially disqualifying offenses by emailing: disqualifying-offense-requests@nursing.ohio.gov. A credit card payment of \$25.00 is required.

Other Consequences of Criminal History - Not Regulated by Board of Nursing

Although the Board may grant a license or certificate to an applicant who has a criminal offense history, an individual may be restricted from working in certain settings based on his or her criminal history due to federal and state laws, which require criminal records checks prior to employment in certain settings, and which may impose absolute or discretionary bars to employment in certain patient care settings, for example, in facilities or settings involving care provided to older adults or children. *See, e.g., Ohio Administrative Code 173-9-07; 3701-60-07; 5123:2-2-02; 5160-45-07.*

Enrollment in Education Programs

The Board cannot answer questions regarding one's eligibility to attend nursing, dialysis, medication aide, or community health worker schools, or participate in clinical instruction. Nursing and other programs vary in regard to enrollment criteria, so it is recommended that you contact the nursing or other program to determine whether you are eligible to enroll. Hospitals and other medical facilities may not authorize individuals to participate in the clinical instruction necessary to complete a program based on criminal history.

Note that it is fraudulent for a third party, such as a nursing program faculty or admissions director, to submit a license application attesting to be the license applicant.

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.
2. The pinning ceremony is held on each of the Toledo and Findlay campuses. The Pinning ceremony is planned by the Student Affairs Committee. Watch for information that will be posted on your semester Blackboard shell.
3. During the ceremony, each student is introduced. A faculty member places their nursing pin on their clothing.

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 Student Nurse's Association. Information will be posted on your semester Blackboard shell.

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. Please send your essay submission to the scarlet_damore@owens.edu with the subject line 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.

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.

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 A-Z Index at the top and scroll down to scholarships.

Nursing Honors/Awards

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.

Chapter 9

The Nursing Skills Lab Guidelines

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

- Students are required to make up any missed college lab hours due to the college closing. These arrangements will be determined by the course instructor. Skills checkoffs will need to be rescheduled with the Skills Labs Coordinator.

The Nursing Skills Lab is open to all students for practice of skills during open lab hours, which are posted on Blackboard semester shells.

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 needed to practice during open lab hours (on the Toledo Campus) and students are required to sign in/sign-out (on both campuses) 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.

Reference books and fully equipped practice stations are available in the nursing lab to facilitate practice. Appropriate medical supplies and manikins 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, or to complete make-up work for missing College Lab. To schedule an appointment for referral practice or make-up work, the student should contact the Skills Labs Coordinator via email (provided on Blackboard in Semester Shells. Lab Referral form is included in the Appendix.

Students are required to come to practice lab wearing their black uniform, Owens ID badge, and bring necessary supplies with them.

College Lab sessions are held throughout the Nursing programs. 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 check-off or in-class 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 college lab hours. There will be open lab hours **available** for that purpose.

The formal skill checkoffs will require the student to schedule 60-minute sessions outside of the college lab time. If in-class return demonstrations are unsuccessful, the student may receive a Lab Referral. Each student must achieve a passing grade on each skill to progress successfully through the course. Any unsuccessful first or second skill attempt will require remediation. Refer to your course syllabus for the remediation process required.

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

Student Injury Within College and Practice Labs

Injuries and/or needlesticks in the nursing lab should be reported immediately to a lab instructor. In the event of an injury or medical issue while on campus, Owens State Community College Department of Public Safety will respond to all injury/medical emergencies. All members of Public Safety are trained in First Aid, CPR and the use of Automatic External Defibrillators.

EMT's respond to all injury/medical calls when members are available.

The College does not have facilities or personnel for ordinary medical treatment other than for minor first aid and assumes no financial responsibility for injuries or illness on College Property. Public Safety will try to accommodate you in any way possible.

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

Sharps 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.

Students should contact the Nursing Labs Coordinator with questions, comments, and/or concerns with a skill or practice session. The Nursing Labs Coordinator can be reached at 567-661-7299

Owens Community College Nursing Program Nursing Lab Equipment Sign-Out and Return Procedure

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

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, Blackboard semester shell, and course instructor for further information.

Student Evaluations

Midterm evaluations will be completed at the appropriate time and at the direction of the clinical instructor through the eValue platform. Final evaluations must be given **after** the last clinical is completed and submitted through the eValue platform. Students are required to complete a self-evaluation of goals, midterm self-evaluation and final self-evaluation. The completion of these self-evaluations will release the clinical evaluation tools on eValue to the clinical instructors. All final evaluations must be signed by the clinical instructor, the student, and the theory instructor in order to be considered complete. Incomplete evaluations will result in an incomplete grade in the clinical course. All completed evaluations will remain housed on eValue electronically.

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 instructor evaluation is separate from the course evaluation.

Nursing Program Evaluation

The Nursing Programs are continuously reviewed and evaluated within the Assessment, Curriculum, Rules & Procedures, Student Affairs, and Testing Committees. Meeting information is posted for students on the Blackboard semester shells, under Student Affairs. A review of the nursing programs 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.

An Advisory Board Meeting is held each semester. The Board consists of Nursing Faculty, Lab Faculty, Clinical Teaching Faculty, Adjunct Instructors, and Clinical Agency Representatives. Owens Community College nursing graduates and nursing students are encouraged to attend.

Evaluate Tip Sheet for Student Sign Offs on Completed Evaluations

Once your instructor has completed the evaluation tool on you- you will need to review and sign off on that evaluation by accessing it in the "reports" section of eValue through your evaluate profile.

**These sign-offs are DIFFERENT than the Student Self Evals that you sign in your pending evaluations queue throughout each semester.

Please see step by step instructions for student sign-offs below:

Please read and follow all directions below:

***(use directions to sign off on MID and FINAL evaluation tools)

(Student sign offs will NOT be in the pending evaluation queue.)

STUDENTS:

Log in to your eValue profile

-Select the "Reports" tab at the top of the page

-Select "Completed Evaluations About Students"

-Do not change any filters and select "Next"

-Find your "Clinical Evaluation Tool-Mid" and/or "Clinical Evaluation Tool-Final" and click "Edit Evaluation"

-You can then review your completed evaluation and scroll to the very bottom where there should be an **additional comments box** with directions to **type your name acknowledging that you have reviewed the evaluation**

***Note, you may need to change the following filter in order to see the evaluation tool to sign off on, so when you get to the screen below, filter the start date back to the beginning of the semester if needed:

Completed Evaluations about Students

Use this report to review open and completed evaluations about trainees in your program. By selecting the "Passing Evaluations" or "Low Score Evaluations" parameter, you can filter the results to show only those evaluations that had 100% passing scores, or those evaluations that had at least one low score submitted.

Filter Template: (Select a Template) v

Start Date: 09/15/2022 End Date: 12/15/2022

Date Type: Request Date v ?

Site Group: (All Site Groups) v

Site Filter: (Active Sites) v Filter ?

Site: (All Sites) v

Course Group: (All Course Groups) v

Course Filter: (Active Courses) v Filter ?

Course: (All Courses) v

(All Types) ^

Acknowledgement of Essential Information

*******A failure to sign off on your evaluation will result in an incomplete grade in the course.**

eValue Frequently Asked Questions

*Q: What should be completed by the **student** each semester?*

A: -Student Goals

-Student Self Evaluation- Midterm (if applicable)

-Student Self Evaluation- Final

*-Student sign off on completed midterm and final evaluations (if applicable)- **this step will NOT be in your pending evaluations queue- sign offs are student initiated in the “Reports” section of your eValue profile- you are able to sign off once your instructor has completed your evaluation tool***

**NUR 201 students do NOT have self-evals. These students will complete “selection of instructor” forms at the time of midterm and final evaluations.*

Q: When should students complete their “pending evaluations”?

A: At the instruction of the clinical instructor

Q: What do I do if I made a mistake on an evaluation? (chose wrong instructor, completed evaluation improperly)

A. Contact an administrator via email and explain the issue. Allow 24-48 hours for the administrator to reopen the evaluation for you to be corrected.

Q: Who do I contact if I am having login issues/technical problems?

A: Please contact the eValue support team: 866.766.0625

Owens Community College Nursing Program First Clinical Day

When to report to your clinical agency on the first clinical day:

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 clinical 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 television stations that the college contacts are listed in the college catalog. **If the college is closed, clinicals are cancelled and may not be held.**

You can also register on your OZONE account to receive alerts for inclement weather and other notifications. More information is available at <https://www.owens.edu/alert/>

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, per college policy, clinical WILL be cancelled.

Students ARE required to make up any missed clinical hours due to the college closing.

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 Site Selection

Available clinical sites are identified during negotiation meetings with most of 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 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 three (3) students registered for the clinical section. Clinical sections that do not have three (3) students registered will be considered for cancelation, 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, lab, 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, clinical & lab may not be mixed. In other words, a student who chooses an Option A theory class must also choose an Option A clinical and Option A lab.

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.

Student Injury Within Clinical Facilities

Any student injury at a clinical site should be immediately reported to their Clinical Instructor. Incidences that occur within a clinical setting will follow the facility's policy on incident reporting. If medical attention is needed, the student can visit the Emergency Department of the facility or contact their own health care provider. The Clinical Instructor will report any student occurrences to the Nursing Chair. Owens Community College assumes no financial responsibility for injuries or illness at Clinical Facilities.

Chapter 11

Nursing Retention Specialists

The Nursing Retention Specialists provide assistance to students in the nursing program who are, or are at risk for, experiencing academic difficulty. The retention specialists offer academic support to students in identifying strategies and 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 Faculty and Staff may refer students who are not meeting course objectives to the retention specialists. Students may also access the services of the retention specialist directly. Students not achieving acceptable score on math and ATI assessments, given as part of the comprehensive testing program, are offered review sessions.

For more information contact the nursing office at 567-661-7338.

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.

Academic Advising Services: Toledo and Findlay Campuses

Liz Hayes, Academic Advisor- elizabeth_hayes3@owens.edu

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.

Library

The Owens Community College Library has created a website to assist with information on APA format, nursing research, assignment tips, learning resources, and more. This website may be accessed by going to: <https://guides.owens.edu/nursing>

Disability Services

The Disability Resource Center 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 Disability Resource Center: 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 Resource Center in College Hall 124, 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.

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.

Chapter 12

Immunization Record

Name: _____ OCID: _____

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: _____

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

Step 1 PPD .01 ml ID READ IN 48-72 HOURS Date administered: _____ Date read: _____ Results: _____ Chest X-ray required if Mantoux is positive, yearly for three years after first converting to positive. CXR date: _____	Step 2 (7 – 60 days after Step 1) PPD 0.1 ml ID READ IN 48-72 HOURS Date administered: _____ Date read: _____ Results: _____
Absence of active disease: <input type="checkbox"/> Yes <input type="checkbox"/> No – explain _____	
Attach copy of interpretation	

Physical Examination

Height _____	Weight _____
Temperature _____	Pulse _____
Respiration _____	Blood Pressure _____
Eyes _____ WNL	Except: _____
Hearing _____ WNL	Except: _____
General Appearance _____ WNL	Except: _____
Skin _____ WNL	Except: _____
HEENT _____ WNL	Except: _____
Respiratory _____ WNL	Except: _____
Cardiovascular _____ WNL	Except: _____
Neurological _____ WNL	Except: _____
Musculo-Skeletal _____ WNL	Except: _____
Abdomen _____	WNL _____ Except: _____
Is this individual fit for duty and free of communicable disease? <input type="checkbox"/> Yes <input type="checkbox"/> No*	
*If no, please explain: _____	
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? <input type="checkbox"/> Yes <input type="checkbox"/> No*	
*If no, please explain: _____	

Signature (MD or DO or NP)
Address Stamp (REQUIRED):

Date



School of Nursing & Health Professions
P.O. Box 10,000
Toledo, OH 43699

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: _____

**Owens Community College Nursing Program
Nursing Skills Lab Referral**

Name of Student _____ Date _____

Clinical/College Lab Instructor _____ Course _____

***All Students must contact the Lab Coordinator to set up an appointment to complete the Referral Requirements. Email address can be found in your Semester Blackboard Shell under Skills Lab Resources.**

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 within seven (7) calendar days

(Date): _____

To be completed by Practice Lab Instructor

Comments:

Time In _____ Time Out _____ Date _____

Time In _____ Time Out _____ Date _____

Practice Lab Instructor Signature _____

**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 lab/clinical area and perform full lab/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 lab/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 lab/clinical experience and perform full lab/clinical activities (Complete patient care).

Physician's Signature

Date

(Please Print Name)
Address Stamp:

(Phone No.)

**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 lab/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.

Owens Community College Nursing Program Readmission Procedures and Academic Readmission Request

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

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 Academic Advisor or Nursing Retention Specialist. To make an appointment, please call the Nursing Program at 567-661-7338.
2. The Academic Advisor or Nursing Retention Specialist 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 an 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.”

	Date	Initials
Hold placed <input type="checkbox"/>	_____	_____
Hold Released <input type="checkbox"/>	_____	_____
Letter sent <input type="checkbox"/>	_____	_____
Readmit Plan Completed <input type="checkbox"/>	_____	_____

**Owens Community College Nursing Program
Nursing Program Readmission Procedures and Request following a Withdrawal from a
Course**

Students requesting readmission must make an appointment with the Academic Advisor or Nursing Retention Specialist.

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

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.

	Date	Initials
Hold Placed <input type="checkbox"/>	_____	_____
Hold Released <input type="checkbox"/>	_____	_____
Attach Documentation		
WF <input type="checkbox"/>	_____	_____
WP <input type="checkbox"/>	_____	_____