

LANSDALE SCHOOL OF BUSINESS

PRACTICAL NURSING PROGRAM

Student Handbook



Rev 06/2026
MHJ
All Cohorts

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WELCOME!

Dear Practical Nursing Student,

On behalf of the faculty and staff, I welcome you to the Practical Nursing Program at Lansdale School of Business (LSB). We are very proud of our program and the achievements that have been accomplished by our graduates! The Practical Nursing Program at LSB will provide you with the educational foundation to become a safe, knowledgeable, and competent nurse. While we will provide you with the necessary tools and knowledge, you are ultimately responsible for completing successfully this one-year program, along with passing the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

This student handbook has been written to provide you with the program policies, procedures, and helpful information. The information in this handbook encompasses the behavior expectations in the academic and clinical environment. Your journey to become a Licensed Practical Nurse will be challenging yet rewarding. Continuous study, as well as engagement in study groups with your fellow classmates, will assist you in meeting the requirements to become a safe, professional nurse. We encourage you to make full use of the nursing faculty and the support staff. We are here to assist you to the best of our ability in achieving your professional and personal goals. Over the next year, we look forward to interacting with you and celebrating your successes!

On behalf of the faculty and staff at LSB, I invite you to stay focused, to enlist others to collaborate with your studies, and to envision the reward at the end – successful completion of the program, passing the NCLEX-PN, and becoming a valued professional Licensed Practical Nurse! We look forward to having you in our program!

Lisa M Leitch, MSN, RN

Director of Nursing

Practical Nursing

Diploma

		Hours
NUR 111	Human Anatomy & Physiology	96
NUR 112	Fundamentals of Nursing I	120
NUR 113	Medical Terminology	36
NUR 114	Professional Concepts	36
NUR 115	Clinical Application I	75
NUR 121	Fundamentals of Nursing II	48
NUR 122	Geriatrics Nursing	30
NUR 123	Pharmacology	78
NUR 124	IV Therapy	30
NUR 125	Clinical Application II	180
NUR 131	Adult Nursing I	120
NUR 132	Maternal Newborn Nursing	48
NUR 133	Pediatric Nursing	48
NUR 135	Clinical Application III	150
NUR 141	Adult Nursing II	90
NUR 145	Clinical Application IV	315
	Total Hours	1500

NUR 111 Human Anatomy & Physiology 96 Hours

Anatomy and Physiology is designed so the student can learn important concepts about human anatomy and physiology in preparation for their nursing course work and build further knowledge and skills to render quality patient care. This course is an essential foundation. There are no prerequisites for the course.

NUR 112 Fundamentals of Nursing I 120 Hours

NUR 121 Fundamentals of Nursing II 48 Hours

The Fundamentals of Nursing I course presents introductory concepts for the practical nurse. The course emphasizes instruction on the basic nursing skills. It includes infection control techniques, and lab and workplace safety. The nursing process, patient assessment, documentation, and vital signs, wound care and mobility concepts are taught.

Fundamentals of Nursing II builds upon the foundation framework established in Fundamentals of Nursing I. This course emphasizes the provision of safe, high-quality patient-centered care. Topics include basic changes in fluid & electrolytes, gastrointestinal and respiratory system, promoting urinary and bowel elimination, pain management, and care of the surgical patient undergoing rehabilitation. Skills related to medical asepsis in disease prevention, wound care, safe and accurate medication administration, geriatric care, and basic mathematical calculations will be taught.

NUR 113 Medical Terminology 36 Hours

Medical Terminology is designed to introduce students to medical abbreviations and the basic structure of medical words, including prefixes, suffixes, word roots, combining forms, singulars, and plurals. Emphasis is on spelling, definitions and pronunciation of diagnostic, therapeutic and symptomatic terminology of all body systems, as well as medical and surgical terminology.

NUR 114 Professional Concepts 36 Hours

This course is designed to take the student-to-professional, strengthening the student's knowledge and skills that will assist in the transition from the student role to that of a licensed practical nurse. The student is expected to demonstrate ability to apply the concepts of critical thinking, communication, and promotion of safety with groups of patients in the clinical setting.

NUR 115 Clinical Application I 75 Hours

NUR 125 Clinical Application II 180 Hours

NUR 135 Clinical Application III 150 Hours

NUR 145 Clinical Application IV 315 Hours

This course provides the student with the opportunity to develop basic assessment skills using a systems approach. Relevant anatomy and physiology will be reviewed in relation to health assessment. Students will perform physical examination techniques, health histories, clinical assessment tools, utilized health promotion skills, and provide documentation on patient care. Emphasis is placed on the recognition of the normal and abnormal findings related to the most common diseases across the lifespan. Additionally, the physical examination practice component will focus on the adult population.

NUR 122 Geriatrics Nursing 30 Hours

This course is designed to provide the student with nursing principles relevant to the care of the geriatric patient. The nursing roles of provider of care and member within the discipline of nursing are emphasized as they apply to gerontological nursing. The nursing process serves as a guide for implementing nursing care and evaluating human response to actual or potential health problems of the geriatric population.

NUR 123 Pharmacology 78 Hours

This course focuses on the practical nurse's role in medication administration to persons across the lifespan. Students are introduced to basic concepts of drug classifications, and nursing implications for medications prescribed to affect various body functions. Vitamins, minerals, and herbs will be discussed in relation to interactions with prescribed medications.

NUR 124 IV Therapy 30 Hours

This course is directed toward establishing acceptable standards to delineate the beginning skills and knowledge needed to administer and manage IV therapy in both the pediatric, adult, and geriatric patients. Basic Guidelines include legal aspects of IV system, fluid & electrolyte balance, procedure for venipuncture, prevention & assessment of complications, principles of pharmacology as related to IV therapy, peripheral and central line therapy and demonstration & practice of required skills. Math dosages and calculations practice and evaluations will be included.

NUR 131 Adult Nursing I 120 Hours

NUR 141 Adult Nursing II 90 Hours

Adult Nursing Care I builds upon the foundations taught in Fundamentals of Nursing I & II, and Human Anatomy & Physiology. It is a continuation of competent nursing care with an emphasis on care of individuals with selected medical-surgical conditions. Specific health conditions of the lymphatic, reproductive, musculoskeletal, neurological, integumentary systems, mental health, cancer and the terminally ill will be examined.

Adult Nursing Care II continues building foundational concepts and frameworks established in Adult Nursing I. This course emphasizes critical thinking processes, the nursing process, and the provision of safe, high-quality patient-centered care. Integration of body systems covering physiology and basic pathophysiology, causes of illness, communicable disease and disease transmission and prevention are addressed. The topics of body defenses, control, mobility, coordination and regulation, digestion and elimination, reproductive and sexual disorders, physical and mental integrity, special areas, effects of aging on body systems, and integration of body systems are discussed.

NUR 132 Maternal Newborn Nursing 48 Hours

Maternal Newborn Nursing provides an integrative approach care of the client and their family in the healthcare setting. Emphasis will focus on the obstetrical client. Principles of pathophysiology, nutrition and pharmacology are applied.

NUR 133 Pediatric Nursing 48 Hours

This course provides an integrative approach to the care of children. Emphasis is placed on normal growth and development, and common pediatric disorders. Principles of pathophysiology, nutrition and pharmacology are applied.

Lansdale School of Business (LSB) Mission Statement:

Lansdale School of Business is a private coeducational institution dedicated to offering practical career education in allied health, business administration, computer technologies, and massage therapy to promote the occupational competence, professional awareness, and personal growth of its students. LSB assists students in selecting the career paths best suited to their goals and interests. To prepare students for entry into a successful career, LSB offers Diploma, and Associate in Specialized Business degree programs. Rapid changes in the workplace require greater skills, knowledge, and proficiencies for our students to become successful. Lansdale School of Business is dedicated to training our students to meet the challenges they will encounter upon graduation. The LSB program mission statement serves as the foundation for the Practical Nursing mission statement, objectives, outcomes, and goals.

Nursing Mission Statement:

The practical nursing faculty supports the mission, values, and goals of LSB to empower and develop student skills to the fullest potential. We strive to provide excellent instruction in high quality technical education and clinical experiences. We accomplish our mission by providing a meticulous but relevant educational experience delivered through both classroom and hands-on learning experiences in lab, simulation, and clinical. Students will be prepared to provide safe, high-quality patient-centered care, through the practice of excellence in professionalism, judgement, and ability. Our commitment to a quality nursing educational experience will prepare students, who complete the program, to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

Practical Nursing Philosophy:

The LSB Practical Nursing philosophy is based on the work of Dr. Patricia Benner that describes how a nurse acquires nursing knowledge through situation-based and experiential learning, allowing for progression from novice to expert, Benner (2001). Benner describes the difference between practical and theoretical knowledge that “knowing how” is practical knowledge and “knowing that” is theoretical knowledge, Benner (1984, 2000). Nursing is a caring practice where science is guided by the art and ethics of care and responsibility. A caring relationship is one that allows for a condition of connection and concern that makes the giving and receiving of support possible. Nursing competency requires practice and clinical simulation that provide safe and organized learning experiences. Nurses develop skills and understanding of patient care over time through a proper educational background as well as a variety of experiences. Learning through experience provides nurses the ability to continually develop their knowledge base and to provide holistic and competent care, Benner (2000, 2001).

Lansdale School of Business Practical Nursing Program is a 1500 clock-hour program. Eight hundred and fifty-four (854) of the fifteen hundred (1500) hours are laboratory, simulation, and clinical hours where students take the knowledge they have learned from the classroom and translate that into a basis for patient care over the course of four terms. Novice students gain experience starting in the laboratory setting where skills are taught in a tangible

and direct way using step-by-step skills lists. Students practice their skills under the guidance and leadership of an instructor in a safe and structured environment. Before moving on to direct patient care, students must successfully complete core skills such as assessment, medication administration, and management of a sterile field. Students will progress from laboratory to clinical under direct supervision and gain valuable experience while they are guided to see connections between classroom instruction and laboratory skills. Simulation is used to create specific and structured situations where students can practice beginning clinical judgement in a group setting with their peers. Students continue to gain experience as they progress onto the Advanced Beginner stage where they can identify patterns and prioritize care. The program is designed to be a foundation that prepares students to care for patients in a safe and competent manner where they can continue to gain knowledge and progress as an employed LPN and/or advance in the nursing profession.

Program Outcomes:

Upon completion of this program, the student will be able to:

1. Patient Centered Care: Demonstrate patient-centered care that focuses on the individual needs of the patient.
2. Patient Centered Care: Recognize the importance of providing culturally sensitive nursing care.
3. Teamwork and Collaboration: Communicate effectively with patients, families, and/or members of the health care team.
4. Evidence-Based Practice: Identify and explain evidence-based practice, and how it influences nursing practice.
5. Safety: Demonstrate safety and competence while providing basic nursing care.
6. Informatics: Utilize an electronic health record to document the provision of patient care.
7. Professionalism: Use self-reflection to evaluate readiness for professional nursing practice.
8. Patient Education: Demonstrate effective Patient teaching.

Program Goals:

Licensure Examination: 80% of graduates will pass the NCLEX-PN exam on the first attempt.

Program Completion: 75% of admitted students will complete the program within 24 months of initial admission.

Job Placement: 80% of graduates will be employed as an LPN within twelve months post-graduation in the day program and twenty-four months post-graduation in the evening-weekend program.

Student Learning Outcomes:

The Practical Nursing faculty uses the following student learning outcomes to measure student achievement of program student learning outcomes.

1. Provide safe, quality, evidence-based, patient-centered nursing care to restore, promote, and maintain physical and mental health throughout the lifespan in a variety of healthcare settings.
 - Conduct comprehensive and/or focused physical, behavioral, psychological, and spiritual assessment of health and illness restrictions in patients experiencing common health problems, using developmentally and culturally appropriate approaches.
 - Work with the registered nurse or other healthcare provider to identify patient needs based on assessment findings.
 - Contribute to a patient-centered plan of care based on knowledge of evidence and patient information to meet individual patient needs.
 - Provide patient-centered care focusing on restoration, promotion, and maintenance of physical and mental health.
 - Integrate factors that create a culture of safety when providing patient care.
 - Reinforce patient teaching that reflects developmental stage, age, culture, spirituality, patient preferences, and health knowledge considerations.
 - Implement nursing interventions to prevent illness, and restore, promote, and maintain physical and mental health of patients across the lifespan.
 - Collect patient outcome data used to evaluate the effectiveness and impact of nursing care.
 - Deliver care within expected timeframe.
 - Communicate information about care provided and evaluation data including appropriate handoff at each change in care.
 - Incorporate cultural awareness/sensitivity when providing care to diverse patients in a variety of healthcare settings.
 - Assist with the modification of the plan of care based on an ongoing collection of patient data including identification of alterations to previous patient conditions.
 - Safely perform all psychomotor skills needed for efficient, safe, and compassionate patient care including accurate calculation of dosages.
 - Accurately document all aspects of patient care.
2. Engage in clinical judgment to make patient-centered care decisions within the scope of practice of the Practical Nurse.

- Use clinical judgment to ensure complete and safe care when implementing all steps of the nursing process.
 - Anticipate risks and predict and manage potential complications for patients experiencing common health problems.
 - Prioritize patient care.
 - Incorporate knowledge of the healthcare system and how it impacts the nurse’s ability to provide safe, quality care.
3. Participate in collaboration and teamwork with the interprofessional team, the patient, and the patient's family.
- Share significant, accurate and complete information with the interprofessional team.
 - Work with the professional nurse to plan patient safety and quality improvements within the context of the inter-professional team.
 - Interpret the impact of team functioning on safety and quality improvement.
4. Use information technology to support and communicate the provision of patient care.
- Use patient care technologies, information systems/technologies, and communication devices to support safe nursing practice.
 - Use quality electronic sources of healthcare information.
 - Enter computer documentation accurately, completely, and in a timely manner.
5. Blend management, legal, and ethical guidelines within the scope of practice of a Practical Nurse.
- Practice within the legal and ethical frameworks of practical nursing.
 - Demonstrate accountability for nursing care given by self-and/or delegated to unlicensed personnel.
 - Assign nursing tasks to unlicensed personnel.
 - Advocate for patient rights and needs.
 - Initiate a plan for ongoing professional development and lifelong learning.

ACCREDITATION

Lansdale School of Business is accredited by the **Accrediting Commission of Career Schools and Colleges (ACCSC)** to award diplomas and specialized associate degrees.

ACADEMIC PROGRESSION

The curriculum is organized so that a student must satisfactorily complete the nursing courses in the proper sequence at each level before progressing to the next level. For clinical nursing courses, a grade of Pass (P) or Fail (F) will be given to indicate clinical achievement. For *ATI Content Mastery Series Proctored Assessments*, a Level 2 or higher must be achieved for continued progression through the nursing curriculum (see ATI Progression Policy).

A student must earn a minimum grade of “C+” (78%) in a theory course and a Satisfactory Progress (Pass) in a clinical course to complete a nursing course (NUR 112/115, 121/125, 131/135, 141/145). If a student does not meet the minimum

grade of 78% in NUR 112, 121, 131, or 135 but passes the clinical rotation, the student will need to repeat the theory course.

If the student does not meet the minimum grade of 78% on the first repeat class, then the student must repeat both the theory and the clinical portions. **Failure to achieve either of those grades will result in the student's failure of both the theory and the clinical portion.**

NOTE: *No rounding* is permissible for a student to pass a course. Student must earn a minimum of 78% to pass and move on to the next course. **(Example: If a student has a 77.4% or a 77.8%, they will need to repeat the course. Grades cannot be rounded to the next whole number.)**

ATI PROGRESSION POLICY

Students must also meet the Assessment Technologies Institute (ATI) Content Mastery Series Proctored Assessments to progress in the Practical Nursing Program. ATI is an outside organization which provides the information and remediation students need to ultimately prepare and pass the NCLEX. Students have access to their tutorials which provide the breadth and depth students need to become practice-ready nurses while appealing to all learning styles. ATI will assist students to remediate, to improve, and to deepen their understanding of nursing concepts.

ATI's computer-based simulations provide students with the opportunity to improve their clinical reasoning skills by applying their knowledge, making decisions, and dealing with the consequences. ATI products are designed to work together to help students master core content, develop into practice-ready nurses and succeed on the NCLEX. ATI proctored assessments are required of all Practical Nursing Students. Each student must complete the focused review and submit a copy to the instructor once completed. Rationales will be opened once the focused reviews are completed. Lansdale School of Business equips each Practical Nursing Student with the essential tools necessary to be successful in the program. Students participate in ATI Launch, an academic readiness product that helps students learn and review critical skills and ATI Testing Taking Strategies. In addition, students participate in a six-week Capstone course, a three-day NCLEX Live Review, and a twelve-week Virtual ATI course, which pairs each student with an ATI Nurse Educator who works with the student one-on-one.

ATI Proctored Assessments/Predictor

ATI Content Mastery Series is used as a component of evaluation and progression in the Lansdale School of Business Practical Nursing Program. Students will be required to take the ATI Proctored Assessments, which include the ATI Comprehensive Proctored Predictor. The ATI Comprehensive Predictor Assessment indicates the student's readiness to succeed in passing the NLCEX-PN on the first attempt.

The ATI's Content Mastery Series is designed to provide assessment knowledge regarding a student's mastery of concepts in specific areas that are linked to the NCLEX-PN test plan. The NCSBN 2023 test plan can be viewed at <https://www.nclex.com/test-plans.page>. The test plan contains in-depth information regarding the administration of the exam and the content within the exam. The test plan guides the student in preparation to take the NCLEX-PN exam.

The following courses are associated with the ATI Content Mastery Series Proctored Assessments: NUR 121, 123, 132, 133, and 141. NUR 141 will include the following Mastery Series Assessments: PN Adult Medical -Surgical, PN Mental Health,

and the PN Comprehensive Predictor. The ATI Comprehensive Proctored Predictor will be given at the conclusion of NUR 141.

Each student must complete the ATI Proctored Assessment and Focused Review at the conclusion of the course to be eligible to earn a passing grade. **The student is responsible for showing evidence of completion.** The Focused Review demonstrates the student's strengths and areas for improvement relating to the content tested.

NOTE: If the student does *not* complete the Focused Review, the grade for the Assessment will be averaged with the grade of a "Zero" for the Focused Review and the result will be the final grade for that Assessment.

Student Preparation before taking the ATI Content Mastery Series *Practice* Assessments

- Students will be assigned practice assessments in courses NUR 121, 123, 132, 133, and 141.
- Each practice assessment should show that the student spent a minimum of one (1) minute per question and achieved a score of **70% on the practice assessment**.
- Focused reviews and follow-up quiz must be completed.
- Rationales will not be opened until all students have achieved the minimum score.

Student Preparation before taking the ATI Content Mastery Series (CMS) *Proctored* Assessments

- Students will take the proctored assessment as scheduled by their instructor.
- Students are expected to attain a Level 2 or higher on the CMS Proctored Assessment.
- All students, regardless of level achieved, must complete the Focused Review and submit handwritten proof of completion to the instructor.
- The student will be given the opportunity to retake the proctored assessment a second time during break week. After the second attempt, if the student does not achieve a Level 2 or higher, the student will need to repeat the course in which they failed to meet the academic progression requirements. If a student reaches a Level 1 benchmark a zero will be entered for the assessment.
- If a student achieves an overall passing grade of 78 after the final exam is completed, a third attempt will be provided. This will only be offered if the student earns a passing grade of 78 or above despite receiving a zero for Level 1. No further attempts will be provided, and a fee may be required to cover the third attempt.

PN Comprehensive Predictor

The ATI PN Comprehensive Predictor is a proctored test designed to assess a nursing student's knowledge, judgement, and reasoning skills in preparation for the NCLEX-PN licensing examination. The Comprehensive Predictor measures a student's readiness in the following areas:

- Coordinated Care
- Safety and Infection Control
- Health Promotion and Maintenance
- Psychosocial Integrity
- Basic Care and Comfort

- Pharmacological Therapies
- Reduction of Risk Potential
- Physiological Adaptation
- Clinical Judgement

The Comprehensive Predictor is given at the end of the term. Students must have completed the following “9” modules and assessments in Virtual ATI (VATI) prior to taking the Comprehensive Predictor:

- Orientation
- Fundamentals
- Pharmacology
- Adult Medical Surgical
- Maternal Newborn
- Nursing Care of Children
- Mental Health
- Leadership & Management
- NCLEX Readiness

Students who have *not* completed the “9” modules/assessments in VATI will *not* be permitted to take the Proctored Comprehensive Predictor until completion has occurred. **Please note** that the VATI Predictor should be taken **after** the Comprehensive Predictor at the school, not before. Students will *not* be permitted to attend graduation until such education requirements have been met. **All requirements must be met to earn graduate status.**

If a student does not achieve the minimum grade requirements, the student must complete remediation and retake the Comprehensive Predictor within one week of the last day of the term. If the student does not meet the minimum of 92% probability on the second attempt, a third attempt will be given and must be taken within two weeks of the second attempt. If the student does not meet the minimum 92% probability, after three attempts, the student must repeat NUR 141.

Once the student achieves a 92% or higher, along with “completed” by the VATI Instructor in the nine testing categories, the student **must** notify the school of the test date. The student **must** come into the school for another predictor prior to test date or take a predictor with ATI. The DON will meet with the student and will assist the student in focus area(s) of weakness to ensure successful understanding and knowledge in nursing judgement and reasoning skills that will assist the student in passing the NCLEX-PN exam.

STUDENT STUDY TIME POLICY

Students enrolled in the full-time twelve (12) month LSB Practical Nursing Program are expected to complete study at home or after school in the library (ARC) to prepare for success in the program. Weekly independent study of twenty (20) to twenty-five (25) hours a week is anticipated for the full-time program. For the part-time evening/weekend program, independent study of fifteen (15) to twenty (20) hours a week is anticipated.

It is highly recommended that students do **not** continue to work full-time while enrolled in the nursing program. However, it is recognized that in some cases it is necessary for a student to continue to work full-time. Students are expected to schedule their working hours so that they will not conflict with class, lab, and clinical schedules. Students may not leave early or arrive late due to their work schedule.

WITHDRAW/FAIL

A student may Withdraw/Fail (W/F) once from any major or support course in the Practical Nursing program. After receiving a Withdraw/Fail (W/F) in a major or support course, the student must repeat the course for a grade. A student may Withdraw/Fail (W/F) from the nursing program **only one time** during the program.

Any student who wishes to voluntarily withdrawal from the program must:

- Submit their intentions in writing to the Director of Nursing
- Schedule an appointment to meet with the Director of Nursing

The withdrawal will be in effect at the time the student last attended class and/or clinical.

If a student fails to attend scheduled classes/clinical for three (3) consecutive days without providing notification to the Instructor or the DON, the student will be withdrawn from the program.

PREGNANCY

Pregnancies **must be reported immediately**. A clearance letter from the Medical Doctor must clearly indicate that the student has **NO restrictions** and is able to participate and perform in **all functions** of a Practical Nursing Student. The student will be subject to withdrawal if the school is not notified of pregnancy and/or a medical letter of clearance from a doctor is not provided.

CLASS, LABORATORY, CLINICAL HOURS

Students are expected to report to class/laboratory/clinical on time and spend the entire day as scheduled.

Students should arrive five (5) to ten (10) minutes **prior** to the start of class/laboratory/clinical and **be prepared** to start on time. **Tardiness will not be tolerated and will result in student dismissal.**

A **half-hour (30 minutes)** is provided for lunch for class, laboratory, and/or clinical.

- Class/Laboratory hours are: 9:00 am to 3:30 pm (Day) and 5:00 pm to 9:00 pm (EW)*
 - *There may be times due to holiday schedule where class (EW) will end at 9:30 pm*
- Clinical times vary depending on the site
 - Each student **must** be able to meet the time requirements.
 - Clinical is from 7 am to 3:00 pm (Day)
 - Clinical is from 5:00 pm to 10:00 pm (EW) and Saturday from 7:00 am to 3:00 pm (EW)
 - At any time during the program, a clinical rotation site may request a start/end time change
 - Students should be prepared for any of the above clinical rotation times.

EXPECTATIONS FOR STUDENTS

1. Attend class on time and on schedule. Class rosters are utilized to record student attendance.
2. Students will **not** be admitted into the classroom once the instructor has closed the door and started class. Students are to wait in the ARC (student resource/library room) until the instructor has a break. **Student arrival time will count when the student arrives in class after the break (not before).**
3. Students are expected to arrive on time for all clinical, lab, and classroom scheduled hours.
4. Students absent are expected to **notify the instructor 2 hours prior** to the beginning of class/lab/clinical, or at a time determined by the individual instructor. (Example: if class begins at 9 am, the student is expected to notify the instructor by 7 am.)
5. Students who arrive late to clinical will **not** be permitted to attend for that day, regardless of the reason. However, each student is allowed **one (1) permitted tardy per term**. Any additional tardiness will result in dismissal from clinical for that day.
6. Students who do not report to school or clinical in the approved dress code will be sent home. Refer to Dress Code Policy.
7. Exams are to be taken as scheduled. If a student is **late** on the day of the exam, there will be a **5-point deduction**. The student must **take the exam after class on the same day**. *If the student does not take the exam on the same day, the student will receive a grade of “zero”.*
8. If the student is absent on an exam/assessment date **the student will receive a “zero”**.
9. An **absence on the day of a Final Exam, an ATI Content Mastery Series Assessment, or the Comprehensive Predictor** will result in a grade of a **“zero”**.
10. **All instructors have 48 to 72 hours to respond to a student’s email.** If a student has an *emergency* they should include the DON/ADON in the email.

11. Arrange for assistance/tutoring and/or test reviews individually from the instructor.
12. Assigned material is to be read prior to class attendance.
13. Participation and classroom discussion are expected.
14. The Nursing Skills Lab is available for additional assistance. Sign-up is required.
15. Minimum grade requirement of “C+” (78%) or above to complete theory courses.

NOTE: No rounding is permissible for a student to pass a course. Student **must** earn a minimum of 78% to pass and move on to the next course. (Example: If a student has a 77.4% or a 77.8%, the student will need to repeat the course. Grades cannot be rounded to the next whole number.)

16. A grade of Pass (P) or Fail (F) will be given to indicate clinical achievement.
17. Clinical/Class requirements must be maintained by the student and kept up-to-date.

Classroom Etiquette

Students are **not** to leave class during active lecturing time. This is distracting to the class and to the instructor. Breaks will be worked into the class. IF a student leaves an active class in session, the student may **not** return until the next break (unless prior approval from Instructor). This minimizes distraction to the other students and instructor. The student is to wait in the library (ARC).

Students are not to leave before the end of a scheduled class/lab/clinical day. As stated during the admission process and during student orientation, **all appointments must be made for after school hours, and child-care arrangements must be made in advance.** Doctor appointments and child-care times are examples of what is **not** accepted. A written warning will be issued with the first incident. Student dismissal will be given if a second incident occurs.

Students are permitted to have **one water bottle** in the classroom (not in the lab or computer rooms). At **no time** is a student to have **food or coffee/tea** containers in the classroom, the lab, the computer room, or the ARC (student resource center/library). A written warning will be issued with the first incident. Student dismissal will be given if a second incident occurs.

First offense will result in probationary status. Second offense will result in dismissal from the program.

GRADING SCALE

Didactic:

Grade	Definition	Grade Points
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
C-		1.7
D+		1.3
D	Unsatisfactory	1.0
D-		0.7
F	Failure	0.0
I	Incomplete	0.0
W	Withdraw	0.0
WF	Withdraw/Failing	0.0
P	Satisfactory completion of course	0.0

LSB Standard Grading Scale

A	93 - 100
A-	90 - 92.9
B+	88 - 89.9
B	83 - 87.9
B-	80 - 82.9
C+	78 - 79.9
C	73 - 77.9
C-	70 - 72.9
D+	68 - 69.9
D	63 - 67.9
D-	60 - 62.9
F	59.9 or below

CLINICAL EVALUATION:

Students will be individually evaluated daily and given their rating for the clinical day. Using the clinical evaluation rating tool, the student and the instructor must sign off on each weekly evaluation. If the student does not meet expectations complete faculty will complete the Formative Comments section with specific recommendations for improvement to meet the expectations. Additional comments are encouraged even when expectations are met.

CLINICAL RATING CRITERIA: S = Satisfactory or U = Unsatisfactory

Rating Criteria

S = Satisfactory - Meets or exceeds performance expectations

- Provides safe and competent person-centered care that upholds standards of practice
- Accomplishes all nursing care activities within expected timeframes
- Demonstrates consistent use of critical thinking skills in clinical decision making
- Functions as an effective member of the health care team by assisting others and serving as a role model
- Requires only occasional verbal and/or physical prompts in providing patient-centered care
- Demonstrates positive professional behaviors consistent with the clinical situation

NI = Needs Improvement to meet performance expectations

- Requires frequent prompting to provide safe and competent care within prescribed standards of practice
- Does not complete all nursing care activities within expected time frames
- Requires frequent verbal and physical promptings and/or reminders from instructor/staff nurses/peers
- Occasional lack of positive professional behaviors demonstrated

U = Unsatisfactory - Fails to meet performance expectation

- Unable to provide safe, competent person-centered care*
- Unable to perform all nursing care activities within expected timeframes
- Consistently requires verbal and physical prompts and/or reminders from instructor/staff nurses/peers
- Professional behavior is not demonstrated*

NE = no opportunity for evaluation

*There are behaviors related to patient safety and professional behavior that necessitate removal of the student from the clinical area. Determination of such behavior is based on the judgment of the responsible faculty member.

FORMATIVE EVALUATION

Formative evaluation is an ongoing process which provides data that can be used to develop a more complete evaluation of the student's performance in the course. Formative evaluation (ongoing) is done at intervals specified by the instructor. Anecdotal notes will be utilized to supplement the evaluation form when necessary. Students will sign and date after each anecdotal note, documenting they have read the evaluation and understand their present level of achievement. This will include a rating of individual objectives and a narrative summary note.

The following scale will be used in the evaluation process of the level objectives:

P= Pass and F= Fail

EVALUATION PROCEDURES

The student will:

1. Attend conferences as determined by faculty.
 - Demonstrate evidence of following through with suggestions of faculty. A student encountering academic difficulties in a nursing course is expected to make use of all available school resources.
2. Discuss questions or concerns with instructor(s). The student will utilize appropriate communication channels when addressing concerns regarding each course grades/evaluations.
3. The student will sign and date the clinical evaluation tool. Student signature documents that they Practical Nursing Student have been notified of evaluation, not necessarily in agreement with the evaluation. The student may respond to the evaluation in writing.

4. Review midterm and final grades with instructor.

The faculty will:

- Orient students to evaluation policies and procedures at the beginning of each course.
- Meet with the student for clinical evaluation conferences a minimum of twice per term (at midterm and following completion of the clinical/practicum/simulation rotation).
- Document clinical evaluation conferences on the student clinical/practicum evaluation form.
- Submit the midterm and final grades to the Practical Nursing Director of Nursing and Registrar.

PHYSICAL EXAMINATION

A current physical examination (within thirty (30) days of start date) must be documented on the practical nursing physical form and submitted to Admissions **before Orientation**. *All documentation must be completed and submitted to Admissions for review before Orientation*. Physical exams must demonstrate that the student is physically fit, free from communicable diseases and immune to Measles, Mumps, Rubella, Varicella, and Hepatitis B (**Submit a copy of titers dated less than one year**). Also required is an up-to-date Tetanus vaccine (Tetanus-Diphtheria and Pertussis (Tdap) – must be within 10 years). Per CDC guidelines, yearly TB screenings and flu vaccine during the season (October through May) are also required. Immunization must be proven by titers (dated less than one year). Data should be recorded on the required form and lab reports should be attached to form for review by nursing faculty. Urine Drug Screen lab result (within 30 days of orientation) should be the original and attached to the physical form. **Physicals and related documentation must be maintained and up to date. It is the student's responsibility to know when their physical requirements expire and obtain updated documentation.** Students who do **not** maintain up-to-date clinical requirements may jeopardize their ability to attend clinical rotation which would result in a grade of “fail”.

When in the clinical area, the clinical facilities' health policies will override the school's policies and will be followed as such. The nursing department reserves the right to request any documentation requested by

a facility. **Failure to produce requested documentation will result in removal from a clinical course.**

The student is responsible to keep copies of all health-related documents submitted. It is the responsibility of every applicant to monitor this process and submit all requested documents for faculty review. Students must inform the clinical instructor **of any change in health or pregnancy** as the faculty will consider student and client health status to determine assignments. The Practical Nursing Program at LSB reserves the right to require a physician's statement regarding health status and resubmission of any medical documentation.

The following immunizations are required by Clinical Facilities.

1. Flu Vaccination
2. Covid Vaccination

PA CRIMINAL CHECK, FBI CLEARANCE, & CHILD ABUSE HISTORY CLEARANCE

PA Criminal Check, FBI Clearance, and Child Abuse History Clearance must be completed and submitted **prior to Orientation**. The clearances are required for clinical experiences. Prior conviction of a felony or misdemeanor may make a student ineligible to participate in clinical experiences and may make it impossible for a student to complete the scheduled program of study. Additionally, prior conviction of a felony or misdemeanor may make the student ineligible for professional licensure, professional certification, or professional registration, depending upon the specific regulations of individual health profession and the state of practice.

If a student is convicted of a felony or misdemeanor during the time as a student, it is the student's responsibility to inform the Director of Nursing immediately upon conviction. This includes a **DUI received at any time** during the Admission Process or as a student.

DRUG TESTING

Students need to be aware that they will be required to submit to drug testing *throughout* the nursing program. This test could be either scheduled or random, in conjunction with clinical nursing courses as required by the school or clinical facility. **If a student tests positive for illegal drug use, he/she will not be allowed to continue in the clinical nursing course for that term and will be administratively withdrawn from the Practical Nursing Program.**

LIABILITY INSURANCE POLICY

Lansdale School of Business students registered in clinical courses are covered by the blanket professional liability policy of the school, which is intended to cover the student when engaged in the prescribed curriculum and course work. This policy is limited to coverage of the student in the student role only; it does not cover the student as an employee. It is a blanket liability so there are no individual applications or individual policies. Lansdale School of Business requires that each student carry his/her own professional liability insurance. **The policy must be in effect on the first day of class and remain in effect during the program.** A copy must be submitted and maintained in student's file <https://www.proliability.com/professional-liability-insurance/student-nurse.html> or <https://www.nso.com/malpractice-insurance/individuals/nursing-students>

MEDICAL HEALTH INSURANCE

All students in the Practical Nursing Program at LSB **must** have medical health insurance coverage. A copy of the insurance card must be kept on file. **It is the student's responsibility to notify the DON or ADON if medical health insurance lapses or changes.** Student dismissal will occur if student's insurance lapses any time during the program.

PLEASE NOTE: A clinical rotation site can request (at any time) copies of the student's Physical, Immunizations, Titters, CHRI, Child Abuse, Medical Malpractice, Health Insurance, and/or Drug Testing results.

ATTENDANCE AT CLASS, CLINICAL, AND SIMULATION LABORATORY

Students are responsible for attending all scheduled classes, practicum, and simulation laboratory experiences. If a student misses a class or clinical/practicum/simulation experience, **the student assumes responsibility for this action** and will be subject to the stipulations of policy. All absences will be considered unexcused. The student is responsible for notifying the instructor two hours in advance or as designated by the individual instructor and the Clinical Agency (4th Term Students Only) when unable to attend a scheduled clinical assignment.

Regular and prompt attendance at all classes/lab/clinical with instructors is **mandatory**. It is the responsibility of the student to contact the instructor to obtain the material/chapters taught in the class that was missed. This applies to all absences regardless of the reasons. This is a 1500 clock hour program. **The student may not miss more than 15 hours (total) per term for clinical/lab/didactic classes.** *Please Note:* Missing 7 hours will place the student with an “*academic advisement warning*” and missing 15 hours will place the student in “*academic probation*”. **Students will be withdrawn from a class for absence beyond the program limitations.** *Please Note:* Students are not permitted to miss any amount of time over several days. *Example:* A student misses two hours every week. Making up missed hours does **not** allow a student to “bank” hours and continue to miss time/days. Individual extenuating circumstances will be taken into consideration on a case-by-case basis.

All absences **MUST BE MADE UP DURING THE SCHEDULED MAKE-UP HOURS** to move forward in the program. **NOTE: There are no make-up hours during the last 2 weeks of each term.** Students should **not** miss any time during this critical class/lab/clinical period. **You will not be permitted to move to the next term if the missed hours have not been completed.** Class, lab, and clinical makeup, outside of the established course schedule, could result in an additional expense for the student. Missed class, lab, and clinical days **must** be made up to obtain specific clinical objectives. **A fee of \$35 per hour will be assessed to make up for a missed clinical day.** *This fee must be paid in full prior to attending a make-up session.* Consideration will be given if the student is admitted to the hospital and/or attends the funeral of an immediate family member (spouse/significant other or child). Documentation must be provided.

Important – It is the **student’s responsibility** to keep track of their missed time/absences. Instructors will note missed time/absences on the attendance record.

Clinical/simulation experience is an essential component of nursing. *A pattern of absences will result in failure to meet not only course objectives but achieve program progression.* The **student can be asked to withdraw from the nursing program.**

Professional Conduct Inherent in the profession of nursing are values that are demonstrated through professional conduct. Examples of professional values include demonstrating a commitment to nursing, cooperation, and collaboration; placing the client’s welfare first; exhibiting personal as well as intellectual responsibility and adhering to the nursing program and clinical facility policies. The student is evaluated in professional conduct. In keeping with the philosophy of Lansdale School of Business, a student is expected to exhibit professional behavior when performing nursing activities or representing the nursing program in any capacity.

CLINICAL RESPONSIBILITIES FOR NURSING STUDENTS

During each clinical day, you should:

1. Verify your assignment.
2. Report to the charge nurse (write the name of the charge nurse in your notebook) each time when arriving on duty and going off duty. This includes going to and returning from breaks.
3. Each day, when coming on duty, do the following:
 - a. Obtain report on your patient
 - b. Review the following:
 - Daily worksheet
 - Physician’s orders
 - Nurse’s notes for the past 24 hours
 - Kardex for treatment orders & Nursing Care Plan
 - c. Plan your care for the day

****NOTE: THE ABOVE PROCESS SHOULD TAKE NO LONGER THAN 10-15 MINUTES****

CLINICAL RESPONSIBILITIES FOR NURSING STUDENTS – Continued

4. Always check the patient's chart, treatment Kardex, and medication administration record periodically throughout the day for any changes or additions.
5. Always identify yourself by name and student status to avoid being in a situation of receiving instructions beyond your capacity.
6. An instructor **must** be notified when you are performing a skill.
7. Always be on alert for safety hazards, as well as for patient ID, bedrails, I&O, and NPO.
8. Familiarize yourself with your unit.
9. Visit the clean utility room and learn the facility's charge system for equipment.
10. Visit the soiled utility room and familiarize yourself with policies regarding the proper disposal of glass, paper products, and items contaminated with body fluids.
11. Visit the nurses' lounge, doctors' report room, treatment room, medication room, and review any special regulations pertaining to each.
12. Learn how to properly use telemetry. Do not remove telemetry without permission. Always notify the monitor tech when removing a patient from telemetry and when placing the patient back on telemetry.
13. Prior to giving care, learn how to safely handle a patient with tubes or lines coming from anybody surface or cavity, such as catheters, NG tubes, surgical drainage tubes, IVs, and/or oxygen. Do **not** attempt to perform a skill that you are not familiar with or have not been approved by your instructor to perform.

NOTE: Inappropriate/Unprofessional behavior such as foul language, yelling, fighting, bullying, refusal to perform an assignment, etc., will result in **immediate dismissal** from the program.

The instructor will remove the student from the clinical site and have student return to the school to meet with the DON.

NURSING SKILLS LAB

1. Students must be **accompanied by an instructor** while in the clinical lab.
2. Students must sign-in when attending a lab session, whether for practice or class.
3. **No food or drink will be allowed in the lab at any time.**

4. Each student will be held responsible in using equipment properly, and for returning it to the proper storage area.
5. Beds are to be used as a learning experience only. There may be times when an ill, injured employee or student may need to use the bed for medical reasons.
6. Students are to always conduct themselves in a professional manner in the lab.
7. Only nursing students, instructors, and Lansdale School of Business staff are permitted to be in nursing lab during class time and skills practice time.
8. Only basic nursing texts, skills sheets, clinical bags should be brought to the lab.
9. Please report any equipment that is not working properly to the instructor.
10. No equipment is to be removed from the nursing lab at any time without the permission of the instructor.

PERSONAL APPEARANCE AND DRESS CODE POLICY

The personal appearance and demeanor of Practical Nursing students at the Lansdale School of Business reflect both the Campus and Program Standards and are indicative of the students' interest and pride in their profession.

The uniform dress code is one mutually agreed upon by the Lansdale School of Business and its clinical affiliating agencies. Navy-blue sweaters/lab coats and/or the *Navy Blue LSB School Approved Scrubwear/Jacket/Sweatshirt* may be worn with the uniform during school (sweatshirts/jackets cannot be worn during clinical). Uniforms can be ordered through Flynn O'Hara at <https://flynnohara.com/> **There are to be NO sweatshirts, hoodies (includes hats, scrub caps, & scarfs) jackets, or sweaters worn over the uniform when attending clinical, class, and/or laboratory.** Practical Nursing students will wear their **uniforms for class, laboratory, and clinical assignments** or when officially representing the Lansdale School of Business Practical Nursing Program.

THE UNIFORM DRESS CODE POLICY IS AS FOLLOWS:

1. **Hair:** Must be clean and pulled back from the face so as not to fall forward while giving patient care. Hair sparkles and colored hair colorings such as pink, green, purple, etc. are unprofessional in the clinical setting and therefore not permitted. Hair color must be of a **natural** color – brown, brunette, black, auburn, gray, blonde. Beards or moustaches for men will be neatly trimmed.
2. **Make-up:** Should be light and appropriate to reflect a professional image. **NO false eyelashes** or bright colored eyeshadow is permitted.
3. **Nails:** Need to be smooth, of a moderate length, and clean. Polish may be clear or neutral in color and in good condition. **Artificial nails (acrylic, dips, gel, etc.), rhinestones, or designs on nails are not**

permitted; they are an infection control risk. Students will be sent home and marked absent if artificial nails are present.

4. **Jewelry:** No more than one ring per hand, one set of post earrings to lobe of ears. **No hoops, gauges, or dangling earrings.** No other visible piercings, nose rings, or tongue piercings allowed.

5. **Perfume/Cologne:** Detectable odors are **not** permitted. The student will be free of overpowering odors such as perfumes, cologne, aftershave, hand lotions powders, deodorants, smoke/tobacco, essential oils, and body odor. This can affect a patient/resident's care and clinical outcomes.

6. **School Uniform:** School approved navy-blue scrub top and pants. Scrubs should fit appropriately and be clean and pressed. (*legging type scrub pants are unacceptable*). Shoes must always be clean. Name tag (given by the school) needs to be worn as part of the official uniform at all times. **NO** sweatshirts or hoodies (includes hats, caps, & scarfs) are to be worn during classes, laboratory simulation, or clinical.

7. **Footwear: Clean closed-toe and closed-heel sneakers ONLY.** Only solid color sneakers may be worn - **NO** other footwear is permitted. **NO** prints or design(s) will be allowed on footwear. **NO** slippers, sandals, clogs, moccasins, flip-flops, Uggs, Croc's, Boots, or Birkenstein footwear ever.

8. **Gum:** There should be no chewing of gum during any class/clinical time.

9. **Tattoos:** Clinical sites have various policies relating to tattoos. Students must abide by the dress code policy of each site as an employee would. At this time, clinical sites require that tattoos be covered by sleeves/clothing.

TESTING

On a scheduled test day, the instructor will have all students quietly line up in the hallway outside the testing room. Students are to place cell phones, Air Pods, Earbuds and smartwatches in the wall holders. Students will need to show empty pockets to their instructor prior to sitting in the testing room. Students are not permitted to take anything but a pen/pencil into the testing room. Paper will be given out to each student by the Instructor once everyone is signed into the test. Once a student enters the testing room, there should be absolutely **no** talking amongst students.

PERSONAL PHONE CALLS

ONLY emergency phone calls should be received at Lansdale School of Business. The main desk at the can be reached at 215-699-5700 and should only receive very important/emergency messages to relay to you. The office will not receive personal messages for students. By law, we cannot divulge the location of you, your class, or your schedule to anyone. This is for your protection. We will gladly relay an emergency message to you.

Please advise potential callers of this information.

NOTE: The use of cell phones, AirPods, and/or Earbuds are **prohibited** in both the classroom, laboratory, and practicum areas. This includes observational experiences.

Repeated use of cell phones during class, lab, and/or clinical will result in immediate dismissal from the Practical Nursing Program.

ELECTRONIC/CELLULAR DEVICES

During class/lab/clinical hours all cell phones and smart watches must be turned off and put away. The instructors will require that **all** devices are placed in a bin or on a table during active class/lab time. **NO** laptops are to be used during active class/lab time. During clinical hours, cell phones/smart watches must be turned off. **IF** a student needs to take an **emergency call** while on the clinical unit, the student must notify the instructor and go to an employee lounge or designated area. No calls are permitted in patient areas or in the hallways of the clinical site. **NO** iPod or ear pieces are permitted at any time during class/lab/clinical. **First offense will place the student on probation. Second offense will result in dismissal from the program.**

VIDEO/AUDIO TAPE RECORDING

In order to maintain confidentiality, Video/Audio Taping is **NOT** permitted in the classroom, lab, or clinical areas. Any student found to be recording will be placed on probations. Second offense will result in dismissal from the program. Consideration will be discussed when documented reasonable accommodation is requested.

SOCIAL MEDIA

Students must follow HIPAA guidelines at all times regarding any and all information relating to clinical rotations/sites/experiences. At no time should any information/pictures be posted on any online forum, webpage, or social media such as Facebook, Twitter, YouTube, Snap Chat, TikTok, Instagram, etc.

Students are legally responsible for anything that is posted in a social media platform. Any students or student's who participate in any form of harassment to others on any social media platform will be dismissed from the program.

Please click on link to read the NCSBN guide to the nurses use of social media. <https://www.ncsbn.org/brochures-and-posters/nurses-guide-to-the-use-of-social-media>

PERSONAL APPEARANCE – Clinical/Practicum

As a student you represent, not only, but also the professional image of nursing. To uphold

this image in the clinical setting, nursing students are required to be well groomed and dressed to reflect a professional image. *Student identification must always be visible.* Student appearance must comply, with the clinical agency dress code and the LSB dress code. Appropriateness is at the discretion of your clinical instructor.

The clinical instructor reserves the right to dismiss a student from a clinical site based on unprofessional or inappropriate dress/behavior. *Please see Dress Code Policy on Page 28/29.*

ACCESSORIES – Requirements for Clinical/Practicum

- Lansdale School of Business ID badge
- A conservative watch with a second hand (NO Smart Watches)
- One working black pen
- Stethoscope
- Drug & Nursing Diagnosis Books

ITEMS TO LOCATE WHEN ASSIGNED TO A NEW CLINICAL AREA

During each rotation in a new clinical area, locate the following:

- Emergency Notification System/Codes
- Fire Escape Plan/Emergency Exits/Fire Extinguisher
- Call Lights
- Code Blue Alert
- Sharps Box
- Soiled Utility/Biohazard Waste
- Clean Utility and Equipment Storage (bedpans, urinals, briefs, etc.)
- Linen Storage
- Storage and Disposal
- Bath and vital signs list
- Patient Charts
- Medication Kardex
- Treatment Kardex
- Restrooms – Public, Employee, Patient
- Employee Break Room
- Patient Recreation Room

- Beauty Shop
- Gift Shop
- Library
- Activities Room
- Dining Room/Cafeteria
- Policy Manual
- MSDS Book
- Chapel

WHEN GIVING REPORT

1. Identify yourself by name and title.
2. Give room number, patient's name, age, doctor, diagnosis, and other pertinent information
3. Pertinent information, such as:
 - Vital signs, if not within normal limits
 - IV: solution, rate, and remaining amount
 - Drainage tubes and/or dressings
 - Special dietary needs/restrictions
 - Tests scheduled within the next 24 hours
 - Patient's general condition
 - Any special occurrences or problems

PROFESSIONAL CONDUCT COMMITMENT TO NURSING

When in the clinical area or any clinical/simulation experience, the student should be identified as a Lansdale School of Business student by proper uniform, and/or identification as listed in the Dress Code Policy. *The student is expected to exhibit a **professional manner**, which includes but is not limited to having a neat, clean appearance and utilizing **appropriate language and behavior**.* The student will be identified as a Lansdale School of Business Nursing student when completing official agency records or forms (e.g., by writing *J. Smith, SPN*).

The **student is responsible** to notify the clinical instructor **immediately** when unable to complete nursing responsibilities.

CLIENT WELFARE

The student is expected to deliver care in a nondiscriminatory and nonjudgmental manner that is sensitive to client diversity. When providing care, the student places the client's welfare first by: being accessible and prompt in answering client's requests; establishing a priority of activities which reflects the client's needs; and being responsible and reliable when needs are identified by the client, staff, or clinical instructor. The student delivers care in a manner that preserves and protects client autonomy, dignity, rights, and confidentiality.

COOPERATION & COLLABORATION

The student interacts professionally, both written and verbally, with faculty, staff, clients, and peers when giving and receiving information. When a question or unclear situation occurs, the student **follows the appropriate channels of communication and authority for clarification** (Instructor, Director of Nursing, and Executive Director). The student's written work/charting is accurate, has a professional appearance and is completed according to standards of the agency and Lansdale School of Business. Cellular phones are to be used in emergency situations only and according to agency policies as well as at the discretion of the instructor. The student is a cooperative team member who considers the needs of the entire group when working together, giving, and receiving assignments and accepting the roles and responsibilities of others in the group. The student accepts and acts upon constructive criticism. The instructor in consultation with the Director of Nursing reserves the right to adjust assignments as warranted by clinical/simulation objectives, clinical facility requests and faculty availability. Any changes that substantially affect a student's schedule will be communicated to the student by the instructor and/or Director of Nursing.

INTELLECTUAL & PERSONAL RESPONSIBILITY

The student exhibits intellectual and personal responsibility by readily **acknowledging mistakes and/or oversights** and takes action to correct the situation. The student is honest and truthful when interacting with clients, peers, faculty, and staff, and in completing written work such as charting, care plans, assessment guides, etc. The student completes her/his own work, not representing anyone else's work as being their own. The student participates in group collaboration on projects when indicated and appropriate. This will extend to the class, nursing & simulation labs, and clinical experience.

GRADUATION POLICY

The following requirements mandatory and must be met in order to complete the Practical Nursing Program and receive a Diploma in Practical Nursing:

Third Term Students

- All financial requirements must be met in order to move forward to the Fourth Term. If payment is not made for any remaining balance due, the student will be withdrawn from the program and can return the following term upon receipt of full payment.

Fourth Term Students

- All theory/classroom/lab/clinical requirements
- All financial requirements (tuition and fees must be paid in full to attend Graduation)
- Completion of 1500 mandated/required clock hours
- Completion of all NCLEX Review Courses: Capstone, Virtual ATI (VATI), and NCLEX Live Review (must complete all of Capstone and Live Review. For VATI must have NCLEX Strategies, Fundamentals, Pharmacology, Adult Medical Surgical, Nursing Care of Children, Maternal Newborn, Mental Health, Leadership & Management, and NCLEX Readiness completed by the last day of the term. NCLEX Readiness must be completed up to the point of availability to take the Comprehensive Predictor.
- Students should **not** take the VATI Comprehensive Predictor until AFTER they have taken the NUR 141 Comprehensive Predictor.
- Schedule the NCLEX-PN test date within three weeks of last day of term, notify DON of the test date, and schedule an appointment to meet with DON prior to testing to enhance study and testing skills.

UNPROFESSIONAL CONDUCT

If displaying unprofessional conduct, the student may be sent away from the classroom, clinical or laboratory setting by the instructor or designated authority. The instructor then notifies the Director of Nursing. The Director of Nursing will notify other School officials as deemed necessary. Documentation of the conduct will be completed as appropriate. The student has the responsibility to follow appropriate channels in a timely manner to resolve the situation.

The following steps are to be taken:

The Director of Nursing and the nursing faculty will determine whether the incident is a violation of the student professional behavior guidelines. If no violation is determined, the incident will be documented stating “no violation” founded. If the incident is deemed a violation, the level of the violation must be determined. The levels of violation are as follows:

First Violation: Student will receive a verbal and/or written warning. The warning will include documentation that will be placed in the student file.

Second Violation: Student will receive a second warning. The Director of Nursing will consult with the Executive Director prior to meeting with the student. The warning will include documentation that will be placed in the student file.

Third Violation: Student will receive a third warning. This will be reviewed by the Director of Nursing and Executive Director for consideration of dismissal from the program. The warning will include documentation that will be placed in the student file.

NOTE: Serious violations may necessitate *immediate dismissal from the nursing program*. This will be determined by the Director of Nursing, Nursing Faculty, and the Executive Director.

PRACTICAL NURSING PROGRAM HONOR CODE

Lansdale School of Business values integrity, which is based on consistent adherence to moral and ethical standards in personal, professional, and organizational behaviors. The Lansdale School of Business Practical Nursing program believes that each student has the responsibility to maintain academic integrity, foster professionalism, and social responsibility.

PURPOSE

Lansdale School of Business Practical Nursing Honor Code promotes general and academic honesty, mutual trust, and respect between faculty and students and prepares students to live according to the ethical rules and obligations of the nursing profession. The Honor Code recognizes the importance of integrity,

honesty, trust, fairness, respect, and responsibility. These principles are defining characteristics of the Honor Code. Upon admission to the Practical Nursing program at Lansdale School of Business, each student is expected to abide by this Honor Code.

SCOPE

All students enrolled in the Practical Nursing program at Lansdale School of Business are subject to the Honor Code for academic matters. All Practical Nursing students are responsible for abiding by the Practical Nursing Program Honor Code at all times.

VIOLATIONS OF THE HONOR CODE

The following is not meant to be a complete list of all violations but is a guide to help faculty and students understand what constitutes a violation of the Honor Code. The following are the categories of Practical Nursing Honor Code violations at Lansdale School of Business:

1. **FABRICATION:** Making any oral or written statement, which the individual knows, or should have known, to be untrue. Examples of fabrication include, but are not limited to, the following actions:

- a. Making a false statement to faculty, Lansdale School of Business employee(s), fellow students, or clinical agency personnel.
- b. Altering records or other academic materials.

2. **CHEATING:** Giving or receiving, offering, or soliciting information on any examination, quiz or other assignment not authorized by the instructor. Examples of cheating include, but are not limited to, the following actions:

- a. Copying from another student's paper.
- b. Use of unauthorized materials during examinations, quizzes, or any other assignment.
- c. Collaboration with another student without instructor approval on any examination, quiz, nursing care plan, computer or laboratory work, or any other assignment. Collaboration includes the exchange of materials or ideas verbally or non-verbally.

- d. Buying, selling, possessing, soliciting, transmitting, or using any material purported to be the unreleased contents of any assignment, including examinations and quizzes.
- e. Bribery or solicitation of any person to obtain or to provide any information relating to examinations, quizzes, or other assignments.
- f. Substitution for another person during an examination or quiz.

3. **PLAGIARISM:** To steal or pass off the ideas or words of another as one's own without crediting the source. Examples of plagiarism include, but are not limited to, the following actions:

- a. Quoting word for word from a source without using quotation marks, footnotes, reference, or bibliographic citation.
- b. Summarizing and paraphrasing ideas without acknowledging the source.
- c. Submitting work for credit which has not been written by the student, including, but not limited to material from an online source, papers written by another person or buying a paper from a commercial source.
- d. Submitting academic work that has been previously submitted in identical or similar form (**self-plagiarism**).

4. **FAILURE TO REPORT:** When behavior suspicious of an Honor Code violation is not brought to the attention of the faculty for investigation.

5. **MISREPRESENTATION:** "Providing false information to an instructor concerning an academic exercise" (Hollinger & Lanza-Kanduce, 1996). Examples of misrepresentation include, but are not limited to, the following actions:

- a. Giving a false excuse for missing an examination, quiz or assignment deadline.
- b. Falsely claiming to have submitted a paper or assignment.

6. **FAILURE TO CONTRIBUTE:** Failing to equally contribute to a collaborative project.

7. **SABOTAGE:** "Consists of actions that prevent others from completing their work" (Stern & Havlicek, 1986). Examples of sabotage include, but are not limited to, the following actions:

- a. Disturbing someone's lab experiment or project.
- b. Moving materials from a reserved reading file so that others cannot use them.

STUDENT RIGHTS

As with any disciplinary case, a student has certain rights. These rights include:

1. The rights to due process, wherein the student is notified of the accusations, is presented with the evidence related to the accusations and can respond to the evidence and present her/his own evidence.
2. The right to have each determination based upon a preponderance of evidence (that it is more likely than not that the action took place).
3. The right that the sanction(s) be appropriate for the violation.

POSSIBLE ACADEMIC PENALTIES

Upon the finding of a violation, the faculty and the Director of Nursing have the discretion to impose whatever sanction(s) are deemed just and reasonable based on the severity of the infraction and number of infractions. Sanctions that may be imposed include but are not limited to the following:

1. No credit for the work related to the violation.
2. A lower or failing grade or score for work related to the violation.
3. Assignment of a failing grade for the entire course in which the violation occurred.
4. Additional work to provide evidence of the student's academic performance and/or evidence that the student knows and understands the course material.
5. Suspension from course.
6. Letter of reprimand to be kept in the student's file.

In acknowledgement of this code, all PN students are required to sign the Practical Nursing Program Honor Pledge.

**Pledge found at the end of this handbook.*

Appeals Process

Students are formally notified of dismissal in writing. The process for appeal of dismissal from the Lansdale School of Business Practical Nursing Program is stated below.

1. The student must submit a formal written letter to appeal the dismissal within thirty days of Notification of the decision.
 - a. The appeal letter must include the reason(s) why the student is appealing.
 - b. A detailed explanation with supporting evidence must support the reasons.
2. The formal written letter for appeal of dismissal will be evaluated by an ad hoc Appeals Committee. The Appeals Committee shall comprise three Faculty and two Administrative Staff Members, one of whom will be designated Chair.
3. The student may request, in the formal written letter, the opportunity to address the membership of the Appeals Committee.
4. The Appeals Committee will review relevant background materials, including any supporting materials submitted by the student and/or relevant academic and professional history.
5. The Appeals Committee may seek additional information or consultation from School Officials as its members deem appropriate.
6. The Appeals Committee will then hold a vote. Each Appeals Committee member may consider the following options: a) uphold the dismissal or b) return the dismissal decision to the Executive Director and Director of Nursing for further consideration.
7. The Appeals Committee Chair will report the results of the vote and any supporting rationale to the Executive Director and Director of Nursing. They will meet with the President. The President holds the final decision.
8. Once a final decision is made, the decision cannot be appealed again.

A decision letter will be sent to the student within five business days. The recommendation letter will either uphold the notice of dismissal or recommend that the student returns to the program, potentially starting within a new term/cohort.

NONDISCRIMINATION POLICY

Lansdale School of Business does not discriminate based on race, color, national origin, sex, handicap, or age in admissions or access to, treatment, or employment in its programs and activities. Inquiries may be directed to the Executive Director at 290 Wissahickon Avenue, North Wales, PA 19454 or by phone at 215-669-5700.

Students with physical or mental challenges that substantially limit one or more of the major life activities such as walking, seeing, hearing, or speaking, are encouraged to identify themselves to an Admissions Representative. Needs are addressed on an individual basis to provide optimum opportunities for the educational progress of each student. Lavatories and classrooms are accessible to the physically challenged student.

Equal Opportunity/Affirmative Action Policy

Lansdale School of Business (or LSB) does not discriminate based on race, color, national origin, gender, disability, or age in its programs and activities.

Students with Disabilities

Students with disabilities, who meet the program prerequisites, complete the physical/mental exam and submit the physical form signed by the physician stating that they are able to perform as practical nurses in the clinical setting are admitted. It is the responsibility of the student to meet the physical/mental/legal requirements for state certification.

Disability Statement

Provision of disability services is an integral part of student services at LSB. Our mission is to provide support services to students with disabilities that will allow equal access to classes, services, and events. Services are free of charge and available to any student with a disability who provides appropriate documentation of their disability and makes a request for services through the office of Student Services.

Sexual Harassment Policy

The Sexual Harassment Policy of Lansdale School of Business applies to students, faculty, administrators, and other employees as well as vendors and/or other entities that may come in contact with employees or students during work or educational pursuits. Sexual harassment is a form of harassment that will not be

tolerated by Lansdale School of Business and is defined by this policy to include unwelcome verbal or physical conduct of a sexual or nonsexual nature that is directed toward a person because of the person's sex, when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of a person's employment or education, or the person's submission to or rejection of the conduct is used as a basis for a decision affecting the person's employment or education (quid pro quo harassment); or
2. Said conduct has the purpose or effect of unreasonably interfering with a person's work or educational performance and/or creates a hostile working or learning environment. Conduct of concern under this policy will be evaluated in terms of (1) whether a reasonable person of the same sex and in the same circumstances as the person would find the behavior intimidating or hostile, and (2) whether the complainant perceived the environment to be hostile.

Students with questions or concerns regarding this policy are directed to contact either the Director of Nursing or the President of LSB. This can be done in-person at 290 Wissahickon Avenue, North Wales, PA 19454 or by phone at 215-669-5700.

Anti-Bullying/Anti-Harassment Policy

What is Bullying?

The definition below for the term “bullying” is used for prevention and intervention programming in schools. This definition guides efforts to educate all constituents with common language around bullying.

Bullying is unwanted, aggressive behavior among students that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

To be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Students who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. - *2014 US Department of Education office of Safe Schools*

In his writings, Dr. Dan Olweus, creator of the Olweus Bullying Prevention Program, is very clear that bullying is **peer abuse** that should not be tolerated.

Types of Bullying (www.stopbullying.gov)

Verbal - speaking or writing mean things

- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

Social bullying (Relational bullying) - hurting someone's reputation or relationships

- Leaving someone out on purpose
- Telling other students not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public
- Social media, such as Facebook Instagram, Snapchat, Tik Tok, and Reels
- Text messaging and messaging apps on mobile or tablet devices
- Instant messaging, direct messaging, and online chatting over the internet
- Online forums, chat rooms, and message boards, such as Reddit
- Email
- Online gaming communities

Physical bullying - hurting a person's body or possessions

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's things
- Making mean or rude hand gestures

Bullying is Not

Conflict is not Bullying

A conflict is a disagreement or antagonism between two or more people. All parties involved have some responsibility for the encounter. It is not bullying when two or more kids with **no perceived power imbalance**, fight, have an argument or disagree. Conflict resolution strategies can be employed to find common ground when both parties have a vested interest in resolving

the conflict. Peer mediation may be appropriate in conflict situations. Bullying is peer abuse and needs to be reported and treated as such. Peer mediation is **not** appropriate in bullying.

Bullying will not be tolerated at Lansdale School of Business. Students and others who have been the victim of, or have information about, bullying or harassment are strongly encouraged to make a report to the school. The Director of Nursing, the Executive Director, and/or Instructor, will field complaints and ensure that they are properly addressed.

Investigation

Complaints of bullying or harassment, once received, are investigated by the Director of Nursing and nursing faculty. In certain cases, the Executive Director at Lansdale School of Business will investigate the complaint. This will occur if the Director of Nursing or a nursing faculty employee is the alleged perpetrator of the conduct, or if the conduct is particularly severe in nature. Investigations typically include interviews with students, staff and others who may have knowledge about the conduct and a review of other information, materials, or records relative to the incident.

Findings of the investigation of bullying or harassment will be provided to all individuals involved in the incident. A copy of the report is also maintained by the Director of Nursing, the Executive Director, and the school.

If the investigation reveals that bullying or harassment has occurred, corrective action will be taken to ensure that the conduct stops. Corrective action may be any number of measures the school or the Director of Nursing believes will be effective to prevent further incidents. Corrective action could include separating the students involved, assigning students to counseling, or instituting discipline consistent with the Code of Student Conduct.

Campus Sexual Assault Victims' Bill of Rights

Lansdale School of Business (the School) will act swiftly to protect the rights of all its community.

Students and/or staff members who have been sexually assaulted* on campus have a variety of campus and area resources available to them. If you are a victim of sexual assault or domestic violence at home LSB can offer support in contacting the appropriate police department and/or local victim support organizations

The school supports the victim's right to choose which avenues of assistance are most appropriate. These resources include: our Dean of Students, the local police within our jurisdiction to whom all crimes (including sexual assaults), the Title IX Coordinator, Victim Service Center of Montgomery County*, and the emergency department of the local hospital, if necessary.

Individuals who have been sexually assaulted have the following rights:

1. To be treated with dignity.
2. To be treated in a confidential manner consistent with applicable legal requirements. LSB does not have a security guard on site. Any suspected violations to the School's Student Code of Conduct should be reported immediately to the Title IX Coordinator^ by filing an incident report.
3. To contact local police and/or the district attorney to report the crime. Lansdale School of Business will assist the student in notifying proper law enforcement officials, if requested.

4. To be informed of mental health counseling services in the community.
5. To be free from pressure to not report the crime or to report it as a lesser offense.
6. To be transported to the nearest medical facility approved for the collection of sexual assault evidence, when applicable.
7. To be informed of any federal or state rights to test sexual assault suspects for communicable diseases.
8. To choose whether or not to have the case adjudicated through the School's Grievance Process, the criminal justice system, or both concurrently.
9. To have the same opportunities for representation for both the alleged victim and the accused, and to have other administrators present in campus proceedings.
10. To be informed about the outcome of any investigation by the Title IX Coordinator, including any disciplinary action against the accused.
11. To be afforded alternative class assignment or working arrangement, transportation assistance and/or escort to vehicle, and other assistance if requested and reasonably available. Cohort schedules are difficult to alter and replace. Alternatives may be difficult to offer.

Individuals have the right to have any questions about School's policy and the School's grievance process answered. The grievance process is outlined in the school catalog.

If a police investigation indicates that criminal charges are warranted, the alleged assailant(s) will be charged with the appropriate offense(s) at a preliminary arraignment. Victims do not need to be present at this stage. The defendant(s) may be jailed or released on bail depending upon the circumstances of the crime. Suspects are typically ordered by the Court to have no contact with the victim as a condition of bail. A victim who is contacted by an alleged assailant or who feels threatened in any way should immediately call the police. In such cases, bail can be revoked and additional charges filed, if necessary.

Responding to assaults

If you have been sexually assaulted or verbally harassed, such complaints should be filed with the Title IX Coordinator or another school senior administrator. These include the Dean of Students, Director of Nursing, and our Executive Director. Any senior administrator is to assist you with this process.

Maintaining personal security and confidentiality

It is understood that incidents of this nature are to be kept **confidential and private**.

At the victim's request, the school may be able to make special provisions for an alternate class schedule during the period of investigation. Other special support can also be suggested.

College disciplinary action in addition to potential criminal court proceeding,

Perpetrators of sexual assault and/or harassment face significant potential sanctions under the School's grievance process. If you have been assaulted and are considering whether or not to pursue campus disciplinary action, you are encouraged to discuss the matter with the Title IX Coordinator.

This will enable you to review procedures should you decide to file formal charges through the School's disciplinary system. This discussion does not obligate you to pursue official action. If you decide to pursue the disciplinary process, charges may be filed directly by you or by the college on the basis of your written statement. Such charges would be handled in accordance with the procedures relating to violations of the College's Student Code of Conduct.

For more information on these proceedings, consult the School catalog.

To recap, a victim of a rape or sexual assault has several options with regard to how the case is handled. The victim may choose to:

- Press charges through the local police
- Press charges through the college disciplinary/grievance process
- Press charges through both processes concurrently
- Press no charges but alert the college to the incident.

Please keep in mind, the Title IX Coordinator has no legal jurisdiction or police responsibilities.

It is up to YOU, the student or employee, to report egregious behavior.

Barbara Santangelo is our Title IX Coordinator. You can reach her via email at: bsantangelo@LSB.edu

or by phone: 215-699-5700 x 121 or Kelly Geria, Dean of Students via email at: KGeria@LSB.edu

*Victim Services Center of Montgomery County: 24/7 hotline: 888-521-0983

Women's Services of Philadelphia County:

[Victim Assistance Centers - Philadelphia County, PA \(Programs & Services\)](#)

this website lists these centers by area within Philadelphia

LANSDALE SCHOOL OF BUSINESS LEADERSHIP ASSOCIATION OF STUDENT PRACTICAL NURSES

The Leadership Association of Student Practical Nurses is a student-run association comprised of practical nursing students who are enrolled in the Practical Nurse Program at Lansdale School of Business. This leadership association has formed its

model after the National Student Nurses' Association (NSNA) and the Student Nurses' Association of Pennsylvania (SNAP):

- 1.) to develop the knowledge and skills to become accountable leaders in the nursing profession
- 2.) to promote and encourage leadership and autonomy as a professional nursing student group
- 3.) to encourage practical nursing students to participate in community events that will improve healthcare within the community

The leadership association consists of a President, Vice-President, Secretary, Treasurer, and Alumni Advisors. To become a member of the team, students can complete a leadership questionnaire and submit it to any leader on the team or to their instructor.

Through team fundraisers, the Leadership Association of Student Practical Nurses at Lansdale School of Business has made donations to assist students and community members in need through clothing, food, and individual student needs.

The Leadership Association of Student Practical Nurses has formed their own *Practical Nursing Student Code of Conduct*. As new students enter the practical nurse program at Lansdale School of Business, members of the leadership association will meet with the student(s) and review the *Practical Nursing Student Code of Conduct*. All students are expected to sign and adhere to the code during school and clinical.



HONOR PLEDGE ACKNOWLEDGMENT

Practical Nursing Program Honor Pledge I, _____, as a member of the student body of the Lansdale School of Business Practical Nursing program, hereby pledge upon my honor to abide by all the regulations governing the school. I will conduct myself academically with integrity, refraining from any action which would discredit me, the members of the student body or the nursing profession. I hereby pledge that I understand and will uphold the Honor Code. I am aware that a breach of the Honor Code will result in disciplinary action by the faculty and Director of Practical Nursing program. This signed pledge applies to all work completed while enrolled in the Lansdale School of Business Practical Nursing Program.

Student Signature *

Date

Student Printed Name

A signed copy of this form will be scanned and retained to your individual student file in electronic format.

_____ Student Initial



STUDENT HANDBOOK ACKNOWLEDGMENT

By signing this receipt, I acknowledge that I have received my copy of the Lansdale School of Business Practical Nursing Student Handbook. It is my responsibility to read and understand the matters set forth in this Handbook. The Handbook is a guide that must be followed by each student enrolled in the Practical Nursing program.

Student Signature *

Date

Student Printed Name

A signed copy of this form will be scanned and retained to your individual student file in electronic format.

_____ Student Initial

ATI Legal Notice and Permitted Uses Student Agreement

Important ATI Legal Notice and Permitted Uses

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Student Acknowledgement

Please initial below

_____ I have received a copy of, read, and understand the Lansdale School of Business Practical Nursing Program ATI Legal Notice and Permitted Uses.

_____ I understand that I am never to post any ATI material including PowerPoints, resources, handouts, and/or testing material on any social media and/or marketplace platform.

_____ I understand that it is my responsibility to utilize all review modules, tutorials, and online resources available from ATI, as designated by Lansdale School of Business.

_____ I understand that if an infringement (the action of breaking the terms of this ATI Permitted Use Agreement) is committed, student dismissal from the Practical Nursing Program will occur.

_____ I understand that it is not permissible to take screenshots and/or snips of any practice or proctored test/assessment at any time. Student dismissal from the Practical Nursing Program will occur.

Student Printed Name

Student Signature

Cohort _____

Date _____

A signed copy of this form will be scanned and retained to your individual student file in electronic format.

_____ Student Initial



Lansdale School of Business

Practical Nursing Students

Code of Conduct

Mission Statement: We are a diverse group of students ranging from different backgrounds regarding race, ethnicity, gender, sexual orientation, socioeconomic status, physical abilities, religious beliefs, political beliefs, and other ideologies. Students will understand that at Lansdale School of Business (LSB) each individual is unique and to recognize our individual differences. Students will practice respect and acceptance regardless of differences. We can explore these differences in a safe, positive, and nurturing environment. We should respectfully embrace and celebrate diversity. Students will advocate for themselves and fellow students. They will represent themselves as a united voice.

Professionalism: An individual who is striving to maintain the highest standards for their chosen path. This means that one embodies the traits of honesty, integrity, responsibility, accountability, and excellence. Students will maintain the highest standard of personal conduct and professionalism in the classroom and at clinical sites. **It is important to remember that we are now Nursing Students and will soon be nurses. Nurses are held to a higher standard of honesty, integrity, and morals. All students are expected to adhere to Lansdale School of Business academic integrity policy attributes.**

- **Professional Attire:** Students are expected to wear attire that reflects the image of LSB and the nursing profession. Navy blue scrubs must be worn in class and at clinical sites. Please speak to your instructor with any concerns or situations that might affect your attire (ex: jobs, etc.) Non-slip sole, closed toe, waterproof shoes are required in clinical settings. Fingernails free edge should not be more than ¼ of an inch over the tip of the fingertip. Artificial (acrylic, dip, and/or gel) nails are unacceptable.
- **Time and Attendance:** School starts promptly at 9:00 am and ends by 3:30 pm. Students are expected to be prepared on time and attend all classes, clinicals, and other agreed upon commitments. Please communicate with your instructor in advance if you are going to be more than 15 minutes late to class. Attendance sign-in sheets are the responsibility of the students. You must sign in for yourself and no one else. Missed clock hours must be completed by the end of the current semester, unless approved otherwise.

Professional Language and Respectful Communication: All students should be aware LSB maintains a **ZERO TOLERANCE** for disrespect of faculty and fellow students. It is important to use professional and respectful language when interacting with staff, students, and patients. Profanity within the educational setting is discouraged. Address others as they have requested. In the event of a disagreement, please be aware of the school's code of conduct policy and maintain respectful communication in a private and safe area of each party's choosing, with expectations of resolution. In the event of non-resolution, please

agree to disagree in a polite and professional manner. Disagreements should be handled respectfully, professionally, and be reported with a third-party mediation if necessary. Civility is expected in all professional, academic, and therapeutic relationships. Please discuss personal issues and questions privately before or after (NOT DURING) class.

Treatment of facility and equipment: Students are expected to be respectful of all School of Nursing Facilities and property. It is our responsibility to ensure the facilities are well maintained and property is not abused and returned after borrowed use.

- **Substance Abuse:** Possession, production, distribution, and/or use of illegal substances and intoxication while on the grounds of LSB and its other facilities is prohibited and grounds for dismissal from the program. This is a ZERO tolerance Rule.
- **Utilization of Electronic Devices:** Use of electronic devices should be used for academic purposes ONLY and should NOT be disruptive to others. Electronic devices include but are not limited to cell/mobile phones, smart watches, earphones, laptops, computers, tablets, Kindles, laser pointers, Bluetooth devices, and music players. Recording is not permitted, unless granted permission by the instructor for that specific class day. Video and/ or Photography, in any clinical setting is strictly PROHIBITED. Recording and photography guidelines are in accordance with HIPAA.

Cheating or unprofessionalism will NOT be tolerated under any circumstances and will be grounds for probation and/or expulsion from the LSB practical nursing program!!

Violations against the Code of Conduct for Lansdale School of Business Practical Nursing Program will be adequately addressed by administration.

This Code of Conduct was created by the Leadership Association of Student Practical Nurses

Please sign below stating that you understand and will abide by the Lansdale School of Business Practical Nursing Student Code of Conduct.

Student Signature: _____

Student Printed Name: _____

Date: _____

Cohort: _____

A signed copy of this form will be scanned and retained to your individual student file in electronic format.

_____ Student Initial

