
LANSDALE SCHOOL OF BUSINESS PRACTICAL NURSING PROGRAM

STUDENT HANDBOOK

September 2026
Applies to: All Cohorts
North Wales, Pennsylvania

This handbook establishes the academic, clinical, professional, and conduct expectations of students enrolled in the Practical Nursing Program.

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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 our graduates' achievements! 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 this program successfully and 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 behavioral expectations in the academic and clinical environments. 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 and 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 coursework 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 basic nursing skills. It includes infection control techniques and lab and workplace safety. The nursing process, patient assessment, documentation, 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 and electrolytes, the 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 the 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, utilize 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 pediatric, adult, and geriatric patients. Basic Guidelines include legal aspects of IV systems, fluid and electrolyte balance, procedure for venipuncture, prevention & assessment of complications, principles of pharmacology as related to IV therapy, peripheral and central line therapy, and demonstration and practice of required skills. Math dosages and calculations practice and evaluations will be included.

NUR 131 Adult Nursing 1**120 Hours****NUR 141 Adult Nursing II****90 Hours**

Adult Nursing Care 1 builds upon the foundations taught in Fundamentals of Nursing I and 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 to 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.

Practical Nursing Program Handbook

Information contained in the Nursing Program Student Handbook is reviewed periodically by the Nursing Department to ensure that policies, procedures, and guidelines remain current and consistent with applicable academic and program requirements.

Students are responsible for reviewing the Nursing Program Student Handbook and remaining informed of any policy changes, additions, or deletions. All students enrolled in the Nursing Program are expected to comply with the policies, procedures, rules, and guidelines in effect during the current semester.

Students are strongly encouraged to read the Nursing Program Student Handbook carefully and refer to it throughout their enrollment. The information contained in the Handbook is essential to understanding program expectations, academic and clinical requirements, student responsibilities, and the standards necessary for successful completion of the Nursing Program.

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, judgment, 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: “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 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 judgment 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.

Practical Nursing Program

The Practical Nursing Program is a 1,500-clock-hour program that may be completed over 12 or 24 months, depending on the student's enrollment schedule. The program is designed to provide students with the knowledge, skills, and professional preparation necessary to successfully complete the program, prepare for the National Council Licensure Examination for Practical Nurses (NCLEX-PN), and enter the nursing profession as an entry-level practical nurse.

The nursing curriculum is designed to develop both the technical competencies and professional values essential to the practice of practical nursing. Courses provide students with an understanding of the value, dignity, and individuality of each person and promote a holistic approach to patient care.

Students are prepared to view each patient as a unique, integrated individual with physical, emotional, psychological, social, and cultural needs. Through classroom instruction, laboratory experiences, and clinical practice, students develop the nursing knowledge, clinical judgment, communication skills, and technical competencies necessary to provide safe, competent, and compassionate patient care.

The program emphasizes the integration of theoretical knowledge with practical application and prepares graduates to function as beginning practitioners of nursing within the scope of practical nursing practice and applicable regulatory standards.

NCLEX-PN Examination and Licensure Eligibility

Upon successful completion of the Practical Nursing Program, graduates may apply to the appropriate State Board of Nursing for eligibility to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Completion of the program does not guarantee eligibility for licensure or authorization to take the NCLEX-PN.

Each state establishes its own requirements and procedures for application, examination eligibility, and licensure. Students are responsible for reviewing the licensure requirements of the state in which they intend to seek licensure.

In Pennsylvania, licensure requirements are established under the Pennsylvania Nurse Practice Act and applicable regulations of the Pennsylvania State Board of Nursing. The Pennsylvania State Board of Nursing has the authority to review an applicant's criminal history and other circumstances that may affect eligibility for examination or licensure. Certain criminal convictions or other conduct may result in additional review, denial of eligibility, or denial of licensure.

Students are encouraged to contact the applicable State Board of Nursing before or during enrollment if they have questions or concerns regarding their individual eligibility for examination or licensure.

Lansdale School of Business does not guarantee that a graduate will be approved to sit for the NCLEX-PN or receive a practical nursing license. Final determination of examination eligibility and licensure rests solely with the applicable State Board of Nursing.

Program Outcomes:

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

Program Outcome Goals:

- Licensure Examination: 80% of graduates will pass the NCLEX-PN exam on the first attempt.
- Pass Rate: The pass rate for NCLEX-PN first-time test takers will be at or above 80%
- Program Completion: 55% of admitted students will complete the program
- Job Placement: 70% 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.

- 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. o 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. o
- 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.

Engage in clinical judgment to make patient-centered care decisions within the scope 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.

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 interprofessional team.
- Interpret the impact of team functioning on safety and quality improvement.

Use information technology to support and communicate 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 promptly.

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
- NUR 121/125
- NUR 131/135
- NUR 141/145)

If a student does not meet the minimum grade of 78% in NUR 112, 121, 131, or 141 but passes the clinical rotation, the student will need to repeat the theory course.

NOTE: No rounding is permissible for a student to pass a course. The 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.)

Students must have a C+ in each course to progress to the next level.

Student Conferences and Performance Review

Conferences with the Practical Nursing Instructor and/or Nursing Director may be scheduled with a student when concerns arise regarding academic performance, clinical performance, professional conduct, or compliance with program policies.

- A conference may be required when a student:
- Demonstrates low or unsatisfactory theory grades;
- Demonstrates unsatisfactory clinical performance;

- Fails to meet established academic or clinical performance standards;
- Violates a School or Practical Nursing Program policy;
- Demonstrates concerns related to professionalism, attendance, clinical conduct, or patient safety; or
- Requires an academic or clinical improvement plan.

The purpose of the conference is to review the identified concerns, provide the student with an opportunity to discuss the circumstances, establish expectations for improvement, and identify appropriate actions or resources to support successful progression in the Practical Nursing Program.

When appropriate, the Instructor and/or Nursing Director may document the conference and establish a written Academic or Clinical Improvement Plan outlining specific expectations, deadlines, and consequences for failure to demonstrate satisfactory improvement.

A student may be required to meet with the Nursing Director or Instructor at any time when academic, clinical, professional, or policy-related concerns warrant further review.

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 that 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. 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. . 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 NCLEX-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 2026 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.

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.

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, are encouraged to complete the Focused Review.
- The student will be allowed 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, judgment, 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 judgment

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) before taking the Comprehensive Predictor in VATI

- Orientation
- Fundamentals
- Pharmacology
- Adult Medical Surgical
- Maternal Newborn
- Nursing Care of Children
- Mental Health
- Leadership and 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

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 may come into the school for another predictor before the 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 judgment 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 withdraw 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. Health Status Changes

Students must report changes in health status as required by the Physical Examination, Pregnancy, Clinical, and Drug and Alcohol Testing policies. Current health documentation and clearance may be required before participation in class, laboratory, simulation, or clinical activities.

Pregnancies must be reported immediately. A clearance letter from the Medical Doctor must clearly indicate that the student has NO restrictions and can 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.

Course Repetition and Make-Up Requirements Policy

Course Repetition

A student may repeat a course **no more than one (1) time**. A student must complete the program in 6 terms. A student is able to repeat two times. These repeats are two separate courses.

If a student is unsuccessful in a course for a second time, the student will not be permitted to repeat the course and may be subject to withdrawal from the program of study.

Course repetition is subject to the approval of the Program Director and must comply with all applicable academic and program requirements.

Requirements for Repeating or Making Up a Course

Students who are permitted to repeat or make up a course must fully participate in the course. **Repeating a course does not mean that a student may attend only examinations or selected class sessions.**

Students repeating or making up a course are required to:

- Attend **all scheduled class sessions for the entire course.**
- Remain in class for the **full scheduled class period** unless otherwise excused by the instructor.
- Complete all assigned coursework, examinations, quizzes, projects, and other academic requirements.
- Attend **every required laboratory class/session** and participate in the full laboratory experience.
- Complete all required laboratory activities, skills demonstrations, competency evaluations, and assignments.
- Meet all attendance, academic, clinical, laboratory, and performance requirements established for the course.
- Follow the same academic and professional standards expected of students enrolled in the course for the first time.
-

Laboratory Attendance

Laboratory attendance is mandatory. A student repeating a course **must attend every scheduled laboratory session.** Students may not receive credit for laboratory requirements by attending only examinations, skills check-offs, or selected laboratory sessions.

Failure to attend required laboratory sessions may result in unsuccessful completion of the course.

Failure to Meet Repetition Requirements

Failure to comply with the attendance, laboratory, academic, or participation requirements of a repeated course may result in an unsuccessful course outcome.

The School reserves the right to require additional academic support, remediation, or other measures when necessary to ensure that students meet program and professional competency standards.

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 before the start of class/laboratory/clinical and be prepared to start on time. 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 be recorded when the student enters 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 before 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) 30-minute 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. The student must submit documentation to their instructor or DON to be able to make up the quiz/exam. If the student does not take the exam, 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 "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 before 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.

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.

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).

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+	78-77.9
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 RATING CRITERIA:

S = Satisfactory, NI = Needs Improvement, U = Unsatisfactory or NE= No opportunity for Evaluation

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 healthcare 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*

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 that 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 students 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's grades/evaluations.
3. The student will sign and date the clinical evaluation tool. Student signature documents that the Practical Nursing Student has 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 must be documented on the practical nursing physical form and submitted to Admissions before your clinical rotation begins.. 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 within three years). Also required is an up-to-date Tetanus vaccine (Tetanus-Diphtheria and Pertussis (Tdap) – must be within 10 years). are also Immunization must be proven by titers (Submit a copy of titers dated within three years). Students are required to submit results from a chest X-ray or QuantiFERON TB Gold for TB clearance.

Data should be recorded on the required form, and lab reports should be attached to the form for review by nursing faculty. Urine Drug Screen lab result (within 60 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 for keeping 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

PA Criminal Check, FBI Clearance, and Child Abuse History Clearance

PA Criminal Check, FBI Clearance, and Child Abuse History Clearance must be completed and submitted before 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 professions 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 need to consult with the Director of Nursing and provide documentation to 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 coursework. 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 the 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. .

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

Family Educational Rights and Privacy Act (FERPA) Policy

Lansdale School of Business is committed to protecting the privacy and confidentiality of student education records in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and its implementing regulations, 34 CFR Part 99. FERPA provides eligible students with specific rights concerning their education records and establishes requirements governing the disclosure of personally identifiable information contained in those records.

As a postsecondary institution, Lansdale School of Business recognizes the rights of students to access and review their education records and to limit the disclosure of personally identifiable information, except when disclosure is permitted or required by law.

Student Rights Under FERPA

FERPA provides eligible students with the following rights:

Right to Inspect and Review Education Records

Students have the right to inspect and review their education records maintained by Lansdale School of Business, subject to the limitations and exceptions established by FERPA.

A student who wishes to inspect and review education records should submit a written request to the appropriate school official responsible for maintaining the records. The School will respond to the request in accordance with applicable FERPA requirements.

Right to Request Amendment of Education Records

Students have the right to request amendment of education records they believe are inaccurate, misleading, or otherwise in violation of their privacy rights under FERPA.

A student requesting an amendment should submit a written request identifying the record or portion of the record believed to be inaccurate or misleading and explaining the basis for the requested amendment.

FERPA does not provide a right to challenge grades, opinions, or substantive academic decisions that are correctly recorded, unless the grade or record is otherwise inaccurate or maintained in violation of the student's privacy rights.

Right to Consent to Disclosure of Personally Identifiable Information

Except for disclosures permitted or required by FERPA without consent, Lansdale School of Business will obtain the student's signed and dated written consent before disclosing personally identifiable information from the student's education records.

Valid consent must identify the records to be disclosed, state the purpose of the disclosure, and specify the person or organization to whom the disclosure may be made. Electronic consent may be accepted when it adequately identifies and authenticates the individual providing the consent.

Right to File a Complaint

Students have the right to file a complaint with the U.S. Department of Education concerning an alleged failure by Lansdale School of Business to comply with FERPA requirements.

Eligible Students

For purposes of FERPA, an eligible student is generally a student who is 18 years of age or older or who attends a postsecondary institution, regardless of age. At the postsecondary level, FERPA rights generally belong to the student rather than the student's parent.

Parents may obtain access to a student's education records only when authorized under FERPA or other applicable law. Circumstances in which disclosure may be permitted include when the student provides written consent or when a specific FERPA exception applies.

Education Records

Education records generally include records that are directly related to a student and maintained by Lansdale School of Business or by a party acting on behalf of the School.

Education records may include, but are not limited to:

- Admission and enrollment records;
 - Academic records and transcripts;
 - Grades and academic progress records;
 - Attendance records;
 - Financial aid records maintained by the School;
 - Student disciplinary records;
 - Student advising and support records maintained as education records; and
 - Other records that meet the definition of an education record under FERPA.
- Certain records are excluded from the definition of education records under FERPA, including certain law enforcement records, employment records, medical or treatment records, and other records specifically excluded by law.

Legitimate Educational Interest

Lansdale School of Business may disclose education records without a student's prior written consent to school officials who have a legitimate educational interest in the information.

A school official may access only those education records necessary to perform the official's assigned responsibilities. The School will use reasonable methods to ensure that school officials obtain access only to records in which they have a legitimate educational interest.

For purposes of this policy, school officials may include employees and other individuals or organizations performing institutional services or functions on behalf of Lansdale School of Business when they meet the requirements of FERPA.

Disclosure Without Student Consent

FERPA permits Lansdale School of Business to disclose personally identifiable information from education records without the student's prior written consent in certain circumstances authorized by law.

Permitted disclosures may include, but are not limited to:

- Disclosure to school officials with a legitimate educational interest;
- Disclosure to another educational institution where the student seeks or intends to enroll, subject to applicable FERPA requirements;
- Disclosure in connection with certain financial aid purposes;
- Disclosure to authorized accrediting organizations;
- Disclosure to comply with a valid judicial order or lawfully issued subpoena;
- Disclosure to appropriate parties in connection with a health or safety emergency when the requirements of FERPA are satisfied;
- Disclosure of properly designated directory information;
- Disclosure to certain federal, state, or local authorities as permitted by law;
- Disclosure to organizations conducting authorized studies on behalf of the School when FERPA requirements are satisfied; and
- Other disclosures specifically permitted under FERPA.
- The School is not required to make a disclosure merely because FERPA permits it.

Directory Information

Lansdale School of Business may designate certain information as directory information and may disclose such information without obtaining prior written consent, provided the School has provided appropriate public notice and the student has been given an opportunity to restrict disclosure. FERPA requires institutions to identify the types of information designated as directory information and to explain the student's right to opt out.

Unless otherwise restricted by the student in accordance with School procedures, Lansdale School of Business designates the following as directory information:

- Student's name;
- Address;
- Telephone number;
- School email address;
- Program of study;
- Dates of attendance;
- Enrollment status;
- Degrees, certificates, honors, and awards received;
- Participation in officially recognized activities;
- Photograph;
- Previous educational institutions attended; and
- Other information that FERPA permits the School to designate as directory information.
- A student's Social Security number is not considered directory information.

Restricting Directory Information

A student may request that the School not disclose some or all designated directory information by submitting a written request to the appropriate School official.

The request must be submitted in accordance with School procedures and will remain in effect until the student rescinds the restriction in writing, subject to applicable FERPA requirements. A directory-information restriction may have unintended consequences, including limiting the School's ability to provide basic information about the student.

Disclosure to Third Parties

Lansdale School of Business will not disclose personally identifiable information from a student's education records to third parties without the student's prior written consent unless the disclosure is authorized under FERPA or another applicable law.

When written consent is required, the consent must identify:

- The records or information to be disclosed;
- The purpose of the disclosure; and
- The person or organization to whom the disclosure may be made.

Disclosure to Parents or Family Members

Because Lansdale School of Business is a postsecondary institution, FERPA rights generally transfer to the student upon attendance at the School.

Parents, spouses, family members, or other individuals may receive information from a student's education records when:

- The student provides appropriate written consent;
- The disclosure is otherwise permitted by FERPA; or
- Another legal exception to the consent requirement applies.
- The School may require appropriate identification and authentication before releasing student information.

Health or Safety Emergencies

Lansdale School of Business may disclose personally identifiable information from education records without prior consent when necessary to protect the health or safety of the student or other individuals and the requirements of FERPA are satisfied.

The School will determine, based on the circumstances, whether a health or safety emergency exists and will limit the disclosure to information reasonably necessary to address the emergency. FERPA requires documentation of certain disclosures made under the health or safety emergency exception.

Student Identification and Authentication

To protect student privacy, Lansdale School of Business will use reasonable methods to verify the identity of individuals requesting access to education records or requesting disclosure of information.

Students should not provide their student identification numbers, passwords, or other authentication credentials to another individual. School personnel will not release confidential student information based solely on an individual's claim of being the student.

Records of Disclosures

When required by FERPA, Lansdale School of Business will maintain records documenting requests for and disclosures of personally identifiable information from education records. Such records may identify the parties who requested or received information and the legitimate interests supporting the request or disclosure.

Annual Notification of FERPA Rights

Lansdale School of Business will provide notification to eligible students of their rights under FERPA. The annual notification will include information regarding the student's rights to:

- Inspect and review education records;
- Request amendment of education records;

- Consent to disclosure of personally identifiable information, except when FERPA permits disclosure without consent; and
- File a complaint with the U.S. Department of Education concerning alleged FERPA violations.
- The annual notification may be provided through one or more methods reasonably designed to inform students of their FERPA rights, including publication catalog, School website, or student communications.

Questions Regarding FERPA

Questions concerning FERPA, student privacy, access to education records, requests for amendment, directory information restrictions, or disclosure of student information should be directed to the appropriate administrative office designated by Lansdale School of Business.

Students are encouraged to contact the School before submitting a FERPA request if they have questions regarding their rights or the procedures for accessing or restricting their education records.

U.S. Department of Education

Students who believe that Lansdale School of Business has violated their rights under FERPA may file a complaint with the U.S. Department of Education's Student Privacy Policy Office.

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Information regarding FERPA and filing a complaint is available through the U.S. Department of Education's Student Privacy Policy Office.

Policy Statement

Lansdale School of Business is committed to maintaining the confidentiality, security, and integrity of student education records. All faculty, staff, administrators, and other individuals with access to student education records are expected to comply with FERPA and School policies governing the collection, use, maintenance, and disclosure of student information.

Nothing in this policy limits the School from making a disclosure that is permitted or required by FERPA or other applicable federal or state law.

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.

Regular and prompt attendance at all classes/lab/clinical with instructors is mandatory. 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 15 hours will place the student in “academic probation for absence. 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** to move forward in the program. There is no fee associated with tutoring. 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 before attending a make-up session. Note: If you have made up the hours and have not paid the make-up fee, you will not receive the hours and will not progress to the next term. Consideration will be given if students can provide documentation. For example, if a student is admitted to the hospital

and/or attends the funeral of an immediate family member (spouse/significant other or child) or has any life event that can be documented, the DON will decide on a make-up payment. 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 fail to meet not only course objectives but also program progression. The student can be asked to withdraw or be administratively withdrawn 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 go 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 and Nursing Care Plan
 - c. Plan your care for the day

****Note:** The Above Process Should Take No Longer Than 10-15 Minutes**

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 about 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. Students are NOT to leave the floor or their patient without communicating to their instructor. If a student leaves the floor, this may fail the clinical course.

13. Before 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., can result in immediate dismissal from the program.

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

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 for using equipment properly and for returning it to the proper storage area.
5. Beds are to be used as a learning experience only.
6. Students are to always conduct themselves professionally in the lab.
7. Only nursing students, instructors, and Lansdale School of Business staff are permitted to be in the nursing lab during class time and skills practice time.
8. Only basic nursing texts, skills sheets, and 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. Students not adhering to the Lansdale School of Business dress code policy **MAY BE SENT HOME** from class or clinical – you will be required to makeup the lost hours.

Navy-blue sweaters/lab coats and/or the Navy Blue LSB School Approved Scrub wear/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 hoodies (including hats, scrub caps, and scarves), 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. Students are permitted to wear LSB Sweatshirts or LSB $\frac{3}{4}$ quarter zip purchased from the bookstore or Flynn O'Hara. If students are wearing a head covering for religious reasons, they must be solid with no patterns and a neutral color.

NOTE: Students must wear their LSB Scrubs to clinical. No other LSB clothing can be worn.

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 the lobe of the ears. No hoops, gauges, or dangling earrings. No nose rings or tongue piercings allowed. Students are permitted to wear ONE *small* stud in their nose.
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 hoodies or head coverings (includes hats, caps, and scarves) are to be worn during classes, laboratory simulation, or clinical. Students are permitted to wear LSB Sweatshirts or LSB $\frac{3}{4}$ quarter zip purchased from the bookstore or Flynn O'Hara
7. **Footwear:** Clean closed-toe and closed-heel sneakers only. Only solid color sneakers may be worn (Blue, Black, White or a Neutral); no bright colors. - NO other footwear is permitted. NO prints or design(s) will be allowed on footwear. NO slippers, sandals, clogs, moccasins, flip-flops, Uggs, Crocs, 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, AirPods, earbuds, and smartwatches in the wall holders. Students will need to show their instructor empty pockets before sitting in the testing room. Students are not permitted to take anything but a pen/pencil into the testing room. The paper will be given to each student by the Instructor once everyone has signed in to the test. Once a student enters the testing room, there should be absolutely no talking amongst students. If a student is late for an exam/assessment without documentation, a Zero will be entered for a grade.

Personal Phone Calls

Only emergency phone calls should be received at Lansdale School of Business. The main desk 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 your location, 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 is prohibited in both the classroom, laboratory, and practicum areas. This includes observational experiences.

Electronic/Cellular Devices

During class/lab/clinical hours, all cell phones and smartwatches 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 iPods 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 probation. A 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 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, Snapchat, TikTok, Instagram, etc.

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

Please click on the 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 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 instructor reserves the right to dismiss a student from a clinical site or classroom based on unprofessional or inappropriate dress/behavior. Please see Dress Code Policy

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 and 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 for notifying 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 reflect 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. A student is never to leave a resident or the floor without notifying and receiving permission from their instructor.

Cooperation and 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 emergencies 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 and 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 and simulation labs, and clinical experience.

Graduation Requirements and Licensure Policy

Practical Nursing Program

To be eligible to graduate from the Lansdale School of Business Practical Nursing Program and receive a Diploma in Practical Nursing, students must successfully complete all academic, laboratory, clinical, clock-hour, financial, and program requirements established by the School.

Graduation is not automatic. All requirements must be satisfied before a student may be certified as having successfully completed the Practical Nursing Program.

Third-Term Requirements

Students entering the Fourth Term must have satisfied all financial obligations to the School.

- All outstanding tuition, fees, and other financial obligations must be addressed before a student may progress to the Fourth Term.
- A student with an outstanding balance who does not make the required payment arrangements may be withdrawn from the program.
- A student who is withdrawn because of an outstanding financial obligation may be considered for return in a subsequent term upon resolution and full payment of the outstanding balance, subject to program availability and applicable School policies.

Fourth-Term Graduation Requirements

To be eligible for graduation, Fourth-Term students must successfully complete all of the following requirements:

Academic, Laboratory, and Clinical Requirements

Students must:

- Successfully complete all required theory and classroom coursework.
- Students must have all financial obligations met two weeks before final exams.
- Successfully complete all required clinical experiences and clinical competencies.
- Meet all academic and clinical performance standards established by the Practical Nursing Program.
- Complete the required 1,500 program clock hours.
- Satisfy all other curriculum and program requirements necessary for completion of the Practical Nursing Program.

Financial Requirements

All tuition, fees, and other financial obligations owed to Lansdale School of Business must be paid in full before a student may participate in Graduation.

Students who have not satisfied their financial obligations may not participate in graduation-related activities or receive their final academic records until the applicable requirements have been met.

NCLEX-PN Preparation Requirements

Students must complete all required NCLEX-PN preparation and review activities before completing the Practical Nursing Program.

Required NCLEX-PN preparation includes:

- Capstone
- Virtual ATI (VATI)
- NCLEX Live Review

Virtual ATI Requirements

Students must complete the required VATI components by the last day of the term, including:

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

Students must progress through NCLEX Readiness to the point at which they are eligible to take the VATI Comprehensive Predictor.

Students should not take the VATI Comprehensive Predictor until after completing the NUR 141 Comprehensive Predictor, unless otherwise directed by the Practical Nursing Program Director or designated faculty member.

Students must also successfully complete all required components of the Capstone and NCLEX Live Review.

Graduation and Licensure Procedures

Students should begin the licensure application process at the beginning of the final level of the Practical Nursing Program. Early preparation is strongly encouraged because nursing regulatory requirements, background checks, and application processing may require additional time.

Graduation from Lansdale School of Business does not constitute licensure as a practical nurse. Graduates must separately apply for licensure and meet the requirements of the nursing regulatory body in the state where they intend to practice.

Application for Licensure

Students are responsible for obtaining current licensure information and application materials from the Board of Nursing or nursing regulatory body in the state in which they intend to seek licensure.

Students should:

- Obtain the appropriate application for practical nursing licensure.
- Review all eligibility requirements established by the applicable nursing regulatory body.
- Complete the application for licensure by examination.
- Complete the required criminal background check and any other required screening.
- Register for the NCLEX-PN examination through the designated testing service.
- Complete all additional requirements established by the applicable nursing regulatory body.

Students may obtain general NCLEX information through the National Council of State Boards of Nursing (NCSBN).

NCSBN

NCLEX

Information:

<https://www.ncsbn.org/nclex-application-and-registration.htm>

Because nursing licensure requirements vary by state, students are responsible for reviewing the current requirements of the state in which they intend to seek licensure.

NCLEX-PN Registration

Students are responsible for completing the NCLEX-PN registration process and any required state licensure application.

The NCLEX-PN registration process generally includes:

- Submitting an application for licensure by examination to the applicable nursing regulatory body.
- Registering for the NCLEX-PN examination through Pearson.
- Providing a valid email address for examination-related correspondence.
- Providing the appropriate nursing program information and program code.
- Completing any required criminal background check or other screening.
- Completing any additional requirements established by the applicable nursing regulatory body.

Pearson and the applicable nursing regulatory body may communicate with the student electronically. Students are responsible for monitoring the email address provided during registration and responding to requests or correspondence in a timely manner.

Program Completion and Authorization to Test

Lansdale School of Business will verify a student's successful completion of the Practical Nursing Program, including required coursework and program clock hours, when the student has satisfied all academic and graduation requirements.

The School will provide required educational documentation to the applicable nursing regulatory body in accordance with its procedures and applicable law.

Students should understand that completion of the Practical Nursing Program does not guarantee eligibility for licensure or authorization to test. Final determination of eligibility for the NCLEX-PN and practical nursing licensure is made by the applicable nursing regulatory body.

Final Transcript

A final official transcript verifying completion of the Practical Nursing Program will be prepared in accordance with School procedures after the student has completed all program requirements.

The School will not release the final grades required for licensure until:

- The student has successfully completed the Practical Nursing Program;
- All required program clock hours have been completed;
- All academic, laboratory, and clinical requirements have been satisfied; and
- The student's account has been paid in full or otherwise satisfies the School's requirements

Once all requirements have been satisfied, students should allow appropriate processing time for the School to prepare and submit required documentation to the applicable nursing regulatory body.

Criminal Background Checks and Licensure

Students should be aware that criminal background information may affect eligibility for clinical placement, licensure, or the ability to take the NCLEX-PN.

A nursing regulatory body may review an applicant's criminal history and may require additional documentation, hearings, or other information before determining eligibility for licensure.

Lansdale School of Business does not determine whether a graduate will be granted a nursing license. The applicable state nursing regulatory body has sole authority to determine an individual's eligibility for licensure and/or authorization to take the NCLEX-PN.

Students are responsible for understanding the licensure requirements of the state in which they intend to practice.

NCLEX-PN Examination Scheduling

Students are expected to begin preparing for the NCLEX-PN examination before graduation.

Students should:

- Plan to schedule the NCLEX-PN examination as soon as they are eligible to do so.
- Target an examination date within approximately three weeks following the last day of the final term, when permitted by the applicable nursing regulatory body and testing availability.
- Notify the Director of Nursing of their anticipated NCLEX-PN examination date.
- If testing is delayed for any reason, students are encouraged to meet with the Director of Nursing or designated faculty member before testing to discuss preparation, study strategies, and testing skills.

The recommended testing timeline is intended to encourage timely examination preparation and may be adjusted when necessary based on authorization-to-test requirements, state board processing, examination availability, or other circumstances beyond the student's control.

Costs Associated With Licensure and Testing

Students are responsible for all costs associated with licensure and examination, including applicable:

- NCLEX-PN examination fees;
- State licensure application fees;
- Criminal background check fees;
- Fingerprinting fees, when required;
- Credentialing or processing fees; and
- Other fees required by the applicable nursing regulatory body or testing agency.

Because fees are established by outside agencies and may change, students should verify current costs directly with the applicable nursing regulatory body and testing service.

Criminal background checks may require several weeks to process. Students should plan accordingly and should not delay the licensure application process.

Student Responsibility for Licensure

Each graduate is responsible for completing the licensure process and complying with all requirements established by the applicable nursing regulatory body.

Lansdale School of Business will provide appropriate program-completion documentation and reasonable guidance regarding the licensure process; however, the School cannot guarantee:

- Eligibility for licensure;
- Eligibility to take the NCLEX-PN;
- Approval of a nursing license application;
- A specific NCLEX-PN testing date;
- Clinical placement or employment; or
- Issuance of a nursing license.

Students are encouraged to begin the licensure process early, carefully review all instructions provided by the applicable nursing regulatory body, and promptly respond to all requests for additional information.

Graduation Eligibility

A student will be considered eligible for graduation from the Practical Nursing Program only after all academic, laboratory, clinical, clock-hour, NCLEX preparation, financial, and administrative requirements have been successfully completed.

Failure to complete any required component may result in a delay in graduation and/or postponement of the student's eligibility for the School to certify program completion.

Lansdale School of Business reserves the right to withhold the graduation Diploma until all applicable program requirements have been satisfied.

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” was found. 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 and 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 right 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. 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 return to the program, potentially starting within a new term/cohort.

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 can 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.

Drug and Alcohol Testing Policy

Lansdale School of Business is committed to maintaining a safe, professional, and supportive learning environment for students, faculty, staff, patients, and clinical partners. Because Practical Nursing students provide care to patients in clinical settings, students are expected to report to class and clinical experiences free from the effects of alcohol, illegal drugs, improperly used prescription medications, or other substances that may impair their ability to safely perform nursing responsibilities.

A student who is impaired by drugs or alcohol may pose a significant risk to the safety and well-being of patients, classmates, faculty, clinical staff, and the student. Accordingly, Lansdale School of Business maintains a Drug and Alcohol Testing Policy for students enrolled in the Practical Nursing Program.

Reasonable Suspicion

Lansdale School of Business, its faculty, clinical instructors, preceptors, and clinical agency personnel have a responsibility to identify and report behaviors that may indicate impairment. Drug and/or alcohol testing may be required when there is reasonable suspicion that a student may be impaired during class, laboratory, simulation, clinical practice, or other school- or clinical-related activities.

Reasonable suspicion may be based on observable behavior, physical appearance, performance, or other circumstances. Signs of possible impairment may include, but are not limited to:

- Slurred or unusually rapid speech;
- Odor of alcohol on the breath or person;
- Unsteady gait, staggering, swaying, or difficulty maintaining balance;
- Lack of coordination or difficulty performing routine tasks;
- Disorientation, confusion, or unusual behavior;
- Significant or unexplained changes in work or clinical performance;
- Excessive sleepiness or changes in alertness;
- Bloodshot, dilated, or unusual-looking eyes;
- Behavior suggestive of hallucinations or altered perception;
- Unsafe nursing practices or failure to follow established procedures;
- Unexplained accidents, injuries, medication errors, or other safety incidents;
- Significant changes in personality or demeanor;
- Argumentative, aggressive, combative, threatening, or violent behavior;
- Inappropriate or unusually careless conduct;
- Sloppy or inappropriate appearance or clothing;
- Unexplained decline in academic or clinical performance;
- Repeated tardiness or unexplained absences when considered in conjunction with other indicators;
- Careless mistakes or unusually prolonged completion of routine tasks; or
- Other observations or circumstances reasonably consistent with possible impairment.

The presence of one sign alone does not necessarily establish impairment. The determination to require testing will be based on the totality of the circumstances and, when applicable, the requirements of the clinical agency

Drug and Alcohol Testing

1. Testing Based on Reasonable Suspicion

A student may be required to submit to drug and/or alcohol testing when reasonable suspicion of impairment exists during a school-related or clinical activity.

2. Controlled Substance Concerns

Testing may also be required when a student has access to or responsibility for controlled substances and there is a concern regarding missing, diverted, or otherwise unaccounted-for medications. Such situations will be evaluated on a case-by-case basis by the Director of Nursing, Executive Director, and/or appropriate clinical agency representative.

3. Clinical Agency Requirements

Students must comply with the drug and alcohol testing, screening, and substance-use policies of any clinical agency to which they are assigned. Clinical agencies may have requirements that are more restrictive than those of Lansdale School of Business. Failure to satisfy a clinical agency's requirements may prevent or terminate a student's clinical placement.

4. Consent to Testing

The student will be informed of the requirement for testing and will be asked to provide the appropriate consent before testing, consistent with applicable law and testing procedures.

5. Cost of Testing

Unless otherwise specified by the clinical agency or Lansdale School of Business, the student is responsible for all costs associated with required drug and/or alcohol testing.

6. Refusal or Failure to Test

A student who refuses, fails, or otherwise does not comply with a required drug and/or alcohol screening may be considered in violation of this policy. Refusal to test may result in removal from clinical activities and disciplinary action, up to and including dismissal from the Practical Nursing Program.

Testing Procedures

7. Collection Site

Testing will be conducted at a designated laboratory, hospital employee health department, emergency department, or other approved collection site in accordance with the applicable clinical agency or testing facility procedures.

8. Transportation to Testing

A student suspected of impairment will not be permitted to drive a personal vehicle from the School, clinical agency, testing facility, or other location where the incident occurred. The School will require the student to arrange transportation by a responsible adult, taxi, rideshare, or other appropriate means. When appropriate, the School may require that the student not remain alone following the incident.

9. Chain of Custody

Drug and alcohol testing will be conducted using established collection and chain-of-custody procedures. Testing procedures will comply with the requirements of the testing facility and, when applicable, the assigned clinical agency.

10. Removal From Clinical Activities

A student suspected of impairment will be removed from the clinical setting or other patient-care activity immediately when necessary to protect patient and student safety. The student will remain out of clinical activities until the matter has been reviewed and the School determines that the student may safely return.

11. Transportation Home

A student suspected of impairment will not be permitted to drive a personal vehicle from the School, clinical agency, testing facility, or other location where the incident occurred. The School will require the student to arrange transportation by a responsible adult, taxi, rideshare, or other appropriate means. When appropriate, the School may require that the student not remain alone following the incident.

Test Results and Confidentiality

12. Confidentiality

Information regarding drug and/or alcohol testing will be handled as confidential student information and shared only with individuals who have a legitimate educational, administrative, clinical, safety, or legal need to know, consistent with applicable law and School policy.

13. Record Retention

Documentation and test results will be maintained securely and separately from general academic records when appropriate. Access to records will be limited to authorized personnel.

14. Release of Information

Information may be released when required or permitted by law, pursuant to a valid written authorization from the student, or as otherwise authorized by applicable law or regulation.

Disciplinary Action

15. Positive Test Results

A confirmed positive drug or alcohol test, when obtained in accordance with applicable testing procedures,

may result in removal from clinical activities and disciplinary action, up to and including dismissal from the Practical Nursing Program.

16. Violation of Clinical Agency Requirements

A student who violates the drug and alcohol policy of a clinical agency may be removed from the clinical placement. Because clinical placement is an essential component of the Practical Nursing Program, the inability to obtain or maintain a clinical placement may prevent the student from completing the program.

17. Unsafe Patient Care

Any conduct involving impairment that places a patient, staff member, faculty member, or other individual at risk may result in immediate removal from the clinical setting and may result in dismissal from the program.

18. Other Violations

Nothing in this policy limits Lansdale School of Business from taking disciplinary action for other violations involving drugs, alcohol, controlled substances, or unsafe conduct under the Student Handbook, School policies, or applicable clinical agency policies.

Assistance and Support

Lansdale School of Business recognizes that substance use disorders may be treatable conditions. Students who are experiencing difficulties related to alcohol or substance use are encouraged to seek appropriate professional assistance.

The School may provide students with information regarding available counseling, treatment, or community resources. Seeking assistance does not exempt a student from complying with School policies, clinical agency requirements, academic standards, or disciplinary procedures.

Policy Statement

Students enrolled in the Practical Nursing Program are expected to conduct themselves in a manner consistent with the professional standards of nursing and the safety requirements of the School and its clinical partners. Compliance with this Drug and Alcohol Testing Policy is a condition of participation in clinical education.

Lansdale School of Business reserves the right to modify this policy as necessary to comply with applicable federal and state laws, regulations, accreditation standards, and clinical agency requirements.

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 Executive Director 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, TikTok, 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

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.

Individuals have the right to have any questions about the 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 and Services) this website lists these centers by area within Philadelphia

Social Media -Usage, Privacy, Confidentiality and Professionalism

Purpose

Lansdale School of Business recognizes that social media and electronic communication are important forms of communication and information sharing. Students are expected to use social media responsibly and professionally and to understand that their online conduct may affect patients, classmates, faculty, staff, clinical agencies, and the reputation of the School and the nursing profession.

Students enrolled in the Practical Nursing Program have an ethical and legal obligation to protect patient privacy and confidentiality. This obligation applies at all times, including during clinical experiences and when using social media or other electronic communication.

Definition of Social Media

For purposes of this policy, social media includes web-based and mobile platforms that allow individuals or organizations to create, share, communicate, or interact with content electronically. Social media may include, but is not limited to:

- Social networking platforms;
- Blogs and microblogs;
- Video and photo-sharing platforms;
- Online forums and discussion boards;
- Social news and content-sharing sites;
- Podcasts and livestreaming platforms;
- Professional networking sites;
- Personal websites;
- Online review sites; and
- Any other website, application, or electronic platform through which users can publish, transmit, or share information.

Because social media platforms continually change, this policy applies regardless of the specific platform or technology being used.

Patient Privacy and Confidentiality

1. **Protect Patient Information**
Students must recognize that they have an ethical and legal responsibility to protect patient privacy and confidentiality at all times.
2. **No Patient Images or Recordings**
Students are strictly prohibited from photographing, recording, screenshotting, livestreaming, or transmitting images, video, audio, or other media involving patients through personal devices or social media.
3. **No Disclosure of Patient Information**
Students may not post, share, transmit, discuss, or otherwise disclose patient information obtained through the nurse-patient relationship unless the disclosure is specifically authorized for a legitimate patient-care, educational, legal, or professional purpose and is permitted by applicable policies and law.
4. **No Identifying Information**
Students must never identify a patient by name or post information that could reasonably allow another person to identify the patient. Removing a patient's name does not necessarily make information anonymous.
5. **Privacy Settings Are Not Sufficient**
Students should understand that privacy settings, restricted accounts, private groups, disappearing messages, or limited-access postings do not guarantee confidentiality. Information posted electronically may be copied, saved, forwarded, or otherwise distributed without the student's knowledge or permission.
6. **No Disparaging Comments About Patients**
Students must not make disparaging, disrespectful, humiliating, or inappropriate comments about patients, even when the patient is not identified.
7. **No Personal Photographs or Videos of Patients**
Students may not use personal cell phones, cameras, tablets, smart watches, or other personal electronic devices to photograph or record patients.
8. **Clinical Agency Policies**
Students must comply with all applicable clinical agency policies regarding photography, recording, electronic devices, patient information, and social media. Clinical agency policies may be more restrictive than School policies.

9. Report Breaches

Any known or suspected breach of patient privacy or confidentiality must be reported immediately to the appropriate clinical instructor and/or Nursing Director.

Professional Boundaries

10. Maintain Professional Boundaries

Students must maintain appropriate professional boundaries with patients, families, clinical staff, faculty, and other members of the healthcare team in all electronic communications.

11. Online Contact With Patients

Students should use caution when interacting with current or former patients through social media or other online platforms. Students should not establish personal online relationships with patients that may compromise professional boundaries.

12. Social Media Connections With Faculty or Supervisors

Students are strongly discouraged from initiating personal social media relationships with faculty members, clinical instructors, supervisors, preceptors, or other individuals responsible for evaluating their academic or clinical performance. Students should maintain appropriate professional boundaries in all online interactions.

Professional Conduct

13. Respectful Communication

Students are expected to communicate professionally and respectfully online and offline. Students may not post, publish, transmit, or distribute content that is threatening, harassing, discriminatory, defamatory, profane, obscene, sexually explicit, or otherwise inappropriate.

14. Protected and Respectful Treatment of Others

Students must not make offensive, threatening, harassing, discriminatory, or derogatory comments concerning patients, patients' families, classmates, faculty, staff, administrators, healthcare providers, clinical personnel, or clinical agencies.

15. No Disparagement of the School or Clinical Partners

Students may not use social media to make false, threatening, harassing, or intentionally disparaging statements about Lansdale School of Business, its faculty, staff, administrators, students, clinical partners, patients, or members of the healthcare team.

16. Professional Representation

Students must understand that they may be viewed as representatives of the nursing profession. Online conduct that violates professional standards or negatively affects patient safety, confidentiality, the School, or a clinical partner may result in disciplinary action.

Classroom and Educational Materials

17. Recording Classroom Activities

Students may not audio-record, video-record, photograph, livestream, or otherwise record faculty, instructors, guest speakers, or other students during classroom, laboratory, simulation, or clinical activities without prior authorization from the School and all individuals whose participation is being recorded when required.

18. Posting Educational Materials

Students may not post, upload, distribute, or share School or clinical-site educational materials on social media or other public or private online platforms without authorization.

This includes, but is not limited to:

- Lecture recordings;
- Audio or video of instructors;
- Classroom presentations;
- Examination or test materials;
- Assignments;
- Handouts;
- Clinical documents;
- Patient-care materials;
- Photographs or videos taken at clinical sites; and
- Proprietary materials belonging to Lansdale School of Business or a clinical agency.

19. Academic Integrity

Students may not use social media or online platforms to share examination questions, answers, assignments, clinical information, or other materials in a manner that violates academic integrity or School policy.

Use of the Lansdale School of Business Name and Logo

20. Authorization to Represent the School

Students may not represent themselves as an authorized spokesperson for Lansdale School of Business or speak on behalf of the School unless specifically authorized to do so.

21. Use of School Name or Logo

Students may not use the Lansdale School of Business name, logo, trademarks, photographs, or other identifying materials in a manner that suggests School endorsement, sponsorship, or official representation without prior authorization.

22. Personal Opinions

Students who identify their affiliation with Lansdale School of Business on social media should make clear, when appropriate, that their opinions are their own and do not represent the official position of the School.

Electronic Devices

23. Clinical Use of Electronic Devices

Students must comply with all School and clinical agency requirements regarding the use of cell phones, smart watches, tablets, cameras, computers, and other electronic devices.

24. Patient-Care Activities

Personal electronic devices must not interfere with patient care, clinical responsibilities, professional communication, or patient privacy.

25. Unauthorized Recording or Transmission

Students may not use an electronic device to record or transmit patient information, clinical activities, staff conversations, or other confidential information without proper authorization.

Violations and Disciplinary Action

26. Responsibility for Online Conduct

Students are responsible for the content they create, post, share, forward, transmit, or otherwise distribute, regardless of whether the content was intended to be private.

27. Policy Violations

A violation of this policy may result in removal from a clinical experience, referral for disciplinary action, loss of clinical privileges, failure of a clinical course, or dismissal from the Practical Nursing Program.

28. Serious Violations

Conduct involving patient confidentiality, privacy violations, unauthorized photographs or recordings,

threats, harassment, discrimination, academic dishonesty, or conduct that places a patient or another individual at risk may result in immediate disciplinary action, up to and including dismissal.

29. **Clinical Agency Consequences**

Students are also subject to the policies of their assigned clinical agencies. A clinical agency may deny or terminate a student's clinical placement based on inappropriate social media use or other conduct. The inability to obtain or maintain a required clinical placement may prevent a student from completing the Practical Nursing Program.

30. **Legal Consequences**

Students should understand that inappropriate disclosure of confidential information or other unlawful electronic activity may result in consequences beyond School disciplinary action, including possible civil or criminal liability.

Policy Statement

The purpose of this policy is to promote patient privacy, confidentiality, professional conduct, academic integrity, and respectful communication while recognizing the appropriate use of social media and electronic technology.

Students are expected to exercise sound professional judgment whenever using social media or electronic communication. When in doubt, students should not post, photograph, record, or share information and should consult the Nursing Director or appropriate faculty member before proceeding.

Failure to comply with this policy may result in disciplinary action, up to and including dismissal from the Practical Nursing Program.

Lansdale School of Business reserves the right to modify this policy as necessary to comply with applicable federal and Pennsylvania laws, regulations, accreditation requirements, professional standards, and clinical agency requirements.

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 Nursing 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 Nursing 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 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 outlined in this Handbook. The Handbook is a guide that must be followed by each student enrolled in the Practical Nursing program.

Student Signature *

Date

ATI Legal Notice and Permitted Uses Student Agreement

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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 Language and Respectful Communication: All students should be aware that 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 politely and professionally. Disagreements should be handled respectfully, professionally, and reported with a third-party mediator 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 Practical Nursing Program facilities and property. It is our responsibility to ensure the facilities are well maintained, and property is not abused and returned after borrowed use.

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 Handbook – A copy has been given to me

Student Signature: _____

Student Printed Name: _____

Date: _____

Cohort: _____

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

Student Initial