

A Tradition in Excellence

2012 — 2013
The Washington Hospital
School of Nursing
Bulletin



*We believe health is a dynamic state of well being
which allows the individual to meet physical,
psychosocial, and spiritual needs.*



The Washington Hospital School of Nursing

155 Wilson Avenue
Washington, PA 15301-3398

(724) 223-3167

E-mail: pzink@washingtonhospital.org

or

(724) 223-3179

E-mail: cnagy@washingtonhospital.org

Welcome

Dear Applicant:

Thank you for your interest in The Washington Hospital School of Nursing. This School Bulletin will provide you with detailed information about the program. Please review the *Admission Policies* and follow the *Application Procedure Checklist* to expedite the admission process. The School of Nursing will consider only completed application files. Once application files are completed they are reviewed by the Recruitment and Retention Committee and the applicant is notified by mail of their admission status.

If you have specific questions about our program or if you would like to arrange a visit to the school, please do not hesitate to contact us by telephone at (724) 223-3167 or (724) 223-3179, or by e-mail at pzink@washingtonhospital.org or cnagy@washingtonhospital.org. Office hours are 7:30 a.m. to 4:00 p.m. Monday through Friday, excluding holidays.

We appreciate your interest in our school and look forward to hearing from you soon.

Sincerely,

*The Administration, Faculty, and Staff of
The Washington Hospital School of Nursing*

The School at a Glance

- 28-Month Hospital-Based Program
- Academic Excellence and Early Clinical Experience
- Affiliation with Waynesburg University
- Approved by Pennsylvania State Board of Nursing
- Accredited by the National League for Nursing Accrediting Commission

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**Information concerning the
program is provided annually
to the:**

**National League for Nursing
Accrediting Commission (NLNAC)**
3343 Peachtree Road NE, Suite 500
Atlanta, GA 30326
(404) 975-5000

**Pennsylvania State Board of
Nursing**
P.O. Box 2649
Harrisburg, PA 17105-2649
(717) 783-7142

The School of Nursing

The Washington Hospital School of Nursing provides a 28-month program of study leading to a diploma. The school is fully approved by the Pennsylvania State Board of Nursing and is accredited by the National League for Nursing Accrediting Commission.

Founded in 1897, the school proudly claims over 4,000 alumni and a reputation for a quality nursing program. In keeping with the trends in nursing and nursing education and to meet the needs of the professional nurse and a changing society, the school is affiliated with Waynesburg University. This relationship enables students to earn 34 general education credits while working toward their diploma in nursing. The graduates benefit by having a broad educational base for their nursing practice as well as having credits to transfer should they decide to pursue a degree in nursing.

Waynesburg University is fully accredited by the Middle States Association of Colleges and Schools and the Department of Education of the Commonwealth of Pennsylvania.

Situated in the southwestern corner of Pennsylvania in the heart of Greene County, the University is located on Waynesburg City Park with more than 12 acres of lawn and shade trees.

The strong science program and the quality of the liberal arts offerings at the University provide students in the nursing program with a sound basis for learning the complexities of nursing. Students benefit by having the opportunity to utilize the facilities and resources offered by both schools, such as two well-qualified faculties, libraries, labs, and health and counseling services.

All credits in the nursing program are directly applicable to a Bachelor of Science in Nursing (B.S.N.) degree.

The School of Nursing program has historically provided concentrated clinical practice supported by a strong theory base. This commitment of quality is maintained with the affiliation program. Students enjoy a wide range of clinical experiences, participate in a diversity of patient services, and have the opportunity to work closely with various healthcare team members in realistic settings. Students are also provided with an intensive in-house computer training program allowing them to competently utilize the hospital's medical information system.

After completing the challenging diploma program, graduates are qualified to take the national examination leading to licensure as a registered nurse. The School of Nursing enjoys a positive reputation with employers of its graduates.

The Washington Hospital

The Washington Hospital is a voluntary, not-for-profit community hospital serving Washington and its surrounding communities since 1897. Located in Washington with multiple outpatient sites throughout Washington and Greene counties, the hospital has 260 beds in addition to a 16-bassinets nursery, and an 8-bed residential hospice. The hospital's medical staff includes more than 350 primary care and specialty physicians providing a full range of medical and surgical care.

The hospital offers a full range of services including the Heart, Lung, & Vascular Center, Center for Orthopedics & Neurosciences, women's health care, 24-hour emergency care, medical/surgical care, critical care, comprehensive hospice care and outpatient diagnostic and treatment services. Specialty services include the Wilfred R. Cameron Wellness Center, the region's premier medical fitness facility; the Wound & Skin Healing Center including hyperbaric oxygen therapy; the UPMC & The Washington Hospital Cancer Center; Strabane Woods of Washington, an assisted living facility; Strabane Trails of Washington, an independent living facility; Donnell House, the region's only residential hospice; the Ruth York Morgan Health Education Learning Place, a health information resource center at the hospital.

For more information about The Washington Hospital, please visit www.washingtonhospital.org.

Philosophy

We, the faculty of The Washington Hospital School of Nursing, believe each person is a holistic individual with mental, physical, and spiritual dimensions. Throughout the developmental life process, the individual has the freedom and capacity to change, subject to changing values, beliefs, customs, and mores. The person acts in a reciprocal relationship with the internal and external environment to meet human needs and to strive toward one's optimum potential.

We believe health is a dynamic state of well being which allows the individual to meet physical, psychosocial, and spiritual needs. Throughout the life continuum, varying degrees of health are experienced by each individual, family, and society. Health is influenced by the values and perceptions of the individual, family, and society. Health reflects the unity and harmony of the mind, body, and spirit. The health potential of the individual, family, and community is affected by the process of adaptive change to maintain structural and functional soundness. Illness is an alteration in health, which interferes with optimal functioning within the environment. Illness occurs when an individual cannot maintain integrity of the structural, personal, and social dimensions.

We believe nursing is a human science and practice discipline that draws upon the physical, biological, and behavioral sciences to support the individual's health and quality of life. The professional nurse utilizes communication and leadership skills in interacting with individuals and other health team members to enhance the delivery of health care to them, their families, and communities. As a humanistic profession, nurses establish a helping, trusting, caring relationship to enhance the individual's self-healing. Through the use of the nursing process, nursing care is deliberate, systematic, and individualized. The professional nurse utilizes problem solving and critical thinking to apply the nursing process in ministering care. Professional nurses are accountable for their own practice. In order to practice within the

changing needs of society, nurses must adapt to the expansion of the professional nurse role while upholding the ethical and legal standards of the profession.

We believe that education and learning are life-long participative processes through which individuals develop within their potential for growth. The goals of education are to foster motivation, promote self-direction and stimulate analytical inquiry. The educational process provides for active communication, improves problem solving and the values clarification necessary for making discerning decisions. Learning is often evidenced by a change in behavior, which is the result of the acquisition of knowledge, skills, and the development of new perceptions and values. Learning is dependent upon the student's readiness. It requires the teacher and the learner to be mutually responsible within this process. The faculty assumes responsibility for teaching and guiding the learning process in a climate of mutual respect. The student is guided toward progressive, cumulative learning to facilitate concept formation. The student is responsible for employing self-direction and participating actively in the learning process.

We believe that the faculty prepare individuals to function as professional nurses in order to meet the current and predicted needs of society. The faculty acknowledge the role of the community in providing resources for student learning experiences. The faculty believe that The Washington Hospital School of Nursing serves the community by encouraging faculty and students' participation in health related activities, by offering its facilities and resources for educational programs, and by preparing graduates who contribute to the nursing resources of the community.

School Purpose and Goals

The Washington Hospital School of Nursing offers a diploma program in professional nursing. The School assures the quality of its program by maintaining qualified faculty, providing support services which meet the needs of the student population, providing resources and facilities which are adequate for operation of the school, and offering a curriculum which enables its graduates to develop the competencies necessary for the practice of professional nursing.

The goals of The Washington Hospital School of Nursing are to provide a quality program of nursing education that:

1. Prepares graduates to function as entry-level professional nurses.
2. Instills moral and ethical values that support responsible, accountable professional practice.
3. Fosters a desire to assume responsibility for continuing personal and professional growth through life-long learning.
4. Meets a community need for qualified nursing professionals.
5. Facilitates a caring environment in which each individual is respected as a holistic being with mental, physical, and spiritual dimensions in constant interaction with the environment throughout the developmental life process.
6. Prepares graduates who draw upon the physical, biological, and behavioral sciences to apply problem solving and critical thinking skills to support the individual's health and quality of life.
7. Prepares graduates who utilize the nursing process to deliver care that is deliberate, systematic, and individualized.

Curriculum Objectives

The curriculum is developed from the philosophy and conceptual framework of the school. The curriculum is designed to provide 28 months of instruction. Vacations and holidays are scheduled throughout the 28 months. The student must meet the requirements of one term before progressing to the next higher term of the curriculum.

Students desiring to complete required college courses prior to enrolling in the program or out of normal sequence should contact the Financial Aid and Admissions Officers at The Washington Hospital School of Nursing for prior approval. All nursing courses must be taken in sequence.

** The School of Nursing reserves the right to change its curriculum, educational policies, and expenses at any time.*

The Washington Hospital School of Nursing Curriculum Objectives

The Washington Hospital School of Nursing graduate:

1. Utilizes a holistic approach when managing care for a group of individuals/families in various stages of the developmental life process.
2. Supports individuals/families to enable them to optimize their health potential.
3. Facilitates the adaptation of individuals/families through reciprocal relationships that influence the internal and external environment.
4. Promotes self-healing strategies which utilize appropriate referrals within the community.
5. Incorporates human science into problem solving and critical thinking while using the nursing process.
6. Upholds the professional nurse role to meet the community need for quality health care while in collaboration with other members of the health care team.
7. Functions in the role of entry-level professional nurse in a variety of health care settings.

Curriculum Plan

FIRST YEAR

Term I, Fall

Waynesburg University Campus
(Monday through Friday)

Human Anatomy (BIO 109)	3 Credits
Nutrition (NUR 205)	3 Credits
College Composition I (ENG 101)	3 Credits
First Aid and CPR (NUR 136)	1 Credit
Introduction to Psychology (PSY 105)	3 Credits
Microbiology (BIO 215)	4 Credits
Strategies for Academic Success (WBE 106)	1 Credit
	18 Credits

Term II, Spring

Waynesburg University Campus
(Tuesday and Thursday)

Human Physiology (BIO 207)	4 Credits
Principles of Sociology (SOC 105)	3 Credits
Human Development: A Life-Span Perspective (PSY 107)	3 Credits
The Washington Hospital School of Nursing Campus (Monday, Wednesday, and Friday)	
Nursing I Theory	75 Hours
Clinical	75 Hours
	10 Credits
	150 Hours

Term III, Summer

The Washington Hospital
School of Nursing Campus
(Monday through Friday)

Nursing II Theory	107 Hours
Clinical	133 Hours
	240 Hours

SECOND YEAR

Term IV, Fall

Waynesburg University Campus

Business and Professional Speaking (COM 228)	3 Credits
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The Washington Hospital
School of Nursing Campus
(Monday through Friday)

Nursing III Theory	140 Hours
Clinical	210 Hours
	3 Credits
	350 Hours

Term V, Spring

The Washington Hospital
School of Nursing Campus
(Monday through Friday)

Nursing IV Theory	130 Hours
Clinical	227 Hours
	357 Hours

Course Descriptions

Term VI, Summer

The Washington Hospital
School of Nursing Campus
(Monday through Friday)

Nursing V	
Theory	80 Hours
Clinical	160 Hours
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	240 Hours

THIRD YEAR

Term VI, Fall

Waynesburg University Campus

Ethics (PHL 205)	3 Credits
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The Washington Hospital
School of Nursing Campus
(Monday through Friday)

Nursing VI	
Theory	70 Hours
Clinical	280 Hours
<hr/>	
	3 Credits
	350 Hours

**Total Credits
provided by
Waynesburg
University 34 Credits**

**Total Hours
provided by
The Washington
Hospital
School of
Nursing 1,687 Hours**

Nursing I focuses on fundamental aspects of nursing with emphasis on the holistic individual throughout the life span. Emphasis is placed on the role of the nurse and the nursing process in assisting individuals to meet basic human needs and promote health. Opportunities are provided to implement beginning skills in meeting the uncomplicated nursing needs of the individual.

Total Hours	150 Hours
Theory	75 Hours
Clinical	75 Hours

Nursing II focuses on the fundamental aspects of nursing with an emphasis on the holistic individual with simple health problems throughout the life span. Emphasis is placed on the role of the nurse and nursing process in assisting the individual and family with simple health problems. Major concepts include normal pregnancy through normal newborn, selected simple health problems, childhood reactions to illness and hospitalization, and grief and loss. Opportunities are provided to implement beginning skills in meeting the nursing needs of the individual and family with simple health problems.

Total Hours	240 Hours
Theory	107 Hours
Clinical	133 Hours

Nursing III focuses on the use of a holistic approach when caring for individuals/families with complex health problems throughout the life span. Emphasis is placed on the role of the professional nurse and use of the nursing process in assisting individuals/families to move toward optimum health potential. Major concepts include selected complex health problems across the life span, complications of childbearing process, cultural values and beliefs, mental health

and illness, and selected concepts of pharmacology, nutrition, and self-healing strategies. Opportunities are provided to implement advanced nursing skills in meeting the human needs of individuals/families with complex health problems.

Total Hours	350 Hours
Theory	140 Hours
Clinical	210 Hours

Nursing IV focuses on the use of a holistic approach when caring for individuals/families with increasingly complex health problems throughout the life span. Emphasis is placed on the role of the professional nurse and the use of the nursing process in assisting the individuals/families to move toward optimum health potential. Major concepts include mental health and illness, complications of the neonate, selected complex health problems across the life span, and selected concepts of pharmacology, nutrition, and self-healing strategies. Opportunities are provided to implement advanced nursing skills in meeting the human needs of individuals/families with increasingly complex health problems.

Total Hours	357 Hours
Theory	130 Hours
Clinical	227 Hours

Nursing V utilizes a holistic approach when managing the nursing care related to the health problems of the critically ill individual and the needs of the family. The nursing process directs the analysis of alterations in human needs and emphasizes the magnitude and complexity of clinical decision making for the critically ill individual. Opportunities are provided to develop advanced nursing skills through clinical experiences in selected critical care settings.

Total Hours	240 Hours
Theory	80 Hours
Clinical	160 Hours

Nursing VI focuses on the use of management and leadership concepts and principles in managing the holistic care of groups of individuals/families across the life span. Emphasis is placed on the role of the nurse as manager and the nursing process to facilitate adaptation for individuals/families as they strive for and maintain their optimum health potential. Concepts emphasized include community health nursing, culture, management theory, leadership theory, professional development, and health care delivery systems. Precepted clinical experiences in a variety of health care settings provide the opportunity to implement advanced nursing skills in meeting the needs of individuals/families.

Total Hours	350 Hours
Theory	70 Hours
Clinical	280 Hours

** All nursing courses must be taken in sequence.*

Approximate Ratio of Theory Hours to Clinical Hours in Nursing Courses

Nursing I

1 hour theory
1 hour clinical nursing laboratory

Nursing II

1 hour theory
1.24 hours clinical nursing laboratory

Nursing III

1 hour theory
1.5 hours clinical nursing laboratory

Nursing IV

1 hour theory
1.75 hours clinical nursing laboratory

Nursing V

1 hour theory
2 hours clinical nursing laboratory

Nursing VI

1 hour theory
4 hours clinical nursing laboratory

Admission Policies

RECRUITMENT POLICY

The Washington Hospital School of Nursing seeks to recruit qualified applicants who meet the admission requirements. Recruitment activities may include, but are not limited to, career fairs, high school visits, media advertisements, and open house events. Individual appointments and tours are available for prospective students. All activities are in compliance with the Non-Discrimination Policy of the School of Nursing.

ADMISSION REQUIREMENTS

I. Academic

- A. Graduation from an approved secondary school or validation of a high school equivalency diploma (GED).
- B. High school QPA of 2.5 (on a 4.0 scale) or better verified through official transcripts. QPA waived 3 years after high school graduation and/or with official documentation of successful college courses.
- C. Scholastic Aptitude Test (SAT®) -- 920 minimum combined math and critical reading score or the American College Test (ACT®) score of 19 minimum recommended for recent high school graduates.

NOTE: SAT®/ACT® scores are waived if the applicant: has been out of high school for 3 years or more, never took SAT®/ACT® tests while in high school, or has successfully completed college coursework.

- D. A pre-entrance exam selected by the school. A minimum composite percentile of 70 (an overall score of 111) is recommended. The pre-entrance exam may be taken no more than 2 times in an academic year.

NOTE: Pre-entrance exam waived for applicants with a baccalaureate degree verified by official transcript.

- E. Applicants must show they have completed work equal to a standard high school course, including 4 units of English, 3 units of Social Studies, 2 units of Mathematics (1 of which is Algebra), and 2 units of Science with a related laboratory.

II. Pre-Admission Orientation

III. Health Record

The applicant must demonstrate physical and mental health necessary to meet the expectations of the program. The Employee Health Service (EHS) reviews each applicant's completed health record, which includes health history, physical examination, urine dipstick, and immunization record. The EHS reserves the right to make recommendations to the School of Nursing regarding admission.

NOTE: The School of Nursing reserves the right to require such additional information, examinations, or measures of eligibility as may be prescribed by the faculty.

Application documents will be held for 2 years.

ADMISSION PROCEDURE

1. Application forms and other information regarding admission may be obtained online at www.washingtonhospital.org/schools/nursing; from The Washington Hospital School of Nursing, 155 Wilson Avenue, Washington, PA 15301-3398; or by calling (724) 223-3167 or (724) 223-3179. Completed applications are to be returned to the same address accompanied by a non-refundable \$25.00 application fee.
2. The School of Nursing will consider only completed application files.

Application files consist of the following:

- a. Completed application and application fee.
 - b. Official academic transcripts from high school and, if applicable, post-secondary schools attended.
 - c. SAT® or ACT® scores (if not waived).
 - d. Pre-entrance exam score (if not waived).
3. Applicants who meet all of the *Admission Requirements*, I. Academic, A through E, will be scheduled to attend a pre-admission orientation.
 4. At the pre-admission orientation, the applicant will be given a health record, which is the final admission requirement.
 5. The health record is to be completed and submitted to The Washington Hospital Employee Health Service (EHS) for their review. (Student may opt to have work-up done at EHS, with his/her own physician, or at an urgent care center.)
 6. To confirm the applicant's enrollment, a non-refundable matriculation fee of \$75.00 is required to be sent within 30 days following the Pre-Admission Orientation.
 7. The Recruitment and Retention Committee of the School of Nursing will notify applicants of their official acceptance into the nursing program when all requirements are met.
 8. Applicants will be enrolled at Waynesburg University following acceptance into the nursing program. Applicants do not need to apply to Waynesburg University.
 9. Applicants who are requesting course exemption will be notified of their exemption status.

APPLICATION PROCEDURE CHECKLIST

- ☐ 1. Select a test date and reserve a seat online to take the National League for Nursing PAX RN Pre-Admission Examination. (See Testing Information section of this bulletin).
- ☐ 2. Submit application along with \$25.00 non-refundable fee (made payable to The Washington Hospital) to The Washington Hospital School of Nursing.
- ☐ 3. Request that official transcripts from high school and all post-secondary institutions attended be sent to The Washington Hospital School of Nursing.
- ☐ 4. Submit SAT® or ACT® scores, if applicable.

Submit all of the above to:

The Washington Hospital
School of Nursing
155 Wilson Avenue
Washington, PA 15301-3398

Call (724) 223-3167 or (724) 223-3179 to have any questions answered.

LPN TRANSITION EXPERIENCE

The *LPN Transition Experience* provides qualified LPNs with the opportunity to complete the RN program in only 16 months following successful completion of the challenge requirements and a theory and clinical challenge.

LPN Transition Experience Admission Requirements

The applicant must meet the following requirements for admission to the *LPN Transition Experience*:

1. All basic admission requirements as documented in The Washington Hospital School of Nursing Bulletin (Official transcripts must document

completion of a State Board approved/National League for Nursing Accrediting Commission accredited LPN program)

2. Copy of current licensure as a LPN
3. Work experience as a LPN within the last three years - documented on *Employment Verification Form*
4. *Declaration of Intent*
5. The Washington Hospital School of Nursing Application for Admission and application fee

When the above requirements have been met the LPN student will be eligible for the WHSN student tuition at Waynesburg University.

For more information please call the school at (724) 223-3167 or (724) 223-3179.

COURSE EXEMPTION

Course exemptions are reported to and final decision made by the Recruitment and Retention Committee of The Washington Hospital School of Nursing for students who have successfully completed an equivalent college course. Only official transcripts of courses with a grade of "C" or better will be considered for exemption. Students will be notified by mail concerning their exemption status.

TRANSFER POLICY

The student applying for transfer must adhere to all of the admission requirements as any other program candidate. Transfer students must submit an application and arrange to have the following sent to the School of Nursing for review by the Recruitment and Retention Committee: Official grade transcripts from all high schools, colleges and nursing schools attended, and descriptions of the nursing courses taken.

Course exemptions will be granted per policy by the Recruitment and Retention Committee. Only official transcripts of courses with a grade of "C" or better

will be considered for exemption. Transfer credits are not utilized in the computation of the student's overall grade point average. The requesting student may be required to attend selected learning experiences in areas of deficiencies.

All transfer requests will be considered on an individual basis. Comparison of the nursing curriculums must be completed and determination made of courses needed to meet the program requirements of The Washington Hospital School of Nursing.

Academic Policies

GRADING SYSTEM

Final course grades are determined by converting the percentage (points earned ÷ total possible points) to a letter grade.

The letter grade system is as follows:

93-100%	A
85-92%	B
77-84%	C
69-76%	D
68% and below	F
Incomplete	I
Withdrawal	W
Program Dismissal	PD
Program Dismissal Permanent	PDP

A grade of "C minus" or below in a course requires that the course be repeated. A student may repeat no more than one nursing course. A repeat failure of the same nursing course or failure of two different nursing courses will result in permanent dismissal. Students with an unsatisfactory in clinical at the end of any nursing course receive a failure for that nursing course and the grade recorded will be a failing (F) grade regardless of the theory grade earned. Failures resulting from extenuating

circumstances that impacted on the student's ability to successfully complete the course will be considered on an individual basis.

At the discretion of the instructor, an incomplete (I) grade may be assigned for a student who is passing a course but for valid reasons is unable to fully meet all course requirements by the end of the course. The method of removal for the incomplete grade will be determined by the instructor. If the incomplete grade is not satisfactorily removed prior to the beginning of the next term, the grade will become a failure (F) and the student cannot progress to the next term.

Students are promoted from term to term by the Recruitment and Retention Committee. In order to be promoted, the student must achieve a grade of "C" or better in each required course.

The School of Nursing will mail a complete report of grades at the end of each term to the student.

NOTE: *Effective with the Class of 2013, grades will not be rounded up. Only whole numbers will be used.*

GRADE POINT AVERAGE

The grade point average is computed on all courses that the student has completed in a given term and is based on the following grade point values:

A	B	C	D	F
4	3	2	1	0

When a student receives a grade of "I" and later removes the incomplete grade, the grade-point average is then recalculated to reflect the new grade.

Courses with a "W" or "I" status will not be used to calculate the grade point average. Courses for which the student has been granted exemption will be identified on the final transcript as transfer credits but will not be considered when calculating the grade point average.

Courses are weighted in value according to the number of hours of instruction and nature of the learning experience in each course to determine the grade point average.

15 lecture hours	=	1 Unit or Credit
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3 laboratory hours	=	1 Lecture Hour
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NOTE: *The cumulative grade point average, through Term VI, will be used to determine the Valedictorian and Salutatorian of the graduating class.*

SCHEDULE CHANGE POLICY

Students will be registered by The Washington Hospital School of Nursing for required courses at Waynesburg University. All students will be registered for each term's required courses unless course exemption has been granted or the student has received prior approval to take courses elsewhere.

New students will receive their Term I schedule at Waynesburg University during orientation the summer prior to entry. At this time, students will approve their schedule or request minor changes. All requests for schedule changes must be made within 2 weeks after orientation. No schedule changes will be made after this time period.

In order to clear a student for classes at Waynesburg University, the student's financial aid must be completed by the specified date. Students who process their aid after this time may not be cleared and may need to pay tuition for Term I out of pocket.

CLINICAL REQUIREMENTS

The student must meet all of the following Clinical Requirements by the time period specified in Term II, Nursing I:

By the first class day:

1. An interval health history will be submitted to Employee Health Service (EHS). Forms will be provided during orientation.

2. Current CPR certification (American Heart Association Basic Life Support for Health Care Providers Course).
3. Current Pennsylvania State Police *Request for Criminal Record Check* (<https://epatch.state.pa.us/Home.jsp>), Pennsylvania *Child Abuse History Clearance* (http://www.dpw.sate.pa.us/findaform/chilabusehistoryclearanceforms/S_001087), and Pennsylvania Department of Public Welfare *FBI Fingerprint-Based Background Check* (https://www.pa.cogentid.com/index_dpw.htm). Out of state residents must obtain appropriate records from their home state. The original certificates must be provided to the School of Nursing following completion of *Criminal Record Check*, *Child Abuse History Clearance*, and *FBI Fingerprint-Based Background Check*.

Students should be aware that clinical facilities have the right to deny access to students who have a history of criminal activity or child abuse. If this experience is required to meet the clinical objectives, the student may not be able to complete the course.

By January 31:

1. A urine drug screen will be completed in EHS. In the event of a positive drug screen, the Medical Review Officer, or designee, will review the results and contact the Director, School of Nursing.
2. A two-step Tuberculin skin test (PPD) will be administered by EHS. Students with a positive result will be referred to the Washington County Tuberculosis Clinic and their personal health care provider. Documentation of follow-up care must be forwarded to the EHS.

By the first day of clinical experience:

1. Hepatitis B Vaccine series will be initiated by EHS (optional).

The student must be in compliance with both of these *Clinical Requirements* prior to the beginning of each nursing course:

1. The annual PPD as scheduled by EHS
2. Current CPR certification (American Heart Association Basic Life Support for Health Care Providers Course)

Students must have a physical exam prior to the start of Term V, Nursing IV. The exam must be completed during the months of September through November. (Student may opt to have work-up done at EHS, with his/her own health care provider, or at an urgent care center.)

WITHDRAWAL

A student who wishes to withdraw must notify the Director, School of Nursing, of this intention. The official withdrawal date will be the date of notification.

If a student is absent for five consecutive school days, without calling off, a certified letter will be mailed to the student indicating that he/she must contact the School of Nursing within one week of receipt in order to declare his/her status in the program. If the student does not respond, within the time period indicated, he/she will be considered officially withdrawn. For financial aid purposes, the withdrawal date will be the last day of documented attendance.

Grade transcripts of students who withdraw from the program will be marked as follows: W – Withdrawal.

Students who wish to withdraw from the program during the last three weeks of any term must obtain approval from the Director, School of Nursing.

Unapproved withdrawals from nursing courses will be regarded as failure of the course. For financial aid purposes, the withdrawal date will be the last day of documented attendance.

LEAVE OF ABSENCE

A student desiring to take a leave of absence must submit the request in writing to the Chairperson of the Recruitment and Retention Committee and include the beginning and ending dates and the reason for desiring a leave of absence. The Recruitment and Retention Committee will determine if the leave of absence will be granted.

A leave of absence for medical reasons will require a physician's statement. A leave of absence of any length that prohibits the student from completing the term in which the leave of absence is started must be extended until the beginning of the next term that same course is offered. After that time, the student will be considered withdrawn from the school and must apply for readmission.

PREGNANCY POLICY

If a student becomes pregnant she must submit a form/slip from her physician identifying any restrictions for the health of the mother and the baby, to the Course Chairperson. Updated physician forms must be submitted prior to each subsequent term to the Course Chairperson. She will be able to progress in the program as long as medically advisable. If the student is not able to lift 50 pounds she will not be able to attend direct patient care activities. If it is necessary for the student to interrupt her educational program the *Leave of Absence* policy or *Withdrawal* policy would apply.

ACADEMIC WARNING POLICY

A student whose performance is unsatisfactory in either the theory or clinical components will be placed on academic warning. An *Academic Warning Form* will be completed after each occurrence.

Academic Warning Process

First occurrence of unsatisfactory performance:

The student will meet with his/her Academic Advisor to discuss performance and develop a plan for improvement as appropriate.

Second occurrence of unsatisfactory performance:

The student will meet with his/her Academic Advisor to develop a plan for improvement and discuss potential status in the program. The student will meet with his/her Academic Advisor or designated WHSN faculty as necessary to review plan for improvement and performance, until goal is accomplished, the student withdraws from the program, or the student fails to satisfactorily meet the objectives of the course.

DRESS CODE POLICY

The Dress Code at The Washington Hospital School of Nursing is established in order to maintain the following standards:

- School of Nursing students have the responsibility to maintain an environment which adheres to established infection control and safety standards.
- School of Nursing students have the responsibility to maintain an aesthetically pleasing environment and professional image for patients who are receiving nursing care. In addition, attire is one method by which the patient and family can identify groups of caregivers.

Basic information about the policy is included below. The policy in its entirety is provided in the Student Handbook, which the student receives each January.

- **Identification Badge:**
Photo ID badges, which display first and last name of the wearer, are issued by the Hospital. This badge **MUST** be visibly worn any time the student is in the hospital or School of Nursing building. The badges are to be returned to the School of Nursing if the student leaves the program or graduates.

- ♦ **Body Piercing/Body Art:**
Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn in either classroom or clinical. Gauging is prohibited. Visible excessive tattoos and similar body art must be covered.
- ♦ **Classroom and School Building:**
Students are to be appropriately attired at all times. It is assumed that the student will use good taste in a modest appearance in accordance with each setting, i.e. – no bare midriff or low-cut tops, short-shorts, etc. No articles of clothing are to be shorter than 2-inches above the knee. Rubber flip-flops are not permissible footwear. Students in violation of this policy will be sent home for the remainder of the day unless the violation can be corrected immediately. Students will be permitted to return to the classroom once the violation is corrected.
- ♦ **Hospital - Non-Clinical Days:**
When visiting the nursing units for patient assignments, students are required to wear either a student uniform or professional attire (jeans, sweat pants, leggings, jeggings, and shorts are not considered professional attire) with a white lab coat with the school insignia patch on the sleeve. No open-toed shoes are to be worn. Identification badge is to be worn and visible at all times. Covering the last name with tape is permissible when assigned to the behavioral health unit and to the emergency department. School of Nursing faculty and administration have the right to require students to modify their attire if it is determined to be inappropriate. Unless the violation can be corrected immediately, the student will be sent home.
- ♦ **Clinical Days:**
Students are to wear the student uniform approved by the School which is ordered through the uniform company selected by the school. White hose or socks are to be worn. All students are required to have a stethoscope. Shoes must be solid white, leather/solid material with a **slip resistant rating**. Open toe, heels, holes or open weave on top and sandals are not permitted. Watch with second hand. Optional items of apparel include a white lab coat with the school insignia patch on sleeve, a white warming jacket/sweater with school insignia patch on sleeve, and a white uniform vest. Undergarments should not be visible through uniforms. Male students must wear a plain white t-shirt. Female students may wear a white camisole, tank-top, or long-sleeved turtleneck shirt, or t-shirt. A minimal amount of conservative jewelry can be worn while performing regular duties, at the risk of the owner (watch with a second hand, necklaces that do not dangle outside of the uniform, pierced earrings (limited to one set that does not extend beyond the ear lobes), rings are to be band rings and shaped so as not to cause injury to the patient). Artificial nails of any kind are not to be worn with natural fingernails extending no more than ¼ inch beyond the tip of the finger. Fingernail polish may be worn if it is a pale color. General personal hygiene should be fresh and clean; without offensive strong perfumes and colognes. Maternity uniform must be consistent in style with the student uniform and must be approved by School Administration. Noncompliance with the established Dress Code will result in the student being sent off clinical for the rest of the day unless the violation can be corrected within 30 minutes. Students are not permitted to miss more than 30 minutes of clinical experience.

DISMISSAL

Students who are dismissed will receive either a Program Dismissal (PD) or Program Dismissal Permanent (PDP). Students who receive a PDP will not be considered for readmission.

READMISSION

All candidates seeking readmission must meet current admission criteria. An application for readmission must be submitted, along with a \$20.00 non-refundable readmission fee, at least 12 weeks prior to the desired date of entrance.

A student who is dismissed for academic reasons, failure to meet clinical requirements, or voluntarily withdraws is no longer considered a student of the school, but may apply for readmission. Students are not guaranteed readmission. The student's previous record will be reviewed and final determination for readmission will be made by the Recruitment and Retention Committee, based on a point system which includes, but is not limited to, overall GPA, class attendance, and number of successfully completed college courses.

Other factors to be considered for readmission include:

1. Past academic record in the program
2. Reason for withdrawal
3. Any academic experience which the applicant has completed since withdrawal from the school.
4. Status of financial obligations to the school
5. Length of time away from the school. If the student has been away from the School of Nursing:
 - For less than two years, he/she may request readmission to the term following the last successfully completed term. If granted readmission, he/she must successfully complete the *Refresher Experience*.

- For two to four years with successful completion of at least Nursing I and II, he/she may request readmission to Nursing III. If the student is granted readmission, he/she must successfully complete the *Challenge Experience*.
- For two to four years and did not successfully complete Nursing I or II, he/she may request readmission to Nursing I.
- For less than four years with successful completion of Nursing I, he/she may request permission to enter Nursing II. If granted readmission, he/she must successfully complete the *Refresher Experience*.
- For more than four years, he/she may request readmission to Nursing I.

The Recruitment and Retention Committee Chairperson will notify the applicant in writing of the committee's decision regarding readmission. When readmission to the school has been approved, the student must:

1. Have current CPR certification, (American Heart Association Basic Life Support for Health Care Providers Course).
2. Submit a current health record to The Washington Hospital Employee Health Service (EHS) for their review prior to participating in any clinical experiences. (Student may opt to have work-up done at EHS, with his/her own health care provider, or at an urgent care center.)
3. Apply for current Pennsylvania State Police *Request for Criminal Record Check* (<https://epatch.state.pa.us/Home.jsp>), Pennsylvania *Child Abuse History Clearance* (http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/S_001087), and Pennsylvania Department of Public Welfare *FBI Fingerprint-Based Background Check* (https://www.pa.cogentid.com/index_dpw.htm). Out of state residents must obtain appropriate records from their home state. The original certificates

must be provided to the School of Nursing following completion of *Criminal Record Check*, *Child Abuse History Clearance*, and *FBI Fingerprint-Based Background Check*.

4. Satisfactorily complete a Refresher or a Challenge Experience, whichever is required. The experience must be completed prior to the beginning of the term or the student will not be readmitted.

Call the School of Nursing at 724-223-3167 or (724) 223-3179 for more details.

The administration of The Washington Hospital School of Nursing reserves the right to limit enrollment due to class size, job market, and faculty and clinical site availability.

GRADUATION

The diploma and pin of The Washington Hospital School of Nursing are awarded to the student upon satisfactory completion of the school program. A cumulative grade point average of 2.0 must be achieved and all financial obligations must be met before the student is permitted to graduate.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, describes requirements regarding the privacy of student records. Students have three primary rights under FERPA. They have the right to:

1. Inspect and review their education records;
2. Have some control over the disclosure of information from their education records; and
3. Seek to amend incorrect education records.

Notification:

Each student is notified annually of their FERPA rights. Student FERPA notification is contained in the Student Handbook which is distributed to students each year.

FERPA rights, policies, and procedures apply to all students in attendance at The Washington Hospital School of Nursing (WHSN). Students are in attendance beginning with Nursing I and continuing through Nursing VI. Students who are attending Waynesburg University or other post-secondary institutions to complete required college credits will follow the FERPA policies and procedures of the school they are attending.

ATTENDANCE POLICY

It is the student's responsibility to attend all scheduled learning experiences. Absence from class or from clinical practice experiences reduces the opportunities for learning, which limits the student's ability for optimal learning and successfully achieving the course objectives. Attendance reflects the student's overall accountability as well as commitment to learning.

The following guidelines related to attendance will be adhered to:

1. All students are expected to attend all scheduled classes and clinical experiences. Attendance will be taken.
2. A student may, in advance of a scheduling conflict, find a student that is able and willing to trade a scheduled clinical experience with the approval of the Course Chairperson.
3. If a student is absent, for either clinical or class, he/she must call off according to the *Call-Off Procedure*.
 - a. If class is missed, the student is responsible for the material that was presented. If class is missed in Nursing VI, the student must complete a make-up assignment.

The percentage of total theory hours missed per course will result in the following disciplinary action:

- 10% - meet with the course chair and a *Counseling Document* will be completed.

- 15% - meet with the Assistant Director and a *Counseling Document* will be completed.
 - 20% - meet with the Director and a *Counseling Document* will be completed noting the student's dismissal from the program, unless there are extenuating circumstances. Extenuating circumstances will be considered on an individual basis; i.e., student with a signed medical excuse.
- b. If an exam is missed, the student must follow the *Examination Policies*.
 - c. If a clinical experience is missed the experience **must** be made up. Clinical makeup hours will be scheduled at the discretion of the Course Chairperson and individual instructor in the teaching team based on availability of faculty and staff.
 - d. A student who is more than 30 minutes late for a direct patient care experience is not to report for the experience.
 - e. As a result of missed direct patient care experiences, the student will receive an Incomplete according to the *Grading System*.
 - f. If a student misses more than **3** direct patient care experiences per term, the student will be dismissed.

Individuals, including children, who are not enrolled at The Washington Hospital School of Nursing, are not permitted to attend school theory or clinical sessions. This is to promote an optimal learning environment free of disruption.

Bereavement

For the death of an immediate family member (mother, father, foster parent or legal guardian, parents-in-law, brother, sister, stepparents, husband, wife, children, stepchildren, grandparents and grandchildren) the student will not be penalized for days of bereavement but will be expected to have a clinical make up should the days missed be during a clinical experience. The student will be given

up to three consecutive bereavement days for immediate family. One of these days must be the day of the funeral. The other two days may be taken no earlier than two days prior to the funeral day, but no later than two days after the funeral. If there are non-traditional funeral arrangements, cremations, memorial services, etc. that may take place outside the normal time frames, the student must provide adequate documentation of the arrangements in order to be eligible for bereavement time.

In the death of grandparents-in-law, brothers- and sisters-in-law, sons- and daughters-in-law, aunts, uncles, nieces, and nephews, students are permitted to be off the day of the funeral only.

LICENSURE

The Washington Hospital School of Nursing graduates are eligible to file an application to take the National Council Licensure Examination for Registered Nurses (NCLEX®-RN) and to file for licensure in Pennsylvania or in another state. Each state has the right to regulate licensure within its own jurisdiction.

Upon successful completion of the requirements of the program, graduates schedule individual appointments for the examination for licensure. Satisfactory completion of this examination enables the graduate to practice as a registered nurse (RN) in the state in which the examination was taken.

A person convicted of any felonious act may be prohibited from licensure by the Board of Nursing at anytime.

As of January 1, 1986, the State Board of Nursing will not issue a license to an applicant who has been:

- a. Convicted of a felonious act prohibited by the Act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act," or

- b. Convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory, or country unless:

- 1) At least ten years have elapsed from the date of conviction;
- 2) The applicant satisfactorily demonstrates to the Board that he (or she) has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violations; and
- 3) The applicant otherwise satisfies the qualifications contained in or authorized by this act.

As used in this subsection the term “convicted” shall include a judgment, an admission of guilt, or a plea of nolo contendere. An applicant’s statement on the application declaring the absence of a conviction shall be deemed satisfactory evidence of the absence of a conviction, unless the Board has some evidence to the contrary.

(Source: Pennsylvania State Board of Nursing Professional Nursing Law, Section 6, amended June 29, 2002, P.L.651, No.99)

Program Costs & Financial Aid

The School of Nursing will provide an estimate of total expenses, including tuition, fees, and charges for both the School of Nursing and Waynesburg University. These expenses may be changed by the respective institutions periodically.

All tuition, fees, and charges must be paid to the institution providing the courses in which the student is enrolled, except in those situations where financial aid is involved. If the course is provided by The Washington Hospital School of Nursing, make checks payable to The Washington Hospital. If the course is provided by Waynesburg University, make checks payable to Waynesburg University. Pay all tuition and fees to the appropriate institution.

Students will comply with all policies and procedures regarding tuition, fees, and refunds applicable to the institution providing the course.

Financial aid arrangements for all terms will be made through the School of Nursing. The School of Nursing will be the controlling institution for purposes of financial aid and will receive all payments of financial aid awards. The financial aid award will be divided proportionately between the School of Nursing and the University depending on the number of hours/credits the student is enrolled in and the amount of aid awarded to the student.

No student may be enrolled, graduate, or receive grade reports or transcripts until all financial obligations are met.

FINANCIAL STATEMENTS

Students will be issued financial statements prior to the beginning of each term. These statements will indicate tuition and fees due to Waynesburg University and The Washington Hospital School of Nursing and include any known

amount of financial aid the student will receive for the term. All Washington Hospital School of Nursing tuition and fees, not covered by financial aid, must be paid prior to the first day of class each term. Students will not be permitted to begin classes if financial obligations to the School of Nursing are not met.

FINANCIAL OBLIGATIONS

Students must reconcile all bills incurred as a student by the end of each term. These include, but are not limited to, tuition and fees, annual physical exam and lab work fees, and library fees. Students who fail to meet this requirement will not be permitted to progress to a subsequent term or to graduate.

FINANCIAL AID

Various types of financial aid are available to students attending The Washington Hospital School of Nursing. Financial aid is intended to assist those students who would otherwise be unable to afford the cost of an education beyond high school. The primary responsibility for financing an education rests with the student and family; financial aid is intended to supplement the family contributions. Most types of aid are awarded on the basis of demonstrated financial need which is the difference between the cost of attending school and the total amount of money that the student and family can be expected to provide.

All students who wish to apply for federal/state financial aid, grants, and/or loans must file the Free Application for Federal Student Aid (FAFSA) annually. Financial aid may be in the form of scholarships, grants, loans, or a combination of these. Various civic, medical, and nursing groups also have scholarships and loans available.

A brochure describing various types of financial aid is available at the School. Application procedures and deadlines

vary depending on the type of aid. Students should contact their high school counselor or a School of Nursing Financial Aid and Admissions Officer for information relevant to the specific type of aid. A Financial Aid and Admissions Officer is available to students Monday through Friday from 7:30 a.m. to 4:00 p.m. Financial aid counseling and determination of awards are based on guidelines and regulations of the funding agencies.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Federal regulations require all institutions to establish a policy to determine whether a student is making satisfactory academic progress toward his or her educational goal. This policy must apply to all students whether or not they were recipients of financial aid previously at The Washington Hospital School of Nursing or at any other college. Failure to meet the following requirements for SAP in coordination with Federal SAP Guidelines may result in the loss of financial aid. These standards are for financial aid purposes only and do not replace or override the academic policies of The Washington Hospital School of Nursing.

Satisfactory Academic Progress Standards

Students must maintain at least a 2.0 Grade point average (GPA), complete at least 67% of all units attempted and complete their diploma/certificate within 150% of the published unit requirement.

Percentage of Completion

The maximum time frame for completion is 150% of the published length of the program. For instance, the published length of the program is 98.57 credits/units, then the student must complete his or her program by the time he or she reaches 147.85 credits/units ($98.57 \text{ credits/units} \times 150\% = 147.85 \text{ credits/units}$). Therefore, in order for students to complete their program within the maximum time frame students must complete a minimum of 67% of all credits/units attempted ($98.57 \text{ credits/units} / 147.85 \text{ credits/units} = 67\%$). The maximum time frame is based upon units attempted.

Financial Aid Warning

Students will be evaluated *at the end of each semester* to determine if they are meeting the SAP standards listed above. Students who do not meet the units SAP standards will be placed on **Financial Aid Warning** for the subsequent semester. During the **Warning** status, the student **is eligible** to receive financial aid. At the end of the semester, progress will be reviewed to determine if the student now meets the SAP standards. If the student satisfies all conditions outlined above, they will be removed from *Financial Aid Warning*.

Attempted and Completed Units/Credits

Completed units/credits are enrolled units/credits for which credit is received. Courses in which a student receives a grade of "D", "F", "I", or "W" will not be counted as completed units for satisfactory academic progress purposes, but will be counted as attempted units.

Students may receive financial aid for repeated courses taken to improve a grade and raise the cumulative GPA; however, all prior attempts will still be considered as attempted units when calculating the maximum timeframe for financial aid purposes.

Transfer Units/Credits

Transfer units/credits from all accredited institutions will be counted as both attempted and completed units towards maximum timeframe.

Ineligibility

Students who fail to satisfactorily complete the *warning* period will **not** be eligible to receive financial aid. In order to be considered for reinstatement, students are required to raise their cumulative GPA and percentage of units completed to meet the standards **without** the receipt of financial aid.

Students who meet or exceed 150% of the published required units for their programs **will be ineligible** for financial aid without being placed on warning. If a student wishes to continue receiving federal financial aid, he or she must submit an appeal to the Financial Aid Office.

Notifications

If you are placed on warning or suspension according to the terms of this policy, you will receive written notification by USPS mail.

Appeal Process

Students who do not meet SAP requirements and have been determined ineligible may appeal for re-establishing eligibility by submitting a written appeal to the Financial Aid Office.

Appeals must include the reason **why** the student was not able to meet SAP and **what has changed** that will allow the student to make SAP progress at the next evaluation. Appeals must include: Dates, details and documentation of any extenuating circumstances. Examples of extenuating circumstances:

- Death of an immediate family member
- Documented Illness
- Major accident or injury (Self, child, parent)
- Victim of a crime or unexpected disaster

Appeals will be reviewed by the Financial Aid and Admissions Office to determine if the student's circumstances warrant probationary reinstatement, request that the student provide additional information, or continued ineligibility. Students will be notified by mail.

Students, whose SAP appeals are reviewed and approved, will be placed on **financial aid probation** for the subsequent semester in which they enrolled. A **financial aid probation** period allows a student, who does not meet SAP but has successfully petitioned, to continue to receive aid.

PHEAA State Grant

In addition to the general Satisfactory Academic Progress guidelines, students receiving a PHEAA State grant are subject to a separate satisfactory academic progress review. After three terms, the full-time student is required to complete a minimum of twenty-four (24) credits of the required courses or their equivalent and meet the academic program requirements of the school.

The review of the student's SAP standing will be based on his/her academic performance during the academic year (Fall, Spring, and Summer). Students who are not making satisfactory academic progress will be notified in writing.

For additional information regarding these standards, please contact the Financial Aid Office. This policy is effective Fall, 2011.

REFUND POLICY

Students who withdraw from the program may be eligible for a refund of charges. A student who wishes to withdraw must notify the Director, School of Nursing, of this intention. The official withdrawal date will be the date of notification. If a student is absent for five consecutive school days, without calling off, a certified letter will be mailed to the student indicating that he/she must contact the School of Nursing within one week of receipt in order to declare his/her status in the program. If the student does not respond, within the time period indicated, he/she will be considered officially withdrawn. For financial aid purposes, the withdrawal date will be the last day of documented attendance. Grade transcripts of students who withdraw from the program will be marked as follows:
 W – Withdrawal.

Students who wish to withdraw from the program during the last three weeks of any term must obtain approval from the Director, School of Nursing.

Unapproved withdrawals from nursing courses will be regarded as failure of the course. For financial aid purposes, the withdrawal date will be the last day of documented attendance.

The number of calendar days from the first day of classes to the withdrawal date is the number of days completed by the student (excluding breaks of five days or longer).

To calculate a refund the School shall first determine how much of the period in question has been completed by the student. This percentage is calculated by dividing the number of days in the term (excluding breaks of five days or longer) into the number of days completed prior to the withdrawal (excluding breaks of five days or longer). If the student has completed more than 60% of the period in question, then no refund will be given. If the student has completed 60% or less of the period in question, then the amount of the

refund shall be equal to the amount remaining in the period. The percentage of completion shall be rounded to the nearest whole percent.

Once the amount of the federal funds to be returned has been calculated, the funds will be returned in the following order:

- Federal Direct Unsubsidized Stafford Loans
- Federal Direct Subsidized Stafford Loans
- Federal Direct Plus Loan
- Federal PELL Grant
- State Grants
- Private Aid
- The Student

Please note that students who receive a refund of financial aid prior to withdrawing from the School of Nursing may owe a repayment of federal financial aid funds received. Students will be contacted by a Financial Aid and Admissions Officer and will be given 30 days to repay the funds to the School of Nursing.

Calculating a Refund

# of days completed		% of
# of days in Term	=	Aid Earned
100% - % of		% of Funds to
Aid Earned	=	be Returned

Example

Student withdraws on the 30th day of the Fall Term. There are 110 calendar days in the term.		
30		28% of Aid
100	=	Earned
		72% of Funds
100% - 28%	=	to be Returned

If students would like to see an actual *Return of Federal Funds Worksheet*, they may request one from a Financial Aid and Admissions Officer at the School of Nursing.

STUDENT ACTIVITY FEE

An activity fee of \$100 will be charged in Term II and in Term III to all Washington Hospital School of Nursing students. The activity fee will be \$75 for Term IV through Term VII. As with tuition, this fee is payable prior to the beginning of each term. The Activity Fee is utilized for the following purposes:

- Health Services Fee – to support services provided by the Employee Health Service.
- School Services Fee – to support activities for students, student/faculty functions, and minor equipment needs.

Student Services

STUDENT HEALTH SERVICE

The Student Health Service is provided through the Employee Health Service (EHS) of The Washington Hospital to assist each student in maintaining optimal health. Emphasis is placed on the maintenance of wellness and safety for all students. It is the student's responsibility to practice good health habits throughout the program. This service is under the supervision of a Washington Hospital staff physician/physician assistant and a registered nurse, available between the hours of 7:00 a.m. and 3:30 p.m., Monday through Friday. This service functions to treat minor illnesses or injuries sustained during school hours, as well as monitor student health via physical examinations.

All students should be covered by a health insurance plan. The student is financially responsible for any health services received, including emergency care that are not covered by the student's health insurance plan.

PRE-ENTRANCE HEALTH REQUIREMENTS

The health record is to be completed and submitted to the EHS for their review. (Student may opt to have work-up done at EHS, with his/her own health care provider, or at an urgent care center.) The following must be completed before an applicant will be accepted into the school:

1. Health history
2. Physical examination including vision and hearing
3. Urine Dipstick Screen
4. Current vaccine record indicating immunizations/titers for: Measles [Rubeola] (two immunization dates or titer results); Rubella (one immunization [MMR] date or titer results); Chicken Pox (applicant verification or titer results); Mumps (one immunization date or titer results). Applicants will be asked to document the date of last tetanus, if known and Hepatitis B (if the applicant has had the vaccine).

If the applicant is unable to receive the required vaccines, a statement from his/her health care provider must be submitted with the health record.

The student must be in compliance with both of these Clinical Requirements prior to the beginning of each nursing course:

1. The annual PPD as scheduled by EHS
2. Current CPR certification (American Heart Association Basic Life Support for Health Care Providers Course)

Students must have a physical exam prior to the start of Term V, Nursing IV. The exam must be completed during the months of September through November. (Student may opt to have work-up done at EHS, with his/her own health care provider, or at an urgent care center.)

COUNSELING AND GUIDANCE PROGRAM

Counseling and guidance are an integral part of the total program. Inherent in the school's philosophy is the creation of that climate most conducive to student learning, growth, and development as a responsible member of society and the nursing profession. The Counseling and Guidance Program seeks to create ample opportunities to foster and maintain such a climate.

The Counseling and Guidance Program is offered when the individual first contacts the school and continues throughout the educational program. The program includes counseling concerning application and admission, financial aid, academic concerns, peer interaction and adjustment, health, professional goals, and career development. During orientation, the student is provided with an explanation of all aspects of the Counseling and Guidance Program.

Facilities / Activities

The Washington Hospital School of Nursing is located on the grounds of The Washington Hospital. In addition to classrooms, a Simulated Nursing Laboratory provides students with the opportunity to practice new skills prior to implementation in the clinical setting. The school houses a computer center where students develop proficiency in computerized nursing documentation.

The Student Center provides students with kitchen and dining facilities, as well as a large

comfortable area for lounging and recreation. Meals are available for purchase in the hospital cafeteria. Lockers are provided for student use.

A professional library containing both nursing and medical journals and books is located on the third floor of the main hospital building. The Citizens Library of Washington is available for personal and professional use. Students are also given library privileges at Waynesburg University. Audio-visual materials are readily available for student use in the student audio-visual room.

SMOKING

Smoking and the use of **ALL** tobacco products (this includes cigars, cigarettes, pipe smoking, and smokeless (chewing) tobacco) are strictly prohibited in all Hospital buildings and surrounding property, including the main Hospital, School of Nursing, Telford W. Thomas Information Systems building, the Neighbor Health Center and other off-site facilities affiliated with the Hospital. This includes the parking areas, and the vehicles parked there. The only exception applies to inpatients at Donnell House and to Greenbriar Treatment Center, which has a separate policy. This ban extends to everyone – employees, patients, visitors, physicians, students, volunteers, and vendors.

SCHOOL ACTIVITIES

All students from Term II through Term VII are members of The Student Organization of The Washington Hospital School of Nursing. This organization governs all business pertaining to the student body. The purposes of this organization are to create a sense of unity and fellowship among students of the school and provide the opportunity for students to share in the democratic processes of self-government.

The Student Handbook, which contains policies, rules, and regulations as approved by the Student Organization and the Faculty Organization, is issued to each student annually.

Social activities are planned through the Student Organization and the Recruitment and Retention Committee. Both formal and informal recreational activities are planned with students and faculty throughout the school year.

The Student Nurse's Association of Pennsylvania (SNAP) is the official professional organization for student nurses in Pennsylvania; it is affiliated with the National Student Nurses' Association (NSNA). Students are encouraged to participate in the activities of the school's chapter, which is The Washington Hospital Student Nurses' Association (VHSNA). This organization coordinates community service activities available to all students. Students are strongly encouraged to be active in community service.

STUDENT HOUSING AND TRANSPORTATION

Student housing is available at Waynesburg University to students who are enrolled. Housing and transportation to all clinical sites are the responsibility of the student.

ANNUAL SECURITY REPORT

A security report containing statistics, policies, and a description of programs that promote campus safety is available upon request from the office of Financial Aid and Admissions.

STUDENT FAIR TREATMENT/ APPEALS POLICY

The Appeals Committee for Student Fair Treatment functions to hear appeals, interpret and clarify student rights as stated in the *Student Bill of Rights and Responsibilities*, and to advise on issues which cannot be resolved through usual channels. The committee is composed of student representatives from each class and equal representation of faculty.

The Student Bill of Rights and Responsibilities and information describing the procedures for students to follow when a felt injustice occurs is contained in the Student Handbook which is distributed to all students annually.

ALUMNI ASSOCIATION

The Washington Hospital Alumni Association was organized in 1902 for the purpose of fostering nursing and nursing education in the Washington community. Since its organization, it has been active and conducts many social and educational activities. Upon graduation from the School of Nursing, the graduate is awarded a 6-month honorary membership in the Alumni Association. Graduates may then choose to become Active/Associate members of the association.

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2012 - 2013

First Year Calendar (Tentative)

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Term I - Fall 2012

Classes Begin	August 27, 2012
Labor Day Holiday	September 3, 2012
Thanksgiving Break	November 21-23, 2012
Classes End	December 14, 2012

Term II - Spring 2013

Mandatory Orientation for Students in the Class of 2014	January 9-11, 2013
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Classes Begin	January 14, 2013
Spring Recess	March 11-15, 2013
Easter Break	March 29-April 1, 2013
Classes End	May 10, 2013

Term III - Summer 2013

Memorial Day Holiday	May 27, 2013
Classes Begin	May 28, 2013
Summer Recess	July 1-5, 2013
Classes End	August 9, 2013

Tuition and Fees

Estimated Tuition and Fees*

August 2011 – December 2013

First Year	Fall Term	Spring Term	Summer Term	Total
WHSN				
Tuition		\$1,127	\$1,322	\$2,449
Activity Fee		\$100	\$100	\$200
Computer Lab Fee		\$30	\$30	\$60
Sim Lab		\$100		\$100
Achievement Test Fee		\$300		\$300
Waynesburg University				
Tuition	\$5,760	\$3,200		\$8,960
Fees	\$200	\$160		\$360
	<u>\$5,960</u>	<u>\$5,017</u>	<u>\$1,452</u>	<u>\$12,429</u>

Second Year	Fall Term	Spring Term	Summer Term	Total
WHSN				
Tuition	\$2,173	\$2,173	\$1,322	\$5,668
Activity Fee	\$75	\$75	\$75	\$225
Computer Lab Fee	\$30	\$30	\$30	\$90
Waynesburg University				
Tuition	\$960			\$960
	<u>\$3,238</u>	<u>\$2,278</u>	<u>\$1,427</u>	<u>\$6,943</u>

Third Year	Fall Term			Total
WHSN				
Tuition	\$2,090			\$2,090
Activity Fee	\$75			\$75
Computer Lab Fee	\$30			\$30
NCLEX Pre-Test Fee	\$30			\$30
Graduation Fee	\$200			\$200
Waynesburg University				
Tuition	\$960			\$960
	<u>\$3,385</u>			<u>\$3,385</u>

*Subject to change without notice

Grand Total

\$22,757

Additional Expenses

PRE-ENTRANCE EXPENSES

Pre-Entrance Exam Fee	\$35
Application Fee — The Washington Hospital School of Nursing	\$25
Matriculation Fee — The Washington Hospital School of Nursing	\$75

OTHER EXPENSES

Books*	\$1,500.00 - \$2,000.00
Student Uniforms*	\$250.00
Graduation Pictures*	\$45.00 and up
National Council Licensure Examination (NCLEX) Application Fee	\$200.0
Temporary Practice Permit Application Fee	\$35.00
Pennsylvania State Board of Nursing Licensure Application Fee	\$35.00
Graduation Uniform*	\$50.00
Refresher Experience (if needed)	\$100.00
Criminal Record Check, Child Abuse History Clearance, and FBI Record Check	\$53.00
Challenge Experience (if needed)	\$250.00
Campus Mailbox Fee & Security Deposit	\$25.00

Transportation, Housing, Meals – Responsibility of the Student

**Figures are approximate*

Instructions for Taking the National League for Nursing PAX-RN Pre-Admission Examination

THE PAX RN WILL BE ADMINISTERED AT THE WASHINGTON HOSPITAL SCHOOL OF NURSING ON THE FOLLOWING DATES:

Saturday	September 17, 2011	8:30 a.m.
Saturday	October 1 2011	8:30 a.m.
Saturday	November 12, 2011	8:30 a.m.
Saturday	December 10, 2011	8:30 a.m.
Saturday	January 7, 2012	8:30 a.m.
Saturday	February 25, 2012	8:30 a.m.
Saturday	March 17, 2012	8:30 a.m.
Saturday	April 14, 2012	8:30 a.m.
Saturday	May 5, 2012	8:30 a.m.

Please arrive at the school no later than 8:00 a.m.

ALL APPLICANTS WHO WISH TO TAKE THE ENTRANCE EXAMINATION AT THE WASHINGTON HOSPITAL SCHOOL OF NURSING MUST:

1. Select Test Site

- Log onto NLN's registration system: www.nlnonline.net/testing.org.
- Click Registration Store.
- Select the type of educational program to which you seek admission.
- Select test site to take exam (e.g., PAX).
- Select a test type and method.

2. Complete the Registration Form

- Choose and type in a login ID and password.
- Provide your personal information, including name, address, email address, date of birth, and Social Security Number or student ID number.
- Agree to the terms of the registration agreement.

3. Select Score Recipients

- Select the school(s) to which you want the NLN to provide your score.
- The easy-to-use search function allows you to search for school codes by city and state or zip code.

4. Select Payment Information, Confirmation

- Type in your credit card information and your billing address into a secure and encrypted online payment.
- Provide your personal information, including name, address, email address, date of birth, and Social Security Number or student ID number.
- Confirm your selections and entries before finalizing the transaction.

5. Print Examination Permit

- Download and print a test permit verifying your purchase.
- Bring two (2) photo IDs, pen and pencils, and test permit to gain access to exam on test day.

National League for Nursing (NLN) Testing Services RN, Solutions brochure, New York, NY, National League for Nursing, pp. 4-5.

Content Area Domain	Content	Number of Test Items	Amount of Time
Verbal Ability	Word Knowledge Reading Comprehension	60	60 minutes
Mathematics	Integers, Decimals, Fractions, Percentages, Conversions, Algebra, Geometry, Mathematical Concepts	40	60 minutes
Science	General Biology, Human Anatomy and Physiology, Chemistry, Physics	60	60 minutes

National League for Nursing Testing Services (NLN), Pre-Admission Examination – PAX RN Technical Manual, New York, NY, National League for Nursing, pp. 1, 4, 5, 7.

Public Disclosure Statement

NCLEX®-RN

To qualify for licensure, graduates must pass the National Council Licensure Examination for Registered Nurses (NCLEX®-RN).

The first time pass rates for the last three years are as follows:

Class of 2010:	93%
Class of 2009:	94%
Class of 2008:	82%

RETENTION RATES

The Nursing Course Retention Rates for the last three years are as follows:

Class of 2010:	67%
Class of 2009:	76%
Class of 2008:	82%

PATTERNS OF EMPLOYMENT

Three-Year Employment Statistics (6 months after graduation):

Class of 2010:	81%
Class of 2009:	88.4%
Class of 2008:	91.2%

GAINFUL EMPLOYMENT

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.washingtonhospital.org/schools/nursing.

GRADUATE / EMPLOYER SATISFACTION

Graduate and employer satisfaction is assessed one year after graduation.

Graduate Satisfaction for the past two years indicates that graduates are highly satisfied with the education they received and that the nursing program has provided satisfactory preparation for nursing practice.

Employer Satisfaction for the past two years indicates that graduates consistently function efficiently as beginning practitioners.

The Washington Hospital

BOARD OF TRUSTEES

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The Washington Hospital School of Nursing

SCHOOL ADMINISTRATION

S. Gaye Falletta, R.N.

Director, School of Nursing

B.S.N. University of Pittsburgh

M.S.N. Duquesne University

Susanne N. Sites., R.N., A.C.R.N.

Assistant Director, School of Nursing

A.D.N. Community College

of Allegheny County

B.S.N. Duquesne University

M.S.N. Duquesne University

Heidi L. Marshall

Health Sciences Librarian

B.A. Edinboro University

of Pennsylvania

M.L.S. University of Pittsburgh

FACULTY

Jacqueline J. Chester, R.N.

Instructor, Nursing

Diploma The Washington Hospital

School of Nursing

B.S.N. Waynesburg University

M.S.N. Waynesburg University

Colleen Fasnacht-Allison, R.N.

Instructor, Nursing

Diploma Ohio Valley Hospital

School of Nursing

B.S.N. Wheeling Jesuit College

M.S.N. Duquesne University

Tina Gallup, R.N.

Instructor, Nursing

B.S.N. West Virginia Wesleyan

College

M.S.N. Robert Morris University

Jamie Lynn Golden, R.N.

Instructor, Nursing

Diploma Ohio Valley Hospital

School of Nursing

B.S.N. Carlow College

M.S.N. Waynesburg University

Chelsey Pernock, R.N.

Instructor, Nursing

Diploma Mercy Hospital

School of Nursing

B.S.N. Waynesburg University

M.S.N. Waynesburg University

M.B.A. Waynesburg University

Jennifer Robinson, R.N., C.C.R.N.

Instructor, Nursing

Diploma The Washington Hospital

School of Nursing

B.S.N. Wheeling Jesuit College

M.S.N. University of Pittsburgh

Melanie Rush, R.N.

Instructor, Nursing

B.S.N. Duquesne University

M.S.N. Waynesburg University

Patricia Sanders, R.N.*Instructor, Nursing*

A.D.N.	Community College of Allegheny County
B.S.N.	California University of Pennsylvania
M.S.N.	Robert Morris University

SueEllen Schwab-Kapty, R.N.*Instructor, Nursing*

Diploma	The Washington Hospital School of Nursing
B.S.N.	Pennsylvania State University
M.S.N.	University of Pittsburgh

Rae Dawn Shipley, R.N.*Instructor, Nursing*

Diploma	Shadyside Hospital School of Nursing
B.S.N.	California University of Pennsylvania
M.S.N.	Duquesne University

Agnes Spitak, R.N.*Instructor, Nursing*

Diploma	The Washington Hospital School of Nursing
B.S.N.	California University of Pennsylvania
M.S.N.	University of Pittsburgh

Patricia J. Young, R.N.C.*Instructor, Nursing*

A.D.N.	West Virginia Northern Community College
B.S.N.	West Liberty State College
B.A. Ed.	West Liberty State College
M.S.N.	West Virginia University
Ed.D.	West Virginia University



The Washington Hospital School of Nursing reserves the right to make such changes in its educational, administrative, and financial policies as are deemed advisable by the administration and the faculty for the progressive development of the school.

It is the policy of the School of Nursing to admit qualified applicants, without regard to race, color, national origin, ancestry, religious creed, sexual orientation, disability, age, veteran's status, gender identity, or marital status to all the rights, privileges, programs and activities generally accorded or made available to students of the School. It does not discriminate on the basis of race, color, national origin, ancestry, religious creed, sexual orientation, disability, age, veteran's status, gender identity, or marital status in administration of its educational policies, admission policies, scholarships and loan programs, and other school-administered programs.

The Washington Hospital School of Nursing

APPLICATION FOR ADMISSION



PLEASE PRINT OR TYPE

Name _____
last first middle previous name

Address _____
street PO Box # (please provide street address also)

_____ city state zip code

Telephone _____
home (include area code) work (include area code) cell (include area code)

County _____ Social Security Number _____

E-mail Address _____

**PLEASE LIST HIGH SCHOOL (G.E.D.) AND
ALL POST-SECONDARY SCHOOLS ATTENDED:**

Institution	City, State	Dates Attended	Diploma / Degree

If transferring from another school, are you presently in good standing? ☐ yes ☐ no

PLEASE LIST ALL WORK EXPERIENCE:

Employer	Position	Dates Employed

Please feel free to write any comments in support of your application:

Note: According to the Pennsylvania State Board of Nursing, an R.N. license will not be issued to persons who have been convicted of a felony prohibited by "The Controlled Substance, Drug, Device and Cosmetic Act" or a felony related to a controlled substance.

I certify that all of the information provided is correct to the best of my knowledge.

Signature of Applicant	Date
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**RETURN WITH \$25.00 APPLICATION FEE
(PAYABLE TO THE WASHINGTON HOSPITAL) TO:**

**THE WASHINGTON HOSPITAL
SCHOOL OF NURSING
155 Wilson Avenue
Washington, PA 15301**

Some reasons people choose The Washington Hospital School of Nursing

*"I've heard of its
excellent reputation."*

*"My mother and
sister graduated
from Washington
and they encouraged
me to attend."*

*"I especially liked
the fact that they
offer so many
clinical experiences."*

*"The low cost and
short length made
the program very
attractive to me."*



The Washington Hospital

School of Nursing

155 Wilson Avenue
Washington, PA 15301
(724) 223-3167 or (724) 223-3179