



# WASHINGTON HEALTH SYSTEM SCHOOL OF NURSING



## SCHOOL BULLETIN 2015-2016





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Washington, PA 15301-3398

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## Welcome

Dear Applicant:

Thank you for your interest in Washington Health System 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 Admissions 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 by e-mail at [pzink@whs.org](mailto:pzink@whs.org). Office hours are 7:00 a.m. to 3:30 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  
Washington Health System School of Nursing*

## The School at a Glance

- **16-Month Hospital-Based Program (Pending PA State Board of Nursing Approval)**
- Academic Excellence and Early Clinical Experience
- Approved by Pennsylvania State Board of Nursing
- Accredited by the Accrediting Commission for Education in Nursing (ACEN)

## Washington Health System School of Nursing Bulletin Table of Contents

School of Nursing	6
Washington Hospital	6
Philosophy	7
School Purpose and Goals	8
Curriculum Objectives	9
Curriculum Plan	9
Course Descriptions	10
Admission Policies	11
Application Procedure Checklist	12
Academic Policies	13
Grading System	13
Program Costs and Financial Aid	20
Student Services	24
Facilities / Activities	25
Appendix	26

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

**Accrediting Commission for  
Education in Nursing (ACEN)**  
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



Employing more than 2,000 highly trained medical professionals, Washington Health System provides health care services at more than 40 off-site locations throughout three counties. In addition, Washington Health System has diagnostic centers, outpatient care facilities, the Wilfred R. Cameron Wellness Center, Greenbriar Treatment Center, urgent care and hospice care, all seamlessly working together to provide excellent patient-and-family-centered care.

Our goal at Washington Health System is to provide the community with an integrated healthcare system centered around patients and families that is comprised of leading medical experts, advanced technology and innovative procedures. We focus on streamlined processes set to improve patient care communication and coordination between our hospital, physicians, programs, services and practices so that we can obtain better patient outcomes while delivering the best possible care and experience.

### School of Nursing

Washington Health System School of Nursing provides a **16-month program (Pending PA State Board of Nursing Approval)** of study leading to a diploma. The school is fully approved by the Pennsylvania State Board of Nursing and is accredited by the Accrediting Commission for Education in Nursing.

Founded in 1897, the school proudly claims over 4,000 alumni and a reputation for a quality nursing program. The School of Nursing program has historically provided concentrated clinical practice supported by a strong theory base. 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 rigorous 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.

**For more information about the School of Nursing and Washington Hospital,  
please visit [www.washingtonhealthsystem.org](http://www.washingtonhealthsystem.org).**

### Washington Hospital

Since 1897, Washington Health System Washington Hospital has been dedicated to providing the highest quality care to patients in southwestern Pennsylvania. With locations throughout Washington and Greene counties, Washington Health System Washington Hospital and its staff of more than 350 primary care and specialty physicians make it their mission to improve the health and well-being of the community. Our vast list of services and specialties include cardiovascular diagnostics and surgery, orthopedics, neurosciences, women's health, cancer care, children's therapy, rehabilitation and advanced imaging, among many others. Washington Health System Washington Hospital utilizes the most advanced medical technology in its state-of-the-art facilities, so you can feel confident that you and your family are receiving the utmost quality of care, conveniently close to home.

#### MISSION

"To provide great patient care."

#### VISION

"To be the Regional Health Care System of choice for Patients, Physicians and Employees in Washington and surrounding counties."

#### HISTORY

The history of Washington Health System Washington Hospital continues to be a story of steady growth and periodic expansion and renovation to meet the health care needs and services required by our patients and community.

## Philosophy

We, the faculty of Washington Health System 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 managing 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 teaching 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 faculty views the educational philosophy of progressivism as central to the curriculum. The student is responsible for employing self-direction and participating actively in the learning process.

We believe that the faculty prepares individuals to function as professional nurses in order to meet the current and predicted needs of society. The faculty acknowledges the role of the community in providing resources for student learning experiences. The faculty believes that Washington Health System 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.

## Organizing Framework

Major Concepts	PERSON	HEALTH	NURSING	EDUCATION
Sub-Concepts	<ul style="list-style-type: none"> <li>● Holism</li> <li>● Human Needs</li> <li>● Developmental Life Process</li> <li>● Environmental Stimuli                             <ul style="list-style-type: none"> <li>* Internal</li> <li>* External</li> </ul> </li> <li>● Caring</li> </ul>	<ul style="list-style-type: none"> <li>● Health Potential</li> <li>● Health Care Settings</li> <li>● Adaptive Process</li> <li>● Adaptation</li> </ul>	<ul style="list-style-type: none"> <li>● Nursing Process</li> <li>● Professional Nurse Role                             <ul style="list-style-type: none"> <li>* Care Provider</li> <li>* Advocate</li> <li>* Teacher</li> <li>* Communicator</li> <li>* Manager of Care</li> <li>* Member of Profession</li> </ul> </li> <li>● Human Science</li> </ul>	<ul style="list-style-type: none"> <li>● Teaching</li> <li>● Learning</li> <li>● Participative Process</li> <li>● Critical Thinking</li> </ul>

## School Purpose and Goals

Washington Health System 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 Washington Health System 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.

## Prerequisite Studies

Applicants are required to successfully complete the following general education, arts, and sciences credits prior to admission: **(\*Pending PA State Board of Nursing Approval)**

English Composition (3 credit minimum)

Human Growth & Development (3 credit minimum)

Human Anatomy with Lab\*  
(or Anatomy & Physiology I) (3 or 4 credit minimum)

Human Physiology with Lab\*  
(or Anatomy & Physiology II) (4 credit minimum)

A grade of "C" or better is required, documented by official transcript from the accredited post-secondary institution.

*Science\* credits must have been completed within 5 years prior to admission.*

## Curriculum Objectives

The curriculum is developed from the philosophy and conceptual framework of the school. The curriculum is designed to provide 16 months of instruction (**Pending PA State Board of Nursing Approval**). Vacations and holidays are scheduled throughout the 16 months. The student must meet the requirements of one semester before progressing to the next higher semester of the curriculum. 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.*

### Washington Health System School of Nursing Curriculum Objectives

#### Washington Health System 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

### Level I

#### Semester I, Spring

(Monday through Friday)

Nursing 100	
Theory	150 Hours
Clinical	150 Hours
	300 Hours

#### Semester II, Fall

(Monday through Friday)

Nursing 200	
Theory	135 Hours
Clinical	162 Hours
	297 Hours

### Level II

#### Semester III, Spring

(Monday through Friday)

Nursing 300	
Theory	135 Hours
Clinical	175 Hours
	310 Hours

#### Semester IV, Fall

(Monday through Friday)

Nursing 400	
Theory	135 Hours
Clinical	189 Hours
	324 Hours

**Total Hours           1,231 Hours**  
**provided by**  
**Washington Health System**  
**School of Nursing**

Plus 9 General Education Credits.  
Additional costs and institution to be determined.

**\*Pending PA State Board of  
Nursing Approval.**

**\*Pending PA State Board of Nursing Approval.**

## Course Descriptions

### \*Nursing 100

The course provides basic nursing skills used to care for human beings across the lifespan. Emphasis is placed on comprehensive holistic assessment, communication skills, documentation, safe nursing practice, infection control, patient-family learning needs, and the beginning application of the nursing process. Health, and alterations in health, are examined in relation to providing for basic human needs, identifying risk factors, and promoting healthy behaviors. Basic pharmacological principles are learned, emphasizing drug classifications and safe medication administration. Students identify with the professional nurse role in a variety of clinical settings.

Total Hours	300 Hours
Theory	150 Hours
Clinical	150 Hours

### \*Nursing 200

The course expands upon the use of a holistic approach when caring for individuals/families with alterations in health, throughout the lifespan. Nursing management of alterations in health across the lifespan is the focus of the course. Emphasis is placed upon the role of the professional nurse and the use of the nursing process in assisting individuals/families to move toward optimal health potential. The focus is on health alterations in medical-surgical, pregnancy, the childbearing process, pediatric variances, growth and development, and mental health/illness. Opportunities are provided to care for individuals and families in a variety of specialized settings.

Total Hours	297 Hours
Theory	135 Hours
Clinical	162 Hours

### \*Nursing 300

The course focuses on the care of the acutely ill individual and their family, as

they experience more complex alterations in health. Selected complex health problems across the lifespan are examined from a holistic perspective. Opportunities are provided to care for patients and families in a variety of acute care settings.

Total Hours	310 Hours
Theory	135 Hours
Clinical	175 Hours

### \*Nursing 400

The course focuses on the individual and family experiencing emergency and critical healthcare problems. Students learn to holistically care for individuals and families who are in crisis, as they move along the health-illness continuum. Leadership experiences are provided to enhance assessment skills, problem-solving, decision-making, prioritization, delegation, and collaboration while managing complex multiple patient/family assignments in a variety of clinical settings.

Total Hours	324 Hours
Theory	135 Hours
Clinical	189 Hours

### \*Approximate Ratio of Theory Hours to Clinical Hours in Nursing Courses

#### Nursing 100

1 hour theory  
1.1 hours clinical nursing/laboratory

#### Nursing 200

1 hour theory  
1.2 hours clinical nursing/laboratory

#### Nursing 300

1 hour theory  
1.3 hours clinical nursing/laboratory

#### Nursing 400

1 hour theory  
1.4 hours clinical nursing/laboratory

## Admission Policies

### RECRUITMENT POLICY

Washington Health System 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 (paper and social media), 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) verified through official transcript. Applicants must show that 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.
- B. Official college transcripts documenting a grade of "C" or better in the following pre-requisites:
  1. English Composition (3 credit minimum)
  2. Human Growth and Development (3 credit minimum)
  3. Human Anatomy with Lab\* or Anatomy and Physiology I (3 or 4 credit minimum)
  4. Human Physiology with Lab\* or Anatomy and Physiology II (4 credit minimum)

\* All science credits must have been completed within 5 years prior to admission.
- C. The Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS V) exam may be taken no more than 2 times in the academic year. A minimum Academic Preparedness Level of Proficient is required.

#### II. Health Record:

The applicant must demonstrate physical and mental health necessary to meet the expectations of the program. The Washington Health System Washington Hospital Employee Health Service (EHS) reviews each applicant's completed health record, which includes health history, physical examination, urine dipstick, and immunization record. A urine drug screen will be completed with the physical done in EHS, or prior to the start of clinical if the student physical was performed by their own physician. Beginning with the class entering in 2014, students will be required to receive a yearly flu vaccine. Those who are unable to receive the flu vaccine must provide documentation, with reason, from their personal physician. 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](http://www.washingtonhospital.org/schools/nursing) from Washington Health System School of Nursing, 155 Wilson Avenue, Washington, PA 15301-3398 or by calling (724) 223-3167. Completed applications are to be returned to the same address accompanied by a non-refundable \$50.00 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 post-secondary schools attended.
  - c. Pre-admission exam score.
3. The applicant will be given a health record, which is the final admission requirement.
4. The health record is to be completed and submitted to Washington Health System Washington Hospital Employee Health Service

(EHS) for their review. (Student may opt to have work-up done through EHS, or with his/her own health care provider, or at an urgent care center.)

5. To confirm the applicant's enrollment, a non-refundable matriculation fee of \$100.00 is required.
6. The Recruitment and Admissions Committee of the School of Nursing will notify applicants of their official acceptance into the nursing program when all requirements are met.

### LPN TRANSITION EXPERIENCE

The *LPN Transition Experience* provides qualified LPNs with the opportunity to complete the RN program in only 3 semesters following successful completion of the requirements.

#### 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 Health System School of Nursing Bulletin [Official transcripts must document completion of a State Board approved/Accrediting Commission for Education in Nursing (ACEN) accredited LPN program].
2. Copy of current licensure as a LPN.
3. Proof of graduation or a minimum of 1 year practical experience documented on the *Employment Verification Form* within one year of application,
4. *Declaration of Intent*
5. Washington Health System School of Nursing Application for Admission and application fee.

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

### 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

### APPLICATION PROCEDURE CHECKLIST

- ☐ 1. Select a test date and reserve a seat online to take the Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS V®) Pre-Admission Examination
- ☐ 2. Complete an Application for Admission online at [www.washingtonhospital.org/schools/nursing/application.php](http://www.washingtonhospital.org/schools/nursing/application.php) (Be sure to print the confirmation page after submitting the form online.).
- ☐ 3. Submit the Application for Admission Confirmation page along with the \$50.00 non-refundable fee (made payable to Washington Hospital) to Washington Health System School of Nursing
- ☐ 4. Request to have all official transcripts (high school and all post-secondary institutions attended) sent directly to Washington Health System School of Nursing.

#### Submit all of the above to:

Washington Health System  
School of Nursing  
155 Wilson Avenue  
Washington, PA 15301-3398

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

arrange to have the following sent to the School of Nursing for review by the Recruitment and Admissions 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 Admissions Committee. Only official transcripts of course(s) 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 Washington Health System School of Nursing.

## Academic Policies

### GRADING SYSTEM

**Note:** Only whole numbers will be used. Grades will not be rounded up.

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 semester, the grade will become a failure (F) and the student cannot progress to the next semester.

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 semester, to the student.

### GRADE POINT AVERAGE

The grade point average is computed on all courses that the student has completed in a given semester 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
3 laboratory hours	=	1 Lecture Hour

**NOTE:** The cumulative grade point average, through Semester IV, will be used to determine the Valedictorian and Salutatorian of the graduating class.

### CLINICAL REQUIREMENTS

The student must meet all of the following Clinical Requirements by the time period specified in Semester I, Nursing 100:

1. Current CPR certification (American Heart Association Basic Life Support for Health Care Providers Course).
2. Current Pennsylvania State Police 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](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](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.**

3. 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.
4. 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 must be forwarded to EHS. Students with a positive result will not be permitted to attend clinical until a conclusion has been drawn.
5. Hepatitis B Vaccine series will be initiated by EHS (optional).

**The student must be in compliance with both of the following 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 also have a physical exam prior to the start of Semester 3, Nursing 300. 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

Students may withdraw from the nursing program one time. Exceptions are at the discretion of the Director, School of Nursing.

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 (5) 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. The withdrawal date will be the response deadline indicated in the certified letter.

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 Admissions Committee and include the beginning and ending dates and the reason for desiring a leave of absence. The Recruitment and Admissions Committee will determine if the leave of absence will be granted.

A leave of absence of any length that prohibits the student from completing the semester in which the leave of absence is started must be extended until the beginning of the next semester 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 semester 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.

From the second occurrence forward 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 Washington Health System 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 year.

- **Identification Badge:**

Photo ID Badges issued by the Hospital display the first and last name of the wearer. Students will not falsify, counterfeit, alter, tamper with, or allow another person to use his/her photo ID badge. The badge MUST be visibly worn any time the student is in the hospital or School of Nursing building. Students may **temporarily** cover their last name with **tape** when doing behavioral health or emergency department clinical experiences. ID Badges are to be returned to the School of Nursing when the student leaves the program or graduates.

- **General Hygiene:**

General personal hygiene should be fresh and clean; without offensive strong perfumes, colognes, or odor of smoke or alcohol on a student's breath or clothing. Hair is to be neat, clean and controlled. Extreme hairstyles, unnatural colors (such as spiked or pink), and the use of hair adornments unless being used to pull hair away from the face are not permitted. Sideburns, mustaches, and beards are to be clean, neat and properly trimmed. Artificial nails (i.e. press-on nails, acrylic nails, etc.) are not to be worn. Natural fingernails should extend no more than ¼ inch beyond the tip of the finger.

- **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. Microdermal implants are banned beginning with the Class of 2016. Gauging and microdermal implants

are 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.
- **Clinical Skills Laboratories (Simulation Laboratory, Pediatric Simulation Laboratory)**  
The approved student uniform is to be worn.
- **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, shorts are not considered professional attire) and a royal blue warm-up jacket or lab coat with the school insignia on the sleeve. No open-toed shoes are permitted. Identification badge is to be worn and visible at all times. 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. White hose are to be worn (socks may be worn with pants only). All students are required to have a stethoscope and a watch with a second hand. Shoes must be clean

white or black leather/solid material with enclosed heel and toe and a **slip resistant rating**. Optional royal blue warm-up jacket with the school insignia patch on sleeve may also be worn. 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 [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]. Hair should be pulled up and off the collar. 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). In addition, the infraction will be subject to the Student Misconduct Policy.

## 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 \$40.00 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 Admissions Committee, based on a point system which includes, but is not limited to: Cumulative Exam Score, Class and Clinical Attendance.

An applicant seeking readmission must first be approved by the Director, School of Nursing and by a Financial Aid Officer. Signatures are required before Committee consideration of applicants. The applicant must be in good standing with the School of Nursing, must have met any financial obligations, and must have submitted the application fee 12 weeks prior to the admission date.

The Recruitment and Admissions 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 Health System Washington Hospital Employee Health Service (EHS) for their review prior to participating in any clinical experiences. (Student may opt to have work-up done through EHS or with his/her own physician.)
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/chilabusehistoryclearanceforms/S\\_001087](http://www.dpw.state.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](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 any Net Learning modules, Information Systems computer training, etc. as deemed appropriate by the school.

## Placement of Students Returning to Program and/or Transfers/LPNs

	Nursing 100	Nursing 200	Nursing 300	Nursing 400
Returning Nursing 100 Student*	X			
Returning Nursing 200 Student*		X		
Returning Nursing 300 Student*			X	
Returning Nursing 400 Student*				X
Transfer Student	Will have courses reviewed on an individual basis to determine placement in the appropriate course			
LPN Transition Experience Student (following successful completion of Challenge and NACE I Exam)		X		

*\*If the student has been out of the program for 2 years or more, they will reenter in Nursing 100.*

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

## GRADUATION

The diploma and pin of Washington Health System 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 Washington Health System School of Nursing.

## ATTENDANCE POLICY

Attendance reflects the student's sense of professionalism and commitment to his/her education. It is essential to learning and to the application of knowledge. Attendance reflects the student's overall accountability as well as commitment to learning. All students are expected to attend all classes and clinical experiences.

It is every student's responsibility to plan a personal schedule around class and clinical assignments, which include clinical laboratory and community experiences. The program is planned to meet the educational needs of the entire student body and cannot be adjusted to an individual's convenience.

In order for optimal learning experiences, relative to absenteeism and tardiness, the following policy is in effect:

1. Classroom attendance is recorded in accordance with federal financial aid regulations. This information becomes part of the student's permanent record.
2. The maximum theory absenteeism that is allowed, without penalty, is 7% of the total program hours, or 48 hours. It is the student's responsibility to obtain any information missed during their absent theory time.
  - a. If class is missed in the Leadership portion of Nursing 400, the student must complete a make-up assignment.
3. The maximum clinical absenteeism that is allowed, without penalty, is 5% of the total program clinical/lab hours or 42 hours.
  - a. A student who is more than 30 minutes late for a direct patient care experience is not to report for the experience. The entire time missed will be counted against the total absent time.
  - b. Students are not permitted to switch schedules for non-direct or direct clinical experiences.
4. Once class has begun the classroom

doors will be shut. Students who arrive after class has begun must wait until the next class break to enter the room. The time in which the student is out of the room will be counted as absent time.

If there are specific reasons why a student must leave in the middle of class, the student, if possible, should inform the instructor ahead of time. It is not acceptable to leave the classroom to make or receive phone calls or texts. Unless there is an emergency, phone calls and texts should be made/returned at the next scheduled break.

Repeatedly leaving, once class has started, may result in a Conduct Form being given.

Adherence to this policy demonstrates respect for the faculty member as well as fellow classmates.

**Theory and clinical absent time will accumulate from one semester until the next, throughout the length of the program. Students will be notified in writing, by the director, when they have reached 50% of the allowed absent time in clinical and/or theory. Once the maximum hours have been reached the student will be given a final written warning from the director. Any further absenteeism occurring after the final warning will result in dismissal from the program.**

1. Extenuating circumstances will be taken into consideration. The Director has the final word on what is considered extenuating. Extenuating circumstances cannot result in the accumulation of more than two weeks absent time over the maximum that is allowed in the Attendance Policy. It is felt that any time beyond two weeks, plus the maximum absent time allowed, will result in the student's inability to meet the course/program objectives. Students are not penalized for absences related to immediate family death or military service.
2. Clinical make-up time may be required by clinical faculty who feel the student is not meeting the clinical objectives, due to the absence. Clinical make-up is not utilized to erase the absent time.

Individuals, including children, who are not enrolled at Washington Health System 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. 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, aunts, uncles, nieces, and nephews, students are permitted to be off the day of the funeral only.

#### **LICENSURE**

Washington Health System 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. These expenses may be changed by the institution periodically.

All tuition, fees, and charges must be paid directly to the institution in which the student is enrolled, except in those situations where financial aid is involved. Checks should be made payable to Washington Hospital.

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 semesters 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 based on the number of hours/credits the student is enrolled.

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 semester. These statements will indicate tuition and fees due to Washington Health System School of Nursing and include any known amount of financial aid the student will receive for the semester. All Washington Health System School of Nursing tuition and fees, not covered by financial aid, must be paid prior to the first day of class each semester. 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 semester. 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 semester or to graduate.

## FINANCIAL AID

Various types of financial aid are available to students attending Washington Health System 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 Washington Health System 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 Washington Health System 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 76 credits/units, then the student must complete his or her program by the time he or she reaches 76 credits/units ( $76 \text{ credits/units} \times 150\% = 114 \text{ credits/units}$ ). Therefore, in order for students to complete their program within the maximum time frame students must complete a minimum of 66% of all credits/units attempted ( $76 \text{ credits/units} / 114 \text{ credits/units} = 66\%$ ). 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 two semesters, 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 (Spring and Fall). 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 Spring, 2014.

## Financial Aid Suspension

If a student fails to achieve the minimum earned credit hour standard and/or the minimum grade point average at the end of the academic year (Spring and Fall), the student will be placed on financial aid suspension. Students placed on financial aid suspension will become ineligible for future Title IV assistance until their SAP deficiency is resolved.

## Appeal Procedure

If a student feels that an academic deficiency that has led to loss of eligibility for financial aid is due to extenuating circumstances (such as illness or injury), a written appeal must be submitted to the Financial Aid and Admissions Officer which details the situation. The written appeal must be received within two weeks of readmission notification. The

Financial Aid and Admissions Officer may, if the circumstances warrant, grant a maximum of one semester of financial aid to a student who does not meet the requirements for academic progress.

## 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 semester 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 semester (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 semester	=	Aid Earned
100% - % of		% of Funds to
Aid Earned	=	be Returned

### Example

Student withdraws on the 30th day of Semester	
I. There are 110 calendar days in the semester.	
<u>30</u>	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 \$50 will be charged in each of the four semesters (Nursing 100 — Nursing 400). As with tuition, this fee is payable prior to the beginning of each semester. 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 Washington Health System 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 4:00 p.m., Monday through Friday. This service functions to treat minor illnesses or injuries sustained during school hours, as well as, to monitor student health via physical examinations. Employee Health does not provide treatment for non-related work health problems (colds, sore throats, etc.).

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 EHS for their review. (Student may opt to have work-up done at EHS or with his/her own physician.) A urine drug screen will be completed with the physical done in EHS, or prior to the start of clinical if the student physical was performed by their own physician. Beginning with the class entering in 2014, students will be required to receive a flu vaccine. Those who are unable to receive the flu vaccine must provide documentation, with reason, from their personal physician. 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.

### All nursing students will complete the following prior to the first direct patient care experience:

1. An interval health history will be submitted to EHS. Forms will be provided during orientation.
2. 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.
3. A Mantoux tuberculin skin test/PPD (Purified Protein Derivative) will be administered at the start of Term II and annually thereafter. 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 EHS.
4. Hepatitis B Vaccine series will be initiated by EHS (optional).

### 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

Washington Health System School of Nursing is located on the grounds of Washington Hospital. In addition to classrooms, a Simulated Nursing Laboratory and Skills 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.

A Student Center provides a 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. Audio-visual materials are readily available for student use in the student audio-visual room.

### SMOKING

Smoking and 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. In addition, the odor of smoke on a student's breath or clothing is offensive and potentially harmful to others and will, therefore, be considered a violation of the Dress Code Policy. The only exception applies to inpatients at Donnell House and the Greenbriar Treatment Center which has a separate policy. This ban extends to everyone – employees, patients, visitors, physicians, students, volunteers, and vendors. Violations will be reported to the Director of the School of Nursing and the infraction will be subject to the Student Misconduct Policy.

## SCHOOL ACTIVITIES

All students are members of the Student Organization of Washington Health System 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 distributed to students each year.

Social activities are planned through the Student Organization and the Recruitment and Admissions 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 Washington Health System Student Nurses' Association of Pennsylvania. This organization coordinates community service activities available to all students. Students are strongly encouraged to be active in community service.

## STUDENT HOUSING AND TRANSPORTATION

Limited student housing is available near the School (on Leonard Avenue) 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 Financial Aid and Admissions Office.

## 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.

## Appendix

First Year Calendar	28
Tuition and Fees	29
Additional Expenses	30
Testing Information	30
Public Disclosure Statement	32
Washington Hospital Board of Trustees and Administrative Staff	33
School of Nursing Administration and Faculty	35
Application for Admission	37

## 2015 First Year Calendar (Tentative)

January 2015	February 2015	March 2015	April 2015
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4
4 5 6 7 8 9 10	8 9 10 11 12 13 14	8 9 10 11 12 13 14	5 6 7 8 9 10 11
11 12 13 14 15 16 17	15 16 17 18 19 20 21	15 16 17 18 19 20 21	12 <b>13</b> 14 15 16 17 18
18 19 20 21 22 23 24	22 23 24 25 26 27 28	22 23 24 25 26 27 28	19 20 21 22 23 24 25
25 26 27 28 29 30 31		29 30 31	26 27 28 29 30
May 2015	June 2015	July 2015	August 2015
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2	1 2 3 4 5 6	1 2 3 4	1
3 4 5 6 7 8 9	7 <b>8 9 10 11 12</b> 13	5 6 7 8 9 10 11	2 <b>3 4 5 6 7</b> 8
10 11 12 13 14 15 16	14 15 16 17 18 19 20	12 13 14 15 16 17 18	9 <b>10 11 12 13 14</b> 15
17 18 19 20 21 22 23	21 22 23 24 25 26 27	19 20 21 22 23 24 25	16 <b>17 18 19 20 21</b> 22
24 <b>25</b> 26 27 28 29 30	28 29 30	26 27 28 29 30 <b>31</b>	23 <b>24</b> 25 26 27 28 29
31			30 31
September 2015	October 2015	November 2015	December 2015
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5	1 2 3	1 2 3 4 5 6 7	1 2 3 4 5
6 <b>7</b> 8 9 10 11 12	4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 <b>11</b> 12
13 14 15 16 17 18 19	11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 <b>14 15 16 17 18</b> 19
20 21 22 23 24 25 26	18 <b>19 20 21 22 23</b> 24	22 23 24 25 <b>26 27</b> 28	20 <b>21 22 23 24 25</b> 26
27 28 29 30	25 26 27 28 29 30 31	29 30	27 <b>28 29 30 31</b>

### Semester I - Spring 2015

Classes Begin	April 13, 2015
Memorial Day Holiday	May 25, 2015
Break	June 8-12, 2015
Classes End	July 31, 2015
Summer Break	August 3-21, 2015

### Semester II - Fall 2015

Classes Begin	August 24, 2015
Labor Day Holiday	September 7, 2015
Break	October 19-23, 2015
Thanksgiving Break	November 26-27, 2015
Classes End	December 11, 2015
Winter Break	December 14, 2015-January 1, 2016

## Tuition and Fees

Estimated Tuition and Fees\*

April 2015–September 2016

### Washington Health System School of Nursing

April–December 2015

Level I	Semester I	Semester II	Total
Tuition	\$3,728	\$3,495	\$7,223
Activity Fee	\$50	\$50	\$100
Computer Lab Fee	\$50	\$50	\$100
Evaluation Support Services	\$1,100	—	\$1,100
Simulation Lab Fee	\$100	\$100	\$200
Administrative Fee	\$50	\$50	\$100
Tablet and E-Book Fee	\$600	—	\$600
<b>Total</b>	<b>\$5,678</b>	<b>\$3,725</b>	<b>\$9,423</b>

January–September 2016

Level II	Semester III	Semester IV	Total
Tuition	\$3,495	\$3,728	\$7,223
Activity Fee	\$50	\$50	\$100
Computer Lab Fee	\$50	\$50	\$100
Evaluation Support Services	\$1,100	—	\$1,100
Simulation Lab Fee	\$50	\$50	\$100
Administrative Fee	\$50	\$50	\$100
Graduation Fee	—	\$200	\$200
<b>Total</b>	<b>\$4,795</b>	<b>\$4,128</b>	<b>\$8,923</b>

\*Subject to change without notice

\*Plus 9 General Education Credits. Additional costs and institution to be determined.

**Grand Total \$18,346**

## Additional Expenses

### PRE-ADMISSION EXPENSES

Pre-admission Exam Fee	\$85
Application Fee — Washington Health System School of Nursing	\$50
Matriculation Fee — Washington Health System School of Nursing	\$100

### OTHER EXPENSES

Books*	\$1,500 - \$2,000
Student Uniforms*	\$250
Graduation Pictures*	\$50 and up
National Council Licensure Examination (NCLEX) Application Fee	\$200
Temporary Practice Permit Application Fee	\$35
Pennsylvania State Board of Nursing Licensure Application Fee	\$35
Graduation Uniform*	\$50
Criminal Record Check, Child Abuse History Clearance, and FBI Background Check	\$53
Campus Mailbox Fee & Security Deposit	\$25

Transportation, Housing, Meals – Responsibility of the Student

\*Figures are approximate

## Instructions for Taking the Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS®) Pre-Admission Examination

**THE TEAS® V PAPER/PENCIL ASSESSMENT WILL BE ADMINISTERED AT WASHINGTON HEALTH SYSTEM SCHOOL OF NURSING ON THE FOLLOWING DATES:**

Saturday	April 26, 2014	8:30 a.m.
Saturday	May 17, 2014	8:30 a.m.
Saturday	June 21, 2014	8:30 a.m.
Saturday	July 19, 2014	8:30 a.m.
Saturday	August 9, 2014	8:30 a.m.
Saturday	September 13, 2014	8:30 a.m.
Saturday	October 4, 2014	8:30 a.m.
Saturday	November 8, 2014	8:30 a.m.

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

**ALL APPLICANTS WHO WISH TO TAKE THE TEAS® V  
PRE-ADMISSION EXAMINATION AT WASHINGTON HEALTH SYSTEM  
SCHOOL OF NURSING MUST:**

- 1. Select Test Site**
  - Logon to ATI's website: [www.atitesting.com](http://www.atitesting.com).
  - Click on "Register for TEAS" (located at the lower right of the webpage).
  - Select "Pennsylvania" from the State dropdown list.
  - Select "Washington" from the City dropdown list.
  - Click "Next." You will be directed to a listing of all the test sites and available test dates.
- 2. Select Test Date**
  - Test dates are listed in chronological order. Click "Learn More" on the test date you would like to register for, and review important information about the test.
  - Click "Register." Click "Yes" on the disclaimer pop-up window to proceed with the registration..
- 3. Complete Registration**
  - Simply follow the atitesting.com screen prompts to complete your registration and pay for your exam.
  - If you do not already have an existing account with ATI, you will be prompted to create one during the registration process.
- 5. Provide Proof of Registration**
  - Access your ATI account and retrieve your personal Paper Pencil Identification Number.
  - Bring your ATI Paper Pencil Identification Number and Photo ID with you on the date of the exam.

The TEAS® V is a four-part assessment with subtests in Reading, Mathematics, Science, and English and Language Usage. The total testing time is 3 hours and 29 minutes. The total number of questions is 170.

Sub-Test	Time Allocated	# Questions
Reading	58 Minutes	48
Mathematics	51 Minutes	34
Science	66 Minutes	54
English and Language Usage	34 Minutes	34

**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 2012:	96%
Class of 2011:	96%
Class of 2010:	93%

**RETENTION RATES**

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

Class of 2012:	54%
Class of 2011:	75%
Class of 2010:	67%

**PATTERNS OF EMPLOYMENT**

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

Class of 2012:	47% *
Class of 2011:	Not Available
Class of 2010:	81%

*\*Only 19 of the 38 Class of 2012 graduates responded to the employment surveys 6 months after graduation.*

**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.washingtonhealthsystem.org](http://www.washingtonhealthsystem.org).

**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.

## Washington Hospital

### BOARD OF TRUSTEES

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## Washington Health System 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

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### FACULTY

**Christine D'Antonio, R.N.**  
*Instructor, Clinical (Part-Time)*  
 B.S.N. Gannon University  
 M.S.N. Chatham University

**Valerie M. Dean, R.N.**  
*Instructor, Nursing*  
 B.S.N. University of Pittsburgh  
 M.S.N. Waynesburg 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

**Tiffany Lindley, R.N.**  
*Instructor, Clinical (Part-Time)*  
 B.S.N. Gannon University

**Megan Miller, R.N.**  
*Instructor, Clinical (Part-Time)*  
 B.S.N. Wheeling Jesuit College

**Martha Suzan Milvet, R.N.**  
*Instructor, Nursing*  
 B.S.N. University of Pittsburgh  
 M.S.N. University of Pittsburgh

**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 Washington Hospital  
 School of Nursing  
 B.S.N. Wheeling Jesuit College  
 M.S.N. University of Pittsburgh

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

**Valerie Shaw, R.N.**  
*Instructor, Nursing*  
 Diploma Washington Hospital  
 School of Nursing  
 B.S.N. California University of Pennsylvania  
 M.S.N. Waynesburg University

**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



## WASHINGTON HEALTH SYSTEM

### School of Nursing

Washington Health System 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.

# Washington Health System 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 #

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

**RETURN WITH \$50.00 APPLICATION FEE  
(PAYABLE TO THE WASHINGTON HOSPITAL) TO:**

**WASHINGTON HEALTH SYSTEM  
SCHOOL OF NURSING  
155 Wilson Avenue  
Washington, PA 15301**



WASHINGTON HEALTH SYSTEM  
SCHOOL OF NURSING

**SCHOOL BULLETIN**

