



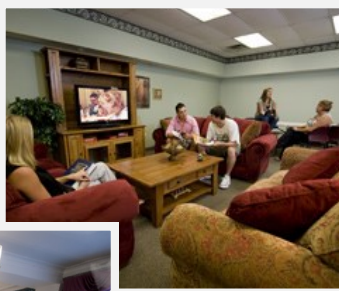
# WASHINGTON HEALTH SYSTEM SCHOOL OF NURSING



## SCHOOL BULLETIN 2020-2021 JANUARY COHORT



WASHINGTON HEALTH SYSTEM  
School of Nursing







155 Wilson Avenue  
Washington, PA 15301-3398

(724) 223-3168  
E-mail: [cdranzo@whs.org](mailto:cdranzo@whs.org)

## 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) 223-3168, or by e-mail at [cdranzo@whs.org](mailto:cdranzo@whs.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  
Washington Health System School of Nursing*

### *The School at a Glance*

- 16-Month Hospital-Based Program
- Academic Excellence and Early Clinical Experience
- Affiliation with California University of Pennsylvania
- Approved by Pennsylvania State Board of Nursing
- Accredited by the Accrediting Commission for Education in Nursing

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

**Accrediting Commission for  
Education in Nursing (ACEN)**  
3343 Peachtree Road NE, Suite 850  
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 nursing program of study (20 months including pre-requisite courses) 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.

### **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.

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

## Mission / Vision/ Philosophy

**Mission:** To facilitate innovative and evidence-based strategies into student learning experiences that ultimately reflects achievement of educational excellence resulting in competent, safe and caring beginning generalists, in the profession of nursing.

**Vision:** The Washington Health System School of Nursing aspires to maintain its distinction as the hospital-based RN Diploma program of choice for candidates seeking nursing as a career in the Washington and surrounding counties.

**Philosophy:** We, the faculty of the Washington Health System School of Nursing, embrace the following beliefs:

### **Nursing:**

We believe nursing is a unique human art and science that incorporates knowledge from the physical, biological and behavioral sciences when providing care across the **developmental life process** in a vast degree of **human complexity** for individuals, families and communities in a variety of settings impacting both their **internal and external environments**.

We believe, in congruence with the Washington Health System mission “Great Patient Care”, nursing must utilize **evidence-based practice (EBP)** to provide **safe quality** care for **patients, families** and communities as guided by recognized experts e.g. the **National Patient Safety Goals (NPSG)**, **Quality and Safety Education for Nurses (QSEN)**, and **Patient and Family Centered Care (PFCC)**.

We believe nursing utilizes **critical thinking** and **clinical reasoning**, to problem solve and make sound **clinical judgments** and decisions, grounded by **evidence-based practice**, through the use of the **nursing process**.

We believe the professional nurse provides care supporting the basic **human needs** for patients and families that is individualized, **holistic, culturally sensitive** and ethically/legally sound, enabling patients, families and communities to **flourish** in maximizing their **health potential**.

We believe nursing requires a **caring** attitude that **respects** the individual and family

and preserves **dignity**.

We believe the professional identity of nursing includes aspects of being a **care provider, advocate, teacher, communicator, manager of care, and professional member**.

### **Education:**

We believe education is grounded in core values and concepts which guide and direct the curriculum. The faculty of Washington Health System School of Nursing facilitates learning through the use of **critical thinking, clinical reasoning, clinical judgment**, and analytical inquiry which guides and strengthens the teaching-learning process supporting the theory of progressivism.

We believe the theory of behaviorism reflects our core value and belief in sequential building on previous knowledge, throughout the curriculum, culminating into a competent, safe graduate. The education learning environment stimulates critical thinking and promotes a **spirit of inquiry** which motivates the student to be a self-directed learner.

We believe education is a **life-long** active and participative learning process, which occurs formally and informally, and encompasses knowledge, skills, and attitudes (KSAs). This results in the individual's life-long intellectual, technical, and emotional growth.

We believe education reflects current best practice standards regarding contemporary educational theories, teaching strategies, trends, research, technological advances, and global healthcare changes.

We believe the faculty assumes responsibility for curriculum development, facilitation of learning activities and ongoing curriculum evaluation, to continually reflect upon how education is successfully delivered, optimizing program outcomes and student success.

## Organizing Framework

The National League for Nursing (NLN) Outcomes and Competencies for graduates of diploma programs and the Quality and Safety Education for Nurses (QSEN) direct the fundamental sub-concepts interwoven into the framework of the curriculum.

NLN Concepts	Human Flourishing	Nursing Judgment	Professional Identity	Spirit of Inquiry
QSEN Concepts	Pt. Centered Care	Safety Informatics	Team Work Collaboration	Quality Improvement EBP
<b>Sub-Concepts</b>	<u>Health Potential</u> <u>Human Complexity</u> <u>Holism</u> <u>Human Needs</u> <u>Internal/External Environment</u> <u>Cultural</u> <u>Developmental</u> <u>Life Process</u> <u>Patient Family Centered Care</u> <u>Dignity</u> <u>Respect</u> <u>Caring</u> <u>Self- Healing</u>	<u>Critical Thinking</u> <u>Nursing Process</u> <u>Quality Safety</u> <u>Education for Nurses (QSEN)</u> <u>National Practice</u> <u>Safety Goals (NPSG)</u> <u>Clinical Reasoning</u> <u>Clinical Judgment</u>	<u>Professional Nurse Role</u> Care Provider Advocate Teacher Communicator Manager of Care Professional	<u>Teaching</u> <u>Learning</u> <u>Research</u> <u>Life-long Learner</u> <u>Evidence-based Practice</u>

## School Purpose

Washington Health System School of Nursing offers a 16-month RN 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 competencies necessary for the practice of professional nursing.

## Prerequisite Studies

Applicants are required to successfully complete the following general education, arts, and sciences credits prior to admission:

English Composition (3 credit minimum)

Developmental Psychology (3 credit minimum)

Human Anatomy with Lab\*

(or Anatomy & Physiology I) (4 credit minimum)

Human Physiology with Lab\*

(or Anatomy & Physiology II) (4 credit minimum)

A grade of "C" (2.0) 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 Outcomes

The Washington Health System School of Nursing provides a quality nursing education program as consistently demonstrated through the attainment of the following program outcomes.

### WHSSN Curriculum Outcomes

Washington Health System School of Nursing graduate:

- 1) Utilizes a holistic approach when managing care for a group of dignified individuals/families in various stages of the developmental life process.
- 2) Provides culturally diverse care to individuals /families enabling optimization toward health potential and self-healing.
- 3) Respects the human complexity of individuals/families through reciprocal relationships that influence the internal and external environment.
- 4) Utilizes the spirit of inquiry to improve or optimize individual/family outcomes.
- 5) Incorporates human science and evidence based practice into critical thinking, clinical reasoning, and clinical judgment while utilizing the nursing process.
- 6) Upholds the professional nurse role in meeting quality human health care needs, safe pharmacologic administration, and overall safety of individuals/families while in collaboration with other members of the health care team.
- 7). Demonstrates moral and ethical values that support responsible, accountable professional practice.
- 8). Functions in the role of an entry-level professional nurse in a variety of health care settings.
- 9). Recognizes responsibility of continued personal and professional growth through life-long learning as evidenced within the teaching/ learning process.

## Curriculum Plan

### Level I

#### Semester I, 15 Weeks

(Monday through Friday)

Nursing 100 (13 Units + 3 Credit  
(Introduction to Psychology)

Theory	150 Hours
Clinical	150 Hours

300 Hours

#### Semester II, 15 Weeks

(Monday through Friday)

Nursing 200 (12 Units + 3 Credit  
(Introduction to Sociology)

Theory	135 Hours
Clinical	162 Hours

297 Hours

### Level II

#### Semester III, 15 Weeks

(Monday through Friday)

Nursing 300 (12 Units + 3 Credit (Nutrition)

Theory	135 Hours
Clinical	175 Hours

310 Hours

#### Semester IV, 15 Weeks

(Monday through Friday)

Nursing 400 (13 Units + 1 Credit (Career  
Readiness)

Theory	135 Hours
Clinical	189 Hours

324 Hours

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

**Total credits** **10 Credits**  
provided by California University of  
Pennsylvania

## 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 and safe medication administration are learned. 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  
1.0 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" (2.0) or better in the following pre-requisites:
    1. English Composition  
(3 credit minimum)
    2. Developmental Psychology  
(3 credit minimum)
    3. Human Anatomy with Lab\*  
or Anatomy and Physiology I  
(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) exam may be taken no more than 2 times in the academic year. A minimum Academic Preparedness Level of Proficiency with a score of greater than or equal to 68% is recommended.

#### 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, hair follicle drug testing, and immunization record. The urine dipstick and hair follicle drug screen will be completed in EHS, prior to final acceptance into the School of Nursing. 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 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

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 (WHSSN), 155 Wilson Avenue, Washington, PA 15301-3398 or by calling (724) 223-3168. Completed applications are to be returned to the same address accompanied by a non-refundable \$50.00 application fee.

The School of Nursing will consider only completed application files. Application files consist of the following:

- A. Completed application and application fee.
- B. All admission requirements

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.

Those applicants granted provisional acceptance will progress to the health record. A WHS health record is to be obtained, completed and submitted to Washington Health System Employee Health Service (EHS) for their review within six (6) weeks of the notification of provisional acceptance. The provisionally accepted applicant may choose to have work-up done through EHS, or with his/her own health care provider.

Requirements for the work-up include:

Demonstration of physical and mental health necessary to meet the expectations of the program. The EHS reviews each applicant's completed health record, which includes health history, physical examination, and immunization record.

Completion of a urine and hair follicle drug screen at the EHS. The drug screen will be completed at the time of the physical if done at the EHS. If the provisionally accepted applicant has his/her physical completed by their own health care provider, they must schedule an appointment with EHS to complete a urine and hair follicle drug screen.

Acceptance of 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.

Completion of a T-spot test 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.

Completion of an annual F.I.T. test administered by EHS.

These applicants granted provisional acceptance will need to meet the following requirements within the six (6) week period to secure final acceptance into the program.

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>)

Pennsylvania Department of Public Welfare

FBI Fingerprint-Based Background Check  
(<https://www.identogo.com>)

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.

The Recruitment and Admissions Committee of the School of Nursing will notify applicants who have successfully completed all the requirements within the established time frame of their official acceptance into the nursing program within four (4) week of the start of class.

The accepted applicant will be given appropriate information to begin the course.

At this time, any seats vacated by provisionally accepted applicants will be awarded to the next most eligible applicant on the waiting list.

Those eligible applicant(s) who did not gain admission for this class have the opportunity to be considered for the next class enrollment.

The waiting list applicants:

Must indicate their desire in writing by the posted application date of the next class to be considered as a candidate for the next class. They will not be required to complete a new application.

Will have the opportunity to repeat The Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) exam. The ATI TEAS exam may be taken no more than 2 times in the academic year.

Will have the opportunity to update their transcripts and repeat the essay portion of the application procedure.

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. The School of Nursing reserves the right to implement the selection process as it relates to limited number of seats available to the most qualified applicant(s).

Application documents will be held for 2 years.

## LPN to RN Option (CURRENTLY SUSPENDED)

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

### Admission Requirements

The applicant must meet the following requirements for admission to the *LPN to RN Option 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) 223-3168 .

## 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 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 nursing course(s) with a grade of "B" (3.0) 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.

### 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) 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) 223-3168 to have any questions answered.

## 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

In order to progress to the next semester or to graduate, the student must achieve a grade of “C” (2.0) or better in each required course. 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” (2.0) 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
4.0	3.0	2.0	1.0	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.

15 lecture hours	=	1 Unit or Credit
3 laboratory hours	=	1 Lecture Hour

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.

**NOTE:** The cumulative grade point average, through one month prior to the end of Nursing 400, will be used to determine the Valedictorian and Salutatorian of the graduating class.

### CLINICAL REQUIREMENTS

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

An evaluation by Employee Health Service

(EHS):

The annual physical examination must be completed and reviewed by EHS prior to acceptance to the program.

You may have your physical performed by the EHS.

You may choose to have your personal health provider complete your physical. A WHS health record is to be obtained, completed and submitted to Washington Health System Employee Health Service (EHS) each year. This must be submitted within one year of the initial physical.

Completion of a F.I.T. test will be administered by EHS.

The annual flu shot must be obtained in October either through the EHS or at a facility of the student's choice.

A T-spot test will be administered by EHS prior to the start of clinical. 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.

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

Current CPR certification (American Heart Association Basic Life Support for Health Care Providers Course):

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>)

Pennsylvania Department of Public Welfare FBI Fingerprint-Based Background Check  
(<https://www.identogo.com>).

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.

## 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, 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.

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 current level coordinator in which the student is enrolled and include the beginning and ending dates and the reason for desiring a leave of absence. The Director, School of Nursing will determine the terms of the leave of absence.

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 level coordinator. Updated physician forms must be submitted prior to each subsequent semester to the level coordinator. 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 the theory 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 is encouraged to meet with his/her Academic Advisor to discuss performance and develop a plan for improvement as appropriate.

#### **Second occurrence of unsatisfactory performance**

The student is encouraged to meet with his/her Academic Advisor to develop a plan for improvement and discuss potential status in the program. The student is encouraged to meet with his/her Academic Advisor or designated WHSSN 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 course outcomes.

## **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.

### **Identification Badge:**

Photo ID Badges will be issued by the Hospital according to standards set forth in Hospital policy and are to 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 above the waist any time the student is in the hospital or School of Nursing building. These are to be returned to the School of Nursing when the student leaves the program or graduates. Students may **temporarily** cover their last name with **tape** during behavioral health or emergency department clinical experiences.

### **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. External artificial cosmetic enhancements (i.e. eye lashes, hair pieces, etc.) are not to be worn.

### **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 and microdermal implants are prohibited. Visible tattoos and similar body art must be covered. (plain white or black elastic sleeves may be worn).

### **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 article of clothing is to be shorter than two 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 warm-up jacket or lab coat with the school insignia. No open-toed

shoes are permitted. Identification badge is to be worn and visible at all times above the waist. 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:**

The School of Nursing adheres to Washington Health System Dress Code as amended for students:

1. The faculty has the responsibility to assure that the above standards are enforced on the area of assignment.
2. The basic uniform is as follows:
  - Approved student uniform. Pants are to be altered if necessary so the hem of the pants does not touch the floor.
  - White or black socks must be worn.
  - Clean, solid white or solid black leather/solid material shoes with enclosed toes and heels with a slip resistant rating
  - (Optional) Warm-up jacket or lab coat with school insignia. Watch with a second hand
  - Stethoscope
3. Inherent in the basic uniform code are the following factors:
  - Identification badge is to be worn above the waist and visible at all times. Covering the last name **temporarily** with **tape** is permissible when assigned to the behavioral health unit or the emergency department.
  - Hair is to be neat, clean and controlled. Hair should be pulled up and off the collar. Extreme hairstyles, unnatural colors (such as spiked or pink), and the use of hair adornments unless being used to pull hair away from face are not permitted. Sideburns, mustaches, and beards are to be clean, neat and properly trimmed.

- Uniforms must be loose enough and of appropriate length to allow performance of activities modestly. Pants are to be altered if necessary so the hem of the pants does not touch the floor.
- Undergarments should not be visible through uniform. Students may wear a plain white T-shirt; white or black camisole, tank top, or long sleeved turtleneck shirt under the uniform scrub top.
- A minimal amount of conservative jewelry can be worn while performing regular duties, at the risk of the owner - these include:
  - watch with a second hand
  - necklaces (Must not dangle outside of the uniform)
  - pierced earrings (limited to one set that does not extend beyond the ear lobe. No other pierced jewelry is permitted.)
  - rings (Limited to band rings and shaped so as not to cause injury to the patient)
  - 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. Fingernail polish may be worn provided it is unchipped, and a single, appropriate color; without adornments.
  - External artificial cosmetic enhancements (i.e. eye lashes, hair pieces, etc.) are not to be worn.
  - 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.
  - 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 reflected on the scoring of the Weekly Clinical Evaluation Tool.

## 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, by the established deadline date.

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.

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:

Have current CPR certification, (American Heart Association Basic Life Support for Health Care Providers Course).

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.)

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.identogo.com>). 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.

Attain a 77% or better on a comprehensive exam encompassing material from previous courses. The outcome of this exam determines placement within the program.

Satisfactorily complete any Net Learning modules, Information Systems computer training, etc. as deemed appropriate by the school.

**Placement of Students Returning to Program Who Were Enrolled 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 the Washington Health System School of Nursing are awarded to the student upon satisfactory completion of the school program once the following criterion are met:

A cumulative grade point average of 2.0 must be achieved in theory and satisfactory completion of all clinical outcomes with a minimum score of 2.0 in each.

**A minimal of 75%** of the ATI Virtual Tutor must be completed as prescribed.

All financial obligations (tuition, library loans, etc.) must be met.

Mailbox keys and name badges must be returned.

## 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 electronically available to all students.

## 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 39 hours. It is the student's responsibility to obtain any information missed during their absent theory time.
3. If class is missed in the Leadership portion of Nursing 400, the student must complete a make-up assignment.
4. The maximum clinical absenteeism that is allowed, without penalty, is 5% of the total program clinical/lab hours or 34 hours.
5. 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. Any clinical tardiness carries consequences. Being tardy for clinical on a hospital nursing unit will result in a "0" for professionalism on

the Weekly Clinical Evaluation Tool. Being tardy for sim labs or observation experiences will result in a one-point deduction.

6. Students are not permitted to switch schedules for non-direct or direct clinical experiences.
7. 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. Extenuat-

ing 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 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.

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.

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 the School of Nursing Financial Aid and Admissions Officer for information relevant to the specific type of aid. The Financial Aid and Admissions Officer are available to students Monday through Friday from 7:00 a.m. to 3:30 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 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 60 credits/units, then the student must complete his or her program by the time he or she reaches 90 credits/units ( $60 \text{ credits/units} \times 150\% = 90 \text{ credits/units}$ ). 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 ( $60 \text{ credits/units} / 90 \text{ credits/units} = 66\%$ ). 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 time frame.

### **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.



## **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 (Fall, Spring, and Summer), 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. Refunds will be based on the official date of withdrawal.

If a student is absent for five (5) consecutive days, without calling off, a certified letter will be mailed to the student indicating that they 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 semester must obtain approval from the Director, School of Nursing. Unapproved withdrawals from nursing courses will be regarded as failure of the course.

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**

#### **Example**

Student withdraws on the 30th day of Semester I. There are 110 calendar days in the semester.

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.

#### **# of days completed**

# of days in semester = % of Aid Earned  
100% of Aid Earned =  
% of Funds to be returned

30

110 = 28% of Aid Earned

100% - 28% = 72% of Funds to be returned

### **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. 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.*

### **STUDENT ACTIVITY FEE**

An activity fee of \$50 will be charged in each of the four semesters (Nursing 100 – Nursing 400) to all Washington Health System School of Nursing students. 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 HEALTH SERVICE

#### Purpose

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 and hair follicle 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. Students are required to receive a flu vaccine at the start of each flu season. 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. 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. A health history will be submitted to EHS. Forms will be provided during orientation.
2. A urine and hair follicle 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 t-spot tuberculin test will be administered at the start of the program. 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 a 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. If a student requires counseling for a non-academic issue, a record of the counseling form as well as a goal plan may be developed utilizing the Washington Health System School of Nursing *Counseling Form*. 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 AND TOBACCO FREE POLICY

Smoking and use of **ALL** tobacco products (this includes cigars, cigarettes, e-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, and all off-site facilities affiliated with Washington Health System. 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 from Nursing 100 through Nursing 400 are members of the Student Organization of the 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 to 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 Admissions Committee. Both formal and informal recreational activities are planned with students and faculty throughout the school year.

## **TRANSPORTATION**

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/ GRIEVANCE POLICY**

The Grievance Committee for Student Fair Treatment functions to hear grievances, interpret and clarify student

rights as stated in the Student Bill of Rights and Responsibilities, and to advise on issues related to the *Misconduct Policy* 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 found on the EDU website (<http://twhson.edu20.org/>) under each specific class.

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## Appendix

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## **2020**

### **Academic Calendar (Tentative)**

#### **Nursing 100**

Classes Begin	January 6, 2020
Good Friday off	April 10, 2020
Classes End	April 17, 2020
Break	April 20, 2020—May 1, 2020

#### **Nursing 200**

Classes Begin	May 4, 2020
Memorial Day off	May 28, 2020
Break	June 22, 2020—June 26, 2020
Classes End	August 21, 2020
Break	August 24, 2020—September 7, 2020

#### **Nursing 300**

Classes Begin	September 8, 2020
Thanksgiving off	November 26 & 27, 2020
Classes End	December 18, 2020
Break	December 21, 2020—January 1, 2021

#### **Nursing 400**

Classes Begin	January 4, 2021
Good Friday off	April 2, 2021
Graduation	April 16, 2021

## Tuition and Fees

Estimated Tuition and Fees\*

April 2019–August 2020

### Washington Health System School of Nursing

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	\$663	\$663	\$1,326
Simulation Lab Fee	\$100	\$100	\$200
Administrative Fee	\$50	\$50	\$100
<b>Total</b>	<b>\$4,641</b>	<b>\$4,408</b>	<b>\$9,049</b>
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	\$663	\$663	\$1,326
Simulation Lab Fee	\$100	\$100	\$200
Administrative Fee	\$50	\$50	\$100
Graduation Fee	—	\$200	\$200
<b>Total</b>	<b>\$4,408</b>	<b>\$4,841</b>	<b>\$9,249</b>

\*Subject to change without notice

\*Plus 10 General Education Credits. Additional costs and institution subject to change without notice.

<b>Grand Total</b>	<b>\$18,298</b>
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## Additional Expenses

### PRE-ADMISSION EXPENSES

Pre-admission Exam Fee	\$76
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	\$70
Pennsylvania State Board of Nursing Licensure Application Fee	\$95
Criminal Record Check, Child Abuse History Clearance, and FBI Background Check	\$53

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	October 19, 2019	8:30am
Saturday	November 16, 2019	8:30am
Saturday	December 14, 2019	8:30am

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

**ALL APPLICANTS WHO WISH TO TAKE THE TEAS®  
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 related to TEAS, you will be prompted to create one during the registration process.

**4. 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® 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	64 Minutes	53
Mathematics	54 Minutes	36
Science	63 Minutes	53
English and Language Usage	28 Minutes	28

Pre-admission testing:

The Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) exam may be taken no more than 2 times in the academic year. A minimum Academic Preparedness Level of proficiency with a score greater than or equal to 65% is recommended.

### 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:

2019:	98%
2018:	96%
2017:	84%
2016:	90%

### RETENTION RATES

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

2019:	78%
2018:	43%
2017:	70%
2016:	70%

### PATTERNS OF EMPLOYMENT

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

2019:	100%
2018:	100%
2017:	100%
2016:	100%

### 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 6 months 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.

### BOARD OF TRUSTEES

Thomas Northrop, *Chairman*

Brian Smith, *Vice-Chairman*

Daniel Miller, *Secretary-Treasurer*

Gary B. Weinstein, *President/CEO*

Darlene Bigler

Arthur Gabriel, II

Howard F. Goldberg, M.D.

Robert Griffin

Traci McDonald-Kemp

William McGowen

John McIlvaine, III

Grant Minor

Gerald Prado

Arlene Ricker

Cynthia G. West, M.D.

Robert H. Young

### ADMINISTRATIVE STAFF

Brook Ward

*President and CEO*

Rodney D. Louk

*Executive Vice-President and COO*

Diana Fancher

*Vice President, Regulatory Affairs and Quality*

Karen A. Bray

*Vice President, Patient Care Services*

Paul T. Cullen, M.D.

*Vice President, Medical Affairs*

Rodney D. Louk (interim)

*Vice President, Information Services*

Richard J. Mahoney

*Vice President and Chief Development Officer, Foundation*

Barbara McCullough

*Vice President, Human Resources*

Larry Pantuso

*Vice President, Planning and Business Development*

Ken Dicken

*Vice President, Finance*

Terry Wiltrout

*Vice President, Operations*

# Washington Health System School of Nursing

## SCHOOL ADMINISTRATION

### Jamie Golden RN, MSN, CNE

*Director, School of Nursing*

B.S.N. Carlow University

M.S.N. Waynesburg University

## FACULTY

### Beth Chelosky RN, MSN, CNE

*Instructor, Nursing*

BSN Indiana University

MSN Indiana University

### Sue Chernay RN, MSN

*Instructor, Nursing*

BSN California University of Pa

MSN St. Joseph College of Maine

### Rae Dawn Guyton RN, MSN

*Instructor, Nursing*

BSN California University of Pennsylvania

MSN Duquesne University

### Pamela Hoge RN, MSN

*Instructor, Nursing*

BSN Edinboro University

MSN Duquesne University

### Sue Ellen Schwab-Kapty RN, MSN, CNE

*Instructor, Nursing*

BSN Penn State University

MSN University of Pittsburgh

### Joelle Niro RN, BSN

*Faculty Assistant*

ADN Community College of Allegheny

BSN Indiana University

### Jennifer Robinson RN, MSN, CCRN

*Instructor, Nursing*

BSN Wheeling Jesuit College

MSN University of Pittsburgh

### Valerie Shaw RN, MSN, CMSN

*Instructor, Nursing*

BSN California University of Pennsylvania

MSN Waynesburg University

### Lona Watson RN, BSN

*Faculty Assistant,*

ADN

Community College of Allegheny

BSN

California University of Pa





## 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

**Have you been or are you currently employed by Washington Health System?**  
**Yes / No      If yes, in what capacity:**

**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**



**2020–2021**