



**WASHINGTON HEALTH SYSTEM**  
School of Nursing

**SCHOOL BULLETIN**  
**2023-2024**  
**MAY COHORT**



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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 [chorr@whs.org](mailto:chorr@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
- Academic Excellence and Early Clinical Experience
- Affiliation with Penn West University
- Approved by Pennsylvania State Board of Nursing
- Accredited by the Accrediting Commission for Education in Nursing

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

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

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

3390 Peachtree Road NE, Suite 1400  
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, 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 remain a locally governed healthcare system that is a leader in health care quality, safety, and value."

### **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."

## 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.

<b>NLN Concepts:</b>	Human Flourishing	Nursing Judgment	Professional Identity	Spirit of Inquiry
<b>QSEN Concepts:</b>	Pt. Centered Care	Safety Informatics	Teamwork Collaboration	Quality Improvement Evidence-based Practice
<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 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 Education for Nurses (QSEN)</u> <u>National Practice 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 Member	<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)

Lifespan 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 be from the same school.*

*All college credit courses must have been completed within 10 years of program start. Credits for Anatomy I and II with lab, must be from the same school and completed within 5 years of program start.*

## End of Program Student Learning Outcomes

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

### WHSSN End of Program Student Learning 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 growth through life-long learning.

## Curriculum Plan

<b>Level I</b>	
<b>Semester I</b>	<b>15 Weeks</b>
Nursing 100	13 Credit Equivalents + 3 Credit (Introduction to Psychology)
Theory	150 Hours
Clinical	150 Hours
	300 Total Hours
<b>Semester II</b>	<b>15 Weeks</b>
Nursing 200	12 Credit Equivalents + 3 Credit (*Introduction to Sociology)
Theory	135 Hours
Clinical	162 Hours
	297 Total Hours
Level I Total: 25 Credit Equivalents + 6 Credit General Education = 597 Hours	
<b>Level II</b>	
<b>Semester III</b>	<b>15 Weeks</b>
Nursing 300	12 Credit Equivalents + 3 Credit (*Nutrition for Nurses)
Theory	135 Hours
Clinical	175 Hours
	310 Total Hours
<b>Semester IV</b>	<b>15 Weeks</b>
Nursing 400	13 Credit Equivalents + 1 credit (Career Readiness)
Theory	135 Hours
Clinical	189 Hours
	324 Total Hours
Level II Total: 25 Credit Equivalents + 4 Credit General Education = 634 Hours	
<hr/>	
Total credits provided by Washington Health System School of Nursing	50 Credits
Total hours provided by Washington Health System School of Nursing	1,231 Hours
<hr/>	
Total Non-Nursing Credits/Courses	Integrated through California University of Pennsylvania
3 Credits = English Composition	3 Credits = Introduction to Psychology
3 Credits = Anatomy and Physiology I	3 Credits = Introduction to Sociology
1 Credit = Anatomy and Physiology I Lab	3 Credits = Nutrition for Nurses
3 Credits = Anatomy and Physiology II	1 Credit = Career Readiness
1 Credit = Anatomy and Physiology II Lab	(*Course order subject to change for September start dates)
3 Credits = Lifespan Developmental Psychology	
<hr/>	
Total College Credits = 24 Credits	
<hr/>	
Credit Generation:	Theory = 135 Hours / 1 Credit Clinical = 45 Hours / 1 Credit



## 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, and media advertisements (paper and social media). 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**

#### **Academic:**

A. Official transcript validating:

1. Graduation from an approved secondary school or high school equivalency diploma (GED)

B. Official college transcripts documenting a grade of “C” (2.0) or better one semester prior to program start in the following pre-requisites:

1. English Composition (3 credit minimum)
2. Lifespan Developmental Psychology (3 credit minimum)
3. Anatomy and Physiology I with lab (3 or 4 credit minimum)
4. Anatomy and Physiology II with lab (4 credit minimum)

*\*All college credit courses must have been completed within 10 years of program start. Credits for Anatomy I and II with Lab must be from the same school and completed within 5 years of program start.*

C. The Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) exam. Only TEAS scores from two years or less will be considered: Mitigating circumstances may be considered by the Assistant Director or Director of the School of Nursing.

1. A minimum Academic Preparedness Level of proficiency score greater than or equal to 66% is required.
2. Qualified applicants are accepted using the highest TEAS scores from the applicant pool until the class or cohort is full.
3. Applicants earning an advanced score recognition on the ATI TEAS will automatically receive notification of provisional acceptance.

D. BLS certification (American Heart Association Basic Life Support for Health Care Provider Course) is a required prerequisite to be achieved within four months of program start. This course will be scheduled and provided by the Washington Health System. A valid BLS card is required as proof of completion.

#### **Health Record**

- A. A completed health record including health history, physical examination, urinalysis, and immunization record.
- B. Urine and hair follicle drug screen must be completed through WHS Employee Health. A positive drug screen will eliminate possibility of admission.
- C. A flu vaccine is required for the January Cohorts prior to the start of clinical. May and September Cohorts will be required to obtain the flu vaccine each fall during the program.
- D. Proof of a WHS required Covid Vaccine status must be provided prior to program start and any required on-site activities (Refer to the *WHS Mandatory COVID-19 Vaccination Policy*).

#### **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.

- Any persons not in good standing with the WHS, WHSSN, or any clinical site required within the program will not be considered for acceptance.
- Application documents will be held for 2 years.

## Admission Procedure

I. Application forms and other information regarding admission may be obtained online at <https://whs.org/school-of-nursing/> from Washington Health System School of Nursing (WHSSN), 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 via check or money order.

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

A. Completed application and application fee.

B. Academic:

1. Graduation from an approved secondary school or validation of a high school equivalency diploma (GED) verified through official transcript.
2. Official college transcripts documenting a grade of "C" (2.0) or better one semester prior to program start in the following pre-requisites:
  - a. English Composition (3 credit minimum)
  - b. Lifespan Developmental Psychology (3 credit minimum)
  - c. Anatomy and Physiology I with lab (3 or 4 credit minimum)
  - d. Anatomy and Physiology II with lab (4 credit minimum)

*\*All college credit courses must have been completed within 10 years of program start. Credits for Anatomy I and II with Lab must be from the same school and have been completed within 5 years of program start.*

C. Pre-admission testing:

The Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) exam is required with a minimum Academic Preparedness Level of proficiency score greater than or equal to 66%. Only TEAS scores from two years or less will be considered: Mitigating circumstances may be considered by the Assistant Director or Director of the School of Nursing. Qualified applicants are accepted using the highest TEAS scores from the applicant pool until the class or cohort is full. Applicants earning an advanced score recognition on the ATI TEAS will automatically receive notification of provisional acceptance.

D. After completion of the admission process, applicants will be notified by mail prior to the start of class of their provisional acceptance, waiting list status, or rejection.

III. Once provisional acceptance is granted, the applicant must remit a non-refundable matriculation fee of \$100.00 within 3 weeks via check or money order.

IV. 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 review. The provisionally accepted applicant may choose to complete health record requirements through EHS, or with the personal health care provider. Health record requirements include:

- A. Demonstration of physical and mental health necessary to meet the expectations of the program. EHS reviews each applicant's completed health record, which includes health history, physical examination, and immunization record.
- B. Completion of a urine and hair follicle drug screen at EHS of the WHS. The drug screen will be completed at the time of the physical if done at the EHS. If the provisionally accepted applicant has the physical exam completed by the personal health care provider, an appointment with EHS to complete a urine and hair follicle drug screen must be scheduled.
- C. Acceptance of a yearly flu vaccine. Those who are unable to receive the flu vaccine must provide

documentation, with reason, from a personal healthcare provider. EHS reserves the right to make recommendations to the School of Nursing regarding admission.

- D. Proof of a WHS required Covid Vaccine status must be provided prior to program start and any required on-site activities (Refer to the *WHS Mandatory COVID-19 Vaccination Policy*).
- E. Initial MaxAir education by EHS.

V. Applicants granted provisional acceptance will need to meet the following requirements to secure final acceptance into the program. Current (within five (5) years):

A. Online site for Pennsylvania Clearances:

<http://keepkidssafe.pa.gov/resources/clearances/index.htm>

- Pennsylvania State *Police Request for Criminal Record Check*
- *Child Abuse History Clearance*
- Pennsylvania Department of Public Welfare *FBI Fingerprint-Based Background*

VI. 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 the official acceptance into the nursing program.

A. The accepted applicant will be given appropriate information to begin the first semester.

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

VIII. Those eligible applicant(s) who did not gain admission to the original cohort to which they applied have the opportunity to be considered for the next cohort enrollment.

- A. Must indicate the desire in writing by the posted application date of the next cohort to be considered as a candidate for the next cohort. Completion of a new application is not required.
- B. May choose to repeat The Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) exam. Only TEAS scores from two years or less will be considered: Mitigating circumstances may be considered by the Assistant Director or Director of the School of Nursing.
- C. Will have the opportunity to update transcripts.
- D. The applicant may extend their application to the next cohort without a reapplication.

**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.

## 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, descriptions of the nursing courses taken, results of ATI TEAS assessment (an adjusted individual total score of 70% or better is desired when transferring into the program). Only TEAS scores from two years or less will be considered: Mitigating circumstances may be considered by the Assistant Director or Director of the School of Nursing.

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.

Achievement of satisfactory completion of theory and clinical challenge/placement testing.

All transfer requests will be considered on an individual basis but are very limited. 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. No transfer student will be accepted into Nursing 400.

## 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.whs.org/school-of-nursing](http://www.whs.org/school-of-nursing) (Be sure to print the confirmation page after submitting form online.
- ☐ 3. Submit the application for Admission Confirmation page along with the \$50.00 non-refundable fee (made payable to Washington Health System) to Washington health System School of Nursing.
- ☐ 4. Request to have all transcripts (high school and all post-secondary institutions attended) sent directly to Washington Health System School of Nursing

## ACADEMIC POLICIES

### Grading System

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

Final courses 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 and course coordinator. 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.

### Grade Point Average

The grade point average is computed on all courses that the student has attempted while enrolled in the 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\* includes the grade point average at the end of each of the first three semesters and following the four unit and math exams in the Nursing 400 semester. The courses attempted while enrolled in the program will determine the Valedictorian and Salutatorian of the graduating class.

## Clinical Requirements

The Student must be in compliance with the following Clinical Requirements:

- I. An evaluation by Washington Health System Employee Health Service (EHS):
  - a. A physical examination must be completed and reviewed by EHS prior to acceptance to the program. A physical examination including health history, urinalysis, and immunization record must be completed and reviewed by EHS prior to attending a clinical rotation.
    - i. The physical may be performed by the EHS.
    - ii. The student may choose to have the personal health provider complete the physical. A WHS health record is to be obtained from the Admission & Student Support Coordinator 724-223-3167, completed, and submitted to EHS.
    - iii. Urine and hair follicle drug screen must be completed through WHS Employee Health. A positive drug screen will eliminate possibility of admission.
  - b. Completion of Max Air education will be administered by EHS.
  - c. A flu vaccine is required for the January Cohorts prior to the start of clinical. May and September Cohorts will be required to obtain the flu vaccine each fall during the program.
  - d. Proof of a WHS required Covid Vaccine status must be provided prior to program start and any required on-site activities (Refer to the WHS Mandatory COVID-19 Vaccination Policy).
  - e. A T-spot test will be administered by EHS upon entry and re-entry into 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 the EHS.
  - f. Hepatitis B Vaccine series will be initiated by EHS (optional).
- II. Current BLS certification (American Heart Association Basic Life Support for Health Care Providers Course):
  - a. BLS certification (American Heart Association Basic Life Support for Health Care Providers Course) is a required pre-requisite to be achieved within four months of program start. This course will be scheduled and provided by the Washington Health System. A valid BLS card is required as proof of completion.
- III. Current (within five (5) years):
  - a. Online site for Pennsylvania Clearances: <http://keepkidssafe.pa.gov/resources/clearances/index.htm>
    - i. Pennsylvania State Police Request for Criminal Record Check (Select Online Request)
    - ii. Child Abuse History Clearance
    - iii. Pennsylvania Department of Public Welfare FBI Fingerprint-Based Background

Students should be aware clinical facilities have the right to deny access to students who have a history of criminal activity, child abuse, or have been denied access to the facility due to disciplinary action implemented during previous employment within the facility. If this experience is required to meet the clinical outcomes, 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 or Assistant Director, Staff Education/School of Nursing.

A student who wishes to withdraw must notify the Course Coordinator 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 they must contact the School of Nursing within the specified time frame indicated in the letter in order to declare their status in the program. If the student does not respond within the time period indicated, they 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.

**Addition:** A student has the opportunity to withdraw from the program at any time prior to the last three weeks of the course enrolled in. If the student is failing without ability to attain a passing score within the last three (3) weeks of the course, the request for withdraw will be denied and a failure (F) will be awarded as the course outcome.

## Leave of Absence

A student desiring to take a leave of absence must submit the request in writing to the current course 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 or Assistant Director, Staff Education/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, they must submit a form/slip from their physician identifying any health restrictions to the course coordinator. Updated physician forms must be submitted prior to each subsequent semester to the course coordinator. If the student is unable safely lift a minimum of 50 pounds, they will not be able to attend direct patient care activities. If it is necessary for the student to interrupt their educational program, the Leave of Absence policy or Withdrawal policy would apply.

## Student Conduct Policy

All students are expected to adhere to School of Nursing and hospital policies and procedures. If a student violates a standard and/or policy (not reflected through the FCET), action will be taken according to the Conduct Procedure as outlined below.

### Conduct Procedure

A Conduct Form will be completed for each individual offense and forwarded to the Course Coordinator and the Assistant Director, School of Nursing. The third Conduct Form within a semester will result in Program Dismissal. School administration will consider extenuating circumstances on an individual basis. Conduct Forms will be progressive through each semester but will not carry over from semester to semester. The student is required to meet with the Course Coordinator after they have received two (2) Conduct Forms.

A copy of the document is to be given to the student and the Assistant Director, Staff Education/School of Nursing. The Course Coordinator is to receive a copy of the document as soon as it is written by the instructor. Original copy goes in student's file. The completed Conduct Form will be placed in the student's permanent record and the student will be given an electronic copy.

Serious Offense Violations, as defined below, will result in Program Dismissal Permanent (PDP), unless mitigating circumstances occur. If signs of impaired behavior are observed, the Alcohol and Drug Abuse Policy will be followed.

### Serious Offense Violations

The following Serious Offense Violations will result in immediate PDP unless mitigating circumstances occur:

- Falsification of information
- Plagiarism
- Verbal or physical abuse of others
- Theft or destruction of hospital or school property
- Breach of Confidentiality
- Misuse of communication technology; written or verbal communication (including, but not limited to, video, texting, electronic devices, and internet use).

The Assistant Director will review mitigating circumstances and make a final decision. A conduct form will be completed for Serious Offense Violations and placed in the student's permanent record. The student will be given a copy. Students who dispute the findings may use the *Student Fair Treatment/Grievance Procedure*.

## Academic Warning Policy

A student whose performance is unsatisfactory (less than 77%) in the theory components will be given an Academic Warning Form to be completed and signed after each occurrence.

### Academic Warning Process

#### First occurrence of unsatisfactory performance

The student is encouraged to meet with their Academic Advisor to discuss performance and develop a plan for improvement as appropriate which may include referral to the Strategies for Success program.

#### Subsequent occurrence of unsatisfactory performance

The student is required to meet with their Academic Advisor or designated WHSSN faculty as necessary to review a 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:

- I. School of Nursing students have the responsibility to maintain an environment which adheres to established infection control and safety standards.
- II. 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 WHS according to standards set forth in the hospital's policy and are to display the first name and last initial of the wearer. Students will not falsify, counterfeit, alter, tamper with or allow another person to use their photo ID badge. The badge **MUST** be visibly worn above the waist at all times 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.

While the Health System recognizes the employee's right to make choices regarding their appearance, not all choices are appropriate for the workplace. Consequently, the following list, while not all inclusive, defines **unacceptable** practices for grooming and appearance of all employees while at work. Since opinions may vary on the definition of "extreme" or "excessive", a reasonable person standard will be applied by the Health System when assessing employees' compliance.

- Long hair that is not pulled back and creates patient contact during patient care or transporting of patients.
- Heavy/excessive makeup
- Excessive use of perfume, cologne, or aftershave
- Offensive body odor and poor personal hygiene
- Odor related to tobacco use or smoking.
- Any jewelry that is restrictive or presents safety hazard.
- Wearing more than a total of two rings when working in a patient care position
- Wearing facial/oral jewelry such as eyebrow rings, nose rings, lip rings or studs, tongue studs, ear bars/rods and ear gauging (except for solid gauges). A single nose stud or eyebrow stud (not a ring) may be worn.
- Facial tattoos except for permanent make up, i.e., eyeliner, lip liner, eyebrows.
- Tattoos that are, in the sole opinion of the leadership team, inappropriate for the workplace, i.e., religious, demonic, racial, profane, sexual, or gang related by example and not an exhaustive list.
- Artificial fingernails for patient care providers as further defined in the Infection Control Policy
- Mustaches and beards that are not clean and well-trimmed or that inhibit proper respirator fit.

### Classroom and School Building:

Students are to adhere to all aspects of the Dress Code Policy as described above and 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 four inches above the knee. Rubber flip-flops are not permissible footwear. Failure to adhere to the Dress



Code will result in a conduct form, as well, 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.

#### **Rice Energy Family Simulation Center:**

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) with a warm-up jacket 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:
  - a. Approved student uniform. Pants are to be altered if necessary, so the hem of the pants does not touch the floor.
    - i. Clean, solid shoes that are of non-absorbent material, have a slip resistant rating, and have enclosed toes and heels.
    - ii. Warm-up jacket with school insignia
    - iii. Watch with second hand or smart watch (Refer to the Cellular Telephone/Electronic Devices Policy)
    - iv. Stethoscope
    - v. Bandage scissors
    - vi. Pen Light
    - vii. Specific clinical site items as per WHS policies (i.e., goggles & masks)
3. Inherent in the basic uniform code are the following factors: (In addition to the previous policy)
  - a. Identification badge is to be worn above the waist and visible at all times.
  - b. 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.
  - c. Undergarments should not be visible through uniforms. Students may wear a white or black camisole, tank top, or long-sleeved shirt, or t-shirt under the uniform top.
  - d. External artificial cosmetic enhancements (i.e., eye lashes, hair pieces, etc.) are not to be worn.
  - e. Maternity uniform must be consistent in style with the student uniform and must be approved by School Administration.
4. Noncompliance with the established Dress Code, for direct clinical experiences, 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 under Professionalism. For Simulation/Skills experiences, a conduct form will be issued for a violation, the student will be dismissed from the experience, and make-up is required. For clinical experiences not evaluated on the WCET, failure to adhere to the Dress Code will result in a conduct form.

## **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 via check or money order.

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. All readmission requests will be considered on an individual basis but are very limited; 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.

The readmission application must be completed prior to Recruitment and Admissions Committee consideration. 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 provisional readmission including any stipulation requirements.

The student must now comply with the following in a timely manner to attend scheduled mandatory theory and clinical testing and any mandatory hospital or school clinical orientations. Failure to meet testing dates may cause the student's readmission to be eliminated for this specific upcoming course.

1. Provide proof of current BLS certification, (American Heart Association Basic Life Support for Health Care Providers Course) that is valid through the end of the program.
2. Submit a completed health record including health history, physical examination, urinalysis, and immunization record.
3. Complete a urine and hair follicle drug screen through WHS EHS. A positive drug screen will eliminate the possibility of readmission.
4. Obtain a flu vaccine if the readmission start is granted for January.
5. Proof of a WHS required Covid Vaccine status must be provided prior to program start and any required on-site activities (Refer to the WHS Mandatory COVID-19 Vaccination Policy).
6. Apply for current Pennsylvania State Police Request for Criminal Record Check Online site for Pennsylvania Clearances:  
<http://keepkidssafe.pa.gov/resources/clearances/index.htm>
  - a. Pennsylvania State Police Request for Criminal Record Check
  - b. Child Abuse History Clearance
  - c. Pennsylvania Department of Public Welfare FBI Fingerprint-Based BackgroundThe 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.
7. Submit proof of compliance with any readmission stipulations placed upon the student.
8. Attend the Systems Update to satisfactorily complete any Symplr modules, Information Systems computer training, etc. as deemed appropriate by the school.

Following satisfactory completion of the requirements, the student will:

1. Attain a 77% or better on a comprehensive assessment given to determine placement in the program. The comprehensive assessment contains information from previous nursing courses in which the student would need to demonstrate mastery prior to being placed in a particular course. The percentage achieved on the placement exam will determine ranking for acceptance for admission if seating is limited.
2. Satisfactorily complete selected clinical skills specific to each nursing course.
  - a. Clinical competency remediation will be videotaped in accordance with the Rice Energy Family Simulation Center Audiovisual/Photo Policy.

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/or 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 3.0 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.

All students are **required to attend** graduation unless mitigating circumstances exist determined by the Director or Assistant Director, Staff Education/School of Nursing.

## 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.
3. Seek to amend incorrect education records.

**Notification:** Each student is supplied 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, accountability, and commitment to their education which is essential to learning and to the application of knowledge. 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 38 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 33 hours.
  - a. A student who is more than 30 minutes late for a direct clinical 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.
  - b. Being tardy for an observational experience will result in a one-point deduction; inappropriately calling off will result in a two-point deduction on the score from the Rubric for Written Assignments. A makeup experience or assignment will be required at the instructor's discretion.
  - c. Being tardy for Simulation/Skills experiences will result in a dismissal from the experience; inappropriately calling off will result in a Conduct Form. A makeup assignment will be required.
  - d. If tardy for Clinical Conferences the student may only enter during break; time missed is counted as absent time; and a makeup assignment will be required. Inappropriately calling off for Clinical Conferences will result in a Conduct Form and a makeup assignment will be required.
  - e. 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, will result in lost time. 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 Assistant 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 Assistant 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 Assistant 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 outcomes. 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 outcomes, due to the absence for which the student calls off appropriately. Clinical make-up is not utilized for inappropriate direct clinical call offs. Clinical make-up does not 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 immediate family members: mother, father, foster parent or legal guardian, parents-in-law, brother, sister, daughter-in-law, son-in-law, step-parents, spouse, children, step-children, 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. "Immediate family" shall also include a "life partner" who shall be defined as a non-related individual of the same or opposite sex who has cohabitated with the student/faculty/staff for a minimum of one (1) year immediately preceding the date of death, and who has maintained a committed emotional relationship with the student/faculty/staff for reasons other than convenience or financial benefit. The hospital may require tax returns, mailing data or other appropriate documentation to substantiate the cohabitation for the prescribed period and the life partner relationship. In the death of the 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.

\*Curriculum obligations remain however the time missed is excused.

## 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. Satisfactory completion of this examination enables the graduate to practice as a registered nurse (RN) in the state in which the examination was taken or indicated by a compact license.

Graduates are required to complete the post-graduation Virtual-ATI Review to meet the 100% stage including attainment of the Virtual-ATI Comprehensive Practice exam. Upon successful completion, the graduate's name will be released to the State Board of Nursing in validation of meeting the program outcomes and requirements of the Washington Health System School of Nursing's 16-month RN Diploma program.

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

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

1. 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
2. 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:
  - a. At least ten years have elapsed from the date of conviction;
  - b. The applicant satisfactorily demonstrates to the Board that they have 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
  - c. 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 in full 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 by the end of the first week of the semester. Students will not be permitted to remain in the program 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. 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 Recruitment Coordinator for information relevant to the specific type of aid. The Financial Aid and Recruitment Coordinator 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 the 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. The review of the student's SAP standing will be based on academic performance during the semesters.

### **Satisfactory Academic Progress Standards**

Students must maintain at least a 2.0 Grade point average (GPA), and attain diploma/certificate within 150% of the published length of program.

### **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 the program by the time the student reaches 90 credits/units ( $60 \text{ credits/units} \times 150\% = 90 \text{ credits/units}$ ).

### **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 credits/unit's 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 Credits/Units**

Completed credits/units are enrolled credits/units 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 credits/units for satisfactory academic progress purposes but will be counted as attempted credits/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 credits/units when calculating the maximum timeframe for financial aid purposes.

### **Transfer Credits/Units**

Transfer credits/units from all accredited institutions will be counted as both attempted and completed credits/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 credits/units completed to meet the standards without the receipt of financial aid.

Students who meet or exceed 150% of the published required credits/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, an appeal must be submitted to the Financial Aid and Recruitment Coordinator.

### **Notifications**

If you are placed on warning or suspension according to the terms of this policy, you will receive a certified registered letter.

### **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 and Recruitment Coordinator.

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:

1. Death of an immediate family member
2. Documented illness
3. Major accident or injury (Self, child, parent)
4. Victim of a crime or unexpected disaster

Appeals will be reviewed by the Financial Aid and Recruitment Coordinator 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 Recruitment Coordinator 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**

### **Refund Policy**

Students may be eligible to receive a financial aid refund when their financial aid/scholarships exceed the charges on their student account for each semester. Once the refund amount is determined, the funds will be returned to the student after the student has completed more than 60% of the semester.

### **Withdrawal 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 or Assistant Director, Staff Education/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 status in the program. If the student does not respond within the time period indicated, the student 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 or Assistant Director, Staff Education/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:

1. Federal Direct Unsubsidized Stafford Loans
2. Federal Direct Subsidized Stafford Loans
3. Federal Direct Plus Loans
4. Federal PELL Grant
5. State Grants
6. Private Aid
7. The Student

**Example:**

$$\frac{\text{\# of days completed}}{\text{\# of days in semester}} = \% \text{ of Aid Earned}$$
$$100\% \text{ of Aid Earned} = \% \text{ of Funds to be returned}$$

Student withdraws on the 30<sup>th</sup> day of Semester I. There are 105 calendar days in the semester.

$$\frac{30}{105} = 29\% \text{ of Aid Earned}$$
$$100\% - 29\% = 71\% \text{ of Funds to be returned}$$

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

**PA State Grant**

In addition to the general Satisfactory Academic Progress (SAP) guidelines, students receiving PA State Grant funding are subject to a separate satisfactory academic progress review. The review begins with the first semester state grant is awarded. In the event, a student is unsuccessful in completing a minimum of at least 12 credits in a semester, the student automatically becomes ineligible for further state grant funding until the student demonstrates successful completion of a minimum of 12 credits and meets program requirements for academic progression.

The review of student SAP eligibility is based on academic performance during each of the four semesters within the program.

Students demonstrating unsatisfactory academic progress will be notified in writing as to their individual SAP standing.

For additional information regarding this policy, please contact the Financial Aid and Recruitment Coordinator.

## **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 SERVICES**

### **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 Health System 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 complete health record requirements at EHS or with personal healthcare provider.) A flu vaccine is required for the January Cohorts prior to the start of clinical. May and September Cohorts will be required to obtain the flu vaccine each fall during the program.

Those who are unable to receive the flu vaccine must provide documentation, with reason, from a personal healthcare provider. An exemption form (medical or religious) must be completed.

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.
4. 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 Assistant Director, Staff Education/School of Nursing.
5. The T-spot test will be administered during the physical exam completed by EHS. If the complete health record requirement is completed by a personal healthcare provider, the student must have the T-spot administered by EHS. Students with a positive result will be referred to the Washington County Tuberculosis Clinic and a personal health care provider. Documentation of follow-up care must be forwarded to EHS.
6. Hepatitis B Vaccine series will be offered by EHS (optional).
7. Verification of full Covid vaccination status or approved exemption through WHS.
8. If the applicant is unable to receive the required vaccines, a statement from a personal health care provider must be submitted with the health record.

## **Counseling and Guidance Program**

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 issues, 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 all surrounding streets and sidewalks, as well as 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. This ban extends to everyone – employees, patients, visitors, physicians, students, volunteers, and vendors. Violations will be reported to the Assistant Director of the School of Nursing and the infraction will be subject to the Student Conduct 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 at 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 is 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.

## **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 Student Conduct Policy which cannot be resolved through usual channels. The committee is composed of one Student Representative 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 perceived injustice occurs is contained in the Student Handbook which is found on the EDU website <http://twyson.edu20.org/> under each specific class.

## **Career Counseling Policy**

The School of Nursing provides students with assistance in acquiring the information and skills needed to successfully secure employment as an RN. The School of Nursing does not provide job placement. Services provided range from individual counseling to seminars and fairs. Any of the following services may be provided by the School of Nursing:

1. Washington Health System Employment Opportunities:  
Representatives from Hospital Administration and Human Resources speak with Level II students regarding job opportunities within the Washington Health System.
2. Individual Career Counseling:  
Students may discuss career plans and have applications, résumés and correspondence evaluated on an individual basis.
3. Job Opportunities:

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**WASHINGTON HEALTH SYSTEM**  
School of Nursing

Academic Calendar 2023-2024  
\*Tentative

May 2023 Cohort  
(Graduation: August 2024)

**Nursing 100**

Classes Begin: ..... May 1, 2023  
Memorial Day Off: ..... May 29, 2023  
Independence Day Off: ..... July 4, 2023  
End of Semester: ..... August 18, 2023  
Break: ..... August 21, 2023 - September 3, 2023  
Labor Day Off: ..... September 4, 2023

**Nursing 200**

Classes Begin: ..... September 4, 2023  
Thanksgiving Off: ..... November 23, 2023 - November 24, 2023  
Classes End: ..... December 15, 2023  
Break: ..... December 19, 2023 - December 30, 2023

**Nursing 300**

Classes Begin: ..... January 2, 2024  
Good Friday Off: ..... March 29, 2024  
Classes End: ..... April 12, 2024  
Break: ..... April 15, 2024 - April 26, 2024

**Nursing 400**

Classes Begin: ..... April 29, 2024  
Memorial Day Off: ..... May 27, 2024  
Break: ..... June 17, 2024 - June 21, 2024  
Independence Day Off: ..... July 4, 2024  
Graduation: ..... August 16, 2024

5/26/22

## Tuition and Fees

### Washington Health System School of Nursing

Level I	Semester I	Semester II	Total
Tuition	\$5,728	\$5,495	\$11,223
Activity Fee	\$50	\$50	\$100
Computer Lab Fee	\$50	\$50	\$100
Evaluation Support Services	\$756	\$798	\$1,554
Simulation Lab Fee	\$100	\$100	\$200
Administrative Fee	\$50	\$50	\$100
<b>Total</b>	<b>\$6,734</b>	<b>\$6,543</b>	<b>\$13,277</b>

Level II	Semester III	Semester IV	Total
Tuition	\$5,495	\$5,728	\$11,223
Activity Fee	\$50	\$50	\$100
Computer Lab Fee	\$50	\$50	\$100
Evaluation Support Services	\$798	\$798	\$1,596
Simulation Lab Fee	\$50	\$50	\$100
Administrative Fee	\$50	\$50	\$100
Graduation Fee	—	\$200	\$200
<b>Total</b>	<b>\$6,493</b>	<b>\$6,926</b>	<b>\$13,419</b>

\*Subject to change without notice

**Grand Total** **\$26,696**

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

## Additional Expenses

Pre-admission Exam Fee	\$120
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 and up
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	\$65

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***

### TEAS Online Proctored by ATI

ATI is partnering with Proctorio to virtually proctor assessments. Proctorio is a remote proctoring platform that uses machine learning to proctor students from wherever they may be. Proctorio offers a variety of secure exam settings including video, audio, and screen recording designed to maintain the integrity of the assessment and ensure uncompromised exam results.

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

- Visit [atitesting.com/teas/register](https://atitesting.com/teas/register) and select the register now button.
- You will be prompted to choose how you would like to take your proctored exam-in person or online. Choose

- online.
- Once you are directed to the new window, select the Proctor- Program Type drop down. Here you will choose ATI Remote Proctor-Nursing OR ATI Remote Proctor-AH (Allied Health). Then, select the testing date range that meets the admission requirements set by Washington Health System School of Nursing. Select the session date and time that works best for your schedule and continue to the Product Details page.
- Here, you will review all testing information before continuing with you registration, as well as purchase additional transcript credits. Select "Continue Registration" to proceed.
- Review your order and proceed to checkout to complete.
- Check your email! Following registration, you will receive an email confirmation from ATI. This includes test details, dry run information and more.

The TEAS® online proctored by ATI 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	55 Minutes	45
Mathematics	57 Minutes	38
Science	60 Minutes	50
English and Language Usage	37 Minutes	37

Pre-admission testing:

The Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) exam may be taken no more than 2 times in a 12-month period. A minimum Academic Preparedness Level of proficiency with a score greater than or equal to 66% is required. Only TEAS scores from two years or less will be considered.

## **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:

2022: 100%  
 2021: 92.59%  
 2020: 100%

## Retention Rates

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

2022:

2021:

2020:

## Patterns of Employment

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

2022: 100%

2021: 100%

2020: 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.

## **WASHINGTON HEALTH SYSTEM**

### **Board of Directors**

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Arthur Gabriel, Vice-Chairman  
Robert H. Young, Treasurer  
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Brook T. Ward, President/CEO  
  
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Howard Goldberg, M.D.  
Traci McDonald-Kemp  
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Arlene A. Ricker  
Ben Minor  
Mike Lauderbaugh  
Mary Beth Brown  
Amy Smiley  
Dawn Fuchs  
Sheila Stewart  
Mark Bakeris, DO

### **Administrative Staff**

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*Executive Vice-President, COO and CIO, WHS*  
  
Terry Wilttrout  
*Vice President of Operations, WHS*  
  
Karen A. Bray  
*Vice President, Patient Care Services*  
  
John D. Six, M.D.  
*Vice President, Medical Affairs & Chief Medical Officer*  
  
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*Vice President, Risk/Compliance & Chief Privacy officer*  
  
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*Vice president, Human resources*  
  
Larry Pantuso, MBA, RN, FACHE  
*Vice President, Strategy and clinical services*  
  
Alissa Rucker  
*CFO/Vice President, Finance*



## **WASHINGTON HEALTH SYSTEM SCHOOL OF NURSING**

### **School Administration**

#### **Jamie Golden MSN, RN**

*Director, Staff Education/School of Nursing*

BSN Carlow University

MSN Waynesburg University

#### **Valerie Shaw MSN, RN, CMSRN**

*Assistant Director, Staff Education/School of Nursing*

BSN California University of Pennsylvania

MSN California University of Pennsylvania

### **Faculty**

#### **Kristen Bursee MSN, RN, CCRN**

*Instructor, Nursing*

BSN Western Governors University

MSN Western Governors University

#### **Susan Chernay MSN, RN**

*Instructor, Nursing*

BSN California University of Pennsylvania

MSN Saint Joseph College of Maine

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

*Instructor, Nursing*

BSN Pennsylvania State University

MSN University of Pittsburgh

#### **Rachael Paquin MSN, RN**

*Instructor, Nursing*

BSN Duquesne University

MSN Robert Morris University

#### **Kelly Preston MSN, RN, CNE, GERO-BC**

*Instructor, Nursing*

BSN Waynesburg University

MSN Waynesburg University

#### **Jennifer Robinson MSN, RN, CCRN**

*Instructor, Nursing*

BSN Wheeling Jesuit College

MSN University of Pittsburgh

#### **Ashley Wetzel BSN, RN**

*Faculty Assistant, Nursing*

BSN California University of Pennsylvania

#### **Jayme Yurkovich MSN, RN, CEN**

*Instructor, Nursing*

BSN Waynesburg University

MSN Waynesburg 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.





<b>APPLICATION FOR ADMISSION</b>				
<b>PLEASE PRINT OR TYPE</b>				
Name				
	last	first	middle	previous name
Address				
	Street		PO Box # <i>(please provide street address also)</i>	
	city		state	zip code
Telephone				
	home <i>(include area code)</i>		work <i>(include area code)</i>	cell <i>(include area code)</i>
County				
Social Security #				
E-mail Address				
<b>PLEASE LIST HIGH SCHOOL (G.E.D) AND ALL POST-SECONDARY SCHOOLS ATTENDED:</b>				
Institution	City, State	Dates Attended	Diploma / Degree	
If transferring from another school, are you presently in good standing? <input type="checkbox"/> yes <input type="checkbox"/> 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

