

Nursing Student Manual

York Technical College
University of South Carolina Lancaster

Associate Degree Nursing Program

2011-2012

Dear Nursing Student,

Welcome to the York Technical College/University South Carolina Lancaster Cooperative Associate Degree Nursing Program. You are about to begin a program of study that will lead to an Associate in Applied Science Degree. Upon completion of this program, you will be eligible to take the National Council Licensure Examination (NCLEX-RN) for licensure as a registered nurse.

The faculty looks forward to two exciting and rewarding years with you. We believe that the material in this manual will help you better understand the nursing program and what is expected of you while you are in the program.

The faculty reserves the right to change, delete, or expand any of the contents of this manual with student notification.

Learning is your responsibility. Our responsibility is to facilitate that learning; therefore, feel free to ask for our help. Our wish for you is that you may achieve your goal.

You are embarking on a challenging, life-changing course of study. The faculty is committed to assisting all students in meeting the objectives of the nursing program and thus encourages you to make known problems as they arise. You are also encouraged to share with faculty your achievements and successes!

Nursing Faculty

TABLE OF CONTENT

| | |
|--|----|
| Nursing Program Outcomes----- | 2 |
| Philosophy----- | 3 |
| The Practice of the Practical Nurse Graduate ----- | 5 |
| The Practice of the Associate Degree Graduate ----- | 5 |
| Organizing Structure ----- | 6 |
| Retention and Promotions Policy ----- | 7 |
| Policies for Students Enrolled in Nursing Program ----- | 8 |
| National Student Nurses' Association ----- | 11 |
| Policies Relating to the Clinical Area ----- | 12 |
| Evaluation of Clinical Performance----- | 15 |
| Policies Related to Requirements for Graduation ----- | 16 |
| Policies Related to Student Conduct ----- | 14 |
| Grading Policy ----- | 18 |
| Exam Review/Proctoring Exam Policy----- | 18 |
| Drug Dose Competence Plan----- | 19 |
| Attendance----- | 21 |
| Exit Interview Form ----- | 23 |
| Process for ADN Student Exit/Readmission----- | 24 |
| Criteria for Readmission ----- | 25 |
| Procedure for Entry into NUR/LANU 229----- | 26 |
| Application for Readmission----- | 28 |
| Documents That Must be Submitted for Readmission ----- | 29 |
| Clinical Competencies for Re-Entering Student----- | 30 |
| Nursing Lab Guidelines ----- | 31 |
| Celebration Awards ----- | 32 |
| Competencies at Graduation----- | 33 |
| Differentiated Entry Level Nursing Practice----- | 37 |
| Technical Standards for the YTC/USCL AD Nursing program----- | 39 |
| Piedmont Medical Center Student Position Description----- | 41 |
| Springs Memorial Hospital Student Position Description----- | 44 |
| YTC Tobacco Free Policy----- | 47 |
| USCL Tobacco Free Policy----- | 48 |
| Hepatitis B Vaccination Declination Form----- | 49 |
| Acknowledgement of Student Responsibility ----- | 51 |

NURSING PROGRAM OUTCOMES

The faculty discussed and formulated the following goals:

1. Graduates of the York Technical College/USCL Nursing Program will achieve a passing rate on the CAT-NCLEX on the first attempt at or above the state and national passing rate.
2. Seventy percent of students accepted into the York Technical College/USCL Nursing Program will successfully complete the nursing program.
3. Ninety percent of the York Technical College/USCL nursing graduates seeking employment will be employed in nursing six months post graduation.
4. Eighty percent of those responding to the Graduate Follow-up Survey will indicate an above average satisfaction level with the program.

PHILOSOPHY

PEOPLE

People are complex, unique and biopsychosocial beings who use the functional health patterns to interact with the environment. They define their own systems of daily living reflecting values, cultures, motives, and lifestyles. The family, as the primary unit of society, functions as a socializing force and influences growth and development. Individual uniqueness is evidenced by the ability to reason and to use symbols in communicating. People have intrinsic worth and have the potential to adapt and learn throughout the lifespan. The functional health patterns include health perception and health management, cognition and perception, activity and exercise, nutrition and metabolisms elimination, sleep and rest, sexuality and reproduction, roles and relationships, self-perception and self-concept, coping and stress management, and values and beliefs. These functional health patterns are supported through evidence-based practice

HEALTH

Health is viewed as a dynamic continuum that occurs throughout the lifespan. Each individual has the right to achieve an optimal state of health, and with that right, has the responsibility for participation in health promotion practices that are reflective of current evidence-based practice

NURSING/NURSING PRACTICE

Nursing is an art and a science that utilizes the nursing process to practice prevention of illness, promotion of health and restoration of function when assisting individuals to achieve their highest level of human function. Nursing practice incorporates the three interrelated roles of the graduate nurse: provider of care, manager of care and member within the discipline of nursing. The qualities essential to nursing practice include a commitment to caring, cultural sensitivity, use of therapeutic communication, critical thinking, teaching-learning, clinical competence, safe practice, accountability, professional behaviors, and use of the nursing process within the legal and ethical boundaries of the profession in a variety of clinical and community settings. These are supported through evidence-based nursing practice. Nursing is not an isolated activity. It reaches beyond care to the individual client and extends into the multicultural community.

NURSING EDUCATION

Nursing education is based in an institution of higher learning and incorporates the principles of the biophysical and behavioral sciences, the social sciences, the humanities and nursing. Nursing education is a systematic and orderly process whereby the student progresses from the simple to the complex in the development of critical thinking through the process of intellectual curiosity, clinical reasoning and judgment, and clinical competencies. Nursing education is influenced by current trends in health care, evidence-based practice as well as changes in education, the profession of nursing, and society. The faculty facilitates the learning needs of the diverse student population by using alternative delivery methods of instruction to encourage the students to actively participate in their own learning, to be self-directed, to be accountable and responsible, and to use life experiences in meeting their own educational goals.

Revised 5/02, 7/07, 5/10

THE PRACTICE OF THE PRACTICAL NURSE GRADUATE

The practical nurse graduate is prepared to function in the role of provider of care and manager of care for individuals and families with common health problems and functions as a team member within the discipline of nursing. The entry-level practical nurse graduate functions dependently under the supervision of registered nurse (RN) as a member of the health care team in a variety of health care settings.

THE PRACTICE OF THE ASSOCIATE DEGREE GRADUATE

The associate degree graduate is prepared to function in the role of provider of care, manager of care and member within the discipline of nursing. The associate degree graduate functions independently, dependently, and interdependently as a member of the health care team. The associate degree graduate functions within the three roles of the AD Nurse in a variety of health care settings.

Revised 11/1998, 7/99, 6/00, 5/02

ORGANIZING STRUCTURE

The organizing structure shows essential and supporting elements that are based on the philosophy of the nursing program and supported through evidence-based practice.

The essential elements are identified as:

1. Nursing process
2. Functional health patterns
3. Communication
4. Safety
5. Health promotion
6. Critical thinking

The supporting elements are identified as:

1. Pathophysiology
2. Pharmacology
3. Lifespan
4. Cultural sensitivity
5. Legal-ethical principles

Revised 11/1998, 7/99, 3/04, 7/07

RETENTION AND PROMOTION POLICY

For retention and promotion in the Nursing Program, the student must, in the judgment of the faculty, satisfy the requirements of health, professional conduct, and scholastic achievement. In addition to meeting the established criteria of the parent institutions, the student:

1. Must complete courses in the sequence as outlined in the York Technical College Plan of Study in the York Technical College Catalog and Handbook and the USC Lancaster Bulletin.
2. Must achieve a cumulative 2.0 grade point average (grade point ratio) on all courses which count toward graduation in the program. NOTE: Students must achieve a grade of "C" or better on the 1st or 2nd attempt of BIO 210/BIOL 243; BIOL 243L; BIO 211/BIOL 244; BIOL 244L; and BIO 225/BIOL 250; and BIOL 250L to meet the admission and curriculum requirement for the ADN program. Grades of 'W', 'D', 'F', and 'WF' are considered unsuccessful attempts.
3. Must achieve a grade of "C" or higher in ENG 101/ENGL 101; ENG 102/ENGL 102; MAT 110/MATH 111, and all science courses.
4. Must make a grade of "C" or better in theory in each nursing course attempted and receive a clinical evaluation of "Satisfactory."
6. Must be knowledgeable that a maximum of one nursing course may be repeated for progression in the program. In order to repeat a nursing course, the student must apply for readmission into the Nursing Program and meet readmission criteria. Readmission will depend on space available in the course to be repeated.
YTC students: York Technical College Student Catalog & Handbook
USCL students: <http://usclancaster.sc.edu/academics/curric/ASnurs.html>
7. Must receive a passing grade in any nursing course in order to progress on to the next level
8. Must be knowledgeable that the second failure over the total nursing curriculum will constitute dismissal from the nursing program. A period of 5 years from the time of dismissal must occur before the student is allowed to reapply to the program.

Effective 8/1/92

Revised 5/98, 7/99, 6/00, 7/01, 5/02, 5/05, 5/07, 5/10

GENERAL POLICIES FOR ALL STUDENTS ENROLLED IN THE NURSING PROGRAM

1. Must achieve SAT scores of 480 Critical Reading and 540 Math, or ACT scores of 21 English and 23 Math. SAT/ACT scores must be no more than 5 years old at the time a student seeks admission to the ADN program.
2. Each entering student must submit a completed physical examination record, including a tuberculin test or chest x-ray if indicated, and an updated immunization record including titers. Second year students must submit evidence of a tuberculin test. If the student does not have proof of two consecutive annual PPDs or if a PPD has expired, a two-step PPD will be required). These completed health records will be kept on file as long as the student is enrolled in the nursing program. Students/graduates may request the return of these forms within 30 days after leaving the program.
3. Students reentering NUR/LANU 104 may be required to have a new physical. Students being readmitted to any clinical nursing course may be required to have a new physical.
4. If a student does not appear to be in good physical and/or mental health, as evidenced by his/her performance or behavior in the clinical area, the faculty has the right to require a physical and/or psychological examination and a written report from a physician.
5. No information regarding a student's school record or performance will be released by the school unless the student signs a release form.
6. Each student is required to present proof of malpractice insurance and health insurance while enrolled in the program.
7. All students are required to present CPR certification. American Heart Association Healthcare Provider AED (includes infant, child, adult CPR with mask and choking, and Adult/Child AED) is required for all nursing students or the American Red Cross equivalent.
8. Any student who has a name or address change while in the nursing program is responsible for notifying the Registrar's Office at his/her respective school.
9. Students needing to confer with a faculty member outside of class and clinical periods are requested to do so by appointment.
10. Students are responsible for attending all scheduled meetings in the courses in which they are enrolled until they have completed all course requirements. When absent, students are expected to communicate with faculty members and are responsible for all material covered and for all assignments made in all classes. An absence is defined as nonattendance for any reason. Students who are absent from a class more than 10 percent of the hours may be withdrawn.

11. Class attendance is considered to be important for success in the nursing program. Tardiness causes a distraction and interferes with effective learning. Faculty may prohibit students who are tardy from entering the classroom until the scheduled break.
12. One hundred percent of clinical attendance is mandatory. All clinical absences will be made up.
13. It is generally accepted that students at the college level need 3 hours preparation time for each credit hour of class. Thus, a 7 credit hour nursing course requires about 21 hours of preparation time each week. Additional time is needed for studying for exams, compiling written assignments, completing computer-assisted laboratory assignments, etc.
14. The faculty recommends that a full time student not be employed over 16 hours per week.
15. Nursing students may drop a nursing course according to the institutional add/drop policy. Students who withdrawal with a failing average after the approved institutional withdrawal dates will receive a WF.
16. Any student experiencing difficulty with study or test-taking techniques is strongly advised to make an appointment with the appropriate counselor in the Student Service Building at York Technical College or at the Success Center at the University South Carolina Lancaster. These services are offered at no cost to the student.
17. All borrowed materials must be returned before a final course grade will be submitted.
18. A student who receives a "D," "F," "W" or "WF" in any required nursing course may repeat that course one time only. A maximum of one nursing course may be repeated.
19. The York Technical College/University South Carolina Lancaster Nursing Program has a website that provides information that students may access at www.yorktech.com; <http://usclanclaster.sc.edu/>
20. The College will make reasonable accommodations for persons with documented disabilities. Students should notify Student Support Services and their instructors of any special needs. Instructors should be notified on the first day of classes.
 - York Technical College: Any student who feels she/he may need an accommodation on the impact of a disability should contact the Special Resources Officers (SRO) of Student Services at 803-327-8007. The SRO coordinates reasonable accommodations for students with documented disabilities.
 - University of South Carolina Lancaster: Students who may need accommodations for a disability should contact Tracey Craig by phone at (803) 313-7448 or by e-mail at tcraig@mailbox.sc.edu. Information on Disability Services at USCL may be accessed at <http://usclanclaster.sc.edu/academics/Disability.pdf>
21. All returning students will be required to obtain a copy of the current Nursing Student Manual and submit a signed copy of the Acknowledgement of Student Responsibility form for their student file.

22. According to YTC campus policy, children are not allowed to enter classes, labs, shops, and should not be left unattended on campus.
23. Students are expected to graduate from the school where the initial nursing course was taken.
24. Students will be required to attend classes on both the York Technical College and USCL campuses.
25. Classes may be enhanced by the use of digital recording devices. Digital recording devices can be viewed on the campus of all academic facilities. It is recommended that students have Internet Explorer 8.0 or later and a CD ROM drive and a sound card.
26. Students that have had any physical and/or mental health changes since the initial nursing admission physical or at any time during the program, must have clearance from their health care provider prior to admission to any clinical rotation.

Revised 6/98, 9/98, 7/99, 6/00, 7/01, 5/02, 5/05, 8/05, 6/06, 5/07, 12/08, 8/09, 5/11

NATIONAL STUDENT NURSES' ASSOCIATION

The National Student Nurses' Association is a professional organization of nursing students on a state and national level. The mission of this organization is to organize, represent, and mentor students preparing for initial licensure as registered nurses; promote development of skills that students will need to become responsible members of the nursing profession; to advocate for high quality health care.

Professional involvement by nursing students and nursing faculty promotes growth through interaction with peers. It fosters the opportunity to ensure the highest level of health care to the client. Members can actively participate in the legislative process as client advocates and can seek to improve the quality of nursing care.

It is expected that nursing students will use this organization to promote personal and professional growth. Excellence within the profession of nursing is achieved by each person taking an active part in an organization that promotes high ethical and professional practices. The National Student Nurses' Association is an excellent place to begin your professional journey.

POLICIES RELATING TO THE CLINICAL AREA

1. Each student is expected to attend all clinical assignments. Any student missing assigned clinical time must contact the instructor and/or the assigned unit prior to the designated hour of clinical practice. Failure to contact the instructor prior to missing a clinical assignment will result in a clinical grade of unsatisfactory.
2. Students must attend 100% of clinical experiences. All clinical absences will be made up.
3. Punctuality in the clinical area is essential. Times for clinical experiences will differ from one facility and clinical course to another. It is the responsibility of the student to arrive on time.
4. A clinical "N" (needs improvement) will be given for the first two clinical tardies. A third tardy and subsequent tardies will constitute a clinical "U" (unsatisfactory). A tardy is defined as any time past the assigned start time.
5. Any student not prepared for clinical assignment is subject to dismissal from the clinical site for that day and will receive a clinical unsatisfactory. Additional written work may be assigned at the discretion of the instructor. Research of clinical assignment is limited to the use of the resource material and is not to include client contact.
6. Permission will not be granted to leave the assigned clinical area early except in cases of emergency. Students are not to leave the assigned clinical area without permission.
7. Students are not allowed in the clinical area with any signs of communicable illness.
8. A student must be in appropriate uniform and wear a visible name pin while in assigned clinical areas.
9. Students must furnish their own transportation and attend the clinical area where assigned.
10. Supervision in the clinical area is provided by the nursing faculty or appropriate agency personnel.
11. If a student is injured in the clinical area, the student is to report immediately to the clinical instructor who will direct the student in receiving appropriate treatment and in completing the necessary hospital or agency incident report forms. A York Technical College Incident Report must be filled out and returned to York Technical College Student Services.
12. A clinical evaluation tool will be available for each course and will be used to assess competencies of the clinical component of each course.
13. All borrowed lab materials must be returned before a final course grade will be submitted.
14. **Students are required to drive to a variety of clinical agencies to complete the clinical component of the nursing courses. Students are expected to drive to either the York Technical College or USCL campus for classes. The class schedule will indicate the campus site.**

15. Clinical experiences may be scheduled mornings, afternoons, or evenings.
16. Students are subject to all policies in the clinical facility where they are assigned.
17. Prior to entering the clinical area a student must have a criminal background check. The Nursing Program Director will submit the names to SR & I (an outside agency) for the background check on each nursing student. York Technical College and the University of South Carolina Lancaster only submit the permission form. The results are accessible only to the Clinical Site Administration and the Department Chair of Nursing through a secured on-line site. Facilities have the right to refuse admission of a student to the clinical area if the criminal background check reveals information that is not consistent with the policies of that institution.
18. Personal appearance of York Technical College/USCL nursing students is important. The following basic regulations must be followed.
 - a. Body cleanliness is mandatory with adequate bathing, use of deodorant, and oral hygiene.
 - b. Judicious use of cosmetics should be practiced. Use of scented products is not allowed. Smoking, chewing gum, eating food or drinking is not permitted in the clinical area. If you are a smoker, use a breath freshener prior to initiating client contact.
 - c. While in the clinical setting researching assignments a three quarter (3/4) white lab coat with a visible name badge should be worn over street clothes. No jeans, shorts, sweat suits, tee shirts, or open- toe/heel shoes are allowed in the clinical area.
 - d. Full uniform, including name badge, stethoscope, black pen, scissors, and watch with a second hand, is required in the clinical setting when client care is being given.
 - e. The specified uniform is to be worn only when functioning as a nursing student of York Technical College or USCL. The uniform is a navy tunic and white pants.
 - a. Navy Top: Navy tunic top
 - b. White pants: Hemmed (cannot touch floor), without drawstrings, without splits or elastic cuffs at bottom of pants leg.
 - c. White shoes: Close-toe, close-heel, without insignia or color markings. White stocking or socks.
 - f. Uniforms must be clean and neatly pressed at all times.
 - g. Name badges and any other facility identification must be worn during the clinical assignment.
 - h. While in uniform, hair must be clean, off the face and shoulders and without bows, ornamental clips and ribbons. For males, side burns should be no longer than the tip of the ear lobe; mustache and beards should be conservatively styled and neatly trimmed.
 - i. Rings are limited to a plain, simple band. Earrings are limited to one small button type on each ear. No other visible body piercing ornaments are allowed. No other jewelry is permitted.

- j. Fingernails must be clean and short. No fingernail polish is allowed. Acrylic nails are not allowed.
 - k. Tattoos must be non-visible; therefore, may need to be covered.
19. Clinical facilities require drug screens and/or criminal background checks before allowing students to participate in clinical rotation. Students participating in clinical may be required to have a drug screen at any time during their rotation. In order to complete the course competencies, students accepted to the program must be eligible to attend all clinical facilities.
 20. Students in any clinical area for any reason must wear the identifying badge of the facility and/or they must wear their name badge issued by the School of Nursing.
 21. Students are required to complete all HIPAA (Health Insurance Portability and Accountability Act) and Bioterrorism training and submit signed forms for student files.

Revised 6/98, 7/99, 6/00, 7/01, 5/05, 5/10, 5/11

**YORK TECHNICAL COLLEGE / USCL AD Nursing Program
EVALUATION OF CLINICAL PERFORMANCE**

INSTRUCTOR: _____ STUDENT: _____

Grading Scale for Clinical Performance:

- E = Exceeds** Indicates above average clinical performance; demonstrates identified behaviors and/or skills and application of nursing principles above the expected course level.
- S = Satisfactory** Indicates safe clinical performance; consistently demonstrates identified behavior and/or skills and application of nursing principles at the expected course level.
- N = Needs Improvement** Indicates that performance is substandard and needs improvement.
- U = Unsatisfactory** Indicates unsafe clinical performance; consistently demonstrates an identified behavior and/or skills and application of nursing principles not at the expected course level

The student is expected to perform at a satisfactory level each clinical day. Any nursing action, judgment or behavior that is seriously unethical or endangers a client's safety is subject to immediate failure and dismissal from the course. Such incidents will be brought before the nursing faculty for review and action. A final grade of satisfactory will be required for each clinical objective by the end of the semester.

The Nursing faculty reserve the right to dismiss a student from the clinical area whose clinical performance, for any nursing course, is deemed unsafe as characterized by dangerous, inappropriate, irresponsible, or unethical behavior that actually or potentially affects the safety of the student, client, client's family, or health team members in jeopardy.

Examples of unsatisfactory clinical behavior include, but are not limited to:

- a. Attending clinical experiences under the influence of drugs and/or alcohol
- b. Refusal to care for an assigned client based on client characteristics such as race, culture, religious beliefs, or diagnosis
- c. Acts of omission or commission in the care of clients, such as physical abuse; placing the client in a hazardous position or circumstance; mental/emotional abuse; and medication errors
- d. Disruption of client care or unit functioning related to poor interpersonal relationships with agency health team members, peers, or faculty
- e. Any behavior that affects one or more parameters of safe clinical practice and/or jeopardizes the well-being of clients, their families, health team members, peers, or faculty
- f. Any behavior that violates professional qualities, such as violation of client confidentiality or solicitation of client services leading to person gain
- g. Any late written assignment

A student earning three (3) unsatisfactory ratings during the course will not be allowed to return to the clinical area and will receive a failing grade for the course

Clinical Tardiness: Tardiness is defined as arriving at a clinical or agency site after the assigned start time. A clinical "N" will be assigned for the first two tardies. A third tardy and all subsequent tardies will constitute a clinical "U". Instructor discretion will determine if a student will be allowed to remain in the clinical area. Documentation of a clinical "U" is to be signed by the clinical instructor and the student.

A student is expected to attend 100% of clinical experiences. Clinical absences will be made up. Absences totaling more than 10% of clinical hours can result in dismissal from the program.

The clinical evaluation tool will remain in the possession of the clinical instructor. Students may review their evaluation tool weekly after the entry is made by the clinical instructor. It is the student's responsibility to review and sign each weekly written entry made by the clinical instructor.

Satisfactory or unsatisfactory progress will be documented on the clinical evaluation tool by the clinical instructor for each clinical day.

I have read and understand the above clinical requirements.

Name: _____ Date: _____

POLICIES RELATED TO REQUIREMENTS FOR ADN GRADUATION

1. All students must have completed 68 semester hours and have a cumulative GPR of 2.0 for graduation. In order to complete the program, students must apply for graduation, have transcripts evaluated, and a degree confirmed.
2. At the successful completion of first three semesters and 41 credits hours, a student is eligible to apply for the NCLEX-PN.
3. There are legal limitations for state licensure in South Carolina for graduates with prior convictions and/or disciplinary action. Refer to the South Carolina Board of Nursing website at <http://www.llr.state.sc.us/pol/nursing/>
4. Students who meet graduation requirements are eligible to apply for NCLEX. All students must apply for graduation before endorsement forms can be sent to the Board of Nursing.
5. All financial obligations and return of borrowed materials must be met at each institution prior to graduation.

Policy Related To Student Conduct

1. Nursing students are to conduct themselves in an ethical and professional manner when representing the school.
2. Students are expected to meet high standards of academic honesty and integrity. Academic misconduct includes, but is not limited to, cheating, copying another student's work, using unauthorized equipment or materials during a test, obtaining, using buying or selling the contents of a test, falsifying or inventing information such as reports or laboratory results, plagiarism, and collusion. Students who are found guilty of academic dishonesty may be assigned a lower grade for the assignment including a grade of zero, may be required to repeat or resubmit the assignment, may be assigned a failing grade for the course, or be required to withdraw from the course. Students may also be subject to further disciplinary action.
3. Any student abusing drugs or alcohol will not be allowed in nursing class or clinical laboratory and may be subject to suspension and/or expulsion.
4. Nursing students are not to be in the clinical area except during assigned clinical times, during data collection prior to scheduled clinical experiences, or approved research activities.

Revised 5/2011

Grading System

THEORY GRADE:

1. A student must maintain a theory grade of 80 in all nursing courses. See individual nursing course syllabus for specific course requirements. If the student's last date of attendance is after midterm, the student is withdrawn and a grade of "W" or "WF" is assigned at the discretion of the instructor.
2. The following grading scale will be used in all nursing courses:

| | |
|---|------------|
| A | 91-100 |
| B | 86-90 |
| C | 80-85 |
| D | 70-79 |
| F | 69 & Below |

Grading Policy

All students are required to take the final exam. However, any student who earned a 91% or above average on all module exams before the final exam, will receive the average of the module exams as the final exam grade when the course grade is computed.

Any student taking make-up unit exams will not qualify for the above grading policy.

Students may use a calculator to compute any mathematical problems on the exam. Only calculators provided by the nursing program will be permitted to be used. A student may not use his/her own personal calculator during any exam.

Module exams will be rounded to the nearest hundredth. The final grade will be determined by rounding to the nearest whole number.

Scantron Grading: It is the student's responsibility to correctly mark the Scantron answer sheet according to directions on the test booklet. No grade changes will be made after the Scantron is submitted for grading. Students are directed to read the Scantron policy that is printed on each test booklet.

Exam Policy

Exam grades will be determined by dividing the number of correct responses by the number of test items. Thus on an 80 item exam, a student who misses 10 items would receive a score of 70/80 or 87.5. If a test item is omitted by faculty decision, all students will receive credit for that item as if it were a correct response.

Exam grades will be posted within one week after the exam is taken. Faculty and staff are not permitted to release test results or grades over the phone.

Proctoring Exams Policy

Students must be in their seats at the designated exam time. Students who are tardy for any exam will be required to take the exam on the make-up exam day.

Students are expected to leave all books, notes and personal belongings at the front of the room during each exam and exam review. During the exam, the desk must be clear of all objects. Only pencils and highlighters will be allowed during the exam. When reviewing the exam, the desk must be clear of all objects, writing or recording instruments are prohibited, and no talking unless directed to instructor. Instructors will circulate within the room while the exam is being taken and reviewed. Only calculators provided by the schools will be allowed for Drug Dose Competency tests and during other exams requiring the use of a calculator.

Exams will be reviewed as scheduled. Students may review each exam at the designated time only. Exam grades will be posted on the Learning Management System no later than 7 days after the exam has been given. Once the next exam is given, the student may no longer review previous exams.

Revised 5/2011

Drug Dose Competency Plan

Criteria:

- Courses: NUR 159, 209, 229
- Must achieve a 90% on exam to pass
- Three attempts to reach 90%
 - ❖ First exam to be given at the beginning of semester (first class/lab)
 - ❖ All exams to be given before Midterm within each course.
 - Promotes adequate time and ability for withdrawal with grade of “W” for the course.
- Subsequent exams to be given in the Assessment Center/Lancaster/Chester sites.
 - ❖ Subsequent exams to be given on a student individual basis.
 - Promotes maximizing individual student success.
 - ❖ Mandatory remediation if not successful on the first attempt before subsequent exam can be taken.
 - Exam to be released after remediation has been proven
 - Designated remediation day after first exam.
 - Exam to be released after meeting with a Dimensional Analysis instructor: G. Misle, S. Williams, A. Newton, K. Worthy, and D. Roberts.
- Clinical Component
 - ❖ Pass or Fail requirement
 - ❖ Needs to be in syllabus/addendum as a component to clinical requirements
 - ❖ Needs to be on Clinical Performance Evaluation Form as a separate entity on form.
 - Front of form: Drug Dose Competency Exam: Student must pass the drug dose competency exam to successfully complete the requirements of the clinical component for this course. The student must achieve a 90% on the exam to pass. The student will have three attempts to obtain a 90%. If after the third attempt and the student has not successfully obtained a 90% on the exam, the student will receive an unsatisfactory grade for the clinical component of the course.
 - Inside form: As a separate entity at the end of the Clinical Performance Evaluation form: add Drug Dose Competency Exam as a separate entity.

Exam Set up:

- Time limit of 30 minutes (3 minutes per test item)
- 10 questions per exam
- Same content will be covered in each level of testing.
- Committee members to develop all exams for all courses.
- First exam to be given at the same time: in seat exam during first class/lab of the course.
- Personal items to be placed away from testing space.
- Include integrity statement for each exam
- Heading and instructions consistent throughout program

Directions: To receive credit for the dosage calculation questions you must show your work using Dimensional Analysis for each appropriate dosage calculation. Calculations should be made on the exam booklet. In order to receive credit for the problem, you **must** label each answer correctly and place the answer in the answer box. The grade will be calculated from the answers given in the answer box. The grade will be calculated from the answers given on the exam booklet. Round all answers to the tenths where it is appropriate. Please make sure your test booklet contains 10 questions and __ pages.

Grading:

- Use of military time
- Use of metric system
- Eliminate unnecessary zeros
- Include zero before decimal
- Write out “units” in labeling
- Round to tenths unless otherwise specified
- Label all answers appropriately
- Show all work using dimensional analysis (Students in NUR /LANU 201, 229, 214, or 219 may use alternative calculation methods)
- Place answers in answer box provided

Guidelines:

- Course coordinator to post Drug Dose Competency Criteria, Grading and Guidelines to learning management system (D2L) for each course.
 - Information posted and given to students in the current course regarding expectations for the next course.
- Test construction consistent between all programs.
- Appropriate to course content and academic level.
 - ❖ Proposed outline of Test Construction
 - NUR 159
 - ✓ Identification of Drug Label information
 - ✓ Conversions
 - ✓ Tablet/Capsule Dosage Calculation
 - ✓ Measurement of oral solutions
 - ✓ I & O measurement
 - ✓ Unit dose measurements: Heparin and Insulin (No IV)
 - ✓ Pediatric Oral dosages
 - ✓ Safe Dose Range (SDR)
 - NUR 209
 - ✓ Choice from all of the above
 - ✓ Reconstitution of medications
 - ✓ Basic IV calculations: mL/hr, duration times
 - NUR 229
 - ✓ Choice from all of the above (NUR 159 and/or NUR 209 course)
 - ✓ IV Infusion
 - Hourly rate
 - Infusion completion time
 - mL/hr rate from dosage ordered
 - mL/hr rate from dosage per kg ordered
 - ✓ Titrations Calculations: mcg/kg/hr, mg/hr, units/hr
 - ✓ Heparin Calculations: units/hr, weight base

Attendance

In order to meet the objectives of class and clinical and to promote professional accountability, the following requirements for attendance will be enforced:

- 1) Students must attend 100% of scheduled clinical activities.
- 2) Students that are absent from the clinical area will have to make up this time.

Clinical Tardiness: Tardiness is defined as arriving at a clinical or agency site after the assigned start time. A clinical "N" will be assigned for the first two clinical tardies. A third tardy and all subsequent tardies will constitute a clinical unsatisfactory (U). Instructor discretion will determine if a student will be allowed to remain in the clinical area.

Documentation of a clinical "U" is to be signed by the clinical instructor and the student.

The clinical evaluation tool will remain in the possession of the clinical instructor. Students may review their evaluation tool weekly after entries are made by the clinical instructor. The student will sign after each weekly written entry made by the clinical instructor.

Student Representative for Faculty and Curriculum Committees

The Associate Degree Nursing Program will have a Student Representative for Faculty and Curriculum Committee meetings. Student representatives will be selected from each program and each level.

Alcohol Policy

The facilities, grounds, and parking lots at USC Lancaster are patrolled as public areas where open containers, sale, consumption, or underage possession of alcohol is illegal unless otherwise designated by permit. Persons not in compliance with the law are subject to arrest, prosecution, and loss of use of University facilities. Students are also subject to University sanctions for non-compliance. In order to comply with South Carolina alcohol legislation, the USC Lancaster Student Government Association will not sell or otherwise provide alcohol at student activities.

Drug Policy

Use, possession, sale or purchase of drugs on or adjacent to University property may result in criminal prosecution and University sanctions including but limited to permanent expulsion from the University. University and community services to assist individuals with alcohol and drug dependency problems are available: USCL Counseling Center, 127 Starr Hall, (803) 289-7112 or Counseling Services of Lancaster, 114 Main Street, (803) 285-6911.

*(The information pertaining to smoking and crime statistics can be found online in the University South Carolina Lancaster Bulletin.)

Compromised Immune System Policy

The nurse may not refuse to provide care to any client. However, the nurse may reserve the right to refuse to participate in an abortion. Students may not refuse to care for a person who is HIV positive unless the client would be placed in jeopardy because of an illness or condition of the student. If students who are HIV positive would be placed at risk for infection due to their compromised immune status, alternative clinical assignments will be developed by faculty. Students who fall into this category are responsible for notifying faculty.

Inclement Weather Policy

Nursing classes and/or clinical rotations will be canceled if both campuses are closed due to inclement weather. If either the York Technical College or USCL campus is closed due to weather conditions, then classes and/or clinical on both campuses will be canceled.

Make up for missed theory classes or clinical rotations will be adjusted as the situation dictates. Please contact your clinical instructor if you are unclear about your class or clinical situation.

Portable Phone/Pager Policy

No audible portable phones or pagers will be allowed in the classroom during lecture or during examination periods. If you need to be contacted while in the classroom, please leave the number of the campus where you will be having class so you can be reached in a timely manner. Let your party know the room number of the class you are attending.

York Technical College (803) 327-8023 (Health and Human Services Dept); USCL (803) 313-7000. Please refer to agency policy related to the use of portable phones or pagers while in the clinical setting.

**York Technical College/University of South Carolina Lancaster ADN Program
York Technical College PN Nursing Program – Lancaster & Chester
Exit Interview Form**

Name: _____ **Student ID #** _____ **Date** _____

Address _____ **Telephone** _____ **e-mail** _____

Program **PN** **Location:** Chester Lancaster

ADN **Location:** YTC or USCL

Route of entry: ADN/PN SAT Gen Ed. Compass Scores

Grades: BIO 210/BIOL243 _____ BIO 211/BIOL 244 _____ BIO 225/BIOL 250 _____

Exit from Course (check one)

- NUR 104 NUR 106 NUR 206 NUR 159 NUR 211
 NUR 209 NUR 229 NUR 214 NUR 219 NUR 201

Number of credit hours taking in current semester: _____

Number of hours working per week: _____

Reason for exiting nursing program (check one):

- Academic grade Academic withdrawal Medical withdrawal Lack of attendance
 Life Situation Change Career Change Other _____

Student comments: _____

Student Options for Readmission (must be completed): _____

Students who are returning to the ADN/PN program will be subject to all eligibility and admission criteria that are in place at the time readmission is sought, and are encouraged to meet with a Nursing program advisor at that time.

My signature below certifies that I have been informed of the options available to me for readmission into the nursing program. I understand the process for readmission as explained to me and all my questions have been answered.

Student Signature _____

Date: _____

Instructor: _____

Date: _____

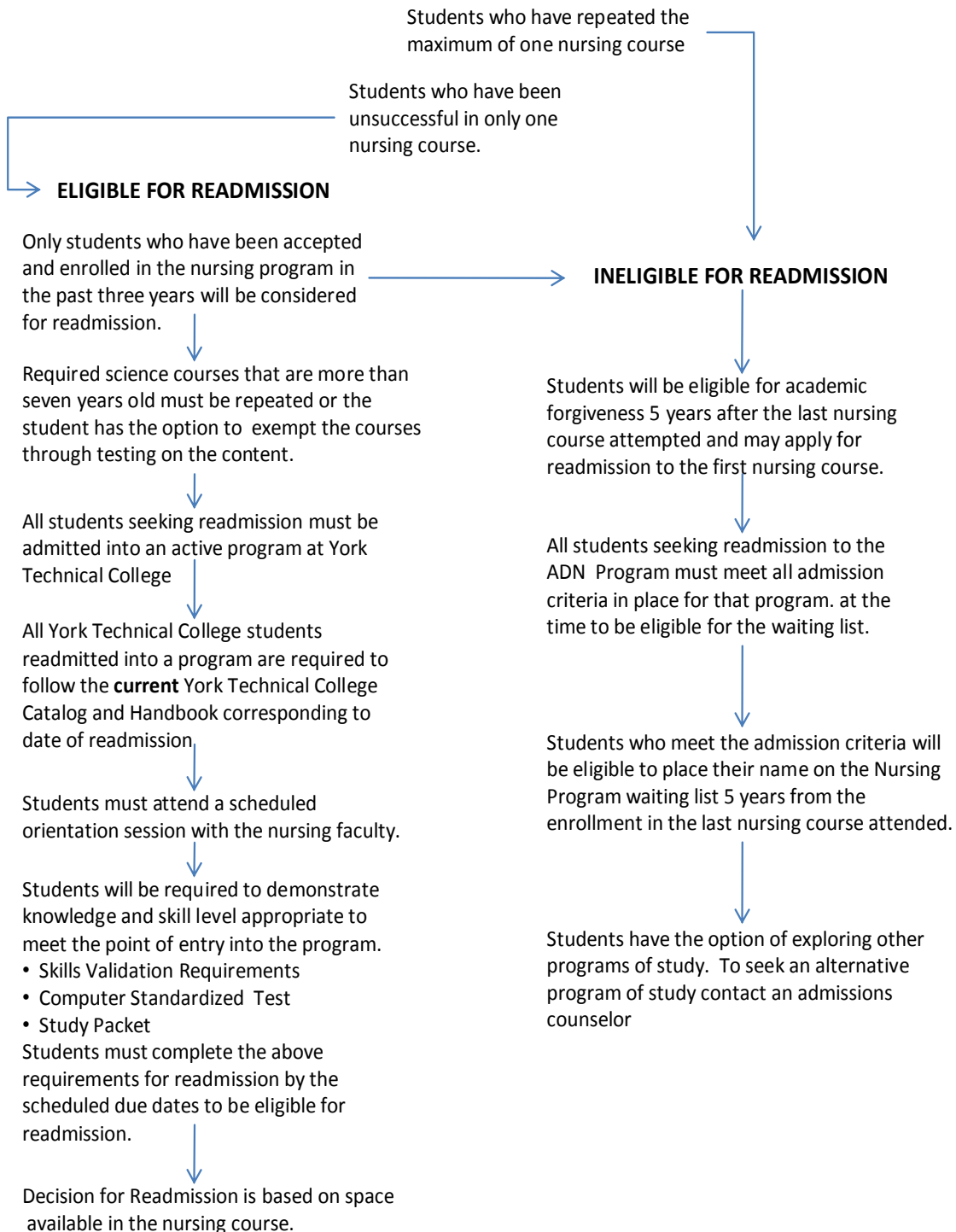
Reviewed by: _____

Date: _____

- In person Interview In person Interview

Revised: 05/16/11

**YORK TECHNICAL COLLEGE
PROCESS FOR ADN STUDENT EXIT ADN/OR READMISSION**



CRITERIA FOR CONSIDERATION FOR READMISSION INTO THE NURSING PROGRAM

Students who have been accepted and enrolled in the York Technical College Nursing Program within the past three years and who wish to be considered for readmission into the Nursing Program should:

- A. Submit a written request for readmission into the Nursing Program Manager at York Technical College. A copy of the application for readmission must be submitted to the Program Manager of the Nursing Program. This request must indicate the specific term and course in which the student requests re-entry.
- B. Meet all admissions requirements for entry into the Nursing Program for the academic year in which they request readmission.

Nursing students who are unsuccessful in NUR 104 or NUR 106 are eligible to apply for re-entry into the nursing program the following fall semester, as space permits.

Nursing students who are unsuccessful in NUR 206 must place their names back on the waiting list through Admissions. These students are subject to the qualification criteria in place at the time and must pay the application list access fee.

Procedure for Student Entry into NUR 229 / LANU 229

Students **eligible** for entry into NUR 229/ LANU 229:

- Current YTC PN students who have successfully completed the PN curriculum and have satisfied all of the required academic eligibility criteria for the ADN program at the time of completion of NUR 209 and desire to progress to the ADN program
- Licensed LPNs who have satisfied the following entry requirements and are seeking direct articulation into the ADN program: **Deadline: July 1**
 - Current LPN license
 - Must have one of the following:
 - SAT Critical Reading 480 and Math 540 or ACT scores 21 English and 23 Math + high school or college chemistry. SAT/ACT scores must be no more than 5 years old at the time a student seeks admission to the ADN program. Remaining course work must follow the ADN +curriculum plan
 - Satisfied all of the eligibility criteria for entry to the ADN program
 - A score of 70 or better on the ATI STEP test (one attempt only)
 - Successful completion of the skills check off (one attempt only)

Procedure for **order of entry** into NUR 229/ LANU 229:

Admission to NUR 229/LANU 229 is on a space available basis

- The number of available openings for NUR /LANU 229 will be divided between YTC and USCL in the same percentage as admissions to NUR/ LANU 104 the previous year.
- If an institution does not use their allotted number of openings, the other institution may utilize those available openings.
- Eligible students admitted into NUR 229/ LANU 229 from each institution will be granted admission in the following order:

York Technical College:

1. Students eligible to repeat NUR 229 after 1 attempt
2. Current PN students from the Lancaster and Chester PN programs
3. LPNs seeking direct articulation who graduated from a YTC Practical Nursing program
4. LPNs seeking direct articulation

USCL:

1. Students eligible to repeat LANU 229 after 1 attempt
2. LPNs seeking direct articulation

Procedure for taking the **ATI STEP** test:

The practice test and the STEP test can be purchased from the ATI web site. Information on this process will be distributed to the interested students.

Two dates will be scheduled to take the test in a proctored environment. A score of 70 must be achieved. Students will have 1 attempt per year and scores will not carry over to the next year in the event there is not space available in the course.

FINAL DECISIONS FOR READMISSION INTO THE NURSING PROGRAM

The decision to grant readmission into the Nursing Program will depend upon:

- A. Space being available in the requested re-entry nursing course.
- B. The completion, by the student, of all criteria for readmission into the York Technical College/USCL ADN Nursing Program.
- C. Students will be readmitted on a first come, first served basis according to the date all criteria for readmission are met. If several students meet criteria at the same time, a lottery will be used to fill available openings.
- D. A student who receives a “D”, “F”, “W”, or “WF” in any required nursing course may repeat that course one time only. A maximum of one nursing course may be repeated for progression in the program. If a student fails the same course twice, that student may not progress in the program. In order to repeat a nursing course, the student must follow the readmission policy for the Nursing Program found in the current *Nursing Student Manual*. Readmission will depend on space available in the course to be repeated
- E. Each student that receives a “D”, “F”, “W”, or “WF” in any nursing course is required to participate in an exit interview. If an exit interview is not conducted, a certified letter will be sent to the student outlining the readmission process to the nursing program.
- F. If any student is unsuccessful in any two nursing courses, the student is ineligible for readmission into the Practical Nursing or the Associate Degree Nursing Program. The student will become eligible to apply to reenter the nursing program after 5 years. The student may continue to take other courses at the college while waiting for admission to the nursing program.

All students who meet the criteria for consideration for readmission into the nursing program will be notified of the status of their request prior to the first day of the re-entry course requested.

Students who are not granted re-entry in a specific term and who wish to continue to be considered for readmission must reapply and meet all criteria for consideration for readmission into the nursing program.

Revised 8/07 and 8/08

APPLICATION FOR READMISSION

DATE _____

NAME _____

STUDENT ID# _____

MAJOR _____

Please fill in the year, semester and course # requested for readmission:

Example: Spring 2011 NUR 104 _____ _____ _____

 Sem Year Course Sem Year Course

Explain why you were unsuccessful in this course and what action (s) you have taken or plan to take to improve your chances of success upon readmission:

IMPORTANT! Consult the “Criteria for Consideration for Readmission” regarding other documents or criteria you will need to meet in order to be eligible to be considered for readmission into your program.

Final decisions regarding readmission into the nursing program is affected by factors such as limited space available, a minimum GPR and completion of all other criteria for readmission. Students meeting the criteria for consideration for readmission into the nursing program will be notified of the status of their request by the Program Department Manager prior to the first day of class for that course. In the event the number of qualified applicants exceeds the number of spaces available for that term, decisions for readmission will be based upon the date and time this form was received by the University.

Upon completion, return this form to the Admissions Office and submit a copy to the Program Manager of Associate Degree Nursing.

DOCUMENTS THAT MUST BE SUBMITTED ONCE STUDENT IS READMITTED

Students who are readmitted must submit the following before beginning the clinical component of the course.

1. Submit evidence of a satisfactory physical examination on file preceding the requested term of re-entry. The current physical examination on file will expire after 2 years.
2. Submit evidence of a current CPR certification. American Heart Association Healthcare Provider AED (includes infant, child, adult CPR with mask and choking, and Adult/Child AED) is required for all nursing students.
3. Submit evidence of a satisfactory Tuberculosis Skin Test. If the student does not have proof of two consecutive annual PPDs or if a PPD has expired, a two-step PPD will be required).
4. Submit evidence of medical insurance coverage.
5. Submit evidence of malpractice insurance coverage.
6. All of the above documents must remain current through the completion of the nursing program.
7. Criminal background check will be accessed by Program Director.
8. Drug screen is required by clinical facilities.
 - Clinical facilities require drug screens and criminal background checks before allowing students to participate in clinical rotation. Students applying for readmission to the program must be eligible to attend clinical.
9. A course workbook must be successfully completed before readmission into the course in which the student is applying for readmission. The elements involved will include (but are not limited to): clinical skills check off, standardized computerized testing, clinical math competency, and various assignments.

Clinical Competencies For Re-Entering Students

In order to provide for a smooth and safe transition into the clinical area, you will be required to demonstrate proficiency in the appropriate skills needed for your clinical rotation. You will need to be checked off in these skills before entering your clinical rotation. It is important that you allow yourself enough time to demonstrate mastery of these skills before your clinical rotation begins. The list below will guide you in the skills that you will be required to demonstrate proficiency. After you have demonstrated proficiency, a Clinical Skills Check-Off List will be provided for you to present to your clinical instructor.

Entering NUR/LANU 159/211

Students must demonstrate proficiency in the following clinical skills:

- Perform a basic physical health assessment
- Measuring vital signs
 - o Assessing blood pressure
 - o Assessing apical pulse
 - o Assessing radial pulse
 - o Assessing respiratory rate
- Measuring intake and output
- Medication Administration
 - o Oral
 - o Intradermal
 - o Subcutaneous
 - o Intramuscular
- Blood glucose monitoring
- Demonstrate the procedure for sterile dressing change
- Administration of medications via a PEG tube
- Insertion, obtaining a specimen, and removal of an indwelling urinary catheter
- Insertion, medication administration, and removal of a NG tube

Students entering NUR/LANU 209

All of the above skills

Students entering NUR/LANU 229

All of the above skills and add

- Tracheal suctioning

Nursing Lab Guidelines

Students may use the nursing lab outside of the scheduled campus lab time. In order to facilitate the use of this room, students are encouraged to plan ahead for study/practice time. It is possible that the nursing lab may be reserved by college personnel or other nursing student groups. The lab is locked for security purposes. To reserve the nursing lab please contact a nursing instructor for further instructions.

To reserve equipment for use during this lab practice time, please notify the Course Coordinator before the requested time.

Before leaving the nursing lab, equipment must be returned to the designated area; the lab should be left in better condition than found; the lights turned off and the doors locked. Please notify the instructor if you discover damaged or nonfunctioning equipment or supplies.

Selected equipment may be signed out for one week for practice off campus with permission of nursing faculty. You must have a faculty signature for both sign out and return of equipment. Failure to return borrowed equipment will result in a grade of incomplete (I).

Other study rooms are available on the YTC campus and the USCL campus by reservation, including County rooms in the Ann Springs Close Library.

Be aware of the policy regarding children on campus: "Under no circumstances will children be allowed to enter classes, labs, shops, or left unattended on campus."
(YTC Student Catalog and Handbook, 2011-2012)

CELEBRATION AWARDS

Academic Achievement

Each year awards are presented to the York Technical College and USC Lancaster senior nursing students with the highest cumulative grade point average.

Francine Manion Award

The Francine Manion Award is presented to a student whom fellow classmates consider to be successful in the classroom, the clinical area and most important, in their relationships with other nursing students. The student should possess a caring attitude toward clients, staff and their peers. During times when the stresses of school seem overwhelming, this student lends a listening ear and serves as a morale booster. This award is presented to a student from each campus.

Nursing Excellence Award

Each year the Nursing Excellence Award is presented to a York technical College and a USC Lancaster senior student who, in the opinion of the nursing faculty, best demonstrates the attributes of the ideal nursing student. The recipient excels in the clinical area and in relationships with others.

Initial writing June, 2000; 5/11

**YORK TECHNICAL COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM**

COMPETENCIES UPON GRADUATION: PROVIDER OF CARE

Assessment. Upon graduation, the associate degree nurse demonstrates the following competencies in assessment:

- Obtains data through assessment of the client.
- Collects additional data relative to the client from family, significant other, health records, health care team members, and other resources.
- Identifies changes in health status that affect the client's ability to meet needs.
- Contributes the information to a database.

Diagnosis. Upon graduation, the associate degree nurse demonstrates the following competencies in diagnosis:

- Identifies actual or potential health care needs on the basis of assessment.
- Selects nursing diagnoses on the basis of analysis and interpretation of data.

Planning. Upon graduation, the associate degree nurse demonstrates the following competencies in planning:

- Participates with the client, family, significant others, and members of the health care team to establish client-centered goals directed toward promoting and restoring the client's optimum state of health, preventing illness, and providing rehabilitation.
- Establishes priorities for care with recognition of client's diagnoses and needs.
- Develops care plan incorporating data related to the client's cultural and spiritual beliefs and physiological, psychosocial, and developmental needs and strengths.
- Collaborates with others health care workers in the development of individualized teaching plans that include health counseling, discharge planning, and implementation of a therapeutic regimen.
- Supports the client's right to make decisions regarding care.

Implementation. Upon graduation, the associate degree nurse demonstrates the following competencies in implementation:

- Implements a care plan according to priority of goals.
- Initiates nursing interventions in response to client's needs.

- Adjusts priorities for nursing interventions as client situations change.
- Uses current technology to enhance client care.
- Demonstrates safe performance of nursing skills.
- Provides an environment conducive to maintenance or restoration of the client's ability to carry out activities of daily living.
- Promotes the rehabilitation potential of the client.
- Administers and monitors the prescribed medical regimen for the client undergoing diagnostic tests and/or therapeutic procedures.
- Promotes psychological safety of the client.
- Demonstrates caring behavior in providing nursing care.
- Utilizes communication techniques that assist the client, family, and significant others to cope with and resolve problems
- Communicates verbally and in writing client behaviors, responses to nursing interventions, and responses to medical regimen.
- Implements teaching plans that are specific to the client's level of development, knowledge, and learning needs.
- Provides for continuity of care in the management of chronic health care needs.
- Makes referrals on the basis of identified client needs and knowledge of available resources.

Evaluation. Upon graduation, the associate degree nurse demonstrates the following competencies in evaluation:

- Determines the effects of nursing interventions on the status of the client.
- Participates with the client, family, significant others, and members of the health care team in the evaluation of client's progress toward goals
- Revises care plan as needed.

Competencies Upon Graduation: Manager of Care

Upon graduation, the associate degree nurse demonstrates the following competencies:

- Establishes priorities for nursing care for a group of clients.
- Delegates aspects of nursing care to other health care workers commensurate with their educational preparation and experience.
- Is accountable for nursing care delegated to other workers.
- Assists other nursing personnel to develop skills in providing nursing care.
- Interacts with other members of the health care team in a collegial manner.
- Utilizes appropriate channels of communication to accomplish goals related to delivery of client care.
- Provides for continuity of care within the employing institution.
- Serves as an advocate for clients.
- Seeks assistance from other members of the health care team when the situation encountered is beyond the nurse's knowledge and experience.
- Utilizes current technology to increase efficiency of management of client care and resources.
- Practices in a cost-effective manner.

Competencies Upon Graduation: Member Within the Discipline of Nursing

Upon graduation, the associate degree nurse demonstrates the following competencies:

- Practices within the ethical and legal framework of nursing.
- Maintains confidentiality of information regarding clients.
- Communicates truthfully in verbal and written form the client's behavior and responses to interventions.
- Reports concerns regarding quality of care to the appropriate person.
- Values nursing as a career and values own practice.
- Supports peers and other workers in the delivery of client care.
- Recognizes and reports ethical dilemmas encountered in practice.

- Serves as a role model to members of the nursing team.
- Uses information from current literature to provide safe nursing care.
- Recognizes the importance of nursing research in advancing nursing practice.
- Uses resources for continuous learning and self-development.
- Uses constructive criticism and suggestions for improving nursing practice.

Revised 9/98

SC Colleagues in Caring Project

Differentiated Entry Level Nursing Practice by Educational Program Type*

| Dimensions of Practice | Educational/Licensure Level | | | |
|---|---|---|--|--|
| | PN (LPN) | ADN (RN) | BSN (RN) | MSN/MN (RN) |
| Average Length of Program | 12 months; 50 semester hours | 2 years; 68 semester hours | 4 years; 128 semester hours | 1-2 years; 36-51 semester hours |
| Mission or Purpose | To prepare a nurse who provides direct care for an individual, in the context of the family, who is generally stable with acute & chronic common, well-defined health problems with predictable outcomes in a structured setting with supervision; participates in health promotion! maintenance activities for the individual. | To prepare a nurse who provides direct care for individuals, in the context of a family & community, who have acute & chronic well-defined health problems with predictable & unpredictable outcomes in structured settings; participates in health promotion! Maintenance activities for individuals in the context of a family & community. | To prepare a nurse who provides & coordinates care for individuals, families, groups, & the community across the health/illness continuum (health promotion/ maintenance to complex health problems), with predictable & unpredictable outcomes in structured & unstructured settings; manages continuity of care across settings. | To prepare a nurse at the advanced level for practice as an expert clinician who provides care to individuals, families, groups, communities, & populations in comprehensive delivery systems; or for practice as a nurse administrator or nurse educator; who uses theory & research to create & modify systems & models of care. |
| Focus | Generalist | Generalist | Generalist | Specialist |
| Client | Individuals in the context of the family and other units within the community | Individuals in the context of the family & community | Individuals Families Groups Communities | Individuals Families Groups Communities Populations |
| Time Frame | Time Limited | Time Limited | Across time | Timeless |
| Setting / Space | Structured with supervision; Unit-based by setting: -acute -long term care -ambulatory | Structured; Unit-based by setting: -acute -long term care -ambulatory | Structured or unstructured; across units & settings: -acute -long term care -ambulatory -community -entrepreneurial | Structured or unstructured; across units, settings, & systems: -acute -long term care -ambulatory -community -entrepreneurial -non-traditional |
| Complexity/ Motion (capacity to integrate) | Common, well-defined health problems; predictable outcomes | Common, well-defined health problems; predictable & unpredictable outcomes; assist in complex care | A variety of complex health problems; predictable & unpredictable outcomes; multiple health problems & factors | A variety of complex health problems; predictable & unpredictable outcomes; multiple health problems; differential diagnosis and RX |

***Note: South Carolina does not have any diploma nursing education programs, therefore, this educational level is not reflected in this document.**

| Selected Demonstrated Skills | Educational/Licensure Level | | | |
|---|--|--|---|---|
| | PN (LPN) | ADN (RN) | BSN (RN) | MSN/MN (RN) |
| Nursing Process Skills | Collects patient data; health history & observation using a standard protocol or tool; implements plan of care; reports/records findings; assists in planning and evaluating care | Performs health assessment (history, physical appraisal) using a standard protocol or tool; formulates nursing diagnosis; plans, implements, & evaluates care | Performs comprehensive health & social assessment; history & physical exam; family & community assessment using a standard protocol or tool; formulates nursing diagnoses; coordinates & manages care; evaluates & modifies care | Performs comprehensive health & social assessment, & differential diagnosis; family, community & population |
| Technical Skills | Performs fundamental therapeutic & preventive nursing measures & administers treatments & medications as authorized by law & determined by the State Board of Nsg | Performs therapeutic & preventive nursing measures & administers treatments & medications as authorized by law & determined by the State Board of Nsg | Performs & modifies therapeutic & preventive nursing measures & administers treatments & medications as authorized by law & determined by the State Board of Nsg | Performs & modifies therapeutic & preventive nursing measures & prescribes & modifies treatment & medication plan as authorized by law & determined by the State Board of Nsg |
| Communication Skills | Establishes fundamental interpersonal & therapeutic communication; recognizes individual differences in communication | Maintains therapeutic & psychotherapeutic communication; modifies communication in response to cultural/language differences | Manages therapeutic & psychotherapeutic communication; group process; integrates cultural & language differences in nurse/patient interaction | Advanced practice therapeutic & psychotherapeutic communication; group process; community integration; overcomes system barriers to cross-cultural communication |
| Management, Leadership and Administrative Skills | Utilizes basic organizational skills; organizes care for patient assignment: delegates to & supervises UAPs; serves as a nursing team member: understands & safeguards the rights of individual patients | Utilizes basic management & leadership skills: acts as a team leader: supervises & delegates care; serves as a nursing team member; promotes & assures patients' rights in a defined health care setting | Utilizes management, leadership & administrative skills; manages groups of pts. & staff: applies concepts of resource utilization & basic systems integration; participates as an interdisciplinary team member & case manager; serves as a client & consumer advocate to promote & protect health; advocates for progressive & humanizing change in health care in a defined health care setting | Utilizes advanced mmt.. leadership & administrative skills: manages pop.: applies concepts of research-based resource utilization, systems integration & design. case mgmt. & disease mgmt.; participates as an interdisciplinary team member/leader & key stakeholder: advocates for public policy to improve health & health care; promotes nursing to consumers, providers, & policymakers |
| Health Promotion/Maintenance Patient Education | Collects basic screening info, using standardized tool; teaches basic health promotion! maintenance & self-care to an individual from a designated teaching plan | Performs basic health promotion! maintenance & screening; develops teaching plan for individuals to promote health & manage illness of acute & chronic health problems | Performs health screening & case-finding; develops teaching plan for complex health problems; adapts teaching plan; teaches individuals & groups; participates in healthy communities initiatives | Assesses population health; develops teaching plan for complex & multifunctionally impaired pts.; teaches staff & pts., adapts teaching plans based on research findings; establishes community partnerships for health improvement |

YORK TECHNICAL COLLEGE
TECHNICAL STANDARDS FOR THE YORK TECH/USCL AD NURSING PROGRAM

ESSENTIAL FUNCTIONS OF A STUDENT NURSE IN THE ASSOCIATE DEGREE NURSING PROGRAM

Perform clinical assessments, analyze data and report deviations to the appropriate person.
Develop clinical care plans which include written nursing diagnoses, interventions and goals.
Perform clinical nursing procedures in a safe and efficient manner according to client care standards, agency policy, and attending physician's orders.
Perform clinical evaluations of the effectiveness of nursing care given.
Perform client and family education.
Act as a client care team leader.
Read, write, speak and comprehend English with sufficient skill to interact with others in verbal and written form.
Implement emergency procedures and administer first aid, including CPR.

MINIMUM QUALIFICATIONS NECESSARY TO PERFORM ESSENTIAL FUNCTIONS OF A STUDENT NURSE IN THE AD NURSING PROGRAM

PHYSICAL REQUIREMENTS: The position of student nurse has been given a strength rating of **MEDIUM WORK** by the US Dictionary of Occupational Titles (exerting up to 20-50 pounds of force occasionally, and/or 10-15 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.) Included in the essential functions of this position are the lifting, carrying, positioning and moving of clients both manually and by stretcher. When performing these functions with large clients, the strength necessary may exceed the DOT rating. The nursing student position also includes intermittent sitting, standing, walking, frequent bending, squatting, reaching, occasional kneeling, twisting, and exposure to changes in temperature/humidity and fumes. Both hands are used for power grip, speed and precision work. Use of both feet is required.

DATA CONCEPTION: Requires the ability to gather, collate or classify information about data, people or objects. Reporting and/or carrying out a prescribed action in relation to the information is frequently involved.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

MANUAL DEXTERITY/MOTOR COORDINATION: Requires the ability to use body members, tools or special devices to work, move, guide or place objects or materials. Involves some latitude for judgment with regard to precision attained and selecting appropriate tool, object, or material, although this is readily manifest. Must have good eye/hand/foot coordination.

INTERPERSONAL COMMUNICATION: Requires talking with and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to helpers or assistants.

PHYSICAL COMMUNICATION: Requires the ability to speak and hear (express self by spoken words and perceive sounds by ear.)

REASONING DEVELOPMENT: Requires ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.

LANGUAGE DEVELOPMENT: Requires ability to read and understand complex information from scientific and/or technical journals, papers, etc. Requires the ability to communicate the same types of complex information and data through speech and in writing using proper format, punctuation, spelling, grammar and using all parts of speech.

NUMERICAL ABILITY: Requires the ability to determine time, weight and to perform practical applications of fractions, percentages, ratio and proportion as well as basic addition, subtraction, multiplication, and division operations.

FORM/SPATIAL ABILITY: Requires the ability to inspect dimensions of items and to visually read information and data.

PERSONAL TEMPERAMENT: Requires the ability to deal effectively with stress produced by work and guest interaction situations that may be of critical or emergency situation.

Students not capable of meeting these requirements or are capable of meeting these requirements with an accommodation are asked to contact their division office to arrange an appointment to talk with the program manager.

Signature _____

Date _____

| | | |
|--|--|-------------------------------------|
| | | A34 |
| Piedmont Medical Center | Policies and Procedures | Page 41 of 54 |
| | SUBJECT: Student Nurses: Supervision, Responsibilities | Original Date: 6/98 |
| | | Revised: 2/04, 3/04, 2/08 |
| | | Reviewed: 7/05, 7/06, 7/07, 3/09 |

Policy Statement(s):

It is the policy of Piedmont Medical Center that Student Nurses will provide nursing care under the supervision of a school affiliated clinical instructor. The Nurse Manager/Charge Nurses and staff nurses will assist with this supervision.

Responsibility:

Nurse Manager
Charge Nurse
RN
Student Nurse, RN/LPN
Clinical Instructor

Definition(s):

Student Nurse - An individual currently enrolled in a clinical course at a school of nursing who provides patient care under the supervision of a clinical instructor and/or approved licensed nurse.

Supervision – If the student nurse has never had prior experience in implementing a clinical procedure, the clinical instructor will directly observe the student. If the student has clinical competency based on prior clinical rotations in implementing a procedure, the clinical instructor/primary nurse will observe by being present on the specific Unit.

Clinical Competency - The school will provide upon request competency assessment documenting student's ability to function in the clinical setting.

Equipment/Supplies:

N/A

Procedure:

1. Students will complete hospital orientation prior to the first clinical experience.
2. Students will wear appropriate Piedmont Medical Center identification.
3. All skills and procedures will be performed in accordance with hospital policies and procedures.
4. Student assignments will be posted in a conspicuous location on the nursing unit. Assignments will clearly delineate the responsibilities of the student. Assignments will be maintained in a notebook on the unit for the purpose of future reference/record keeping.

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| | | A34 |
| Piedmont Medical Center | Policies and Procedures | Page 42 of 54 |
| | SUBJECT: Student Nurses: Supervision, Responsibilities | Original Date: 6/98 |
| | | Revised: 2/04, 3/04, 2/08 |
| | | Reviewed: 7/05, 7/06, 7/07, 3/09 |

5. Posted assignments will maintain patient confidentiality and will not include any patient information, (i.e., name, patient initials, birthdates, medical record number or diagnosis). Room numbers are acceptable.
6. Students may perform skills as appropriate to their scope of practice (RN or LPN) and assist with physician initiated procedures under the direct observation of the clinical instructor and/or unit RN as assigned.
7. Students may observe, but **not** participate in the following procedures:
(This list is not limited and may include other procedures that students may not be competent to perform)
 - A. Blood sampling from venipunctures or central venous access devices/arterial catheters
 - B. Witnessing consents
 - C. Obtaining written, verbal, or telephone orders.
 - D. Calling a physician.
 - E. IV medications that require cardiac and/or respiratory monitoring or any chemotherapy Agents and Total Parenteral Nutrition (TPN).
8. Students may administer medications under the supervision of the clinical instructor or licensed nurse.

Medication Management:

 - a. Students must have the patient's primary nurse or clinical instructor present while in the medication room.
 - b. The clinical instructor reviews all medications with the student nurse and co-signs all medications in the MAR.
 - c. Student Nurses administering any initial dose of medication to a patient must be directly observed by the clinical instructor.
 - d. High Alert Medications require 2 RN verification in addition to the student nurse.

Documentation:

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| | | A34 |
| Piedmont Medical Center | Policies and Procedures | Page 43 of 54 |
| | SUBJECT: Student Nurses: Supervision, Responsibilities | Original Date: 6/98 |
| | | Revised: 2/04, 3/04, 2/08 |
| | | Reviewed: 7/05, 7/06, 7/07, 3/09 |

All documentation by students will be cosigned by the clinical instructor or licensed nurse.

Cross Reference(s):

HIPAA

York Technical College / Piedmont Medical Center Contract

University of South Carolina / Piedmont Medical Center Contract

Attachment(s):

N/A

Reference(s):

Joint Commission Hospital Accreditation Standards for Restraints, (2007), Comprehensive

Accreditation Manual. Oakbrook Terrace, Illinois: Author.

Springs Memorial Hospital

| | | | | |
|---|--|-----------------|---------|--------------|
| Policy/Procedure Title | Student Nurse (RN Student) | Manual Location | Nursing | |
| Policy/Procedure # | S-20 | Effective | 11/98 | Page 44 of 4 |
| Reviewed | 2/03, 3/04, 11/05,11/06,11/07,4/08,4/09,4/10 | | | |
| Revised | 3/02, 3/13/02 | | | |
| Department Generating Policy | Nursing Services | | | |
| Affected Departments | Hospital-Wide | | | |
| Prepared By: | | Dept/Title | | |
| Dept/Committee Approval CNO | | Date/Title | | |
| Medical Staff Approval (If Applicable) | | Date/Title | | |
| Board Approval (If Applicable) | | Date/Title | | |

PURPOSE: Provides basic nursing and personal care to assigned patients.

ESSENTIAL FUNCTIONS:

- I. The following procedures can only be performed under the direct observation of the clinical instructor, nurses preceptor, or charge nurse until the student has demonstrated safety and understanding during the performance of the procedure.
 - a. Sterile and non-sterile dressing changes
 - b. Maintain and monitor nasogastric suction and enteral feeding
 - c. Routine ostomy care
 - d. Perform tracheostomy care
 - e. Foley catheter placement or insertion, irrigations, specimen collection, routine care and removal
 - f. Perform nasotracheal suctioning
 - g. Assist with physician initiated procedures to include but not limited to:
 - Lumbar puncture
 - Bone marrow biopsy
 - Chest tube insertion
 - Thoracentesis
 - Paracentesis
 - Liver biopsy
 - Epidural catheter placement
 - Central line placement
 - Orthopedic procedures
 - h. Maintain chest drainage
 - i. Nasogastric and enteric tube placement

- II. Students may observe, but not participate in the following procedures:
- a. Cardioversion/Defibrillation
 - b. Conscious sedation
 - c. Surgical procedures
 - d. Endoscopy procedures
 - e. Hemodialysis
 - f. Cardiac catheterization and interventions
 - g. Chest tube removal
 - h. Temporary pacing
 - i. Childbirth delivery
 - j. Abortion procedures
 - k. Induction of labor
 - l. Initiate blood and blood products
 - m. Open chest resuscitation
 - n. Circumcision
 - o. Apply internal fetal monitoring electrodes
 - p. Arterial punctures
 - q. Blood sampling from central venous/arterial catheters
 - r. Removal of central venous or arterial catheters
- III. Venipuncture and administration of IV push medications may be performed only while under the direct supervision of a clinical instructor or preceptor.
- IV. Medication administration: oral, rectal, vaginal, optic and topical medications may be given under the Supervision or direction of the clinical instructor or preceptor after safety and understanding of the five rights of administration.
- V. The following IV push medication may be administered by a student under the direct supervision of the clinical instructor or preceptor:
- Narcotic analgesics
 - Diuretics
 - H2 antagonists
 - Antibiotics
 - Antiemetic
 - GI Stimulants
 - Valium
 - Steroids
- VI. Students may not administer the follow medications per IV route:
- Versed
 - Dilantin
 - Antiarrhythmics
 - Beta blockers
 - Calcium channel blockers
 - Investigational drugs
 - Cytotoxic agents
 - Thrombolytic agent

- Neuromuscular blockade agents
- Continuous iv sedation such as Diprivan or Fentanyl
- Inotropics (Digoxin)
- Anticoagulants

VII. Student may not independently take verbal orders

VIII. Students may not call physicians.

UNDERGRADUATE:

1. Must know and follow policies and procedures of the Department of Nursing at the hospital.
2. May participate in direct care of patients under the supervision of the RN assigned to the patient and in conjunction with the clinical instructor.
3. May document on a patient's permanent record after collaboration with the clinical instructor. Such documentation must include the student's name, title and co-signature of the clinical instructor.
4. May administer medication following these guidelines:
 - a. IV medications given in accordance with hospital policy, and under the supervision of a clinical instructor or preceptor
 - b. Medications given by other routes (IM, SQ, PO, SL, rectally, topically) will be given under the supervision of the clinical instructor as needed.
5. Shall be prepared to complete patient care assignment and articulate basic, pertinent theoretical knowledge prior to participating in direct nursing care.
6. Must adhere to policies relative to:
 - a. Parking
 - b. Dress code
 - c. Documentation
7. May use library.
8. May use cafeteria facilities
9. Must notify the clinical instructor and unit personnel when unable to report for duty due to illness or other emergency.
10. Report to the clinical instructor if he/she becomes ill or is injured on the unit while on duty.
11. May assist in performing CPR if he/she has current BLS certification from AHA or Red Cross.
12. Will give report on patient(s) cared for at end of clinical rotation to the designated staff nurse.
13. Students should be identified with appropriate name tags and student uniforms or lab coats any time they are in the clinical area. If lab coats are worn, appropriate professional dress is required. No jeans or shorts are permitted. Must follow student handbook dress code.
14. Student projects – Surveys and questionnaires for student projects need to be approved by the appropriate Clinical Director before distribution. Permission for interviews related to student projects must be obtained before the interview is conducted.

PC: S-20.Doc

New Guideline: Effective September 1, 2010, York Technical College prohibits the use of all tobacco products, in any form, except in personal vehicles. Individuals must be sitting in the passenger compartment of a personal vehicle to be in compliance with the guidelines.

Clarification of Prohibited Areas: Specifically, tobacco use is prohibited in all campus buildings, including classrooms, laboratories, shops, offices, work areas, study areas, reception areas, meeting rooms, lobbies, hallways, stairwells, elevators, eating areas, lounges, restrooms and in all partially enclosed areas such as covered walkways. Additionally, smoking is prohibited on campus grounds (except in personal vehicles), on public highway right-of ways, at all off-campus centers, at off-campus college-sponsored activities and in all York Technical College vehicles.

Definition of Tobacco Products: Tobacco products include, but are not limited to, cigarettes, cigars, pipes, and smokeless tobacco.

Disposal: Ashtrays and smoking shelters will not be provided on campus grounds. Prospects, students, and employees are expected to dispose of the residue from their tobacco products safely and appropriately in their vehicles.

Littering: Individuals who are caught littering will be issued a warning citation or a fine at the discretion of the Public Safety Officers.

Monitoring: Public Safety and other employees of the College will advise individuals who are not in compliance with the College's tobacco-use guidelines to dispose of their tobacco products appropriately. Any observed student violations of the tobacco-use guidelines should be reported immediately to the Public Safety Office (803) 327-8013. Any observed employee violations should be reported to the employee's direct supervisor.

Warnings: Visitors on campus will be issued warning citations if they violate the tobacco-use guidelines. Students and employees may be issued warning citations or fines at the discretion of the Public Safety Officers.

Violations: South Carolina's Clean Indoor Air Act of 1990 cites violation of the act as a misdemeanor which, upon conviction, results in a fine. Tobacco use in prohibited areas is also punishable by fines and/or disciplinary action.

Fines: Violations may result in the individual being fined \$25 for each offense at the discretion of the Public Safety Office.

Disciplinary Action: Students who habitually violate the tobacco-use guidelines or who engage in disrespectful conduct towards a Public Safety Officer or an employee enforcing the tobacco-use guidelines will be referred to the Dean for Students Office for possible disciplinary action. Employees who habitually violate the tobacco-use guidelines will be referred to their supervisors for progressive disciplinary action.

Cooperation: Effective implementation of these guidelines depends upon the courtesy, respect, and cooperation of all members of the York Technical College community.

Educational Programs: York Technical College will provide programs to help students and employees stop using tobacco products. These tobacco treatment programs will be publicized on the College's website and in student and employee communications.

Comments: If you have questions, comments, or concerns regarding this information, please contact Kelli Dawkins, Dean for Students, at kdawkins@yorktech.edu.



USC Tobacco Policy

Here are excerpts from the new USC Tobacco Policy, which does apply at USC Lancaster. For the full policy, see Tobacco Free USC @ <http://www.sc.edu/healthycarolina/tobfree.html>

I. **Smoking and use of all tobacco products is prohibited** in all USC-owned or -leased buildings, buildings on university-owned land, all university vehicles and in designated outdoor areas including:

* **Entrances, balconies, decks, patios and outside stairways** to buildings and outdoor passageways to entrances, decks, patios and stairways

* **Within twenty-five (25) feet of a building** or an air intake unit/opening

* **Courtyards** or other areas where air circulation may be impeded by architectural, landscaping or other barriers

IV. Enforcement for the policy is the responsibility of each member of the Carolina community. Faculty, staff, and/or students are expected to enforce the policy for their facilities and/or sponsored activities.

V. Violations of this policy are covered by existing faculty and staff employment policies and student conduct regulations and as such will be responded to within the realm, responses, and consequences allowed by those policies or regulations.

**YORK TECHNICAL COLLEGE
CONTINUING EDUCATION
HEALTH AND HUMAN SERVICES**

STUDENT INFORMED HEPATITIS B VACCINATION DECLINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk for acquiring Hepatitis B virus (HBV) infection. I have received training about this hazard, and I have been given the opportunity to be vaccinated with Hepatitis B vaccine. However, I decline the Hepatitis B vaccine at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

All students who decline the Hepatitis B vaccination and who are to be involved with any high-risk area will be screened for Hepatitis B. Evidence of negative results from either the surface antigen or panel screening must be presented to and approved by the Infection Control and Employee Health Nurse prior to the student's admittance to the high risk area. The high risk area that has been defined by the Infection Control Committee as being the Operating Room.

Copy(s) of this form may be provided to the clinical site(s).

Student Signature _____ Date _____

Address _____

City/State/Zipcode _____

Witness _____ Date _____

**Directions From
York Technical College
To
University of South Carolina Lancaster**

**YTC (452 South Anderson Road-Rock Hills SC 29730)
USCL (467 Hubbard Drive-Lancaster, SC 29720)**

| Directions | Distance |
|--|-----------------|
| 1. Start out going SOUTH on ANDERSON RD S/US-21 BYP/SC-121/SC-72 BYP toward TECHPARK BLVD. Continue to follow South ANDERSON ROAD. | 6.2 miles |
| 2. Take the SC-5 ramp toward RODDEY/LANCASTER. | 0.2 miles |
| 3. Turn RIGHT onto SC-5. | 7.8 miles |
| 4. Merge onto US-521 S toward LANCASTER. | 6.4 miles |
| 5. Turn RIGHT onto HUBBARD DR. | <0.1 miles |
| 6. End at 467 Hubbard Dr Lancaster, SC 29720-5615 | |

Estimated Time: 30 minutes

Estimated Distance: 20.87 miles

**Directions From
University of South Carolina Lancaster
To
York Technical College**

| | |
|---|------------|
| 1. Start out going NORTHEAST on HUBBARD DR toward US-521. | <0.1 miles |
| 2. Turn LEFT onto US-521 N. | 6.2 miles |
| 3. Merge onto SC-5 via the ramp on the LEFT toward CATAWBA/ROCK HILL. | 7.8 miles |
| 4. Merge onto US-21 N/ANDERSON RD S/SC-5 W. | 6.4 miles |
| 5. End at 452 South Anderson Road | <0.1 miles |

Estimated Time: 30 minutes

Estimated Distance: 20.87 miles

**York Technical College/USCL
Cooperative Associate Degree Nursing Program**

ACKNOWLEDGEMENT OF STUDENT RESPONSIBILITY

I, _____, have read the information provided in the *Associate Degree Nursing Student Manual, 2011-2012*. The material has been reviewed in class by faculty. I have sought clarification from faculty for any uncertainties regarding this information.

I have read and understand the information presented in the current *Associate Degree Nursing Student Manual, 2011-2012*, including the clinical attendance policy.

I give my permission to York Technical College / University of South Carolina Lancaster Cooperative Associate Degree Nursing Program and all contracted clinical facilities to receive and exchange the Criminal Background Check, Drug Screening Results, and Student Health Form documents if shared for the limited purpose of determining my suitability to participate in the clinical program. Any positive Criminal Background Check(s) or Drug Screening(s) results are to be provided only directly to the *Department Chair of Nursing*. Results may not be shared with any other entity without my express written permission. Such permission shall expire one year after completing program.

Signed: _____

Date: _____

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